

STUDENT EMPLOYMENT 'LIFE CYCLE' (REVISED 11/14/2018)

JOB SEARCH/ON-BOARDING

STUDENT SUPERVISOR

HUMAN RESOURCES

NOTIFIES HR OF NEED TO HIRE & SENDS JOB DESCRIPTION TO HR FOR JOB POSTING

JOB POSTING CREATED IN JAZZ

SCREENS & INTERVIEWS CANDIDATES; FINAL SELECTION SENT TO HR

HR CONTACTS STUDENT W/ JOB OFFER AND ARRANGES NEW HIRE APPOINTMENT

JOB POSTING CLOSED AND NOTIFICATIONS SENT TO REMAINING APPLICANTS

MONITORS COMPLETION OF TRAINING

HR MEETS W/ STUDENT FOR NEW HIRE APPOINTMENT **

CANNOT WORK UNTIL NEW HIRE APPOINTMENT IS COMPLETED

"WORKING AT THE LIBRARY" ONBOARDING (FIRST 7 DAYS OF EMPLOYMENT)

EMPLOYEE ADDED TO UCPath *
WILL POPULATE INTO KRONOS NEXT BUSINESS DAY

- SEXUAL HARASSMENT (FIRST 90 DAYS) ^
- CYBERSECURITY TRAININGS (FIRST 6 WEEKS) ^
- ETHICAL VALUES AND CONDUCT (FIRST 90 DAYS)^
- DEPARTMENT TRAINING

^ MUST FORWARD COMPLETION EMAIL TO SUPERVISOR ^

TRACKS COMPLIANCE

EMPLOYMENT

*REVIEW & SIGN JOB DESCRIPTION WITH STUDENT EMPLOYEE

ENSURES COMPLETION OF ANY ADDITIONAL TRAININGS (AS ASSIGNED)

*STUDENT UNDERGOES INITIAL PERFORMANCE EVALUATION AFTER 1ST QUARTER OF EMPLOYMENT

ADDS TO STUDENT EMPLOYEE FILE

*ANNUAL PERFORMANCE EVALUATION (END OF FALL QUARTER)

*SEND TO HR

SEPARATION

STUDENT ANNOUNCES DEPARTURE

CONDUCTS FINAL PERFORMANCE EVALUATION

SEPARATES STUDENT IN PAYROLL SYSTEM

SENDS SEPARATION FORM AND FINAL PERFORMANCE EVALUATION TO HR

SENDS OUT ELECTRONIC EXIT INTERVIEW TO SEPARATED EMPLOYEE