

Overview

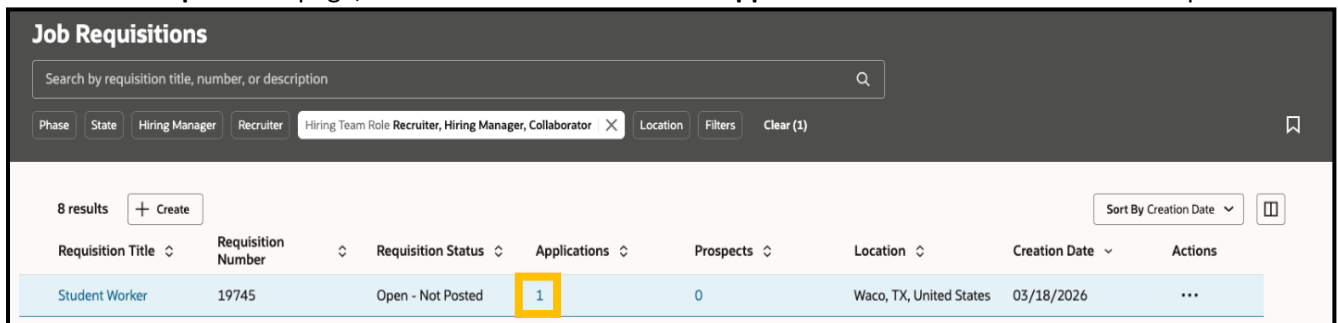
The purpose of this job aid is to guide line managers through the process of creating a job offer for student workers.

Sending a Requisition Link to a Student Employee

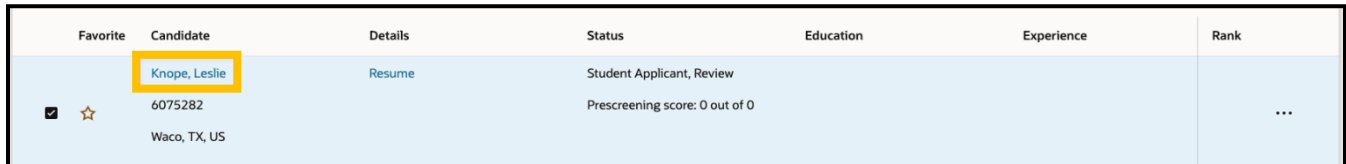
1. In Ignite, under the **My Team** tab, click on the **Hiring** tile.



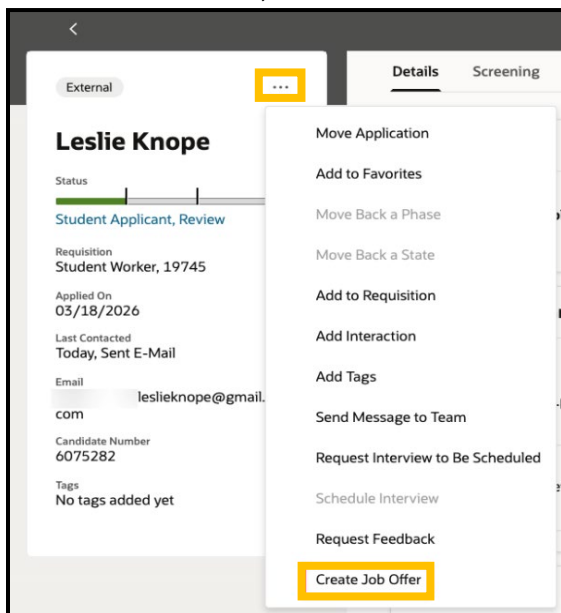
2. On the **Job Requisitions** page, select the number under the **Applications** column for the desired requisition.



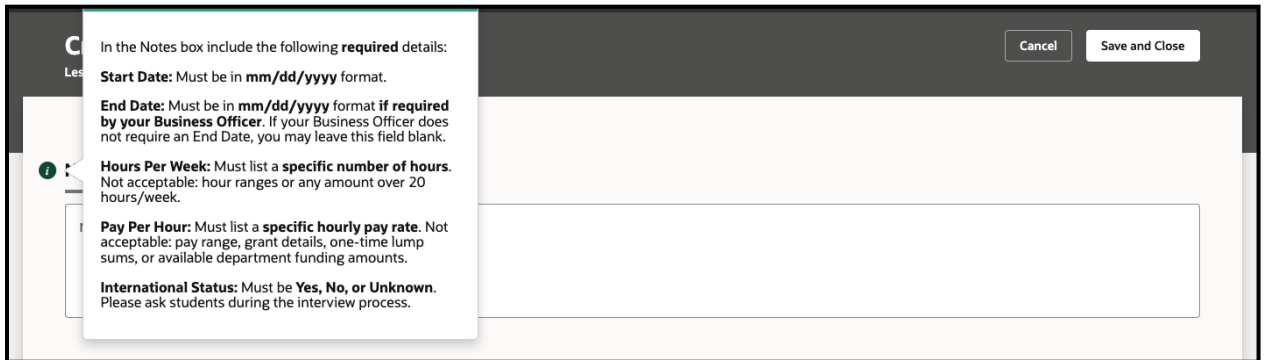
3. Select the name of the desired candidate to create the offer for.



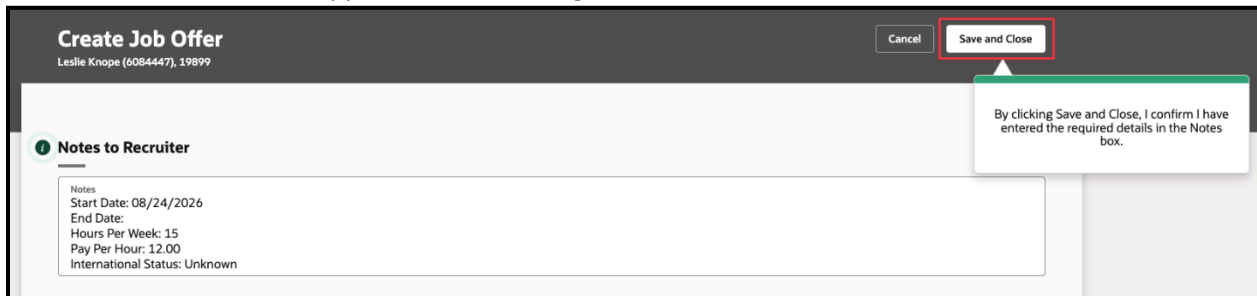
4. In the Candidate card, click the three-dot action menu and select **Create Job Offer**.



5. Enter the required information in the **Notes to Recruiter** box.
 - a. The icon next to **Notes to Recruiter** will indicate the required information to include.
 - i. **Start Date:** Must be in **mm/dd/yyyy** format.
 - ii. **End Date:** Must be in **mm/dd/yyyy** format **if required by your Business Officer**. If your Business Officer does not require an End Date, you may leave this field blank.
 - iii. **Hours Per Week:** Must list a **specific number of hours**. Not acceptable: hour ranges or any amount over 20 hours/week.
 - iv. **Pay Per Hour:** Must list a **specific hourly pay rate**. Not acceptable: pay range, grant details, one-time lump sums, or available department funding amounts.
 - v. **International Status:** Must be **Yes, No, or Unknown**. Please ask students during the interview process.



6. Select **Save and Close** when complete.
 - a. A confirmation agreement indicating the hiring manager has entered the information required in the notes section will appear when selecting **Save and Close**.



7. After selecting **Save and Close**, a **Notes to Recruiter** message will be visible in the candidate details page for Student Employment to reference when finalizing the offer letter.

