**Temporary hire questions-Students**

Below are the standard questions that factor into creating a temporary **UW student\*** position; please review and fill them in below. Students from outside UW\* should generally be hired into an hourly **staff** position. Please use the **staff** form for those positions (unless they are on Work Study). Thank you.

\*Non-UW Work Study students may be hired into job code 11836 (Assistant – Non-UW Student Work Study).

Do you have someone in mind for a direct hire - Y/N:

If yes, is the person a current UW Student enrolled in at least 6 credits or on academic leave?:

UW student number:

UW graduation date (quarter and year):

Is this a brand new, current, or returning **UW** hire (choose one; please confirm about any prior/current UW employment)?

Legal first and last name:

Date of Birth:

Citizenship (& current visa/immigration status if not US citizen):

Phone:

Email:

Current mailing address or location:

Preferred start date:

End date:

Work location:

Expected weekly hours:

Work schedule--regular (please state days and hours) or flexible?:

Supervisor’s name (Workday Manager):

Supervisor’s phone # & email address:

Budget name(s) and worktags for salary\*\*:

Name of PI(s) for budget(s) above:

\*\*(Please update [sefspay@uw.edu](mailto:sefspay@uw.edu) if the pay budgets or distributions ever need to change)

Briefly describe reason for hire/Hiring need:

Main job duties:

Job Profile (please select one from below):

* **Undergraduate ASE Research Assistant**: hiring an undergraduate student engaged in research (being paid on a grant budget to conduct research in the lab or field, collect data, run research experiments, monitor growth for research purposes); students paid hourly at a SEFS posted rate of pay:  
  ***SEFS UG ASE Research Assistant Rate:******$23.22*** *until 6/30/25;* ***$25.54 after 7/1/25*** *(posted rate)*

Sexual Misconduct Declaration (SMD) completed? Y/N

*This needs to be cleared prior to any grad student and ASE job offers and includes students with any length of break in service from a previous UW appointment. Send the student’s name and UW email address to HR to initiate.* **If no,** **STOP** and contact [sefshr@uw.edu](mailto:sefshr@uw.edu?subject=Requesting%20SMD%20for%20student) immediately.

* **Undergraduate/Graduate Student Assistant**: hiring an undergraduate/graduate student for work that is not research based and is clerical, administrative, or focused on maintaining operations (event staffing, grounds maintenance, planting, or restoration work). Grad students must undergo an SMD check.   
  ***Working Title*** *(optional):*

***Hourly rate***:

***(UG Student Assistant Rate:*** *ranges from* ***$20.76*** *to $30.00 (supervisor assigned rates)****)***

Background check: Y/N

**If yes**, which budget should be charged?:

*Background check needed for students working with minors/vulnerable adults; having direct access to cash/checks/credit card info; driving a UW vehicle; or doing other activities that can be evaluated on a job-by-job basis*