



Timeline of Responsibilities - Hiring

The student hiring process includes many different steps and responsibilities that are distributed among the hiring manager, the student being hired, and Student Employment, along with possibly HR and department Finance Directors. This guide explains the full path a hire takes from start to finish and who is responsible for taking action at all points in the process.

Please keep in mind, **students may not begin working under any circumstances** until the hiring process is completed and the student and supervisor have been notified by Student Employment.

What Happens	Responsible Party
1. ALL applicants are given updated disposition statuses (students being hired are set to "Recommend for Hire"), and hiring proposals are submitted for those selected for hire.	Hiring Manager
2. Hiring proposal is reviewed (workflow shows " <i>Initial Student Employment</i> ").	Student Employment
a. IF the Hiring Manager has identified Finance Director approval as a requirement, it will be sent to your department's FD for review (workflow shows " <i>Finance Director</i> "), then back to Student Employment once approved (workflow shows " <i>Final Student Employment</i> ").	Finance Director & Student Employment
b. IF either an FD or Student Employment finds something incorrect in the hiring proposal, it will be sent back to the Hiring Manager with notes for correction (workflow shows " <i>Hiring Manager</i> ").	Hiring Manager
3. Once the hiring proposal is approved, the offer letter is sent to the student. The student receives an email with a direct link to their offer letter (workflow shows " <i>Send Offer Letter - Hire IP</i> ").	Student Employment
4. The offer letter must be signed (while waiting for student, workflow still shows " <i>Send Offer Letter - Hire IP</i> ").	Student
a. If the hiring proposal has been at " <i>Send Offer Letter - Hire HP</i> " for multiple days, it is the Hiring Manager's responsibility to contact the student.	Hiring Manager

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<p>5. Once the student has signed the offer letter, the hiring proposal will be reviewed to see if a background check is needed.</p>	<p>Student Employment</p>
<p>a. IF a background check is needed, HR Talent Acquisition and Recruitment (TAR) will complete the required background check actions. b. IF no background check is needed, the hiring proposal will move forward.</p>	<p>HR TAR & Student</p>
<p>c. IF you notice that the hire has stayed at <i>"Background Check Invitation Sent to Student"</i> for multiple days, it is the Hiring Manager's responsibility to remind the student to fill out their background check.</p>	<p>Hiring Manager</p>
<p>6. Next, students will be assigned required onboarding tasks that are specific to their personal situation (workflow will show <i>"Start Onboarding - Hire IP"</i>).</p> <p>**From this point forward, hiring managers must track hiring proposals using Employee Records.</p>	<p>Student Employment</p>
<p>7. The Position Acknowledgement Form must be completed.</p>	<p>**The Hiring Manager can check on the status of this form in the student's tasks in Employee Records. The "Responsible" column shows who needs to take action on the form next.</p>
<p>a. IF you notice that the Position Acknowledgement Form is not moving forward, this means the student has not completed their required tasks. It is the Hiring Manager's responsibility to follow up with the student about completing their tasks in a timely manner so that their hiring process can be completed. The following are the workflow steps for the Position Acknowledgement Form:</p>	<p>Hiring Manager</p>

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<p>i. [Student's Name] - This means the student has not yet submitted this form to Student Employment.</p>	<p>Student</p>
<p>ii. Group: Student Employment - Onboarding - This means that it is with the Onboarding team BUT the student has not yet completed the second part of their I-9. If you see that the hire is stuck at this stage, the best thing you can do is to follow-up with the student.</p>	<p>Student</p>
<p>iii. Group: Student Employment - Hiring - The hire is in the queue for the hiring team. All requests will be completed in the order they were received.</p>	<p>Student Employment</p>
<p>iv. Supervisor: [Your Name] - Onboarding and Hiring are done with the hire. You must sign off on it in your task list to complete it. This is the “final hire notification”. Signing off on this task means the hire is completed and the student may begin working.</p>	<p>Hiring Manager</p>
<p>v. Direct Report: [Student's Name] - This is the final step. The student just needs to submit the form one final time to acknowledge the completion of the hire.</p>	<p>Student</p>

Please keep in mind, students **may not begin working under any circumstances** until the hiring process is completed and the student and supervisor have been notified by Student Employment.

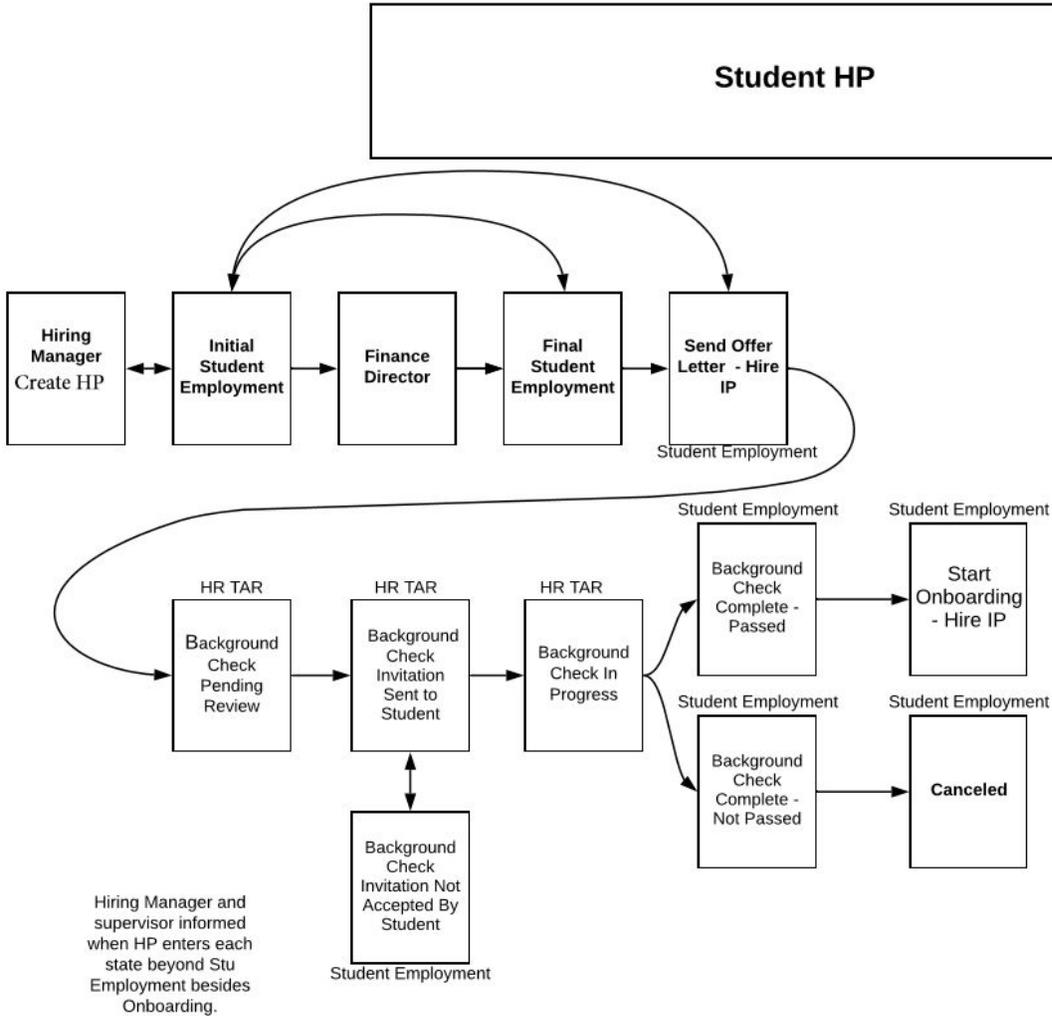
Appendix: Workflow Diagram Related to Student Hiring

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