International Student Hourly Employment Hiring Checklist

Step 1: Search and Apply for Student Hourly jobs using NEOGOV
- Go to the [Student Employment page](#).
  - Scroll down and select the "*We're hiring students – apply now!*" button to search for *"On-Campus-Student"* employment
- Follow instructions to complete NEOGOV application

Step 2: If selected for an interview
- Supervisors will contact you directly for an interview - Congratulations!
  - Take a copy of your resume to the appointment
  - Know your class schedule and work availability for employer to review
- "IF" offered the job – Take the Personnel Action Form (PAF) filled out and signed by your supervisor to International Student Services, Building 27, Room 207B
- Request a Social Security letter from International Student Services
- Go to Social Security Administration Office and apply for Social Security Card with:
  - Signed I-20
  - Passport
  - Letter from International Student Services
- Scan your Social Security receipt and the completed Personal Action Form (PAF), signed by your new supervisor, to Student Employment Services for further processing.
- Obtain hiring packet instructions from Student Employment Services and email documents to Human Resources (cclark@spscc.edu)
  - Completed Hiring Packet Documents Include:
  - PAF
  - Passport
  - Social Security receipt (showing you have ordered your card)
  - I-20
  - I-94

Who is eligible for International Student Hourly Employment?
- Students must be in good academic standing (2.0 GPA)
- Enrollment is determined by International Student Programs

PLEASE NOTE: You have only 30-days from the start date to submit your Social Security Card, otherwise, you must stop working until you receive it from the Social Security Administration Office. As soon as you receive your new Social Security Card correspond with Human Resources.