

Procedures for Hiring Student Assistants

Library Administration staff accepts and screens applications of students who are interested in working for the Library. All applications are placed in a binder for the Library staff to review. To hire a student from this pool, follow the procedures below.

1. Look through the Applications in the Student Assistant Application binder in Library Administration. Make a copy of any applications for students you would like to interview and put a post-it-note listing your area on the original application. This way other areas of the Library know that the application is being considered by another area.
2. Call students you wish to interview and set up appointments.
3. Interview.
4. When you have selected a student (or students) to hire, fill out the highlighted areas of the appropriate Student Employee Authorization (SEA) Form (i.e., ARWEN/share/sasuper/SEA_1870_State_F08.pdf)
5. Have the student (or students) take the form to the Library SA Coordinator (LA-2250) WITH their Social Security Card, Student ID and SEA form.
6. The Library SA Coordinator (LA-2250) will complete the SEA form and then send the student to Student Payroll in the Disbursement Office (SS-2536)
7. Once Student Payroll verifies employment eligibility and units, the student will return a COPY of the SEA form to the Library SA Coordinator (LA-2250). She will then enter the student into the Time Clock DB
8. Once this process has been completed, and the student can clock in, the student (or students) may begin work. Do NOT let the student work unless they can clock in.