



## MSU Child Development Laboratories Hiring Packet

College of  
Social Science

Welcome to the MSU Child Development Laboratories!

Department of  
Human Development and Family  
Studies

We are excited to have you on the CDL team. In order to get started, there are several items that we need in order to hire you within the University. This is in ADDITION to your required paperwork for Dr. McFarlin.

Child Development Laboratories

East Lansing Campus  
Central School  
325 W. Grand River  
East Lansing, MI  
48824-9902

517/355-1900  
FAX: 517/355-0336

Haslett Campus  
5750 Academic Way  
Haslett, MI 48840

517/339-6045  
FAX: 517/339-7157

Laurie Linscott  
CDL Director

Lillian McFarlin  
Assistant Director  
East Lansing

Julie Brower  
Assistant Director  
Haslett

1. Contact Kayla Scelfo at [scelfoka@hdfs.msu.edu](mailto:scelfoka@hdfs.msu.edu) to set up a hiring appointment.

2. **Hiring Requisition Form:** Complete the attached hiring requisition form prior to your hiring appointment. Your supervisor will need to complete and sign the top portion, you will be responsible for completing the second portion.

3. **I-9 Documents:** Review the list of the acceptable I-9 documents that are attached. You will need to choose from the list of documents and bring the original documents with you to your hire appointment. The documents MUST be original copies, these can't be photo copied or scanned.

4. **Electronic I-9:** Prior to your hiring appointment, please visit <http://www.newi9.com/> to complete the electronic I-9 form. I-9 verification will be completed at your hiring appointment.

5. Complete the attached Staff Information Form and return at your hiring appointment.

For more information on required paperwork for Dr. McFarlin, please visit the following link

[https://hdfs.msu.edu/sites/default/files/public/CDL/Required\\_Paperwork\\_List.pdf](https://hdfs.msu.edu/sites/default/files/public/CDL/Required_Paperwork_List.pdf)

If you have any questions throughout the hiring process, please contact Kayla Scelfo by phone at 517-355-1900 or by email at [scelfoka@hdfs.msu.edu](mailto:scelfoka@hdfs.msu.edu). If you have questions, regarding required paperwork please contact Dr. McFarlin by phone at 517-355-1900 or by email at [mcfarli7@hdfs.msu.edu](mailto:mcfarli7@hdfs.msu.edu).

## HIRING REQUISITION

DEPARTMENT NAME:		DEPT CUC#:	EMPLOYMENT %:	<input type="checkbox"/> STUDENT <input type="checkbox"/> TEMPORARY	
START DATE:	END DATE:	ACCOUNT #:	%	ACCOUNT #:	%
EMPLOYEE TITLE:	WAGE RATE:	<input type="checkbox"/> HOURLY <input type="checkbox"/> PROJECT PAY AMOUNT:		<input type="checkbox"/> WORK STUDY _____ YES _____ NO	
WORK ADDRESS (NUMBER AND BUILDING):			WORK PHONE:	ZIP CODE:	
			(    )    -		
ASSIGNED DUTIES:					
SUPERVISOR SIGNATURE:			DEPARTMENTAL ADMINISTRATOR:		
DATE:			DATE:		

\*NOT FOR USE WITH GRANT FUNDS

ADDITIONAL SUPPORT NEEDED (PLACE AN "X" NEXT TO SERVICES NEEDED):					
<input type="checkbox"/> HDFS EMAIL	<input type="checkbox"/> HDFS DRIVES (S:\, ETC.)	<input type="checkbox"/> SOFTWARE (LIST BELOW)			
<input type="checkbox"/> MSU EMAIL / NET ID	<input type="checkbox"/> WORKSPACE LOCATION				
<input type="checkbox"/> HARDWARE (LIST BELOW)	<input type="checkbox"/> ACCESS TO: (LIST BELOW)	<input type="checkbox"/> MISCELLANEOUS (LIST BELOW)			
HARDWARE / SOFTWARE / ACCESS / MISCELLANEOUS NEEDED:					

### SELECTED CANDIDATE COMPLETES THE FOLLOWING INFORMATION

LAST, FIRST, MIDDLE:		PID#:	SOCIAL SECURITY #:	DATE OF BIRTH:	
			-    -	/    /	
HOME ADDRESS (STREET):			CITY:	STATE:	
ZIP CODE:	HOME PHONE:	EMERGENCY CONTACT			
	(    )    -	NAME:			
		PHONE:			

1. ETHNIC CODE: [ ]

1 = BLACK (NOT OF HISPANIC ORIGIN)	2 = ASIAN PACIFIC ISLANDER
3 = HISPANIC (ALL SPANISH CULTURES)	4 = AMERICAN INDIAN OR ALASKAN NATIVE
5 = WHITE (INCLUDES FOREIGN NATIONALS)	

2. GENDER: MALE FEMALE

3. CITIZENSHIP: U.S. CITIZEN RESIDENT ALIEN NON-CITIZEN

a. CURRENT VISA STATUS: \_\_\_\_\_ (F-1; J-1; H-1B; ETC...)

b. CURRENT VISA EXPIRATION: \_\_\_\_\_ (MM/DD/YYYY)

c. ARE THERE ANY CURRENT VISA ISSUES WE NEED TO BE AWARE OF? IF SO, PLEASE EXPLAIN:

\_\_\_\_\_

4. DISABILITY: YES NO

5. U.S. VETERAN: YES NO

6. DO ANY RELATIVES WORK IN THE DEPARTMENT WHERE YOU ARE BEING HIRED? YES NO

a. WILL THEY BE SUPERVISING YOU? YES NO

b. RELATIVE'S NAME:

7. WHERE YOU EVER PREVIOUSLY EMPLOYED AT MSU OTHER THAN AS A STUDENT? YES NO

a. DEPARTMENT: \_\_\_\_\_

b. WHEN DID YOU LEAVE MSU: \_\_\_\_\_ (MM/DD/YYYY)

8. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY CRIME? YES NO

a. WHEN? \_\_\_\_\_ (MM/DD/YYYY)

b. PLEASE DESCRIBE:

**NOTE: IF EMPLOYEE IS NEW TO MSU, AN I-9 FORM IS REQUIRED!!!**



## MSU Child Development Laboratories Electronic I-9 Form Instructions

College of  
Social Science

Department of  
Human Development and Family  
Studies

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Central School  
325 W. Grand River  
East Lansing, MI  
48824-9902

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Laurie Linscott  
CDL Director

Lillian McFarlin  
Assistant Director  
East Lansing

Julie Brower  
Assistant Director  
Haslett

MSU requires that each new employee submit an I-9 form. Please visit: <http://www.newi9.com>. View the Demo and Tutorial link to learn how to complete an electronic I-9.

Once you are ready, enter the **Employer Code: 16628** and click Go. Follow the instructions to complete the form. Be sure to have your acceptable I9 documents at your hiring appointment for completion of the I9 process.

Input your personal information and refer to your documents to complete the I-9 form. For location, please use the drop down menu and select: **10038324**.

If you need assistance on section 1, please visit:  
<https://hr.msu.edu/ua/i9/index.html>

A Citizen of the United States	A Noncitizen National of the U.S.	A Lawful Permanent Resident
<p><b>List A</b></p> <ul style="list-style-type: none"> <li>U.S. Passport</li> </ul> <p><b>List B</b></p> <ul style="list-style-type: none"> <li>Driver's license or ID card issued by state</li> <li>ID card issued by federal, state or local government</li> <li>School ID card with photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Native American tribal document</li> <li>Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ul> <p><b>List C</b></p> <ul style="list-style-type: none"> <li>Unrestricted Social Security card</li> <li>Certification of Birth Abroad issued by the Department of State</li> <li>Certification of Report of Birth issued by the Department of State</li> <li>Original or certified copy of birth certificate</li> <li>Native American tribal document</li> <li>U.S. Citizen ID Card</li> <li>Identification Card for Use of Resident Citizen in the U.S.</li> <li>Employment authorization document issued by DHS</li> </ul>	<p><b>List A</b></p> <ul style="list-style-type: none"> <li>U.S. Passport</li> </ul> <p><b>List B</b></p> <ul style="list-style-type: none"> <li>Driver's license or ID card issued by state</li> <li>ID card issued by federal, state or local government</li> <li>School ID card with photograph</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ul> <p><b>List C</b></p> <ul style="list-style-type: none"> <li>Unrestricted Social Security card</li> <li>Original or certified copy of birth certificate</li> <li>Employment authorization document issued by DHS</li> </ul> <p><b>*This citizenship status is very uncommon.*</b> See I-9 instructions for more details. Noncitizen national is defined as: Noncitizen nationals of the U.S. are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.</p>	<p><b>List A</b></p> <ul style="list-style-type: none"> <li>Form I-551 – Permanent Resident Card or Alien Registration Receipt Card</li> <li>Foreign Passport with I-551 Stamp or Printed Notation</li> <li>Form I-94 containing unexpired temporary I-551 stamp – Receipt</li> </ul> <p><b>List B</b></p> <ul style="list-style-type: none"> <li>Driver's license or ID card issued by state</li> <li>ID card issued by federal, state or local government</li> <li>School ID card with photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ul> <p><b>List C</b></p> <ul style="list-style-type: none"> <li>Unrestricted Social Security card</li> </ul> <p>*A card that includes any of the following restrictions is not an acceptable List C document:</p> <ul style="list-style-type: none"> <li>NOT VALID FOR EMPLOYMENT</li> <li>VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ul>

An Alien Authorized to Work	Possible F-1 Student Documents	Possible J-1 Student Documents
<p><b>List A</b></p> <ul style="list-style-type: none"> <li>• Form I-766 – Employment Authorization Document with photograph</li> <li>• Foreign passport with I-94 or I-94A</li> <li>• Foreign passport with I-94 or I-94A and I-20</li> <li>• Foreign passport with I-94 or I-94A and DS-2019</li> <li>• FSM or RMI Passport with I-94 or I-94A</li> <li>• Form I-94 with a Refugee Admission Stamp – Receipt</li> <li>• Unexpired Employment Authorization Document with photograph (Forms I-668, I-668A, or I-668B)</li> </ul> <p><b>List B</b></p> <ul style="list-style-type: none"> <li>• Driver's license or ID card issued by state</li> <li>• ID card issued by federal, state or local government</li> <li>• School ID card with photograph</li> <li>• Voter's registration card</li> <li>• Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor, or hospital record</li> <li>• Day-care or nursery school record</li> </ul> <p><b>List C</b></p> <ul style="list-style-type: none"> <li>• Unrestricted Social Security card</li> <li>• Employment authorization document issued by DHS</li> </ul>	<p><b>List A</b></p> <ul style="list-style-type: none"> <li>• Form I-766 – Employment Authorization Document with photograph</li> <li>• Foreign passport with I-94 or I-94A and I-20</li> <li>• Foreign passport with I-94 or I-94A and endorsed CPT I-20</li> <li>• Employment Authorization Document with proof of STEM filing or an I-20 endorsed with STEM OPT</li> <li>• Employment Authorization Document and proof of H-1 pending for cap-gap purposes</li> </ul> <p><b>List B</b></p> <ul style="list-style-type: none"> <li>• Driver's license or ID card issued by state</li> <li>• ID card issued by federal, state or local government</li> <li>• School ID card with photograph</li> <li>• Voter's registration card</li> <li>• Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor, or hospital record</li> <li>• Day-care or nursery school record</li> </ul> <p><b>List C</b></p> <ul style="list-style-type: none"> <li>• Unrestricted Social Security card</li> </ul>	<p><b>List A</b></p> <ul style="list-style-type: none"> <li>• Foreign passport with I-94 or I-94A and DS-2019</li> </ul> <p><b>List B</b></p> <ul style="list-style-type: none"> <li>• Driver's license or ID card issued by state</li> <li>• ID card issued by federal, state or local government</li> <li>• School ID card with photograph</li> <li>• Voter's registration card</li> <li>• Driver's license issued by a Canadian government authority</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor, or hospital record</li> <li>• Day-care or nursery school record</li> </ul> <p><b>List C</b></p> <ul style="list-style-type: none"> <li>• Unrestricted Social Security card</li> </ul> <p>A card that includes any of the following restrictions is not an acceptable List C document:</p> <ul style="list-style-type: none"> <li>• NOT VALID FOR EMPLOYMENT</li> <li>• VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>• VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ul>

Rare Documents

Common/Typical Documents

**MICHIGAN STATE UNIVERSITY  
CHILD DEVELOPMENT LABORATORIES**

**STAFF INFORMATION FORM**

*All information is confidential and kept on file  
in the office in the event of an emergency involving your health.*

**Section 1. Personal Information**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Section 2. Emergency Contacts**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred Hospital: \_\_\_\_\_

**Section 3. Optional**

Medical Conditions That May Require Treatment:

\_\_\_\_\_

Medication(s) (Type and Dosage):

\_\_\_\_\_