**HIRING MANAGER GUIDE-INTERNAL TRANSFERS &**

**TRANSITIONING A STUDENT EMPLOYEE TO REGULAR RIT EMPLOYEE**

**INTERNAL TRANSFERS:**

While your new employee may be a current RIT employee, they are new to your department. Yes, they are familiar with RIT-the culture, the lingo, and what a great place it is to work. They should be onboarded as a new hire to the department. We recommend that you follow the same format as the external new hire-appoint a department employee ambassador; give them some department specific swag as a welcome gift; provide a welcome folder with a copy of the job description questionnaire, department organizational chart, department goals, policies and expectations. Some new internal transfers may go from non-exempt to exempt, and have questions as to how it will impact their vacation and/or sick time. Internal transfers don’t have a new benefits orientation, so encourage them to set up a meeting with their benefits representative to get specific questions answered. Not only will this benefit your new team member, but it will be a great start in bringing in a new member of the team.

**TRANSITIONING A STUDENT EMPLOYEE TO REGULAR RIT EMPLOYEE**

When a student employee (or former student employee) becomes an RIT employee, they are considered a New RIT Employee. Partnering with your recruiter in either situation will provide you and your new employee the best possible experience in the hire and onboarding process.

If a **CURRENT STUDENT EMPLOYEE** is hired into a regular permanent full or part time position, they:

* Are NOT required to fill out a new I9 form in HR
* ARE required to have a [criminal background screening](https://www.rit.edu/fa/humanresources/content/rit-background-screenings-faqs) **cleared** prior to their start date;
* MUST APPLY to the position through career zone
* Will remain in the their current University ID#
* Go through required New Employee Orientation and Benefits Orientation

If a **TERMINATED/FORMER STUDENT EMPLOYEE or RIT** **graduate** is hired into a new position, they will need to follow the external new employee hire process. They will required to complete a new I9 and follow the onboarding process completely.