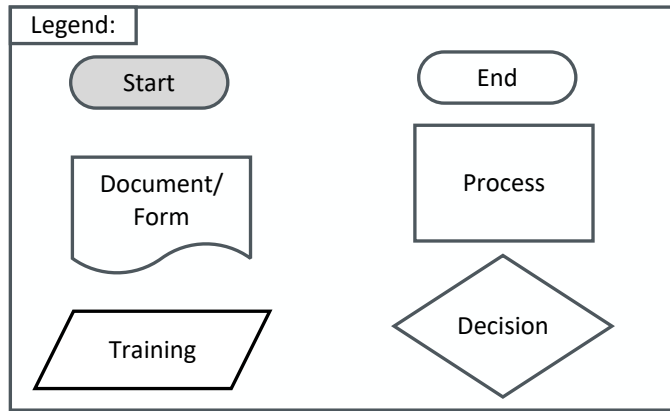
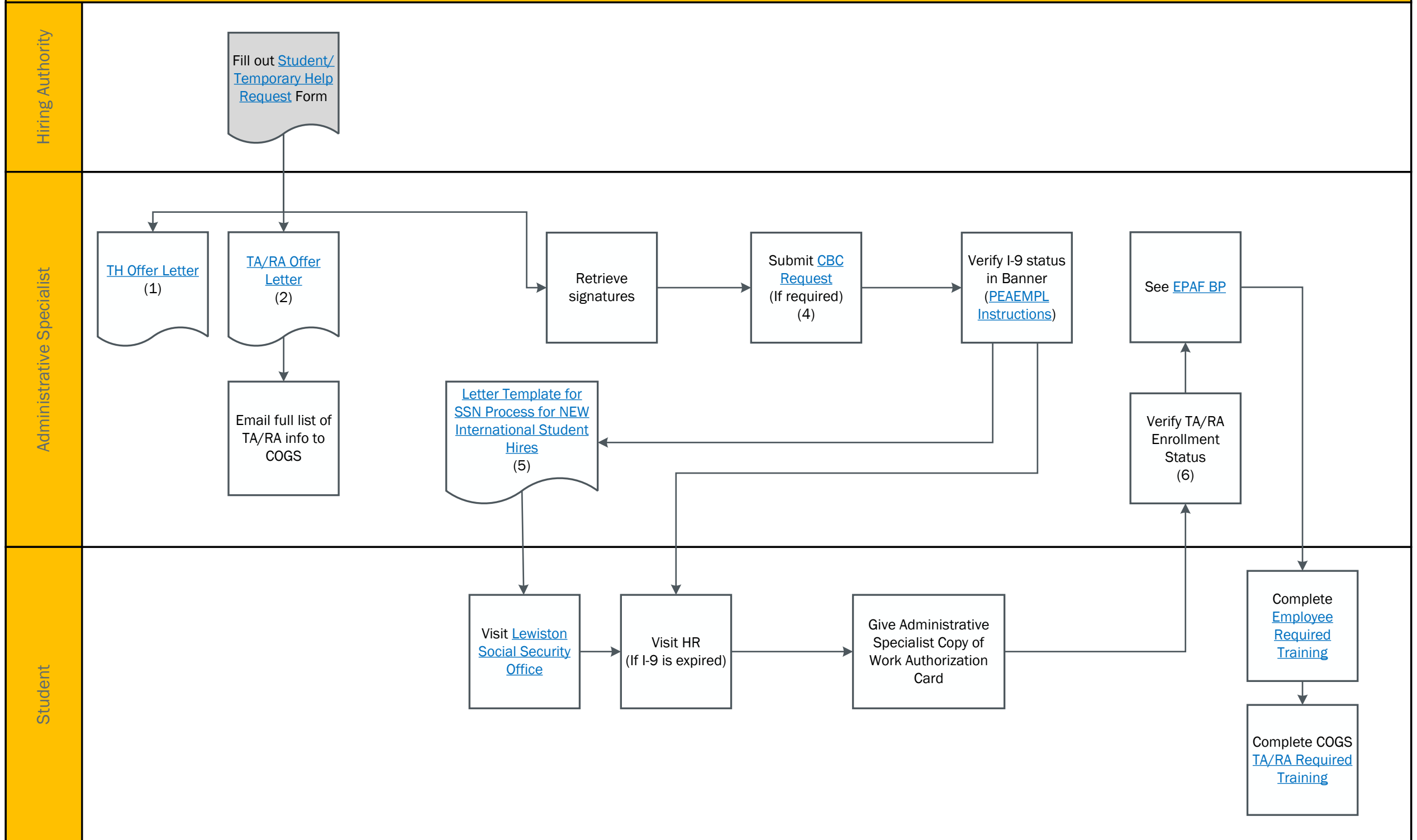


Hiring Process for Student/TH Employees



Notes:

- This link will direct you to Human Resources, Forms and Documents page. The TH offer letter template is located under the Recruitment Letter Templates section
- This link will direct you to COGS, Faculty and Staff Resources page. The TA/RA offer letter templates are located under the TA/RA Offer Letters section at the bottom of the page. The templates are also split between new and continuing appointments
- This link will direct you to Human Resources, Forms and Documents page. The Postdoc offer letter templates is located under the Recruitment Letter Templates section
- CBC: Always required for TA/RA. Always required for TH if the employee works with minors/sensitive information. CBC required if the position is open to hiring student or non-student.
- SSN Template: Work with IPO regarding NEW international student hires. SSN letter will be required (Skip this step if student already has SSN).
- TA/RA Enrollment: Part-time TA/RA students must be enrolled in at least 6 credits. Full-time TA/RA students must be enrolled in at least 9 credits.
- Enrollment status is found in Banner using form **SFAREGQ** – ensure to use the correct term code

FILENAME		Standard Hiring BP	
DRAWN BY	Brooke Dahmen	REVISED	4/25/2024