1. HIRING MANAGER SUBMITS **JOB REQUISITION FORM**

2. STUDENT EMPLOYMENT (SE) POSTS OR OPENS REQUISITION FOR SOURCING

3. STUDENTS APPLY THROUGH THE JOB BOARD OR A **JOB REQUISITION LINK**

4. DEPARTMENT REVIEWS APPLICATIONS

5. **INTERVIEWS** ARE CONDUCTED

6. HIRING MANAGER **CREATES JOB OFFER**
   - The Job Offer should provide SE with these offer letter details:
     - Start and End Date
     - Hours per week the student will be working
     - Pay Rate
     - If known, if the student is international

7. SE EXTENDS JOB OFFER LETTER TO STUDENT
   - 1. SE confirms that the position will not push the student over the 20 hour per week work limit
   - 2. SE adds offer letter details to the job offer

8. STUDENT ACCEPTS THE OFFER IN EMAIL

9. BACKGROUND CHECK IS INITIATED (if required)
   - Student must authorize BC before it begins

10. BACKGROUND CHECK COMPLETES

11. IF **EXTERNAL** STUDENT EMPLOYEE, THE STUDENT IS MOVED TO ONBOARDING

12. EXTERNAL STUDENT COMPLETES JOURNEYS
   - Federal I-9 Form
   - Memorandum of Understanding
   - Confidentiality Agreement
   - Drug and Alcohol Policy and Resources

13. MANAGER **CONFIRMS JOURNEYS TASKS ARE COMPLETE**

14. EXTERNAL STUDENT IS **APPROVED TO WORK**

Access to Time Card is granted 24 hours after conversion.

**KEY**

- STUDENT
- DEPARTMENT
- STUDENT EMPLOYMENT