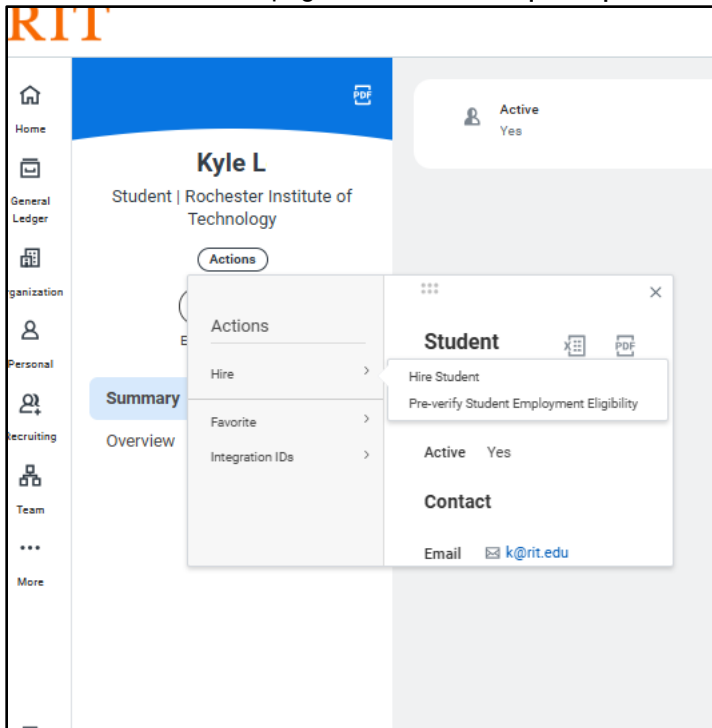


This job aid demonstrates how to directly hire a student into an open job without the interview process.

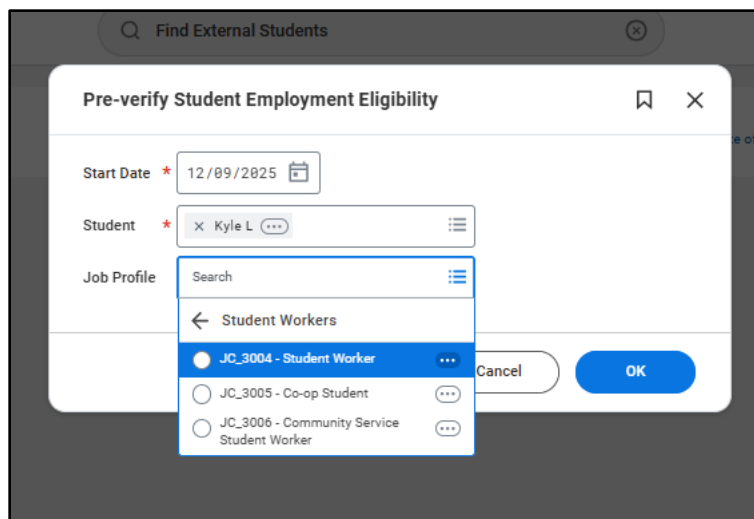
Direct Hire

To directly hire a student, you need an open job requisition. Learn more about creating a job requisition in the **SEO Manager Support – Hiring Student Workers** job aid.

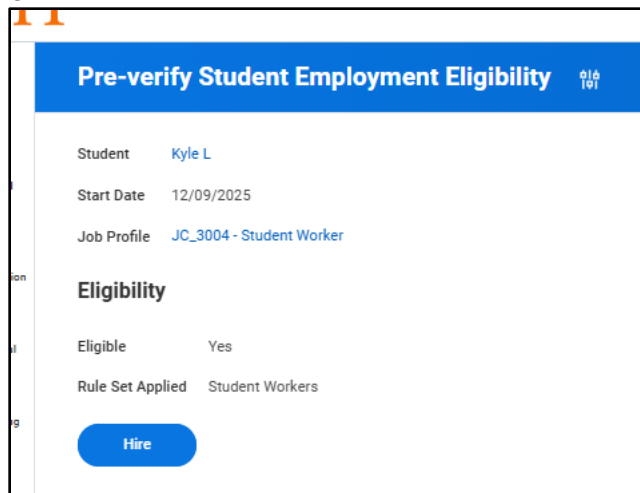
1. After you have completed your open job requisition, look the student up by their name or UID in the search bar. You can also use the **Find External Student** report to help find the student. Select the **student** to open their record.
2. On the student record page, select **Actions | Hire | Hire Student**.



- a. If you need to verify employment eligibility, select **Pre-verify employment eligibility**. Then, enter the **Start Date** and verify the **Student** name. Finally, select a **Job Profile** you wish to check eligibility for. Select **OK**.



- b. This verifies eligibility based on course registration. Students indicating **No** may still be eligible to work based on circumstance, but this needs to be manually verified by the Student Employment Office. This check does not indicate whether a Form I-9 has been completed.



Pre-verify Student Employment Eligibility

Student: Kyle L

Start Date: 12/09/2025

Job Profile: JC_3004 - Student Worker

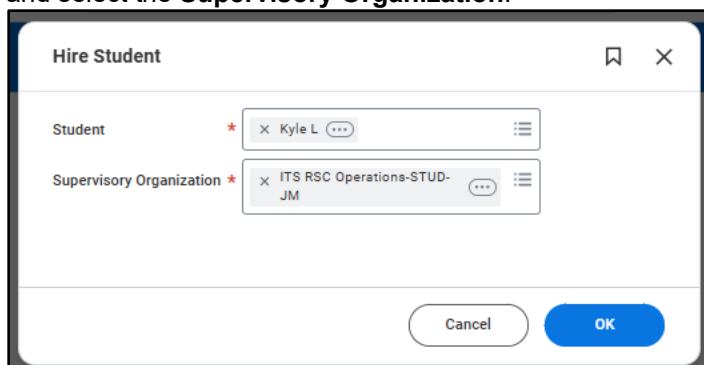
Eligibility

Eligible: Yes

Rule Set Applied: Student Workers

Hire

3. If the student is eligible, select **Hire Student**. The Hire Student task displays. Verify the **Student** name and select the **Supervisory Organization**.



Hire Student

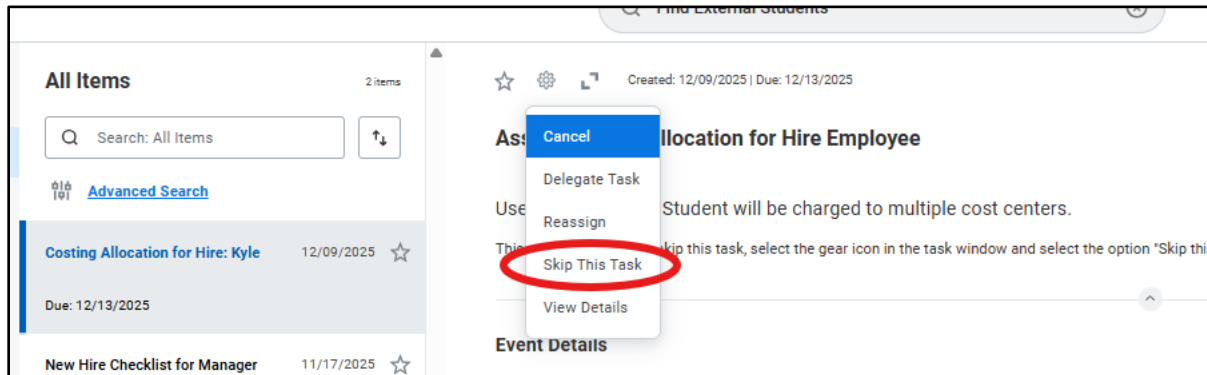
Student: X Kyle L

Supervisory Organization: X ITS RSC Operations-STUD-JM

Cancel OK

4. Enter all required hire information:
- Hire date:** This later defaults the **First day of Work**.
 - Reason:** Enter a reason, such as new hire, new position, or fill vacancy.
 - Job Requisition:** This is a required field for all student employment roles. This does not have an asterisk but is always required for student employment.
 - Job Title:** Enter a job title that is specific to the role. Do not enter "Student Worker." This title modifies the **Business Title**, which is what students see in the time clock to differentiate jobs.
 - Scheduled Weekly Hours:** Enter a best estimate of hours for this position.
 - If this is their second job, and the total hours between jobs exceeds 20, a warning displays but does not prevent the hire. The student must remain under 20 hours/week.
 - When you are ready, select **Submit**.
5. Propose the **Compensation** for the new hire
- Confirm compensation amounts and then select **Submit**.

6. If the student employee will be charged to multiple cost centers, assign **Costing Allocations**. If the student is not assigned to multiple cost centers, skip this step.



- a. When promoted for a **skip reason**, select **Not Applicable**.
 - b. Select **OK**.
7. The student is hired and sent their onboarding tasks.