

# Student Employment Onboarding Process

## New to the Student Employment Program

A “new student employee” is defined as any student who hasn’t worked for MU, whether the student is a first time MU student or a returning MU student.



For questions about the process, contact:

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# Returning to the Student Employment Program

## STEP 1: Apply

Create a Handshake account and apply for a job.  
[Methodist.joinhandshake.com](http://Methodist.joinhandshake.com)



## STEP 2: Interview

Interview with your prospective employer.



## STEP 3: Sign Contract

Once you are hired, sign the Employment Agreement (your contract) in Paycom.



## STEP 4: Start!

You can now start working!



A "returning student employee" is defined as students who have previously completed the full onboarding process and have worked at Methodist University.

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