

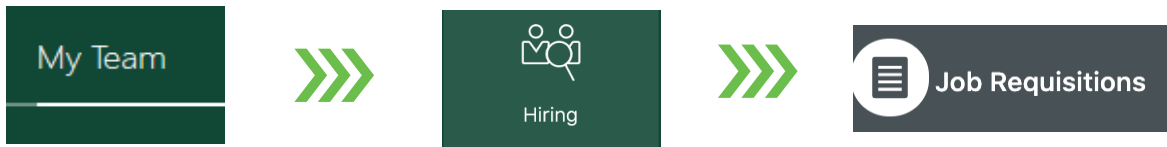
# Job Requisition Link for Student Employment Applications QRG

## Overview

- I. 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.
- II. Supervisors who have applicants from JobX that they wish to hire should send the applicant the Ignite Requisition link in order to have the student apply in Ignite so that the Supervisor can create an offer letter.

## I. Navigate to the Requisitions page

- I. Select name of the desired Requisition from the Job Requisitions page



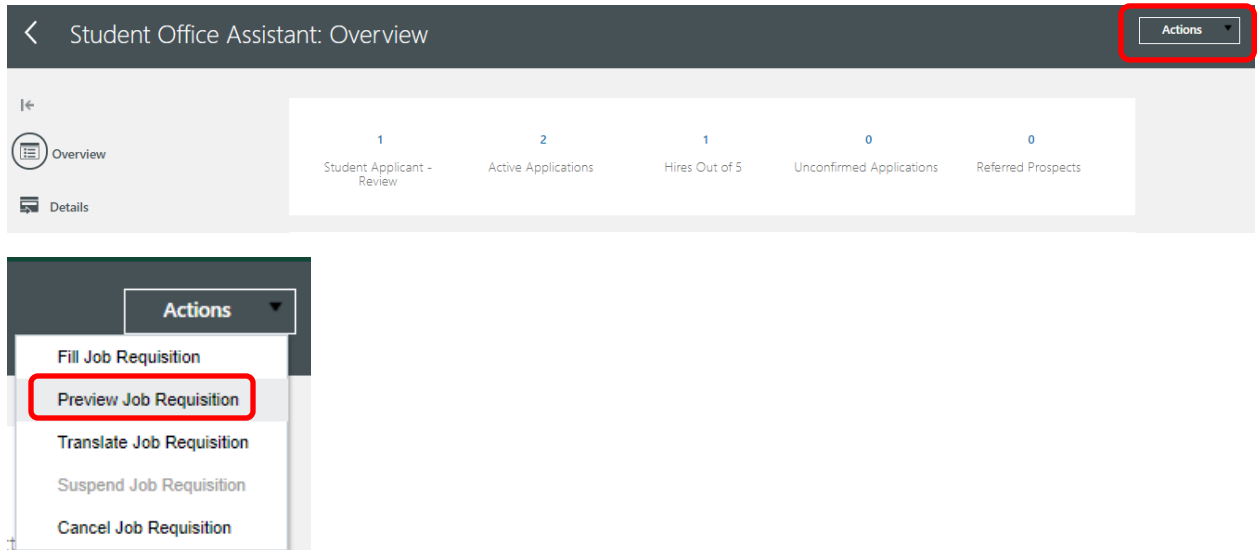
The screenshot shows the 'Job Requisitions' page in the Ignite system. At the top, there is a search bar labeled 'Keywords' and a 'Show Filters' button. The active filter is 'Hiring Team Role' with the values 'Recruiter, Hiring Manager, Collaborator'. The results are sorted by 'Creation Date - New to O'. Two requisitions are listed:

Requisition Name	Applications	Prospects
Student Marketing Intern - BC (10072) Draft - In Progress Standard Waco, TX, United States	0	0
<b>Student Office Assistant (10071)</b> Open - Posted Standard Waco, TX, United States	2	0

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## 2. Preview Job Requisition

1. Select Preview Job Requisition from the Actions drop down menu



## 3. Copy Requisition Link

1. Select External - Desktop under the Preview section
2. Click Copy Link in the External Desktop view
3. Email the link to the desired student

