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 hire, email of hire, job type (select from a dropdown), number of working hours per week, speedtype(s), hourly rate of pay, start date, name of supervisor, and a brief summary of their job duties.
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: 3 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.
- Student Assistant job descriptions and allowable salary ranges can be found in the CU Student Employment Handbook starting on page 11. The handbook has a lot of other helpful information pertaining to employing hourly student employees.
- If you have a student that is graduating and you would like to still employ them post-graduation, we can consider hiring them as a Temporary Researcher. Work with the HR Manager if you are interested in this option.
- If you don’t already have an identified hire, there are numerous options for recruitment:
  - You can advertise a job through Student Employment (https://www.colorado.edu/studentemployment/post-job)
  - 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
  - You could ask one of our academic advisors help email the advertisement to student listservs