

# Curry College

## Student Employment Process

Office of Human Resources

### MANAGERS:

Step 1: Post your job opening(s) to [CurryConnect](#), under MyCurry Portal.

Step 2: Interview and select applicants. Offer job to selected candidate(s).

Step 3: Once student accepts the job offer, fill out Student Personnel Action Form.

Step 4: Notify applicants not hired within a week.

Step 5: Collect all paperwork from the student and interoffice to HR.

### STUDENT:

Step 1: To view open position, please visit [CurryConnect](#), under MyCurry Portal.

Step 2: Complete Student Employment Application found on [CurryConnect](#).

Step 3: Email completed application to the hiring manager listed on the job you are applying to.

Step 4: Hiring manager will contact you with a hiring decision and next steps.

Step 5: Once hired, fill out the new hire packet, which can be found on the MyCurry Portal, on the Student Employment page under the Student Life tab and submit it to your Manager before starting work.

#### **NEW HIRE PACKET**

	Required	<b>Student Personnel Action Form</b> Signed by student and Supervisor
	Required	<b>Form I-9 (Section 1 Only)</b> <b>Expired and copies of identifications (IDs) will not be accepted.</b> Examples of commonly used IDs: Passport <b>or</b> a Driver's License paired with a Social Security Card.
	Required	<b>Form W-4</b> Curry College Employees cannot advise you on tax exemptions. We suggest you speak with your tax advisor or relative.
	Required	<b>Form M-4</b> Curry College Employees cannot advise you on tax exemptions. We suggest you speak with your tax advisor or relative.
	Recommended	<b>Direct Deposit</b>
<b>RETURN COMPLETED PACKET TO YOUR SUPERVISOR</b>		