On-Campus Student Employment Hiring Checklist

✓ Obtain a position number from Alicia Hosch (x5604) if you do not have one.

✓ Complete the job description form.

✓ If you have not identified a student for your position, post the position on Charger Path.

✓ Be sure all students complete and sign the updated on-campus application (http://www.uah.edu/ssc/career-support/employers/on-campus).

✓ Determine the student's academic eligibility.
   o Undergraduate students must be enrolled in a minimum of 12 credit hours each in the Fall and Spring semester.
   o Graduate students must be enrolled in a minimum of 9 credit hours each in the Fall and Spring semester.
   o The student must be in Academic Good Standing (no Academic Warning or Probation).
      ▪ You can ask the student to provide you with a current transcript or Career can provide you with this information.

✓ Determine the number of other jobs the student holds on campus, if any, and ask for the number of scheduled hours with other departments.
   o Students can work a maximum of 29 cumulative hours each week.

✓ Upon hiring, provide the student with a verbal offer.
   o Provide the written offer upon successful results of the student's background check.

✓ Email the student's name, email address, your department and student classification to Cindy Backus to initiate the background check.

✓ Upon a successful background check, present the job offer letter to the student, have the student sign.

✓ If the student has not worked on campus or if it has been longer than one year since the student worked on campus, send him/her to HR to complete the I-9 and to payroll to complete direct deposit and tax documents.

✓ Submit the application, job description and a copy of the offer letter to Human Resources.

✓ Enter your ePAF.