

Student Employee: Search and Hiring Process

1. Supervisor will complete Google form in its entirety: <https://forms.gle/c2EbMZVf9H7yaLzm9>.
 - a. This is an information gathering tool which includes all items ABBC/Ms. Karen Banks will need for job posting, offer letter template, etc.
 - b. All vacancies must be posted in JobsForAggies before an employee is hired.
2. ABBC/Ms. Karen Banks will complete job posting in JobsForAggies within two business days of receiving a complete (and approved) Google form.
3. Once job posting is live, ABBC/Ms. Karen Banks will follow up with supervisor to share next steps:
 - a. Posting must be live for five calendar days.
 - b. Supervisor can then choose employee(s).
 - c. Subsequent documents that will be needed once employee identified: offer letter
 - i. See [below sample/template](#) of what this email will include.
4. Once ABBC/Ms. Karen Banks receives a signed offer letter (by both student and supervisor) and all other items from 3.c., ABBC/Ms. Karen Banks will begin the hiring process in Workday.
 - a. Please inform your prospective employee to look for emails from Ms. Karen Banks (karban1@tamu.edu) or acadbusiness@tamu.edu.
 - b. Note that the student **may not** begin employment until both the background check is cleared and the I9 is complete.
 - c. See [below sample/template](#) of what this email will include.
5. Throughout the hiring process, ABBC/Ms. Karen Banks will keep the student and supervisor updated. Once the hiring process is complete, ABBC/Ms. Karen Banks will follow up with student and supervisor to begin employment. See [below sample/template](#) of what this email will include.

Student Employee: Performance Evaluation Process

- An evaluation will be required for each student employee once each calendar year, after they have completed one year of employment. The business staff will send an email reminder to this effect on the first business day of the calendar year (January 2, 2020) for the previous calendar year (2019) with a subsequent due date of the last business day of February (February 28, 2020).
- If a student terminates employment before reaching one year, an evaluation is not required.
- An evaluation must be completed prior to requesting a pay increase for a student employee before one year of employment.
- Performance reviews must be documented in writing and discussed with the student. The student must acknowledge receipt of the evaluation in writing.
- The following template will be used:
<http://jobsforaggies.tamu.edu/FormsFolder/StudentPerfEval.aspx>.
- Once complete (signed by both parties), a copy will need to be provided to the business staff either by email to acadbusiness@tamu.edu or a paper copy in our mailbox in your respective department's mail room.

Student Employee: Termination/Resignation Process

If a student is terminating/resigning, a timely notification must be made to the supervisor and business staff. This notification can be formal (letter) or informal (email) but must detail which position they are leaving and their last day in the position.

{Follow up email to completed Google form as referenced in item #3 above.}

Howdy!

Thank you for submitting your student employment search and hire request. The position has been posted to JobsForAggies.com with an expiration date of _____. [A reminder that the job must be posted a minimum of five calendar days.] After this date, you may select your candidate(s). The JobID for this posting is _____. Students have been instructed to email you should they like to apply. You will find a .pdf of the posting attached. It is recommended but not required that you interview qualifying candidates to narrow down your pool.

Once you have identified your candidate(s), please follow the steps below for each candidate:

1. Attached is an offer letter template, mostly completed for this hire. A reasonable start date has been selected based on consideration of pay period dates as well as the estimated length of time the hiring process will take. This start date is not a guarantee. Insert the candidate's full name, UIN, and TAMU email address in the address block as well as their first name in the greeting block. If you need to make any other changes to the letter, please consult with the Business office. Present to the student for their acceptance. Once accepted, please sign as the supervisor.
2. Please point out the last page (acceptable I9 documents) to the candidate and stress that we will need to see the physical documents of their choice in person.
3. Submit accepted and signed offer letter to the Business office via email (acadbusiness@tamu.edu, karban1@tamu.edu, or in reply to this email) or our mailbox located in your administrative office's mail room.

When the accepted and signed offer letter has been received, an email will be sent to the candidate identifying the actions needed to begin the hiring process. You will be copied on this message. Please let your prospective employee(s) know to look for this email.

Thank you!

{Follow up email to student & supervisor to start the hiring process as referenced in item #4 above.}

Still in progress

Howdy!

I am pleased to work with you regarding your recent offer of employment with Dr./Ms./Mr. _____.

I have submitted a background check request for you as employment is contingent upon a clearance. You will receive an email from noreply@sterlingts.com with the subject title of "Texas A&M University – Background Screening Instructions". Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server. Using the link provided in the email, you will log into a secure server where you will create a UserID and password. You will enter the information required to perform the criminal history check. Please see the attached .pdf for more information regarding the background check.

In the meantime, you will need to gather the following documents:

1. A copy of your student schedule for the current semester
2. A copy of your New Student Employment Orientation certificate: orientation can be completed at the following link: <https://sfaid.tamu.edu/Orientation/>.
3. I9 documents: see the I9 attachment to this email detailing documents needed to verify your employment eligibility -- the actual physical document will be needed.
4. Social security card: necessary to complete your hire regardless of the documents chosen for your I9

Once you've taken care of the above, please email me to set up a meeting time to complete the I9 and turn in all other documents.

Thanks!

{Follow up email to student & supervisor to begin employment as referenced in item #5 above.}

Still in progress

Hire - Complete in Workday

Congratulations! We are glad to have you join us as a new student employee for the Department of _____ . Your hire was official on mm/dd/yyyy.

If you hadn't already done so, please follow the link below to obtain your **New Student Worker Orientation Certificate**. New Student Worker Orientation Certificate – This can be found here: <https://sfaid.tamu.edu/orientation/>. Complete it, print the certificate, sign and bring/email to me during your first week of employment.

You should have access to Single Sign On and the Workday and TrainTraq links should appear in your SSO Menu. <https://sso.tamus.edu/>

Reminders:

- Please complete all Workday inbox action items (as you receive them).
- Timesheets are due every two weeks (see time entry instructions attached)
- Bi- weekly email reminders will be sent at least 2 days before timesheets are due
- You must submit a timesheet by the timesheet due date to ensure you receive your paycheck on time. A Bi-Weekly pay schedule can be found here: <https://payroll.tamu.edu/media/1602094/tamu-biweekly-pay-schedule-2020.pdf>
- Complete all mandatory training sessions within 30 days hire. Trainings can be found in the SSO portal under the TrainTraq link. Please complete trainings during work hours if at all possible. If not, please keep track of the time it takes to complete them and add these hours to your timesheet.

If you have any questions or concerns, please feel free to contact me.

Thank you!