STUDENT HIRING PROCESS

☐ 1 - Student Applies

1 Sourced	38 Applied

Referrals will be in "Sourced", all others will be in "Applied".
Review applications and select candidates to interview.

☐ 2 - Move to Interview

Move to Interview ⌄

Interview candidates and select candidates to hire.

☐ 3 - Move to Student Hired

Move to Student Hired ⌄

Move the candidates you would like to hire to "Student Hired"

☐ 4 - Add Start Date

HIRING DETAILS

Requested Start
Date (Cannot Be
Blank)

THIS FIELD IS REQUIRED. Please fill in this field when the start date is confirmed. Students and Non-Benefit Eligible Employees may begin employment on any FUTURE Monday if hired by the Thursday before the selected start date. Benefit Eligible Employees must begin employment at the beginning of a pay period.

Scroll down and enter the employee's requested start date which must be a future Monday.

☐ 5 - Alert HRBP

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💬 Add a comment Candidates never see comments.   ✕

use @ to mention a collaborator or # to tag the candidate

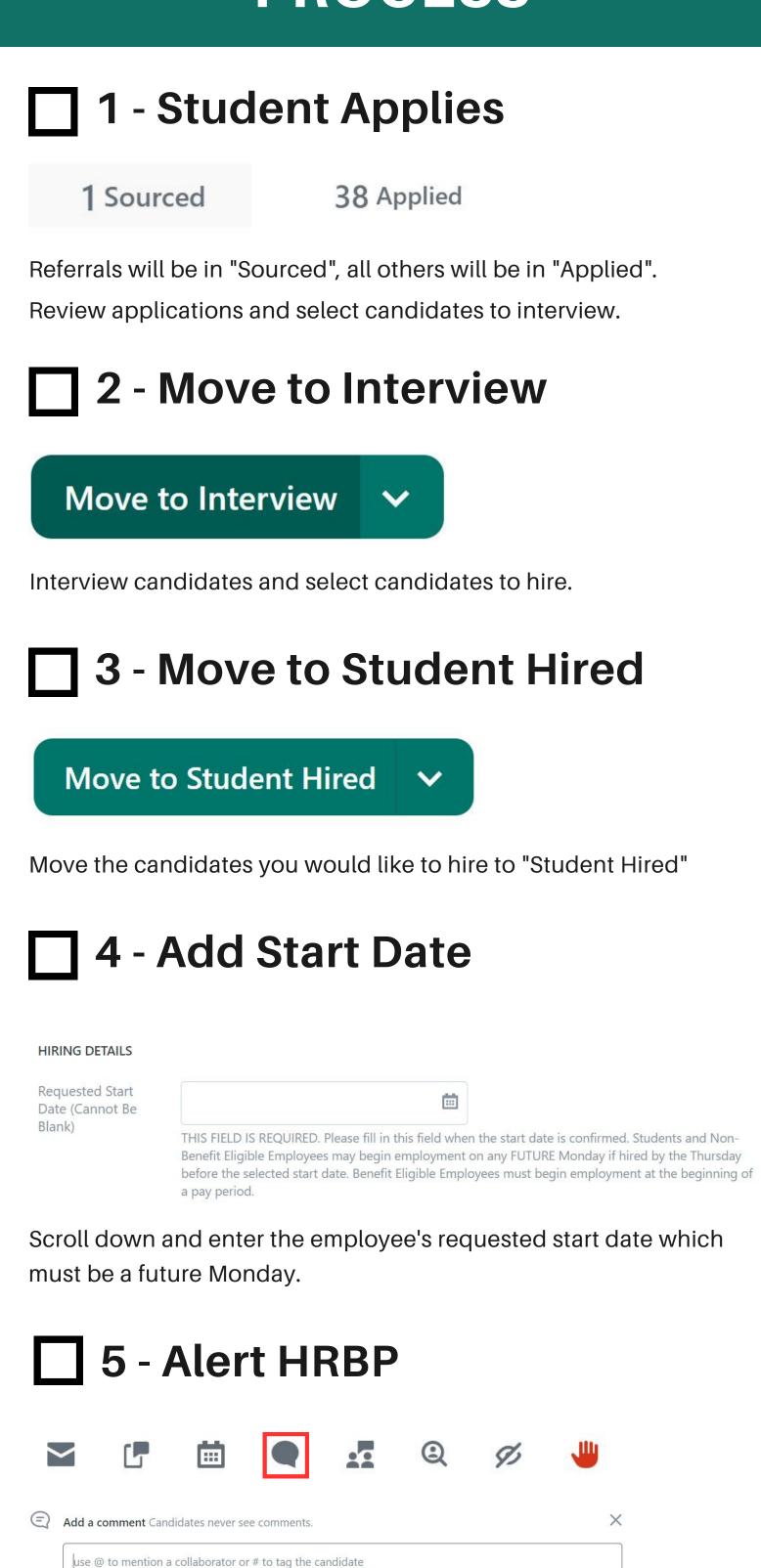⊘ Attach a file   Visible to Hiring Managers ⌄   Submit Comment

Click on the comment bubble and tag your business partner using the "@" symbol to let them know you've moved the candidate.