

TEXAS SOUTHERN UNIVERSITY

Student Hiring Workflow



STEP 1:

Hiring Department creates Position Request/Employment Exception Request Form (PR/EER Form)

STEP 2:

Dean/Department Chair Approval

STEP 3:

Vice President/Provost Approval

STEP 4:

Office of Human Resources post position

STEP 5:

Student(s) complete online application

STEP 6:

Hiring Department reviews student applicant pool, interview and recommend for hire

STEP 7:

Department informs Human Resources of selected student(s)

STEP 8:

Background Check Form is submitted; if approved Offer Letter sent

STEP 9:

Student(s) complete new hire documentation

STEP 10:

Department initiates Electronic Personnel Action Form (e-PAF)

Student starts position

STEP 11:



Notes: Departments must indicate how many FTE's are approved for Fiscal Year on the PR/EER Form

The position will be posted as perpetual each fiscal year. (The position must be posted annually due to FTE and budget changes each Fiscal year.)

Each student title will require a PR/EER Form

1. Undergraduate Student Assistant
2. Graduate Student Assistant
3. Graduate Research Assistant
4. Graduate Teaching Assistant