

On-Campus Hiring Procedures Checklist for Departmentally Funded Positions

(For detailed instructions, reference the Standard On-Campus Hiring Procedures)

1. Position Number – must specific to org/account from which student will be paid. If you do not have a correct position number, contact Tammy Thornton, ext 2290 (tammy.thornton@uah.edu). Reference the Student Wage and Classification Guidelines.
2. Complete [Employee Job Description](#) form.
3. Post position on Charger Path, if needed.
4. Verify eligibility of selected student by emailing Charger Student Employment (chargerstudentemployment@uah.edu).
5. Determine how many other on-campus positions student holds (max allowed is 3)
6. Provide verbal offer contingent on satisfactory background check.
7. Request background check after verbal offer is accepted. If student currently holds any on-campus position then background check should not be required.
8. Provide [written offer letter](#) after confirmation of satisfactory Background check.
9. Have student complete and sign [job application with drug-free statement](#).
10. New Hire onboarding with Human Resources, both online and in person. [New Hire forms](#) available for download. Students MUST visit HR in person prior to first day of employment to provide proof of identity and work eligibility documentation.
11. Upload job description, application, and offer letter to the designated, shared Google Drive with Human Resources.
12. Submit ePAF after student completes I-9 with Human Resources