



## Process to Hire a Student

- 1) Complete "[Hire a Student Form 1: Position Selection](#)" and send to Jenna Richey at richy.154@osu.edu. The position will be reviewed by the Director of Administration and/or the Grants and Contracts Specialist for budget availability and business purpose.
  - a. Contact Brittany Miller at miller.5385@osu.edu with questions concerning recruitment strategies.
- 2) Once you receive a Docusign email that the position is approved, you may begin the recruitment process.
  - a. Collect and review applications. If desired, work with Jenna Richey to create scoring criteria.
  - b. Conduct interviews. At a minimum, review the "[Legal Do's and Don'ts](#)" before interviewing.
  - c. Check references if desired, and then select a final candidate.
- 3) Make a verbal offer to the candidate.
- 4) Complete "[Hire a Student Form 2: Student Information](#)." Jenna Richey will create a letter of offer and send it to the student. You will be notified via Docusign when the student has signed. **Please allow 3 weeks from this submission to the desired start date for paperwork to process.**
- 5) Send the candidate the [New Student Employee Checklist](#). The candidate will work with the Service Center to complete any necessary background checks or legal paperwork.
- 6) When all requirements have been met, the Service Center will notify both the supervisor and the candidate and the candidate may begin working. Please be aware that **no work or volunteer activities may be completed by the candidate until this "all clear" is given.**
- 7) The student may begin working.
  - a. Provide the New Student Employee Orientation PPT and review unit-specific policies and procedures.
  - b. Email Glenn-Help@osu.edu with any IT needs.

***Please see [How to Hire and Supervise an Hourly Student](#) for more detailed information.***

Please contact Jenna Richey at richy.154@osu.edu with any questions.