STUDENT EMPLOYMENT
STEP-BY-STEP HIRING GUIDELINES

Step 1 Vacant Position Identified by Department	Hiring Department identifies need for a student assistant. For complete listing of Student Assistant policies, procedures, guidelines, and forms please visit: https://www.csustan.edu/hr/student-employment/manager-resources
Step 2 Determine Type of Student Assistant Needed	Determine type of student employment: • Student Assistant (Non-Work Study) – Human Resources • Work Study – Financial Aid • Instructional Student Assistant (Unit 11) – Faculty Affairs For on-campus, non-work study positions continue to Step 3. If other, please work with appropriate department as listed above.
Step 3 Rehiring a Student	If rehiring a previously employed student assistant into the same position, the following conditions must be met: • The job is the same as originally posted. • The student worked during the previous academic term. • The hiring department has verified student enrollment status • Hiring department submits completed Student Employment Hire/Rehire Form to Human Resources Department (MSR 320). If the above conditions apply, Steps 4-9 below may be skipped.
Step 4 Request to Post Job	For all vacated and new student assistant positions (non-work study), the hiring department completes the Student Employment Job Posting Request and submits it to Human Resources. The appropriate department head must verify funds are available and an approval signature must be on this form. If job duties and qualifications exceed the space provided, send duties and qualifications in an email to mdole@csustan.edu.
Step 5 Job Posting	Human Resources prepares the job announcement and posts on the HR Student Assistant jobs webpage: https://www.csustan.edu/hr/student-employment/job-opportunities **NOTE**: All positions must be posted for a minimum of five working days prior to selection of student.
Step 6 Students Submit Applications	Students review job openings and apply directly to the hiring department. All application materials are to be kept on file in the hiring department for three years, per CSU Records Retention Guidelines, then may be destroyed.
Step 7 Review Applications	The hiring department reviews required materials (application, resume, etc.) from applicants: • Review all applications • Conduct interviews with top candidates • Check finalist references (if required)

Step 8 Selection	Following completion of the reference checks(and a minimum of five days posting period), the hiring department selects a student to fill the position and completes the following: • Confirm proper classification and posted salary rate. Contact Human Resources at x3351 for guidance or see Supervisor's Guide to Student Assistant Employment at: https://www.csustan.edu/hr/student-employment/manager-resources • **NOTE:** If position is determined by Human Resources to be a sensitive position, the finalist must successfully pass a complete background check PRIOR to starting work. (Completed background check includes: reference checks, employment verification, education verification, criminal records, and may also include DMV records, and/or sexual offender registry, depending on the duties of the position). • Hiring department must not start student working until confirmation from HR has been received that student has cleared all background checks. • Hiring department completes Section A of the Student Employment Hire/Rehire Form for submission to Human Resources. (Background checks will not be ordered until after Human Resources receives the Student Employment Hire/Rehire Form.) • Hiring department notifies the other candidates who were interviewed but not selected.
Step 9 Hiring	The hiring department instructs the selected student to submit the following items by attending a prescheduled sign-in session. Sign-in session information can be found at: https://www.csustan.edu/hr/student-employment/new-student-employee-sign Brand new student assistants that have never worked for Stanislaus State before will also be required to complete and submit the following to Human Resources during a Sign-in Session: • Student Payroll Action Request (SPAR) ***** • Employment Eligibility Verification (I-9) ***** • Statement Concerning Your Employment in a Job not Covered by Social Security (Form SSA-1945) ***** • Emergency Contact Form ***** All forms may be downloaded from: https://www.csustan.edu/hr/student-employment/new-student-employee-sign All new student assistants will be required to show identification documents as proof of employment eligibility, which will be verified by a Human Resources representative. **NOTE:** If a student cannot attend one of the prescheduled sessions, they may make an individual appointment by emailing mdole@csustan.edu. ***** Student assistants that have been employed by Stanislaus State within the past 18 months do not need to submit any of the new hire forms, unless they are wanting to make updates to their previously completed forms.
Step 10 Payroll Procedures	Upon completion of all required paperwork and background checks, HR will set up student access to the online timecard. Only after the hiring department has confirmed the new student assistants start date. (HR will send an email to confirm the official start date.) The student employee will then be able to log onto MyCSUSTAN to enter their hours worked. After all work hours are entered for the pay period, assigned timekeeper verifies hours are correct, and submits hours online by the second business day of the next pay period. Paychecks are issued on the 15th of the month from the Cashier's Office. Additional information can be found at: https://www.csustan.edu/hr/student-employment/resources or https://www.csustan.edu/hr/student-employment/manager-resources

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