



Student Employment Hiring Process

MUST Complete All 4 Steps

HUMAN RESOURCES -ORB 106

Once offered a position the following MUST be done before working any hours:

A Student Employment Packet can be accessed at NWC.EDU-Jobs-Jobs for Students.

1. Complete the 'Authorization & FERPA Form'. This needs both Supervisor & Student signatures.
2. Bring Student Employment Packet to the Human Resources Office ORB 106:

Returning Students/Students with more than one job

- Authorization & FERPA-signed by supervisor
- Part II Employment Application

New Student Employee

- Authorization & FERPA-signed by supervisor
- Part II Employment Application
- W-4
- I-9 and IDs as outlined on I-9 form

3. While in HR, new student employees will need to produce appropriate ID's as required for I-9 compliance. To meet these requirements, HR must see **original** documents as listed on the back of the I-9
4. **IMPORTANT** - Must have HR/Payroll Release to Work form or email – from the HR/Payroll personnel before working any hours.

Questions - Contact Tracy Gasaway 754-6107 or Marsha Wilson 754-6402