2462A – Quick Rehire of Student Employees

This procedure is used to rehire an individual into a student employment position where the individual being recommended for rehire worked in this same position sometime within the previous 12 months and where the candidate continues to meet all of the eligibility requirements set out in the Student Employees/Supervision procedure.

The hiring supervisor must:

1. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed.
2. receive authorization for rehire by submitting the Quick Rehire Form for Student Employees to the Career Center. Once approval has been granted, an offer of employment may be made to the candidate.
3. ensure the rehired candidate
    a. completes the Student Employee Confidentiality/Non-Disclosure Agreement form.
    b. completes his/her rehire employment paperwork on or before his/her first day of re-employment and goes through a HR rehired employee orientation, which is scheduled through the Employee Recruitment Specialist in the Office of Human Resources.

Contact(s):

Director of Testing, Advisement and Career Services

Related Form(s): Quick Rehire Form for Student Employees

Related Policy or Procedure: 1470 – Employment/Separation; 2462 – Student Employees/Supervision

Approved by: President

Date: 4/24/17

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