



STUDENT EMPLOYEE HIRING CHECKLIST

To start:

- List available job on JobX – Job Posting Service
 - o <http://www.ses.colostate.edu/job-posting-service>
 - o Post job for minimum of 3 days, preferably 1 to 2 weeks
- Read applications, interview potential candidates, check references
 - o Retain notes/comments from interviews, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check
 - o <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)
 - o <https://hrx.talx.com/HRX/EmploymentCenter?packetid=3e021089-a4b0-45cf-8c8b-b827b498fcb2&Location=XXXX>
 - “XXXX” is the four-digit CSU department number
 - o Student completes Section 1 on or before first day of employment
 - o Employer completes Section 2 with student within 3 business days of hire date

Department MUST complete:

- Equifax Section 2 completion of Form I-9 (on or within 3 business days of start date)
 - o <https://aar.is.colostate.edu/>
 - o Will need to see original documents - (Do not make or submit copies of documents)
- W-4 and Direct Deposit Forms completed and sent to Human Resources – 6004 Campus Delivery or 555 S Howes, 2nd Floor
 - o Please indicate Employee Group on the envelope
- 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 do)
 - o Does student have a work-study award? If yes, get confirmation from student ([RAMweb](#)) and enter student on a work-study assignment
 - o Student needs to be in Oracle for Equifax I-9 information to transfer
 - o Do not keep copies of personal employee information
 - o In comment section, list date of approved background check & JobX ref #