

## 11.2 Student Hiring Process

1. Visit the Student Employment website at [www.pvamu.edu/studentemployment](http://www.pvamu.edu/studentemployment).
2. Click on the desired menu/action to navigate to the appropriate webpage.



3. Search and apply for a job in PV Talent Applicant Tracking System. If you have never used PV Talent, please visit the Student Resources page for assistance or contact the Student Employment Office.
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.<sup>5</sup>
  - a. Detailed Class Schedule
  - b. Student Work Schedule
  - c. Success Guide Certification
  - a. Confidential Release Form
  - b. Bloodborne Pathogen (BBP) Personnel Exposure Assessment
6. Once approved, **the student and hiring department will receive an email correspondence from the Student Employment Office with additional instructions to complete the hiring process.** The email will instruct you on additional documents needed for hiring.
7. Once you receive your UIN, submit the following documents to your supervisor to create the EWR:
  - a. Job Offer Letter
  - b. Current Award Letter (if work-study): **Date must be within 72 hours of EWR creation**

<sup>5</sup> Accuracy and record-management purposes

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 employment.

### **Mandated Trainings Update**

Student employees will be paid for completing their assigned State Mandated Trainings. In order for the student employee to be paid for training time, they must complete the state mandated trainings at their assigned work location **during** their scheduled work hours.

Training hours are **not** overtime eligible and cannot exceed the regularly scheduled hours for the work week.

### **REHIRE STUDENT EMPLOYEES**

Student employees who have **worked in at least one of the two previous semesters** may submit the following documents to their hiring department. The hiring department will attach those documents to the EWR:

- Job Offer Letter
- Current Award Letter (if work-study): **Date must be within 72 hours of EWR creation**
- Student Work Schedule

### **Helpful Links**

- SEO Home Page: [www.pvamu.edu/studentemployment](http://www.pvamu.edu/studentemployment)
- Student Resources: <http://www.pvamu.edu/studentemployment/student-resources/>
- Student Employee Types: <http://www.pvamu.edu/studentemployment/student-employee-types/>
- Financial Aid (Work-Study Request): <http://www.pvamu.edu/studentemployment/financial-aid/>
- Title IX – Sexual Discrimination, Sexual Harassment, Sexual Assault & Violence Video: <https://vimeo.com/105143665>