

Coordinating the Recruiting and Hiring Process

Allow Time
Prior to the
Job Start
Date For:

- Requisition to be initiated
- Requisition to complete the approval process
- Requisition to be posted
- Candidates to apply
- Interviews to be scheduled
- Offer to be extended
- Offer to be accepted
- I-9 to be initiated and completed
- Newly hired student's information to be entered into the HCM Cloud
- Newly hired student to log onto HCM Cloud to complete direct deposit account details and Form W-4 withholding election