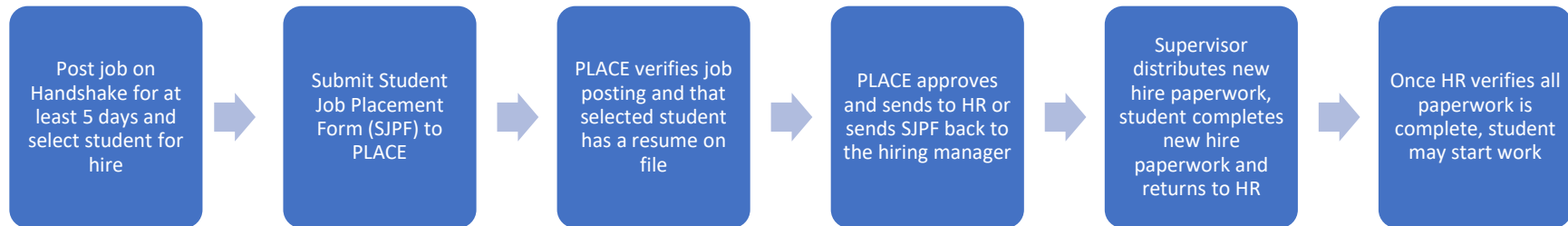


Hiring Process for All Student Workers

The Hiring Process Diagram



Key Notes for Hiring Process

- All Roanoke College departments and offices are eligible to request to hire student employees depending on need and the student payroll budget.
- Before extending a job offer, managers should know what both their Federal Work Study (FWS), and College Work Study (NWS) budgets are, as well as whether a student has been awarded FWS and/or NWS, to remain within departmental budget.
- Keep in mind students often hold multiple jobs
- It is important for students to coordinate the total hours of work in all jobs with all managers so that FWS and NWS funds are not overspent for the College as a whole.
- PLACE will not approve a Student Job Placement Form (SJPF) until the posting and resume criteria are met.
- Once approved, they will notify the hiring supervisor and route the SJPF to Human Resources.
 - After a Job Placement Form has been submitted to PLACE, please provide the student their new hire paperwork.
 - **PLEASE NOTE:** Students **MAY NOT** begin working until all hiring paperwork is completed, received & reviewed by Human Resources.
 - Federal law requires that the I-9 Form (which confirms eligibility to work in the United States), be complete within **THREE DAYS** of the employees' date of hire.