

Instructions for Hiring a New Student Employee

1. Post the position on LionJobs for a minimum of seven calendar days
2. Review Resumes
3. If hiring for a FWS position, send names of top candidates to studentemployment@una.edu to verify eligibility
4. If hiring a Graduate Assistant, please prepare an employment letter for signature. Please customize the sample letter provided by on the Student Employment Page.
5. Notify appropriate applicants through LionJobs that they are no longer one of the

Hire A New Student Employee links found on the Student Employment page
<https://www.una.edu/humanresources/student-employment.html>
to begin the hiring process.

If you are hiring an International Student, please submit the Verification Letter of Request Form for International Students link found on the Student Employment Page. Once the form is submitted, you will receive a workflow email with the next steps of the hiring process.

Please click the link, complete the fields and submit the electronic forms to the student.

10. Once the
11. Students
12. Once the

Steps for Rehires

1. The position does not need to be posted on LionJobs and the student will not need to complete any paperwork unless tax exemption month in May or last graduation

All hourly student employees must be compensated for any training that takes place outside of the student's normal work schedule.

Students must be compensated for any work that is performed;