Hiring a Student Employee: Find External Students

Once you created a job requisition or create a position, you are ready for the final step of hiring a student employee. Find External Student is an option to hire a student if you already know your candidate.

1. Login to Workday
2. Search for Find External Students click on link

5. Put cursor next to the last name until you see the following symbol click on the symbol and then click on Hire.

6. Verify the candidate’s name and supervisory organization. Click OK

3. Review Results
4. Search for your candidate

7. Click on either “Hire” or “Add Job”
8. Fill Out the following:
   a. **Hire Date:** Select current pay period either 1st or 16th (Note: A student cannot be hired before the Recruiting/Create Position Start Date)
   b. **Reason:** Hire Employee > New Hire (Note: For “Add Job,” you can leave blank. This will give you an alert, but you can proceed)
   c. **Position:** Select “Position without Job Requisition” if you only Create a Position prior. (Note: Fields will populate)
      i. Select “Position with Job Requisition” if you created a Job Requisition prior. (Note: Fields will populate)
      ii. Click on Additional Information, Enter:
         1. Part Time
2. Scheduled Weekly Hours > **10** *(Note: remove 40 and enter 10)*
3. End Employment Date *(Note: Can be end of academic year, Ex: 07/01/2020)*

d. Click on **Submit**

9. Click on OPEN to Review and Submit **Change Organization Assignments** *(Note: time to make any edits if necessary)*

10. Click on OPEN to Review and Submit **Propose Compensation Hire** *(Note: time to make any edits if necessary)*

11. Up Next: Goes to Student Employment for Approval

12. Once Student Employment Approves the Hire you will receive Notification 🗣️ click to review details

**What’s Next?**
- Position will be removed from “My Open Positions” once filled.