

## STEP-BY-STEP STUDENT EMPLOYMENT HIRING GUIDELINES

For a complete listing of Student Assistant policies, procedures, guidelines, and forms please visit <https://csumb.edu/up/student-employees>.

### STEP 1: Position Available

#### Department identifies need

The Hiring Department identifies a need for a student assistant and determines the type of student needed (see examples below).

- Student Assistant
- Bridge Student Assistant
- Instructional Student Assistant
- Teaching Associate
- Graduate Assistant

If rehiring a previously employed student assistant into the same position, skip to Step 4 Rehires.

#### Position Description and Posting

For all vacated and new student assistant positions, the hiring department completes the required documents for the position (found in the Student Employment Packet):

#### **Position Description Form** (*Non-Unit 11 Only*)

- ✓ This form is to be completed for non-unit 11 employees only. It serves to ensure the proper classifications for student assistant positions and serves as a resourceful tool for a summary of position, primary responsibilities of the position, and any required education experience and or skills.

#### **Description of Duties Form** (*Unit 11 Only*)

- ✓ To abide by the Collective Bargaining Agreement between the Board of Trustees of The California State University and the United Auto Workers, this mandatory form is to be completed for all Unit 11 academic student employees. All fields must be completed and the form must be signed.

#### **Checklist for Student Background Check**

- ✓ To comply with CSU Background Check Policy, any student employee accessing [Level I Data](#) will need to complete a background check (criminal only). Normally, the processing time for background checks is approximately one (1) week. This is in addition to the one (1) week processing time for the hire for a total of two (2) weeks minimum of processing time before the student may begin working. For further information regarding CSU background check policy, please visit [CSU Background Check Policy](#).

- ✓ If the student is being rehired into the same position and there has been no break in service of more than 12 months, no background check will be required.

### **Supervisor Agreement**

- ✓ This agreement form summarizes many of the parameters for all student employees by which the Supervisor agrees to maintain for the duration of the appointment.

## **STEP 2: Student Applies**

Students review the job opening and apply directly to the hiring department or through Otter Jobs. All application materials are to be kept on file in the hiring department for three years, per CSU Records Retention Guidelines. After three years, they may be securely destroyed.

## **STEP 3: Review Applications and Interview Candidates**

The hiring department reviews all required materials (application, resume, etc.) from applicants, invites candidates to interview, and checks references of final candidates. It is recommended to check at least two references for a finalist, preferably the two most recent managers of the finalist (if available).

## **STEP 4: Selection**

### **New Hires**

Once all interviews have concluded, the hiring department selects a student to fill the position and completes the Student Employment Action Form (SEAF). If the position is determined to be a sensitive position, the finalist must successfully pass a complete background check **prior** to starting work. The student may not begin working until the student and department receive confirmation that all background checks and eligibility requirements have been met. Background checks may only be started **after** University Personnel has received the following completed forms:

### **Student Employment Action Form (SEAF)**

This form provides all necessary information for the student employment appointment.

#### **Section I- Employment Information** *(Complete for all student employees)*

- ✓ This section contains the student employee's information and it is required for all appointments. Ensure position number corresponds to each classification.

#### **Section II- Appointment Type** *(Complete for all student employees)*

- ✓ This section must be filled out by all appointments. For further information regarding classifications and detailed descriptions please visit [Student Assistants Classifications](#).
- ✓ For Unit 11 Academic Student Employees please visit:
  - [Graduate Assistant](#)
  - [Teaching Associate](#)
  - [Instructional Student Assistant](#)

#### **Section III- Assignment Information** *(Complete for Unit 11 employees only)*

- ✓ Fill out **only** for Unit 11 Academic Student Employees: Teaching Associates and Instructional Student Assistants

- ✓ For those who will be tutoring multiple classes then list all classes on one line

**Section IV- Student Acknowledgement** (*Complete for all student employees*)

- ✓ This section serves as initial eligibility acknowledgment by the student employee.
- ✓ Student employee must indicate if they are either an international student or awarded FWS, further steps are needed if either apply

**Signatures Needed**

- ✓ Department Chair/Supervisor
- ✓ Appropriate Administrator (MPP who has authority to sign off on appropriate budget item). Please note that this signature is dependent on your department and division hierarchy. For unit 11 employees, the Appropriate Administrator will be the Dean.

The hiring department instructs the selected student to complete a new hire packet at the University Personnel Office (Tide Hall). New student employees who have never worked for California State University, Monterey Bay will be required to complete and submit the following documents to University Personnel\*:

- Student Payroll Action Request
- Employment Eligibility Verification (Form I-9)
- Statement Concerning Your Employment in a Job not Covered by Social Security (Form SSA-1945)
- Student Employee Agreement
- Voluntary Self-Identification Forms

\* Student assistants who have been employed by California State University, Monterey Bay within the past 18 months do not need to submit any of the new hire forms unless they are wanting to make updates to their previously completed forms.

All forms will be provided by and completed with University Personnel. All new student assistants will be required to show identification documents as proof of employment eligibility, which will be verified by a University Personnel representative.

Appointment letters for Unit 11 student employees and student assistants who require a background check will be drafted by University Personnel upon receipt of the above items and will be made available to student at the UP office for signature. Unit 11 letters must be signed within 14 days from date of written notification.

Please note that all required department documents must be **received by** University Personnel (not Payroll) at least five (5) business days prior to the start date of the student employee. Positions that require a background check will require additional time for processing. Scanned documents are acceptable to start the process as long as the originals are still sent to University Personnel via campus mail. Student employees and departments will receive an email from University Personnel once employment and academic eligibility have been verified. **Students may not work prior to receiving the email approval.**



If you are considering an international student for employment, the student will need to meet with the International Programs Office before employment can be accepted. More information can be found on their website: <https://csumb.edu/international/working-international-student>.

### **Rehires**

If the following conditions have been met, then no **selection** process is necessary:

- The job is the same as originally posted.
- The student worked during the previous term.
- The hiring department has verified student enrolment status.
- The hiring department submits completed SEAF for rehire to University Personnel

However, departments **must** submit the following items for rehires:

- Completed SEAF
- Updated Description of Duties or Position Description (if not on file)
- Signed Supervisor Agreement (if new supervisor)

UP will generate a new appointment letter for Unit 11 employees upon receipt of the above items.

### **STEP 5: On-boarding**

University Personnel will complete new hire paper work with student (see Step 4). UP will also verify student eligibility (i.e. Admissions, Financial Aid, etc.). Upon completion of all required paperwork, eligibility verification, and background checks, UP will enter student information into CMS as new employee or updates incumbent employees with current appointments information. UP will send an email to the department and the student when the student is approved to begin working. Student employees should have access to their online timesheet 24 hours after receiving the confirmation email.

After all work hours are entered for the pay period assigned, the supervisor (or designee) verifies the hours are correct and approves all time entered. Paychecks are issued on the 10th of the month from the Campus service center.

The Payroll calendar can be found by visiting <https://csumb.edu/payroll>.

### **STEP 6: Orientation\*\***

A detailed orientation to the workplace is an important step in training and developing student employees. If conducted properly, the orientation will provide each student employee with the tools to contribute greatly to the University. UP recommends some of the following items:

- Specific performance goals for student employee
- Discuss mutual expectations
- Scheduled work hours and attendance policy
- Training
  - CSU Injury & Illness Prevention Program
  - Eliminate Campus Sexual Misconduct
  - Data Security & Privacy
  - FERPA & Protecting Education



- Office Ergonomics
- Department specific
- Student Evaluation (*Please refer to Article 8.2 regarding employment evaluations for Unit 11*)
- Separation Process

\*\*Please refer to Article 23.14-23.15 regarding Orientation for Unit 11

## **STEP 7: Separating Student Employees**

UP will send an email to the Department 30 days prior to the end of the student's appointment to confirm the end date. The Department can confirm the end date or request an extension based on needs. Please note that for extensions of Unit 11 employees, a new letter will be required. Once the end date has been confirmed, the Supervisor (or designee) must approve all hours through the end date so that a final paycheck may be generated and the appointment ended in CMS.

Upon graduation, Student Assistants may work up to the last official day of the academic term. In addition, campuses may allow graduating Student Assistants to work one term immediately following graduation, up until the day before the next term starts, as a Bridge Student Assistant. For example, at semester system campuses, Student Assistants graduating in the spring term may work through the summer period up until the day before the fall term begins; at quarter system campuses, Student Assistants graduating in the winter term may work through the spring term up until the day before the summer term begins. Student Assistants – Nonresident Aliens should refer to Department of Homeland Security duration of status requirements.