Student Procedures

Create a New Position

1. Hiring Manager Initiate
2. Student Employment Coordinator Review
4. Director/Dean Review
5. Vice-President Review
6. Budget Final Review
7. Human Resources Final Review
8. Position Approved

Modify Position Rehire

1. Hiring Manager Initiate
2. Student Employment Coordinator Review
4. Human Resources Final Review
5. Position Approved

Creating a Job Posting

1. Hiring Manager Initiate
2. Student Employment Coordinator Review
3. Budget Review
4. Human Resources Final Review
5. Job Posted

Applicant Review

2. Under Review by Dept. (Hiring Manager)
3. Phone / Onsite Interview (Hiring Manager)
4. Recommend for Hire (Hiring Mgr)

   - Not Awarded Workstudy
   - Not Interviewed Not Hired – Notify Now
   - Not Interviewed Not Hired – Notify when Filled
   - Interviewed Not Hired
   - Alternate Finalist

Hiring Proposal

1. Background Check
2. Budget Review
3. HR Review
4. Hiring Proposal Approved