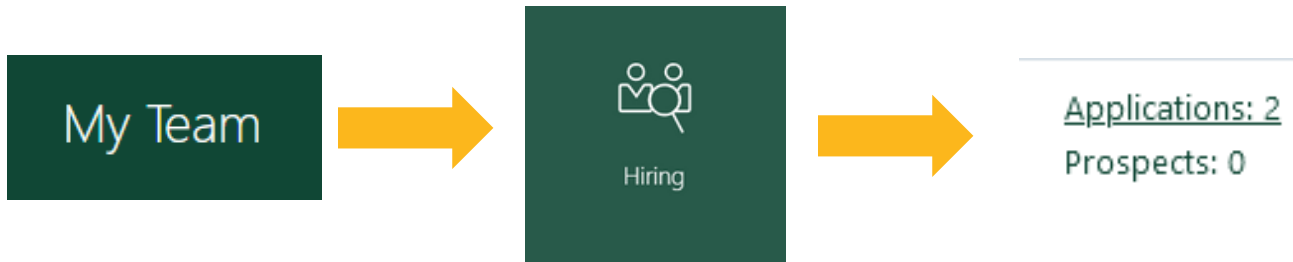


Status of a Student in the Recruit Process

After Job Offer is submitted by hiring manager:

[Click here to learn How To Send Job Offer](#)



Student Worker - Assistant Teacher - BC

Parker, Peter (1234567)

1.

State

Draft

Hire Date

Job offer is awaiting completion by Student Employment.

Hiring Manager

Stan Lee

Recruiter

Molly Weaver

2.

State

Approved

Hire Date

09/30/2024

Student Employment has completed the drafted job offer.

3.

State

Extended

Hire Date

09/30/2024

Student Employment has extended the job offer to the student worker. The offer will be in their email from Ignite.

4.

State

Accepted

Hire Date

09/30/2024

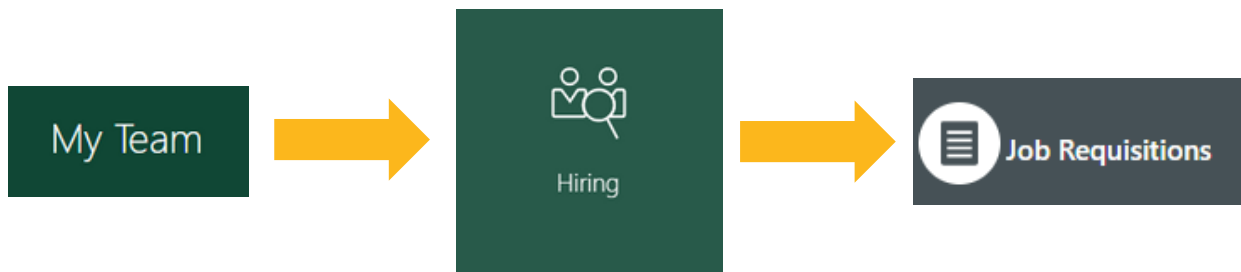
The student has accepted the job offer!

Status of a Student in the Recruit Process

If Job Requires Background Check:



Status Updates:



To keep up to date with the status of your students, you can follow these steps to see if they are processed!

HR, Processing in Progress

If your student is still processing, please refer to Journeys or My Team to review what could be pending.

HR, Pending Manual Processing

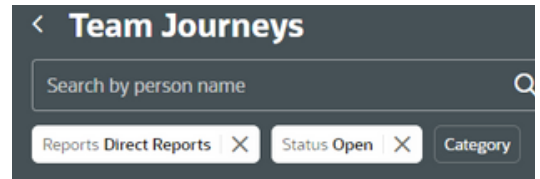
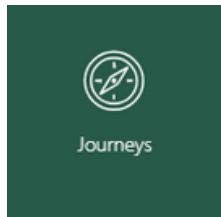
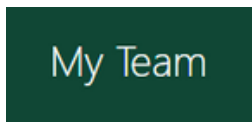
The student's assignment is pending manual assignment set up by Student Employment. The student will appear in My Team on their start date after this step is finalized.

HR, Processed

Confirm the student is fully processed by referring to Journeys or My Team in Ignite. Once completed, the student is approved to work.

Status of a Student in the Recruit Process

Finding Student in Journeys:



Tasks completed 0 of 4

- Student Pre-Hire
Confidentiality Agreement for Student Employees
- Student Pre-Hire
Drug and Alcohol Policy and Resources
- Student Pre-Hire
Memorandum of Understanding for Student Employees
- Student Pre-Hire
Complete Federal I-9 Form for Student Employees

If only the 4 “Pre-Hire” tasks are available, the student is not an official student employee yet and needs to complete their I-9.

Tasks completed 8 of 8

- Student Day 1 Tasks
Complete your W4 Form
Expired on 09/04/2024
- Student Day 1 Tasks
W-2 Delivery Method
Expired on 09/04/2024
- Student Day 1 Tasks
Enroll in Direct Deposit
Expired on 09/04/2024
- Student Day 1 Tasks
Confirm Home Address for Tax Withholding
Expired on 09/04/2024
- Student Pre-Hire
Confidentiality Agreement for Student Employees
Expired on 08/20/2024
- Student Pre-Hire
Complete Federal I-9 Form for Student Employees
Completed on 05/28/2024
- Student Pre-Hire
Drug and Alcohol Policy and Resources
Expired on 08/20/2024
- Student Pre-Hire
Memorandum of Understanding for Student Employees
Expired on 08/20/2024

Once all four tasks are completed, the student will gain access to four additional “Day 1” tasks.

Peter Parker -
10000123456
Administrative and Office Services,
Student

Completed

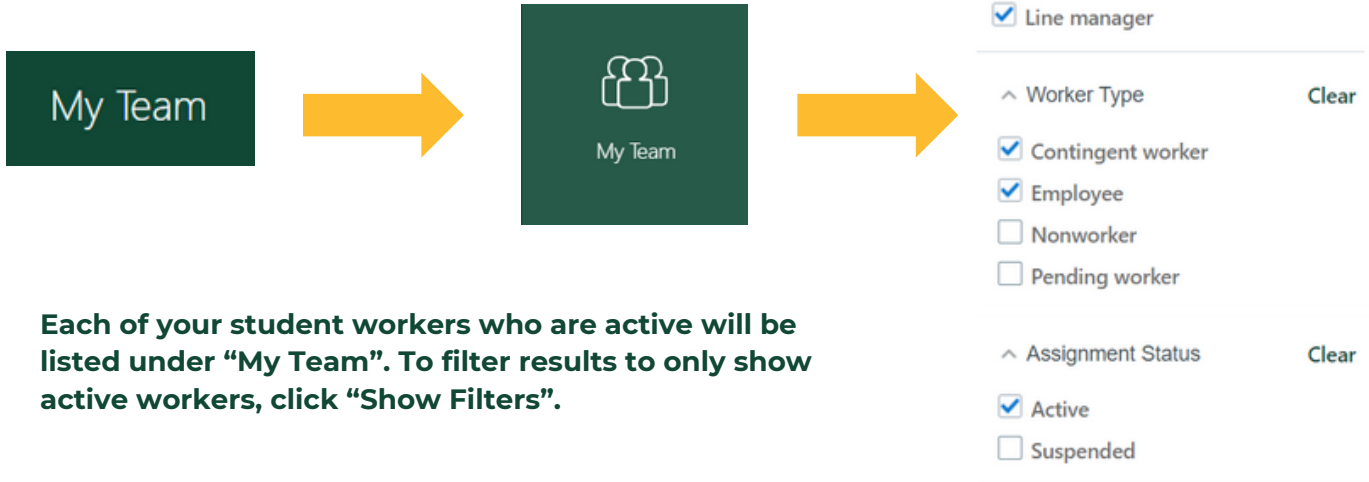
Employee tasks
8 of 8 Completed

My tasks

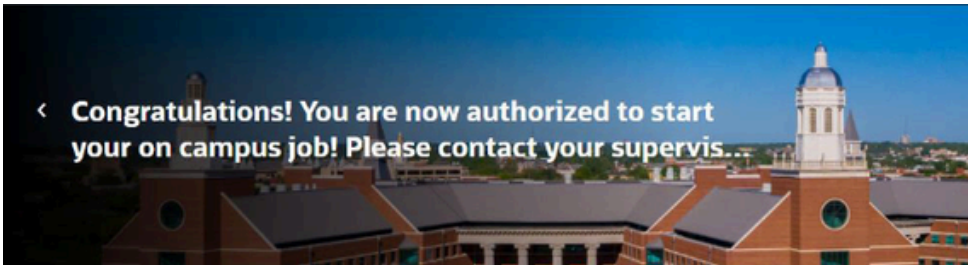
Once all eight tasks are completed, the student worker has officially been onboarded.

Status of a Student in the Recruit Process

Student is Approved to Work:



Each of your student workers who are active will be listed under “My Team”. To filter results to only show active workers, click “Show Filters”.



Another way to ensure a student is approved to work is to ensure they have access to the four Day 1 Tasks and their timecard!

Access to a timecard and Day 1 Tasks are gained simultaneously 24 hours after formally completing the Federal I-9 in person.

STUDENTS CANNOT START WORKING UNTIL THEY HAVE COMPLETED THE ENTIRE HIRING PROCESS!

For questions or concerns, please email Student_Employment@baylor.edu or message the [Student Employment 101 Teams Channel](#)