



STUDENT EMPLOYEE HIRING CHECKLIST

To start:

- List available job on Handshake
 - <https://career.colostate.edu/employers/>
 - 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 <https://hr.colostate.edu/hr-community-and-supervisors/onboarding/background-checks/>

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>
 - “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
- The employee will need to complete the Direct Deposit and W-4 forms in Employee Self Service (ESS) once the assignment has been approved.
 - Students will not have access to ESS until after the effective date of the assignment.
 - Student will have access to TCP 24 hours after assignment is approved in Oracle,.

- 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](#)) 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 #

For additional steps associated with hiring Foreign Nationals, please visit Business & Financial Services, [Hiring Foreign Nationals](#)