

# STUDENT EMPLOYMENT

## STUDENT RECRUITMENT PROCESS



**1** HIRING MANAGER SUBMITS JOB REQUISITION FORM



**2** STUDENT EMPLOYMENT (SE) POSTS OR OPENS REQUISITION FOR SOURCING



**3** STUDENTS APPLY THROUGH THE JOB BOARD OR A JOB REQUISITION LINK



**4** DEPARTMENT REVIEWS APPLICATIONS



**5** INTERVIEWS ARE CONDUCTED



**6** HIRING MANAGER CREATES JOB OFFER

The Job Offer should provide SE with these offer letter details:

- Start and End Date
- Hours per week the student will be working
- Pay Rate
- If known, if the student is international



**7** SE EXTENDS JOB OFFER LETTER TO STUDENT

1. SE confirms that the position will not push the student over the 20 hour per week work limit
2. SE adds offer letter details to the job offer



**8** STUDENT ACCEPTS THE OFFER IN EMAIL



**9** BACKGROUND CHECK IS INITIATED (if required)

- Student must authorize BC before it begins

**10** BACKGROUND CHECK COMPLETES



**11** IF **EXTERNAL** STUDENT EMPLOYEE, THE STUDENT IS MOVED TO ONBOARDING

**11** IF **INTERNAL** STUDENT EMPLOYEE, THE STUDENT IS APPROVED TO WORK



**12** EXTERNAL STUDENT COMPLETES JOURNEYS

- Federal I-9 Form
- Memorandum of Understanding
- Confidentiality Agreement
- Drug and Alcohol Policy and Resources

**12** MANAGER CONFIRMS JOURNEYS TASKS ARE COMPLETE



**13** EXTERNAL STUDENT IS APPROVED TO WORK

**13** EXTERNAL STUDENT IS CONVERTED TO AN ACTIVE EMPLOYEE



Access to Time Card is granted 24 hours after conversion.

KEY



STUDENT



DEPARTMENT



STUDENT EMPLOYMENT