1. Ensure you have funding and a clear job description.
2. Seek applicants through Handshake, our online job board. Follow the steps in our Employer Guide to post your position.
3. As soon as an offer is extended and accepted, complete a Hire Form. Allow 7-14 days for processing.

Note: The policy governing employment stipulates we must have appropriate documents on file before a student may begin working. Students should not perform services for compensation until they are approved to work. If you have any questions on compensation for student services, please contact Student Employment.

Student Employment Hire Approval Forms for undergraduate positions are located on the 'My Forms' tab in MyCharleston. You'll receive an email confirming submission of the hire form.

Graduate Assistant Forms are located on the Assistantship Information page of the Graduate School's website. Complete a Graduate Assistantship Employment Approval Form for an assistantship after discussion with the Graduate School. (Not all graduate student work qualifies as an assistantship. Check with the Graduate Office to determine whether position is assistantship.)

4. Use the following dates when inputting Student Employment Approval Forms for 2018-19:
   - Federal Work-Study (FWS) employees may work between: August 21, 2018 - May 2, 2019
   - Last day Fall graduates may work is: December 14, 2018
   - The last day Spring graduates may work is: May 9, 2019

Note: There is no rule that you must input new hire forms at the beginning of each new fiscal year. In general, use the Fall and Spring graduation dates for all employee end dates to avoid having to complete early termination forms. Note that a job assignment may not exceed 365 days, including extensions.

5. If the student employee will be paid from a Foundation Account, submit a completed Hiring Approval Form for Foundation Accounts via email to studentemployment@cofc.edu.

6. Wait to hear from Student Employment. Upon receipt of a hire form, Student Employment checks the student's registration status and prior work status. Student Employment will email the student and supervisor if the student is required to complete a New Student Employee Orientation (NSEO). After completion of a NSEO, Student Employment will send an email with authorized start date to the student and supervisor. No email is sent for prior student employees.

Changes to the original hire form, including early terminations, are completed on a Student Employment Change/Extension/Termination Form located on the 'MyForms' tab in MyCharleston.

Terminations – Use our termination checklist when a student leaves employment.

Find us at careercenter.cofc.edu or contact us at studentemployment@cofc.edu or 843-953-5692