On-Campus Student Employment Hiring Checklist

http://www.uah.edu/career-services/hire/on-campus-hiring

☑ Obtain a position number from Mark Massey (x5217) if you do not have one.
☑ Complete the job description form (available on website).
☑ If you have not identified a student for your position, post the position on Charger Path (https://uah-csm.symplicity.com/employers)
☑ Be sure all students complete and sign the updated on-campus application (available on website)
☑ Determine the student’s academic eligibility.

  ○ It is suggested that student employees be enrolled full time (12 hours undergrad; 9 hours grad) however full time status is not required. It is required that the student be enrolled in classes during the semester in which they are working.
  ○ It is strongly suggested that student employees exceed UAH’s Academic Action Threshold (AAT): 1.9 GPA for Freshmen & Sophomores, 2.0 for Juniors & Seniors and 3.0 for graduate students.

- You can ask the student to provide you with a current transcript or Christopher Smith (mailto:christopher.c.smith@uah.edu or x5439) 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.

☑ The maximum total number of hours a student can work on campus is 58 hours per pay period (29 hours/week). This total includes ALL positions held on campus.

  ○ International Students can work a maximum of 20 hours per week during the fall and spring semesters; 29 hours per week during summer.

☑ Upon hiring, provide the student with a verbal offer.

  ○ Do not issue a written offer until after a positive result has been received on the background check.

☑ Email the student’s name, A number and email address to Ramona Ward & Kathy Mullins to initiate the background check. HR will notify you when the background check results have been received.

☑ 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.

  ○ Please refer to our website to determine the types of acceptable I-9 documents.
  ○ Students may complete the online version or the paper version of the I-9 prior to visiting HR.

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

☑ Enter your ePAF once I-9 has been completed.

☑ Students CANNOT begin work until completion of their I-9 and payroll information.