



Student Employment

Status of a Student in the Student Recruit Process

Quick Reference Guide



The page will load with any pending job offers:

Student NO Background - Susan Anz Sup		...
Recruiting, Sarah		
State	Hiring Manager	
Draft	Susan Anz	
Hire Date	Recruiter	
	Anissa Galindo	



What does each state mean?

New to be Reviewed: A line manager needs to review the student’s application and conduct an interview with the student. To initiate an interview, managers must communicate with students via email. If selected, the manager will create the offer letter, and submit it to Student Employment.

Draft: Student Employment is finishing the details of the offer letter.

Extended: Student Employment has finished the offer letter details and has extended the offer letter to the student.

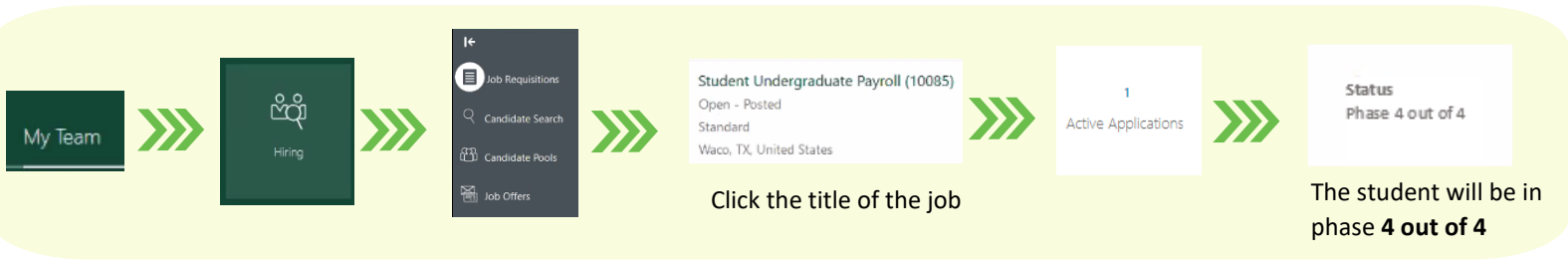
Accepted: The student has accepted the job offer. This does not mean they are authorized to work.

What comes after the student accepts the job offer?



Student Employment will initiate a background check if the position requires one.

Where to find a student in the background check phase:

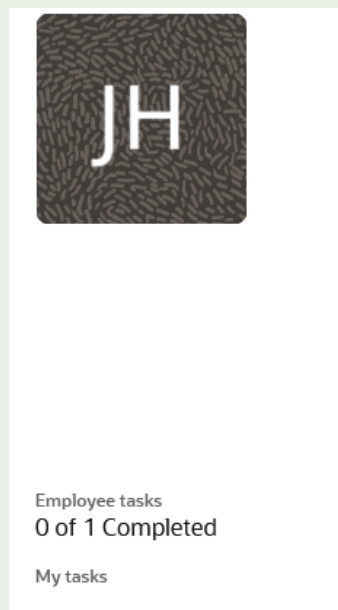


If no background check is required for the position, the student will move into **Journeys**.

Where to find a student in Journeys:



You will see your student employees along with how many tasks they have completed.



Click into the student to view which tasks are incomplete and complete.

If you would like to remind the student to complete their onboarding tasks prior to their first day, you may contact them via your email.