

Steps for Graduate & Undergraduate Hires

*Note not all of these will be a requirement it is best for the supervisor and student to decide on what they will need for their job in EPPWS

☐ If you have not completed an I-9 within the past year HR will require one to be filled out. Upon hire they will send an email to complete this, **if you do not complete this within the time frame they ask you will not be hired.**

☐ **NMSU Driving Permit**

<https://safety.nmsu.edu/campus-safety/camp-sub-folder/defensive-driving-program-and-nmsu-driving-permit.html>

Follow the link and complete the steps listed. Speak with your supervisor about using their p-card to complete the purchase of the training. The NMSU Driving Permit Authorization & Registration Form will be sent to Rebecca Righi (rjrigi@nmsu.edu) along with forwarding any emails you receive. Tori will then submit the paperwork to EHS&RM.

☐ **Lab Safety Training** **(required if working in a lab)** – To get access to the lab safety training email ehs@nmsu.edu and let them know you need the Lab Safety Training, your full name and Banner ID.

☐ **Background check** is based upon the sensitive duties checklist and hiring need. If it is required, an email will be sent for completion. If you receive this email and do not complete the background check release form you will not be hired. (please note the department's number is 303000).