

Please keep in mind that mass hires take time to coordinate as well as process the appointments. The more time CSS has to prepare, the more efficient the hire session will run.

Please note: Mass Hire Sessions are for ten (10) or more individuals completing paperwork at the same time.

To prepare for your mass hiring session, please read the requirements below

1. Send email to HR Partner Najah Trotty three (3) weeks prior requesting a Mass Hire Session; the email must include how many individuals you anticipate hiring.
 - Provide at least 2–3 dates as options for the mass hire session
 - Once the date and location are confirmed, send bCal invite to Najah
2. Provide the following information to Najah at least two weeks prior to the mass hire session date:
 - A list of attendees for mass hire
 - Completed appointment forms with signature approvals for each hire
 - Appointment letters approved by Executive Director (for CEP academic appointments only) IOC and Job Description for Criminal Background Check (if applicable)

When scheduling the hire session with the potential new hires, please provide the information below to each person in order for them to bring the proper documentation to the hiring session:

I-9 Documentation

All documents MUST be ORIGINALS, copies will not be accepted.

US Citizen/Permanent Resident Hires

Please refer to the attached I-9 Acceptable Docs pdf for the list of acceptable identity and employment authorization documents for completion of the I-9 form.

Each hire will need to provide a document **from List A only or Lists B and C.**

International Hires

To complete your paperwork, bring your **passport, visa, and your I-20 or DS-2019 original documents.** You will also need to provide **a copy of your I-94.** You can access this online at www.cbp.gov/I94 or print it out at the session. If you were issued a physical I-94card (inside your passport), please bring that.

Direct Deposit: If the new hire would like to sign up for direct deposit, please instruct them to bring a voided check with them to the hiring session. (They will also be able to sign up online through blu.berkeley.edu after the new hire session.)