

Student Hourly Request Form

Please use this form to request to hire student hourly position(s). You can submit more than one student position on this form. If you know the name of the student you would like to hire please include that information (if you know their employee ID number include that since there may be common names).

If you do not have a specific student you are wanting to hire, please enter n/a to indicate a search will be conducted (remember this will need to be done virtually).

Requests will be reviewed once a week and notification will be provided as soon as a decision has been made.

Date		Department	
Submitted By		Contact Email	
Funding String			

Can this position be done remote/telecommuting? Yes No

Are you able to provide training remote/virtually for this position? Yes No

Student name(s) and EMPLIDS Duties student/position will perform (justification for position)