



FLYERS FIRST

Student Employment Hiring Process

Post a Job

1. Create or modify a position description at jobs.udayton.edu/hr/.
2. Student employment will be notified of this update and will review the position description.
3. Once the description is approved, student employment will create the posting, and applicants can apply at jobs.udayton.edu. If all information is complete, this process will generally be completed within 48 hours.
4. You will receive an email when your posting has been created.

Review Applicants & Finalize Hire

1. Once students start applying for your position, you can begin the screening and interview process.
2. When you have determined who to hire, begin the hiring proposal.
3. The hiring proposal will be submitted to student employment.
4. Student employment will review the proposal and determine whether the student needs to complete employment paperwork. If all information is complete, this process generally will be completed within 48 hours.
 - Students will have a status of 'Hired in Progress' if paperwork is needed; you will also receive an email notification.
 - Students who have completed all of their paperwork with our office will have a status of 'Hired'; you will receive an email notification.
5. Once a student has completed all paperwork, he/she will be listed in the "Timesheet Approval Queue" in Porches that you indicated on the position description.

For more information, please review our training materials at www.udayton.edu/flyersfirst/employment/#6.

Office of Student Employment
Phone: 937-229-3249
Email: StudentEmployment@udayton.edu
Location: Flyers First Office - St. Mary Hall, room 411
Office Hours: See udayton.edu/flyersfirst/

