

# New Student Hire Request Form

## *Instructions and Best Practices for EOHR Form Submission*

### Before You Fill It Out...

Before initiating the new hire request form, ensure you have already discussed the details and purpose of the position with your [Unit Approver](#).

Only Authorized Requestors may submit this form on behalf of their respective unit. If this is an urgent request and your [Authorized Requestor](#) is unavailable to submit, please email [eohr@uw.edu](mailto:eohr@uw.edu) for guidance and support.

You will not be able to “save” an incomplete form and return to it. Prior to submitting the form, ensure you have all of the following details/documentation and ready to add to the form:

- Position Description
- Full background on purpose/reason for the new position (this can be saved as an attachment to the form, or copied and pasted into the “Additional Information” section of the form.
- If you are not the Director of your unit, documentation that this action has been discussed and approved by your Director.
- If you have already identified a student for hire, have their name, UW NetID, and Student ID Number on hand.
- For Academic Student Employees (ASEs), please be sure you have [consulted with a member of the EOHR team](#) before submitting this form.
- For Work Study Students, please be sure you have [consulted with a member of the EOHR team](#) before submitting this form.

### While You Fill It Out...

Be sure to complete all required fields of the form.

For the “Pay Information” section of the form, you will propose an hourly rate for hourly positions only if the rate will be above the [minimum wage](#).

If you are hiring a Work-Study student, please be sure to select “Yes” for that prompt. More information about the Work Study hiring process will be provided by EOHR once your form is approved.

For the “Documentation Upload” section, attach any associated forms, correspondence or other resources that would be helpful for the approvers and the EOHR to have when reviewing the request.

For the “Additional Information” section, provide all background and details on the purpose/reason for the position—the more information, the better! Full details and background will ensure a more efficient review/approval process.