



STUDENT HIRING FORM

Instructions

Supervisor completes this form after the position has been posted on *OSU Jobs Online Recruiting system* for at least three (3) business days and a competitive recruitment has taken place to select the successful candidate. Forms should be sent to HSBC.HR@oregonstate.edu. (To initiate the recruitment/posting process, first complete and submit the *Student Posting Request Form*, located in the Forms section on the [HSBC website](#)).

The student must visit HSBC HR to complete all required paperwork. The student may not perform any work until the supervisor has been contacted by HSBC HR, which confirms that any applicable Criminal History Check (CHC) and/or Motor Vehicle History Check (MVHC) clearances have been returned with satisfactory results and the student has completed the required hiring paperwork.

Student Employee Information

Last Name: First Name: OSU ID #:

Phone: Email:

Enrollment Information

If enrolled at an institution other than Oregon State University, proof of enrollment is required. Please have the student send documentation to HSBC.HR@oregonstate.edu or submit in person to Snell Hall.

Current Term: Number of Credits: Next Term: Number of Credits:

Name of School: Name of School:

Recruitment/Position Information

Posting # (required): Unit: Comments:

Proposed Start Date: End Date (estimated):

Index(es) & Distribution %:

Hourly Pay Rate: Work Study Non-Work Study

Supervisor: Supervisor OSU ID #: Supervisor Position # (if known):

Important Information for New Employees

Documents for the Employment Eligibility Verification form (Form I-9):

Please bring: One document from List A **OR** One document from List B **AND** one document from List C.

A list of acceptable documents can be found on page 9 of Form I-9. Please visit <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf> to view this list. If you are an international student, you may need to provide additional documentation.

Pay Delivery:

If you would like to sign up for direct deposit, please be sure to bring a voided check or a document from your financial institution that verifies your account and routing numbers.

You can alternately set up direct deposit through myOSU located at <http://main.oregonstate.edu/>.

FOR HSBC USE ONLY

Position #: C51 _____ - S _____ RYACWSR

Received by HSBC HR Date: _____ Paperwork Completed/Submitted by Student: N/A Date: _____

CHC Y N N/A Date Cleared: _____ Work Study Code: N/A _____ Hiring Prop. Submitted: _____

MVH Y N N/A Date Cleared: _____ Welcome Email EmpCenter Instructions Fill Posting

On Restricted List? Y N Date: _____ CVM: Send info to cvmaccts@oregonstate.edu CVM: Check Earn Org 220000

Authorized Start Date: _____ Hiring Prop. Approved: _____ Date: _____