



COLLEGE of  
COASTAL  
GEORGIA

UNIVERSITY SYSTEM OF GEORGIA

RECOMMENDATION FOR  
STUDENT EMPLOYMENT

**NOTE TO THE EMPLOYING UNIT:** Complete and submit this form to Human Resources prior to the employment date. Attach the job description, the job announcement and applicant's application materials for this job. All employment paperwork and processes must be complete prior to first day of work.

**Recommended Employee:**      **Name:**       **Student ID#**

**Street Address:**

**City, State - Zip**

**Phone #s**

**Job Title:**

**Primary Duties:**

**Supervisor's Name:**       **Dept. Phone #**

**Desired Start Date:**       **Pay Rate:**

(Student assistants are generally paid 7.50 per hr.)

**Type of Employment:**  College Work Study       Student Asst.

**Term of Employment:**       **Weekly # of hours:**

**Budget Unit to be Charged:**       **Position #**

**Are funds currently available in the Budget name above?**       **Person worked here before?**       **Year?**

**Is candidate replacing anyone, if yes, whom?**

**Is candidate a CCGA student enrolled in 6 or more credit hours?**

(Note: A student employee must be enrolled in 6 or more credit hours)

**Attach the job announcement, job description and the applicant's application materials to this form.**

\_\_\_\_\_  
**Signature of the person responsible for this budget**      **Date**

**FOR HR USE ONLY:**    EMPL ID: \_\_\_\_\_    Position# \_\_\_\_\_    ONEUSG entry date \_\_\_\_\_    E-VERIFY \_\_\_\_\_

GA NEW HIRE \_\_\_\_\_    Right to Know Training \_\_\_\_\_    ETHICS completed? \_\_\_\_\_