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