



# Interested in Hiring an ECU Student?

*Thank you for your interest in hiring a student employee at the University. Students can gain valuable experience working with your departments/businesses, which aids in growth and development of our future leaders of tomorrow.*

*The Student Employment Office is available to assist you with the process. Please review the information below before beginning the hiring process.*

## Steps to hiring an ECU student

## Prior to first day

- 1. **Complete the job posting request form.** - This can be found on the Hire A Pirate website at <http://www.ecu.edu/cs-acad/hireapirate/jobpostrequestform.cfm>
- 2. **Identify candidate(s) for your position(s).** - Positions can be posted on the ECU Employment website at <http://www.jobs.ecu.edu> to attract a candidate pool from which to conduct interviews.
- 3. **Provide the student employee with a Hiring Packet** - If the student will be an employee with ECU, provide them with a hiring packet of information that will guide them through the steps of the hiring process. The hiring packet can be found at [\[Link\]](#)
- 4. **Submit an EPAF** - Submit an EPAF that is appropriate for the type of student worker that you are interest in hiring. The Checklist for completing an EPAF for hourly student can be founder here - <http://www.ecu.edu/cs-admin/HumanResources/upload/Checklist-for-Completing-an-Hourly-Student-EPAF.pdf>
  - EPAF Instructions - <http://www.ecu.edu/cs-admin/HumanResources/EPAF-Instructions.cfm>

1. **Student's I-9 completed** - Ensure that the student has completed their I-9 and submitted their documents to the Student Employment office prior to their start date.
2. **Student's paperwork completed** - Ensure that the student has completed all their documents and returned to Human Resources and Payroll by their start date.

## First day of work

1. **Complete the New Student Employee Entry Checklist** - Prepare for the student's first day of employment by having their work space prepared and scheduling them to participate in any departmental training or onboarding sessions. The New Student Employee Entry Checklist can found below.
2. **Confidentiality Agreement (Blackboard)** - Ensure the student signs the required Confidentiality agreement found on Blackboard.
3. **Blackboard Online Training** - Ensure the student completed the required IT Security Training and Preventing Workplace Harassment and Unlawful Discrimination in Blackboard.

# New Student Employee Entry Checklist

## EMPLOYEE INFORMATION

Name:	Banner ID:
Start Date:	Hire Date:
Position:	Supervisor:
Department:	
Division:	
Self Help	TWork Study

## All Employees

University Property: Complete and sign the Property Assignment form and file in department personnel file (list all property distributed; property may include: laptop or desk computers, cellular phones, iPads or other electronic devices, tools, emergency kits, etc.)

Review general administrative procedures.

- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)

- Telephones
- Building access cards
- Conference rooms
- Picture ID badges
- Office supplies

Give introductions to department staff and key personnel during tour.

Tour of facility, including:

- |                |                   |                                |
|----------------|-------------------|--------------------------------|
| • Restrooms    | • Bulletin board  | • Kitchen                      |
| • Mail rooms   | • Parking         | • Coffee/vending machines      |
| • Copy centers | • Printers        | • Cafeteria                    |
| • Fax machines | • Office supplies | • Emergency exits and supplies |

Review initial job assignments and any pertinent training plans.

Review job schedule and hours.

Review payroll timing and any relevant emergency departmental policies and procedures.

Hardware and software reviews, including:

- |            |                           |             |
|------------|---------------------------|-------------|
| • E-mail   | • Microsoft Office System | • Databases |
| • Intranet | • Data on shared drives   | • Internet  |

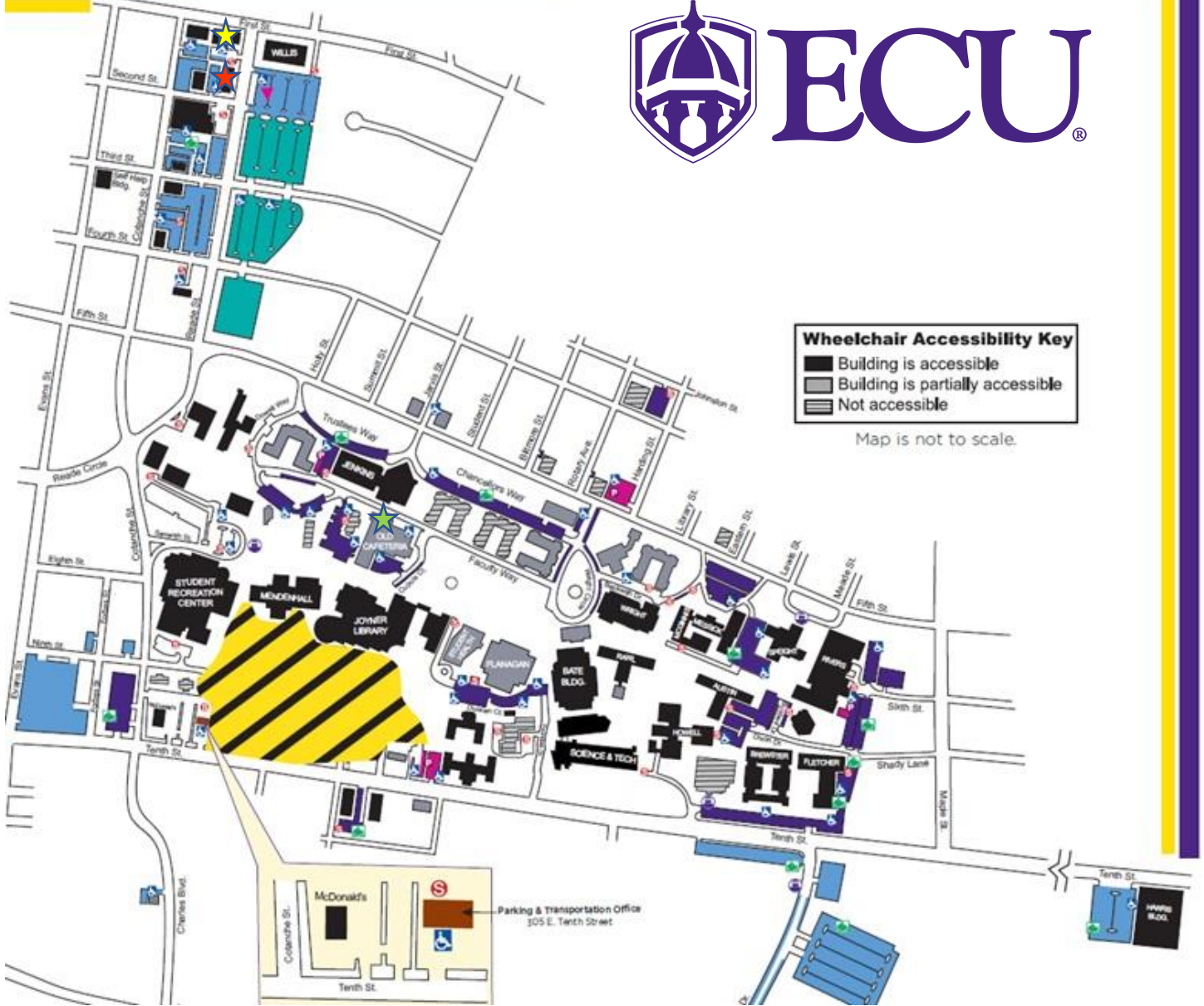
**This completed form should be maintained in the employee's departmental personnel file.**

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**



**Wheelchair Accessibility Key**

- Building is accessible
- Building is partially accessible
- Not accessible

Map is not to scale.

- KEY**
- ★ Payroll Building – 120 Reade Street Greenville, NC 27858 | Phone: 252-328-6955
  - ★ Human Resources Building – 210 East 1<sup>st</sup> Street Greenville, NC 27858 | Phone: 252-328-9847
  - ★ Student Employment Office – 2430 Old Cafeteria Complex Greenville, NC 27858 | Phone: 252-737-4473