

ON-CAMPUS SUPERVISORS CHECKLIST

for

Hiring Student Workers

1. Post your student job in Handshake.
2. Receive applications via Handshake from interested candidates.
3. Interview qualified applicants.
4. Contact selected student worker(s) with a job offer (contingent on the timely and successful completion of background check).
5. Report your hiring decision in Handshake - mark the student as either "Declined" or "Hired".
6. Complete the Employee and Volunteer Action Form (EVAF) to initiate the background check process and Hire process. All student hires should be submitted and will require a background check regardless of whether they are already working on-campus or not.
7. Human Resources will begin hiring the student in Workday. **Please keep an eye out for email notifications from tamus@wtamu.edu which may ask for approvals or other information.**
8. Once the background check has been completed/reviewed, Student Employment will send a link to the student in order to complete Section 1 of the I-9 on their own.
9. After the student has completed Section 1, Student Employment will then notify the student and supervisor to schedule the student to come in with documents required to complete the Form I-9 Section 2. This step may not be necessary if an I-9 has previously been completed with the student.
10. Once the I-9 is complete, or a previous I-9 has been identified, the student and supervisor will receive an email containing the Occupational Health Form. After the student completes this form, the student and employer will receive an email notifying you of any extra training that may be needed for their particular job. **YOU MAY NOT BEGIN WORKING YOUR STUDENT BEFORE RECEIVING THIS EMAIL!!**
11. Once the hire process is completed and approved in Workday, Student Employment will reach out to the supervisor and student to schedule the Onboarding appointment. Onboarding takes place in the Office of Student Employment OM Suite 310.