Student Hiring Checklist for CNS Faculty

When you are ready to start the process to hire an undergraduate employee, please send the following information to Jennifer Munguia- jamunguia@ucdavis.edu

The below process comes almost exactly from UCD Procedure 3, Exhibit A, (Box: CNS Personnel: Employees Undergrads: pp sm3a). I have presented our steps as if we have a specific candidate because 99% of the time, that’s what we have.

Pre Appointment Tasks:

☐ Open recruitment or you have a specific candidate
☐ Provide a student position description- general template can be provided
  o There are three student levels, STDT 2,3,4 See ASSISTANT SERIES CLASSIFICATION PLAN for level requirements.
  o Determine what level student assistant you wish to hire and include the duties and skills needed in the position description for the level you are hiring for
☐ Does your student have workstudy?