5-Step Guide to

HIRING STUDENT EMPLOYEES

Step One

KNOW YOUR BUDGET

Contact your department head or the Budget Office for approval. You will need to know how much you have available to spend and which account number to use.

Step Two

POST YOUR JOB(S) ON HANDSHAKE

Log into Handshake to post your job. https://app.joinhandshake.com/login

Step Three

REVIEW APPLICATIONS

Applicant packages can be emailed directly to you or available to view in your Handshake account.

Step Four

SUPERVISOR REQUEST FORM

You can access this form by visiting MyLander.edu, Faculty/Staff Dynamic Forms, Available Forms, Supervisor Request Form

Once completed this will be sent to the Budget office to review and completed by Courtney Carpenter. Courtney will reach out to your student if an e-verification appointment is needed.

Step Five

STUDENT SIGNS FORM

**REQUIRED BEFORE STUDENT STARTS WORK
The student will sign the Work Authorization Form which will be provided by email through Dynamic Forms. Once the student signs, then the supervisor will sign last to complete the process. Be sure that your student does not start working until this form has been signed.

Step 2

<u>Logging into Handshake</u>

Each department has a point person for Handshake. This individual will invite you to Handshake so that you will be able to create your login information and post jobs.

Once you have logged in you will be able to create your job posting.

1. Click on **Post a Job** in left hand column
2. Complete prompts. Fields that are not required will be marked as *Optional*.
3. For job type always select **On Campus Employment** regardless of job type. Students will use this filter to find your job.
4. Review the posting and click "Post Job". It will go into a pending status until Courtney Carpenter approves the job.

Step 3

<u>Reviewing Applications</u>

You are able to choose how often you would like to receive applicant packages via email when creating your job description. You can receive those one at a time or all at once when job expires. These packages can include: resumes, cover letters, transcript and/or additional documents. Additional documents might be class schedule or an application that you can attach for the student to complete.
To view your applicant information, follow the steps below:

1. Click **Jobs** on home screen.
2. Click **Applicants** - You will be able to see which students did or did not meet your preferences (GPA, Class Year, Majors, etc.)
3. Once you have decided who to hire mark that student as **Hired**. You can expire the posting at any time, but do not delete it.

Step 4

Supervisor Request Form

You will submit this form. Directions on how to access the form are on page 1, step 4.

If you are unsure of your placement code we can provide that to you.

Step 5

Work Authorization Form

This form provides the student with pay level, total earnings, and total hours to be worked.
Dynamic Forms will send the work authorization form to the student to sign. If student has to complete E-Verification they will need to meet with Courtney Carpenter. Their form will be signed during that appointment and their supervisor will automatically receive after student signs.

Before scheduling your student to begin working, make sure you have a signed work authorization form.