Supervisor’s
STEP-BY-STEP PROCESS
For Hiring Students

Whenever you hire a student to work for you, here is what you should do:

1) Ask the student if they have a red “Student Employment Card” issued by the Payroll Office.
2) If the student already has an Employment Card, they are ready to work for you.
3) If the student does NOT have an Employment Card:
   a. Fill out the blue “Supervisor’s Employee Hire Card” with the requested information.
   b. Send the student to the Payroll Office with their blue card, to fill out the required paperwork.
   c. Once the student has completed their paperwork, we will issue to them a red “Student Employment Card” that allows them to begin work.
4) Do not allow the student to begin working for you until you see their red Employment Card.