

Smith College Policy on Hiring Recently Graduated Students

Approved: April 2014

Other Information: Human Resources Manager's Toolkit:

<http://www.smith.edu/hr/managers.php>

Office/Responsible Administrator: Controller's Office, Controller, Human Resources 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. This policy applies to employment within three months after graduation (or January completion).

B. Hiring the individual

Graduated students must be hired through a temporary employment agency once their active student status ends due to graduation, completion, withdrawal, etc. All temporary hires require processing through the college's on-line employment application system. Please refer to the HR website (above) for instructions on how to hire a temporary employee.