



New Hire Request Form: Student Employee

Please note that hiring process may take up to 10 business days to complete.

Immediate Supervisor: _____

Employee Start Date: _____

Prospective Employee's Information:

First Name: _____ Last Name: _____

Email: _____ Phone Number: _____

Texas A&M Student?: Yes (If yes, include UIN: _____) No

Position Information:

Unit: _____

Title: _____ Rate of Pay: _____ /hour
[Student Assistant/Coordinator/Technician]

Will employee require email?: Yes (If yes, @ems or @shs: _____) No

Will employee require PnC access?: Yes No

Does employee have any licenses/certifications related to their position?: Yes No

If yes, please list here for credentialing purposes: _____

Instructions:

1. Please complete all fields as applicable.
2. Submit completed form to Abby VandenBrink (avandenbrink@shs.tamu.edu).
3. When processing is completed, Abby will notify supervisor.
4. Please schedule an appointment with Abby for your new employee's first day.