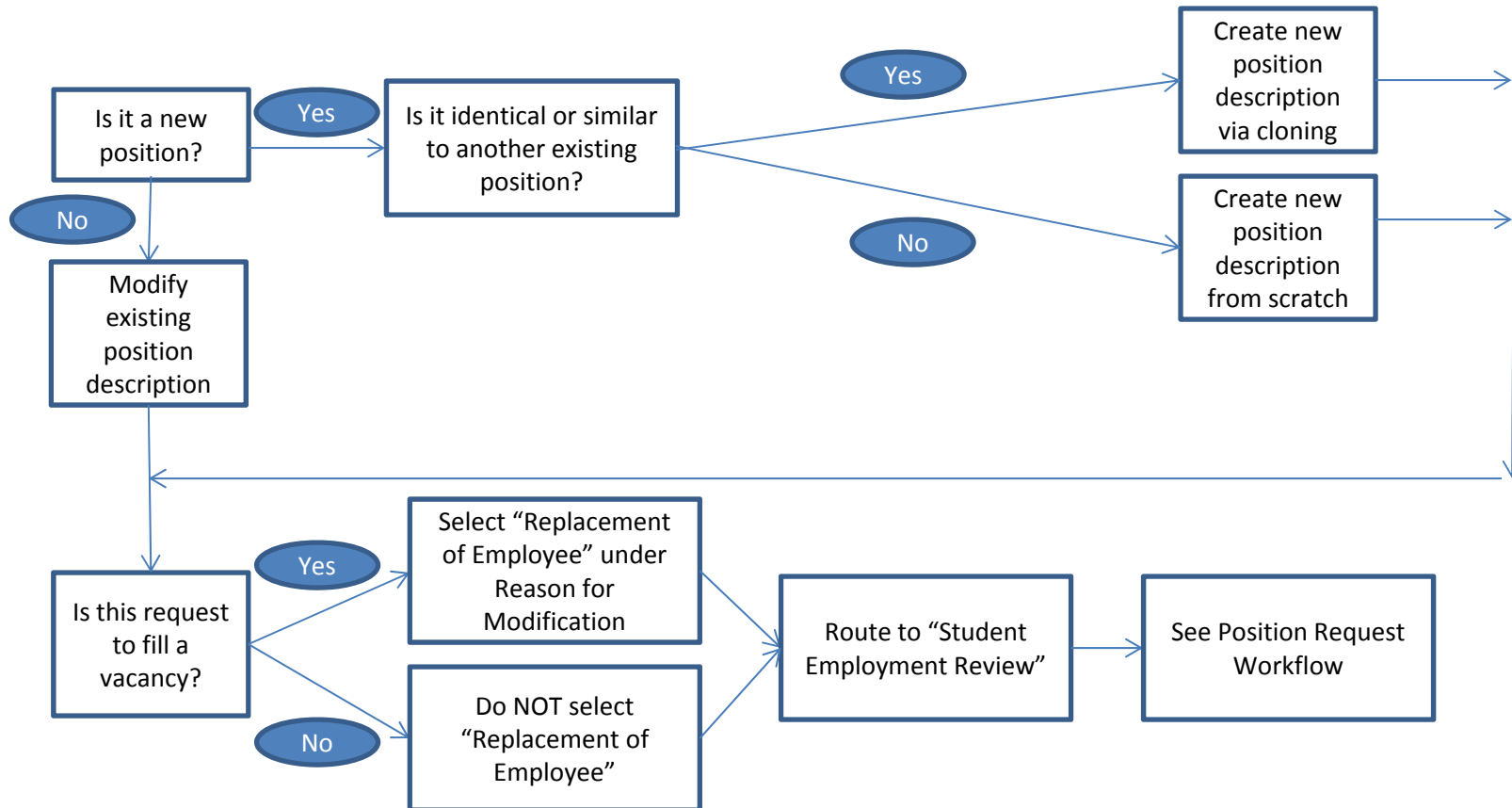


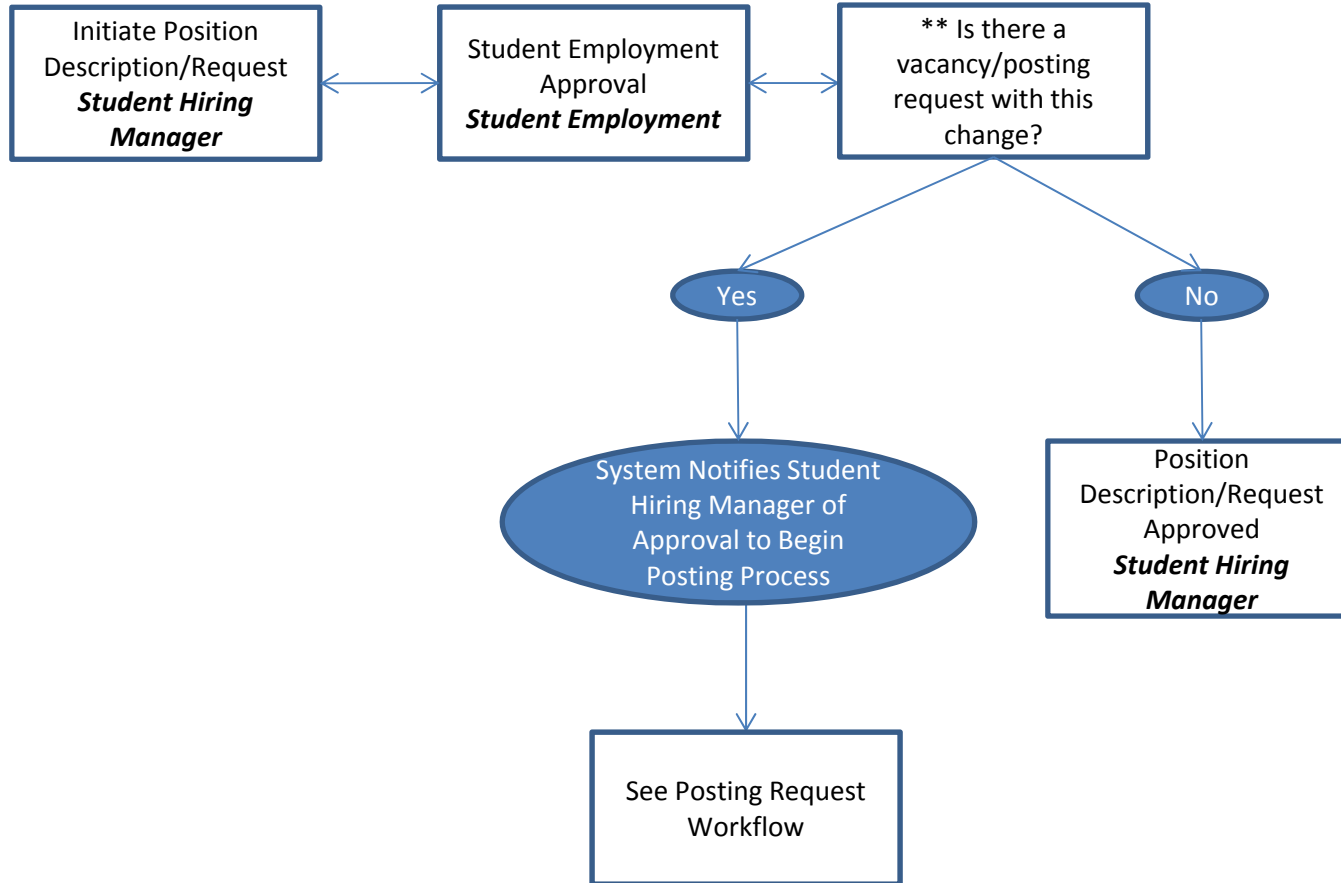
Jobs.messiah.edu >>>>>> Step 1: Position Description/Request Decision Tree

IMPORTANT: An approved position description is required *PRIOR TO* creating the posting or hiring a student employee.
More than one student can be hired into a single position description, as students are not seated.



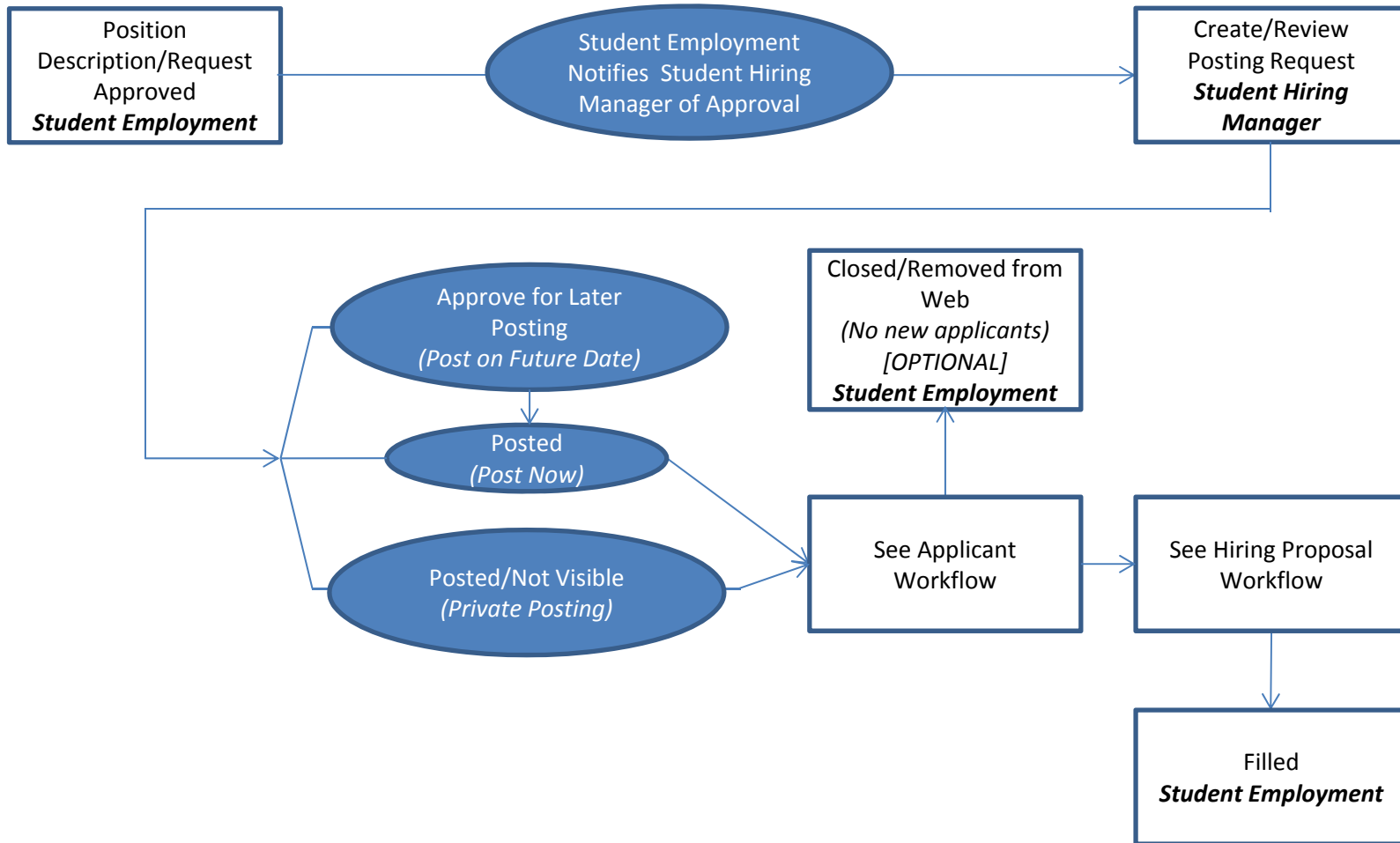
Jobs.messiah.edu >>>>>> Step 2: Position Description/Request Workflow

IMPORTANT: The Position Description creation/modification is the position request and is required **PRIOR TO** starting the posting.



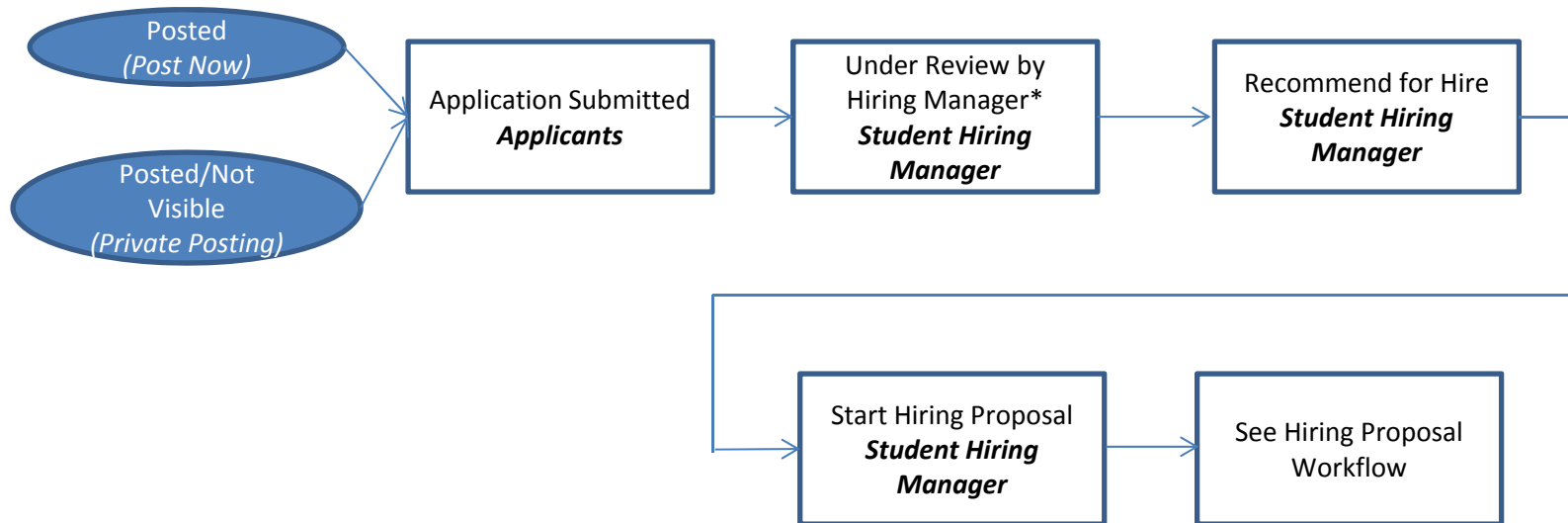
Jobs.messiah.edu >>>>>> Step 3: Posting Workflow

IMPORTANT: Posting is required for internal and external postings as well as positions in which the posting is only to be opened up to applicants chosen by the Student Hiring Manager.



Jobs.messiah.edu >>>>>> Step 4: Applicant Review/Workflow

IMPORTANT: Automatic notifications are will be routed immediately upon the move to the “Not Selected, Send E-mail” status.



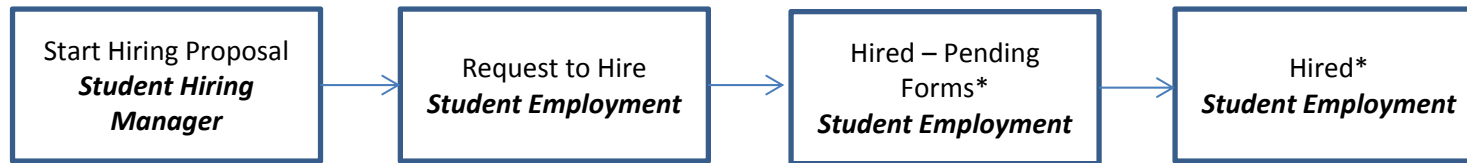
**** INACTIVE STATES (owned by Student Hiring Manager):*** Any unselected applicants who are not to be considered for a current (or future) hire, should be moved to the inactive states listed below. The move of an applicant to one of these states can occur at any step in the process. *The applicant will receive a notification e-mail immediately when moved to the “Not Selected, Send E-mail” status.*

Not Selected,
Send Email

Not Selected,
No Email

Jobs.messiah.edu >>>>>> Step 5: Hiring Proposal

IMPORTANT: A completed Hiring Proposal (i.e., status of “Hired”) is required for: (1) Student Employment to authorize employment; (2) the student to begin employment; (3) and to close the posting.



*** Hired Statuses (owned by Student Employment):**

1. Hired Pending Forms → Form I-9, background checks (if applicable), and/or payroll forms are needed for the student to begin the work assignment. Students are to be directed to the Student Employment Office. No action required in system.
2. Hired → This status confirms that the student may begin work. No action required in system.