



Career Services

HIRING MANAGER PARTICIPATION ACKNOWLEDGEMENT STUDENT WORK STUDY PROGRAM

Hiring Manager,

Thank you for participating in the Student Work Study program at ORU! Please complete the checklist below:

- ☐ I have reviewed and understand the Hiring Manager Info Packet.
- ☐ I have reviewed and understand the guidelines of the Student Work Study Program as outlined in the Student Employment Handbook.
- ☐ I understand that I need to **use** my department's allocated budget dollars for Student Employment in order to maximize the experience for the students involved. (Please notify Career Services if you will no longer be using the full amount allocated to your department.)
- ☐ I understand that I need to complete a formal Student Employee Evaluation in April for each of my student employees.

Please acknowledge your participation as the *direct* hiring manager for student employees in your department:

Signature of Hiring Manager

Date

Printed Name

Department Name

Please send your completed form to Career Services:

Scan/Email: careers@oru.edu

Fax: (918) 495-6710

Mail: LRC 510