

Hiring Manager Checklist

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

1. **Submit a [Job Description Form](#) to Student Employment Services (SES).**
 - SES will review the job description and assign a Pay Grade Level accordingly.
2. **SES will send the Pay Grade Level and job number to the Hiring Manager.**
3. **The job is 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 should inform SES to deactivate the job listing and then proceed to Step #4.
4. **Submit a [Student Employment Candidate Selection Form](#) on the selected student.**
 - SES will email the new hire (or rehire) and Hiring Manager about the onboarding paperwork.
5. **Submit an ePAF once the SES confirmation email is received.**
 - SES will indicate the Authorized Start Date in 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 it to Human Resources for processing.**
7. **The hiring department must initiate the ePAF and will receive a system-generated confirmation email once Human Resources successfully processed it.**
8. **The student can not begin working until the Authorized Start Date.**
 - Please do not allow students to start working prior to this date.