

Student Recruitment Options

Must be enrolled as a full-time student at eligible institutions to apply and be considered for this internship opportunity

<p>Project owner recruits their own student(s):</p> <ol style="list-style-type: none"> 1. Project owner can utilize their own recruitment process to identify potential intern(s). 2. Project owner interviews candidates and notifies WRPI of selected intern(s). 3. Students will be required to complete a preliminary application that will require them to upload a resume, their most current unofficial transcript and a signed Release of Liability document that is specific to their campus. 	<p>Project owner asks the WRPI for recruitment assistance:</p> <ol style="list-style-type: none"> 1. Project owner identifies campus (es) to recruit from. 2. WRPI opens accounts with campus career database and posts internship. 3. Project owner can have applicants filtered directly to them or have the WRPI filter candidates to them. 4. Students will complete a preliminary application that will require them to upload a resume, their most current unofficial transcript and a signed Release of Liability document that is specific to their campus. 5. Project owner interviews candidates and notifies WRPI of selected intern(s).
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Hiring Process

CSUSB Students	Non-CSUSB Students	Students w/Close Proximity to CSUSB
<ol style="list-style-type: none"> 1. Selected student information is sent to UEC HR with name, address, contact information and the Sensitive Position Determination form that is specific to the project. 2. Students are instructed to meet with an HR rep on campus, at UE104, during business hours to complete the formal application. 3. Students will need to bring the proper I-9 documents (see #2 below) to this meeting. 4. Once HR has verified student eligibility and completed any required background checks, they will notify WRPI of effective date of hire. 5. WRPI (Christina Rodriguez) will send 2 emails – one to the student with a CC: to the supervisor and one to the supervisor, notifying them of the Authorization to Begin Work (ATBW) date, allocated hours and other work information. 6. Intern and supervisor will then work out their schedule. 7. WRPI (Miranda Moore) will send a follow up email to both supervisor and student with payroll calendar instructions for utilizing our timekeeping system, Paylocity, and how to manage equipment and mileage reimbursements. 	<ol style="list-style-type: none"> 1. Selected student information is sent to UEC HR with name, address, campus, contact information and the Sensitive Position Determination form that is specific to the project. 2. UEC HR then mails an application package to the address identified by the student. The application has very specific instructions, including where to make an appointment to complete their I9 form at the closest CSU campus. 3. Students will need to bring the proper I-9 documents (see #2 below) to this meeting. 4. Students will then mail back the completed application to UEC HR. 5. Once HR has verified student eligibility and completed any required background checks, they will notify WRPI of effective date of hire. 6. WRPI (Christina Rodriguez) will send 2 emails – one to the student with a CC: to the supervisor and one to the supervisor, notifying them of the Authorization to Begin Work (ATBW) date, allocated hours and other work information. 7. Intern and supervisor will then work out their schedule. 8. WRPI (Miranda Moore) will send a follow up email to both supervisor and student with payroll calendar, instructions for utilizing our timekeeping system, Paylocity, and how to manage equipment and mileage reimbursements. 	<ol style="list-style-type: none"> 1. Students could choose to come to the CSUSB campus and follow the same process identified under “CSUSB Students” in column 1. 2. Students could choose to have the application mailed to them and follow the same process identified under “Non-CSUSB Students” in column 2.

Notes

1. There is no on-line formal application.
2. For the I-9 federal document, please refer the list of **Acceptable Documents** to ensure the proper forms of identification are on-hand. (<https://www.uscis.gov/i-9-central/acceptable-documents>) Students will either need one item from List A or one item **each** from Lists B & C.
3. All interns must be eligible to work in the United States.