Student Hiring Workflow

1. Student Supervisor Completes Position Request Form

2. **JD Changes Needed?**
   - Yes: Staffing Services (SS) sends JD to hiring leader to make changes
   - No: SS posts position to Workable

3. **Internal Use Only?**
   - Yes: SS reviews and makes changes to student JD database
   - No: Student LOGS IN & applies on Workable Referrals Page

4. **Student Hired?**
   - Yes: Hiring Leader interviews, moves applicant to Student Hired or Disqualified
   - No: Student receives auto email notifying they will not be hired

5. **Hiring Supervisor moves individual to "Student Hired" and completes Hiring Details**

6. **SS moves individual to "Hired" & facilitates set up in Oracle**