



## Instructions for hiring a student

Once a faculty member identifies a student to hire, the faculty member should send an email to [HC-SEP@haverford.edu](mailto:HC-SEP@haverford.edu) giving the following information:

- Student Name
- Job Title
- Cost Center
- Years worked at Haverford

If the student has not worked at Haverford before, there is an additional verification process:

- The student downloads an application form located on the Student Employment Website:  
<https://www.haverford.edu/human-resources/student-employment> fills out the form, and has the supervisor sign it.
- The student downloads an I-9 form (can be found at <https://www.haverford.edu/human-resources/forms>) and fills it out.
- The student makes an appointment with Donna Hawkins in HR using the scheduling website <https://meetme.so/hc-sep>, and brings to the appointment the signed application form, the signed I-9 form, and the identification document(s) required by the I-9 form (see the last page of the I-9 form for a list of possible identification documents).

(If the student has worked at Haverford before, HR will review the past I-9 document and contact the student directly if no I-9 can be located on file or if it has expired.)