Student Hiring Checklist

Select Student Worker

Selecting a student worker can consist of picking the best candidate from the application process, or selecting a student based on their skills and abilities. If a student is being hired outside of the traditional application and interview process, please complete Request to Hire without Posting

Submit an EVAF

A New Hire EVAF will begin the hiring process for a student. Always include the Buff ID of the student you are hiring on the EVAF.

Background Check

Please watch for emails from Student Employment. The student will receive an email with instructions on each step of the hiring process. The first step will be the background check. Once this clears, the student will receive further instruction.

I-9 Section 1

The student will receive an email with instructions to log in to Guardian and complete I-9 Section 1 on their own.

I-9 Section 2

This step will be done in Old Main Suite 308. The student will receive an email that includes a link to schedule an appointment with Student Employment. The student will be required to bring in original/certified copies of acceptable documents. A list of acceptable documents will be attached on the email.

Occupational Health Form

The Occupation Health Form will be a link included in an email that authorizes your student to work. The email subject will read "[Student's Name] HR Process Complete - Contingent to Work (XX/XX). **Once you receive this email, AND your student fills out this form, you can put them on the schedule!**

Onboarding

Onboarding is the process of your student entering all of their information into Workday. We will also advise them on how to enter time in Workday and complete TrainTraqs. This step goes through an approval process around campus, and is not always ready when students come in to complete their I-9 Section 2.