

How do I complete an Internal Non- competitive hire for a student?

You may hire a student as non-competitive internal hire for the following reasons:

- 1) Professor has selected student to assist with research
- 2) Student has been selected for a position because of a special skill or has completed specialized coursework required for the position
- 3) Student was interviewed for an open position and was not initially hired. Position was filled, applicants dispensed but your hired student did not work out.
- 4) Student has worked for department in the past and is returning to a similar position.
- 5) A current student worker that you want to increase responsibilities and/or pay increase into a new title.

**Note: On your posting, please select the following from the Non-Competitive Hire Code drop down for the above reasons:**

For #1, use #19. Graduate or Undergraduate Student to assist with research

For #2 - #5, select "No Response" and add a comment indicating the reason you are hiring the student as non-competitive

The procedure for hiring as a non-competitive internal hire is as follow:

- 1) Submit a posting for a non- competitive internal hire and include the following in the comments:
  - a. Student name and ID (If you do not have the name and ID, then write "student to be selected by Professor at a future date").
  - b. Reason you are hiring as non-competitive
- 2) An email is sent to your Originator when the position is approved for posting
  - a. Link is located on bottom of "Position Details" tab next to "Quicklink"
- 3) Originator sends student the link to the posting
- 4) Student attaches application to the posting and notifies department when completed
- 5) Originator begins hiring proposal for student and sends to Approver (Originator should instruct student to go to Student Employment Office to complete hiring paperwork at this time)
- 6) Approver approves hiring proposal and submits to Employment Area
- 7) Originator receives email indicating "All Approvals Obtained" for the student