

# CSM

### Student Employment for Supervisors

# Student Employment Lifecycle

Student employment job posted in CSM Student applies for student employment position through CSM

Career Development team reviews applications in CSM Career Development team sends email with attached application/resume/ hiring paperwork packets to hiring supervisor

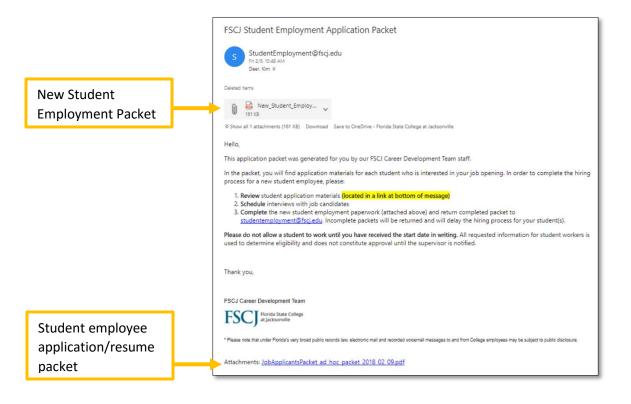
Hiring supervisor completes hiring process (interview & paperwork)

Hiring supervisor emails <u>completed</u> paperwork to studentemployment @fscj.edu

## Hiring a Student Employee

Step 1: Notify the Career Development team of your interest in hiring a student employee

**Step 2:** After students have applied for the position, the Student Employment office will send an email to the hiring supervisor. Attached to the email will be a packet of potential student employee applications, resumes, and a hiring paperwork packet



**Step 3:** The hiring supervisor completes the hiring process (interview, discussion about position)

**Step 4:** The hiring supervisor completes the paperwork packet with the student (work schedule, confidentiality agreement, student employee agreement)

**Step 5:** The hiring supervisor emails the **COMPLETED** paperwork packet to <u>studentemployment@fscj.edu</u>

#### Please note:

- Incomplete packets will delay the hiring process
- Do not allow the student to begin work until you have received a start date