

MANUAL  Student Employment Office Office of Career Services	SECTION  Finding Student Employees	PAGE  1 / 1
SUBJECT  <b><i>Rehiring Procedures</i></b>		REVISED

When rehiring a student that has been terminated and/or deleted from the Electronic Change of Status system, it is necessary for the student to complete a set of appointment papers before returning to work. The appointment papers are obtained from the UIC Job Center.

The student must meet the qualifications for the position for which they are being hired. It may be necessary for the student to update their UIC Student Employment Application. The student may have to obtain certification of hours in the event that the termination was as a result of below hours status. The student must come to the Student Employment Office before going to OAR for certification.