



Hiring Manager Checklist

Follow the steps below to start the hiring process:

1. **Submit Job Description to Student Employment Service (SES).**
 - SES will review the job description and assign Pay Grade Level accordingly.
2. **SES will send the Pay Grade Level and job number to the Hiring Manager.**
3. **Job Posted in Handshake by SES**
 - Hiring Managers will review the applicant pool and conduct interviews accordingly.
 - Once a candidate accepts the position, the Hiring Manager will proceed to Step #4.
 - Hiring Manager should inform SES to deactivate the listing.
4. **Submit Student Employment Inquiry Form**
 - SES will email the new hire (or rehire) and hiring manager on the Onboarding paperwork.
5. **Submit ePAF once SES confirmation email is received.**
 - SES will indicate the “*start date*” on the confirmation email to Hiring Manager
 - Please allow up to 2 weeks for ePAF processing. It is recommended to factor the processing timeline in your hiring process.
6. **SES will review ePAF and submit to Human Resources for processing.**
7. **ePAF initiator will receive system-generated confirmation email once Human Resources successfully processes the ePAF.**
8. **Student will be able to begin working from the “Start Date”**
 - Please do not allow students to start working prior to the “Start Date”