Student Employment Step-by-Step Guide

Pre-posting checklist for departments:

1. Review on-campus student employment FAQs.
2. Ensure there is a position ID for the vacant position.
3. Determine if job is work-study or non-work-study (ensure there is funding).
4. Create an account in Handshake if not created already.

Once faculty/staff contact has a Handshake account:

1. Post position – fill in job profile/description template.
2. Faculty/Staff point of contact can select if they want to be notified each time a student applies or can select to receive a resume packet when the position closes (expires).
3. Position will be pending until vetted by the Student Employment team, status will be indicated in Handshake (24-48 business hours).

Once a position has been posted in Handshake:

1. The Student Employment team will review/vet pending positions.
2. Students apply directly in Handshake. Resumes are automatically collected in Handshake as students apply.

Once students have started applying for open positions in Handshake:

1. Department faculty/staff point of contact reviews student resumes.
2. Department faculty/staff point of contact selects students for interviews.
3. Department faculty/staff point of contact prepares for the interview and selects pre-approved interview questions.
4. Department faculty/staff point of contact contacts students and sets up interviews.
5. Department faculty/staff point of contact conducts interviews.
6. Department faculty/staff point of contact makes a verbal offer to the student.
7. Department faculty/staff point of contact submits a Criminal Background Check (CBC) Request.
8. HR processes the CBC request.
9. Student receives an email from universityoftexasarlington@screening.services with the subject line: Background Check Request. If the student doesn't receive this link, they are to contact their hiring department.
10. HR notifies the department faculty/staff point of contact with the CBC results.
11. Department faculty/staff point of contact sends an offer letter to the student using the standardized template.
12. Department faculty/staff point of contact receives the signed letter back.
    a. If student accepted job, create/submit an e-form for Work-Study/Non Work-Study positions.
    b. If no, begin the recruitment process again (as well as the posting process if job expired/closed).
13. Faculty/staff close out the position in Handshake (if not already expired/closed).
14. Student prints work study-eligibility form from MyMav ten days before class starts and turns in work-study eligibility form to employing department faculty/staff if work-study award received.
15. Department faculty/staff attaches completed work-study eligibility form to e-form for appointment processing.