STUDENT EMPLOYMENT RECRUITMENT PROCESS

Create & Submit Requisition

Department completes Job Information, Job Posting, and Hiring Team tabs.



Position Approval

Student Employment reviews & approves requisition.



Applicant Applies

Student Employment routes all applicants to entire Hiring Team.



Interview

RS interview process is available but not required.



Soft/Verbal Offer

Tentative start date is set.



Background Check

Department requests background check.



Submit Offer

Department creates offer and submits for approval.

SE approves offer.



Post Offer

Department posts offer to applicant.

Applicant accepts offer.



Prepare for Hire

Department submits hire information.



Hire Approval

Student Employment approves hire.

Hire completes onboarding.

