



Steps that slow down the hiring process

1. Failing to Submit a “Student Employment Hiring Request for Approval”

This form electronically triggers the whole student employment process. Without it, the process cannot begin. A supervisor, who submits an employee change form without completing this online form, will not see the employee hiring process initiated. It must be completed for all student hires, new and re-hires.

2. All new hires must apply through Applicant Pro

Without applying for a position through Applicant Pro, it will not be possible for a student to have a background check run. As a result, the hiring process will be held up.

3. Background check approval

When a request for a background check is initiated from the SFS office, an authorization email is sent to the student requesting permission for the check to be run. If the student does not provide the authorization via this email, it will not be possible to run the background check. This will place the hiring process on hold.

4. Failure to send the Student the “Hiring Email” from “Applicant Pro”

Once a candidate is selected by the Hiring Manager, and the “Student Employment Hiring Request for Approval” has been submitted, a supervisor must send the student the Hiring Email from Applicant Pro. This email contains all of the necessary links to processes and documents that a student must complete.

5. Completion of forms

The student must complete all the required forms and processes before they can be approved to work. Without completing these forms, a student is not approved to be hired.

6. Documentary evidence and the I-9 form

The I-9 form, which is required to be completed by all employees, requires a student to provide certain documentary evidence that verifies authorization to work. Without originals of this evidence presented to our SFS staff, a student will not be permitted to work.

7. Verification

If a supervisor agrees to hire a student in a Federal Work Study capacity, it is necessary for the student to be fully qualified as a Federal Work Study Student. If the student has been selected for financial aid verification, and has not already completed this process, their eligibility cannot be determined until they provide the required documentary evidence. You must send the student to his Financial Aid Counselor to resolve ASAP.

8. Grades

All student employees at Lynn University must maintain a GPA in order to be eligible or to continue working as a student employee.