



Types of Searches .

Standard

Standard searches are advertised on the Student Jobs Page and open to the university's student population.

Hidden

Hidden searches are designed for recruiting a select group of candidates, such as students who are enrolled in a course, specific program or held a prerequisite role. While application reviews and interviews follow the same process as a standard search, the job posting is only accessible via a direct link and will not appear on the student jobs page.

To maintain the integrity of the search, please remind students not to share the link, ensuring that only your intended candidates apply.

Waived

A waived search is used when a specific student or group of students has already been identified for hire. Once the Job Card is approved, the Student Employment Office will invite the selected student(s) to apply by providing them with the application link and job description.

Additional hires can be invited later if needed. Once approved, you will receive a confirmation email with detailed instructions on the next steps.

For departments that regularly hire students into the same or similar roles do not need separate Job Cards when the position title, qualifications, and core responsibilities remain consistent. Using one broader Job Card helps streamline hiring and create a more efficient and consistent experience for both departments and students. [Learn more.](#)

Evergreen

Evergreen searches are ideal for positions that require continuous hiring throughout the year, whether to backfill vacancies or recruit for the same role on an ongoing basis. These positions can be posted to the Student Jobs Page and closed as needed.

To keep applicant pools current and manageable, evergreen requisitions will remain open for no more than six months. This accounts for factors such as graduating seniors, changing student availability, and the opportunity for students who have gained additional experience to re-apply.

Evergreen requisitions will close at the end of the Fall or Spring semester and can be quickly reopened. Departments may invite previous applicants to apply to the new requisition to regain an applicant pool.

For further assistance please email studentjobs@udel.edu.