Supervisor Checklist for Hiring Student Employees

- **Employment Eligibility Verification Form I-9**: Required for all new hires to the University or those students who have not worked in some capacity in the 12-months prior to this appointment. Students will complete section 1 online.

- **Criminal Background Check**: Required for all students to be hired within the Division of Residential and Hospitality Services. Send to RHS Human Resources (contact information on form).

- **Reporting Protocol Acknowledgment**: Required for all students to be hired. Must be signed by both student employee and supervisor. Send to RHS Human Resources.

- Any additional requirements specific to departments
  - Foodborne Illness Guidelines
  - Employee Driver Certification

- Provide the student with a copy of the **RHS Student Team Member Handbook**

Students to be hired will have additional requirements that they are responsible for completing. For additional information on these requirements, visit the **student resources** page on our website.