

## **PROCEDURES FOR HIRING STUDENT EMPLOYEES**

The following steps detail the required procedures for hiring new student employees.

1. Students apply to the department/office in which the student wishes to be employed.
2. The supervisor determines if the student worker is a 03 (state/department funded) or 04 (federally funded) worker.
3. The supervisor completes the appropriate request form for each student requested (new or returning)

