



Steps for Hiring Student Employees at WWCC

1. **Initiate Hiring Request:** Career Services will send the hiring departments around campus (hereafter referred to as **Supervisors**) an email with a link to a form for Supervisors to complete to request student employment in their department/area.
2. **Create Job Description:** Using the **WWCC Student Employment Job Description** template, and the existing bank of **Student Employment Job Descriptions**, Supervisors will write the official job description(s) for their available position(s). These will be student-facing.
 - a. **WA State Work Study Only:** Supervisors interested in hiring State Work Study students must create their job descriptions using the **WA State Work Study Job Description**. Nereida in HR must conduct a position review to determine eligibility under the **State Work Study** program. Career Services will initiate this process with HR.
3. **Submit Job Descriptions for Posting:** Supervisors saves the job description(s) as PDF documents and sends them to Career Services. Career Services will post the job to the website within 2 business days. The job descriptions should link to the **Application for Student Employment**.
4. **Verifying Student Eligibility and Matching:** Career Services screens student employment applicants for verification of eligibility for student employment, and to match them to relevant available positions.
5. **Review, Interview and Select Candidates:** Career Services sends Supervisors the spreadsheet with the pre-screened student applicants, indicating which applicants are recommended for each Supervisor's position(s). Supervisors then reach out to those applicants to schedule an interview. After interviewing, Supervisors select their candidate(s) they want to hire.
 - a. **WA State Work Study:** Supervisors may send the **Pending Offer Letter** to successful candidates while eligibility and a job placement review are being confirmed.
6. **Send Pending Offer and Declination Emails:** Supervisors send out the **Pending Offer Letter** to the selected candidate(s). Supervisors then alert Career Services to the candidate they've selected. A sample **Rejection Email** for students not selected is also available for Supervisors to use.
7. **New Hire Packet:** Supervisors are to notify Career Services of the student(s) they wish to hire. Career Services will then send the candidate(s) the **Student Employment New Hire Packet** and a link to a **Secure Folder**, where they can upload their completed packet, or they can bring it to Career Services in-person.

****DO NOT OFFER TO ACCEPT THE NEW HIRE PACKET VIA EMAIL. IT CONTAINS SENSITIVE INFORMATION, SUCH AS SOCIAL SECURITY NUMBER****



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8. **Complete the Student Employment & Payroll Authorization Smartsheet:** After making an offer, Supervisors are to complete the [WWCC Student Employment & Payroll Authorization Smartsheet](#), which includes the **Work Authorization**.
9. **Student Completes New Hire Packet, Submission:** The selected student employee completes the **Student Employment New Hire Packet** and required documentation, and either uploads the digital copies to the **Secure Folder** provided, or brings it in-person to Career Services.
10. **Cleared to Begin Work:** The selected student employee MAY NOT begin work until they have been officially **cleared to work**. The IT department will send an email to both the selected student employee and the Supervisor with the student employee's WWCC Employee Email Address. This email serves as the official "**Cleared to Work**" notice. This process may take up to two weeks.
11. **Student Completes Required Trainings:** Once cleared to work, the student must complete the **Required Online Trainings**, and **Student Employee Orientation**.



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