



OFFER OF STUDENT EMPLOYMENT FORM
(For Initial Employment on Campus)

Date: _____

Dear: _____
Student Name KSU ID Number FlashLine Username

On behalf of Kent State University, I am pleased to notify you that you have been offered a part-time, on-campus position as a Student Employee. The details of your position include:

Hiring Department: _____

Supervisor: _____
Printed Name FlashLine Username Phone

Hiring Representative: _____
(if different from supervisor)

First Date of Employment: _____ Hourly Rate of Pay: _____
(actual first day of work)

A specific outline of your duties and responsibilities, if not already given to you, is available from your immediate supervisor. As a student employee of Kent State University, a term and condition of your employment is that you comply with all federal and state laws, university policies and procedures, as well as the additional conditions as outlined in the *Student Employment Certification Statement* (<https://campusworks.kent.edu/printcertificate.aspx>).

My signature indicates that I accept this offer of employment:

Student Signature Date

Please review the *Next Steps* (page 2) outlining how to complete the hiring process. Again, congratulations on your employment and best wishes for continued success at Kent State University!

Kristin Williams

Kristin Williams, M.Ed.
Executive Director, Career Exploration and Development
Student Employment Appointing Authority

NEXT STEPS BEFORE YOU CAN BEGIN WORK:

- 1) Bring the following to the Career Exploration and Development (or Regional Campus student employment office):
 - a. **Completed Offer of Student Employment Form** (this form)
 - b. **Acceptable forms of I.D.**, which may include a KSU FLASHcard or driver's license **and** an original Social Security card or birth certificate (or certified copy). See complete list of acceptable identification to complete the Federal Form I-9 at: <http://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>.
 - c. **Bank account information** (routing and account numbers) to establish direct deposit for your paycheck.
- 2) **Log into CampusWorks** at <https://campusworks.kent.edu>, and **click *Accept*** to electronically sign the **Student Employment Certification Statement**.
- 3) To complete the hiring process, look for, and accept, your **online** employment offer from your supervisor in **CampusWorks**. You will receive a ***Confirmation of Employment email*** when permission to work has been granted and your position has been activated. Permission to work is granted upon final confirmation of student enrollment, completion of paperwork, and other employment eligibility requirements.