

Hire Form **Student Employee**

For use within MSU Extension Only

This form will be used **AFTER** the **Student Pre-Approval Request Form** has been **APPROVED**, you've received notification to move forward and the individual has been offered the position. This document should accompany the electronic I-9 form and background check.

Student employee cannot begin working until approval has been given from MSUE HR.

- The I-9 must be completed electronically, for instructions on this process please refer to the MSUE HR web page: http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms

The electronic I-9 and Hire Form must be received by MSUE HR at least two (2) weeks PRIOR to the date of employment:

Email hire form to:
MSUE.TOC.Student@msu.edu

***Fields in red below are required**

STUDENT EMPLOYMENT INFORMATION

Anticipated Hours worked per week:

The information below can be found on the completed Pre-Approval Request form that was sent back to you by MSUE HR. **Job Reference # and Job Title will be provided by MSUE HR.**

Job Reference #:

Job Title:

JOB / ORGANIZATION INFORMATION

MSUE Institute/Organizational Unit:

Program / Initiative:

County:

District:

Work Location Address:

Work Location Phone Number:

Name of Supervisor:

Supervisor's Institute/ Organizational Unit:

Desired Date of Hire:

Anticipated End Date:

STUDENT EMPLOYEE INFORMATION

(please have new student employee complete this section)

Personal Data

Student ID Number :

Social Security Number:

*(The name provided on this form must **match** what is reflected on the **Social Security card**.)*

Last Name:

First Name:

Middle Name:

Suffix (e.g. Jr.):

Gender: Male Female

U.S. Citizen: Yes No

MSU Email Address (to initiate Background Screen):

Date of Birth:

Emergency Contact Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone Number:

Student Employment Questions:

- Are you authorized to work in the U.S? Yes No
- Are you currently enrolled for courses at Michigan State University? Yes No
- Are you currently working on campus or have you in the past? Yes No
- Do you have work study? Yes No
 - If yes, how many hours?

Does the employee have any relatives who work in the department where the employee is being hired? Yes No

If yes, will they be supervising the employee? Yes No

Relatives Name: _____ Relationship: _____

The University will conduct a criminal records background check on all prospective employees. A "yes" response will not automatically disqualify an applicant from employment consideration. Each applicant will be evaluated based on the nature of the crime, severity of offense, when it occurred, and the duties and responsibilities of the position for which an individual is being considered.

- **Has the applicant ever been convicted of a crime?** Yes No
- **Are there criminal charges pending against the applicant at this time?** Yes No

Supervisors Name (PRINTED):

Signature of Supervisor:

Date:

Signature of Employee:

Date:

Internship End Date (this date cannot exceed one year from the start date of the internship):

Student/Intern MSU email address:

Supervisor email address:

o **Outline learning goals** within two weeks of the intern start date

Supervisor will provide intern with focused direction and timely feedback

Supervisor and intern will complete, discuss and submit midterm and final evaluations

I agree to this job title and pay rate. I understand that as a U.S. citizen or permanent resident I cannot work over 29 hours a week fall and spring semesters, or 20 hours a week fall and spring semesters, if I am an international student. (All students can work up to 40 hours a week during semester breaks, finals week and summer semester).

Student Signature :

Date :