PV STEP Student Hiring Process


2. Click on the desired menu/action to navigate to the appropriate webpage.

3. Search and apply for an internship using PVTALENT Applicant Tracking System. If you have never used PVTALENT, please visit the Student Resources page for assistance or contact the Student Employment Office. You are required to attach your detailed class schedule to each application you submit. Other documents may be required.

4. You will receive an email correspondence or communication regarding your application status. The hiring department will contact you if you are selected for an interview. The supervisor will contact you if he/she is interested in making an offer of employment.

5. Once you have accepted the offer, submit the following documents to your supervisor for processing. All documents must be printed single-sided and typed.¹
   a. Student Work Schedule
   b. Success Guide Certification
   c. Bloodborne Pathogen (BBP) Personnel Assessment

6. Once approved, the student and hiring department will receive an email correspondence with additional instructions to complete the hiring process (trainings, UIN, etc.). The email will instruct you on additional documents needed for hiring.

¹ Accuracy and record-management purposes

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7. Once you receive your UIN, submit the following documents to your supervisor to create the EWR:
   a. Job Offer Letter
8. You may begin working **AFTER** the EWR is approved through the Student Employment Office. To confirm the status of an EWR, please contact the hiring department (i.e. supervisor).
9. Orientation and department trainings are the responsibility of each respective hiring department and should begin on the first day of the internship.

**REHIRE STUDENT EMPLOYEES**

Student employees who have **worked at least one of the two previous semesters** may submit the following documents to their hiring department, to be attached to the EWR:

- Job Offer Letter
- Student Work Schedule

**Helpful Links**

- PV STEP Home Page: [www.pvamu.edu/studentemployment/summer-internship](http://www.pvamu.edu/studentemployment/summer-internship)
- SEO Home Page: [www.pvamu.edu/studentemployment](http://www.pvamu.edu/studentemployment)
- Student Resources: [http://www.pvamu.edu/studentemployment/student-resources/](http://www.pvamu.edu/studentemployment/student-resources/)