Student Employment

Future Process

Department

Start → Review Career Services Website → Position needs to be posted? —Yes→ Create Posting

Position needs to be posted? —No→ (to top)

Selects Candidate and Replies to Email with Information/Form

Completes Form

Career Services

Review Posting → Grant Funded? —Yes→ ... —No→ ...

Posting Closes and Email Sent to Department

Post Position and Advertise on Social Media

Send Form to HR

Is form/info correct? —Yes→ ... —No→ Selects Candidate and Replies to Email with Information/Form

Send docs/info on I9/Sessions to Student

Did it need to be posted? —Yes→ ... —No→ ...

Grant Funded? —Yes→ ... —No→ ...

Budget

Funds Available? —Yes→ Is there a position number —Yes→ Approve Posting

Is there a position number —No→ Create Position Number → Approve Posting

Funds Available? —No→ ...

Funds Available? —Yes→ ... —No→ ...

Grants

Funds Available? —Yes→ ... —No→ End

Funds Available? —Yes→ ... —No→ ...

HR

Send training login for FERPA, etc. → End

BANNER Data Entry

Sends Approval E-mail to Department and Student

Completes Section 2 of I-9

Sends I9

Receive Form

Student

End

Attends Session

Completes docs/Section 1 of i-9