**Student Hiring Procedure**

**School of Journalism**

**START**

1. Acquire Dean approval to hire student

   **Is student already on KU payroll in similar job?**

   - **NO**
     - Provide a job description and required qualifications to Jammie Johnson (graduate students) or Kerry Navinskey (undergraduate students).
     - Jammie/Kerry will submit job description to ROC (Recruitment and Onboarding Center), who will advertise for a minimum of 3 days. Jammie/Kerry will provide you with directions for access to applicants.
   - **YES**
     - Let Jammie/Kerry know who you’d like to hire.
     - Jammie/Kerry will let Jammie/Kerry know who you want to hire and they will forward onto ROC

   **The ROC will contact student via KU e-mail with an online offer letter. Students also will need to complete a background check questionnaire and required payroll paperwork.**

   **Please direct student to make an appointment with Jennifer Paasch. Once Payroll has keyed the student into the HR/Pay system, Jennifer can assist them in signing in for the first time and/or advise them of the correct information they will need to clock in and out.**

   **Jennifer will contact you when your student is approved to begin working. Depending upon supporting documentation submission by student, advertising and payroll key time, it can take 1-3 weeks before student will be entered into HR/Pay and is approved to work.**

   **As the supervisor, you will be required to go into HR/Pay each week and approve your students work time. Jennifer can answer any questions you might have.**

***Please note: The school is charged for these background checks.*

Prepared by Gayle Vannicola, 8/30/13