

Work Study Hiring Process Checklist

Comprehensive overview of the Work Study hiring process

Hiring teams will only need to take action on the steps that are **highlighted**. A Human Resources Staffing Partner must take action on steps not highlighted.

☐ Step 1: Determine the Position Number *(Hiring Team take action)*

To determine correct position number, see [Determining Non-Benefited Position Numbers](#) page

- To determine position number, combine the 2-letter position type + department organization code (see [Chart of Accounts](#) for organization code)
 - Example:
 - Position Type = Work Study (WS)
 - Department-Campus Recreation (31013),
- = WS + 31013 = Position number: **WS31013**

If the necessary position number isn't populating in HCM, contact HR Classification & Compensation to activate position number at 307-766-5056 or 307-766-5057.

☐ Step 2: Create a Requisition *(Hiring Team take action)*

For more in-depth look at process, see [Work Study Hire Process](#) QRG

For this step you will need:

- position number (see Step 1: Determine the Position Number)*
- number of openings needed*
- names of Hiring Team/collaborators/search committee members*
- period of hire (semester/academic year)*
- if background check/MVR is required*
- pay basis amount (hourly rate of pay)*
- working hours per week*
- job description that includes a job title, departmental information, job duties, minimum qualifications, desired qualifications as appropriate, educational benefits applicable to careers, and required materials*

- Hiring Manger/Hiring Manager Assistant creates requisition in HCM including information listed above.
- Once all information is entered, select “Save and Close” – requisition routes to HR for review.

❑ **Step 3: HR Reviews Requisition** (Staffing Partner take action only)

- Staffing Partner will review information in requisition draft and reach out to Hiring Team if they have questions or need information prior to submission.
- Staffing Partner will submit requisition for department approval once all missing or unclear details have been addressed.

❑ **Step 4: Job Formatting (Posting Job)** (Staffing Partner take action only)

- Once requisition is approved, Staffing Partner will post position on UW's job site and notify Hiring Team. Staffing Partner will send posting expiration date, application link, and additional information on job posting to Hiring Team.
- When a candidate applies, they will automatically be run through a Work Study Eligibility check that integrates with Banner (those that have been awarded/accepted a work study award will appear as "Work Study Eligible" – Hiring Managers should only proceed reviewing candidates in this status)

*FYI: In addition to posting to UW's jobs site, HR posts work study positions to Handshake and marks them specifically as work study positions. All UW students have access to Handshake and can use filters to find work study positions specifically.

For more information, see [Where Does HR Post Jobs](#) page

❑ **Step 5: Screen Applicants & Conduct Interviews** (Hiring Team take action)

- Once posting has reached minimum posting time (14 days), Hiring Team reviews all applicant materials and questionnaires to determine who to interview (see step 3 of [Work Study Hire Process](#) QRG)
- Hiring team conducts interviews with qualified candidates and decides who to hire (see step 4 & 5 of [Work Study Hire Process](#) QRG)

❑ **Step 6: Verbal Offer and Proceed to Written Offer** (Hiring Team take action)

- Extend verbal offer to top candidate (agree on hourly pay rate, start date, etc. Don't forget to mention the required completion of a form I-9 upon hire, noting the required documents to complete the Form I-9. For more information, review the [Electronic Form I-9 page](#))
- Move the candidate into the appropriate statuses to document the process (example: Screen, Proceed to Interview; Interview, Interview Successful; Verbal Offer, Proceed to Written Offer) (see step 4 & 5 of [Non-Benefited Candidate Selection Process & Offer](#) QRG)
- The Staffing Partner will review the search progress, kick off any applicable background and/or MVR checks, and will move the candidate into *Offer to be Created* phase in HCM for your next step.

❑ **Step 7: Draft Written Offer** (Hiring Team take action)

For more in-depth look at process, see [Work Study Hire Process](#) QRG, start with Step 7

For this step you will need:

-employee's start date (date of first day of work for pay)

-working hours per week

-hourly amount to be paid

- Draft written offer in system
- When done, select **SAVE & CLOSE**, offer draft routes to HR for review. [Do not click Submit.](#)

Step 8: HR Reviews Offer *(Staffing Partner take action only)*

- Staffing Partner will review information in offer draft and add required HR details. Staffing Partner will reach out to Hiring Team if they have questions or need information
- Staffing Partner will confirm in Banner that selected candidate has accepted work study award
- Background checks & MVRs are initiated on new hire, if applicable
- Staffing Partner will submit offer for department approval

Step 9: Extending & Accepting Offer on Behalf *(Staffing Partner take action only)*

- Once the formal offer has been approved, a Staffing Partner will extend the offer to the direct hire electronically for their records. The Staffing Partner will accept the offer on behalf of direct hire based on the current business process.

Step 10: Move to HR *(Staffing Partner take action only)*

- The Staffing Partner will submit the hire for processing, once all details to finalize the hire are in place. [Final step in the recruiting process.](#)