



## **Student Employment Folder Access**

### **Purpose**

The [Student Employment Folder](#) located on the V drive is the single repository for student employment applications. The folder also contains additional resources related to student employment. Access to this folder is limited to those directly ensure the privacy of student employment applicants.

### **Who can Access the Folder**

Professional staff who are listed on the Student Employment Folder Access spreadsheet and have a business need to have access to the folder will be granted access. Student Assistant II C's, III's, and IV's who are directly involved in hiring student employees will be granted access.

### **How to Gain Access**

To gain access to the student employment folder, you must submit a request on the UMC website and send it to your supervisor to sign-off on the approval. The approval then goes to the HR & Payroll Office to be reviewed. If your request is approved, you will receive a confidentiality agreement to sign via DocuSign. By signing the confidentiality agreement, you are stating that you understand the need to keep student applicant information private and you will take responsibility for maintaining the privacy of applicants.

### **Student Employment Application Process**

**Step 1** – Applications are submitted through a DocuSign Powerform on the UMC website.

**Step 2** – The recruitment coordinator downloads the applications and saves them in the Student Employment Applications folder located in the Student Employment folder.

**Step 3** – The recruitment coordinator adds the applicant to the Student Applicant Tracking spreadsheet.

**Step 4** – The recruitment coordinator sends a follow-up email to the applicant letting them know their application has been received. The coordinator also emails hiring managers for positions in active recruitment to notify them of new applicants.

**Step 5** – Hiring managers then use the Student Applicant Tracking spreadsheet to get the names of their applicants. Then hiring managers find the application in the Student Employment Applications folder.

**Step 6** – Hiring managers with the interview/hiring process as defined by the department and the HR & Payroll Office. Hiring managers make notes in the Student Applicant Tracking spreadsheet throughout the process. Notes in the spreadsheet should include if/when an applicant is contacted, interviewed, hired, etc.



**Additional Information:**

- All student applicants must complete the UMC Student Employment application accessed on the UMC website.
- Applications should not be saved anywhere but the Student Employment Application folder.
- Applications may be printed and should be shredded when the application process is completed.
- Applications should only be shared with those who are directly involved in the hiring process.

**Role definitions:**

Recruitment Coordinator – the person responsible for downloading and storing applications in the Student Employment folder. This role is currently filled by Monique Knuesel the UMC HR & Payroll Assistant.

Hiring Manager – refers to a manager/supervisor responsible for conducting interviews and hiring student employees.