

## **Student Employment**

### ***Hiring Guidelines for Managers***

Effective August 1, 2021

#### **Application Requirements**

- All students (new hires or returning students) are required to submit a **class schedule\***, current resume, cover letter or statement of interest to apply to all on campus student employment positions.
- Resumes materials must be submitted directly to each supervisor listed on the student employment job posting.
  - Career Services will be available at set times prior to, during, and after the hiring period to review or assist in resume building or writing.
  - Additional resources for resume building and writing are provided to students via MontserratWorks.

#### **Job Postings**

- The timeline for job postings will begin on or around August 13<sup>th</sup>.
- *All* on campus positions must be posted, regardless of student employees who are being rehired.
- Job postings may be posted for a minimum of one week or until a position is filled.
- It is strongly recommended that students do not hold more than one job on campus. This policy is to ensure that all students who qualify are able to find employment on campus.
- There is a limit of two jobs per student, per semester.

#### **Hiring Process- New Hires and Rehires**

Step 1.) Students will contact managers listed on the job posting and submit the required materials.

Step 2.) Managers, once your hire is determined, please contact all applicants.

Step 3.) Managers- once you have hired a student, please complete the following form in Google Drive:  
<https://forms.gle/8LNzmd5TvCG1madQA>

Step 4.) Once the form is completed, the HR Office will provide each new hire or rehire student with paperwork Via **DOCUSIGN**.

Step 4.) Once paperwork is completed and processed, the Staff Accountant from the Business Office will reach out to both manger and student to confirm that they may begin working.

### **Additional Hiring Guidelines**

#### **Rehire**

- Managers may rehire students from the previous year, however, these students must follow the application requirements when positions are posted.
- Rehires must also submit resume materials that have been updated from the previous academic year or semester.

#### **New Hire**

- Managers may not hire/rehire student employees *before* the start of the hiring period OR before the position has been posted.
- Interviews per department and/or job openings are optional but strongly recommended

#### **PLEASE NOTE**

- ❖ **Students may NOT cover additional shifts during scheduled class time, even if classes are canceled.**
- ❖ **\*Students must have a set working schedule submitted to HR and copy of class schedule.**
- ❖ **Students may NOT begin working until their paperwork is completed and they are contacted by payroll**