

## 11.0 HIRING PROCESSES

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### 11.1 Supervisor Hiring Process

1. The supervisor is required to attend a Student Employment Supervisor Orientation Training prior to submitting a request for student employees.
2. The supervisor collaborates with the department's Initiator to submit a position description via the PV Talent System.
3. The hiring department will create or modify a position description as needed in the PV Talent Position Management System.
4. Once the position description is approved, the job posting request is created in the PV Talent Applicant Tracking System.
5. Once the job posting is approved, the Student Employment Office will publish the job posting via the PV Talent system.
6. After posting, the student may now apply for an open position, based on his/her qualifications.
7. The hiring department screens the applicant pool, based on minimum qualifications, and interviews the applicants and documents their evaluation of the applicant. The hiring department must keep some type of record for this process.
8. If recommended for hire, the candidate submits the following documents to the hiring department to create the Hiring Proposal<sup>3</sup>:
  - a. Detailed Class Schedule
  - b. Student Work Schedule
  - c. Success Guide Certification
  - d. Confidential Release Form
  - e. Bloodborne Pathogen (BBP) Personnel Exposure Assessment
9. The hiring department will submit the complete the Hiring Proposal in PV Talent. If approved, the hiring department and the candidate will receive an email notification with instructions to provide the following documents to the Student Employment Office, in person, **by the student**.
  - a. Copy of EWR
  - b. Selective Service Official Letter of Verification (*US Male Citizens, 18-25 years old*)
  - c. International Employment Eligibility Form (*International **F-1** students only*)
  - d. Employee Personal Data Sheet
  - e. W-4 Tax Withholding Form
  - f. I-9 Form Receipt
  - g. Acceptable Forms of Identification<sup>4</sup>
10. A UIN, if the student has not already received one, will be available 24 hours after the completed I-9 Form, acceptable documents, Employee Data Sheet, and W-4 Tax Withholding forms are submitted to the Student Employment Office.
11. The hiring department creates and routes an EWR, with the following documents attached:
  - a. Job Offer Letter
  - b. Award Letter (if work-study student) **Date must be within 72 hours of EWR creation**

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<sup>3</sup> All forms must be typed for accuracy and record-keeping purposes

<sup>4</sup> Refer to page 9 of the I-9 form for lists of acceptable identifications

12. The student employee may begin working **AFTER** the EWR and Hiring Proposal have been approved through the Student Employment Office. To confirm the status of a EWR or Hiring Proposal, please contact your department's Initiator.
13. The student employee completes the State Mandated Trainings, and submits the PDF copy of the training transcript to the hiring department (i.e. supervisor) **within** the first 30 days of employment. Trainings are to be completed **ONLY** during the student's scheduled work hours.
14. Orientation and department trainings for student employees are the responsibility of each respective hiring department and should begin on the first day of employment.

### **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

### **Mandated Trainings Update**

The supervisor must ensure that all required trainings are current. The university employee who approves the student employee's time in timetraq, along with the student employee, will receive automated notifications when trainings are delinquent. For questions regarding TrainTraq or required trainings, please contact trainingteam@pvamu.edu or 936-261-1730.

### **Helpful Links**

- Supervisor Resources: <http://www.pvamu.edu/studentemployment/supervisors/>
- Student Resources: <http://www.pvamu.edu/studentemployment/student-resources/>
- Selective Service Online VERIFICATION: <https://www.sss.gov/regver/wfverification.aspx>
- Selective Service Online REGISTRATION: <https://www.sss.gov/RegVer/wfRegistration.aspx>
- PV Talent Resources: <http://www.pvamu.edu/hr/faculty-staff-resources/pv-talent-resources/>
- Title IX – Sexual Discrimination, Sexual Harassment, Sexual Assault & Violence Video: <https://vimeo.com/105143665>