

## Guidelines for Student Pool Positions

SFOS now has one stop shopping for SFOS undergraduate student positions. (Posting Number 0057671). (Multiple Student Assistant C Positions – SFOS).

Benefits:

- 1) This will make hiring qualified undergraduate students easier and less time-consuming. You can have students you know are interested in a specific position (in a laboratory, office area, or other area) apply directly to the posting number and then you can essentially hire the person without going through a regular recruitment process.
- 2) This will give students one place to upload application materials, instead of multiple places for different positions within the school.

***If a staff or faculty member decides to have a student upload an application to UAKJOBS, in preparation for hiring, an email needs to be sent to KC and Greg Simpson (and unit support staff with PPA/HR responsibilities) stating name of applicant, the funding source that will be used to support the position, and expected start date. Otherwise, we have no idea that the applicant has uploaded materials for a specific position.***

After the email has been received KC will verify that the applicant is eligible to work in a student position prior to beginning the hiring proposal. Students must be enrolled at UA with a minimum of 6 credits and be maintaining a 2.0 GPA.

The hiring proposal will be completed based on the information provided in the email. If the supervisor will not be available to move the hiring proposal forward, Greg Simpson has the authority to be the delegated supervisor for the purpose of completing the hiring proposal.

The supervisor has the responsibility of reviewing the information in the hiring **proposal** in UAKJOBS; moving the proposal forward which is a fairly easy action. After KC Love enters the hiring proposal she will move it forward for the supervisor to review and approve.

Follow these steps/directions:

1. Log in [www.uakjobs.com/hr](http://www.uakjobs.com/hr) and login with your ID
2. Go to View/Edit Active Jobs - this will pull the one position under your name
3. Hit the view and go to Hiring Proposal(s) blue tab at the top
4. Hit View (on the left under classification) again.
5. REVIEW the PD summary and once approved you want to Submit the accepted offer to Grants/Budget; they review it and send it to HR.

However, in the event of travel or other action that will create a delay, Greg Simpson has the authority to approve the hiring proposal (but only in those cases where the supervisor cannot log in and approve the information).

The ***unit support staff with PPA/HR responsibilities*** will put together the hiring paperwork and thus you must coordinate with that person and the new hire to ensure that all the hiring paperwork is prepared correctly and that HR has approved the hire. Under no circumstances are new hires supposed to be put to work until HR has accomplished final approval of the hire; potential hires are not UAF employees until UAF HR has approved the hire.