Do you have a position number?

If not, contact Alicia Hosch in the Budget Office (x5604)

Have you identified the student you would like to hire?

If not, post the position on Charger Path: http://uahcareer.experience.com

Before hiring, check student's academic eligibility:

Are they currently enrolled full time? (12 hours undergrad-9 hours grad)

Are they currently in good academic standing?

Is the student on an F-1 or J-1 Visa?

If so, be sure they obtain all necessary signatures on the application form

Ready to hire?

Retain the completed and signed application for your records.

Make a verbal offer to the student, letting them know that the offer is contingent upon satisfactory results of a background check.

Forward the student's name and email address to Cindy Backus (backusc@uah.edu) to begin the background check process.

Once the background check is satisfactory, prepare the offer letter.

Send a copy of the offer letter, job description and the drug free statement to HR.

Student must go to HR to complete their I-9 and to Payroll to submit their deposit and tax info.

***Students CANNOT begin work until the background check results are satisfactory and they have completed their I-9 and Payroll info. ***

Submit the ePAF.

If you have any questions, please contact Vonda Maclin (x2282)