

STUDENT HIRING CHECKLIST							
Student Position Title & Requisition Number	0602020 Lab Assistant						
Approval Given for Student Employee from Student Employment Office	√						
Create Requisition using Student Employee Template	√						
Submit to HR for Approval	√						
Receive OES-Generated E-Mail Notice of Approval (once position is posted online)	√						
Position Closed (position must close before further action can be taken)	√						
Successful Student Candidate's Status Changed to "Recommend For Hire"	√						
Requisition at status of "Submitted to HR for Background Check"	√						
Receive OES-generated E-Mail Notice of BG check submittal	√						
E-Mail Notice Of BG Check Results From HR Analyst	√						
Send Student to Student Employment Office to Complete Paperwork	√						
E-Mail Notice Received from Student Employment Office	√						
Student Start-Date Determined (student notified)	√						