5-Step Guide to

HIRING STUDENT EMPLOYEES

Step One

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KNOW YOUR BUDGET

Contact your department head or the Budget Office for approval. You will need to know how much you have available to spend and which index number to use.

Step Two

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POST YOUR JOB(S) ON HANDSHAKE

Log into Handshake to post your job. https://app.joinhandshake.com/login

Step Three

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REVIEW APPLICATIONS

Applicant packages can be emailed directly to you or available to view in your Handshake account.

Step Four

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SUPERVISOR FORM TO TURN IN

Click here to download the Supervisor Request Form. Complete this form and turn into Career Services.
ccarpenter1@lander.edu

Step Five

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STUDENT SIGNS FORM

**REQUIRED BEFORE STUDENT STARTS WORK
Only the student signs the employment authorization form but the supervisor and Career Services must receive a copy before they start working.
And you're done!!

Step 2

Logging into Handshake

Each department has a point person for Handshake. Click here to find out who your contact is. This individual will invite you to Handshake so that you will be able to create your login information and post jobs.

Once you have logged in you will be able to create your job posting. Click on this reference for step by step instructions or read below.

1. Click on **Post a Job** in left hand column
2. Complete fields on each page with as much detail as possible. Fields that are not required will be marked as *Optional*.
3. For job type always select **On Campus Employment** regardless of job type. Students will use this filter to find your job.
4. Once you have completed the job description and click save it will go into a pending status until Career Services approves the job.

Step 3

Reviewing Applications

You are able to choose how often you would like to receive applicant packages via email. You can receive those one at a time or all at once when job expires. These packages can include: resumes, cover letters, transcript and/or additional documents. Additional documents might be class schedule or an application that you can attach for the student to complete.

To view your applicant information follow the steps below:

1. Click **Jobs** on home screen.
2. Click **Review Applications** - You will be able to see which students did or did not meet your preferences (GPA, Class Year, Majors, etc.)
3. Once you have decided who to hire mark that student as **Hired**. You can expire the posting at any time, but do not delete it.

Step 4

Supervisor Request Form

Once this form is completed you will forward to the Career Services department. Send the excel file and signed copy via email.

If you are unsure of your placement code we can provide that to you.

Step 5

Employment Authorization Form

This form provides the student with pay level, total earnings, and total hours to be worked.

Career Services will send this form to the student's supervisor to have the students sign prior to their start date.

The student is responsible to sign this form and provide Career Services and their hiring supervisor with a copy. They cannot begin working until they have provided these signed and dated copies.