

Student Employment workflow

Are you considering hiring students?

Start here:

STEP 1 - Planning

- ⇒ Discuss with your AVP/VP/Dean to:
 - a) Determine funding availability: Work-Study, Department Funds, Grant Funding
 - b) Determine supervision including implementing safety (and COVID) related protocols
- ⇒ Determine job location: on-campus, remote, hybrid
- ⇒ Create a job description based on need of department include skills sought.

STEP 2 – Posting

- ⇒ Connect with the Career Development Center to a mandatory Supervisor Student Employment Orientation & Training Session
- ⇒ Submit job description for posting on Handshake
- ⇒ Interview candidates
 - Tip – ask student to bring class schedule (list view) and for work-study funded positions, a copy of their award*
- ⇒ Extend tentative employment offer
 - Tip – Review SEF form and the checklist on page 2 for required documentation.*

STEP 3 - Hiring

- ⇒ Student makes appointment with the CDC to process hiring paperwork and participate in mandatory student employment training
 - a) Virtual appointment will be made during restrictions related to COVID
 - b) To get student hired and close the hiring process

Step 4 - Onboarding

- ⇒ CDC sends verified hiring paperwork to RIC Payroll office
- ⇒ Hiring department receives notification to finalize hire via email (*student can start working*)
 - Tip – Offer an Orientation to the department and the role and encourage student to review the Student Employee Handbook and Being a Valued Employee guide*
- ⇒ Payroll sends PeopleSoft timesheets to supervisor
 - Tip – Set up a system for student employees to document hours worked as well as an Excel sheet to keep track of their remaining work-study funds*