

**Hiring Recommendation for Student Employee**  
**Moraine Valley Community College - Job Resource Center – S202**  
9000 W. College Pkwy, Palos Hills, IL 60465-2478 (708) 974-5737  
*morainevalley.edu/jrc*

**DATE:** \_\_\_\_\_

**FROM** \_\_\_\_\_  
(Requester's Name/Department)

**RE:** Recommendation for Student Employees

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**NAME OF APPLICANT** \_\_\_\_\_

**POSITION TITLE:** Budgeted / Work-Study Student Employee

(Please circle one) Clerical                      Lab                      Tutor

**SUPERVISOR:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Supervisor's E-Mail Address:** \_\_\_\_\_

\_\_\_\_ New Budgeted Employee

\_\_\_\_ New Work-Study Employee

\_\_\_\_ Returning Budgeted Employee

\_\_\_\_ Returning Work-Study Employee

**Budget Code** \_\_\_\_\_

**RECOMMENDED TO START EMPLOYMENT** \_\_\_\_\_  
(date)

**Reason:** \_\_\_\_\_

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Requester)

**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Administrative Head)

**Note:** Upon hire, please give the student the **Newly Hired Student Employee form** printed from the Intranet. This form instructs students to come to the Job Resource Center in Building S, Room S202, to complete employment paperwork. Once the employment paperwork is completed, you will receive a **Completion of Student Employee Hiring Paperwork form** from your new student employee. When you receive that form, the student can begin working.