1) **Why post student employee positions on the Mules4Hire system?**
   By posting student job opportunities on the Mules4Hire system, departments are advertising to many potential applicants. This allows for a more qualified applicant pool and your department may find students who can provide even more skills than previously desired. Additionally, departments uphold the equal opportunity premise by posting positions for many students to view.

2) **Can screening criteria (such as major, GPA, student status, etc) be used when posting a student employment position on Mules4Hire?**
   Yes, your department can use screening criteria to narrow down your applicant pool. However, be sure there is a genuine reason why you are selecting this criterion to narrow down your applicants.

3) **A department already has a student in mind they would like to hire; does this position need to be posted on the Mules4Hire system?**
   Yes, your department needs to post this position or position(s) on the Mules4Hire system for a minimum of 6 days. If you department has a student in mind they are interested in hiring, the student would need to apply to the position through Mules4Hire to be considered a viable applicant.

4) **Can a department interview a student who has applied through Mules4Hire for other positions but not to their position specifically?**
   No, the student would need to apply to your department’s specific position. Your department can contact the student and encourage them to apply for other positions you have posted.

5) **A department has already received plenty of applications prior to the position being posted for 6 days; Can the posting be removed from Mules4Hire?**
   No, the position must stay in Mules4Hire for a minimum of 6 days. Only after the position has been posted for 6 days, can it be removed from the Mules4Hire system.

6) **A department has a student worker they no longer need. Another department that reports to this unit has a need for a student worker. Can this department go ahead and move this student worker into their student position or do they need to post the position on Mules4Hire?**
   Since the position is for a different department, the position needs to be posted for a minimum of 6 days on the Mules4Hire system.

7) **Is there a minimum number of students who need to be interviewed for each student employment position?**
   No, there is no minimum number. However, you need to interview all the candidates that meet the requirements of your job posting.

8) **Do stipend student employment positions have to be posted on the Mules4Hire system?**
   Yes, stipend student employment positions should be posted on Mules4Hire.