

Employing Students: The Recruitment and Hiring Processes

Recruitment is optional for student employment positions. If you will be recruiting for a student for employment, follow the *Request to Recruit* process below. If this is a new position, begin with Step 1. Otherwise, you may choose to skip to Step 2.

Once you have identified a person to hire, follow the *Request to Hire* process. After the Request to Hire has been submitted, Berkeley Regional Services will send the employee the required onboarding paperwork and directions on how to set up an onboarding appointment. **All employees must complete all necessary onboarding documentation and attend their onboarding appointment prior to working.** Please note that all Forms can be found on the Lawrence Staff Website under Resource Management--Human Resources—Employment Forms & Resources

Request to Recruit

1. Manager or supervisor will meet with Associate Director of Human Resources, Jasmine Lopez, to discuss staffing needs and determine an appropriate job title and pay rate for the position
2. Manager or supervisor prepares a Student Recruitment Packet consisting of a Justification Memo requesting to hire student worker(s), the Recruitment Request Form, and completed Job Description Template.
3. The complete packet is routed to the Group Executive Director, the Financial Analyst, and the Executive Director, Administration Group, Florencia Ramos, for review and approval.
4. The Executive Director, Administration Group will forward the approved packet to the rest of the Lawrence HR Team
5. The team will review the packet, post the position to the Work Study and Handshake recruitment websites, coordinate posting on the Lawrence public website, and notify the department of recruitment posting. *Turnaround time is one week from the time the paperwork was received the ticket being submitted.*
6. The Hiring Manager will directly receive job applications for review, conduct interviews, and select the top candidate. *Please note that if the candidate applies through Handshake, the application will automatically forward to the Hiring Manager. No further action or Handshake account is required for the Hiring Manager.*
7. Once a final candidate is identified, the Hiring Manager can consult with the Assoc. Director of HR for an appropriate salary depending on the employee’s experience.

PAYROLL TITLE	TITLE CODE	ENTRY SALARY RANGE
Student Assistant II	4921	\$19.17-\$20.17
Student Assistant III	4920	\$21.07-\$22.17
Student Assistant IV	4919	\$23.17-\$24.17

8. The Hiring Manager offers the position to the candidate, notifies other candidates of non-selection, and begins the Request to Hire process. *Please note continued employment is contingent on background check clearance.*

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Request to Hire Process

1. Manager or supervisor will complete the New Hire Form and an IOC and route to the Group Executive Director or Group Director, the Financial Analyst, and the Executive Director, Administration Group, Florencia Ramos, for review and approval. *If recruitment was not done for the position, a Justification Memo and a completed Job Description Template will need to be submitted.*
2. The Executive Director, Administration Group will forward the approved packet to the rest of Lawrence HR Team
3. The Lawrence HR Team will review the paperwork and have a ticket submitted to Berkeley Regional Services for onboarding.
4. The Onboarding Team will contact the employee to send all of the required onboarding paperwork and to schedule an onboarding appointment.
5. Once the onboarding appointment has been conducted and all forms have been completed, the employee can begin work immediately.
6. The student will need to schedule an appointment to be fingerprinted. It is the supervisor's responsibility to ensure that this step is completed in a timely manner. *Please note continued employment is contingent on background check clearance.*