

<b>Student Recruitment Options</b>	
<p>Project owner recruits their own student(s):</p> <ol style="list-style-type: none"> <li>1. Project owner can utilize their own recruitment process to identify potential intern(s).</li> <li>2. Project owner interviews candidates and notifies WRPI of selected intern(s).</li> <li>3. Students will be required to complete a preliminary application that will require them to upload a resume, their most current unofficial transcript and a signed Release of Liability document that is specific to their campus.</li> </ol>	<p>Project owner asks the WRPI for recruitment assistance:</p> <ol style="list-style-type: none"> <li>1. Project owner identifies campus (es) to recruit from.</li> <li>2. WRPI opens accounts with campus career database and posts internship.</li> <li>3. Project owner can have applicants filtered directly to them or have the WRPI filter candidates to them.</li> <li>4. Students will complete a preliminary application that will require them to upload a resume, their most current unofficial transcript and a signed Release of Liability document that is specific to their campus.</li> <li>5. Project owner interviews candidates and notifies WRPI of selected intern(s).</li> </ol>

**Hiring Process**

CSUSB Students	Non-CSUSB Students	Students w/Close Proximity to CSUSB
<ol style="list-style-type: none"> <li>1. Selected student information is sent to UEC HR with name, address, contact information and the Sensitive Position Determination form that is specific to the project.</li> <li>2. Students are instructed to meet with an HR rep on campus, at UE-104, during business hours to complete the formal application.</li> <li>3. Students will need to bring the proper I-9 documents (see #2 below) to this meeting.</li> <li>4. Once HR has verified student eligibility and completed any required background checks, they will notify WRPI of effective date of hire.</li> <li>5. WRPI (Christina Rodriguez) will send 2 emails – one to the student with a CC: to the supervisor and one to the supervisor, notifying them of the Authorization to Begin Work (ATBW) date, allocated hours and other work information.</li> <li>6. Intern and supervisor will then work out their schedule.</li> <li>7. WRPI (Lori Power) will send a follow up email to both supervisor and student with payroll calendar instructions for utilizing our timekeeping system, Paylocity, and how to manage equipment and mileage reimbursements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Selected student information is sent to UEC HR with name, address, campus, contact information and the Sensitive Position Determination form that is specific to the project.</li> <li>2. UEC HR then mails an application package to the address identified by the student. The application has very specific instructions, including where to make an appointment to complete their I-9 form at the closest CSU campus.</li> <li>3. Students will need to bring the proper I-9 documents (see #2 below) to this meeting.</li> <li>4. Students will then mail back the completed application to UEC HR.</li> <li>5. Once HR has verified student eligibility and completed any required background checks, they will notify WRPI of effective date of hire.</li> <li>6. WRPI (Christina Rodriguez) will send 2 emails – one to the student with a CC: to the supervisor and one to the supervisor, notifying them of the Authorization to Begin Work (ATBW) date, allocated hours and other work information.</li> <li>7. Intern and supervisor will then work out their schedule.</li> <li>8. WRPI (Lori Power) will send a follow up email to both supervisor and student with payroll calendar, instructions for utilizing our timekeeping system, Paylocity, and how to manage equipment and mileage reimbursements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students could choose to come to the CSUSB campus and follow the same process identified under “<b>CSUSB Students</b>” in column 1.</li> <li>2. Students could choose to have the application mailed to them and follow the same process identified under “<b>Non-CSUSB Students</b>” in column 2.</li> </ol>

**Notes**

1. There is no on-line formal application.
2. For the I-9 federal document, please refer the list of **Acceptable Documents** to ensure the proper forms of identification are on-hand. (<https://www.uscis.gov/i-9-central/acceptable-documents>) Students will either need one item from List A or one item **each** from Lists B & C.
3. All interns must be eligible to work in the United States.