Creating the Posting

Student Worker Supervisor – If you have not been trained on the new applicant tracking system (PeopleAdmin), contact Tasha Smalley, nsmalley@jeffco.edu, to schedule a training session before posting/hiring process.

- **Student Worker Supervisor**
  - Creates posting in PeopleAdmin (Note: This replaces the Student Worker Request form.)
  - Submits posting in PeopleAdmin for approval to supervisor

- **Supervisor of Student Worker Supervisor**
  - Approves posting in PeopleAdmin
  - Submits posting in PeopleAdmin for Student Worker HR to post online

- **Student Worker HR**
  - Posts position

Selecting & Hiring the Candidate (replacing the Student Employment Form)

- **Student Worker Supervisor**
  - Reviews applications in PeopleAdmin
  - Interviews selected applicants
  - Submits recommended applicant for supervisor approval in PeopleAdmin. MUST INCLUDE the following information in the comments section:
    - Student ID Number
    - Wage Per Hour (IF different than minimum wage)
    - Fund Code
    - Org Code
    - Account Code
    - Program Code
    - Activity Code
  
  *(The Hiring Proposal CANNOT be completed without this information.)*

- **Supervisor of Student Worker Supervisor**
  - Approves applicant in PeopleAdmin
  - Submits Recommend for Hire to Student Worker HR to start Hiring Proposal in PeopleAdmin

- **Student Worker Supervisor**
  - Makes job offer contingent upon a clear background check. *(You will be contacted by HR once background is returned and notified whether or not to proceed with hiring process)*
  - After receiving notification from HR of clear background check, instructs new employee to report to HR on the first day of employment to complete the employment paperwork and watch the orientation videos. Remind employee to bring two (2) original forms of ID for I-9 verification and a **voided check** for direct deposit. Total process will take about an hour and 45 minutes

- **Student Worker HR**
  - Completes Hiring Proposal in PeopleAdmin
  - Submits to Associate VP for final approval in PeopleAdmin

- **Associate VP**
  - Approves applicant in PeopleAdmin
  - Submits to Human Resources in PeopleAdmin

- **Human Resources**
  - Runs background check
  - Contacts hiring manager with background check results
  - Continues with onboarding process

Each year this process must be completed for each position unless you are rehiring the student worker. In this case, simply contact Student Financial Services to request the Student Employment Form and check rehire. Contact Tasha Smalley at (636) 481-3202 or nsmalley@jeffco.edu with questions.