

### **Student Employment Process: Step by Step**

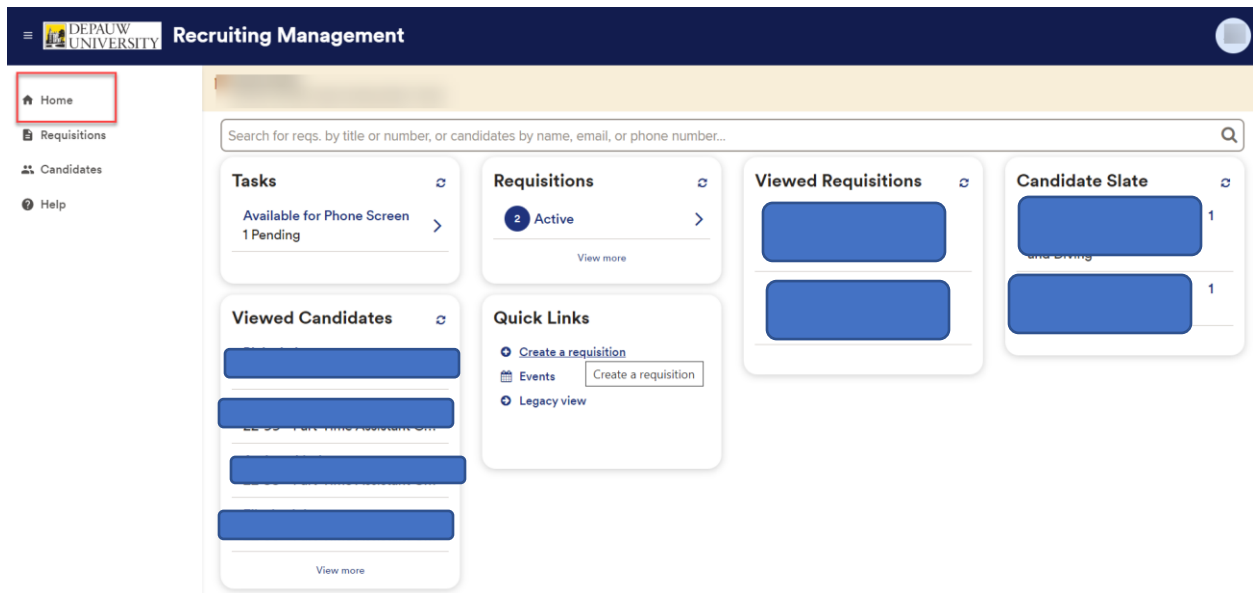
1. When a supervisor has a hiring need and wants their position posted on the ADP student job board, they will fill out this [Requisition Request Form](#): Student Employment will then create the req and post the job online
2. When creating the req, student employment will add the direct student supervisor 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) by filling out the [intended student hire form](#). 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 EI9.
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 EI9 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

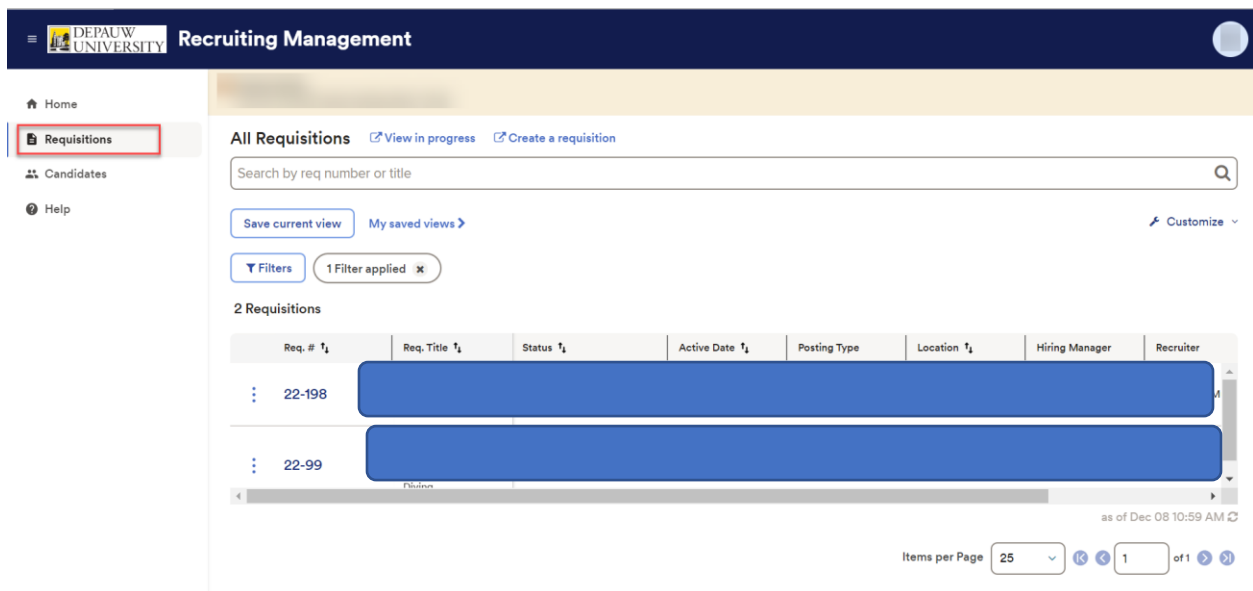
- Will ADP RM be able to signify whether or not a student has finished their paperwork? **No. Even after a student has done their EI9, they will still need to come to the Hubbard Center for IDs, tax docs, and the acknowledgment of significant policies. An email from student employment will continue to 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.




This is where you can view your open requisitions



Here is where you can view applicants to your requisitions

 **DEPAUL UNIVERSITY**

**Recruiting Management**





Home

Requisitions


**Candidates**


Help


Quick Search 

Search for candidates by name, email, or phone number 













Save current view

My saved views 

Customize 

Filters 

14 Candidates

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