**Student Labor Hiring Procedure**

To ensure consistency and fairness in the hiring of student labor the following process should be followed for all student labor positions. Not only will this process ensure that the best candidate is chosen for the position, but it will also allow our students an opportunity to be a part of an interview. From this experience, it is our hope that they will be better prepared for an interview after graduation.

**Position Title:**

**Supervisor:**

**\_\_\_\_\_ Complete Student Job Description template and send to HR for determination of the appropriate wage.   
  
\_\_\_\_\_ Post Position on Handshake:**

* All Positions should be posted on Handshake to ensure all students have an opportunity to apply.
* Reach out to Career and Professional Development at [career.services@dsu.edu](mailto:career.services@dsu.edu) and they will post the position for you.

**\_\_\_\_\_** **Screen Applications:**

* Use a rubric to score all the applications. This rubric will help you to identify which are the top candidates. Those are the individuals you want to invite to an interview.

**\_\_\_\_\_ Interview:**

* Invite the top couple candidates to an interview
  + During the interview discuss the expectations you have for this position
  + Ask them questions to gauge their skills and determine if they are the right fit for the position
    - Technical skills, customer service skills, research skills, etc.
* Use the rubric to score those candidates you interview.

**\_\_\_\_\_ Hire:**

* Offer the position to the top candidate
  + Decide on a start date and provide the wage approved by HR
  + Complete the PAR / FWS
  + Direct the student to Human Resources to complete payroll paperwork.
  + Notify Career and Professional Development that the position is filled.

**\_\_\_\_\_ Retention of Materials:**

* Keep final scored rubrics, applications and any notes related to the search for a one academic year after the hire.
* Keep materials for the student hired until after the student has ended employment.
* After the retention period, please shred all documents.