Using a Job Requisition Link Job Aid

Overview

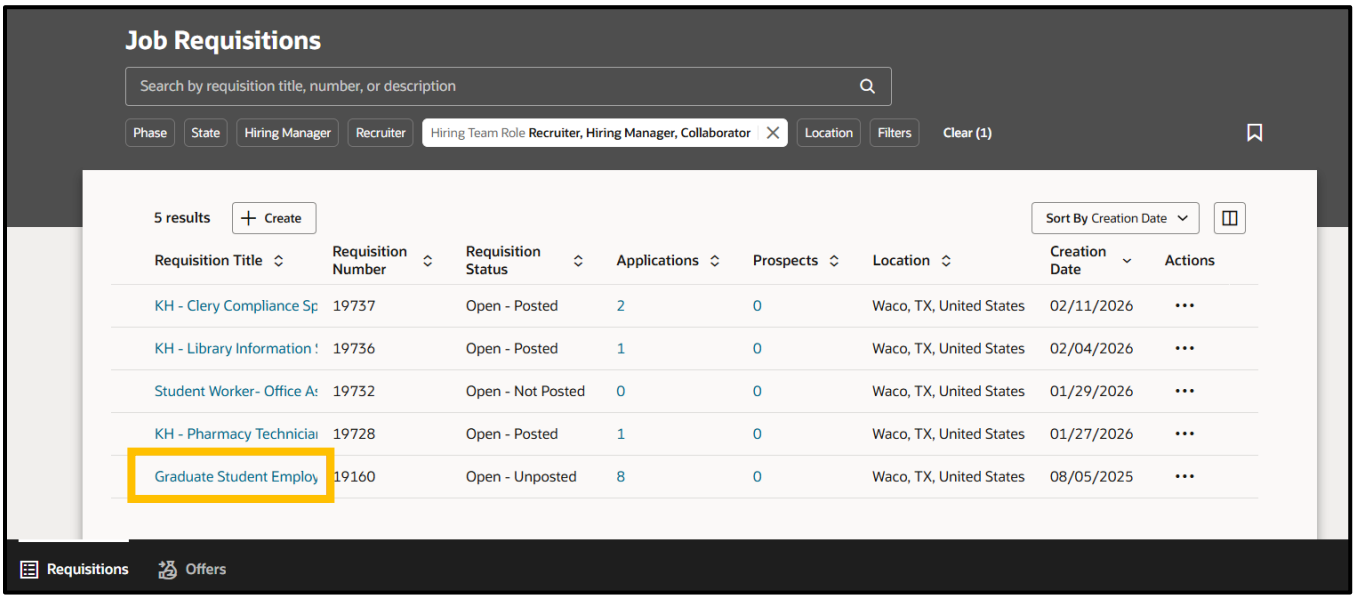
- Student Employee Supervisors can submit an Ignite Requisition for sourcing only. The position will not be posted to the Job Board to accept applications; however, the Supervisor can send the Requisition link to desired students for them to apply in order for the hiring process to occur in Ignite.
- Supervisors who have applicants from a specific job that they wish to hire should send the applicant the Ignite Requisition link to have the student apply in Ignite so that the Supervisor can create an offer letter.

Sending a Requisition Link to a Student Employee

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

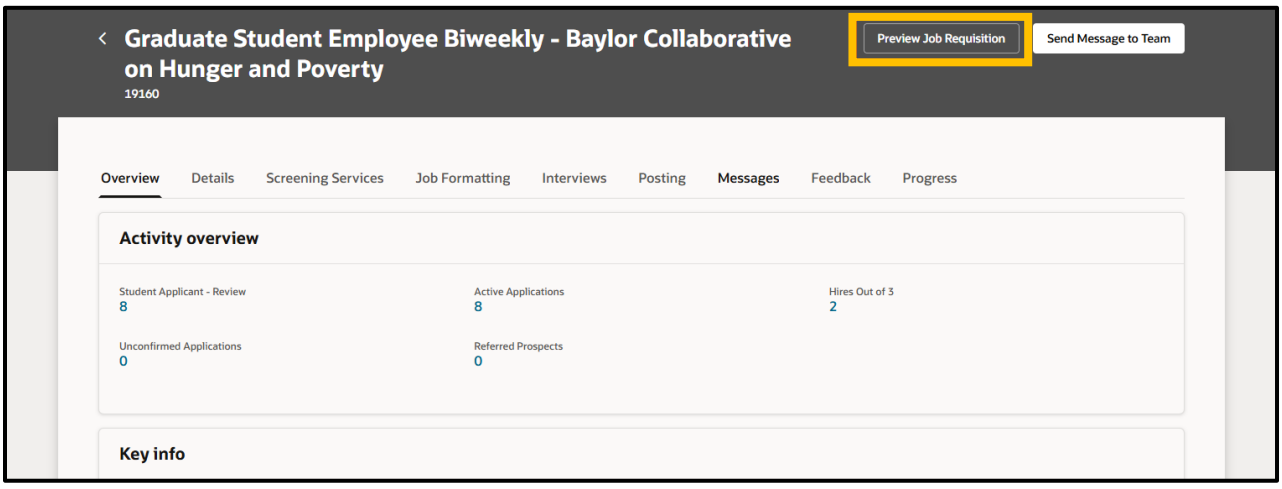


2. On the **Job Requisitions** page, select the desired requisition under **Requisition Title**.

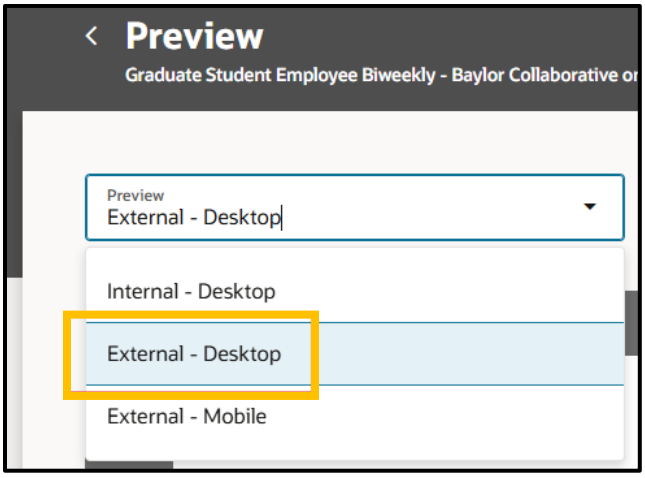


Copying a Job Requisition Link

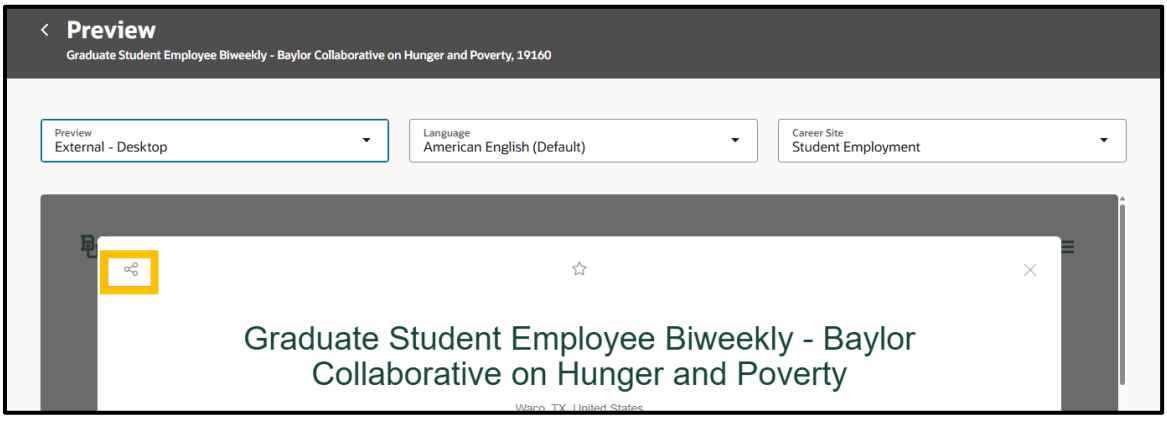
1. Select **Preview Job Requisition**.



2. In the **Preview** drop-down menu, select **External – Desktop**.



3. In the top left corner of the preview, click on the copy link icon.



4. Email the requisition link to the desired student to apply within Ignite.