

## POSITION REQUEST GUIDE FOR SUPERVISORS ON-CAMPUS

Thank you for your interest in employing an SPSCC student. Student employment is a valuable experience for students and provides them an opportunity to gain experience while assisting with their financial need. You are helping establish the foundation for tomorrow's workforce, today.

The steps to post a job and hiring student:

**Step 1: Complete and Return** the [Position Request Form](#) (PRF) to Student Employment Services, [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu).

- **Review [Student Employment Job Listings Guide](#) to complete the PRF.**
- **Note:** the position will be posted in **three to five days** on the [Student Employment Opportunities Page](#), which is called NEOGOV page.

### **Step 2. Review Applicants in NEOGOV**

Sign in to NEOGOV

- You will receive two emails from Human Resources; one with your user name and the other will provide a link to create an account in order to sign into NEOGOV
- **Note:** Link is available for 24 hours
- Review submitted applications

### **Step 3. Schedule Interviews & Selection of Candidate**

- Once you have selected your candidate:
  - **If hiring a Work Study Student:** Complete and sign the "Employer/Department" section of the Work Study Authorization Form for the hired student. Then, send it to the Student Employment Services, [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu). The Student Employment Services will send to student the "Instructions about Student Employment On-Boarding Process" message.
  - **If hiring an Hourly Student:** Complete & sign an SPSCC Personnel Action Form (PAF) ([Personnel Action Form \(PAF\)\\* Updated!](#)) for the hired student. Then, send it to the Student Employment Services, [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu). The Student Employment Services will send to student the "Instructions about Student Employment On-Boarding Process" message.

### **Step 4. "Eligible to Work" email confirmation**

- You will receive an "eligible to work" confirmation email from Student Employment once the student has completed hiring paperwork

To assist you in the process we will enroll you in the [Canvas Student Employment Supervisor Orientation](#) course. This course has all the Student Employment for Supervisor Orientation and Q&A section that you will need for the process.

Also, you can go to the Student Employment Webpage to know about the [Student Employment Resources for Supervisor](#).

Thank you, again! If you have any questions, please contact us at [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu) or 360-596-5489.