



Hiring Student Employees

The goal of our student employee program is to provide impactful professional experiences and a means of income while preparing our students for their journey beyond academics. Studies have shown students who work 20 hours or less are more engaged, remain enrolled, and have stronger academic performance.

Post a Student Employee Position

- Develop job description and decide if you are seeking work study only; regular student hourly; or both
- Submit the Formstack to [Post a Student Position](#)
- Positions must be posted through HandShake or CAM People Operations/HR webpage
- Share the posting through social media, college email distribution lists, classes
- Follow a fair and legal search process: Collect and review applications and conduct interviews

Hire a Student Employee

- Submit the [Student Employee Hire Request](#) formstack
- Wait until you receive the 'green light' from CAM People Operations/HR to schedule your new hire
- Check-in with CAM People Operations/HR with questions and for timeline
- Create/update/finalize training plan

On-Board your New Student Employee

- Set and communicate schedule
- Outline clear expectations (communication, professionalism, dress guidelines, logging and submitting timesheets, etc)
- Provide feedback, coaching, and on-going support and direction throughout their entire appointment with CAM
- Conduct [annual evaluations](#) and regular check-ins throughout the year
- Request access: [badge](#); systems; etc
- Reminder --> Student employees are eligible for sick leave and accrue 1 hour for every for every 30 hours worked

Links:

- [Post a Student Position](#)
- [Student Employee Hire Request](#)
- [Student Employee Annual Evaluation](#)
- [Badge Access Request](#)