Steps for Hiring:  
Student Worker, Work Study, Graduate Assistants

1. Create a requisition for the posting.

- Contact Employment at 402.554.3998 or 402.554.2465 in Human Resources for further instructions on how to create a job posting in PeopleAdmin or download the PeopleAdmin User Guide.

- All student worker, work study and graduate assistant positions will be posted for a minimum of five working days. Exceptions must be approved by the Employment office.

- If a close date is not listed in the requisition, the default date will be set for the end of the current term.

2. All open positions are posted on Handshake.

- All applicants will be instructed to search jobs through Handshake. The Office of Human Resources in Room 205 of the Eppley Administration Building has computers for applicants to use and will assist applicants with the process if necessary.

- Student applications are not screened by HR. All applicants will be forwarded to the hiring manager via PeopleAdmin.

- The hiring unit is responsible for reviewing the candidates and selecting those to be interviewed.

- The hiring unit may request that the position be re-posted and re-advertised if a suitable candidate is not found out of the initial pool of applicants, or if the job requirements change. Contact the Employment Office for assistance with this process.

3. A background check is required for student employees. A verbal offer, contingent on a background can be extended to the applicant(s) being hired.

- The manager sends the candidate the link to access the background check form. Contact HR for the background check information if needed: 4-3668.

4. Contact the Human Resources Office once the posting should be closed.

- Postings can be closed before the position is filled if the Hiring Manager feels that they have an adequate pool of applicants and feels confident that a hire can be made from said pool.

5. Hiring managers will disposition all applicants to their appropriate workflow throughout the hiring process. Applicants who applied to the position and/or participated in the interviewing process need to receive notification that the position has been filled via PeopleAdmin within 30 days of the hire being made.

- Contact Rachel Radel, Employment Success Consultant, at 402.554.3668 if you have questions.
6. The hiring unit will complete the following and submit to the Office of Human Resources:

- The following employment documentation must be completed accurately at least two business days (weekends not included) in advance of the first day of employment:
  - Personnel Action Form (PAF)
  - Personnel Data Form (PDF)
  - Copies of Offer Letter and Acceptance
  - I-9 Form
  - E-Verify
  - Direct Deposit Form
  - W-4 Form
  - W-4 N Form
  - Student Unemployment Agreement

- Failure to do so will result in delay of many essential services for new employees, including but not limited to obtaining their Mav Card on the first workday, which allows physical access and parking. UNO HR’s primary focus is to ensure that all new employees have the best possible onboarding experience possible. This starts with the timely submission of accurate employment information and will require some advance planning on your part.

7. All materials pertaining to the recruitment process must be maintained within the department official files for a period of four years starting from the successful candidate’s start date. These materials will be important to you in the event you have to respond to any legal action or inquiry in connection with the hiring process.