Student Employee Checklist

This checklist is designed to help you complete the necessary steps in Cabrini's hiring process.

Step 1 - After printing and completing the appropriate employment forms, take the Cabrini College Student Employment Form (make sure you complete Section 1) and all other employment forms to the hiring department. The supervisor of the hiring department will complete Section 2 and sign off on the bottom.

Step 2 – After having the hiring supervisor complete Section 2, take the forms to the Cavalier Express Center for a Financial Aid representative to complete Section 3 and sign off on the bottom. This step is required even if your position is not a work-study position.

Step 3 – Take this checklist, the Student Employment Form, and all appropriate employment forms to the Human Resources Office. A representative from the Human Resources office will review all your forms to ensure all the necessary documents are received and completed appropriately. When all documents are confirmed, the Human Resources representative will sign off on the bottom of this checklist, authorizing you to work.

When this checklist has been signed off by the three areas, you can take this checklist to your supervisor to show them you are now eligible to work.

	Printed	**Completed**
Cabrini College Student Employee Checklist (All Students)	❑	❑
Cabrini College Student Employment Form (All Students)	❑	❑
Employment Eligibility Verification Form I-9 (New Students Only)	❑	❑
Current Year Form W-4 (All Students)	❑	❑
Radnor Tax Exemption Form Memo (New Students Only)	❑	❑
Residency Certification Tax Form (New Students only unless you have had a change of address)	❑	❑
Direct Deposit Authorization Form (New Students only unless bank account information has changed)	❑	❑
Worker's Compensation Acknowledgment of Notice (New Students Only)	❑	❑
Worker's Compensation Physician Panel (All Students)	❑	❑

Student Name _____ Signature _____

Hiring Department Supervisor Name _____ Signature _____

Cavalier Express Center Representative Name _____ Signature _____

Human Resources Representative Name _____ Signature _____

TAKE THIS COMPLETED FORM TO YOUR HIRING SUPERVISOR AND BEGIN WORK.