Hiring a Student Employee from a Job Requisition

Overview

This quick reference guide provides managers with instructions on how to hire a ***new*** student employee from a job requisition.

Icons:

*	**Required Field**
	Prompt to Select
	Edit Existing Information
	Add Row
	Remove Row

Notes:

1. Please refer to the QRG, create job requisitions for students, for instructions on creating a student job posting in Workday.

2. Before hiring any worker, the worker's department must ensure adequate funding with the cost center or grant owner.

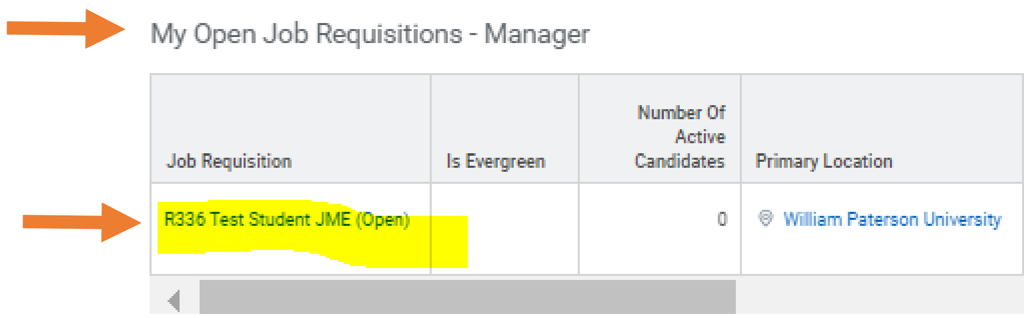
3. The new hire must not begin working until they complete the I9 employment verification form.

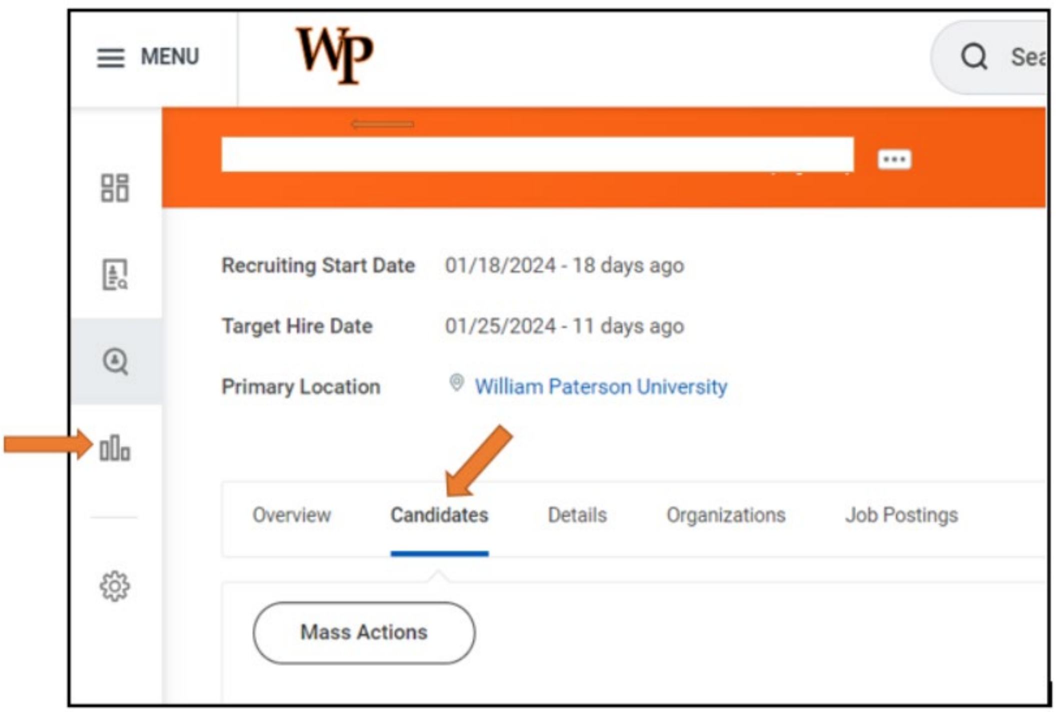
Process:

Viewing Candidate pool in Workday:

Click on the histogram, (3 vertical bars) on the left to open the Recruiting Dashboard, in order to find the job requisitions.

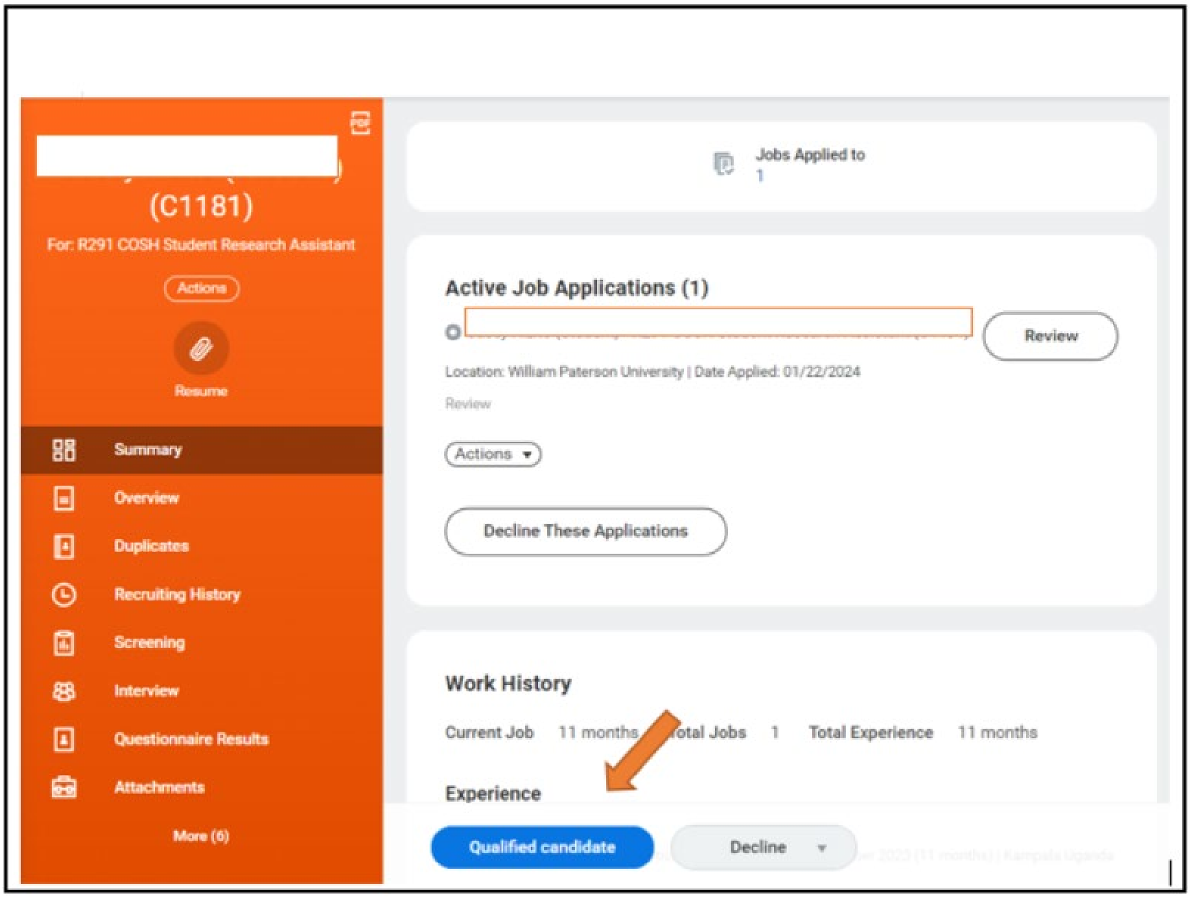
In the middle of the page, you will see My Open Job Requisitions – Manager. Click on the job requisition and then on the candidate tab to see the list of candidates.





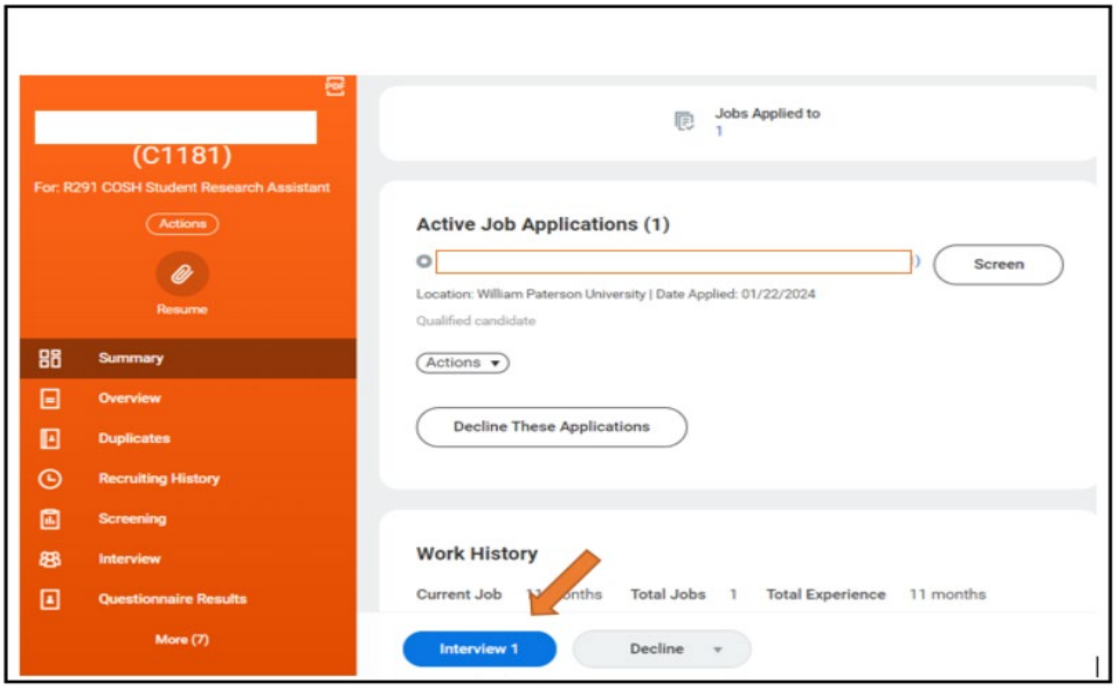
Reviewing Candidates:

1. Click on the name of each candidate to move them through the hire process.

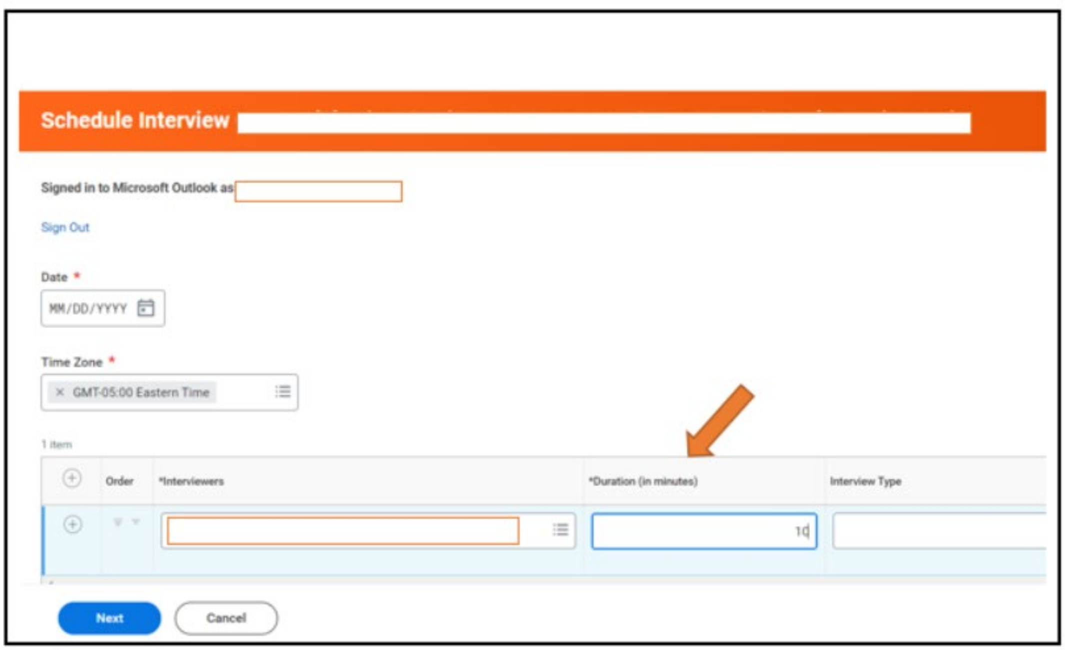


2. Mark the applicant as 'qualified candidate' and then you will be prompted to screen them. Click "open" or check your Workday task inbox for the next steps.

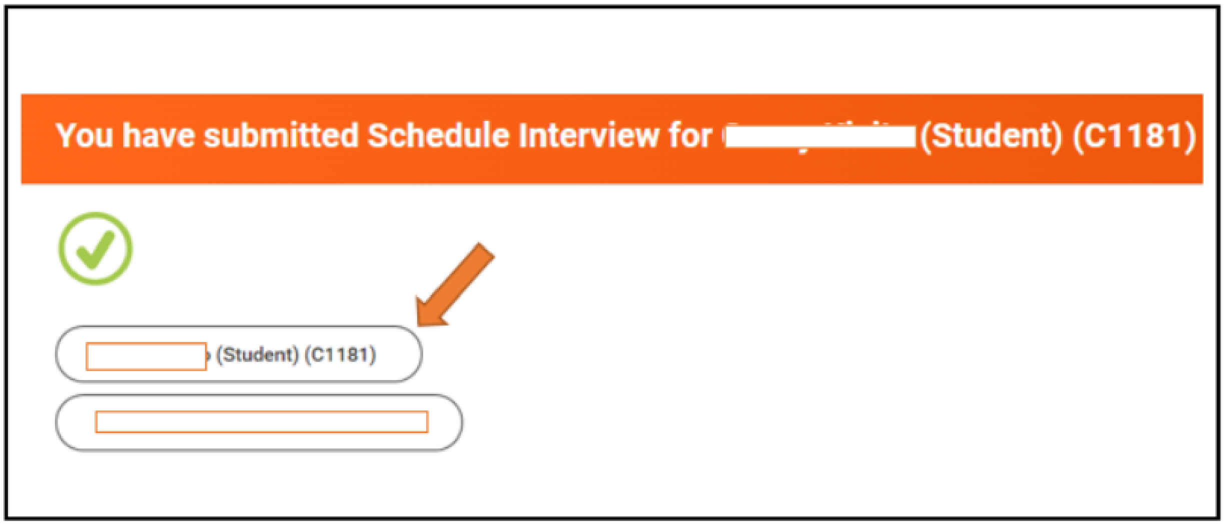
3. Scheduling Interview:



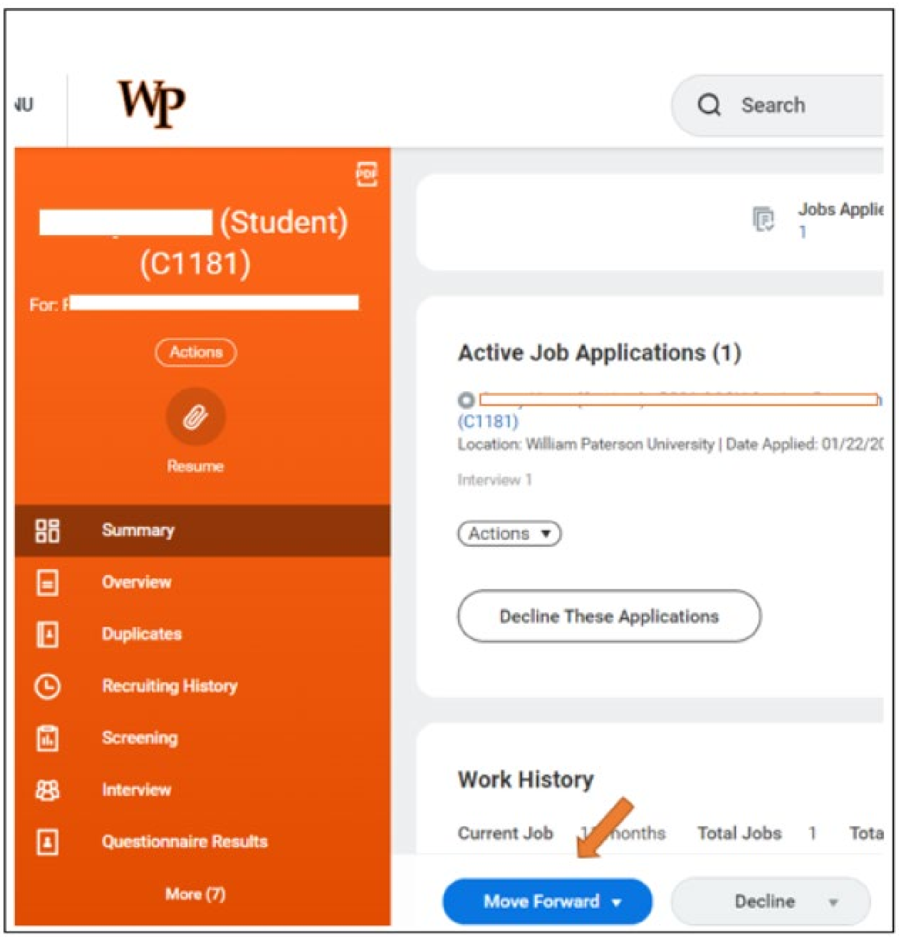
4. Click on Interview 1 to begin scheduling the interview.



5. In the next page select the time and click next.



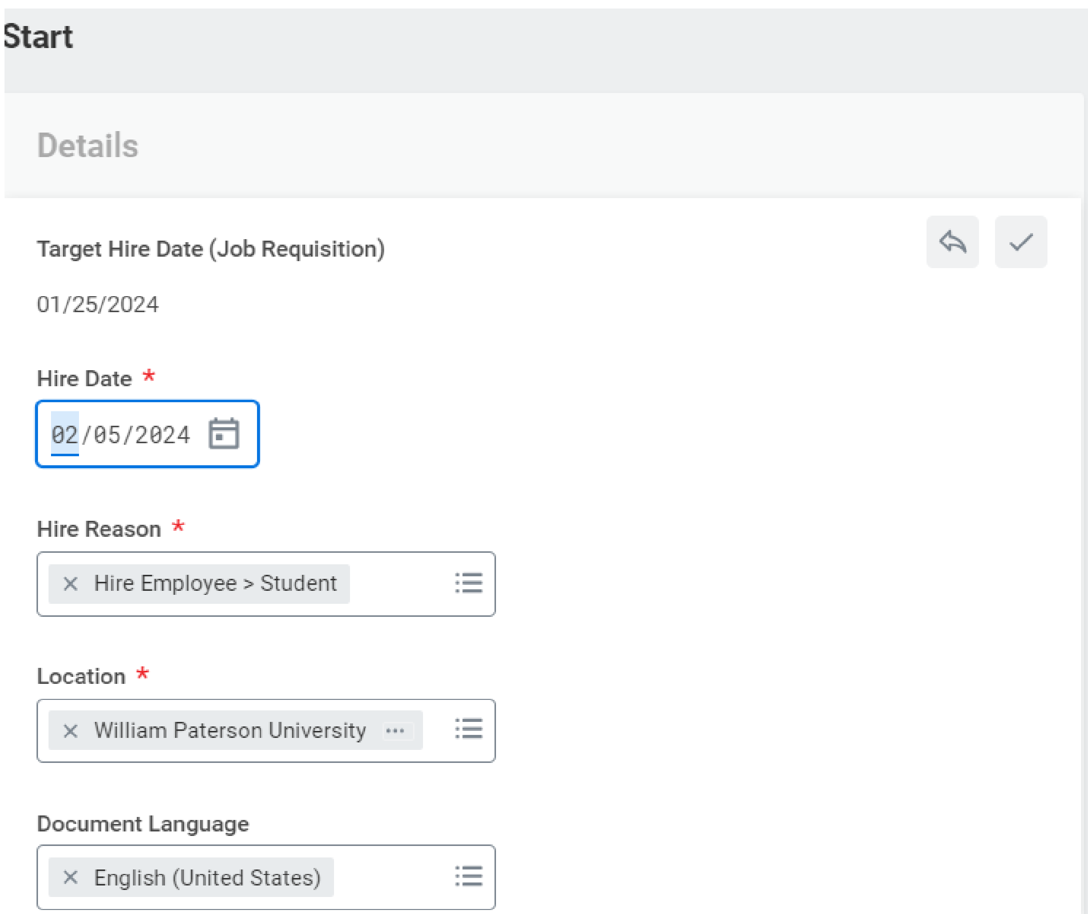
6. Once the interview is complete, go back to the candidate to move them forward to the hire process:

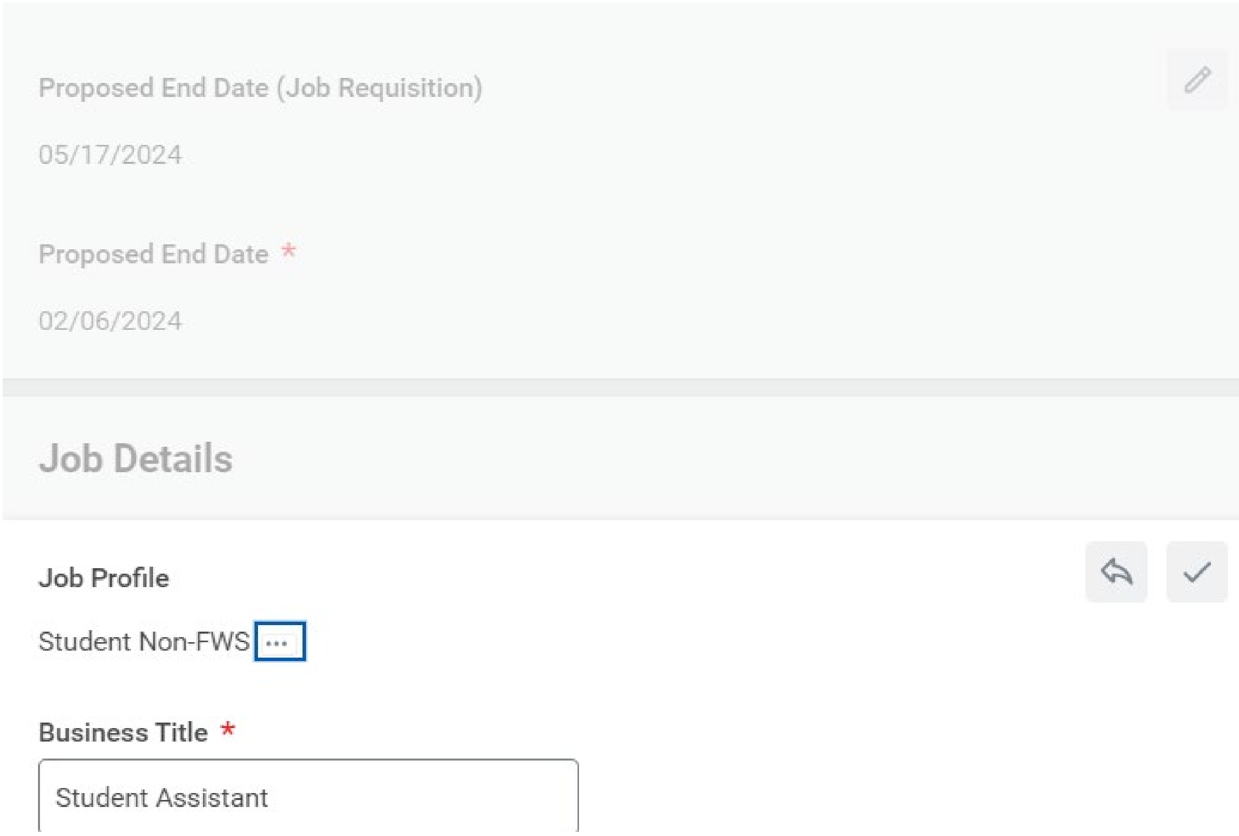


7. Click on “offer” to proceed:

8. In the offer step, enter the expected start date, reason for hire, end date and business title.

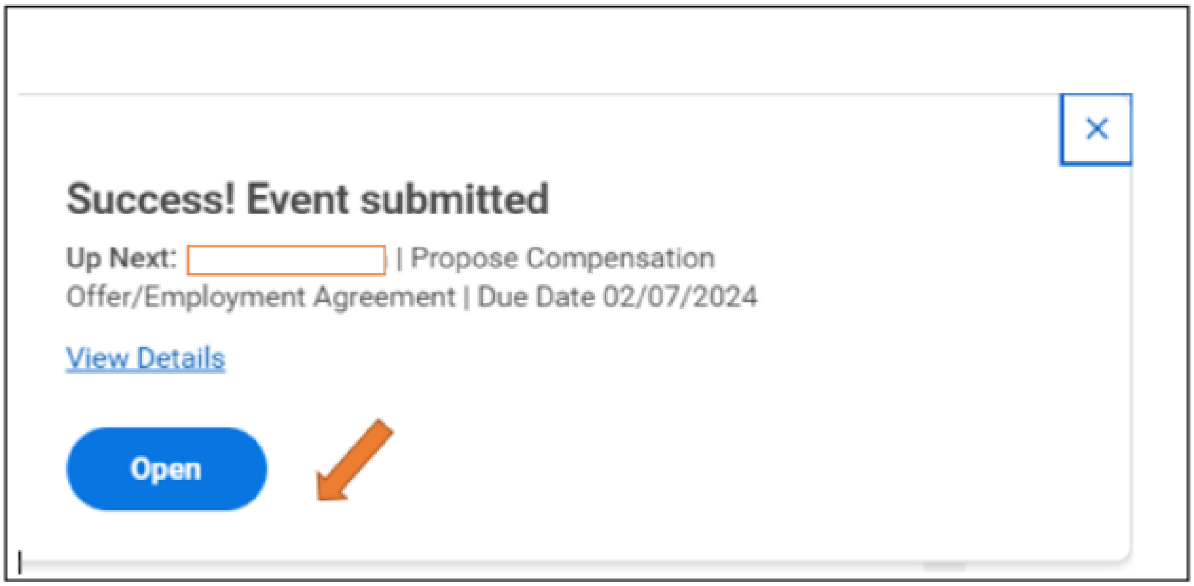
9. Click “next” to review and Submit this step.





10. Review and Submit

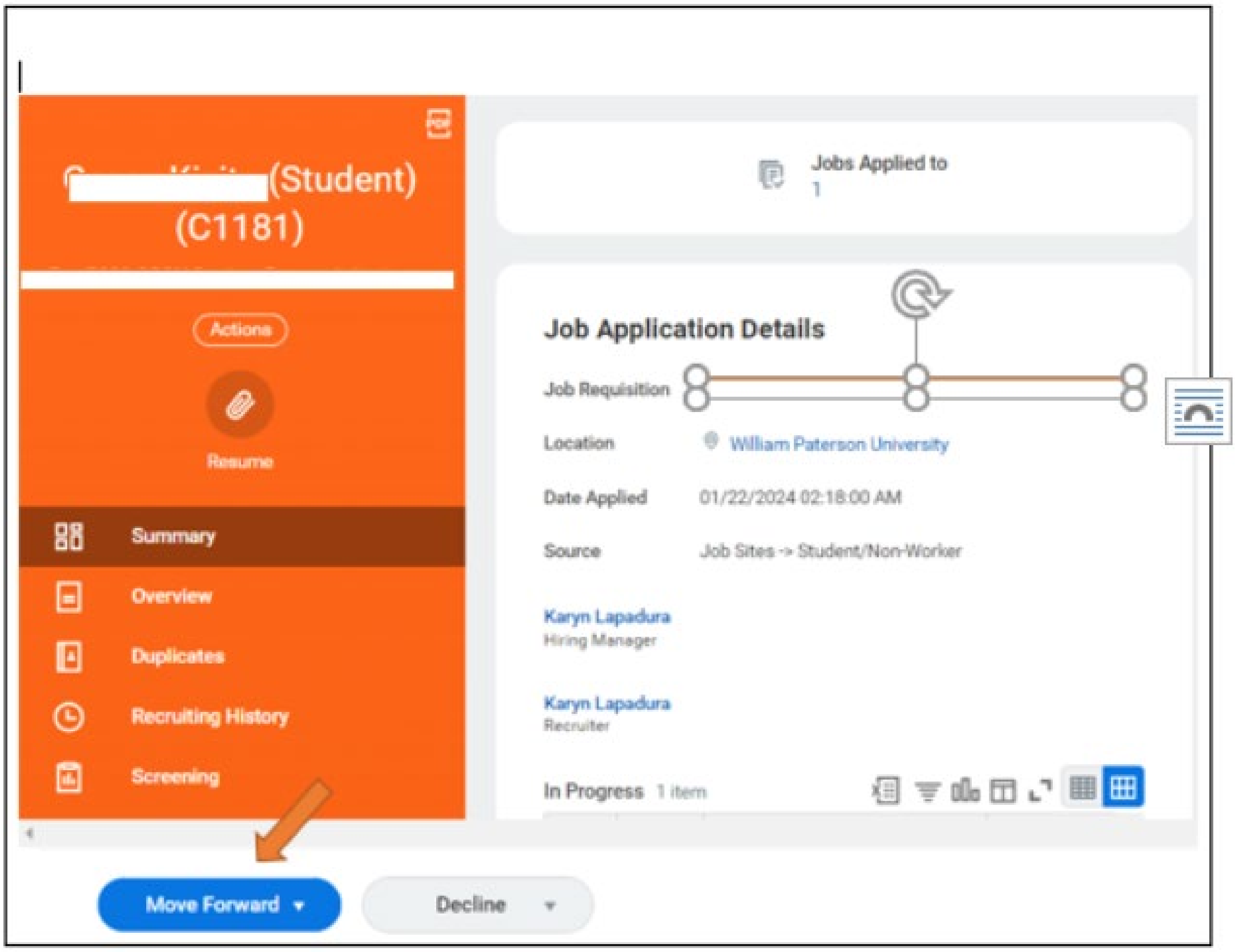
11. Propose Compensation:



12. To add the hourly rate, click the edit pencil in the subsection labeled 'Hourly'. *The hourly rate must be at least the minimum wage.*

13. Click submit at the bottom of the page.

14. Once approved by HR, there will be a Workday inbox item for you to move the candidate to the next step - Ready for hire.



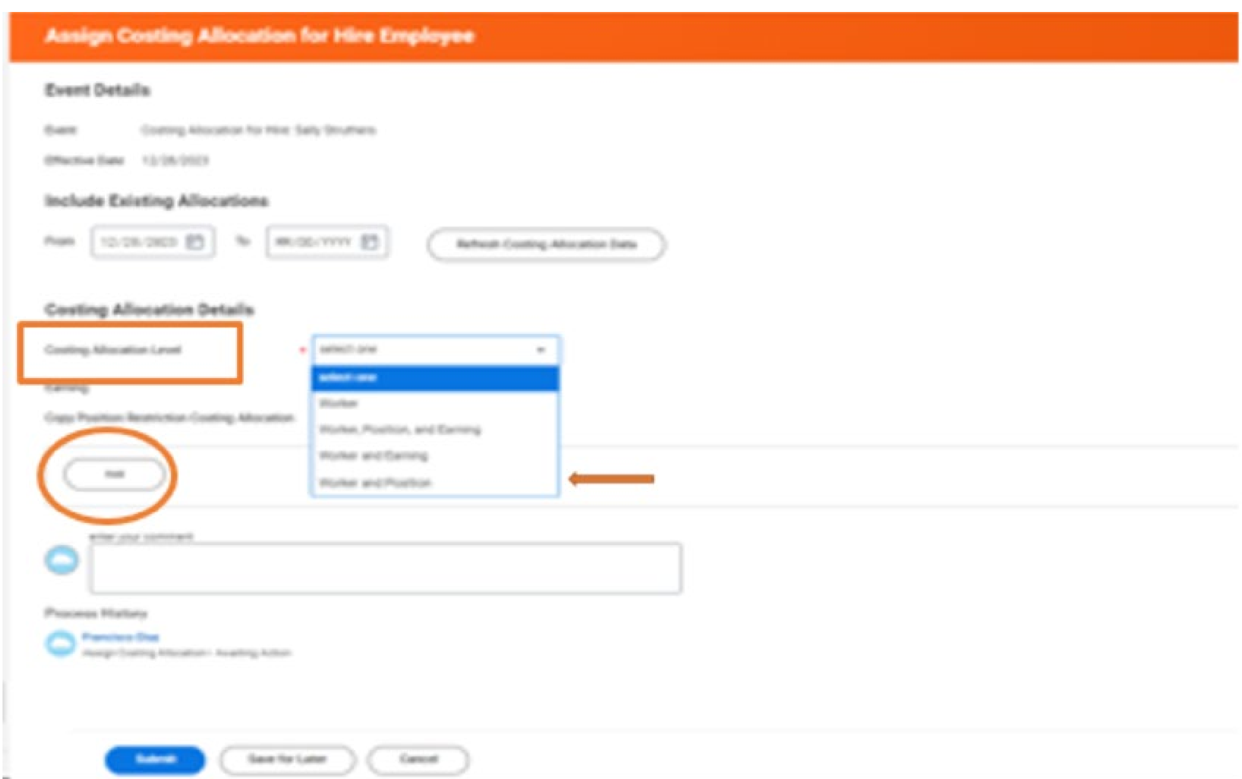
15. Once HR approves the hire and assigns the work schedule, the task will be routed to you to review and edit the compensation(if applicable).

16. To add / edit the hourly rate, click the edit pencil in the subsection labeled ‘Hourly’. *The hourly rate must be at least the minimum wage.*

17. Click submit at the bottom of the page.

18. Assigning Costing Allocation (formerly known as the FOAP in Banner)

- ❖ Click the Open button to continue the process.
- ❖ Identify the costing level and which earnings to allocate:
- ❖ Choose: **Worker and Position** to allocate all earnings for the worker's position.
- ❖ Click on ‘Add’ to add the cost center / Grant details.
    - o For Federal Work study positions, enter ‘FWS’ under grants and choose the Federal work study for the current fiscal year.



Enter any comments and click Submit.

Additional Notes

1. The business process will now be directed to Budget / Grants for approvals.
2. Once the hire is fully approved, you will receive a notification to set up onboarding for the student. Please complete this task timely.
3. After the onboarding set up is completed by the manager, students will receive email notifications to complete onboarding tasks in Workday. This includes:
   a. Personal Information
   b. Contact Information
   c. Section 1 of I9
4. The I9 Ambassador in your department will be notified once the Section 1 of I9 is completed by the student.
5. All Payroll forms including W4s and direct deposit will be available to the student in Workday after the I9 is completed.
6. Form I9 must be completed within 3 days of hire.