



## **Student/Hourly Hiring Process via NeoEd**

### **1. Requisition Submission by Hiring Department**

Submit the requisition in NeoEd with the following details:

- a) **Home Org/Department**
- b) **Job Description** (e.g., Student Assistant, Hourly, Graduate Assistant)
- c) **Hiring Manager**
- d) **Job Type**
- e) **Search Committee Members**
- f) **Scoring Criteria Attachment** – *Always select “N/A”*
- g) **Type of Position** – *Select “New”*
- h) **Recruiting Procedure** – *Select “Open to Internal & External Applicants”*

### **2. Approval Workflow**

Follow the EPAF approval process based on the position type:

- **FWS/SWS Positions** – Include **Financial Aid** in the approval chain.
- **GTA Positions** – Include the **Provost’s Office**.

### **3. HR Posting Process**

- Once approvals are complete, **HR will review** the requisition before posting it in NeoEd.
- HR will **collaborate with departments** to manage candidate disposition.

### **4. Recommend for Hire – Formstack Submission**

Access the Formstack form via the HR website and provide:



- a) **Students' First Name, Last Name, and L#**
- b) **Application Status** – If the student has not applied to the pooled position, Formstack **cannot** be submitted.
- c) **Timesheet Approver/Supervisor**
- d) **Hiring Department**
- e) **Start Date**
- f) **Position Type** (e.g., Student Assistant, Graduate Assistant)
- g) **Department Contact Name** – Person responsible for submitting the EPAF
- h) **Student/Employee Status** – Indicate if the individual is a current/former student or employee

## 5. Onboarding & EPAF Notification

HR will:

- Send onboarding documents via NeoEd.
- Notify the department when the **EPAF is ready for submission.**

## Important Information

### 1. **Effective Date:**

This new process begins **September 1, 2025**. Any EPAFs or student hires submitted and approved **prior to this date** are **not required** to follow the updated steps.

### 2. **Compliance Requirement:**

To remain compliant with employment laws, **all student positions must be posted**, and students must apply through NeoEd. This ensures transparency and supports student success.

### 3. **Posting Schedule:**

Job postings will be created **on a semester-by-semester basis.**



4. **Interview Guidance:**

Interviews are **not mandatory**, but they are **strongly encouraged** to help identify the best fit for the role.

5. **Hiring Matrix:**

A hiring matrix is **not required** for student/hourly positions.

6. **Job Description Template:**

HR will provide a **standard job description template** for student/hourly roles, available on the **HR website**.