The Student Hiring Process
(Please note the rehiring process is different)

*Student applies – supervisor reviews application – supervisor interviews applicant – supervisor changes student status to recommended for hire – supervisor completes and submits PAF – supervisor completes New Student Work Authorization Form (WAF) if student has not worked for Belmont or has previously worked in Dining/Event Services – after completing the WAF the supervisor has the student to complete the I-9, W-4, and Direct Deposit Form – If student has worked for Belmont previously and it was not in Dining/Event Services, they can begin working immediately **(supervisors will not get an email on these students)*** – Walinda enters in new PAF information and sets up student's time sheet for the job listed on the PAF.
*If student NEEDS TO COMPLETE W-4 AND I-9 they complete this with the supervisor – supervisor sends W-4, I-9, WAF, and ID documents to Belmont Central – forms will be processed and sent to Walinda in Payroll – Walinda matches W-4 and I-9 with PAF and sets up student's time sheet.

   (You access Cornerstone by logging into MyBelmont   Human Resource tab   Belmont Be You)

*How to Post a PREVIOUS Position (Requisition)

Log into MyBelmont and select the Human Resources tab from the top

Choose **Belmont Be You** from the dropdown menu

Then hover over the Recruit tab at the top of the page and select "Student Hiring"

Then select "Student Position Request Form". Please delete any prepopulated information that does not apply to the position listed and then follow the steps to complete the information needed. Please be sure to list the correct title of the job that needs reposting.

Since this is a request to repost a position, you do not have to complete the description and job function sections unless something has changed or needs updating. If it is

*How to Hire a Student in Cornerstone

Log into MyBelmont and select the Human Resources tab from the top

Choose **Belmont Be You** from the dropdown menu

Hover over recruit and click "review applicants"

Click the number under the applicant column for the position you wish to hire students in.

Once the list of applicants populates, click the box with the check mark in it to the left of the applicant's name. You can select multiple applicants at one time if you wish

Once applicant(s) is/are selected, click the "actions" button right above the applicants section, and choose "change status"

*How to View Submitted PAFs

        Log into MyBelmont and select the Human Resources tab from the top

        Choose **Belmont Be You** from the dropdown menu

        Hover over the "Home" tab and click "University Profile"

        Click the "Snapshot" link at the top

        Click "Documents"

        You will then see a few different folders, one being "Submitted PAFs"