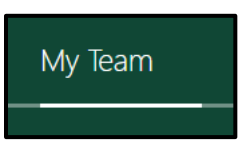
Student Employment Status Job Aid

Overview

The purpose of this job aid is to provide line managers of student employees with step-by-step guidance on how to check a student's status in the recruitment process, locate a student in the background check stage, and find a student within Journeys.

Checking the Status of an Offer

1. In Ignite, under the **My Team** tab, click on the **Hiring** tile.





2. On the following page, click on **Offers**.



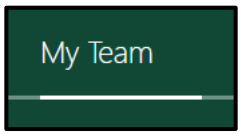
3. The page will load with any pending offers.
    a. **State** will display 1 of 4 different options:
        i. **Draft:** Student Employment is finishing the details of the offer letter.
        ii. **Extended:** Student Employment has finished the offer letter details and has extended the offer letter to the student's email.
        iii. **Accepted:** The student has accepted the job offer. (This does not mean they are authorized to work.)

Offer Creati...	Offer Name	Requisition Number	Candidate Name	State	Projected Start...	Hiring Manager	Recruiter
05/21/2025	Student Worker - LTVN M	18638	Candidate Name	Draft		Evans, Terri	Nevarez, Andi
05/21/2025	Graduate Student Employ	18175	Candidate Name	Draft		Philbrick, Ian	Weaver, Molly
05/21/2025	Student Worker - Baylor C	18314	Candidate Name	Draft		Stallworth, Chinyere	Weaver, Molly
05/21/2025	Student Worker - Examin	18661	Candidate Name	Draft		Poehls, Kelly	Nevarez, Andi
05/21/2025	Student Worker - Examin	18661	Candidate Name	Draft		Poehls, Kelly	Nevarez, Andi
05/21/2025	Student Worker - Examin	18661	Candidate Name	Draft		Poehls, Kelly	Nevarez, Andi

After a student has accepted an offer, Student Employment will initiate a background check if the position requires one. If no background check is required, the student will be moved directly to one of the HR Processing States in the **Student Status After Offer Has Been Accepted** section below.

Student Status After Offer Has Been Accepted

1. In Ignite, under the **My Team** tab, click on the **Hiring** tile.





2. On the following page, click on **Requisitions**.

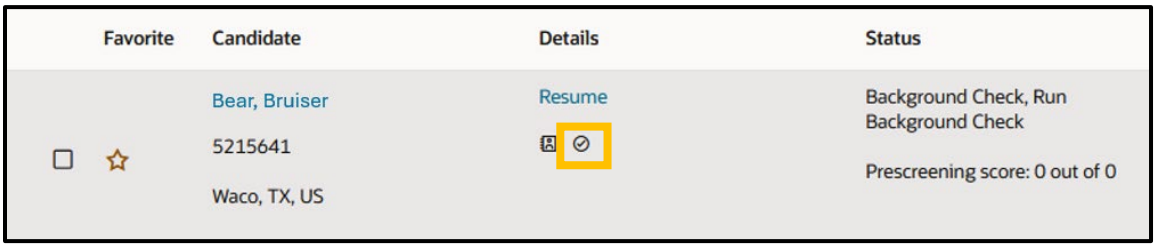


3. To check the status of a background check, click on the number under **Applications** for the desired requisition.



Actions	Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects
•••	Student Worker	18700	Open - Posted	Open	Posted	0	1	0

   b. Check the status of the background check under the **Status** column. If the checkmark icon appears in the **Details** column, the student employee has passed the background check.
   c. Select the student employee's name for additional details.



Favorite	Candidate	Details	Status
☐ ☆	Bear, Bruiser 5215641 Waco, TX, US	Resume	Background Check, Run Background Check Prescreening score: 0 out of 0

4. To check the status of a student employee after passing the background check or if no background check was required, select the desired job requisition.



Actions	Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects
•••	Student Worker	18700	Open - Posted	Open	Posted	0	1	0

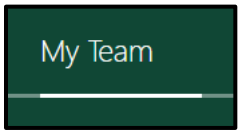
   a. Select the number under **Hires out of**.



b. On the following screen, one of the following three statuses will appear:
    i. **HR, Processing in Progress**: If your student is in this state, please refer to Journeys to find the tasks that are still pending. If they are not in Journeys, please refer to My Team. If they appear in your My Team, they are approved to work.
    ii. **HR, Pending Manual Processing**: The student's assignment is pending manual assignment set up by Student Employment. The student will appear in My Team on their start date after this step is finished.
    iii. **HR, Processed**: Confirm the student is fully processed by referring to Journeys or My team in Ignite. Once complete, the student is approved to work.

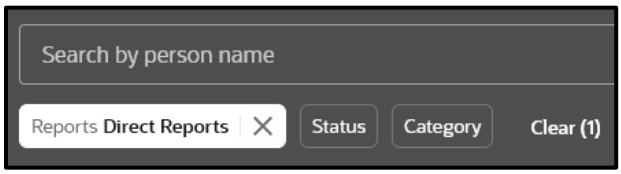
Where to Find a Student in Journeys

1. In Ignite, under the **My Team** tab, click on the **Journeys** tile.

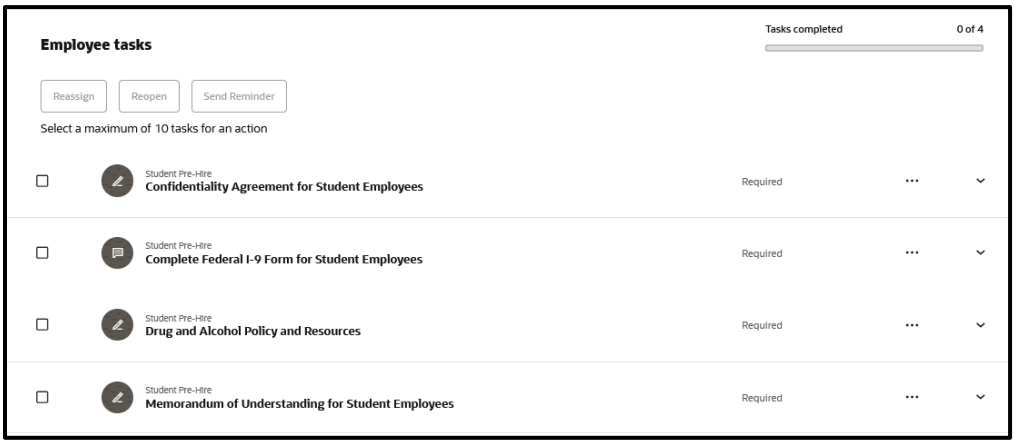




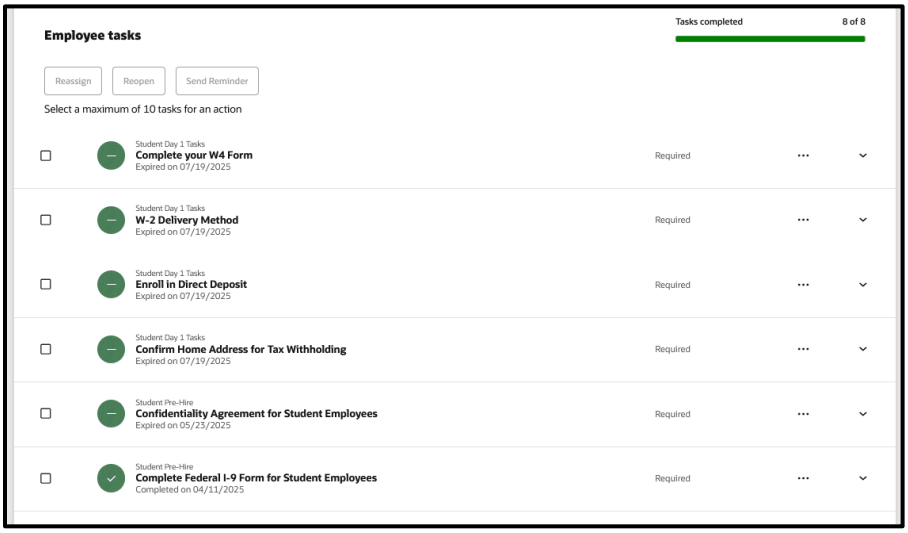
2. Type in the desired student employee's name and select their name.



3. If only the 4 **Pre-Hire** tasks are shown, the student is not yet an official student employee and needs to complete their I-9.



4. After the student's **Pre-Hire** tasks are complete, the student will gain access to 4 additional **Student Day 1 Tasks** to complete.



5. After all 8 tasks are complete, the student employee has officially been onboarded.