

# STUDENT EMPLOYMENT

## STUDENT RECRUITMENT PROCESS



1	HIRING MANAGER SUBMITS <u>JOB REQUISITION FORM</u>	
2	STUDENT EMPLOYMENT (SE) POSTS OR OPENS REQUISITION FOR SOURCING	
3	STUDENTS APPLY THROUGH THE JOB BOARD OR A <u>JOB REQUISITION LINK</u>	
4	DEPARTMENT REVIEWS APPLICATIONS	
5	<u>INTERVIEWS</u> ARE CONDUCTED	
6	HIRING MANAGER <u>CREATES JOB OFFER</u> The Job Offer should provide SE with these offer letter details: <ul style="list-style-type: none"><li>• Start and End Date</li><li>• Hours per week the student will be working</li><li>• Pay Rate</li><li>• If known, if the student is international</li></ul>	
7	SE EXTENDS JOB OFFER LETTER TO STUDENT <ul style="list-style-type: none"><li>1. SE confirms that the position will not push the student over the 20 hour per week work</li><li>2. limit SE adds offer letter details to the job offer</li></ul>	
8	STUDENT ACCEPTS THE OFFER IN EMAIL	
9	BACKGROUND CHECK IS INITIATED (if required) Student must authorize BC before it begins	
10	BACKGROUND CHECK COMPLETES	
11	IF <b>EXTERNAL</b> STUDENT EMPLOYEE, THE STUDENT IS MOVED TO ONBOARDING	
11	IF <b>INTERNAL</b> STUDENT EMPLOYEE, THE STUDENT IS APPROVED TO WORK	
12	EXTERNAL STUDENT COMPLETES ONBOARDING <ul style="list-style-type: none"><li>• Federal I-9 Form</li><li>• Memorandum of Understanding</li><li>• Confidentiality Agreement</li><li>• Drug and Alcohol Policy and Resources</li></ul>	
13	EXTERNAL STUDENT IS APPROVED TO WORK	
13	EXTERNAL STUDENT IS CONVERTED TO AN ACTIVE EMPLOYEE	

Access to Time Card is granted 24 hours after conversion.

### KEY



STUDENT



DEPARTMENT



STUDENT EMPLOYMENT