



## STUDENT EMPLOYMENT RECRUITMENT CHECKLIST:

Make sure you have the following information on hand:

- Confirm your department Hiring Manager:
  - If yourself: Access can be confirmed by logging into Manager Self-Service and confirming you have the "Recruiting Activities" tile.
  - If you do not have access:
    - Confirm your department hiring manager; or
    - Confirm with your department head your access is needed, then, e-mail [und.studentemployment@und.edu](mailto:und.studentemployment@und.edu) with your name, employee ID, department, and confirmation you have completed UND Data Privacy training.
- Identify a student position number to hire under (Job Code begins with 88): \_\_\_\_\_
- Confirm the position title you are using: \_\_\_\_\_
- Create a short position description:
  - Duties & Responsibilities
  
  - Requirements & Competencies
  
  - Hours & Schedule
  
  - Pay: \$\_\_\_\_\_ per (hour/month/year)
- Will this position have remote capabilities? Yes/No
  - Please describe remote capabilities: \_\_\_\_\_
- Confirm the number of hours this position will be scheduled per week: \_\_\_\_\_ per week
- Confirm the number of openings available in this position: \_\_\_\_\_
- Confirm position funding:
  - Is this a Federal Work Study Funded Position? Yes/No
  - Background Check Needed? Yes/No
    - Background Check Type:
      - Standard
      - International
      - OIG/GSA
      - Education
- Confirm the hiring team:
  - Hiring Manager: \_\_\_\_\_
  - Interviewers (at least 2): \_\_\_\_\_
  - Direct Supervisor: \_\_\_\_\_

## QUESTIONS?

Office of Human Resources & Payroll Services  
P: 701.777.4136 | E: [und.studentemployment@UND.edu](mailto:und.studentemployment@UND.edu)

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