

Student Employment @ SHU

Hiring a Student Worker

STEP 1 Submit a requisition

Requisitions must be posted annually for Student Employment positions. Approved requisitions post to the SHU Job Board on jobs.shu.edu.

STEP 2 Review applicants

Applicants apply through the Job.SHU.edu site linked to the hiring portal (PageUp). Applicants who have applied are listed by status under the position.

STEP 3 Select an applicant for hire

When you have identified an applicant that you would like to hire, you must change their status in PageUp to "Recommend for Hire". This will open the ability to create an offer.

STEP 4 Create an offer

A blank offer will pop up after changing the applicant's status to "Recommend for Hire". You must complete the offer, including: hire date, hourly rate, approval process, etc. Selecting the Approval Process will (*Student FWS/Dept or *Student Grant Funded) will move the offer to the Student Employment queue.

STEP 5 Send an offer for review

After creating and saving the offer, you must change the applicant's status to "Send Offer to Applicant". This will send an email to the applicant's hiring account prompting them to review and accept their offer.

STEP 6 Receive OSE confirmation of applicant start

The Office of Student Employment reviews offers prior to processing; this includes I-9 Form submission as well as employment and funding eligibility. Once processed, the student and Supervisor will receive notifications that the student can begin working. Supervisors are NOT permitted to have a student begin working prior to this clearance.