Student Worker Hiring Process Summary

1. Provide a [Request for Personnel Action – System Offices](#) (RPA) to HR for all positions (new or vacant).

2. For existing positions, ensure the termination process for the incumbent has been finalized in Workday.

3. For new positions, HR will initiate the *Create Position* business process in Workday once approval is received via the RPA process.

4. Announce the vacant position once you receive the approved RPA from HR. This may be completed through Jobs for Aggies or any delivery method you choose. If you are not recruiting through Jobs for Aggies, which has a standardized application, then ask the applicants to provide you a resume. (Note, the job posting must indicate: "This is a security-sensitive position and is restricted to U.S. citizens and legal permanent residents only.")

5. Submit the completed applications and/or resumes from your applicant pool to HR. HR will route the applicant pool for CEO/designee approval. HR will receive notice of the approval or denial of the applicant pool and email you the approved/denied notice.
   a. Note that the following applicants must be accorded preference in employment with state agencies over applicants who do not have greater qualifications: 1) wartime veterans, and widows and children of those killed on active duty, or 2) individuals age 25 or younger who were under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday. An applicant's response regarding disclosure of veteran or former foster child status is optional. If disclosed, review the experience to ensure the finalist you select has greater qualifications than each applicant with preference status.

6. Complete interviews and contact the candidate's current and prior employers if the applicant indicates permission to do so. Checking the candidate's other references is optional. Sample reference check forms are provided in the *Effective Hiring Practices* course available in Single Sign On. Start the course and select Resources located in the upper right section of the screen.

7. Contact the finalist to make a verbal offer. Explain that it is contingent upon the criminal history background check, student enrollment status and, for a male finalist, compliance with the federal Selective Service System registration requirements.

8. Ask the finalist to complete the [Background Check Authorization](#) form and email directly to Vera Hobma, vhobma@tamus.edu, as a password protected document, password in a separate email (the form should not be sent to you). Upon receipt of the Background Check Authorization form, Human Resources will handle the required verifications.

9. After receiving the Human Resources email regarding the results of the criminal history background check and student enrollment status, contact the finalist to verbally extend the formal offer and inform them they will receive onboarding tasks via email to complete within Workday. Respond to the Human Resources email questions.

10. Human Resources will add the new hire to Workday and provide the HR Contacts with the forms for the student employee to complete on his/her first day of employment. The student should not begin work until new hire paperwork is completed, including the Federal Form I-9.

11. Ensure that the student completes all required payroll paperwork. On his/her first day of work, submit the New Student Employee Processing Checklist and completed forms to Human Resources on the employee's first day of employment. The student must be prepared with the appropriate documents for the Federal Form I-9 within three days of employment.

12. Retain all employment applications, resumes, interview questions, current/prior employer and other reference check documentation. For the applicant hired, this documentation must be retained for five years after termination of employment. For all other applicants (not hired), this documentation must be retained for five years after you make the hiring decision. This information must be provided in the event of a federal or state audit/review.

13. Verify enrollment each semester to confirm eligibility to remain in a student worker position.