Hiring Hourly Student Employees

1. Once you have identified the student you wish to hire, please go to https://www.colorado.edu/ceae/ceae-hourly-student-employee-hire-request to submit the hire request.
2. This form will ask you for the following information: Name of supervisor, new hire's legal name, new hire's email address, job type (select from dropdown), working title (optional), hourly rate, speedtype(s), start date, and a short description of work they will be doing.
3. Once you submit the form, the HR Manager will receive it via email. They will email you to confirm they received the request.
   a. If you do not receive confirmation of receipt from the HR Manager within 24 hours, please email them to confirm they received your request. There are occasional glitches with the form.
4. Once the HR Manager has processed the hire, they will email you and the student employee.
   Timeline: 5 business days
5. Should you need to make any changes to the appointment or terminate the employee, please email the HR Manager directly.

Helpful Notes:

- ***DO NOT*** tell your employee they can start working until their hire has been finalized! This puts them at risk for not being compensated for their effort.
- If you need assistance determining an appropriate rate of pay, Student Assistant job descriptions and allowable salary ranges based on level of work can be found on the Student Employment website.
- If you have a student that is graduating and you would like to still employ them post-graduation, we can transition them to a Temporary Researcher via the internal promotion process. Work with the HR Manager if you are interested in this option. It must be initiated prior to graduation.
- If you don't already have an identified hire, there are numerous options for recruitment:
  o You can advertise a job through Handshake, CU's online student recruiting tool. If you have not yet created a Handshake account under CEAE, please use this invite link to create your account and post your job: https://app.joinhandshake.com/employer_registrations/new?employer_invite_token=b75NfIFEDs3cfG_PukTLXu_NUyUPKTjT
  o You could email our Communications staff member, Susan Glairon (susan.glairon@colorado.edu), and ask her to advertise it on our website and/or student newsletters
  o You could ask one of our academic advisors help email the advertisement to student listservs