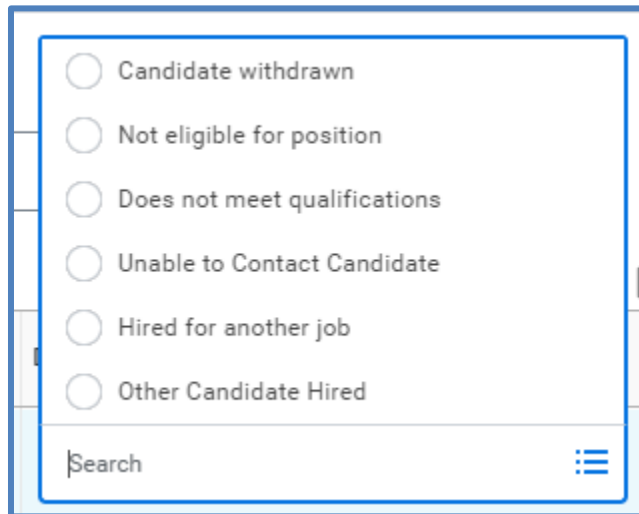## HOW TO REVIEW AND HIRE STUDENTS

Follow these steps to review candidates once your job has been posted. Once a student is selected for "Student Ready for Hire" and the process is submitted, the SEC will be notified to continue the hiring process.

1. In Workday, search for the **View Job Requisition** task and select it.
2. Select the desired **Job Requisition**, searching either by the job requisition name or by selecting the job requisition from the list populated under the supervisory organization(s).
3. Candidates can be reviewed by clicking the orange "**Review Candidates**" button or by selecting the "Candidates" tab near the top of the screen.
4. Once reviewed, candidates can either be moved forward in the hiring process or declined.
5. If declined, pick the appropriate **Disposition Reason.**



6. If selected, check the box next to the student's name and then click the orange "**Move Forward**" button, accepting the default "**Student Ready for Hire**" action.

! When hiring students, please keep in mind that the Form I-9 **MUST** be completed and verified by a Student Employment Office/HR rep. before the student can begin working.

**workday.** | **EDUCATION**