Texas Wesleyan
STUDENT EMPLOYMENT PROGRAM

Student Employment Program Rehiring Process

Verifies funds in their budget to hire student employees. Determines if department needs to hire Student Assistant or Work-Study

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Completes and submits Student Employment Request to Rehire Form and the student's current schedule to Human Resources. If Work-Study, award letter must be sent as well

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Processes hiring in Colleague

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Notifies Hiring Manager of start date

Legend

Supervisor

Human Resources