SEHD Student Hiring Guide

STEP ONE: If you do <u>not</u> know who you would like to hire…

- Submit the Job Posting – Student Hire form (select it from the drop-down menu)
  - Upon receipt of the form, the SEHD HR team will post your position to Handshake, UCD's student and alumni job board.
  - When selecting "Employment Type" review the Pay Matrix from the latest Student Employment Handbook for assistance.
  - Note: Nothing you submit is set in stone, if anything looks incorrect, we will contact you for clarification.
- There is no formal process for vetting candidates, once you find a student you'd like to hire, proceed to STEP TWO.

STEP TWO: Once you have a student in mind…

- Submit the Student Hire Request Form (select it from the drop-down menu).
  - The submitted form will automatically notify the SEHD HR team of your hire request.
  - **Please anticipate a minimum of 5 business days for hiring paperwork processing (even if you think they are already "in the system.")**
  - Note: Nothing you submit is set in stone, if anything looks incorrect, we will contact you for clarification.

STEP THREE: Hiring Process

- **Your new hire cannot start work until the following requirements have been met:**
  - A background check has been passed
  - A new hire meeting has been scheduled to complete the I-9 hiring paperwork
- Upon receipt of the new hire form, the SEHD HR team will begin the hiring paperwork process with the new hire. As the supervisor, you will be copied on initial correspondence with the hire.
- Based upon the information submitted in your Hire Request form, the SEHD HR team will create a letter of offer for your student employee, and will ask you to review and sign it.
- You will also be cc'd on the last piece of hiring email correspondence regarding timesheets (if applicable), required trainings (if applicable) and the student handbook. Once you receive this, you will know their hiring paperwork is complete.