5-Step Guide to

HIRING STUDENT EMPLOYEES

Step One

KNOW YOUR BUDGET

Contact your department head or the Budget Office for approval. You will need to know how much you have available to spend and which account number to use.

Step Two

POST YOUR JOB(S) ON HANDSHAKE

Log into Handshake to post your job. https://app.joinhandshake.com/login

Step Three

REVIEW APPLICATIONS

Applicant packages can be emailed directly to you or available to view in your Handshake account.

Step Four

SUPERVISOR FORM TO TURN IN

You can request this form from Courtney Carpenter ccarpenter1@lander.edu .

Once completed you can email it to Courtney Carpenter or turn it into the Payroll Office (LC111).

Step Five

STUDENT SIGNS FORM

REQUIRED BEFORE STUDENT STARTS WORK
Only the student signs the employment authorization form, but the supervisor and Courtney Carpenter must receive a copy before they start working.
And you're done!!

Step 2

Logging into Handshake

Each department has a point person for Handshake. This individual will invite you to Handshake so that you will be able to create your login information and post jobs.

Once you have logged in you will be able to create your job posting.

1. Click on **Post a Job** in left hand column
2. Complete fields on each page with as much detail as possible. Fields that are not required will be marked as *Optional*.
3. For job type always select **On Campus Employment** regardless of job type. Students will use this filter to find your job.
4. Once you have completed the job description and click save it will go into a pending status until Career Services approves the job.

Step 3

Reviewing Applications

You are able to choose how often you would like to receive applicant packages via email when creating your job description. You can receive those one at a time or all at once when job expires. These packages can include: resumes, cover letters, transcript and/or additional documents. Additional documents might be class schedule or an application that you can attach for the student to complete.

To view your applicant information follow the steps below:

1. Click **Jobs** on home screen.
2. Click **Review Applications** - You will be able to see which students did or did not meet your preferences (GPA, Class Year, Majors, etc.)
3. Once you have decided who to hire mark that student as **Hired**. You can expire the posting at any time, but do not delete it.

Step 4

<u>Supervisor Request Form</u>

Once this form is completed you will forward to the Courtney Carpenter ccarpenter1@lander.edu.

If you are unsure of your placement code we can provide that to you.

Step 5

<u>Work Authorization Form</u>

This form provides the student with pay level, total earnings, and total hours to be worked.

Career Services will send this form to the student's supervisor to have the students
sign prior to their start date. If student has to complete E-Verification process their
form will be signed during that appointment and the supervisor will get a copy.

Before scheduling your student to begin working, check and make sure you have the signed form.