

## CC Student Employment Supervisor Toolkit

Updated Feb 2025

### Supervisor process for hiring a student:

- 1) If your department has not had student workers previously, work with your departmental head to ensure you have the budget for student employees. Student Employment does not have access to budgets, cannot provide more funding, and cannot alter your department's budget.
- 2) Provide an updated job description via Jot Form, annually (for each job title).
  - a. Submission link: <https://form.jotform.com/200205156167143>
- 3) Post the job on Handshake for AT LEAST 5 days (starting after Student employment approves the Handshake posting request). You can keep the post open for up to one year. Pay close attention to the handshake directions, as if mistakes are made, approval will be denied.
  - a. **If you do not select "on-campus student employment" as the job type, it will not come to us for approval!**
- 4) Interview your chosen applicants from the Handshake applicant pool. Then select who you would like to hire.
  - a. You cannot hire until the Handshake post has been open for 5 days, but you do NOT need to wait for the job to close/expire to start interviewing and hiring student employees.
- 5) Contact the student, offer them the position, and confirm they would still like to be hired for this job.
  - a. You can call, tell them in-person, or email (there is an email template on the Supervisor toolkit online).
- 6) Assuming the student accepts the offer -- send the selected student(s) to the ["You're Hired!"](#) webpage to make an appointment and complete student employment paperwork at the Financial Aid & Student Employment office (1<sup>st</sup> floor Spencer Center).
  - a. Students only need to do this once in their time at CC. If they have had an on-campus job, move to the next step.
  - b. Student Employment paperwork can take 2-5 business days to process.
- 7) Once the student's paperwork is processed, the Student Employment Office should be alerting them, and they should be contacting you to alert you!
  - a. If it has been a substantial amount of time, is smart to double check the student's paperwork has been process in case they forgot to alert you. Lookup the student's

paperwork status through the “Student I9” lookup tool in your Banner- Employee tab. Once their status says, “Okay to Hire”, you can move on to the next step.

**b. Students SHOULD NOT work before their paperwork is processed, EPAF submitted, and they can view their timesheet! If they do, we may suspend their student employment.**

- 8) Once you confirm their paperwork has been processed -- Submit an EPAF (online hiring form).
  - a. Use the date you are submitting the EPAF as the query date and job begin date on the EPAF, so that the timesheet shows up for the student.
  
- 9) Wait for Student Employment to approve the EPAF (can take 2-3 business days).
  - a. The student will receive a generic email alert from Student Employment after their EPAF is approved so that they are notified they can begin work.
  - b. Approximately 12-24 hours after the EPAF is approved, you should receive an automatic email that alerts you an EPAF has been approved.
  - c. After the EPAF is approved, the student will have access to their timesheet on the day you indicated as their job begin date on the EPAF. If they can't see their timesheet because of the date, but need to start working asap, they are instructed to email you and Student Employment so we can alter their start date and ensure they have a timesheet and can enter hours on the correct first day.
  
- 10) Once the student can OPEN their timesheet on banner, they are ready to work.**

*Note: Hires must be made within 90 days of the handshake post expiration date. If you submit a hire EPAF after this time, we may ask that you re-post the position for 5 days before making another hire.*