



Student Employment Services (SES) Quick Hiring Guide

Your student position has been posted in NEOED. Please follow the guidelines below when selecting a candidate for your Student Employee position:

1. Verify with your Student Supervisor (Manager) how much they'll participate in the screening and interview process. Managers must approve and sign the Student Employee Hiring Form when a position is contingently offered to a student (see 4d below).
2. Screen the student's application, resume, and cover letter. Consider qualifying skills, experience, program of study, and availability.
 - a. Screen applications for a preference for veterans. A veteran must disclose by attaching their DD Form 214 or 215 showing discharge or release from duty under honorable conditions.
3. When you have reviewed all applicants and selected students to interview:
 - a. Schedule the interview (Zoom is okay); at least two people should interview the student.
 - b. **Interview questions must be job related.** Ask the same ones to all whom you interview.
 - c. Use the attached scoring sheet to score your interview answers and record veteran preference info. Interview sheets and all notes must be returned to SES.
 - d. Have questions? Please contact SES. For additional interview training, refer to [this interview training in Safe Colleges](#).
4. Selecting your final candidate:
 - a. Your offer is "contingent"; the student must successfully pass a criminal background check and complete required hiring forms and the new student orientation.
 - b. Verify your candidate's eligibility (i.e., being enrolled in the required number of credits, meeting GPA requirements for your position). If you lack access to this info, contact SES.
 - c. Check references using the e-reference guidelines in NEOED (electronically—contact HR with questions) or the SES reference check guidelines form for supervisors/coordinators.
 - d. Electronically complete Section 1 of the [Student Employee Hiring Form](#). The hiring process will not begin until SES and HR complete Sections 2-3 of this form.
5. SES recommends contacting students who were interviewed yet not considered for the position. While this may be a difficult conversation, it'll provide the student an opportunity to ask for feedback. Please refer students back to SES for assistance with their continued job search.
6. Update student status in NEOED:
 - a. Select "Offered" for the student you contingently offered the position.
 - b. Select "Rejected" for students no longer being considered.
6. You'll receive a "Release to Work" email from Human Resources (HR) when your student has completed the hiring process. **Do NOT allow your student to work until you receive this email from HR.** Contact SES if you have questions about where the student is in the hiring process.
7. Send all interview questions and scoring sheets with notes as well as reference checks to SES.