

# PHYS – Student Hiring Form

**Disclaimer:** Submission of this form is not the final paperwork granting the student permission to work. Once a completed form has been submitted to [nwilson1@niu.edu](mailto:nwilson1@niu.edu), it will be reviewed. Each student has a different employment background with NIU which determines what forms and information is required for employment.

Name (Last, First): \_\_\_\_\_ Z-ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Funding Source (Cost Center/Grant Number/Start-up funds): \_\_\_\_\_

PI of Funding Source: \_\_\_\_\_ PI's Email: \_\_\_\_\_

Start date: \_\_\_\_\_ (This would be either on the 1<sup>st</sup> or 16<sup>th</sup> of any month)

End date: \_\_\_\_\_ (This would be either the 15<sup>th</sup> or the last day of the month)

Are they currently working on Campus?

Yes      No

## Graduate Assistant

Research or Teaching: \_\_\_\_\_

Hours per week (10, 15, 20): \_\_\_\_\_

Pay rate (Min. \$1,025.00): \_\_\_\_\_

Stipend Total: \_\_\_\_\_

## Student Worker

Hours per week: \_\_\_\_\_  
(Limited to 20 hrs. max)

Hourly Pay rate: \_\_\_\_\_  
(Min. \$13/hr.)

**Description of Job Duties.** Briefly describe (in a short paragraph) the work the student must perform to carry out the assignment.

Please sign confirming above information: \_\_\_\_\_

# Graduate Assistant Employment Applicant Evaluation

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

For each item identified below, circle the number to the right that best fits your judgment of its quality. Use the scale above to select the quality number.

Description of Qualitative Characteristic	1	2	3	4	5
1. The applicant did a good job of presenting qualifications.	1	2	3	4	5
2. The applicant could communicate effectively.	1	2	3	4	5
3. The applicant was well organized.	1	2	3	4	5
4. The applicant has the requisite background.	1	2	3	4	5
5. The applicant has the requisite knowledge.	1	2	3	4	5
6. OTHER (specify)	1	2	3	4	5

The candidate is well suited for this particular job because:

Other Comments:

Evaluators Name: \_\_\_\_\_