Employees and their role in Student Employment

Use a separate line if an employee has more than one role or a role in more than one department. Departments correspond to timekeeping locations, so feel free to drill down to the specific location.

Roles:

Hiring Manager – Responsible for posting vacancies, processing hiring proposals/paperwork

Hiring Supervisor – Responsible for reviewing applicants, interviewing applicants, selecting applicant(s) to hire, ensuring accuracy of position description, supplying supplemental/screening questions

Employee Name	Department/Org#	Role	Comments