



Instructions to complete form:

1. Hiring Manager fills out section 1 and signs form
2. Student fills out section 2 of form
3. Student goes to the following website for next steps in onboarding process:
<http://provosthr.usc.edu/student-onboarding/>

Note: Student may not begin work until a work authorization has been issued by the payroll team.

Student Worker Intent to Hire Form

SEMESTER

Fall Summer Spring

Section 1. All fields MUST be completed

DEPARTMENT INFORMATION <i>For Hiring Managers Only</i>	
Students can only work a maximum of 20 hrs/week which includes all USC jobs combined.	
Supervisor Name: _____	Supervisor Phone: _____
Department Name: _____	Region: _____
Location: _____	
Name of Student Hire: _____	
Student Job Title: _____	Hire Date: _____
Approximate Work Hours Per Week: _____	
Account Number: _____	Pay rate: _____
CWSP Awarded: <input type="checkbox"/> Y <input type="checkbox"/> N If Yes, \$ _____	Shift Differential: <input type="checkbox"/> Yes <input type="checkbox"/> No

Supervisor Signature: _____ Date: _____

Section 2. All fields MUST be completed

STUDENT EMPLOYEE INFORMATION			
Name: _____	USC ID# _____	DOB: _____	
Address: _____	City: _____	State: _____	Zip: _____
Phone: _____	USC Email: _____		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			
<input type="checkbox"/> Black/African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic			
<input type="checkbox"/> White (Non-Hispanic) <input type="checkbox"/> Other			
Country of Citizenship: _____			

FOR HR USE:	
Entered by: _____	POSITION ID: _____
Date entered: _____	CWSP entered into SIS: <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Work Authorization Sent: _____	