

Student Employee Hiring Instructions and Checklist

Revised 11/14/19



TEXAS A&M UNIVERSITY
Division of Research

Supervisors, this checklist is designed to assist you when completing the hiring process for student worker positions, to ensure compliance with the Division's Hiring Guidelines and University Rules. Additional forms required to complete the hiring process are linked below. For additional information, refer to the [Division's Guidelines for Hiring and Managing Student Employees](#).

Preparing to hire a Student Employee

- Prepare a job description for your student employee position and send to REBS for review. ([SAMPLE](#))
- Once position description is approved by REBS, post position on Jobs for Aggies*
- Prepare interview questions.
- If interviewing multiple applicants, follow the same procedure for each interview to ensure consistency and fairness.
- Request a resume from each applicant.
- Provide a copy of the job description to each applicant being interviewed, which will also be placed in the personnel file of the selected applicant.

*Titles excluded from this requirement are Student Research Assistant and all Graduate Assistant positions

When an applicant is selected

- Make a verbal offer to your highest scoring applicant. Upon applicant's acceptance of offer, inform applicant they will receive an email from a Division HR liaison, that will include an official offer letter, information to complete the criminal background check and degree verification.
- Complete page 2 and send it to your HR Liaison along with all required documentation. (Your HR Liaison will update the applicant status' in Workday upon receipt of all required documentation.)

**International Students may be required to provide specific documentation or complete additional steps to verify employment eligibility. Please take the time to review [International Student Employment Information from International Student Services](#) before discussing with your HR Liaison. Also, be mindful of export control laws when hiring international students.

Completing the Hire

Prior to First Day:

- Ensure space is readied for new employee (ex. computer, office supplies, etc.)

First Day Actions:

- Employee introductions/office tour
- Office equipment and supplies (location and ordering procedures)
- Discuss office culture/work environment.
- Conduct and appearance expectations.
- Review and discuss position description and learning objectives
- Discuss work/lunch schedule.
- Inform of rules pertaining to incidental use of University equipment.
- Reporting absence or late arrivals (supervisor's preference)
- Evacuation Plan.
- Remind employee to complete all required training within 30 days.

Supervisor Name

Supervisor Signature & Date

For questions, contact:

Stacy Cohn	458-8459	scohn@tamu.edu
Jessica Beck-Guerrero	458-5790	jbguerrero@tamu.edu
Renee' Weidemann	845-2060	r-weidemann@tamu.edu

Submit this form and supporting documentation directly

your HR Liaison or email to:

vpr-hr@tamu.edu

Student Employee Hiring Instructions and Checklist

Revised 10/4/19



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Supervisors, please submit this coversheet and any accompanying documentation to your HR Liaison. All information below is **REQUIRED**; no employee will be processed without all necessary documents and information.

Employee Name:		UIN:
Employee Email:		Start Date:*
Title:		Estimated Hours Per Week:
Pay Rate:	Account to be Paid From:	
Department/Unit:		Bldg & Room #:
If Graduate Student, will tuition be paid by unit?	Jobs for Aggies Posting Number:	

Comments:

*After emailing a copy of this coversheet to vpr-business@tamu.edu, your HR Liaison will submit the background check request and prepare an offer letter for the student employee. Once the background check results are received and the student is cleared and a signed offer letter is returned, you will be contacted to determine the start date and to schedule the employee's New Employee Orientation.

Attachments:

- Student resume (if student does not provide a resume, please obtain their contact information (address, phone number and email) as it is required to create their record in Workday)
- Position Description - including export controls information

REMINDER:

- For the personnel file, the **Student Employee Hiring Checklist** (page 1 of this document) must be completed, signed, and forwarded within the first week of student's employment.

Supervisor Name

Supervisor Signature & Date

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