The Career Center is committed to providing virtual services during the COVID-19 pandemic.

**Career Coaching**
Online Career Coaching appointments can be scheduled through Cardinal Career Link. Programming such as presentations and group events will be delivered via WebEx. The Career Center has also created a number of alternative experiences in lieu of a presentation.

**Internships and Full-Time Job Searches**
Employment opportunities will continue to be posted on Cardinal Career Link daily. To learn how to set up a job alert, watch this [video](#).

**Student Employment**

**Referrals**
For the remainder of the Spring 2020 semester, referrals will be issued via phone or email.

Students can provide up to six referral reference numbers per request. Once referral reference numbers are provided via phone or email, a Career Center representative will follow the same procedures set for an in-person referral request.

1. Job descriptions will be reviewed with the student via phone or email.
2. The Career Center representative will verify that the student is qualified for a job opportunity.
3. When the student meets the requirements to apply for the job, the Career Center representative will confirm the student's Ball State email address and email the referral request form(s) for the qualified jobs to the student.

It is the student's responsibility to contact the hiring department or off-campus organization to schedule an interview. The Career Center will not contact the employer to schedule appointments on the student's behalf.

**Submitting Paperwork for New Hires**
Employers hiring students should continue to submit a Student Hiring Compliance Form to ensure appropriate paperwork (Tax Forms, Federal I-9, etc.) are on file.

Paperwork packets can be downloaded on the Career Center website. The forms must be completed before the student begins working.

I-9 Form and Acceptable ID Documents

To comply with the Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE), we must continue to inspect documents provided by new employees completing the Federal I-9 form. The government has issued a procedure for allowing employers, working remotely, to comply with the inspection protocol, which the Career Center has adopted.

I-9 Process:

- Students needing to submit I9 paperwork must request an appointment with Maija Thompson in the Career Center. Maija can be reached at mjlewis@bsu.edu or 765-285-2437. Virtual appointments will be held via Zoom or WebEx.
- Submit all forms, including identity verification documents, electronically prior to your scheduled appointment.
- Documents will be reviewed to ensure that all required information is clearly legible.
- E-Verification will be submitted after the conclusion of the virtual appointment and receipt of electronic documents.
- The Career Center will maintain a list of all paperwork packets received electronically. Upon the returning to campus, students who have electronically provided their paperwork packets will be contacted and given three (3) days to present those documents used with the packet submission to verify their identity.
- Once the documents have been physically inspected, the Career Center Staff member will add “documents physically examined” with the date of inspection to the Section 2, “additional information,” field on the Form I-9.
- Students not presenting within three days will have their employment assignment terminated and will not be allowed to work again on campus until their verification has been completed.

**REQUIRED DOCUMENTS:** U. S. citizens must present documents that establish identity and employment authorization. Examples of a document that establishes both identity and employment authorization are a:

- U.S. Passport
• Driver’s license issued by a state
• An ID card issued by federal, state or local government agencies
• School ID card with a photo.

Examples of documents that establish employment authorization are a social security card or a birth certificate. Both documents must be original; photocopies will not be accepted.

Clocking in Remotely

For those students who have received permission to work from a remote location for the duration of this situation, please access Kronos through my.bsu.edu / Additional Tools > Kronos Workforce Timekeeper using Two-Factor Authentication. If they have not set up their Two-Factor account, they should follow the instructions found HERE.