## WORK-STUDY AND STUDENT-HOURLY HIRING PROCESS

ADVERTISE AND
ACCEPT
APPLICATIONS FOR
POSITION. EXCLUDE
CANDIDATES NOT
ENROLLED IN A
MINIMUM OF 6
CREDIT HOURS

INTERVIEW CANDIDATES,

MAKE A SELECTION,

COMPLETE REQUISITION

REFER CANDIDATE TO THE FINANCIAL AID OFFICE TO ASSESS WORK-STUDY ELIGIBILITY

SEND EMPLOYEE TO THE HUMAN RESOURCES OFFICE WITH COMPLETED REQUISITION TO RECEIVE NEW HIRE PACKET

EMPLOYEE COMPLETES
PACKET AND REMITS
NECESSARY
DOCUMENTATION.

THIS TIME TABLE IS ENTIRELY EMPLOYEE DEPENDENT.

## **RESPONSIBILITY COLOR KEY:**

**HUMAN RESOURCES** 

FINANCIAL AID

H.R. SUBMITS
BACKGROUND CHECK.

THIS WILL TAKE 2 – 7
DAYS TO PROCESS

**SUPERVISOR** 

**EMPLOYEE** 

H.R. NOTIFIES EMPLOYEE AND SUPERVISOR OF SUCCESSFUL HIRING PROCESS VIA 'GOOD-TO-GO' EMAIL.

EMPLOYEE MAY NOT BEGIN WORKING UNTIL THIS EMAIL IS RECEIVED.

A NEW STUDENT EMPLOYEE IS BORN!