

OSU LIBRARY STUDENT EMPLOYEE CHECKLIST

To: Potential Student Employees of OSU Libraries

If you want to be a student employee with University Libraries, follow this checklist. Keep this form. It will help you know the steps to take in order to possibly get a job in the Libraries.

1. Search the Job Board near Room 110, Main Library or website www.lib.ohio-state.edu/hrweb/public.php
 - ✓ Know your schedule and qualifications.
 - ✓ Write down supervisor's name, office number, and phone number.
 - ✓ Take an Application Package available under the Job
2.
 - ✓ Work-Study student positions are available at <http://sfa.osu.edu/Jobs/>
 - ✓ Work-Study student will also need the referral form from the Work-Study office.
3. Interview with the supervisor:
 - ✓ Complete white "Application Card" or the available on-line:
 - <http://www.lib.ohio-state.edu/hrweb/StudentCard.pdf>
 - ✓ Go to supervisor to inquire about position.
4. Hiring Process:
 - ✓ If your qualifications meet the requirements of the department, the supervisor may offer you the job. The supervisor will fill out the "Student Employment Referral Form".
 - <http://www.lib.ohio-state.edu/hrweb/ReferralForm.pdf>
 - ✓ Go to Room 110, Human Resources Department in the Main Library as soon as possible to complete required employment forms.
 - ✓ **You may not begin working until the required paperwork is completed in Human Resources.**
5. Complete required paperwork in the Library Human Resources Department:
 - ✓ Allow 10 to 20 minutes.
 - ✓ Bring Application Card or the online form, the signed Referral Form and the proper identification
 - ❖ (**REFER TO BACK SIDE OF LIBRARY MAP LOCATIONS FOR THE ACCEPTABLE IDENTIFICATION**) or on-line <http://hr.osu.edu/forms/emp/i-9.pdf>
 - ✓ These forms will be filled out in the Library HR office:
 - ✓ Form W-4 (yellow tax card)
 - ✓ Form I-9
 - ✓ PERS Exemption Form
 - ✓ Form 1078 (if required)
6. Start work upon completion of the above forms:
 - ✓ Take green "Release To Work" Form to supervisor. Issued by HR office.
 - ✓ Take Employee Handout for future reference. Issued by HR office.
 - ✓ Complete green "Information Card", as directed by supervisor and keep it handy for your future use. Issued by HR office.
 - ✓ Use "Site Specific Student Training Checklist" to begin training in the department. Issued by HR office.