STUDENT EMPLOYEE HIRING CHECKLIST

To start:

- List available job on Handshake
  - [https://career.colostate.edu/employers-2/](https://career.colostate.edu/employers-2/)
  - Post job for minimum of 3 days, preferably 1 to 2 weeks
- Read applications, interview potential candidates, check references
  - Retain notes/comments from interviews, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check
  - Instructions on how to submit a background check can be found at
    [http://www.hrs.colostate.edu/background-checks/background-checks.html](http://www.hrs.colostate.edu/background-checks/background-checks.html)

Upon notification of successful background check:

- Send student link for Equifax (I-9 and SSA-1945 completion)
  - [https://hrx.talx.com/HRX/EmploymentCenter?packetid=3e021089-a4b0-45cf-8c8b-b827b498fcb2&Location=XXXX](https://hrx.talx.com/HRX/EmploymentCenter?packetid=3e021089-a4b0-45cf-8c8b-b827b498fcb2&Location=XXXX)
    - “XXXX” is the four-digit CSU department number
  - Student completes Section 1 on or before first day of employment

Department MUST:

- Complete in Equifax, Section 2 of Form I-9
  - Will need to see original documents - (do not make or submit copies of documents)
  - Employer completes Section 2 with student **within 3 business days** of hire date
- Complete Direct Deposit Form with student; send to Human Resources; The student will need to complete the W-4 form in Employee Self Service once the assignment has been approved.
  - HR, 6004 Campus Delivery or 555 S Howes, 2nd Floor
  - Please indicate Employee Group on the envelope
- Provide student with an explanation of SERP/Medicare and when it would be assessed
- Enter student into Oracle
  - (New hires and new assignments should list first day of employment as effective date – they do not need to start at the beginning of a pay period – only changes to existing assignments do)
    - Does student have a work-study award? If yes, get confirmation from student ([RAMweb](https://ramweb.colostate.edu)) and enter student on a work-study assignment
    - Student needs to be in Oracle for Equifax I-9 information to transfer
    - Do not keep copies of personal employee information
    - In comment section, list date of approved background check & Handshake ref #

Student will have access to TCP, 24 hours after request approved in Oracle

For additional steps associated with hiring Foreign Nationals, please visit Business & Financial Services, [Hiring Foreign Nationals](https://business.colostate.edu/hiring-foreignnationals)

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