



## Hiring Manager Checklist

Welcome to Student Employment! This guide reviews the information Hiring Managers need to complete on the student hiring process. To ensure timely processing, please follow the steps below:

1. Submit Job Description to Student Employment Service (SES).
  - SES will review the job description and assign Pay Grade Level accordingly.
2. SES will send the Pay Grade Level and job number to the Hiring Manager.
3. Job Posted in Handshake by SES.
  - Hiring Managers will review the applicant pool and conduct interviews accordingly.
  - Once a candidate accepts the position, the Hiring Manager will proceed to Step #4.
  - Hiring Manager should inform SES to deactivate the listing.
4. Submit Student Employment Inquiry Form on the selected student.
  - SES will email the new hire (or rehire) and Hiring Manager on the onboarding paperwork.
5. Submit ePAF once SES confirmation email is received.
  - SES will indicate the “*Start Date*” on the confirmation email to the Hiring Manager.
  - Please allow up to 2 weeks for ePAF processing. It is recommended to factor the processing timeline in your hiring process.
6. SES will review the ePAF and submit to Human Resources for processing.
7. ePAF initiator will receive a system-generated confirmation email once Human Resources successfully processes the ePAF.
8. Student will be able to begin working from the “*Start Date*”.
  - Please do not allow students to start working prior to the “*Start Date*”.