**New Academic Hire Packet**

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Name Department

**Please download the following documents and return to your Department Secretary:**

* Demographic Sheet (<https://www.emich.edu/ahr/docs/forms/employment/2020_fillable_demo_sheet.pdf>)

* MPSERS Verification (Please sign and date even if you did not participate) <https://www.emich.edu/ahr/docs/forms/employment/2020_fillable_mpsers.pdf>
* Questionnaire for Non-Michigan Residents (Only complete if you do not live in Michigan) <https://www.emich.edu/ahr/docs/forms/employment/2020_fillable_quest.pdf>
* Emergency Contact Form <https://www.emich.edu/ahr/docs/forms/employment/2022_fillable_emergency_contact.pdf>

**Also, please complete the following:**

* Original Transcripts for highest degree earned
  + Please have the institution email official transcripts to [cwhite4@emich.edu](mailto:cwhite4@emich.edu) directly **OR**
  + Mail to: 103 Boone Hall, Ypsilanti, MI 48197 **OR**
  + If your highest degree is from EMU, you **DO NOT** need to order a transcript.
* I-9 Form
  + Please click on the following link to complete Section 1 of the I-9 Form: <https://hrx.talx.com/ec/#/login/22168/Template/d1c06dc7-f4e0-40af-9660-72b761d15798>
  + If you are teaching in-person, you MUST come to campus to complete Section 2 of the I-9 form. Please send an email to: [cwhite4@emich.edu](mailto:cwhite4@emich.edu) to schedule an appointment to come to campus.