Student Employment Hiring Process

**STEP 1: planning**
- **DE** determines position type and payroll.
- **DE** develops job responsibilities and description.
- **CC** assists Department in creation of Handshake account and in Handshake use.

**QUESTIONS? Contact the Career Center**

**STEP 2: recruiting**
- May happen at same time as SOLAR access
- **DE** posts position on Handshake.
- **CC** approves and promotes position.
- **DE** views applicants in Handshake.
- **DE** chooses candidates to interview and conducts interviews.
- **DE** selects new student employee.

**QUESTIONS? Contact the Career Center**

**STEP 3: solar access**
- May happen at same time as recruiting
- **DE** designates new student employee supervisor (person who approves time sheets).
- **DE** supervisor requests access to become “Student Employment Coordinator” on SOLAR.
- **DE** supervisor attends I-9 Training provided by Human Resources (recommended for new staff).
- **DE** supervisor creates an assignment in SOLAR.

**QUESTIONS? Contact Human Resources**

**STEP 4: hiring**
- Must happen after recruiting
- **DE** supervisor and student employee complete I-9.
- **DE** supervisor sends completed I-9 to Human Resources.
- **DE** supervisor appoints student to position in SOLAR.
- **HR** processes I-9 and activates student assignment.
- **DE** supervisor can now approve time sheets entered in SOLAR.

**QUESTIONS? Contact Human Resources**

**STEP 5: training**
- **CC** holds Student Employee Orientation for new student employees.
- **DE** hosts specific departmental training for new employees.
- **CC** provides additional resources and training connected to student employment.

**QUESTIONS? Contact the Career Center**

Career Center: (631) 632-6810
Human Resources: (631) 632-6161

Stony Brook University/SUNY is an affirmative action, equal opportunity educator and employer. 16011014