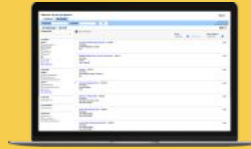


Hiring Manager Task List



1

Pre-hire To-Do's

(0-3 Business Days)

- Obtain department approval to hire student(s)
- Verifies budget availability for the vacancy
- Create job description

2

Creates Requisitions

(3-5 Business Days)

- Creates Student Employment requisition in Taleo
Important notes: position start date and end date that aligns with the payroll calendar. Use Student Employment Salary Table to determine pay rates.
- Submits requisition for approval based on division preference
- Send Taleo application link to student(s) if direct hire

3

Selects Hire(s)

(7-10 Business Days)

- Reviews applications
- Selects applicants for interview
- Conducts interviews
- Makes hiring selection
- Verbally offers position
- Creates offer letter in Taleo and submits for approval
- Extends E-offer
- Upon receipt of new hire confirmation from HR, connect with student to confirm work schedule