

STUDENT HIRING PROCESS

A quick reference guide for Managers and Supervisors

Introduction to Student Hiring:

Student employees are essential to the H&HS workforce and to the organization's success. Due to their important role, it is essential that hiring managers understand the student hiring process and how to select the best student job applicants. Knowledgeable and able hiring managers will be best suited to develop the strongest workforce—composed of all types of employees. This handbook is intended to best guide hiring managers and supervisors in the recruitment and selection process for student employees.

Prior to Posting a Position:

- Ensure that an open student position exists in UCPATH (position number) and that funding is established.
 - To open a new position/position number*, submit the following details to the HRPC—N Inbox/Luskin HR Inbox:
 - Effective Date
 - Department Code
 - Job Title Code
 - Supervisor
 - Mail Code
 - FTE Percent
 - Grade
 - Department Contact

Ensure that respective department level approvals are established before submission.

New position submissions should be sent 2 weeks prior to the date needed.

- To establish the funding in UCPATH*, enter the corresponding financial account(s) under/for the corresponding position number once created in the [Funding Entry](#) section of UCPATH. This is performed at the department level.

*Position creation requests and funding are generally handled by the designated HR representatives within each department.

- Review and ensure that a current Job Description (JD) exists for the position intended to be posted. Update any outdated tasks to reflect any changed responsibilities and include transferrable skills that students may develop. This will help in clearly explaining the duties of the position and generate the most ideal/talented applicant pool.

Posting an Open Position:

In order for interested students to apply, an open position must be posted/publicized.

- While hiring managers can utilize physical flyers, signs and posters, it is recommended that available jobs be posted to the [H&HS Students Jobs Website](#), [Handshake](#) and the Work Study Jobs Bulletin to increase visibility as well as the size and quality of the job applicant pool.
- To post to these specific sites, submit an official request to the HRPC—N Inbox (HRPCNorth@ucla.edu) and remember to include all critical job details: Position Title, Title Code, Wage, Department name, Duration of Posting, and Hiring Manager's Contact information.

Evaluating Applications:

As applications are received, hiring managers should develop an effective system for reviewing and selecting the candidates with the skills required for the job (dispositioning) them. This system will make the interview and hiring process more manageable.

- Record and review incoming applications every other day. To assist in managing this process, it is recommended to maintain a spreadsheet detailing the applicant's name, date of receipt and status of application.
- Determine which applicants you would like to interview, may interview and which ones are no longer under consideration. Send correspondence to those no longer being considered.
- When evaluating, bear in mind that student applicants will likely have a limited work history. For this reason, also consider their extracurricular activities and educational background as well as any supplemental documents provided (i.e. cover letter).
If positions are entry level and duties easily learned, it is advisable to consider and interview more candidates to better assess the potential and ability of applicants especially when performing mass-hires.

Conducting Interviews:

Interviews provide hiring managers with an opportunity to better assess student applicants and better evaluate whether they are appropriate for the position.

a. Prior to conducting an interview:

- Develop a standard set of interview questions (for each position). These questions should be asked to each applicant to ensure consistency and fairness. Incorporate questions that are relevant to the respective job duties and that allow applicants to draw from all experiences—professional and non-professional.
- Schedule interviews with desired candidates in advance if possible. In the case of multi and mass-hire positions, it may be advisable to schedule condensed interview sessions or job fairs to increase the number of interviews conducted and probability of filling open positions with qualified candidates.
- If possible, conduct group or multi-level interviews (with 2+ supervisors in the panel) to ensure a more comprehensive assessment.
- If possible and necessary, be prepared to interview on the spot and in rapid succession.
- Always interview in a location where the conversation can't be heard by others, and is free from noise and distractions.

b. During Interview:

- Create a welcoming and comfortable environment for the candidates. This may be their first job interview.
- Be on time.
- Conduct interviews in a quiet, private setting (though this may be difficult in the case of job fairs and on the spot interviews).
- Interviewers should introduce themselves, the position in greater detail and any specific scheduling requirements (i.e. required weekend shift).
- Emphasize that although their education is the highest priority, adherence to their work schedule is important. Review the attendance policy. Stress the importance of professional communication.
- Inquire and determine if the student qualifies for Work Study (this can save the department up to 50% in the student's wages, see glossary for more information).
- Be attentive and listen conscientiously.
- Ask relevant follow-up questions.
- Provide time for applicant inquiries.

c. Post Interview:

- Debrief on each interview and rate the candidate immediately afterward.
- Generate a tentative ranking/score by which to compare other applicants.
- For multi and mass-hire positions, on the spot job offers can be made following reflection.

Selecting/Hiring a Candidate:

Upon concluding all interviews, the hiring manager must decide upon the ideal student job applicant and extend a job offer except in the case of multi and mass-hires in which both interviewing and hiring may be continuous.

In order to complete the selection and hiring process:

- Determine the best job applicant based upon their application, supplemental application and interview.
- It is highly recommended before extending an offer that a reference check be performed.
- Once ready to make an offer, prepare an offer letter and send to/obtain the applicant's signature of acceptance. Offer letter templates are available on the HRPC—N inbox (hrcpnorth.ucla.edu).
- Send the candidate's application and signed offer letter to the HRPC—N Inbox. The HRPC—N will contact the applicant to schedule a new hire appointment including fingerprinting/background check.
- Once a candidate successfully clears the background check, the hiring manager must submit and complete both a Personnel Action Form (PAF) and Welcome Letter containing the employee's official start date to the HRPC—N inbox. Templates for both documents are available on the HRPC—N website.
- If Work Study funds are to be applied, both the offer letter and PAF should indicate this to ensure proper processing and funding.

For additional questions about student recruitment, please contact:

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Glossary

Job Description: A job description is a concise but sufficiently detailed depiction of the job duties entailed and qualifications necessary to fulfill the role.

Handshake: A platform utilized by the UCLA Career Center in which hiring managers can post open positions and student job seekers can view as well as apply for the positions.

Work Study: A federal program that utilizes federal funds to compensate for a portion of enrolled participants' wages. UCPATH contains designated work study positions linked to the appropriate funds, but these positions must be created and available (in advance) for departments to both fill and receive the benefits.

Offer Letter: An official letter extending a job offer to a job applicant that contains specific details related to the position with the exception of the start date/official date of hire. Note: A job offer is contingent upon a successful background check.

Welcome Letter: An official letter extended to an employee specifically detailing their official start/hire date. This letter should be prepared and given to the final candidate until notification of a successful background check is received.

Personnel Action Form (PAF): The official form utilized by the HRPC—N to indicate and request all types of personnel transactions including new hires.