

Student Employment Process: Step by Step

1. When a supervisor has a hiring need and wants their position posted on the ADP student job board, they will fill out this [Requisition Request Form](#): Student Employment will then create the req and post the job online
2. When creating the req, student employment will add the direct student supervisor to the req so that they can review their applicants; student employment will have hiring process transitioning abilities (the ability to hire and disposition out) within ADP, direct student supervisors will not have this access.
3. Once applications have been reviewed and interviews conducted, the student supervisor will make student employment aware of their hiring decision(s) and student employment will move the student(s) through the hiring process in ADP, progressing them to a hired status, and triggering their offer and their E19.
4. The student(s) will receive an automated email prompting them to accept their offer of employment in ADP. They will then receive another automated email prompting them to sign their E19 in ADP.
5. The student(s) will then bring their identification documents to the Hubbard Center where student employment will process them, clearing them to work; the student will also fill out their WH4 and their acknowledgement of significant policies at this time.
6. Student Employment will then send an email to the student supervisor and the payroll department letting them know that that student(s) is/are cleared to work.
7. Payroll will set up timecard access and the student(s) may begin working.

FAQ

- Will ADP RM be able to signify whether or not a student has finished their paperwork? **No. Even after a student has done their EI9, they will still need to come to the Hubbard Center for IDs, tax docs, and the acknowledgment of significant policies. An email from student employment will continue to be the notice that a student is cleared to begin working.**
- The EI9 and offer acceptance are now both in ADP RM. Will job offer letters for international students be run through ADP as well? **No, they will not. The PDF found in the handbook is still the format that SSA needs, printed out and hand signed, as they require a wet signature.**
- My current student workers did not apply for their positions through ADP RM. Will they need to? **No, they will not need to. Only students new to your department will need to apply through ADP RM from here on out.**
- How will I get access to the recruitment section of ADP? **Anyone that currently supervises students on campus will be given access by the HR department**
- Will the new ADP login be different from my current one? **No. They are 2 different sites with the same login info. HR has given all the necessary permissions for you to access RM. The recruitment section of ADP is called RM or Recruitment Manager, the version used for timecards is called WFN or WorkForce Now.**
- Will I be able to see a student's work study award? **Yes, once they are hired, their principal award and how much they have left of that award will be visible to supervisors.**
- Will I be able to move a student to interview or hired stage in ADP once I've made a decision? **No. Moving students along in the hiring process, or dispositioning, will be student employment's responsibility to complete.**
- Can I see any req I want? **No, you can only see reqs and applicants for positions you are the direct supervisor of.**
- What does RM look like from a supervisor's POV? **Scroll down!**

ADP RM

This is what the home screen for RM looks like.


The screenshot shows the ADP Recruiting Management home screen. The header includes the DePaul University logo and the text "Recruiting Management". A sidebar on the left contains navigation links: Home (highlighted with a red box), Requisitions, Candidates, and Help. The main content area features a search bar at the top. Below the search bar are four widget panels: "Tasks" (showing "Available for Phone Screen" and "1 Pending"), "Requisitions" (showing "2 Active" and a "View more" link), "Viewed Requisitions" (showing two blue bars), and "Candidate Slate" (showing two blue bars, each with a "1" next to it). A "Quick Links" panel is also present, containing "Create a requisition", "Events" (with a "Create a requisition" button), and "Legacy view". A "Viewed Candidates" panel is located below the "Tasks" panel, showing three blue bars and a "View more" link.

This is where you can view your open requisitions

The screenshot shows the "All Requisitions" page in ADP Recruiting Management. The header is the same as the home screen. The sidebar has "Requisitions" highlighted with a red box. The main content area has a sub-header "All Requisitions" with links for "View in progress" and "Create a requisition". Below this is a search bar "Search by req number or title". There are buttons for "Save current view", "My saved views", and "Customize". A "Filters" section shows "1 Filter applied". The main content displays a table with 2 requisitions. The table has columns: Req. #, Req. Title, Status, Active Date, Posting Type, Location, Hiring Manager, and Recruiter. The first row shows Req. # 22-198 and the second row shows Req. # 22-99. Both rows have blue bars redacting the title, status, and active date information. At the bottom right, there is a timestamp "as of Dec 08 10:59 AM" and a pagination control showing "Items per Page 25" and "1 of 1".

Req. #	Req. Title	Status	Active Date	Posting Type	Location	Hiring Manager	Recruiter
22-198	[Redacted]	[Redacted]	[Redacted]				
22-99	[Redacted]	[Redacted]	[Redacted]				

Here is where you can view applicants to your requisitions

**Recruiting Management**●


- Home
- Requisitions
- Candidates**
- Help

Quick Search

Save current view [My saved views >](#) [Customize >](#)

Filters

14 Candidates

<input type="checkbox"/>	Name ¹	Status ¹	Candidate Source ¹	Req. # ¹	Type ¹	Req. Title ¹	Referral ¹	Date Applied ¹
<input type="checkbox"/>	⋮							
<input type="checkbox"/>	⋮							
<input type="checkbox"/>	⋮							
<input type="checkbox"/>	⋮							
<input type="checkbox"/>	⋮							