SEHD Student Hiring Guide

STEP ONE: If you do not 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 Kelley Patient will post your position to Handshake, UCD's student and alumni job board.
    - When selecting "Employment Type" review this Pay Matrix (page 10) for assistance.
    - Class Standing and Degrees Considered are optional screening fields.
    - Note: Nothing you submit is set in stone, if anything looks incorrect, we will contact you for clarification.
- Once the Job Posting form is submitted, your posting will go live within 5 business days.
- 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 Theresa, Tricia, Hiromi and Kelley of your hire request.
    - **Please anticipate a minimum of 5 FULL 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 hiring paperwork
- Upon receipt of the new hire form, Kelley will begin the hiring paperwork process with the new hire within 1 business day. As the supervisor, you will be copied on initial correspondence with the hire.
- Based upon the information submitted in your Hire Request form, Kelley will create a letter of offer for your student employee.
- 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.