The UT Dallas Career Center is the central location for Student Employment (excluding RAs and TAs). This document is a guide to assist hiring departments with posting positions, collecting resumes, interviewing, selecting candidates, and steps to take after a selection has been made.
STUDENT EMPLOYMENT PROCESS

**Post a Position**
Complete these fields in CometCareers:
- Number of openings
- Work schedule
- Hours per week
- Wage/Salary
- Employment Start/End Date
- Supervisor
- Job Description
- Qualifications
- Application Instructions

If a CometCareers account is needed, contact Student Employment Coordinator (SEC).

Jobs will be reviewed and activated within 1-2 business days.

**Review & Interview Applicants**
All jobs must be posted for at least five (5) business days or until 50 applicants have applied, whichever comes first.

Students can apply via CometCareers or be directed to follow an alternative process.

Departments are responsible for scheduling and conducting interviews with applicants.

- CometCareers can be used to schedule on-campus interviews with applicants. Contact the SEC for more information.

It is recommended that each interviewee fill out a Criminal Background form (CBC) at the time of interview.

**Select Candidate**
Once the department selects their candidate, follow the steps below:

- Have the student complete the top portion of the CBC form if this was not done during the interview – the bottom section will be completed by the Career Center.
- Complete the Hiring Proposal Form (HPF).
- Both forms can be emailed to the SEC, mailed via campus mail - SSB 31, or delivered in person to our office – SSB 3.300.

The HPF will be used as an offer letter for international students who are in need of a Social Security Card.

**Offer Position**
Once the Career Center has received the CBC and the Hiring Proposal Form, the following procedures will take place:

- Career Center will submit the CBC to the Police Department
- After receiving a cleared CBC, the Career Center will extend the offer via email to the student
- Students MUST come to the Career Center to complete the following forms ON or BEFORE their first day of work:
  - I-9
  - W-4
- Payroll initiate the ePAR* for new hires and rehires.
- Departments will initiate the ePAR for students who have an active position.
- Departments receiving a student who is transferring from another department, can initiate the Transfer ePAR.
Posting a Position

All on-campus hourly (S09996 and S09997) student jobs MUST be posted via CometCareers, and all Research and Teaching Assistant positions will be managed by Human Resources. Departments should use the UT Dallas CometCareers Guide for Employers as a tool to assist in creating job postings. If the department contact does not have a CometCareers account, please email us and include the following information:

- Contact Name
- Organization and/or department (e.g., UT Dallas Career Center)
- Title
- Phone Number

Please complete the following fields for all on-campus job postings:

- Number of openings
- Work-Schedule (e.g., M-F, during normal business hours)
- Hours per week
- Wage/Salary
- Employment Start/End Date
- Supervisor
- Job description
- Qualifications
- Application Instructions (see Reviewing Applicants section for more information)

*“Employment Start Date and End Date” are not the dates the posting will be open.

Review and Interview Applicants

All jobs must be posted for at least five (5) business days or until 50 applicants have applied, whichever comes first.

Students can apply via CometCareers, or be directed to follow an alternative process. When resumes are submitted via CometCareers, the department contact will be able to review them in CometCareers. If the department collects resumes in a different manner, please be sure to state these instructions in the “Application Instructions” portion of the job posting. After applicants have been reviewed, the department will be responsible for contacting the student(s) with updates on their application.

The department is responsible for *scheduling and conducting interviews* with students. The Career Center does not prescreen any student candidates. It is recommended that the following items be discussed with students during the interview:

- Detailed description of job duties (beyond those listed in the job description)
- Personal conduct and dress expected of the student
- Hours of operation, student’s weekly schedule, and start date
- Rate of pay for the position

*CometCareers to schedule on-campus interviews with applicants. Please contact the Student Employment Coordinator for more information.*
Here are some general interview questions:

- Why are you interested in this position/opportunity/program?
- Why are you interested in this organization?
- What skills and experience make you a good fit for this role?
- Tell me about yourself.
- Describe yourself in 3 adjectives.
- How would your friends describe you?
- What makes you tick or what motivates you?
- Why should I hire you?
- Why did you choose your major?
- How did you learn about our organization?
- What do you know about our organization?
- What contributions could you make to our organization?
- What do you expect from a job with us?
- What is your greatest asset?
- If you were an interviewer, what do you think the three most important criteria would be for hiring someone for this position?
- Do you like working with people? Is this an important factor?
- How would you handle an irate client if the complaint were against the organization's policy?
- Describe a situation when you had to learn a large amount of material quickly. How did you do it?
- Do you have any questions?
- What was your best subject in school?
- Why do you want to work for us?
- How do you relieve stress?
- Do you plan to go to graduate school?
- Is there anything which could potentially interfere with your performance?
- Tell me about your experience on a part-time job.
- Of what accomplishment are you most proud?
- What was the best part of your college experience?
- How do you get people to do things they don't like to do?
- Are you more interested in program development or implementation?
- If you could be one person in the world, who would it be?
- What do you like to do for fun?

It is recommended that each interviewee fill out a Criminal Background form (CBC) at the time of interview.

**Select Candidate**

Once the department selects their candidate, follow the steps below:

- Have the student complete the top portion of the [Criminal Background Check (CBC) form](#) - the bottom section will be completed by the Career Center
- Complete the [Hiring Proposal Form](#)
- Both forms can be emailed to the [Student Employment Coordinator](#), mailed via campus mail - mailstop SSB 31, or delivered in person to our office – SSB 3.300
International student note: If students need a Social Security Card, the Hiring Proposal Form will be used as their offer letter, and must be taken to the International Center to obtain the necessary paperwork for Social Security Administration.

Offer Position

Once the Career Center has received the CBC and Hiring Proposal Form documents, the following procedures will take place:

- The Career Center will submit the CBC to the Police department.
- After receiving a cleared CBC, the Career Center will extend the offer via email to the student based on the information given in the Hiring Proposal Form, and the contact person will be copied on communications.
- The following forms will be emailed to the student, and they must complete and bring these forms with them when they come to the Career Center:
  - Direct Deposit form
  - Conditions & Regulations
  - Selective Service Verification
  - Personal Data Form
- If the student accepts the position, they MUST come to the Career Center to complete the following forms ON or BEFORE their first day of work:
  - I-9
  - W-4
- After the student completes their paperwork, the Career Center will route the paperwork to the Payroll office.
- Payroll will use the Hiring Proposal Form to initiate the ePAR for all new hires and rehires (break in employment). Students with breaks in employment will have to come to the Career Center to update their hiring paperwork.
- Departments can initiate the ePAR for all students who currently have an active job in the system, and departments can initiate the Transfer ePAR for students who are transferring to their department (no break in employment)
- All departments are responsible for completing and submitting any forms that will give the student specific access to department materials (i.e., CAR forms)

If students do not complete their I-9 within three (3) business days of their start date, monetary penalties could be assessed. After the paperwork has been completed, the Career Center will submit it to the Payroll Office.

Equal Employment Opportunity

The University of Texas at Dallas is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, pregnancy, age, veteran status, genetic information or sexual orientation.