

# On-Campus Student Employment Hiring Procedure

1. If necessary, contact Tammy Thornton x2290 ([tammy.thornton@uah.edu](mailto:tammy.thornton@uah.edu)) to have a position number created for the org/account to which the student wages should be charged. Please allow a one business day turnaround.
2. Complete the [job description form](#).
3. If you have not identified a student for your position, you may post the position on Charger Path ([uah.joinhandshake.com](http://uah.joinhandshake.com)). You can independently set-up interviews with applicants of interest according to mutual availability. If you do not already have a Charger Path account please create one [here](#). Please use a uah.edu e