



## 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](http://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 Diedre Asay 754-6403 or Tracy Gasaway 754-6107