

MANUAL Student Employment Office Office of Career Services	SECTION Finding Student Employees	PAGE 1 / 1
SUBJECT <i>Rehiring Procedures</i>		REVISED 04/09

When rehiring a student that has been terminated and/or deleted from Banner, it is necessary for the student to complete hire paperwork in Student Employment before returning to work. Once cleared for work, the department representative will receive an e-mail checklist indicating further action by the hiring unit.

The student must meet the qualifications for the position for which they are being hired. It may be necessary for the student to update their UIC Student Employment Application. The student may have to obtain certification of hours in the event that the termination was as a result of below hours status. The student must come to the Student Employment Office before going to OAR for certification.