

CAM Student Hiring Guide

STEP ONE: If you do not know who you would like to hire... (if you already have a student in mind, proceed to STEP TWO)

- Contact Christine Bouldin who can help you post the position with the Student Employment office.
 - Upon receipt of the form, the Career Center will post your position to Handshake, CU's student and alumni job board.
- It is recommended that you thoroughly review and interview each qualified applicant. CAM HR can help with this process. Once you find a student you'd like to hire, proceed to STEP TWO.

STEP TWO: Once you have a student you would like to hire...

- Confirm funding availability with your department chair. Karen Ludington, Assistant Dean, can also assist with this step.
- Contact Chris Bouldin, HR & Operations Coordinator (christine.bouldin@ucdenver.edu) with the following information:
 1. New hire's full legal name (exactly as it appears on SSN card)
 2. Student identification number
 3. Student's CU Denver email address
 4. It is helpful to have the Student Work Authorization forms at this time as well.
- NOTE: New hires indicating receipt of work study award must provide copy of award letter to their supervisor.

STEP THREE: Hiring Process / Background Verification / Mandatory Employment Documents

- Please anticipate a minimum of 4 -14 business days for the hiring paperwork processing (even if the new hire thinks they are already "in the system.") Variables in the process can include:
 - New hire not opening or completing emails from HireRight sent to their CU Denver email
 - Information discovered during background verification
 - New hire locating necessary documents
- Upon receiving the email notification, Chris will begin the hiring paperwork process with the new hire within two (2) business days. As the supervisor, you will be copied on correspondence with the new hire.
- The new hire **cannot start work** (including trainings or orientations) until the following requirements have been met:
 - Background verification has been passed; and
 - A new hire meeting with Chris Bouldin has been completed to submit:
 - Completed forms
 - Social Security card
 - I-9 Employment Eligibility documents (valid originals)
 - Copy of work study award letter (if applicable)
- New hire must meet with supervisor prior to hiring appointment with Chris to review and sign Work Authorization and forms (part of hiring packet sent to employee).
- You will also be cc'd on the last piece of hiring email correspondence. Email will also include information regarding timesheet reporting, mandatory employee trainings, and other relevant information for the new hire. Once you receive this, you will know their hiring paperwork is complete.