

Request to Hire a Non-CU Student in a UCB Student Job Class



Date: _____

Student Name: _____

Student's Employee ID (if already assigned): _____

Supervisor: _____

Email: _____

Payroll Liaison: _____

Email: _____

UCB Department: _____

Phone: _____

PLEASE DO NOT USE THE STUDENT'S SOCIAL SECURITY NUMBER ON THIS FORM

Is this person:

- a high school student*
- attending another postsecondary institution*

School Name: _____

Program of study (college major, if applicable): _____

Expected program completion date: _____

Student ID at current institution: _____

*Please include a copy of the student's schedule at their institution for the term they will be working at CU. For summer approvals, please include a schedule for the upcoming fall semester unless otherwise directed by CU Student Employment.

CU Position Title: _____

Job description/qualifications for this position: _____

Student Employment Job number and date of posting: _____

Please explain how your department has attempted to hire a CU Student for this position and/or why you are not hiring a CU student for this position: _____

Proposed Pay Rate: _____ Average Weekly Hours: _____
(Must fall within UCB Student Assistant pay ranges, and average no more than 25 hours per week)

Is this person related to anyone in the department (if so, explain)? _____

What skills does this person offer for this position?

Please indicate the anticipated dates of employment: Fall 20__ Spring 20__ Summer 20__

Your department will be notified if your request is approved or denied. If approved, you will receive specific instruction on how to set them up in PeopleSoft.