

Xavier University
Student Employment



**On-Campus Employment
Supervisor Hiring Checklist**

Position Set up and Posting

1. Supervisors seeking to fill positions must first have a current job description on file with the Student Employment office. Use the Position Description Form if this is a new position. Include in your description duties, responsibilities, knowledge, skills required and the amount of supervision the student employee will receive.
2. On-Campus positions must be advertised by Student Employment. To have your position posted use the Student Employment Job Posting Form.

Review, Interview & Hire

1. Now that your position has been posted, determine applicants you want to interview based on resumes received.
2. Prior to setting up an interview, verify with Student Employment whether or not the student has been awarded Federal Work Study (FWS) which is required in most cases.
3. Set up and conduct your interviews for those who have FWS.
4. Hire the student(s) of your choice.
5. Have each newly hired student(s) fill out section B of the Payroll Authorization Form, Supervisor fills out section C and forwards to Student Employment.
6. If student has not worked on-campus before, instruct them to come to Student Employment to fill out new hire paperwork. Students may not start work until these forms are all completed. Once forms are completed and verified by Student Employment, they will be given an “Authorized to Work” card signed by Student Employment. New Hire Forms can be found on the Group page of Xavier’s Portal or on the CSC website at www.xavier.edu/career.

Contact Judy Brown (4880) or Vicki Clary (4881) in Student Employment with any questions .