I need a student worker

If you would like to advertise your position, please register and post job on Carey Compass

Hiring manager interview & selects students

Hiring manager notifies Paige Pape in HR the student to hire (within 7 days of starting)

Paige contacts the student to complete employment paperwork. I-9 must be done prior to starting. Allow HR 7 business days to complete hiring process.

Payroll office processes paperwork and notifies student of Harvest & ESS

Any questions in regards to being paid is directed to the payroll office at carey.payroll@jhu.edu

Approve hours for student in Harvest (will get access from payroll)

Notify HR when student is done working for semester—will be removed by Dec 20th and May 20th if we don’t hear otherwise

If graduating and want to keep working: Notify HR by April 1st to complete proper paperwork to transition to casual position

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