

Student Employment Checklist

Looking for a job on campus? This checklist is designed to help you easily obtain the job you need. Check off each item after you complete it and before you know if you will be gainfully employed!

Landing the Job

- Prepare:** Complete the application, attach a resume and make enough copies to distribute to all your prospective on-campus employers.
- Plan:** Determine from the list of on-campus employers which jobs you want. The list of possible jobs and hiring supervisors is included in this application packet.
- Apply:** Submit a completed application to each hiring supervisor(s) for the job(s) you are interested in pursuing. If available, bring your class schedule with you when you drop off your application.
- Interview:** Discuss with each hiring supervisor how to obtain an interview. Interview for the job informing them of all the gifts and talents God has given you that meet the qualifications for the position you want.

You are offered the job! Congratulations. However, you are NOT done yet. Complete the following employment paperwork to begin work.

Securing the Job

- Job Offer:** The hiring supervisor will fill-out the middle portion of your application documenting the offer of employment. Bring the completed application to the Student Employment Office in Sutcliffe Hall.
- Complete Employment Paperwork:** Complete the following list of employment paperwork in Human Resources:
 - I-9: bring ORIGINAL documents** to verify your identification and eligibility for employment in the US. A list of qualifying documents is included in this student employment packet.
 - W-4**
 - Direct Deposit Form:** Multnomah University utilizes direct deposit whenever possible. If you do not currently have an account with a financial institution, U.S. Bank offers free checking and ATM machines are available on campus to immediately access your account.
- Ready to begin work:** Once you have submitted the above paperwork to Student Employment, you will receive your first time sheet. That first time sheet is your clearance to begin working; give it to your new supervisor and they will show you where they keep them in the office so you can fill out your hours each day you work. Your supervisor will supply all subsequent timecards.

Congratulations! You are NOW gainfully employed.