

# STUDENT EMPLOYMENT 'LIFE CYCLE' (REVISED 04/01/2024)

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 HANDSHAKE

SCREENS & INTERVIEWS CANDIDATES; FINAL SELECTION SENT TO HR

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

JOB POSTING CLOSED AND NOTIFICATIONS SENT TO REMAINING APPLICANTS

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 UCPATH\*

\*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

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

ADDS TO STUDENT EMPLOYEE FILE

\*ANNUAL PERFORMANCE EVALUATION (END OF FALL QUARTER)

\*SEND TO HR

SEPARATION

NOTIFIES HR OF SEPARATION

CONDUCTS FINAL PERFORMANCE EVALUATION

SEPARATES STUDENT IN UCPATH/ KRONOS AND PROCESSES FINAL PAYCHECK

SENDS SEPARATION FORM AND FINAL PERFORMANCE EVALUATION TO HR

SENDS OUT ELECTRONIC EXIT INTERVIEW TO SEPARATED EMPLOYEE