

MSU Child Development Laboratories Hiring Packet

Welcome to the MSU Child Development Laboratories!

We are excited to have you on the CDL team. In order to get started, there are several items that we need in order to hire you within the University. This is in ADDITION to your required paperwork for Dr. McFarlin.

1. Driver's License
2. Social Security Card
 If you don't have both of these, we need a Passport/Visa
 If you are an alien authorized to work, we need an I-94 and an I-20
3. Initial Hire Form
4. Staff Information Form
5. Electronic I-9

If you have any questions throughout the hiring process please contact Chris Darling in the school office, by phone at 517-355-1900 or by email at cdl@msu.edu.



MSU Child Development Laboratories Initial Hire Form

Full Name: _____ DOB: _____

Address for paychecks: _____

Phone Number: _____

Ethnicity: _____

Are You a US Citizen: YES NO

Would you like your address and phone number restricted in MSU's system: YES NO

Do you currently work at MSU: YES NO

If so, what position/department: _____

Do you have any relatives who work at MSU: YES NO

If so, what department: _____

Are you currently taking classes at MSU: YES NO

If yes, when is your last semester: _____

Have you ever been convicted of a misdemeanor or felony crime: YES NO

Student APID: _____

Temporary Employee ZPID: _____

Start Date: _____

End Date: _____

Notes: _____



MICHIGAN STATE UNIVERSITY CHILD DEVELOPMENT LABORATORIES

STAFF INFORMATION FORM

All information is confidential and kept on file in the office in the event of an emergency involving your health.

Section 1. Personal Information

Name: _____ DOB: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Section 2. Emergency Contacts

1. Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Cell Phone: _____

2. Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Doctor's Name: _____

Address: _____

Phone: _____

Preferred Hospital: _____

Section 3. Optional

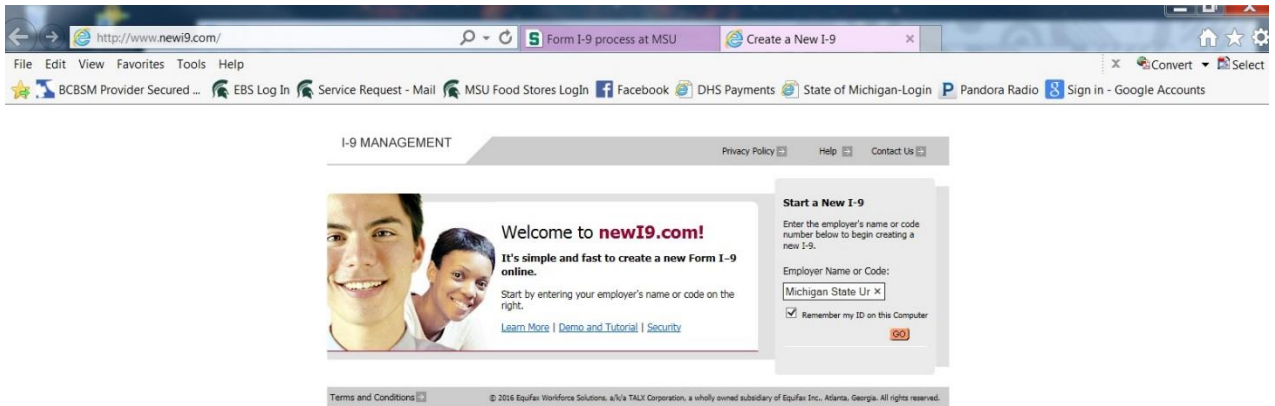
Medical Conditions That May Require Treatment:

Medication(s) (Type and Dosage):

MSU Child Development Laboratories Electronic I-9 Form

MSU requires that each new employee submit an I-9 form. Please visit:
<http://www.newi9.com/>.

View the Demo and Tutorial link to learn how to complete an electronic I-9. Once you are ready, enter Michigan State University in the Employer Name or Code section and click GO. Follow the instructions to complete the form. Be sure to have your driver's license, social security card and any other work permit forms (passport, I-20 or I-94) documents available.



The screenshot shows a web browser window with the URL <http://www.newi9.com/>. The page title is "Form I-9 process at MSU" and the browser tab is "Create a New I-9". The website header includes "I-9 MANAGEMENT" and links for "Privacy Policy", "Help", and "Contact Us". The main content area features a "Welcome to newI9.com!" message with a photo of a smiling man and woman. Below the welcome message, it says "It's simple and fast to create a new Form I-9 online." and "Start by entering your employer's name or code on the right." There are links for "Learn More", "Demo and Tutorial", and "Security". To the right, the "Start a New I-9" section prompts the user to "Enter the employer's name or code number below to begin creating a new I-9." and provides a text input field with "Michigan State Un" entered. A checkbox labeled "Remember my ID on this Computer" is checked. A "GO" button is at the bottom right of the form. The footer contains "Terms and Conditions" and copyright information: "© 2016 Equifax Workforce Solutions, a/i/a TALX Corporation, a wholly owned subsidiary of Equifax Inc., Atlanta, Georgia. All rights reserved."

Input your personal information and refer to your documents to complete the I-9 form. For Location, please use the drop down menu and select: **10038324**.

If you need assistance on section 1, please visit:

https://www.hr.msu.edu/i9/i9_docs/Employee_completing_section1.pdf

If you need assistance on section 2, please visit:

https://www.hr.msu.edu/i9/i9_docs/Employer_completing_Section2.pdf

