

## STUDENT HIRING PROCEDURE

1. Supervisor submits a "Library Student Employment Job Order" to Library Human Resources Office, Rm. 1-358 LIB, MC 234.
2. The Library Human Resources Office will place the job order on the Student Employment website, the student employment bulletin board at the Daley Library and on the bulletin board by the staff lounge at LHS.
3. The supervisor should ask the ADA question of all students who will be interviewed: Are you able to perform these duties with or without accommodations? If the student expresses that he/she has a disability and has a need of an accommodation, send the individual to the Library Human Resources Office to discuss after the interview. Notify Library Human Resources that the student is coming to our office.
4. Send **only** the student application form(s) for the student(s) the department is interested in hiring to the Library Human Resources Office. Do not send the student(s) to Student Employment until references have been checked by the Library Human Resources Office. Library Human Resources will contact supervisors upon verification.
5. No student should be promised a job until he/she has been approved for employment by the Student Employment Office. Applicants interviewed should fill out the student application form. Current/former supervisors' names and numbers should be indicated on the form.
6. After references have been checked, the student should report to the Library Human Resources Office for a Student Requisition Form, which he/she will need to take to Rm. 2200 in the Student Services Building to fill out employment papers to determine eligibility for employment. Student Employment will contact Library Human Resources if the student is approved for employment. A time card will then be issued to the student by the Library Business Office. **The student cannot be allowed to work until the time card has been issued.**
7. Supervisors need to contact the Library Human Resources Office for a Termination/Raise Form for students being terminated. Form needs to be filled out, signed by supervisor and department head, and returned to Library Human Resources Office for termination/deletion.