Process of hiring a student employee

Job Requisition	Post Job	Initial Hire	Onboarding	Finalized Hire
Workday	*Job Board*		*Human Resources Office*	

HIGHLIGHTED FEATURES

Start and End Posting Date: Automatically posts and removes the job posting from the job board.

Require Cover Letter and Resume: Option to require applicants to attach a Cover Letter and Resume.

Supplemental Question: Option to add questions that are required for students to answer within the application.

Limit Applicants: Option to limit how many applicants can apply for the position. Once the limit is reached this will remove the job from the job board.

Class Schedule: Applicant's present and future class schedule is visible with the application.

Eye Icon: Ability to view the complete application including; attached documents, portfolio, or LinkedIn links, class schedule, I-Number, e-mail, answers to questions, and phone number.

Interview: Provides the option to more applicants to a "To Be Interviewed:" status to allow for a clean review process. (Note: No e-mail is sent to the applicant when this option is selected.)

Save: Provides the option to save the applicants of those you are interested in hiring for future semesters. (Note: an e-mail is sent to the applicant when this is selected informing them that they have been declined for the current position but their materials are saved for future openings.)

Decline: Provides the option to send an automatic professional e-mail informing the student(s) they were not selected for the position. This will remove the applicant from the applicant pool.

TO POST A JOB

1. Create Job Requisition in Workday
2. Go to Student Job Board
3. Click the **Manage Postings** tab
4. Select the correct job to be posted on the job board
5. Click **Edit**
6. Utilize highlighted features
7. Select **Display on Job Board**
8. Click **Save**

HIRE AND DIRECT HIRE

Hire: Option to hire a student(s) from the applicant pool

Direct Hire: Option to hire a student without posting to the job board

Once successfully hired, an automatic e-mail is sent informing the student to come to Human Resources to complete the onboarding process. The onboarding process must be complete before employment can begin.