

Student Employee Hiring Process Guide

For Managers

1 Determine Position Availability

Managers must first identify whether a student position already exists or if a new one needs to be created. Below is outlining this process:

STEP

Find/Create
Student Position

OR

Identify a Student
Candidate

Work with HCM
Department Manager

Submit a Hiring Request
for the Student

Post the Job on
Campus Job Board

STEP

2 Hiring Process for Student Employees

Once a position is confirmed, managers must follow the hiring steps outlined below:

1

Submit a Hire Request in CampusConnect.

2

The student will receive an email from the Office of Student Employment (OSE) for the position.

3

The email will instruct the student to visit the Office of Student Employment (OSE) to complete their hiring paperwork.

4

OSE will process the paperwork and submit it to HR for final approval.

5

Once approved by OSE, both the manager and student will receive confirmation that the student can begin working.

6

HR handles backend processing while the student starts their role. There may be a 2-week processing time in high rush times during the quarter.