

FALL 2020 STUDENT HIRING PROCEDURE

SUPERVISOR GUIDE

STEP ONE:

Post position on Handshake for five business days ([Handshake instructions](#))

STEP TWO:

Review applications, offer interviews

- Send regret emails to those not offered interviews

STEP THREE:

Conduct interviews ([sample interview questions](#))

- Send regret emails to those that interviewed

STEP FOUR:

Check I-9 Status

- If student does NOT have an I-9 on file, [complete hiring request form](#)
- If the student does have an active I-9, they may be hired within the Student Hire Module and begin working

STEP FIVE:

Student visits Student Employment Office for I-9 verification (by appointment only)

- I-9's may also be completed remotely, if needed

STEP SIX:

Supervisor and student are notified that the hire may be entered into the Student Hire Module (by email)

STEP SEVEN:

Student is approved and may begin working