



New Student Assistant Checklist

Welcome to California State University, Dominguez Hills! Your department should have provided you an eHire and position description. If both documents were not provided to you, please contact your department.

- eHire
- Position Description
- Completed [Student Hiring Packet](#)
- Copy of your I-9 Acceptable Documents
(Refer to pg. 15 of your student hiring packet)
- Copy of your Social Security Card for tax reporting
- Upload all items preferably as a single file to the [Student Employment Dropbox folder](#).

Note: A Human Resources representative will confirm via email when you are cleared to start work.