HIRING PROCEDURES

Overview of part-time, hourly student assistant recruitment & onboarding

Types of Hourly Student Employees

- ☑ S09997 - Regular Part-Time Student Assistant
- ☑ S09996 - Federal Work Study Student Assistant
- ☑ S09992 - Federal Work Study Community Service

Stipend
Third Party On-Campus Vendor
Teaching/Research/Graduate Assistant

Student Employee Regulations

- Clear criminal background check before offer letter
- Eligibility: 2.0 GPA or above, age restrictions, credit hour minimums
- I9s processed through Dept of Homeland Security (like HR processes staff/faculty). Early starts of work can yield immigration and tax consequences and/or institutional fines.

Recruitment
Department

⟶

Onboarding
Student Employment

Post position in Handshake

Details needed: expected hours/week, job duties, pay/hour, qualifications, and location or modality of work.
Help the student envision working in your department.
Pay tiers can be found on Student Employment website.

Interview

Departmental discretion.
Can utilize free, one-way interview platform InterviewStream to help narrow your finalists. SE facilitates the InterviewStream setup.

Select finalist(s)

Once decided, solidify your intent to hire with the Hiring Proposal e-form. * *Ensure start and end dates on the Hiring Proposal are not the same date and fall within the same fiscal year. Payroll cannot process 1 day work assignments.*

Criminal Background check

Departmental contact is cc'd.
Depending on number of previous addresses, can take 1-10 business days.
Sent directly to candidate from HireRight.

Offer Email

Departmental contact & supervisor are cc'd.
Student either accepts or rejects opportunity.
Student schedules onboarding appointment with SE.

Onboarding

DHS portal via Equifax for Form I9 completion.
Forms: Day One, Personal Data, Selective Service.
Identifying documents: must be original (no copies) and unexpired.
Departmental contact & supervisor cc'd upon successful completion.

Post Onboarding Completion

Department:

- Time and labor administrator will need to enroll a time manager for new student employee.
- Schedule shift and necessary training. Your employee can start as soon as you receive the Onboarding Complete email.

Student Employment requires and facilitates a paid 1.5 hour SE orientation within first 30 days of work.

Quantity of Work Maximums:

- 20 hours/week during the Fall and Spring semesters (first day of classes to Saturday after last day of finals).
- 40 hours/week Fall Break, Winter Break, and Spring Break (work week begins Sundays)
- Work hours + UTD course credit hours <= 40 hours/week during Summer