

Student Employment Hiring Checklist

- Email job description to Student Employment (stuemp@lclark.edu). Student Employment will post on job database.

- Interview and hire student.

- Fill out Employment Authorization Form completely. Indicate whether position is Federal Work-Study (5400) or regular college employment (5450).

- Send student to Student Employment to complete I-9 and W-4.

- If necessary, contact Student Employment regarding training student on FERPA compliance. Have student sign FERPA statement.

Student Employment will send you a confirmation and a timecard for the student once they are eligible to begin work.

If you have questions, contact us at stuemp@lclark.edu or x 7093.