Student Employment Hiring & Orientation Checklist

Information applies to all students, regardless of status (international, Work-Study eligibility, etc)

Supervisor

 Advertise position by sending a job description to careerservices@goshen.edu to post on job bank

 When filled, ask Career Services to remove your job posting from the GC job bank

 Schedule and conduct interviews; inform all applicants of decision

 After hire, add the student to your department’s payroll through GC Online

 Provide thorough orientation to ensure clear understanding of expectations

**Student**

 Obtain, complete and return documents on following page

Supervisor and student review together

 Job description and duties:

 Student receives a copy of the job description

 Review how to complete basic duties and any special procedures

 Review use of telephones, computers, and office equipment

 Working hours:

 Schedule working hours per week

 Review department policy on attendance, arriving late, illness, and absence

 Online time cards and payroll:

 Review time card feature of GC Online and how to complete

 Student’s responsibility vs. supervisor’s responsibility (submission & approval)

 Date of first pay check (last Wednesday of each month, except December)

 Confirm student’s hourly pay rate or stipend amount

Students will also need to provide the following ID(s): picture ID card AND Social Security card or birth certificate OR just a passport. International students will need to apply for a U.S. Social Security card; see international student advisor, Skip Barnett for more details.

 Other:

 Confidentiality and importance of not sharing confidential information of any kind

 Additional departmental policies (appearance/dress, food, breaks, etc.)

 Awareness of Student Employee Guide (online at www.goshen.edu/careerserv/faculty-staff/hiring/)

Before a student can get paid for working on campus, the following documents must be obtained and/or

completed thoroughly and accurately.

**Social Security Card**

All domestic and international students must have an original social security card to be eligible for

student employment. Present this to the Accounting office when turning in the other forms listed below.

International students should speak with the international student advisor, Skip Barnett, if they have

questions (ext. 7872, carleb@goshen.edu).

**W4** (Accounting Office, AD 05)

This form is completed so the Accounting office can withhold the correct federal income tax. Many

students are exempt from withholding, but must complete a W-4 to indicate their exemption. Students

may ask the Accounting office for assistance in completing the form if they are not certain about their

withholding status.

**WH-4** (Accounting Office, AD 05)

This form serves the same purpose as the W-4, but for state and county income tax holding.

**I-9, Employment Eligibility Verification** (Accounting Office, AD 05)

Required for all employees in order to comply with federal law (the Immigration Reform and Control

Act of 1986). The student employee must provide documentation which establishes both identity and

employment eligibility. The student employee must complete Section 1 Employee Information and

Verification and sign in ink. The signed form should be turned in to Accounting, who will complete

Section 2 after viewing your identification cards.

**Name and Address Change** (Registrar’s Office, AD 06)

For permanent address or name changes, see the Registrar’s Office. If there is a change in address to

which your paycheck should be mailed, also notify the Accounting Office.

**Driver’s Form** (Physical Plant)

Completed by students who will be required to drive a college vehicle as part of their job responsibilities.