

California State University, Northridge

NEW PART-TIME FACULTY

CHECKLIST

_____ **1. COMPLETE THE FOLLOWING FORMS AND RETURN THEM TO YOUR DEPARTMENT OFFICE:**

- A. Statement of Professional Preparation and Experience Form (SC-1)
- B. Total Employment Disclosure Form

_____ **2. COMPLETE THE NEW EMPLOYEE SIGN-IN PROCESS**

Days, Times, and Location will be announced each semester by Human Resources.

Note: Sign-In after the published dates will take place in University Hall, Room 165.

Be prepared to present the required documentation for I-9 Verification of employment eligibility (see attached list of acceptable documents). As part of the Sign-In Process, you will be photographed and provided with a picture Identification (ID) Card.

_____ **3. PURCHASE CAMPUS PARKING PERMIT (optional)**

LOCATION: University Cash Services Office, Student Services Bldg, #100

Be sure to bring your Campus I.D. card with you for identification and eligibility purposes.

_____ **4. DEPARTMENT ORIENTATION (varies by department)**

Obtain information regarding keys, email, technological resources, library, etc.

_____ **5. FINGERPRINTING (required for certain classifications)**

Report to Public Safety, University Park Apartments, Bldg 14, extension 8282.