

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) ^
- ETHICAL VALUES AND CONDUCT (FIRST 90 DAYS)^
- DEPARTMENT TRAINING

^ MUST FORWARD COMPLETION EMAIL TO SUPERVISOR ^

TRACKS COMPLIANCE

EMPLOYMENT

*REVIEW & SIGN JOB DESCRIPTION WITH STUDENT
EMPLOYEE

ENSURES COMPLETION OF ANY ADDITIONAL
TRAININGS (AS ASSIGNED)

*STUDENT UNDERGOES INITIAL PERFORMANCE
EVALUATION AFTER 1ST QUARTER OF
EMPLOYMENT

ADDS TO STUDENT EMPLOYEE
FILE

*ANNUAL PERFORMANCE EVALUATION (END
OF FALL QUARTER)

*SEND TO HR

SEPARATION

STUDENT ANNOUNCES
DEPARTURE

CONDUCTS FINAL PERFORMANCE
EVALUATION

SEPARATES STUDENT IN PAYROLL
SYSTEM

SENDS SEPARATION FORM AND FINAL
PERFORMANCE EVALUATION TO HR

SENDS OUT ELECTRONIC EXIT INTERVIEW
TO SEPARATED EMPLOYEE