



## Student Hiring Practice

In an effort to maintain the level of state and federal funding issued to our students that have financial need, increased screening and recruitment efforts are being made to hire more work-study students for campus employment.

In assisting with this effort, the following criteria must be completed before a student can be considered for employment:

- Confirmation of completed [FAFSA](#) (Free Application for Federal Student Aid) form for the current academic year. This form indicates what types of aid he/she is eligible for, and if the potential student employee is eligible for FWS (Federal Work Study) or MWS (Michigan Work Study).
- Confirmation that the student will be enrolled in a minimum of 6 credit hours for the upcoming semester.
- Confirmation that the student has a minimum (cumulative) 2.0 G.P.A.
- Confirmation of a clear background information check with OTIS (Offender Tracking Information System), MSOP (Michigan Public Sex Offender Registry), and ICHAT/MSP (Internet Criminal History Access Tool for use with the Michigan State Police Department).

If the above criterion is passed, the student can begin the hiring process as explained below:

- Supervisor and potential student interview via phone or in person to determine if the department will be a good fit in reference to expected work requirements and scheduling needs by both the supervisor and student.
- If the supervisor and student agree that a good match has been found, the supervisor will then notify Human Resources with intention to hire.
- Supervisor will complete an authorization form recommending student for hire and submit the form to Human Resources. (This form can be found on the Student Employment website under "[Important Documents](#).")
- Upon confirmation of eligibility, the student will then need to meet with Human Resources to complete required paperwork to begin employment.
- Human Resources will finalize all criteria aforementioned.

If a situation occurs in which neither the department nor Human Resources can find a work-study student to fill a position, an interested student that is not eligible for work-study will then be considered for hire under the Institutional Aid Program.