

Hire a Student Employee

Note for Hiring Managers:

- *Before you complete the hiring process, a **Job Requisition** needs to be created in Workday. See the **Job Requisition for Student Employees** training to complete this process.*

1. Go to the **Student Job Board**. (<https://web.byui.edu/studentemployment/>)
2. At the top of the page click the **Manager** tab, and select **Manage Job Postings**
 - a. *(Note: Visibility to see and manage jobs are tied to the primary recruiter or direct supervisor.)*
3. Select the open requisition you created for the job to be filled.
 - a. *(Note: The search bar may be used to help narrow your search)*
4. Select the **Applicants** or **Direct Hire** tab
 - a. *(Note: Applicants is for candidates who applied through the job board, and the buttons on the right-hand side will allow you to hire them. Follow steps 8-13)*
5. For **Direct Hire**, input the students **I-Number**
6. Input the students **Pay Rate** *(Note: do not input a pay rate that is outside the minimum/maximum range)*
7. Enter or select a **Hire Date** for the student employee. *(Note: It is important to have an accurate hire date.)* Then click **Hire**
8. A new window titled **Job Options** will pop up
9. Verify that the name of the applicant is correct
10. Type in the correct **Job Title**
 - a. *(Note: The job title will be the title students will see when they clock in)*
13. Click **Hire**

What's Next?

- *Once the hiring process is complete, a green banner will appear stating the tentative hire was successful. If the student is a new hire in Workday, the student will need to come into the Human Resources office in 226 KIM **before** they begin working, with the proper identification. Hiring completion is contingent upon completing the onboarding process in HR.*
- *If the hire is unsuccessful, contact Student Employment at (208) 496-1700 for assistance.*