



## **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, 2<sup>nd</sup> 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 #