

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:
 - Job Requisition: This will pre-populate if hiring from a req. Can be changed.
 - Job Profile: This will pre-populate. Can be changed.
 - Time Type: This will pre-populate. Leave as part-time.
 - Location: This will pre-populate.
 - Workspace: Leave blank
 - Pay Rate Type: This will pre-populate.
5. Working Time:
 - Edit Default Weekly hours to “0”
 - Leave Scheduled Weekly hours at “0”
 - Leave Work Shift blank
6. Additional Details: Enter or confirm the following:
 - Job Title: Will pre-populate from Job Profile. Edit if needed.
 - Business Title: This should match the job title.
 - Additional Job Classifications: Select Weeks Per Year and 0-0 weeks/0.00 FTE.
 - End Employment Date: Enter or update to 8/31/student’s expected graduation year.
 - Click Submit.
7. Propose Compensation Hire task will appear in your inbox. Click to open.
 - Scroll to the Hourly section and confirm the pay rate entered in the amount field is correct.
 - Click Submit.
8. The Change Organization Assignments task will appear in your inbox. Click Open.
 - Company: Bowdoin College will default.
 - Cost Center: Will pre-populate from the Job Requisition. This can be changed if needed.
 - Click Submit.
9. The Costing Allocation Questionnaire will appear in your inbox. Click Complete Questionnaire.
 - If the position is tied to a grant, gift, or project, select yes, and then enter the appropriate information in the text box that appears.
 - If the position is not tied to any of the above, select no and click ok.

Revise Add Additional Job

Center for the Common Good (Student)

29 second(s) ago - Effective 03/20/2023

Effective Date * 03/20/2023

Reason * Add Additional Employee Job > Add Job > Additional Job

Initiated From Job Application: (Internal) (Student) - JR-00000000 Spring/FT Summer on 03/20/2023

Job Details

Job Requisition JR-0000000003 McKeen - Community Immersion Orientation Trips Coordinator - PT Spring/FT Summer (Open)

Employee Type * Temporary (Fixed Term)

Job Profile * McKeen Center-Community Immersion Orientation Trips

Submit Save for Later Cancel

Contact the Student Employment Office with any questions!