

## Hiring Process for Students, Graduate Assistants and Temporary Employees

### 1. HIRING DEPARTMENT:

Create separate pooled positions for student, graduate assistant, and temporary hires (Create New Position) in DASH

Create one pooled position for each employee type (student, graduate assistant, temporary employee)

Recommend including department in position title for student workers

### 2. HUMAN RESOURCES:

Position will be “open” but unposted in DASH, unless recruitment is requested

HR will provide the hiring department with a direct link for each open position for sending to candidates selected for hire

### 3. STUDENT, GRADUATE ASSISTANT OR TEMPORARY CANDIDATE:

Apply for job posting in DASH

### 4. HIRING DEPARTMENT:

- Submit job offer in DASH
- Accept offer on behalf of candidate
- Attach copies of original I-9 documentation in Equifax prior to start date

Note: DASH Fund account will default from position. If funding changes are needed, an assignment change will need to be submitted in DASH.

### 5. STUDENT, GRADUATE ASSISTANT OR TEMPORARY EMPLOYEE:

New employee will receive notification with instructions for completion of personal data form, W-4, and direct deposit in DASH

### 6. HUMAN RESOURCES:

Human Resources will create new employee record or additional assignment in DASH