

**The Polytechnic School**

**GRADERS (Student Hourly Positions)**

The Polytechnic School (TPS) will create group postings for our Grader (student hourly) positions. There will **ONE** open grader postings, with the potential to hire up to 100 students per posting, for each TPS program.

We will continue to reflect each student working 10, 15 or 20 hours a week, post hire. PolyHR will work with the Program Chairs on the appropriate number of weekly hours for each grader hire.

**Grader Positions:**

	10 hours/week	15 hours/week	20 hours/week	Comments
Hourly Rate	\$13.82 – \$15.00			See Course Type chart
Number of Hires	Up to 50 per position			Can be adjusted
C Session enrollment	40-50	51-60	61 & up	Program Chair determines, based on course
A or B Session enrollment	25-35	36-45	46 & up	

**Wage Scale** (based on Course Type below):

Type of Course (for Grader request)	Hourly Rate
Lower division	\$13.82
Upper division	\$15.00

**Students apply for our Grader postings at:**  
<https://students.asu.edu/employment/search>

The group grader positions postings will be advertised at Student Employment with a rolling deadline. Each posting will remain on Student Employment’s job listing for six months or June 30<sup>th</sup> (whichever comes first), at which time we will automatically set up new postings every new semester.

**GRADER HIRE PROCEDURES**

1. The **TPS HR team** will post the grader advertisement for each academic program.
2. **FACULTY** will go to the **Hire and Continuation for Grader** form:
  - a. <https://poly.engineering.asu.edu/tps-support-services/>
  - b. Click on the Human Resources bar
  - c. Select the correct academic program **Hire and Continuation Request** form

Human Resources	
Hiring	
Form	Link
Authorization to Recruit Position Form	<a href="#">Click Here</a>
Authorization to Recruit Waiver Form	<a href="#">Click Here</a>
Grader Hiring Procedures	<a href="#">Click Here</a>
Hire and Continuation Request For Grader Aviation	<a href="#">Click Here</a>
Hire and Continuation Request For Grader EGR	<a href="#">Click Here</a>
Hire and Continuation Request For Grader ERM	<a href="#">Click Here</a>
Hire and Continuation Request For Grader GIT	<a href="#">Click Here</a>
Hire and Continuation Request For GRA/GSA	<a href="#">Click Here</a>
Hire and Continuation Request For Grader HSE	<a href="#">Click Here</a>
Hire and Continuation Request For Grader IT	<a href="#">Click Here</a>
Hire and Continuation Request For Grader TEM	<a href="#">Click Here</a>

3. **FACULTY** fills in the information for the Grader hire:
  - a. If you know who you want to hire – enter the student’s name and ID number and attach the student’s resume to the form so that TPS HR can follow up with applicant.
  - b. If you want to review applications – put “NEED TO REVIEW APPLICANTS” in the name field and “0000000000” in the ID number field.
4. The form will route for Program Chair approval and then Director’s Office approval.
5. Once fully approved, the TPS HR team will either send you resumes to review or process the Grader hire.
6. Grader is hired through Kenexa – conditional and final offer letters are system generated.
7. **STUDENTS** and **FACULTY** will be notified via email when the hire has been fully processed.

**\*\*\*Students cannot begin working until their hire has been fully processed\*\*\***