CHICAGO STATE UNIVERSITY

Student Hiring Process Instructions

Please follow these instructions for hiring student employees.

Please note: As with all hiring requests, the job description, funding source and funding amounts should be determined before you begin. Questions regarding rate of pay can be directed to HR Student Employment.

Step 1. Create a Student Hiring Authorization in PeopleAdmin. Visit CougarConnect -> Employee for the PeopleAdmin Manual.

Step 2. After the Hiring Authorization has been fully approved (Status: Approved for Pool Recruitment), review the appropriate applicant pool for potential interview candidates.

Step 3. Submit Interview Selection Form to confirm student's eligibility for student employment.

Step 4. Conduct interviews with students confirmed as eligible on the Interview Selection Form.

Step 5. Using the Student Decision to Hire Form, submit the name and other requested information to the Office of Human Resources

Step 6. The Office of Human Resources will send the student an offer letter, schedule the mandatory orientation and contact the hiring manger with the employee's official start date once all the requirements have been met.

Office of Human Resources (OHR) ADM 203

Student Employment Interview and Selection Form

Instructions:

After the Student Hiring Authorization has been fully approved in PeopleAdmin and indicates *HR Final Review*, follow the instructions below to use this form.

1. Complete the Interview Selection form indicating the applicants that you are requesting to interview from the pool.
2. Submit the signed Interview Selection form to the Office of Human Resource - Student Employment (ADM 203 or hr@csu.edu).
3. The Office of Human Resources will determine student eligibility and return the form, via e-mail, within 3 business days of submission.

IMPORTANT: Eligibility based on this form does not authorize any candidate to begin work.

Hiring Authorization#**:** _____

Position: _____

Rate of Pay: _____

	Candidate Name		Contact Information		Eligible	Not Eligible
1			Ph:			
			Cell:			
			Email:			
2			Ph:			
			Cell:			
			Email:			
3			Ph:			
			Cell:			
			Email:			
4			Ph:			
			Cell:			
			Email:			
5			Ph:			
			Cell:			
			Email:			
6			Ph:			
			Cell:			
			Email:			
7			Ph:			
			Cell:			
			Email:			

Hiring Manager Signature: _____ **Date:**_____
Hiring Manager CSU Email: _____**@csu.edu**
Return by e-mail to HR@csu.edu
Reviewed By HR Representative:_____ **Date:**_____

Office of Human Resources

9501 S. King Drive/ADM 203
Chicago, IL 60628
T 773.995.2040
F 773.995.2942

Decision to Hire Form
FOR STUDENT EMPLOYEES

Please submit completed and approved decision to hire form to the Office of Human Resources (ADM 203) to begin the employee on-boarding process.

Note: Students are not to be eligible to work until approved by Human Resources.

Position Title: _____

Hiring Authorization #_____

Student/Candidate Information

Name: _____ **CSU UID#:** _____

Home Address:
Street _____

City _____ **State** _____ **Zip Code**_____

Email Address: _____

Telephone number to reach student: _____

Offer Information

Award Amount Offered: _____ **Rate:** _____**/hour** _ **ORGN#:**_____

Employment Period: _____**through** _____

APPROVALS:

Fiscal Officer's Signature_____ **Date:** _____

Student's Immediate Supervisor (please Print):_____

Human Resources:_____ **Date:** _____