

STUDENT EMPLOYEE HIRING PROCEDURES

A. Job Postings

ALL student employment positions (Federal Work Study, Graduate Assistant and Student Assistant) must be posted through the ASU Career Center via CareerLink. In order to fill a student employment position, the supervisor for the position must create a CareerLink account and post all positions through ASU CareerLink. Once uploaded, the Career Center will “approve” the job, and it will be posted on ASU Career Link.

B. Application Process

Students will apply for job by whatever means the supervisor has specified on Career Link . Some supervisors will require students to submit a resume. Students who do not have resumes are encouraged to contact the Career Center for assistance with creating one.

C. Selection of a Candidate

Once the supervisor has made a decision to hire, he/she should remove the listing from CareerLink immediately. If a hiring decision has been made, the student should complete the employment packet (including the Intent To Hire form, FWS/GA/SA Contract and HR forms) with their supervisor. This packet is available online and in the Career Center. The student should call the Career Center while they are completing the packet to schedule an appointment to submit it to the Career Center. Appointments are mandatory for submitting packets. As part of this appointment, a computer-based orientation/training will take place. The student will be required to answer questions about information covered during the training. This training will cover basic employment policies, campus policies and customer service.

D. Background Check

After the student appointment, the Student Employment Administrator will have the applicant’s background check processed. The supervisor should estimate a start date (on the Intent to Hire form-in employment packet) of at least five (5) business days after the student’s Career Center appointment. This start date IS an ESTIMATE and the student may NOT begin work until the background check has cleared and the student and supervisor have been notified by the Career Center. The Career Center will not begin processing paperwork for HR and Payroll purposes until the background check has cleared and all required documents are received.