



Checklist Career Hub

This form is for your own use and does not need to be submitted.

The process of becoming an On Campus Student Employee consists of three main steps listed below to make the tasks simpler to work through. Please look through the whole checklist as there are additional checklists that may apply to you at the end of this document.

Please refer to the [Career Hub website](#) to get more information or contact us via email at careerhub@santarosa.edu.

Student Name: _____ SID: _____

Supervisor Name: _____ Department: _____

Date completed: _____

Step 1: Applicant (Pre-employment)

***required item**

Form/Task	Completed On	Notes
Attend a Pre-employment Student Employee Workshop (dates and times are available on the Career Hub Website)		
Meet with the Financial Aid Office to discuss Federal Work Study (FWS) and decide if this is the correct decision for you (not all jobs require FWS).		
Meet with Career Advisor to Work on First Impressions (Cover letter, resume, and interview skills)		
Complete an Eligibility Application * to determine if all qualifications are met to become an On Campus Student Employee		
Apply to on campus student employee jobs via Jobspeaker * (instructions will follow once you're approved to do so through the eligibility application).		
Attend interview(s) with potential supervisor(s).*		

Step 2: You Are Hired! (Onboarding)

This paperwork will come via a link in email once your new supervisor requests to begin the hiring process. This will begin approximately 48-72 hours after you're given a job offer, depending on how quickly a request is submitted.

*required items

**required item for non-citizen who are not F1 visa holders or Permanent Residents

Form/Task	Completed On	Notes
Watch the " New Hire Video " Video located in the New Hire Requirements Portion of the Career Hub Website or view the New Hire PowerPoint to get more information on how to fill out the hiring packet		
Request/Approval Form: Student*		
Confidentiality Statement*		
Personal Data Form*		
Employment Eligibility Form: Student*		
Decide which I9 Documents from list of acceptable documents you will be using *		Document 1: * Expiration date: Document 2: Expiration date: Document 3: Expiration date: Document 4: Expiration date: Document 5: Expiration date:
Federal W-4 Form*		
Federal W-4 Form Worksheet		
California W-4 Form*		
California W-4 Form Worksheet		
Student Payroll Form: Student*		
Direct Deposit Form with a voided check or bank letter?	Yes: _____ No: _____	
Substantial Presence Test**		
Attend Student Orientation*		

Step 3: Current Student Employment

Form/Task	Completed On	Notes
Log into the Student employee Online Portal (EOP)		
Use Career Development Services – First Impressions is only the beginning! Visit the Career Hub Website for everything else we can do to get you Career Ready, whatever stage you're currently in.		
Set-up goals and objectives with supervisor		
Complete a 200 Hour Appraisal / Evaluation with your supervisor		
Complete at least 1 unit of Work Experience		
Complete a 600 Hour Appraisal / Evaluation		

Additional Checklists

Please contact the Career Hub office if any of these apply to you or you are unsure if you qualify for these and include the appropriate document with your hiring packet.

Students who are minors (under 18 and / or still enrolled in High School) :

Form/Task	Submitted on	Notes
High School Diploma (if applicable)		
Work Authorization/Permit*		Expiration Date: Other Notes:

Please note that you must schedule an appointment with Jamie Longnecker if you are a high school student to go over the additional documents required for working on campus.

DACA and/or Temporary Resident Students:

Form/Task	Submitted on	Notes
Substantial Presence Test*		
Work Authorization/Permit*		Expiration Date: Other Notes:

International Students:

Please click on this [link](#) to get more information.

Form/Task	Submitted on	Notes
Passport*		Expiration Date: Other Notes:

<p>Visa*</p>	<p>Expiration Date: Other Notes:</p>
<p>I-20*</p>	<p>Expiration Date: Other Notes:</p>
<p>I-94*</p>	<p>Expiration Date: Other Notes:</p>
<p>Do you have a social security card?</p>	<p>Yes: _____ No: _____ (if no, please continue below on how to acquire one) Other Notes:</p>
<p>Contact Coordinator, Workforce Development to request a verification letter of employment in order to apply for SS card</p>	<p>Date:</p>
<p>Contact International Student Programs (ISP) to request a verification letter of attendance in order to apply for SS card</p>	<p>Date:</p>
<p>Submit the receipt of SS card</p>	<p>Date:</p>
<p>Submit a copy of the SS card</p>	<p>Date:</p>