If you are hiring a new student, follow the steps below:

1. Request Requisition
   Request Requisition Form

2. Check Your Requisitions for Applications

3. Interview Students
   Sample Interview Questions for SE

4. Create Offer Letter
   Create Job Offer

5. Monitor Status of Hire
   Request Until Accepted and Background Check Complete if Needed
   Student Status QRG

6. If External Hire, Monitor Journeys
   For Internal Hire, Student Authorized to Work

Questions?
Contact: Student_Employment@baylor.edu

Additional Resources:
ignite.web.baylor.edu
If you are rehiring a student...

1. First, run a report in Ignite by following this path: Tools > HCM Management Data Portal > Current Student Assignment. Review active student assignments and their Projected End Date.

2. Identify students you need to rehire.

3. Complete Rehire form or Mass Rehire/Change/Separation form and submit information.

Questions?
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Additional Resources:
ignite.web.baylor.edu