



Supervisor Hiring Process

1. The supervisor collaborates with the department's Initiator to submit a position description via the PV Talent System.
2. The hiring department will create or modify a position description as needed in the PV Talent Position Management System.
3. Once the position description is approved, the job posting request is created in the PV Talent Applicant Tracking System. SEO recommends that the detailed class schedule and award letter (if work-study) are attached to the student's application¹.
4. Once approved, the Student Employment Office will post the position for at least five calendar days via the PV Talent system.
5. After posting, the student may apply for an open position, based on his/her qualifications.
6. The hiring department screens the applicant pool, based on minimum qualifications, interviews the applicants and documents their evaluation of the applicant. The hiring department must keep some type of record for this process.
7. If recommended for hire, the candidate submits the following documents to the hiring department to create the Hiring Proposal²:
 1. Student Work Schedule
 2. Success Guide Certification
 3. Confidential Release Form
 4. Bloodborne Pathogen (BBP) Personnel Assessment
8. The hiring department will submit the completed 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**.
 1. Employee Personal Data Sheet
 2. W-4 Tax Withholding Form
 3. I-9 Form
 4. Acceptable Forms of Identification³
 5. International Employment Eligibility Form (International **F-1** Students only)
9. A UIN, if the student has not already received one, will be available 24 hours after the above documents are submitted to the Student Employment Office, in person.
10. The student employee completes the six (6) State Mandated Trainings.

¹ Employment eligibility: Students must be enrolled in school for the current semester (6 or more hours)

² All forms must be typed for accuracy and record-keeping purposes

³ Refer to page 9 of the I-9 form for lists of acceptable identifications

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11. The hiring department creates and routes an EWR, with the following documents attached:
 - a. Job Offer Letter
 - b. Current Award Letter (if work-study): **Date must be within 48 hours of EWR creation**
12. The student employee may begin working **AFTER** the EWR and Hiring Proposal are approved through the Student Employment Office. To confirm the status of a EWR or Hiring Proposal, please contact your department's Initiator.
13. Orientation and department trainings 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:

1. Job Offer Letter
2. Current Award Letter (if work-study): **Date must be within 48 hours of EWR creation**
3. Student Work Schedule

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/>

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