



Please complete this form and e-mail as an attachment to asuwrigleyhr@asu.edu

Important notes about hiring student workers:

**Students may not work during the hours they are scheduled to be in class*

**A student worker may not average more than 25 hours per week in a 12 month period (combined total of all student worker jobs)*

**International Students are allowed to work 20 hours per week during the academic year and up to 40 hours per week during school breaks in the winter and spring. Full-time employment during the summer is allowed only for students who are pre-registered for the subsequent fall semester.*

****Students may not begin working until both the student and supervisor have received approval notification via e-mail from ASU Wrigley HR.***

Date:

Form completed by:

New or
replacement:

If replacement
name of student
replacing:

Job title:

Job description:

Desired knowledge,
experience, and
skills:

Hourly wage:

Hours per
week:

Student Level:

Start date:

End date (*if
known*):

Name of supervisor
approving hours/
time worked:

List the
number of
days to have
job posting on
web

Would you like
Wrigley HR on
interview
committee?

Note: Job posting must be on website for a minimum of 48 hours

List the number of
hires:

Account number (*if
known*):

Grant
funded:

Additional
comments:

Updated 07/03/2017