



## Student-Employment Checklist

Cabrini Students who will be student employees can use this checklist to complete the necessary steps in Cabrini's Student Hiring Process

**Step 1** - Please fill out and sign Section 1 of the Student Employment Portfolio and send it to your Hiring Manager. The hiring manager will then complete section 2 and forward the whole portfolio to the Cavalier Express Center at [cavaliexpress@cabrini.edu](mailto:cavaliexpress@cabrini.edu). A representative from the Cav Express Center will complete and sign section three. Once this is done, the completed portfolio will be sent to Human Resources for processing.

**Step 2**- If this is your first time working as a Cabrini University Employee, you will need to complete the Student New Hire Portfolio. Please email [humanresources@cabrini.edu](mailto:humanresources@cabrini.edu) to request the Student New Hire Portfolio. A checklist of all required forms has been provided below for your reference. Once the completed portfolio is received by Human Resources, our office will contact you to set up your I-9 verification as well as to complete any additional forms that may be needed. Please be sure to have your original Identification Documents available for completion of the I-9 Form. A list of acceptable documents can be found on page 3 of the I-9 Form.

**Notes- All 3 portions of the Student Employment Portfolio need to be completed and signed, even if you are not in a Federal Work Study Position. For security purposes, please omit your Social Security Number on any documents that you plan to send via email. That can be added to forms after the fact, in a more secure fashion. Due to federal regulations, you may NOT begin working until both the Student Employment Portfolio and the Student New Hire Portfolio are completed and submitted to Human Resources.**

Student Employment Checklist (All Students)	Completed:
Student Employment Portfolio (All Students)	Completed:
Employment Eligibility Verification Form I-9 (New Students Only)	Completed:
Current Year W4 (New Students and students claiming "exempt")	Completed:
Radnor Tax Exemption Form- Optional (New Students Only)	Completed:
Direct Deposit Form (New Students Only, unless bank account information has changed)	Completed:
Workers Compensation Forms (New Students Only)	Completed:

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_