STUDENT ASSISTANT HIRING

POLICY 109

1.0 PURPOSE:

To provide a policy for the method and procedure of hiring student assistants

2.0 REFERENCES:

None

3.0 POLICY:

In its role as a student government, A.S.I ASI. commits to offering positions when feasible and appropriate, to students of Cal State L.A. as a means of providing a learning experience. The hiring procedure serves to ensure that appropriate controls are in place to safeguard the corporation from liability. The hiring procedure also ensures that each employee undergoes an orientation and transition period where they can familiarize themselves with A.S.I ASI policy and procedure.

4.0 DEFINITIONS:

4.1 **External Search** - A job search that solicits applicants from the campus community.

4.2 **Internal Search** - A job search that solicits applicants from employees currently employed by A.S.I.

5.0 PROCEDURES:

5.1 The initiating supervisor must complete a "Request for Student Assistant Employee" packet and submit it to the A.S.I ASI Administrative Office.

5.1.1 The Request for Student Assistant Employee packet shall consist of the following forms:

5.1.1.1 Student Employment Requisition

5.1.1.2 Job Description

5.1.1.3 Interview Worksheet

5.1.1.4 Student Employee Selection

5.2   The Executive Director will schedule a meeting with the supervisor to review the packet and will schedule the position for announcement.

5.3   Announcement of the position will be consistent with the Equity and Diversity policy of A.S.I ASI.

5.4   The job shall be posted at the Job Referral Desk in the Career Center for no less than one week. In addition, the job may be posted in the classified advertisement section of the University Times if requested and if funding is available. The job shall be posted online linked to the University's Handshake website.

5.5   Applications are to be available in the A.S.I. Administrative Office All applications are available online through the ASI website linked to Handshake.

5.6   Applications are to be submitted to the A.S.I. Administrative Office. Application are to be submitted via Handshake. At the close of the position, the supervisor will receive a memorandum listing all interested applicants and copies of their respective applications. In addition, the supervisor will receive the "Interview Worksheet" packet to complete upon selection of a candidate.

5.7   An interview committee shall be formed made up of at least the supervisor, A.S.I ASI. Staff, one student assistant staff, and one student government member.

5.8   Interviews are to be arranged by the supervisor or the A.S.I ASI. Administrative Office as requested.

5.9   Each interviewer needs to fill out a response sheet at the end of the interview prior to the next interview starting. The supervisor will collect each sheet and place it in each individual's folder.

5.10   Upon selection of a candidate by the committee, the supervisor must contact two (2) references and complete a "Reference Check Report" as part of the selection process.

5.11   The interview committee will select two qualified candidates and forward them to the Executive Director for a final interview with their recommendation.

5.12   The completed packet and all applications must be returned to the A.S.I ASI Administrative Office for post-processing.

        5.12.1 The selection is subject to review and approval by the Executive Director.

        5.12.2 The A.S.I ASI Administrative Office will contact all applicants to inform them of the selection.

        5.12.3 The A.S.I ASI Administrative Office shall make all offers and determine the date of orientation. The supervisor will be informed of the date and time of the orientation.

        5.12.4 A new employee must complete orientation and life scan before starting work. An exception to this policy must receive prior approval by the Executive Director.

        5.12.5 The A.S.I ASI Administrative Office will have the employee complete all forms related to hire and forward them to the University-Student Union Business Office, who will maintain the official personnel folder for the employee.

5.13   The new hire will meet with his/her supervisor during the orientation to set up their work schedule.