

# Student Employment Hiring Process Checklist



## Posting a Position

- Complete the Request to Advertise form in WORD format and email to debbiek@cameron.edu for posting to Aggie Access.
- Complete the “R6-Student” form from the Governance page on Aggie Access and fax, scan or email to HR.  
Advertisement/Posting for each position will be posted by the HR Department on AggieAccess Student Tab, labeled On-Campus Employment for a minimum of 5 days.

## Application Process

- Applications are available to download in each posting and should be completed and sent to the hiring department contact.
- The hiring department is responsible for accepting all applications and maintaining an [applicant selection log](#) to utilize for interviewing. Proper documentation of applications received prior to the deadline date and after is required.

## Interviewing and Selection Process

The hiring department must provide equal opportunity and use consistent screening practices to review applications and begin scheduling interviews. Good faith effort must be made during every phase of the hiring process to meet the University's equal opportunity/affirmative action obligations.

Use the sample interview questions included in this packet to ensure compliance.

Once the interviews have been conducted and a decision has been made, the Department will be responsible for the following:

- Notify the Student to offer job **contingent on a successful background check completion** and instruct the student to go to the HR Office to complete the background check release form.
- Complete the [Applicant Selection Log](#) to document the reasons for non-selection.
- Send non-selection letters to the applicants that were not selected. A sample of the letter will be provided as a guideline. (email is acceptable)

## Hiring Process

HR will complete the background check, notify you of the completion and send the following information if approved for hire:

- 1) Work authorization form
- 2) Confidentiality Agreement

Hiring Department will send completed hiring paperwork to the HR department or send student to HR to complete the paperwork. If the department completes the paperwork, please use forms provided.

**Students are not allowed to begin work until all hiring documents including the background check is completed and student has been approved by the Human Resources department to begin work.**