

STUDENT ASSISTANT-HIRING PROCESS

If you have never worked on campus before, please complete STEPS listed in BOX 1 or if you are currently working on campus, please complete STEP in BOX 2.

BOX 1

- Step 1: COMPLETE 1-9 FORM. Please go to the following website, <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>; read pages 1-6 and complete pages 7 and 8 of the Form 1-9. You will need to bring a completed 1-9 form in to Human Resources, along with one form of identification (e.g., VSU student ID) and one form of verification (e.g., social security card); please refer to page 9 for further examples.
- Step 2: COMPLETE RIGHT-TO-KNOW. Go to <http://www.valdosta.edu/administration/finance-admin/human-resources/student-employment/documents/right-to-know.pdf> and follow the step-by-step instructions to complete the Right-to-Know training. Bring your printed training certificate to Human Resources.
- Step 3: COMPLETE DIRECT DEPOSIT. In order to set up your direct deposit, you will need to have either a voided check or a letter from your financial institution listing your account and routing number.
- Step 4: MAKE AN APPOINTMENT. Please contact Human Resources at 229-333-5709 to schedule an appointment.
- Step 5: BRING ALL FORMS. Bring Form 1-9, Right-to-Know Certificate, and voided check/letter from the bank to Human Resources during your scheduled appointment.

BOX 2

- Step 1: MAKE AN APPOINTMENT. Please contact Human Resources at 229-333-7575 to schedule an appointment.

PLEASE NOTE THAT YOU ARE NOT PERMITTED TO START EMPLOYMENT UNTIL YOU HAVE MET WITH A STUDENT EMPLOYMENT REPRESENTATIVE.

Campus Address:
Human Resources
University Center Bldg III
1205 N. Patterson St
Valdosta, GA 31698