STUDENT EMPLOYEE HIRING CHECKLIST

To start:

☐ List available job on JobX – Job Posting Service
   o [http://www.ses.colostate.edu/job-posting-service](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](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](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](http://www.hrs.colostate.edu/background-checks/background-checks.html)
   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/](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 #