Smith College Policy on Hiring Recently Graduated Smith Students

Approved: May 1, 2012

Other Information: Human Resources Managers’ Toolkit: http://www.smith.edu/hr/managers.php

Office/Administrator Responsible: Controller’s Office; Controller and Human Resources; HR Specialist

Introduction
To ensure adherence with college policies and federal and state laws regarding employment.

Scope
This policy applies to faculty, staff, and departments that might consider hiring a recently graduated (or January completion) Smith College student.

Policy

A. Definition of a Recently Graduated Smith Student
After graduation (or January completion) students are no longer eligible for student employment at Smith during term time and summer employment without approval. This policy applies to employment within three months after graduation (or January completion).

B. Obtaining Approval to Hire
The Controller must approve the hire of any graduated (or January completion) Smith College student. The hiring manager will contact the Controller with the following details:
- Name of former student and date of graduation or completion
- Position description
- Reason for not hiring a returning/active student
- Student’s future plans (where and when), i.e. Graduate School, delayed employment etc.

The Controller will email the decision to the hiring manager and HR Specialist-Recruitment.

C. Hiring the individual
Students become casual workers once their active student status ends due to graduation, completion, withdrawal etc. All casual workers are processed by Human Resources. Please refer to the HR website (above) for instructions on how to hire your approved casual worker.