

How to hire — Students

The Business and Finance Business Center manages the hiring process for UTO. The Hiring Process Guide/Checklist outlines the steps in the process.

Steps for Hiring Managers:

- Submit the [Job Posting Request Webform](#)
 - Submit Job Description, Essential Duties, Desired Qualifications and Work Environment
- Review Applications
- Conduct interviews
- Complete reference checks
- Communicate with the candidates

Refer to the [Hiring Process Guide/Checklist](#) for additional information about each step in the process.

The onboarding process is now ready to begin. Time to [return to the site for onboarding next steps](#).

Resources:

- [UTO Staff Recruitment ServiceNow ticket](#)
- [Student Employment Office](#)
- [Student Work study information](#)
- [Internal hiring procedures page](#)
- [Business Center job posting request webform](#)