

STUDENT HIRING PROCESS - **UPDATED**


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 **REQUIRED**

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.