Hiring Process Toolkit

Student Employment Hiring Process		DE Department CC Career Center HR Human Resources
Phase 1: Preparation	• **DE** determines position type and payroll. • **DE** develops job responsibilities and description. • **CC** assists Department in creation of Handshake account and in Handshake use	
Phase 2: Recruiting	• **DE** posts position on Handshake. • **CC** approves and promotes position. • **DE** views applicants in Handshake. • **DE** chooses candidates to interview and conducts interviews. • **DE** selects new student employee.	
Phase 3: Hiring	*Must happen after recruiting* • **DE** supervisor and student employee complete ACT document. • **DE** supervisor and student employee complete I-9. • **DE** supervisor sends completed I-9 to Human Resources. • **HR** processes I-9 and activates student assignment.	
Phase 4: Onboarding & Development	• **DE** hosts specific departmental training for new employees. • **CC** provides additional resources and training connected to student employment • **DE** Enroll student employee in Career Readiness.	

UAB Career Center: (205) 934-4324 | UAB Human Resources: (205) 934-5321

Student Employment Roles and Responsibilities

UAB Career Center	Human Resources	Financial Aid	Hiring Department
Cultivate student opportunities on campus	Coordinates I-9 Process	Determines Federal Work-Study Eligibility	Create job descriptions and performance evaluations
Manage Handshake	Administer Payroll	Administer Federal Work-Study Awards	Post positions in Handshake
Promote On-campus positions		Process and Approved Work-Study Positions in Handshake	Interview and select student employee(s)
Host On-campus Job Fair			Complete I-9 Forms and Files to UAB Human Resources
Provide answers to On-campus Student Employment			Host departmental onboarding and training

Contact the UAB Career Center at (205) 934-4324 with questions.

Student Employee Onboarding Checklist

☑	Prepare and provide an offer letter for student hire.
☑	Have your new hire fill out necessary paperwork, such as the I-9 form and any required departmental paperwork (for example, FERPA/confidentiality agreements).
☑	Orient and train your new hire about policies, procedures, and goals.