1-2-3 to Hire

1. Post your opening on the web
   a. Email Karla Handrick in the Human Resources Office at khandrick@edgewood.edu
      - Include office or department name and job title.
   b. Karla Handrick will e-mail you a job description of the position for approval.
   c. Once you respond approving the description, the position will be posted on the web
   d. Email Karla Handrick at khandrick@edgewood.edu and request to remove the position.

2. Interview students for opening
   a. Student completes the online application and sends resume to supervisor.
   b. Supervisor offers to student
   c. Student Supervisor notifies student(s) that did not receive the job.

3. Hire a student employee
   a. Supervisor completes the Student Employment New Hire Request
   b. Sherley Thao will e-mail the student instructions to complete New Hire Paperwork.
   c. Student completes paperwork and submits it to Edgewood Central (DeRicci 210)
   d. When paperwork is submitted, the student will be notified by email that they are set up in the KO system.