

# How to Hire Student Employees

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→ **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.***

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