
Standard Operating Procedure

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Title: Student Recruitment

SOP Index Number: 4.11

Policy:

Oto-HNS must follow SOM, UW, and WA State employment policies/regulations. This department SOP will define how we can most efficiently hire the right people for the right positions at the right time.

Notes:

Student hourly positions (typically undergraduates) are limited to 19.5 hours/week. These hourly positions are separate from Academic Student Employees (Research Assistants, Teaching Assistants).

[Compensation overview of Student Assistant positions](#)

[Work Study Overview](#)

Procedures:

Job Description and Recruitment

1. Supervisor / Hiring Manager (HM) contacts grant manager (if position is grant funded) to confirm funding for a new position.
2. HM determines the duties and qualifications for the new position.
3. HM contacts OTO HR Team to help determine the following:
 - a. Appointment type; work study or regular
 - b. Direct Hire or Recruitment
 - c. Workday org assignment
 - d. Payroll title – student assistant for example
 - e. Hourly range
 - f. Desired start date
 - g. OTO HR will identify if any other forms or additional information may be required
4. HM assembles draft job description (JD). Please see attached. Contact OTO HR for sample descriptions if necessary.
0. HM submits Job Description to otohr@uw.edu for review and approval. OTO HR will reach back out with questions and any additional forms that may need to be completed.
1. OTO HR will review and submit the position help post the position to internal student recruitment system (Handshake)
2. OTO HR will monitor positing and send CVs to HM.
3. HM is responsible for: overseeing the application review, [interviewing](#), [reference check](#), final candidate selection, contacting OTO HR to determine salary offer, making offer and initiating hire. Please see the candidate selection section of this document for more details.

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4. OTO HR will send a new hire letter, job description and onboarding materials to the candidate. A signed letter and job description will be saved in the new employee's personnel file.
5. HM will work with department admin/CSS to arrange a computer, if needed.
6. New hire will be processed in Workday. HM should follow-up with OTO HR close to the start date to confirm the hire process is complete.
7. Notify OTO HR and costing allocations coordinator to assign cost center(s) to salary.
8. HM/Supervisor is responsible for onboarding the new staff member, which includes reviewing the onboarding checklist with the employee and making sure they complete I-9 verification within the first 3 days of employment.

Candidate Selection:

Reviewing Resumes:

OTO HR will send resumes to the Hiring Manager to review. The HM is responsible for reviewing applicants and setting up interviews. The hiring manager should keep a record of applicants who are screened and/or contacted for interviews.

Interviewing:

Interviews are your opportunity to ask qualified candidates relevant questions regarding their skills and to sell the position. As a hiring manager or interview panelist, you are responsible for following federal and state employment laws and [University Administrative Policy 46.1](#) on unfair pre-employment inquiries. [Read more](#)

If you'd like more guidance on conducting interviews, please reach out to otohr@uw.edu

Reference Checks:

Reference checks are required prior to hiring an applicant, regardless of the position or whether the candidate is an internal or external applicant. [Read more](#)

Please ensure your hiring managers are following the [reference check guidance](#) including seeking references on internal employees.

Providing references for [internal hires](#)

UW supervisors must provide other UW hiring officials (including hiring managers from other UW-affiliated entities) accurate and verifiable (e.g., documented in a performance review, correspondence, etc.) information concerning job performance, experience, and other qualifications for the purpose of evaluating a current or former UW staff member for another University or UW affiliate position.

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Offer:

Once you have a final candidate selected, contact otohr@uw.edu to receive offer approval before making a final offer.

Applicable Documents and Files:

OTO Hiring Manager Guide

Oto JD Template

Review Date History: 1/25/2022