1. Create a Hire-A-Niner account | Log in as an employer, not faculty/staff

   For templates, visit the Student Employment website.

3. Review applicants & interview students

4. Make student offer

5. Hire Student
   a. Returning student employees | Pick up reappointment form from the
      Student Employment Office (King 222)
   b. New student employees | Students need to do the following:
      i. Complete online orientation via canvas
      ii. Complete, print and submit the hiring packet and original I-9
          documents to the Student Employment Office (King 222)
      iii. Once a student submits all documents, they will receive their
           Appointment Form and a Yellow I-9 Verification Card. Faculty/Staff
           need to complete the bottom section of the form and keep a copy
           of the yellow card for their record.

Note: Students cannot begin working until they have submitted all required documents

6. Student submits the appointment form to the Student Employment Office

7. Student begins working