

Work Study New Hire Checklist

Complete the following:

- Department verifies applicant has a work study award and meets eligibility guidelines
<http://stuemp.unm.edu/common/Documents/employment-requirements.html>
- Department verifies Customer Service Training completed by student www.career.unm.edu/scs
- Department Originator begins Hiring Proposal (HP) -
 - (If the position requires a background check, please attach the Background Check Request Form to the hiring proposal and include a comment in the Originator notes)
- Department Originator submits HP to Department Approver **and sends student to Student Employment Office to complete hiring paperwork.**

Students must bring in **original** documents for the I-9. A list of documents is available at <http://www.uscis.gov/files/form/i-9.pdf> (page 9); students must also complete the Online Customer Service Training at <http://www.career.unm.edu/scs/>
- Final Department Approver submits HP to Employment Area
- HP in "Submitted to Employment Area" status; Student Employment Office verifies information and makes comments on HP. HP is approved only after all requirements have been met.

(If the position requires a background check, the HP will be approved only when the background check is cleared).
- Department checks the Employment Area Comments for student status. An email will be sent to the Department Originator after "All Approvals Obtained." Departments may also check their ePrint report (PZROEMA) to verify the student is in the system.
- Department notifies the student that he or she is eligible to start working.