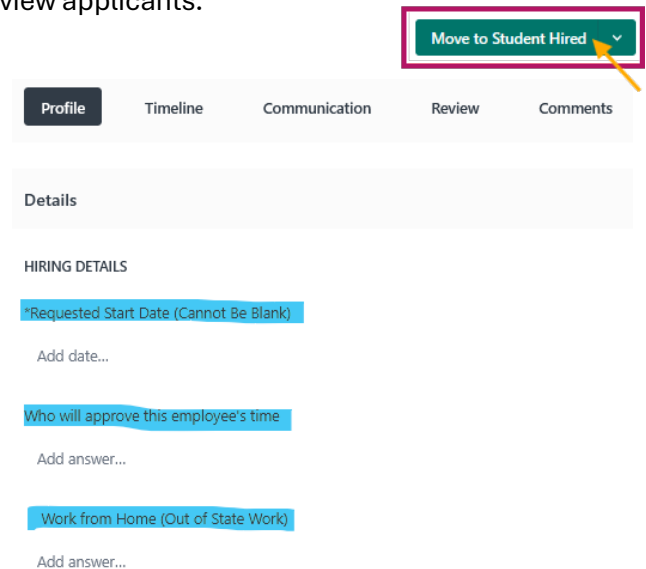


How to hire a student:

1. Open Workable: [Workable - Dashboard - Middlebury College](#)
2. Click the **Jobs** tab at the top of the page.
 - Jobs you're assigned to will appear at the top, showing a preview of candidates in each pipeline stage (applied-interview-student hired-hired).
 - For jobs you're not part of, only the job title will be visible.
3. Click on the **job title** to open the position and view applicants.
4. After reviewing applications, identify the student(s) you wish to hire. Select the **Profile** tab and complete all of the hiring details fields. The hire date can be **any day of the week**, but it must fall within a **future week**. Weeks start on Monday.
5. Use the green drop-down action on the top right of their candidate profile and choose to move the student to **“student hired.”**
6. Our team will then complete the necessary details to complete their hiring in Workable and set the individual up in the position in Oracle.



The screenshot displays the Workable interface for hiring a student. At the top right, a green button labeled "Move to Student Hired" with a dropdown arrow is highlighted by a red box and a yellow arrow. Below this, a tabbed interface shows "Profile", "Timeline", "Communication", "Review", and "Comments". The "Profile" tab is active, showing a "Details" section. Under "HIRING DETAILS", there are three fields: "Requested Start Date (Cannot Be Blank)" with a value of "Add date...", "Who will approve this employee's time" with a value of "Add answer...", and "Work from Home (Out of State Work)" with a value of "Add answer...".

Students **cannot** begin working until they have been hired by Human Resources. The candidate must be in the **Student Hired** status with completed hiring details by Friday at 3:00 pm EST in order to start work the following week. All data is processed on the following **Monday** and access to that assignment in Oracle HCM is available to the student by the subsequent **Wednesday**.

When you no longer want the position posted, please complete [this form](#) and we'll remove it from the website.