STUDENT EMPLOYMENT
STUDENT RECRUITMENT PROCESS

1. HIRING MANAGER SUBMITS JOB REQUISITION FORM
   - Electronic submission

2. STUDENT EMPLOYMENT (SE) POSTS OR OPENS REQUISITION FOR SOURCING
   - The requisition becomes available for students to apply.

3. STUDENTS APPLY THROUGH THE JOB BOARD OR A JOB REQUISITION LINK
   - Applications are submitted online.

4. DEPARTMENT REVIEWS APPLICATIONS
   - Applications are evaluated by department.

5. INTERVIEWS ARE CONDUCTED
   - Interviews are scheduled.

6. HIRING MANAGER CREATES JOB OFFER
   - The job offer includes offer letter details:
     - Start and End Date
     - Hours per week the student will be working
     - Pay Rate
     - If known, if the student is international
     - The offer letter details should be included in the job offer.

7. SE EXTENDS JOB OFFER LETTER TO STUDENT
   - The offer letter includes:
     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
   - The student accepts the offer.

9. BACKGROUND CHECK IS INITIATED (if required)
   - Student must authorize BC before it begins.

10. BACKGROUND CHECK COMPLETES
    - The check is completed.

11. IF EXTERNAL STUDENT EMPLOYEE, THE STUDENT IS MOVED TO ONBOARDING
    - External student moves to onboarding.
    - A list of required documents:
      - Federal I-9 Form
      - Memorandum of Understanding
      - Confidentiality Agreement
      - Drug and Alcohol Policy and Resources

12. EXTERNAL STUDENT COMPLETES ONBOARDING
    - The external student completes onboarding.

13. IF INTERNAL STUDENT EMPLOYEE, THE STUDENT IS APPROVED TO WORK
    - The internal student is approved to work.

14. EXTERNAL STUDENT IS APPROVED TO WORK
    - The external student is approved to work.

15. EXTERNAL STUDENT IS CONVERTED TO AN ACTIVE EMPLOYEE
    - The external student is converted to an active employee.

16. MANAGER CONFIRMS ONBOARDING IS COMPLETE
    - Manager confirms onboarding is complete.

Access to Time Card is granted 24 hours after conversion.

KEY
- STUDENT
- DEPARTMENT
- STUDENT EMPLOYMENT