
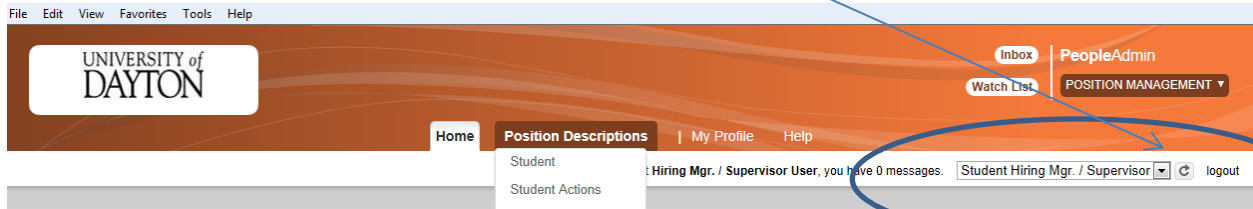
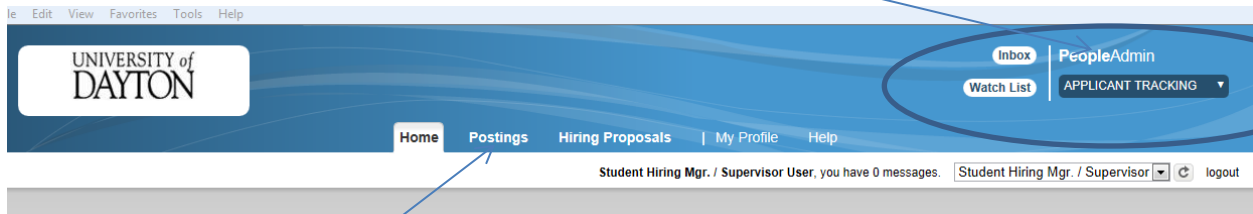


How to Hire a Student

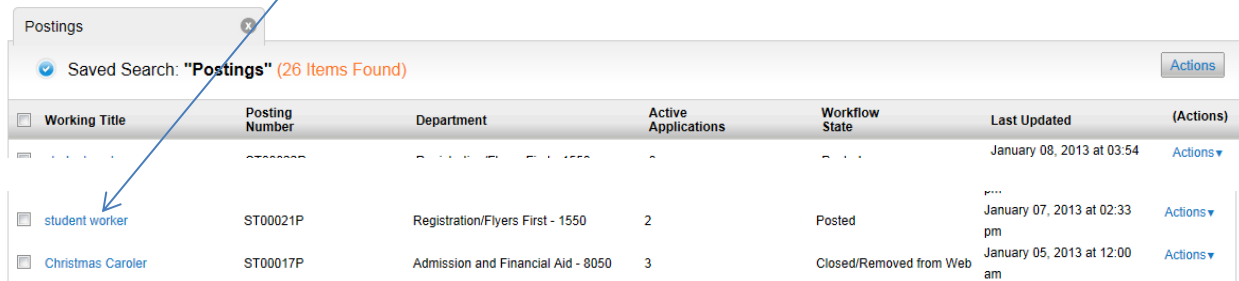
- Go to: jobs.udayton.edu/hr
- Login with your LDAP username and password
- Verify that you are logged in as a Student Hiring Mgr./Supervisor
 - If not, use the drop-down box and switch to: **Student Hiring Mgr./Supervisor** and click  to refresh the system



- In the top right corner, switch to: **Applicant Tracking**



- At the top of the page, move the mouse over **Postings** and select **Student**
- This will take you to a list of Open Positions (if you have multiple postings) and each posting will indicate the number of 'Active Applications'
- Select the posting that you want to review by clicking on the 'Working Title'




The screenshot shows a table of postings. The table has columns for Working Title, Posting Number, Department, Active Applications, Workflow State, Last Updated, and Actions. A blue arrow points from the text 'Working Title' in the instructions to the 'student worker' row.

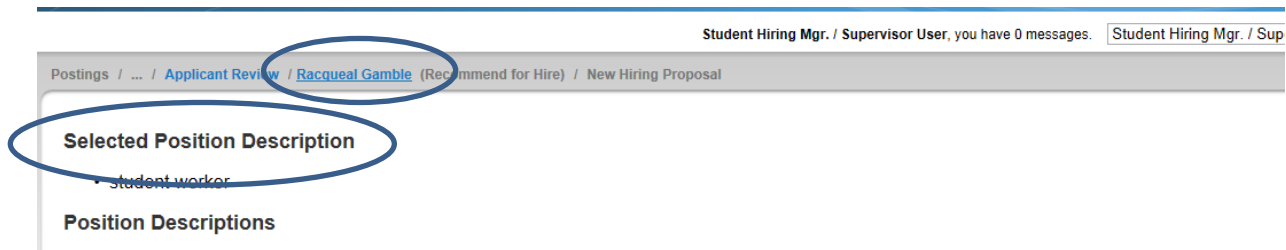
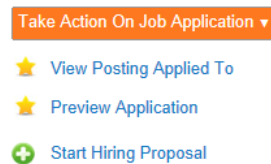
Working Title	Posting Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
student worker	ST00021P	Registration/Flyers First - 1550	2	Posted	January 07, 2013 at 02:33 pm	Actions
Christmas Caroler	ST00017P	Admission and Financial Aid - 8050	3	Closed/Removed from Web	January 05, 2013 at 12:00 am	Actions

- Move the mouse over **Actions** and select **View Applicants**
- You will be taken to the Posting as shown below, then select 'Applicants'



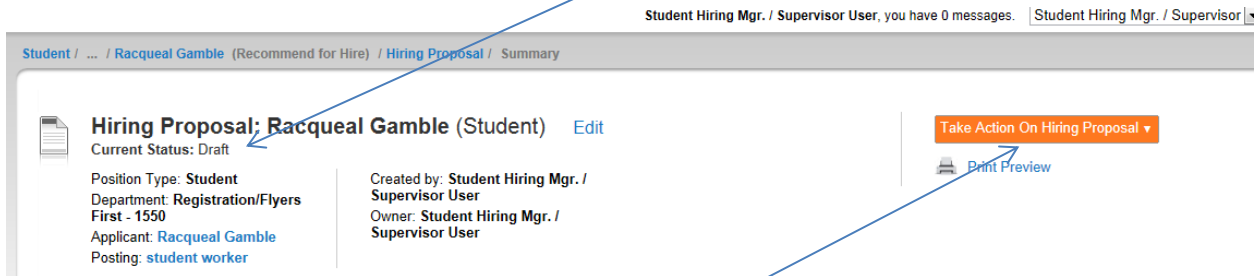
- Select the applicant's last name in order to review application
- Once you have determined which applicant(s) you want to hire
- Select the **Recommend for Hire (move to Recommend for Hire)**
 - A pop-up box will appear, to confirm the action, select **Submit**

- You must now select  **Start Hiring Proposal**, located on the right side of the screen
- Verify the information at the top of the page which indicates the applicant name and position that you are hiring for (shown below)

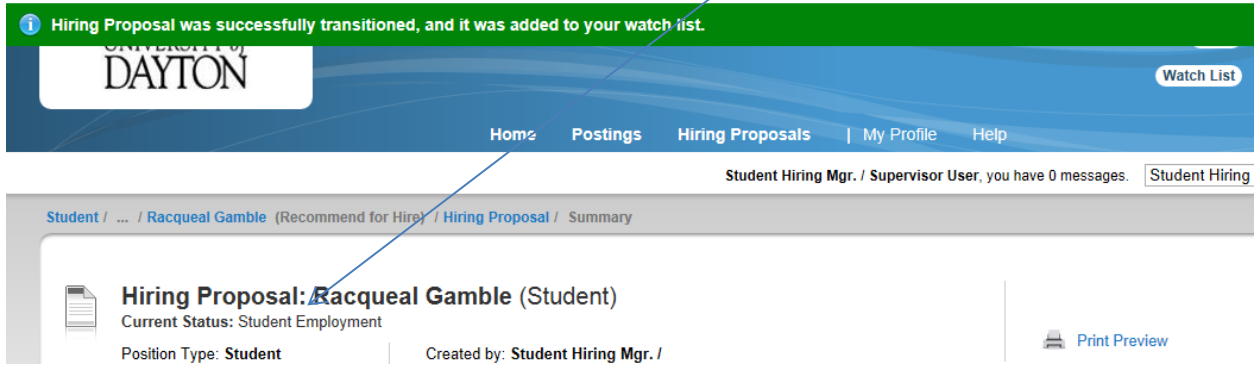


- If this is correct, scroll to the bottom of the page and choose the **Select Position Description** link
- Review the information on the Hiring Proposal and select **Next** at the bottom
 - Note: Student Employment will update the following fields once you submit the Hiring Proposal to us:
 - Position Number
 - Job Change Reason

- Social Security Number
- Date of Birth
- Citizenship
- You will reach the Summary page
 - Under **Hiring Proposal: *Student Name (Student)***, it should say **Current Status: Draft**



- Move the mouse over **Take Action On Hiring Proposal** and select **Student Employment (move to Student Employment)**
 - A pop-up box will appear, select **Submit**
- There should be a **green** information bar at the top of your screen that will say **Action was successfully transitioned.**
 - Also, under **Hiring Proposal: *Student Name (Student)***, it should say **Current Status: Student Employment**



****Your hiring proposal has been sent to Student Employment and is pending completion****