**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

**STUDENT EMPLOYEE APPLICATIONS AND HIRING**

**PROCEDURE #F&P-4800-12**

# PURPOSE

To establish a uniform process for taking applications and hiring student employees assigned to the Facilities, Planning & Environmental Safety Department.

# OBJECTIVE

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| A. | To comply with all University, state and federal requirements pertaining to student employment. |
| B. | To assure fair and equal consideration to all students applying for work within the Facilities, Planning & Environmental Safety Department. |

**POLICY**

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| A. | Consideration is given to all applications on a first come, first served basis, which is determined by the date of the application on file in the Facilities, Planning & Environmental Safety Department |
| B. | Priority consideration is given to those students on work-study and those who have had a previous, satisfactory work experience with the Facilities, Planning & Environmental Safety Department. |

**PROCEDURE**

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| A. | Applications for student employment are taken at the Facilities, Planning & Environmental Safety Department office where current job descriptions are posted listing skills required for positions available within the Facilities, Planning & Environmental Safety Department. |
| B. | Applicants are interviewed and hired in accordance with the aforementioned policy and in conjunction with available work hours, qualifications and the funding allocation to the Facilities, Planning & Environmental Safety Department. |