

Student Step by Step hiring process

Jobs are posted on JobX and you can apply for positions available.

1. Apply for the job in JobX
https://desu.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6
2. Validations and eligibility- If you get a **red X** prohibiting you to apply inform student employment. (Make sure that you have completed all necessary documents for on campus jobs such as: updated w4, photo ID and social security card, and I9, Student Online Orientation in Black Board) Reach out to Student Employment for questions and assistance.
3. Supervisor should notify you for interview and hire.
4. If you have not completed all necessary paperwork this is the time to do so before you can begin working and before hire is approved. (Again a I9 must be on file and orientation completed in order for you to work)
5. If hired, you will receive an email from Student Employment Office (**Make sure to check junk mail as well**) It is imperative that you complete all steps in the email.
6. Complete Student Employment Confirmation form. (You must attach all required documents for payroll processing based on your citizenship).
7. Student Orientation is on Black Board under Community Tab (Reach out to Student Employment for access or request access).
8. Submit form to your supervisor. (Make sure you are routing the paperwork to the correct supervisor to sign and correct email. **DO NOT PUT YOUR NAME OR EMAIL as the supervisor.**)
9. Once form is routed for signatures your supervisor will receive approval from Payroll when you can start work. (**PLEASE DO NOT BEGIN WORK UNTIL PAYROLL HAS APPROVED AND PROCESSED YOUR TIMESHEET**).

Student Employment Office

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