**Student Worker Hiring, 2.18(b)**

**Chapter 2: Personnel**

**Applies to:** Student Workers

**Purpose:**

The Student Worker Hiring procedure provides the guidelines when posting and selecting a student worker for the College.

1. **Position Authorization:** The following steps need to occur when a department intends to hire a student worker
   1. Supervisor completes Campus Student Worker Employment Requisition form and submits to respective Cabinet member.
   2. Upon approval of respective Cabinet member, the form is submitted to the Office of Human Resources.
2. **Job Posting:** Upon approved requisition and need for candidates, the Office of Human Resources will post the position using the College’s applicant tracking system, NEOGOV. At times, a student worker may already be identified and, therefore, the position does not need to be posted.
   1. The Office of Human Resources will notify Workforce and Career Development and Student Engagement to advertise the postings via CANVAS, Newsletter, CCN system and other locations as requested.
   2. The Office of Human Resources will provide the Supervisor with resources to effectively use NEOGOV.
3. **Prescreening:** 
   1. The Supervisor will prescreen all candidates using the NEOGOV system.
4. **Funding:** 
   1. Student worker positions which are grant funded will not be required to submit a request for funding. All other position requests must be made during the annual budgeting process or as needed throughout the year.
   2. Student worker positions who are eligible for federal work study (FWS) and meet the FAFSA and enrollment requirements will be awarded as needed until FWS funds are depleted.
   3. Requests for College funding should be aligned with College priorities and will only be granted when resources are available.
   4. Requests for funding outside of the formal budgeting process are required to be submitted using the Authorization for Student Employment Funding Form.
5. **Interviewing and Selection:** 
   1. After a funding source has been determined, the Supervisor interviews candidate(s).
   2. Upon selection, the Supervisor notifies the Office of Human Resources of the student worker selection and confirms the funding source.
6. **Hiring:**
   1. The Office of Human Resources contacts student worker to coordinate required paperwork.
   2. Upon completion of all required paperwork, the Office of Human Resources notifies the Supervisor that student is eligible to work.
   3. Student begins employment.
7. **Annual Rehiring**
   1. During the first week of April, the Office of Human Resources will send each Supervisor a list of current student workers.
   2. Supervisors will have until the last business day in April to indicate the future employment status of the student worker. *[NOTE: if no response is received by the deadline, the default will be that the student will not work past the end of the semester]*
      1. Terminate work at the end of the semester
      2. Continue work through the summer
      3. Rehire for work in the fall

**Related Policies or Procedures:**

[Employee Recruitment and Selection Policy 2.18](https://www.rhodesstate.edu/_files/documents/policies-and-procedures/employee-recruitment-and-selection-policy.pdf)

Student Worker Employment Requisition Form

Authorization for Student Employment Funding Form

**History:**

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| --- | --- | --- |
|  | **Date:** | **Reason:** |
| **Issued:** | 11/21/2023 |  |
| **Revised:** | MM/DD/YY |  |
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*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*