

# Checklist for Hiring Minors

## Audience: Hiring Managers and Supervisors

### REQUIRED DOCUMENTS FOR HIRE

- Work Permit:** Individuals under the age of 18 must provide their approved work permit **before an offer letter can be processed**. Once collected by the hiring manager, please provide the work permit to the recruiter.
  - All minors must be **14 years or older** to be considered for employment — ensure this is verified during the interview process and before the offer is extended as it is a requirement for this position.
- Child Protection Clearances:** Please work with the Child Protection Office to ensure the supervisor of the minor employee, as well as any other employee who routinely interacts with a minor employee, obtains child protection clearances. **Clearance results MUST be sent to the [Child Protection Office](#)**. Upon completion of Act 153 clearances, applicants will receive an email stating they have completed the process.
- Parental Acknowledgment Agreement:** Minors under the age of 16 must complete this form with approval from a parent or guardian. This form will be sent in the onboarding welcome email (at least one week prior to start) and collected by the HR specialist. **This form MUST be collected before work can begin.**
- Intellectual Property Agreement:** Hires under the age of 18 must complete this form with approval from a parent or guardian. This form will be sent in the onboarding welcome email (at least one week prior to start) and collected by the HR specialist. **This form MUST be collected before work can begin.**
- Notification Letter to School:** A notification of hire and notification of separation will be sent to the minors' school district within five days of hire/separation. The hiring manager and/or department are responsible for sending this letter. The following notification templates may be used for these communications:
  - CMU Notification Letter to School District — Employment of Minor
  - CMU Notification Letter to School District — Termination of Minor
- Form I-9 & Work Authorization Documentation:** Minors must present in person [work authorization documents](#) that are the original, unexpired document(s) to complete Section 2 of the [Form I-9](#) with an HR Services team member.
  - Individuals under the age of 18 must come to the [HR Service Center](#) at 4516 Henry Street with a parent or guardian to present work authorization documents for Section 2 of the Form I-9.

Please refer to the [Employment of Minors webpage](#) for additional information and guidance relating to employment of minors.