



CSM

Student Employment for Supervisors

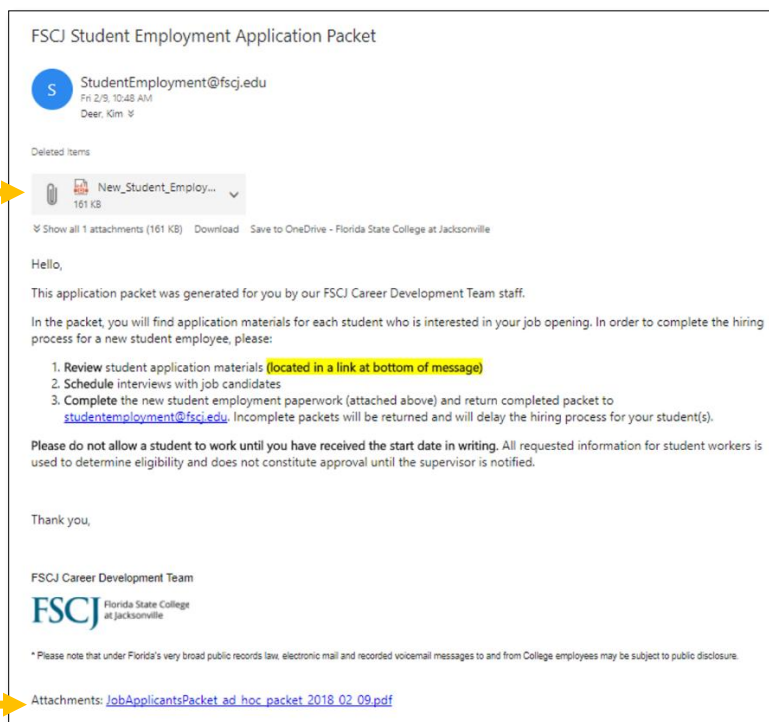
# Student Employment Lifecycle



## 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



New Student Employment Packet

Student employee application/resume 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 [studentemployment@fscj.edu](mailto:studentemployment@fscj.edu)

**Please note:**

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