Student Hiring Process

Student Perspective

- In early August, the Office of Career Development (OCD) contacts new students by RU email with log-in information for Career Central. OCD staff attends orientation to inform students about Career Central and explains process, such as uploading a resume and how to apply to jobs.
- Based on student enrollment information in Banner, OCD creates a student account.

**Important Notes**

- Cafeteria, Bookstore and Auditorium Theater positions are not considered student employment positions, as these are external contract positions.
- International students **MUST** obtain work authorization prior to the first day of work for each semester employed from Office of International Programs.

Student uploads resume to Career Central

Student can view jobs in Career Central; cannot apply to jobs for 2 business days or until OCD approves resume and creates profile.

- OCD reviews/approves student’s resume
- Completes profile information

Student applies to job postings

If hiring department is interested, student is interviewed

Offer extended

Does student accept?

NO

Students who have never worked for university before attend new student onboarding*

International students must obtain work authorization for each semester of employment *

Student starts working

YES

Student is notified via RU email they have clearance to work from OCD.