**Student Employee Hiring Checklist for Supervisors**

* **Position Approval.** Obtain written administrative approval to hire the position from your Vice President or their designee and email a copy of the approval to stuemploy@ewu.edu.
* **Post Position.** Post the position on Handshake using an approved standardized job description and the approved salary range which is listed in the job description. You can access instructions on how to post in Handshake [here](https://inside.ewu.edu/student-employment/ewu-supervisors-post-a-job/).[[1]](#footnote-1) You can access the approved job descriptions [here](https://inside.ewu.edu/student-employment/job-descriptions/).[[2]](#footnote-2) You can access the salary amount [here](https://in.ewu.edu/student-employment/wp-content/uploads/sites/45/2022/04/Student-Employee-Salary-Ranges-2022.pdf.).[[3]](#footnote-3)
* **Candidate Review.** Review job applications, identify candidates for interview, interview candidates, and then select the best qualified candidate(s).

* **Contact all candidates and close position in Handshake.** Contact applicants you did not hire to demonstrate professionalism in hiring practices and update the applicants’ status and Handshake.
* **Pre-Employment Requirements.** Contact successful applicants and notify them of the pre-employment requirements. ***Candidates must complete all of these requirements before they can begin working.*** You are encouraged to contact them via phone and then follow up with email instructions. (See attached for a sample email communication).
* **Employment Authorization Form**
* Non-Work Study: Supervisor will need to complete a Non-Work Study Employment Authorization form and provide it to the Employee to return to Human Resources—Student Employment Showalter 300.
* Work Study: Student will need to obtain the Work Study Employment Authorization form from Human Resources—Student Employment, provide it to supervisor for completion of supervisor portion and then return the completed form to Human Resources—Student Employment Showalter 300.
* **Immunization Records:** Complete [immunization requirements](https://inside.ewu.edu/hr/onboarding/)[[4]](#footnote-4) for MMR or obtain a medical or religious exemption.
* **Hiring Paperwork:** Once you select the candidate you wish to hire, you will need to send them to Student Employment in Showalter 300 to complete all new hire paperwork. Note, there are additional requirements for international students. It typically takes between 15 to 30 minutes to complete the paperwork so ensure the student allows adequate time. **Please make sure the student brings the following documents with them to Student Employment:**
* ***Employment Authorization forms for non-work study students. This form must be completed by the supervisor and can be found*** [***here***](https://in.ewu.edu/student-employment/wp-content/uploads/sites/45/2020/01/Non-Work-Study-Authorization-Form.pdf)***. [[5]](#footnote-5)***
* ***Please notify your selected candidate that to complete their I-9, which is a form required by the federal government, they are required to bring original unexpired documents as described on the I-9 List of Acceptable Documents list with them to Student Employment.*** The I-9 List of Acceptable Documents is in Appendix A.

The forms the student will complete in HR include: I-9, W-4, Employee Demographic Information, Statement of Ineligibility for Retirement, Direct Deposit, and Criminal Background Check, if applicable.

* **Background Checks: (applicable positions)** Criminal background checks must be completed for positions that will be involved in the receipt of, or accountability for, university funds or other items of value; as well as for the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16.
* **Youth Program Training: (applicable positions)** Employees who will be working at youth camps will also need to complete the Youth Program Training.  Information regarding the training is available online [here](https://inside.ewu.edu/youth-programs/).[[6]](#footnote-6)
* **Start Date: umanHHu**Human Resources—Student Employment will notify supervisors when employees are eligible to begin employment. **Do not have employees begin working prior to receiving written approval from HR.**
* **Mandatory Training:** All new student employees are required to complete Title IX, Hazing, and DEI training. This is a paid training, so make sure that the training time is entered on their timesheets. More information regarding training opportunities will be made available through Human Resources-Student Employment.

* **Telework Agreements**: (**applicable positions)** Employees who have been approved to work remotely must complete a telework form. Additionally, the form must be signed by the supervisor(s), and be approved up through your VP. They can then be returned to Student Employment. The Telework timesheet with Tasks must be completed weekly by the student and turned in. You will keep a file of these in your office.

If you need further guidance, please reference the Supervisor’s Guide to the

Student Employment Hiring Process which can be found online here. [[7]](#footnote-7) You can also contact Human Resources Student Employment via email at stuemploy@ewu.edu or call 509.359.2525.

Sample Email for Supervisors to send to New Student Employee Hires

Dear *insert name*:

Congratulations on your selection as *insert job title*. Prior to beginning your job, the following requirements must be complete:

* **Employment Authorization Form—**
* Non-Work Study: You will need to obtain a Non-Work Study Employment Authorization form from your supervisor and take the form to Human Resources—Student Employment in Showalter 300 when you go to complete your new hire paperwork.
* Work Study: You will need to obtain a Work Study Employment Authorization form from Student Employment in Showalter 300, then provide the form to your supervisor for completion of supervisor portion, and then return completed form to Student Employment in Showalter 300.
* **Hiring Paperwork:** You must complete all necessary hiring work prior to beginning employment and submit it to Human Resources-Student Employment in Showalter 300**. In order to complete your new hire paperwork, you are required to *bring original unexpired documents as described in the I-9 List of Acceptable Documents which is below.* You will also need to know your Social Security Number to complete the W-4.**

**Optional Provisions for email to include if background checks or Youth Program Training are required.**

* **Background Checks: (applicable positions)** Criminal background checks must be completed for positions that will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16.
* **Youth Program Training: (applicable positions)** Employees who will be working at youth camps will also need to complete the Youth Program Training.  Information regarding the training is available online [here](https://inside.ewu.edu/youth-programs/).[[8]](#footnote-8)
* **Mandatory Training:** You are required to complete Title IX, Hazing, and DEI training. This is a paid training, so make sure that the training time is entered on your timesheets. More information regarding training opportunities will be made available through Human Resources-Student Employment.

Once again, congratulations and welcome!

(Make sure to include the List of Applicable Documents information which is below in Appendix A.)

**Appendix A**



1. <https://inside.ewu.edu/student-employment/ewu-supervisors-post-a-job/> [↑](#footnote-ref-1)
2. <https://inside.ewu.edu/student-employment/job-descriptions/> [↑](#footnote-ref-2)
3. <https://in.ewu.edu/student-employment/wp-content/uploads/sites/45/2022/04/Student-Employee-Salary-Ranges-2022.pdf>. [↑](#footnote-ref-3)
4. <https://inside.ewu.edu/hr/onboarding/> [↑](#footnote-ref-4)
5. <https://in.ewu.edu/student-employment/wp-content/uploads/sites/45/2020/01/Non-Work-Study-Authorization-Form.pdf> [↑](#footnote-ref-5)
6. https://inside.ewu.edu/youth-programs/ [↑](#footnote-ref-6)
7. *Insert link* [↑](#footnote-ref-7)
8. <https://inside.ewu.edu/youth-programs/> [↑](#footnote-ref-8)