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: ___________________________
CHC Y N N/A Date Cleared: ___________________________
MVH Y N N/A Date Cleared: ___________________________
On Restricted List? Y N Date: ___________________________
Authorized Start Date: ___________________________
Paperwork Completed/Submitted by Student: N/A Date: ___________________________
Work Study Code: N/A ___________________________ Hiring Prop. Submitted: ___________________________
Welcome Email: ___________________________ EmpCenter Instructions: ___________________________
Fill Posting: ___________________________ CVM: Send info to Dave & Lorie: ___________________________
CVM: Check Earn Org 220000: ___________________________
Hiring Prop. Approved: ___________________________ Date: ___________________________

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