



Requisition for Student Employee

Section I Position Information

Date: _____ Dept. Index: _____ I have completed Student Selection Training: Yes/ No
 Requestor: _____ Work location: _____
 ___ New Hire ___ Transfer (*complete Section 1,2 &5*) ___ Replacement for: _____
 Circle Term Needed: Fall/Spring Fall Spring Summer Hours/ week _____
 If a preference, please mark: ___ Work Study ___ Student Hire Total # requested: ___ Start Date: _____

Minimum Requirements:

Preferred Qualifications:

Name of requested student: _____ (if already known, transferring or in a continuing assignment)
 *Hourly pay rate: \$7.50 *Higher rates may be requested if approved by campus president

Section II Business Affairs Approval

Business Affairs Representative: _____ Date: _____
 Department Funds Available: _____ Approved: ___ WS ___ SH
 Not Approved ___ WS ___ SH

Section III Provided by Financial Aid Office

FA Advisor: _____ Date: _____
 Start Date of Advertisement: _____ # of applicants submitted to requestor: _____

Section IV Department Confirmation (after student is selected)

Date of interviews _____ # of Interviewed Applicants _____ Work Study Selected: _____
 Requestor Signature: _____ Emailed paperwork and Referred to HR: _____

Section V Financial Aid Office

SPAN created: _____

Section VI Human Resources

Orientation Date: _____ Ready to work Notification to Supervisor: _____