

# Hiring Instructions for Student Positions

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This document is designed to assist supervisors in completing the hiring process for student positions and to help ensure the necessary information is provided to the HR Generalist (HRG) to finalize the hire.

## Obtaining Approvals, Posting the Position, Interviewing and Checking References

- Obtain approval to create and/or fill a student position. Per Delegation of Authority, approval is required by either the SALT member, Faculty Administrator, or Department Head.
- Position descriptions are no longer required for student positions, but are encouraged, and no longer require HRG review and approval. (Learning outcomes are also no longer required.)
- Posting student positions on the [Jobs for Aggies](#) website is no longer required, but you may still do so to attract and identify applicants.
- Prepare interview questions and conduct interviews. If interviewing multiple candidates, follow the same procedure for each interview to ensure consistency and fairness.
  - Ask candidates if they are currently employed and if this will be an additional position. If so, [dual employment](#) approval is required and must be obtained before starting Laserfiche Hire Process.
- Request a resumé from each candidate, this will be needed to complete hiring steps.
- Reference checks are not required but are encouraged.

## Initiating Laserfiche Hire Process

- Discuss hiring decision and proposed salary with leadership, Department Head and/or Executive Approver as needed. Note: The [minimum rate for Division of Research student positions](#) is \$10/hour.
- Reach out to selected candidate to extend offer. Choose a hire date from the [University Common Hire Dates](#).
- Submit [Laserfiche \(LF\) Hire Request Form](#). Allow a minimum 10-day window prior to start date to ensure completion of all hire steps.
- Contact other student applicants that were interviewed and let notify them that they were not selected

## Laserfiche and Workday Hire Process

- The hiring manager and the candidate will receive automated communication throughout the LF process regarding the background check clearance, degree verification status, and departmental responsibilities.
- HRG will submit the Hire task in Workday and will contact you directly when your approval is required for the “Consolidated Approval by Manager” task in Workday.

### Important Notes:

- Undergraduate students should not work more than 29 hours per week (combined total) during semesters.
- All student employees are prohibited from working during class hours.
- Graduate students (GANT, GAR, GAT, GAL) must have approval to work more than 20 hours per week.
- International students are not allowed to work more than 20 hours per week, except during breaks and summer vacation.
- 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 HRG. Also, be mindful of export control laws when hiring international students.

### For questions, contact:

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