



Brown University
University Human Resources
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Student Employment

DATE: December 2020

TO: Department Managers; Student Worker Managers

As outlined in *Pathways to Diversity and Inclusion: An Action Plan for Brown University*, University Human Resources is committed to recruiting a diverse pool of applicants for all open positions, including those for student workers. Equitable student hiring practices mean that we select student candidates based on their qualifications, and that we make all student positions accessible to all students.

To ensure that all student positions are readily accessible to all students, all student jobs must be posted in Workday. Please note that the “Student - Pre-select” option in the Workday student hiring process will be eliminated effective **Friday, January 8, 2021**. Departments should transition any internal departmental recruiting and hiring systems to Workday, Brown’s official system of record. Student positions must be posted for a minimum of five business days, and departments should work to post positions in advance of the start of each semester. On rare occasions, and with senior level approval, limited exceptions to posting will be considered.

To assist student worker managers through the recruitment, hiring and management of student workers, we are pleased to share a new interactive training module: ***Student Workers – Everything You Need To Know***. The module is available through Workday Learning, and will be assigned to all Student Worker Managers and HR Coordinators in early January.

The Student Employment team in University Human Resources is available for consultation and can be reached at student_employment@brown.edu. Additionally, Student Employment will be holding office hours every Tuesday and Thursday at 1-2pm via Zoom.