1. Post the position on LionJobs for a minimum of seven calendar days
2. Review Resumes
3. If hiring for a FWS position, send names of top candidates to studentemployment@una.edu to verify eligibility
4. If hiring a Graduate Assistant, please prepare an employment letter for signature. Please customize the sample letter provided by on the Student Employment Page.
5. Notify appropriate applicants through LionJobs that they are no longer being considered
6. Interview top candidates and make a job offer to top candidate.
7. Once the job is accepted, notify interviewed candidates that the position has been filled:

> **If your student has not worked on campus before. Please use one of the Hire A New Student Employee** links found on the Student Employment page
> https://www.una.edu/humanresources/student-employment.html
> to begin the hiring process.
>
> **If you are hiring an International Student**, please submit the Verification Letter of Request Form for International Students link found on the Student Employment Page. Once the form is submitted, you will receive a workflow email with the next steps of the hiring process.

- Please click the link, complete the fields and submit the electronic forms to the student.
- Once the student completes the new hire forms, he/she will need to come to HR located in Cramer Way, Room 226 and provide IDs between the hours of 8:00 a.m. – 4:30 p.m.

8. Once the student has provided his/her IDs, you will receive an email from HR that indicates the Query and Hire date for the EPAF.
9. Create an EPAF with the dates indicated in the email.
10. Once the Cost Center Head has approved the EPAF, the approval process will begin.
11. Students are not allowed to work until paperwork is completed and the EPAF is approved.
12. Once the EPAF has been approved, the new hire will have access to his/her timesheet.

Steps for Rehires
1. The position does not need to be posted on LionJobs and the student will not need to complete any paperwork unless tax exemptions or direct deposit info has changed.
2. Create an EPAF with corresponding query and hire dates.
3. Once the Cost Center Head has approved the EPAF, the approval process will begin.
4. The new hire should have a timesheet within seven days.

EPAF Termination date
1. FWS must reflect last day or month in May or last day before graduation
2. UWS can reflect the last day of July provided the student is not graduating
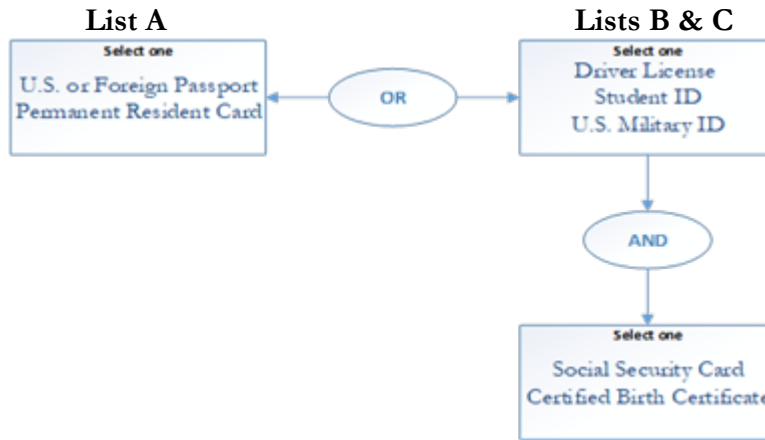
Reminders
- UWS & FWS students can work up to 20 hours per week
- Graduate Assistants can work up to 29 hours per week.

- All hourly student employees must be compensated for any training that takes place outside of the student's normal work schedule.
- Students must be compensated for any work that is performed; supervisors cannot allow student employees to volunteer their services.

Acceptable IDs to present to HR

This information is included in the student paperwork, please remind students of the following:

- **After the student completes new hire paperwork, students will need to bring the documents to Human Resources located in Cramer Way Room 226 between the hours of 8:00 a.m. – 4:30 p.m.**

- **Please present one selection from List A or a combination of one selection from List B and one selection from List C.** Only one photo ID will be accepted.

List A		Lists B & C
Select one		Select one
U.S. or Foreign Passport Permanent Resident Card	OR	Driver License Student ID U.S. Military ID

AND

Select one
Social Security Card Certified Birth Certificate

International Students will need to present the following IDs:
Passport, Visa, I-94 and Social Security Card