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