



COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES

Department of Crop Sciences
AW-101 Turner Hall, MC-046
1102 S. Goodwin Ave.
Urbana, IL 61801-4730

Hiring a Minor

April 2022

The University does not hire anyone under the age of 15.

1. Enter the appointment information into my.aces, indicating that this hire is a minor.
2. Does this person have a relative working on campus? If yes, a nepotism form and completed management plan will be required to be approved before an individual can begin working.
3. A “Protection of Minors Event Form” must be completed. The event is the job. This form will be completed by the hiring faculty. Must receive approval to move forward. Form and additional information can be found here:
<https://police.illinois.edu/services/protection-of-minors/>
4. A Protection of Minor’s background check will be completed for the supervisor and anyone else who will be interacting with the minor. The cost will vary, from \$24 and up depending on the scope of the check. The hiring supervisor will provide the funding for the checks. This charge can’t come from sponsored projects.
5. The minor will complete a civil service application.
6. The offer letter is sent and accepted.
7. Background check on new employee will be done.
8. Hiring process can begin, there are two paper forms, all others are electronic.