

Scheduling an Appointment in Handshake

In order to complete the hiring and onboarding process and **before** you begin working, you must schedule an appointment with Student Employment staff to complete employment verification and tax forms. Please see instructions below. Pay close attention to page 3 of the I-9 document that details the IDs you need to bring to your meeting.

In the meantime, please do not sign up to work any shifts until this has been completed and you can see your timecard. If you have any questions, please don't hesitate to contact Student Employment!

To schedule an appointment, you should:

1. Log into Handshake using <https://app.joinhandshake.com/>
2. Click "Career Center"
3. Click "Appointments"
4. Click "Schedule A New Appointment" in the blue box
5. Under Choose a Category, click "On-Campus Student Employment"
6. Under Appointment Type, click "Student Employment Tax Paperwork"
7. Choose the appointment time that best fits your schedule
 - a. Availability on Handshake directly reflects the staff member's availability. Please keep in mind that especially at the beginning of academic years, many students are meeting with our staff; appointments may not be available for 1-2 weeks. You **must** adhere to federal policy and not work any shifts until you have your meeting to complete paperwork.
8. Be prepared to complete the following forms at your appointment to turn in. All documents can be found on the Student Employment website.
 - a. USCIS Employment Eligibility Verification (I-9). **Original documents are required by Federal Law.** Currently not a fillable form. Follow this link to see the full list of documents [USCIS Form I-9 Acceptable Documents](#)
 - b. Federal Employee's Withholding Certificate (W-4).
 - c. State of Ohio Employee's Withholding Exemption Certificate (IT-4).
 - d. **Optional:** Student Pay Allocation Form. Pay is automatically directly deposited into the student's bank account. If students wish to have their pay go directly to their student account, this form must be completed.
 - e. Other tax forms (International Students only)