



Steps for Hiring a Returning Student I Requested through Financial Aid/Student Employment Program

1. Verify through Office of Career Development that student was actually awarded funds.
2. Complete a **Job Vacancy Announcement Form** and **Job Description**. **On Job Vacancy Form indicate that the position is to not to be posted by writing "DO NOT POST" on form.** Submit completed forms to Ms. Upsher-Nixon, Office of Career Development. These forms are located on the Student Employment Program's website under "Supervisor Forms."
3. If you are new supervisor, review the Supervisor's Student Employment Program Orientation PowerPoint link and take the online Supervisor's Orientation and Quiz. Password is LULIONS (enter using all caps). You must pass with at least an 80%. You may take the quiz as many times as needed.

If you are a returning supervisor, please view Supervisor's Student Employment Program Orientation PowerPoint link for any updates or changes to the program.

4. Direct student to review FWS Job Procedures listed on our website under "FWS Job Opportunities." However, the steps are as follows:
 - a) Take online Student Employment Orientation quiz and pass with 100%.
 - b) Completed an application packet. This packet is located on Student Employment Program's website.
 - c) Bring completed application, online certificate, along with two (2) pieces of valid identification (U.S. passport **or** photo I.D and social security card or birth certificate) to Wright Hall 317. ***Note: previous student employees can review application guidelines to determine if they have to complete another application.***
5. Provide the student with a completed **Request to Hire Student Employee form**. This form is located on Student Employment Program's home page under "Supervisor Forms."
6. Send student to Office of Career Development to complete their Student Employment Contractual Agreement. They should bring all documents as listed above.
7. Student will give Supervisors the "yellow" copy of their contract. This validates that he or she has completed all necessary steps to begin work.

Note: No student should begin work before he or she is issued a Student Employment Contractual Agreement. If student begins work prior to receiving a contract, hours will be forfeited and no payment will be issued to student.