

## HIRING POLICIES & PROCEDURES

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Equal Employment Opportunity (EEO) policy encompasses the idea that all qualified and eligible job applicants have the right to fair hiring practices. **Only after an employer has interviewed all candidates should the most suitable person(s) be selected.**

The UH Student Employment Offices' commitment to EEO is displayed through a system of established hiring procedures that assures all qualified and eligible students fair treatment. All employers are encouraged to familiarize themselves with such procedures. EEO is not only a student employment policy, it is also a policy of the University, and required by federal law of anyone receiving federal funds. Non-compliance by any one department could result in the University losing all its federal funding.

### Advertising

1. All student employee positions (paid through the F3 and F1 payrolls) are to be established with the Campus Student Employment (SE) Office. Detailed job information should be provided so that a comprehensive on-line listing may be created.
2. Job listings are then created in standard format and assigned job numbers. These job listings are available on-line and accessible to both eligible students and employers.
3. Eligible students are given the opportunity to browse the system, selecting those employment opportunities that interest them.
4. Students are then required to process printed referrals that direct them to prospective employers. Referrals provide necessary contact information, allowing the student to set up interviews with prospective employers.
5. Once a suitable pool of applicants is scheduled for interviews, the employer should close the position so that it no longer is accessible to students.

### Interviewing

1. Employers should only interview students who have obtained the referral.
2. A reasonable period of time should be allowed by employers so that all qualified and eligible students may be fairly interviewed. Employers are allowed to close their jobs only after 3 days of advertising or after 5 referrals are taken.
3. All interview questions should be non-discriminatory and follow standard format.
4. After all interviews have been conducted, the best candidate should be selected. Other candidates should be properly informed of the employer's hiring decision so that they may continue their job search.

### Hiring - Please consult your Fiscal/Personnel Officer for more information

1. Once a student is hired for a position, the employer may begin establishment of an on-line payroll record called the Student Employment Work Agreement (SEWA). *sece* on-line system: [www.hawaii.edu/sece](http://www.hawaii.edu/sece)
2. Forms such as the \*Federal I-9, \*\*2-job memos, and \*\*90-day extensions must still be completed on paper. PDF versions of these forms are available on the *sece* on-line system. These forms must be submitted to the campus SE office for further processing. \*Required form; \*\*Submit as needed (may not be applicable to some campuses).
3. Tax forms H-4 and HW-4(federal and state tax withholding) are also available for download from the *sece* system. *These forms remain within your department -- do not sent to the campus SE office.*

4. Students should not begin working until the on-line SEWA is approved by your department and the campus SE office.

*NOTE: Incomplete or incorrectly completed forms will result in a delay of processing.*

### **Federal Work Study**

The federal government, through the Department of Education, allocates funds to colleges and universities nationwide in the form of financial aid to assist students with their educational expenses. Students who apply for financial aid may receive need-based aid in the form of Federal Work Study (FWS). In this program, students work part-time in order to earn their FWS award. The federal government will pay up to 75% of the student's wages when the student works for eligible non-profit employers, such as the University of Hawaii. The employer is required to match the remaining 25% of the student's wages.

In order to participate in this program, University of Hawaii employers must submit a job listing on-line. Refer to the section on "Advertising" for more details. When submitting the job information, please include:

4. A brief paragraph on the educational benefits to the student
5. Benefits to the public/community

Once the job request has been approved, FWS students are eligible to apply for these open FWS positions. Questions may be directed to the campus Federal Work Study Coordinator or Financial Aid Office.