MONTGOMERY COLLEGE

Memorandum

To:	Managers and Supervisors
From:	Josh Feranil Office of Human Resources and Strategic Talent Management
Subject:	**New Process for Hiring Student Workers (Student Assistant and Federal Work Study)**
Date:	August 29, 2023

We are thrilled to announce an improved and streamlined process for hiring Student Workers (Student Assistants and Federal Work Study) for the upcoming semester. We're making it easier than ever to hire student workers using the job requisition process in Workday.

Here's how it will work:

1. Identifying Candidates: When a manager identifies a student they wish to hire, they can initiate the process by creating a requisition. The job aids are below:

Create student assistant requisition job aid
Create student assistant requisition video

Create federal work study requisition job aid
Create federal work study requisition video

Reminder: Students must be registered for at least 6 credits (12 credits if an international student) for the semester.

2. Submitting the Requisition: Managers complete and submit the requisition. From here, our dedicated HR recruiters will review and approve the requisition.

3. Student Applications: Once the requisition is approved, you'll receive a private job link from a member of our HR team. Managers should provide this link to the student. Students will "apply" using this link.

4. Guiding Students Through the Process: After the students apply through the provided link, their application will be forwarded to the registrar to confirm enrollment. Upon confirmation of enrollment, an offer letter will be generated for the student to sign.   Once the student has signed the offer letter, they

will receive notification to complete onboarding in Workday, including I-9 document verification. Please keep in mind that your role during the onboarding process is to ensure that new hires complete the required onboarding documents and/or processes prior to the hire date.

*New hires (including student workers) are **not** permitted to start work until onboarding has been completed and the manager has been notified by HRSTM that the student worker is cleared to begin work.* **Managers permitting student workers to begin work prior to the completion of onboarding and HRSTM confirmation will be subject to disciplinary action.**

5. Extending and Terminating Student Worker Assignments: It is your role to extend and terminate student workers who are under your supervision. The job aid is below:

To Extend Employment (job aid) The request to extend a student worker will be sent to the registrar to confirm enrollment.

To Terminate Employment (job aid) **Please note that if you do not take action to extend your student worker's employment, their employment will automatically terminate at the end of the semester.**

We understand the importance of efficient and effective hiring, and we're committed to ensuring that both our managers and potential student assistants have a positive experience. If you have any questions or need more information about this new process, feel free to reach out to Josh Feranil at joshua.feranil@montgomerycollege.edu.