Reed College Student Work Office
Checklist for Hiring Student Workers

❏ **Identify your needs for the position**
- What do you **need** and what do you **want** in an applicant?
  - Experience, interests, knowledge, skills
  - Create a **rubric** based on these (see sample hiring rubric document)
- Logistical Needs:
  - Number of student workers
  - Start and end dates of position
  - Hours per week for the position, any specific availability needed
  - Hiring timeline: accepting applications, interviewing, start date

❏ **Post on Handshake**
- Create a job description
- Include specific needs identified from above
- Keep the position open for at least one full week, and plan to accept applications through the expiration date
- Consider advertising the position elsewhere - posters, emails, SB info, etc

❏ **Review & narrow applicants**
- Reach out regarding incomplete applications/mistakes
- Use a rubric of criteria for evaluation of your needs and wants
- Prioritization of work study (look up in HireEm!) and first year students

  ❏ **Interview candidates**
- Use a rubric of criteria for evaluation
- Use questions that look for evidence of your needs & wants

❏ **Make offers**
- Communicate about start date, training, schedule, and hours/week

❏ **Notify candidates**
- Notify all applicants if they were not selected for the position
- Provide constructive feedback to applicants on their applications

❏ **Request to hire students in HireEm**
- *Students <u>must</u> complete employment paperwork in the Business Office <u>before</u> they begin work*
- In Handshake, mark the applicants you hired as "Hired" (for tracking purposes)