How to Hire Student Employees

→ **STEP 1:** Contact Jenn with the following information:
  - Student Name and Baylor ID Number
  - Position Title *(should represent the work being performed)*
  - Number of Available Openings
  - Name of Direct Supervisor *(this person will be approving timecards in certain circumstances)*
  - Hours per Week
  - Hourly Rate
  - Desired Length of Employment
  - Preferred Start and End Date
  - Work Schedule *(specify the dates and times needed during the week)*
  - Does this position require driving?
  - Does this position require traveling?
  - Job Description *(should include position summary, functions of the position, required skills, etc)*
  - International? Y or N
  - Is this position for a grant-related program?
  - Would you like to opt in to receive all hiring process emails as well? Y or N

→ **STEP 2:** Jenn will submit a *Request for a Job Posting* and follow up with any questions.

→ **STEP 3:** Once the student(s) is completely hired, Jenn will pass the timecard over to the direct supervisor and any necessary delegates.

*Important: Student(s) cannot begin work until approved by Student Employment.

**CONTACT:**
Jenn Martinez-Ayala
Office Manager
Truett Seminary | Dean’s Suite, 105
254-710-6093
Jenn_Martinez@baylor.edu