Student Hourly Employment Hiring Checklist

Step 1: Search and Apply for Student Hourly jobs using NEOGOV

- Go to the [Student Employment page](#).
  - Scroll down and select the "*We're hiring students – apply now!*" button to search for jobs classified "student hourly"
- Follow instructions to complete NEOGOV application

Step 2: If selected for an interview

- Supervisors will contact you directly for an interview - Congratulations!
  - Take a copy of your resume to the appointment
  - Know your class schedule and work availability for employer to review
- "IF" offered the job – Email the completed Personal Action Form (PAF), signed by your new supervisor to Student Employment for further processing.

Who is eligible for Student Hourly Employment?

- Students in good academic standing (2.0 GPA)
- Students enrolled in six or more credits each quarter, unless it is your graduation quarter
- Only on-campus student hourly jobs