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## 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.

**Contact the Student Employment Office with any questions!**