

To: Montgomery College Community

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Subject: **New Process for Hiring Student Workers (Student Assistant and Federal Work Study)**

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

Here's how it works:

1. Identifying Candidates: When a hiring manager identifies a student they wish to hire, they initiate the process by creating a requisition. The instructions for how to complete this in Workday are provided in two formats: job aids (process maps) and video. Following are links to these resources for both student assistant and federal work study employment opportunities for MC students:

[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: To be eligible for employment as a student aid or federal work study, students must be registered for at least 6 credits (12 credits if an international student) for the semester.

2. Submitting the Requisition: The hiring manager completes and submits the requisition. Once submitted, an HR recruiter will review and approve the requisition for the next step.

3. Student Applications: Once the requisition is approved, the hiring manager will receive a private job link to provide to the student being hired. The student will submit their application using this link.

4. Guiding Students Through the Process: After the student has applied 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.

Important Reminder: Hiring managers - please keep in mind that your role during the onboarding process is to ensure that all new hires, including student workers, complete all required onboarding documents and/or processes **prior** to the hire date. New hires are **prohibited** from starting work until all onboarding has been completed **and** the hiring manager has been notified by HRSTM that the student worker is cleared to begin work.

5. Extending and Terminating Student Worker Assignments: Hiring managers are responsible for extending and terminating student worker assignments in Workday. Links to the job aids can be found 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 if a manager does not act to extend the end date of a student worker prior to the assignment end date, the student worker's employment will automatically terminate on the end date.

We understand the importance of efficient and effective hiring, and we're committed to ensuring that both our hiring managers and student employees 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 joshua.feranil@montgomerycollege.edu.