Requisition is Created

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Job is Posted

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Students Apply

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Candidates are Interviewed

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Supervisor emails HR with chosen candidate

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HR moves student to Preboarding (within Onboard)
Student receives an activation email
All tasks completed during Preboarding (via Onboard):

- Background Check
    1. Student is notified that background check forms needs filled out and submitted
    2. HR gets notification to run the background check
- Work Study: Work Study Referral Form or WorkFirst Work Study Form
    1. Financial Aid or WorkFirst representative is notified to fill out award amount
    2. Supervisor is notified to fill out Supervisor portion
    3. Student is notified to sign/date
- Student Help: Student Help Action Form
    1. Supervisor is notified to fill out Supervisor portion
    2. Student is notified to sign/date
    3. Payroll is notified to sign/date

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HR moves student into Onboard as an employee,
and reaches out to student to set up a New Hire Orientation

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Once orientation is complete and all necessary documents are completed,
HR notifies Supervisor that student is cleared to start working!