How to hire a student from a job requisition

1. Go to Workday Inbox. Click task related to candidate.

2. Ensure hire date is accurate (please confirm this is correct).

3. Reason: Enter either Additional Job or New Hire

4. Job Details: Enter or confirm the following:
    o Job Requisition: This will pre-populate if hiring from a req. Can be changed.
    o Job Profile: This will pre-populate. Can be changed.
    o Time Type: This will pre-populate. Leave as part-time.
    o Location: This will pre-populate.
    o Workspace: Leave blank
    o Pay Rate Type: This will pre-populate.

5. Working Time:
    o Edit Default Weekly hours to "0"
    o Leave Scheduled Weekly hours at "0"
    o Leave Work Shift blank

6. Additional Details: Enter or confirm the following:
    o Job Title: Will pre-populate from Job Profile. Edit if needed.
    o Business Title: This should match the job title.
    o Additional Job Classifications: Select Weeks Per Year and 0-0 weeks/0.00 FTE.
    o End Employment Date: Enter or update to 8/31/student's expected graduation year.
    o Click Submit.

7. Propose Compensation Hire task will appear in your inbox. Click to open.
    o Scroll to the Hourly section and confirm the pay rate entered in the amount field is correct.
    o Click Submit.

8. The Change Organization Assignments task will appear in your inbox. Click Open.
    o Company: Bowdoin College will default.
    o Cost Center: Will pre-populate from the Job Requisition. This can be changed if needed.
    o Click Submit.
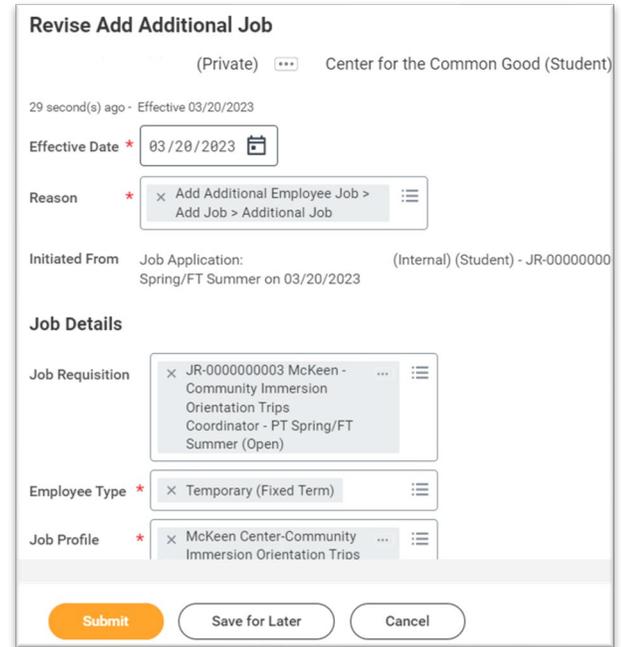
Contact the Student Employment Office with any questions!