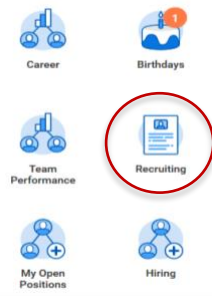
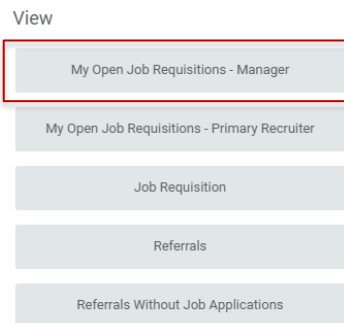


Once you created a job requisition you can view and hire candidates.

1. Login to **Workday**
2. Select the **Recruiting** icon



3. Go to View and click on **My Open Job Requisitions - Manager**



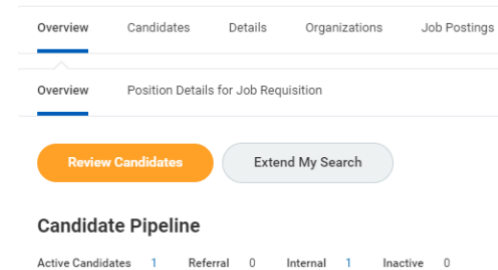
4. Click on link under “Job Requisition” (Note: It will start with number R000**)

My Open Job Requisitions - Manager Actions

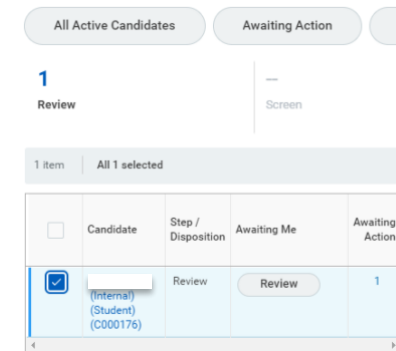
2 items

Job Requisition	Active Candidates	Worker Type	Location	Recruiter / Faculty Hiring Manager / Committee Member
R14 Student Assistant (Open)	0	Student (Fixed Term)	Student Worker Location	<input type="text"/>
R29 Student Assistant (Open)	1	Student (Fixed Term)	Student Worker Location	<input type="text"/>

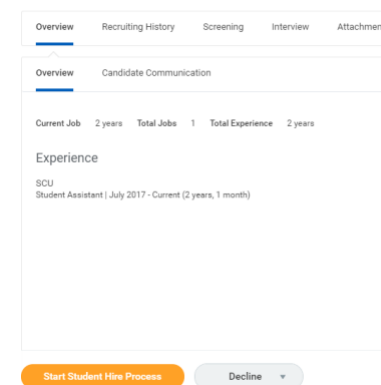
5. Click on “Review Candidates” to view all active candidates



6. Select candidate and click on “Review” (Note: Do not click on “Move Forward”)

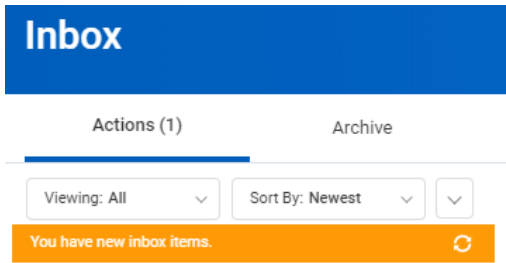


7. Click on **Start Student Hire Process** to initiate the hiring process

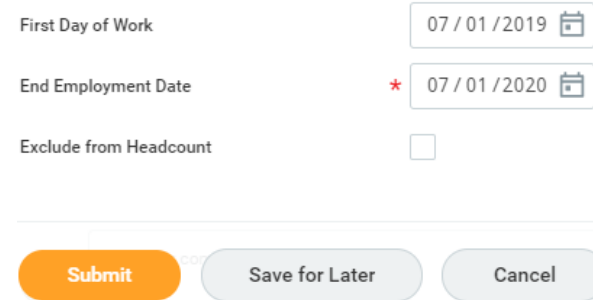
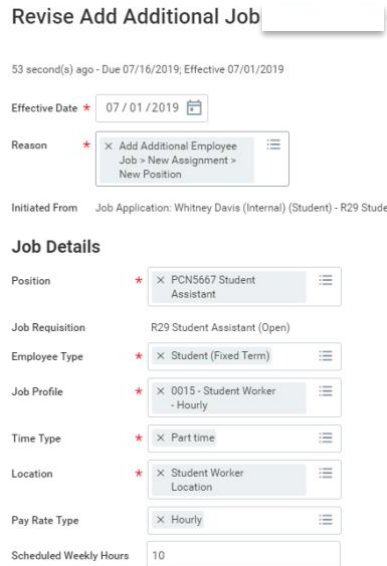




8. Go to your inbox and Click on “Start Student Hire Process: Whitney Davis”

- Review “**Complete To Do**”
- Click on **Submit**
- Refresh your Inbox and click on “**Hire Student**” (Note: Student will receive 'To Do Items' in their inbox)



- Student Employment will add “Additional Job” for rehires
- Manager will get “Revise Add Additional Job” or “Revise Employee Hire” to finalize any edits.
 - Reason: For Add Additional Employee > Job > New Assignment > New Position; For New Hires > Hire Employee
 - End Employment Date: 07/01/2020
 - Click on **Submit**



- Click on **OPEN** to Review and Submit Change Organization Assignments (Note: Time to make any edits if necessary)
- Click on **OPEN** to enter or edit information on **Compensation for Position Event**:
 - Scroll to the bottom section and use pencil icon  to edit hourly rate (Note: defaults to minimum hourly rate)
 - Click on **APPROVE** to continue
 - Up Next: Student Employment for Approval
- Click on **OPEN** to Review and Submit Propose Compensation Hire (Note: Time to make any edits if necessary)
- Up Next: Goes to Student Employment for Approval
- Once Student Employment Approves the Hire you will receive Notification  click to review details (Note: New hires will get onboarding documents to complete)
- Student will complete onboarding documents on Workday and get notify by Student Employment to come by HR to get I-9 verify (Note: Student is not eligible to begin working until all these steps are completed. Once, the student completes I-9 Student Employment will give 'white card' to provide to the supervisor)

What's Next?

- Position will be removed from “My Open Positions” once filled.
- Please contact Student Employment for any Termination/ End Jobs