

## Student Employment Hiring Process MUST Complete All 4 Steps

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

A Student Employment Packet can be accessed at [www.nwc.edu/jobs-rev-iru-studentws](http://www.nwc.edu/jobs-rev-iru-studentws).

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
    - o Authorization & FERPA-signed by supervisor
    - o Part II Employment Application
  - New Student Employee
    - o Authorization & FERPA-signed by supervisor
    - o Part II Employment Application
    - o W-4
    - o 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 email – from the HR/Payroll personnel before working any hours.

Questions - Contact Tracy