

Student Hiring Checklist - For Managers

After selecting the candidate of your choice for your student position, please follow the checklist below to complete the hiring process.

- 1. Extend Verbal Offer:** Advise student of upcoming hiring instructions to be delivered via email (*important they follow steps in order).

- 2. Send Offer Email to student.**

- 3. Submit Hire HRA (** Only AFTER student has accepted offer**).**
name.# is required in the personal e-mail address field

- 4. Electronic Documents Sent to Student Employee:** Within 1-2 business days of HRA "final approval."

- 5. Electronic Documents Complete:** Once electronic documents complete - student's offer email directs them to Lincoln Tower to show their work authorization documents.

- 6. Background Check:**
 - ***Not Required:** Hire date provided to student .
 - ***Required:** Hire date provided to student once complete.

- 7. Hire Date Notification:** Manager receives student start date via email from SLHR Service Center.