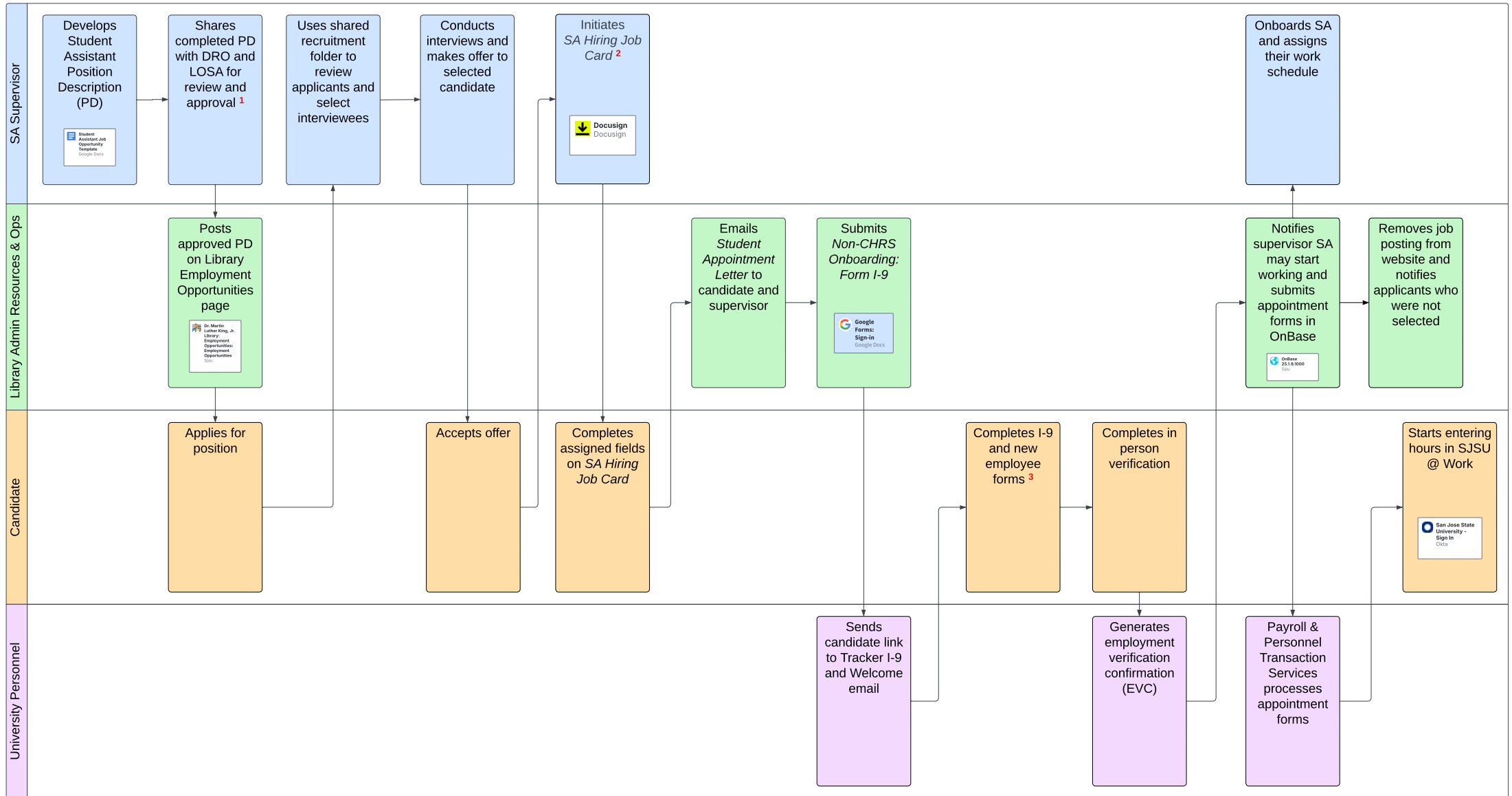


## SJSU King Library Recruitment and Hiring Process for Student Assistants



### Notes:

<sup>1</sup> DRO: Director of Resources & Operations; LOSA: Library Operations Support Analyst.

<sup>2</sup> The hiring process typically takes 1–6 weeks and may take longer if the student does not have a social security number (SSN).

<sup>3</sup> If the candidate does not have an SSN, they must email their appointment letter to [ISSS](mailto:ISSS@international-office@sjsu.edu) at [international-office@sjsu.edu](mailto:international-office@sjsu.edu). ISSS will prepare a support letter to assist with their SSN application. After the student applies for an SSN and receives a receipt from the Social Security office, they must present the receipt to UP so the hiring process can continue. Once the actual social security number is issued, the student must inform UP so Payroll can complete their setup and ensure they can be paid. Please note that the SJSU King Library is not able to provide support with this process.

### Process flow colors

- SA Supervisor
- Library Admin Resources & Ops
- Candidate
- University Personnel