**Student Employment Services Process**

This communication is to notify those served by the Shared Services Center (SSC) of process changes in the Human Resources area. Any time a process change occurs in SSC we will communicate the change with all parties affected by the change and provide:

- What changes will occur (process and/or service provider)
- When the change will be implemented (effective date)
- Who will be affected by the change
- How the change will be implemented
- Where to find documentation on the process change

This message is being sent to notify those served by the Shared Services Center that training for the Student Recruitment function has been completed and the process will be implemented on all new student recruitments as of Friday, August 17. This will affect the entire population of those we serve in some capacity.

**Permanent Staff Recruitment** function will remain with the HR Partners.

If you are unsure whom to contact with questions, please contact:

- Student Employment Services staff Greta Zimmerman (zimme252@uwm.edu) or Lauren Cigale (lncigale@uwm.edu),
- Your primary HR Partner (located on the main web page: [https://uwm.edu/shared-services/](https://uwm.edu/shared-services/)), or
- SSC Manager, Jarad Parker (jparker@uwm.edu, 229-3407).

The student recruitment process will be handled by the Student Employment Services staff and respective HR Partner (as necessary). Below is a summary of the new recruitment process:

**Student Hiring Process:**

1. Process is initiated by identification of a new student vacancy by a Hiring Manager (HM) or Hiring Department (HD). HM/HD completes the hire request form found at the following link: [https://uwm.edu/shared-services/student-employment/student-forms/student-hire-request/](https://uwm.edu/shared-services/student-employment/student-forms/student-hire-request/). Shared Services Center Student Employment (SSCSE) will review the hire request.
2. If the HM/HD does not have a prospective employee listed on the hire request, the job is then posted on the UWM job board, Handshake. Applicants’ resumes’ and availability are sent to the HM/HD for review by SSCSE staff.
3. HM/HD selects applicants for an initial interview and forwards that information to SSCSE staff.
   - SSCSE staff will set up interviews on the HM’s and/or hiring department’s Outlook calendar and send confirmation emails to the interviewees
   - If the HM declines interest, HR will send out a no interview email
4. HM/HD interviews the selected applicants keeping SSCSE staff apprised throughout the interview process.
5. Once interviews are complete, the HM/HD selects a candidate(s) to hire and notifies SSCSE staff of the selection by emailing sscstudenthr@uwm.edu
   - If the candidate already works on campus, please skip to step 9
6. SSCSE staff will then send the selected candidate(s) a link to the Criminal Background Check (CBC) form: [https://uwm.edu/hr/home/resources/toolkits/cbc-toolkit/cbc-request-form/](https://uwm.edu/hr/home/resources/toolkits/cbc-toolkit/cbc-request-form/). The candidate will complete the CBC form which will be forwarded to the Department of Human Resources for processing.
7. The Department of Human Resources will notify SSCSE staff once a CBC has passed. SSCSE staff will then send out hiring paperwork and New Hire Orientation information to the employee via email along with a request to attend a New Hire Orientation meeting.
   - If the candidate fails the CBC, and there are no other qualified candidates please go to step 2.
   - If you have a back-up candidate, please go to step 6.
8. The employee brings in hiring paperwork to our office, Engelmann 125, within 1-2 business days of receiving an email from SSCSE staff.
9. The employee completes orientation successfully.
10. An eligible employee email is sent to the HM/HD and new employee, notifying them that the new employee may begin work and providing information about required training.
   - Upon the first day of employment, a new employee is required to complete the following online training in their respective department: Title IX, Data Security and Awareness, and Executive order #54. Time spent taking the training is considered work time for all student employees. The HM/HD needs to set aside time for a new employee to complete these required online trainings. There will need to be access to a computer within the department or be allowed time in a campus computer lab to fulfill this directive. Once the mandatory online training prerequisite is concluded by the employee, the HM/HD must send a confirmation email to sscstudenthr@uwm.edu indicating such.

Please assist us in communicating this process change by sharing this message with your school/college/division.

Additional documentation/information on the Student Employment process may be found on the Shared Services Website (https://uwm.edu/shared-services/student-employment).

Thank you,

Jarad