

# STUDENT EMPLOYEE



## Review Department Budget

### WORK STUDY OR INSTITUTIONAL

- Determine what funding type for the student employment position: Federal Work Study or Institutional
- **MUST** have funding available to hire



## Post Available Student Position

### COMPLETE POSITION POSTING REQUEST FORM

- Form available in the A-Z index under "Forms-Employee"
- Hiring supervisor must be listed as "Search Committee Chair"
- Search committee members are not required
- If approved, Human Resources will post position
- If denied, position will not be posted and you will be notified



## Applicant Tracking System

### REVIEW APPLICANTS

- Human Resources will email instructions to *Search Committee Chair*
- Complete every step of instructions
- Contact Human Resources for questions

### CHECK EMPLOYMENT ELIGIBILITY

- Only top applicants should be reviewed for eligibility
- *Student Employment Criteria Eligibility*. Contact Human Resources
- *Federal Work Study Eligibility*. Contact Jessica Hills, Financial Aid

### INTERVIEW APPLICANTS

- Interview applicants to narrow down applicant pool (at least two students should be interviewed)
- Refer back to instructions from Human Resources on how to manage applicants in the applicant tracking system

### HIRING PROPOSAL

- Make employment offer to selected applicant
- If applicant accepts, complete Hiring Proposal
- If applicant declines, select next eligible applicant
- Refer back to instructions from Human Resources on how to manage applicants in the applicant tracking system



## Authorization

### NOTIFICATION EMAIL

- Human Resources will send an email to student and hiring supervisor once authorization process is completed
- **A student cannot work until an authorization email has been received**

## Student Employment Program

Location: Human Resources (Popplewell 117)

Phone: 816.271.4587

Email: [humanresources@missouriwestern.edu](mailto:humanresources@missouriwestern.edu)

Financial Aid Phone: 816.271.4361