

Student Employment Orientation Checklist

Complete the following prior to orientation:

- View Power Point Presentation in the **Career Resource Center**, located in PCC 2050; complete forms from the employment folder while viewing.
- Access your Experience eRecruiting account, using any computer that has internet access, at <http://mottjobs.erecruiting.com>. Complete the *Personal Information Screen* and **print a copy**. Complete *Academics* screen.
- Read the online *Student Employment Manual* at http://www.mcc.edu/student_emp_man/index_student_emp_man.shtml using any computer that has internet access.

Bring the following completed employment forms in this folder to orientation:

- Signed **Equal Opportunity Statement Receipt**
- Signed **Student Employment Manual Verification Form**, verifying that you have read the *Student Employment Manual*.
- Completed **Personal Information Screen** from *Experience eRecruiting* Website.

Once hired, students will be required to come to the Student Employment Center and complete and I-9 and W-4 before being put on payroll. The following original documents *must* be brought to the SEC in order to complete the student employment process:

- {State driver's License **or** state I.D. card} **and** {Social Security Card **or** birth certificate}.
- Additional acceptable documents are listed on the back of the I-9 form.