STUDENT EMPLOYMENT HIRING PROCESS

STEP 1: PLANNING
Questions? Contact Student Employment

- DE determines work study allocation
- DE determines office needs
- DE develops job responsibilities and description
- DE registers and posts jobs in Handshake

STEP 2: RECRUITING
Questions? Contact Student Employment

- DE reviews applications/resumes
- DE conducts interviews
- DE submits New Hire Form to SE
- SE determines if student needs to complete Hiring packet (I-9, W-4 & Direct Deposit)
- SE emails student to complete hiring packet

STEP 3: HIRING
Questions? Contact Student Employment

- ST completes Hiring Packet
- SE processes hiring packet
- SE activates student job assignment in Colleague
- ST can now enter hours worked in WebAdvisor
- DE supervisor can now approve time sheets

STEP 4: TRAINING
Questions? Contact Student Employment

- SE sends email to student to complete online Student Employee Orientation in Canvas
- DE provides specific department training for new student employees
- SE provides additional support to department as needed