CAREER CENTER
COLORADO STATE UNIVERSITY

elevate
STUDENT SUPERVISION

STUDENT EMPLOYEE **RECRUITMENT & HIRING CHECKLIST**

CLICK HERE TO ACCESS ALL TEMPLATES & RESOURCES FOR THIS CHECKLIST

RECRUITMENT

The **OFFICE OF FINANCIAL AID** can help you with work study awards and pay rates

☐ **1** Determine work study funding need & pay rate

The **CAREER CENTER** can help you with job descriptions, posting jobs on Handshake, interviewing, and job offers

☐ **2** Write a job description

☐ **3** Post the job on Handshake, then market job opening

☐ **4** Review applications, then host interviews

☐ **5** Make a conditional job offer

HIRING

TALK TO YOU DEPARTMENT'S HR LIASON TO LEARN MORE ABOUT HIRING PROCESSES

HUMAN RESOURCES can help you with background checks and new hire paperwork

☐ **6** Request an Oracle background check

☐ **7** Student completes Equifax, RAMp Up new hire forms (I-9, Section 1)

☐ **8** Arrange time to meet in-person with student & complete Equifax, I-9 Section 2

The **OFFICE OF FINANCIAL AID** can help you with Oracle approvals
HUMAN RESOURCES can help you with Oracle technology and Timeclock Plus & payment/payroll

☐ **9** Enter student as new Oracle assignment

☐ **10** After Oracle assignment is approved, student gets access to TimeClock Plus

ADDITIONAL HIRING RESOURCES

INTERNATIONAL STUDENTS & SCHOLAR STUDIES can help you with hiring international students