

Hiring Checklist

Assumptions:

- Department name and account number is established
- Position description is written, wage is assigned and position number is determined
- Funding is secured

- _____ Contact Student Employment to **post** job for a minimum of three days
- _____ Accept **applications**
- _____ Contact Student Employment to determine which applicants have eligibility for **federal work study**
- _____ Contact Student Employment to **remove** the job posting (anytime after the three day minimum)
- _____ Select applicants to **interview** (number will vary based on position) and conduct interviews
- _____ **Select** candidate/s
- _____ Submit **Student Personnel Action Form** to Student Employment
- _____ Student reports to the Office of Human Resources to complete the employment eligibility documents. Remind the student to bring a photo ID and social security card or birth certificate.
- _____ Student must complete the on-line orientation (**new** Northwest student employee hires only) within the first three days of employment.
- _____ Student may **begin working** unless notified by Student Employment