

If you are hiring a new student, follow the steps below:

1

Request Requisition

Request Requisition Form



2

Check Your Requisitions for Applications



4

Create Offer Letter

Create Job Offer



3

Interview Students

Sample Interview Questions for SE



5

Monitor Status of Hire Request Until Accepted and Background Check Complete if Needed

Student Status QRG



6

If External Hire, Monitor Journeys

For Internal Hire, Student Authorized to Work

Questions?

Contact: Student_Employment@baylor.edu

Additional Resources:
www.baylor.edu/ignite



If you are re hiring a student...

1

First, run a report in Ignite by following this path: **Tools > HCM Management Data Portal > Current Student Assignment**.

Review active student assignments and their **Projected End Date**.

2

Identify students you need to rehire.

3

Complete **Rehire form** or **Mass Rehire/Change/Separation form** and submit information.

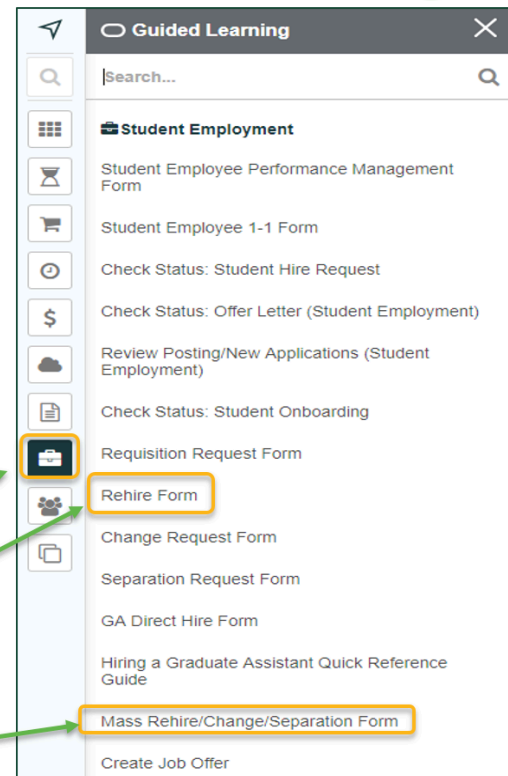
Rehiring



If you plan to **rehire** your student for the Spring semester, you need to complete and submit the online **Rehire form** in Ignite.

To access the form, use Guided Learning:

1. Click the **top of the icon** to open the Search feature.
2. Click on the **Student Worker Display Group** (suitcase icon).
3. Click on the **Rehire Form** to open it.
 - a. For multiple rehires you can use the **Mass Rehire/Change/Separation Form**.



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