

# Hiring or Rehiring a Student Assistant

## New Hires

- New hires must go through the regular hiring procedures. Students fill out the required paperwork in the Career and Transfer Services Office (Hiring Approval Form, Employment Policy Form, W-4, I-9, Confidentiality Agreement, etc.).

## Rehires

- To rehire a student employee who previously has worked for you within the past year, you must only complete and submit the Hiring Approval Form to our office. [Contact us](#), and we will generate the appropriate paperwork for you to complete.
- Our office verifies the student's GPA and enrollment specifications before he or she is eligible to work.
- A new Hiring Approval Form must be completed each semester.

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