Hiring a Student Employee from the Student Pool

To hire a student who is in the Student Pool

A student listed as **Student Pool (not currently employed)** has worked on campus previously but does not currently have a campus job.

1. Type student name in search box to determine their current job status.

If you see a student is listed as **Student Pool (not currently employed)** in the Search results, **Transfer, Promote, Change Job** is the correct business process to use.

2. Click the student’s name to open his or her profile.

3. Click on the Related Actions Button and click Job Change > Click Transfer, Promote or Change Job
4. In the Start Details area, enter the following values for your employee:

- **Date:**
  - Use today’s date so the hire takes place immediately

- **Why are you making this change?**
  - **All Student Job Changes**

- **Who will be the Manager after this change?**
  - **You will be the manager**

- **Which team will this person be on after this change?**
  - **Your team.** Type in a few letters of your team name and select the correct team. Your team should always include the word (Student) in the name.

- **Where will this person be located after this change?**
  - Maine

5. **Click Start**
6. In the Job Profile pick list, type a few characters from either the department name or the job title. When the job appears in the Search Results, select it.

7. Click NEXT three (3) times to get to the next page you need to edit.

8. Scroll to Cost Center area and click the pencil to edit the field.

The Job Profile for all students is the position title preceded by the department name and a hyphen with no spaces. If you are not sure which Job Family to choose, check with Student Employment.
9. In the Cost Center pick list, type a few characters from either the cost center number or the name. When the cost center appears in the Search Results, select it> Click Next.

10. Scroll to the Hourly area and click on the pencil icon to edit the fields.

11. In the Amount field, enter the hourly rate for the position. The base pay range set by HR for the position appears above the amount field.

12. Click Next> Review the page and Click Submit.
13. Click Submit.

A confirmation screen shows that the student has been successfully transferred into the position. **You’re Done!**