Checklists for Student Hiring and Departure (Digital Initiatives 2024 update)

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|  | Hiring procedures |
| 1 | Review student position job description file and update as needed. |
| 2 | Ask HR to post the job on Hire Mizzou Tigers/Handshake for us by sending the job description to MU share services Library (stripessharedservices@umsystem.edu). |
| 3 | Review application materials and decide on which candidate(s) to interview. Contact the candidate(s) to set up interview.  Notes: After HR posts the job, whoever sent the job post to HR should be receiving application packages through email. |
| 4 | Interview(s) |
| 5 | Make offer & hire.   * Make an offer to the successful candidate * After candidate accepts the offer, send [University-Shared-Services-Request-for-HR-Processing-Form-05\_2023](http://library.missouri.edu/digitalservicesinternal/wp-content/uploads/sites/30/2023/05/University-Shared-Services-Request-for-HR-Processing-Form-05_2023.docx) to MU share services Library (stripessharedservices@umsystem.edu). * \*Note: you only need to fill out the “**New Hire**” portion of the form. HR seems to update their HR processing form frequently. Ask your supervisor or HR if you’re not sure if you’re using the latest version of the form. |
| 6 | Communicate with students to set up work schedule and start date.  Notes: New Employee Registration is needed if the student is not a current active employee and is being hired for the first time or being rehired after a break in service. Student usually will receive an email “Action Required – New Employee Registration” from HR within a few days after we submit the new hire form. |
| 7 | Ask HR to take down job post and close hiring for the student position if this was not already closed (nowadays HR makes the job post expire in 2 weeks). |
| 8 | Email LTS (asklts@missouri.edu) to request subscriber access to internal WorldPress site (where the training module and other documentation live) and editing access to T drive. |
| 9 | Resources for new supervisors:  1. [PeopleSoft HR Support](https://www.umsystem.edu/ums/hr/peoplesoft-hr/peoplesoft-hr_admin)  2. [Time Approver Training Guide](https://mailmissouri.sharepoint.com/:b:/s/TeamsTraining-Ogrp/EZ2GDLPTp3ZNgkMSGVT4HrgBimwapw21Zvauel49ybMncA?e=apfba4)  Other on-boarding information is located on this page: [New student employee onboarding](https://library.missouri.edu/digitalservicesinternal/site-for-students/new-student-employee-onboarding/) ( located on Digital Initiatives Internal WP) |

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|  | **Departure checklist** |
| 1 | Fill out the “**Status Change**” section of the [University-Shared-Services-Request-for-HR-Processing-Form-05\_2023](http://library.missouri.edu/digitalservicesinternal/wp-content/uploads/sites/30/2023/05/University-Shared-Services-Request-for-HR-Processing-Form-05_2023.docx) and send to MU share services (stripessharedservices@umsystem.edu). |
| 2 | Contact LTS (asklts@missouri.edu) to remove the student’s access to T drive and internal WordPress site. |
| 3 | Remove access in FOLIO, MOspace, Digital Library if they were ever given any permission/access to do things in those systems at any point of their employment with us. |