Instructions and Meeting Availability Form

Once you are offered employment for an on-campus position, you must fill out federally required hiring documents in order to be hired.

- **DO NOT** include your social security number to maintain security.

- If you decide to fill out these forms digitally, it is best to use Adobe Acrobat. For Mac users, be aware the preview app may cause the forms to appear blank after being saved.

- All dates should be in the format of mm/dd/yyyy. If an area of the document is not applicable to you, please write in N/A.

- Once you have filled out the forms, they should be **saved in PDF format** and sent to student-employment@salemstate.edu from your SSU student email.

Upon receiving your completed paperwork, we will need to set up a brief zoom call with you to complete the employment eligibility I-9 form. **You cannot be hired until this step is completed.**

We are available Monday through Friday, from 8:30 am to 5:00 pm.
In the box below, please tell us which days and times you will be available:

Based on your availability, we will send a meeting invitation to your student email. Please make sure to accept the invitation and confirm your spot for the meeting or suggest an alternate time. If you do not, it could cause further delays.

During this zoom call, you must:

- **Present specific ID documents.** Please see the file named 'I-9 Acceptable Documents' included in this packet for the list. These documents should be unexpired and cannot be copies. Please choose one from List A **OR** a combination of one item from List B and List C.

- **Have your social security number ready.** We will need to add it to your forms on your behalf. If the number is incorrect, we will need to set up another zoom call in the future and it might delay the hiring process since a correct SSN is required for the state payroll system.

> In the upper right-hand corner of many of the forms, you'll see a or post-it note which will contain answers to frequent questions we receive about the form. If you have any questions though, please contact us at **student-employment@salemstate.edu**