Hiring a Student Employee: Job Recruiting

**Step 2: View and Hire Candidates**

- **Hiring Manager**
  - Review “My Open Job Requisitions-Manager”
  - Start Student Hire Process
  - Go to inbox: Submit “Complete To Do”
  - Finalizes edits with “Revise Add Additional Job”
  - Click “Hire Student”
  - Add “Additional Job” for rehires
  - Edits “Compensation for Position Event”
  - Approves
  - Reviews and Submits “Propose Compensation Hire”

- **Student Employment**
  - Reviews and Submits “Change Organization Assignments”
  - Receptions “To Do Items” in Inbox

- **Student**
  - Reviews/Approves
  - Receives Notice when Hire is Approved