

STUDENT EMPLOYMENT ‘LIFE CYCLE’ (REVISED 03/01/2017)

JOB SEARCH/ON-BOARDING

STUDENT SUPERVISOR

HUMAN RESOURCES

NOTIFIES HR OF NEED TO HIRE & SENDS JOB DESCRIPTION TO HR FOR JOB POSTING

JOB POSTING CREATED IN JAZZ

SCREENS & INTERVIEWS CANDIDATES; SELECTION SENT TO HR

HR CONTACTS STUDENT W/ JOB OFFER AND ARRANGES NEW HIRE APPOINTMENT

JOB POSTING CLOSED AND NOTIFICATIONS SENT

MONITORS COMPLETION OF TRAINING

HR MEETS W/ STUDENT FOR NEW HIRE APPOINTMENT \*\*

\*\*CANNOT WORK UNTIL NEW HIRE APPOINTMENT IS COMPLETED\*\*

“WORKING AT THE LIBRARY” ONBOARDING (FIRST 7 DAYS OF EMPLOYMENT)

EMPLOYEE ADDED TO PPS \*

\*WILL POPULATE INTO KRONOS NEXT BUSINESS DAY\*

SEXUAL HARASSMENT (FIRST 90 DAYS) ^  
CYBERSECURITY TRAININGS (FIRST 6 WEEKS) ^  
DEPARTMENT TRAINING

^ MUST FORWARD COMPLETION EMAIL TO SUPERVISOR ^

TRACKS AND NOTIFIES SUPERVISORS OF COMPLETIONS AND CORRECTIONS NEEDED

FOLLOWS UP WITH CORRECTIONS AND CLARIFICATIONS WHEN NEEDED

EMPLOYMENT

\*REVIEW & SIGN JOB DESCRIPTION WITH STUDENT EMPLOYEE

ENSURES COMPLETION OF ANY ADDITIONAL TRAININGS (AS ASSIGNED)

\*STUDENT UNDERGOES INITIAL PERFORMANCE EVALUATION AFTER 1<sup>ST</sup> QUARTER OF EMPLOYMENT

\*ANNUAL PERFORMANCE EVALUATION (END OF SPRING QUARTER)

\*SEND TO HR

ADDS PERFORMANCE EVALUATIONS TO STUDENT EMPLOYEE FILE

SEPARATION

NOTIFIES HR OF SEPARATION

CONDUCTS FINAL PERFORMANCE EVALUATION

SENDS SEPARATION FORM AND FINAL PERFORMANCE EVALUATION TO HR

SEPARATES STUDENT IN PPS/ KRONOS AND PROCESSES FINAL PAYCHECK

SENDS OUT ELECTRONIC EXIT INTERVIEW TO SEPARATED EMPLOYEE