Hiring a Student Employee: Job Requisition

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**)

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”
   a. Review “Complete To Do”
   b. Click on Submit
   c. Refresh your Inbox and click on “Hire Student” (Note: Student will receive ‘To Do Items’ in their inbox)

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

11. Click on OPEN to Review and Submit Change Organization Assignments (Note: Time to make any edits if necessary)
12. Click on OPEN to enter or edit information on Compensation for Position Event:
    a. Scroll to the bottom section and use pencil icon to edit hourly rate (Note: defaults to minimum hourly rate)
    b. Click on APPROVE to continue
    c. Up Next: Student Employment for Approval

13. Click on OPEN to Review and Submit Propose Compensation Hire (Note: Time to make any edits if necessary)
14. Up Next: Goes to Student Employment for Approval
15. Once Student Employment Approves the Hire you will receive Notification click to review details (Note: New hires will get onboarding documents to complete)
16. 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