

GW STUDENT EMPLOYMENT

Resources for Student Employers



Helping Students Access Offer Letters and Tasks

If your student employee is having difficulty accessing your next steps in the Student Employment Talent Management System, this document provides guidance on how to help them accomplish these required parts of the hiring process.

When an offer letter is sent or a task list is assigned to a student, they receive an email from Student Employment with a link and instructions. Hiring Managers should communicate to the student that they should keep an eye out for emails from Student Employment regarding their hiring process. For more information on tracking student progress throughout the hiring process, check out the [Timeline of Responsibilities](#).

Offer Letters

If you notice that a hire has been stuck at the “Send Offer Letter - Hire HP” status for more than a few days, contact the student and make sure they know signing their offer letter is the next step in their hiring process.

If a student advises you they’ve misplaced the email containing the link to their offer letter, you can send them the following instructions for locating the offer letter in their Applicant Portal:

1. Login to your [applicant portal](#) using the same login information you used to create the account.
2. Once logged in, click “Your Applications”.
3. An “Offer Letter” link should be attached to the position you are being hired into.
4. Click the link to open the offer letter. Review the details of the offer, then e-sign and submit at the bottom.

Task List

Students are notified of required onboarding tasks via email as soon as those tasks are assigned. If a student advises you they’ve misplaced that email and are having trouble accessing their tasks, you can send them the following instructions for locating their tasks in Employee Records:

1. Login to your [Employee Records](#) portal using your Single Sign On information.
2. Once logged in, click the three blue buttons in the top left corner of the screen.
3. Click “Employee Records”. This will open a new window with your task list.
4. Be sure to review and complete all items in a timely manner.