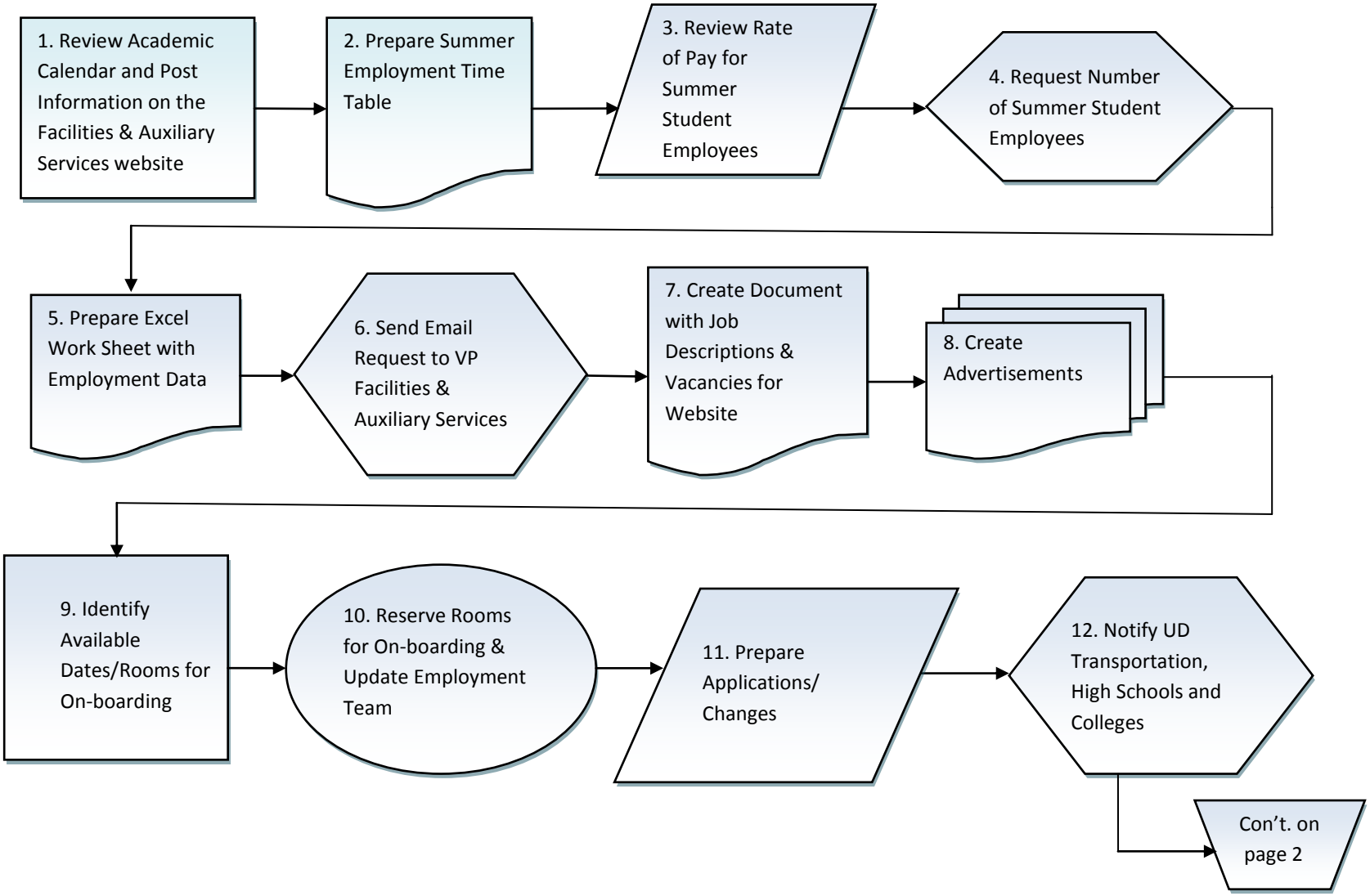
SUMMER EMPLOYMENT HIRING PROCESS



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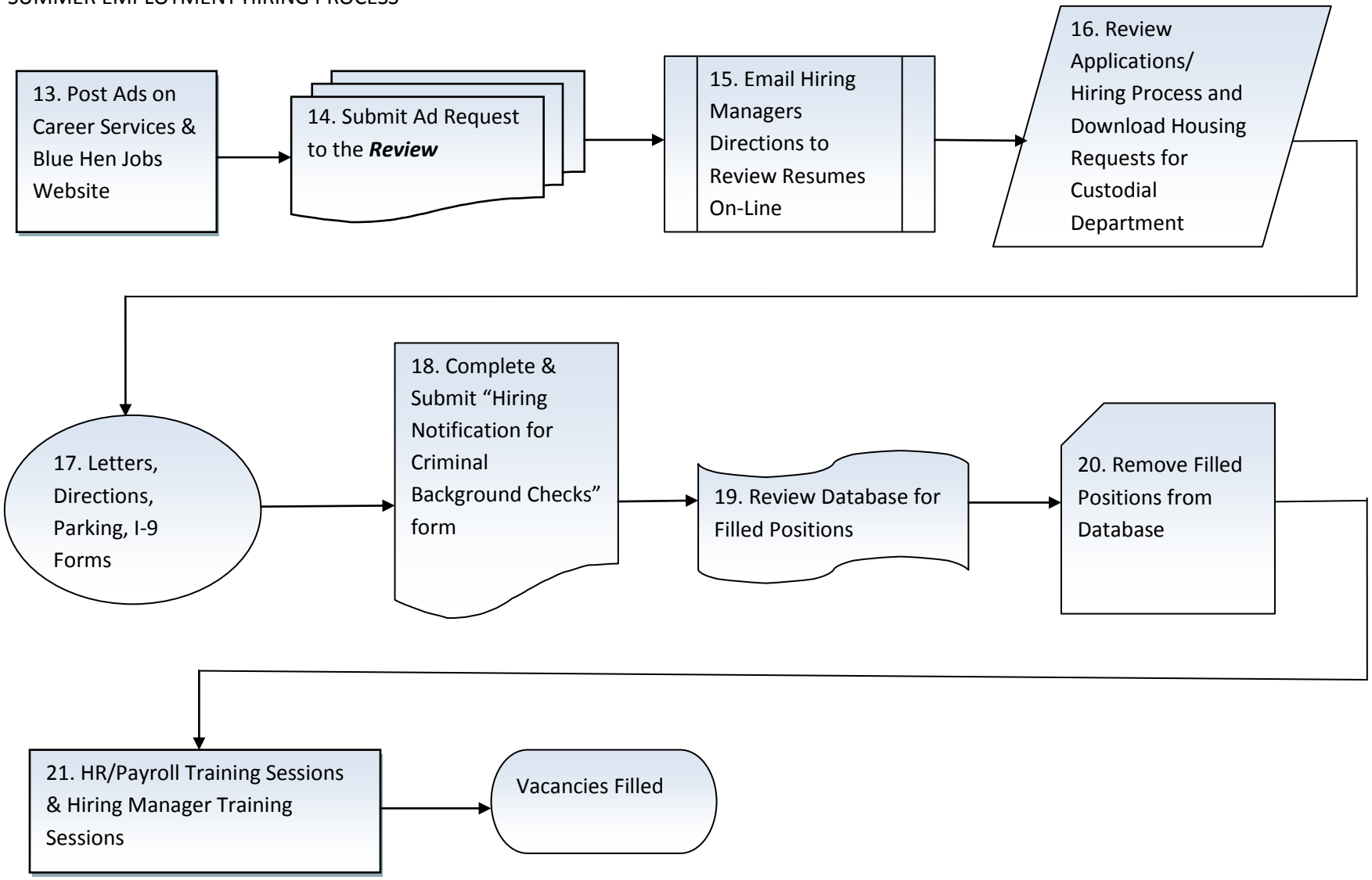

Summer Employment Process

1. **Review Academic Calendar/Post Information on Web Site**

a. HR Generalist reviews the University of Delaware Website: (click on current student and view the Academic Calendar). HR Generalist initiates recruitment process based upon current year's spring break calendar.
b. CITA posts summer employment data information on the Facilities & Auxiliary Services Website; attentions students: Summer Employment Application availability date and location.

2. **Prepare Summer Employment Time Table**

a. HR Generalist prepares summer employment time table process:
b. Email to Managers and Supervisors in January for number of students needed.
c. Deadline for requests
d. Deadline for advertisement to the Review
e. Application live (date students can actually apply for jobs on-line)
f. Flyers to High Schools and Colleges
g. Post advertisements on Career Services and Blue Hen Jobs website
h. Advertisement run dates
i. Determine start date for Grounds Services
j. Determine start date for the rest of Facilities & Auxiliary Services
k. Close application process

3. **Review Rates of Pay for Summer Student Employees (includes pay scale for all student employees)**

a. HR Generalist initiates review of rates of pay document with HR Administrator, Directors and/or the Office of Human Resources.
b. Publishes new rates of pay document or updates the current document with new rates.
c. Discuss housing availability and pricing for students with Custodial department.

4. **Request Number of Summer Student Employees**

a. HR Generalist distributes email to all Facilities & Auxiliary Services managers/departments/units requesting the number of students they will require for the summer.
b. HR Generalist ensures that a position description for each type of summer student requested is available.

5. Prepare Excel Work Sheet with Employment Data

a. HR Generalist modifies previous year's Excel spreadsheet and adds new information, keeps list 3 year's worth of data; saves current spreadsheet with all requested positions.

6. Send Email Request to VP Facilities & Auxiliary Services

a. HR Generalist prepares email which will be sent to VP Facilities & Auxiliary Services with the total number of summer employment requests; via Excel worksheet attachment for review and approval.

7. Create Document with Job Descriptions and Vacancies for Website

a. HR Generalist creates document with job descriptions and number of vacancies needed. This will be published to the website.

8. Create Advertisements

a. HR Generalist prepares advertisement for the ***Review***.
b. HR Generalist prepares advertisement for the High Schools and Colleges.

9. Identify Available Dates/Rooms for On-boarding

a. HR Generalist computes the total number of required students needed.
b. HR Generalist checks GSB 130, GSB140 and Smith Hall (X3735) for availability – schedules dates for on-boarding with payroll department.
c. HR Generalist places a hold on a number of dates for payroll training for the summer student employees.

10. Reserve Rooms for On-boarding and Update Employment Team

a. HR Generalist reserves rooms for on-boarding sessions once employment team has met and discussed how many sessions are required etc.
b. HR Generalist sends email communications/calendar to each team member with dates and times of orientations and keeps everyone informed of any changes.

11. Prepare Application/Changes

a. HR Generalist reviews current application and makes any necessary changes to application; i.e., number of vacancies or types of positions available.
b. HR Generalist reviews with CITA any changes on the online employment application form and the process.
c. HR Generalist informs CITA when the online employment applications go live; submits a CWR Request.

12. Notify UD Transportation, High Schools and Colleges

a. HR Generalist to fax signup sheet to UD Transportation department.
b. HR Generalist faxes all advertisements to local high schools and colleges in the area.
c. HR Generalist updates and changes and phone/fax numbers as necessary.

13. Post Ads on Career Services and Blue Hen Jobs Website

a. HR Generalist logs-on the Career Services and Blue Hen Jobs Websites.
b. HR Generalist posts/places all advertisements for all summer positions along with deadlines contact information, etc.

14. Submit Ad Request to the *Review*

a. HR Generalist calls the ***Review*** to get a quote on the price for the ad
b. HR Generalist sends email message to Director of Custodial and Director of Bldg. Maint & Ops and related managers to receive approval to split the cost of the ad
c. HR Generalist logs on UD Web forms
d. Selects Request for Service (***Review***)
e. Enters information into the web form
f. Submits web form for requested services

15. Email Hiring Managers Directions to Review Resumes On-Line

a. HR Generalist sends an email to the hiring managers with directions to review applications on line.

16. Review Applications/Hiring Process & Download Housing Requests for Custodial Dept.

a. HR Generalist opens the Summer Employment database and reviews all applications/hiring decisions/etc.
b. HR Generalist monitors this database and continues this process until positions are filled.
c. As positions are filled, HR Generalist completes “Hiring Notification for Criminal Background Checks” form for each potential hire.
d. HR Generalist downloads summer student information to Excel spreadsheet for designated contact of Custodial and Pest Control Services in order to review housing requests.

17. Letters, Directions, Parking and I-9 Forms

a. HR Generalist requests visitor passes from Parking Services for each day of orientation if held at GSB.
b. HR Generalist contacts Parking Services for updated parking information with current parking rates.
c. HR Generalist verifies the I-9 form is current; if changed, downloads latest version.
d. HR Generalist checks with Facilities HR Administrator to ensure letter is still accurate.
e. As positions are filled, HR Generalist schedules on-boarding date and sends all letters, directions, parking information to the applicants.

18. Complete & Submit "Hiring Notification for Criminal Background Checks" form

a. New hires are subject to a criminal background before employment offer can be extended.
b. HR Generalist completes and submits form for each potential new hire
c. Criminal Background Check Coordinator will contact student to complete the process.
d. Criminal Background Check Coordinator will notify HR Generalist of results.

19. Review Database for Filled Positions

a. HR Generalist reviews classifications, makes phone calls as necessary to ensure all vacancies are filled.

20. Remove Filled Positions from Database

a. HR Generalist reviews database and removes classifications from Facilities website as positions are filled.

21. HR/Payroll Training Sessions & Hiring Manager Training Sessions

a. Payroll Assistant prepares all I-9 and new hire paperwork packets and ensures paperwork is ready for payroll sessions.
b. Payroll Assistant verifies new hire paperwork, i.e., direct deposit, I-9 Verification, Emergency Contact Information Hiring manager performs policy review sessions with students.