



STEPS TO HIRING A STUDENT UNDER IWA OR GSP BUDGET

1. Complete a **Job Vacancy Announcement Form** and **Job Description**. 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."
2. Complete a Personnel Action Request Form (retrieve from Wright Hall 317). This form must go through appropriate channels for approval signatures. *Final signature must be provided by Grant Accountant if you are paying student from grant funds. If student is being paid from departmental funds, final signature must be provided by Budget Office.*
3. Provide student with approved PARF after all signatures have been received along with **Request to Hire Student Employee Form** (available on website).
4. 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.

5. Inform your student employee they must bring the following documents to Office of Career Development. **IMPORTANT: If they do not have all of the required documents, they CANNOT sign their contract. Our office will not hold onto any documents. All unaccompanied documents will be returned to sender.**
 - a) A completed Request to Hire Student Employee form (**completed by supervisor**)
 - b) Approved PARF (**completed by Supervisor**)
 - c) Online Certificate from Student Orientation quiz
 - d) Completed Student Employee Application packet along with two (2) pieces of valid identification (U.S. passport **or** photo I.D and social security card or birth certificate)
6. 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.