

Note for Hiring Managers:

- Before you complete the hiring process, a **Job Requisition** needs to be created in Workday. See the **Job Requisition for Student Employees** training to complete this process.

1. <https://web.byui.edu/studentemployment/>
2. At the top of the page select the **Manage** tab
 - a. (Note: Access to the manage tab are tied to the primary recruiter role in the Job Requisition or the direct supervisor.)
3. Select the job title the student will be hired into
 - a. (Note: The search bar may be used to help narrow your search)
4. Select the **Applicants** tab
5. Input the students **I-Number**
6. Input the students **Pay Rate** (Note: do not input a pay rate that is outside the minimum/maximum range; Minimum: \$8.70, Maximum: \$13.00)
7. Enter or select a **Hire Date** for the student employee. (Note: It is important to have an accurate hire date.)
8. Click **Hire**
9. A new window titled **Job Options** will pop up
10. Verify the name of the applicant is correct
11. **Badge Type** (if applicable) and enter the 4-digit zip
13. Click **Hire**

What's Next?

- Once the hiring process is complete, a green banner will appear stating the tentative hire was successful. If the student is a new hire in Workday, the student will need to come into the Human Resources office in 226 KIM **before** they begin working, with the proper identification. Hiring completion is contingent upon completing the onboarding process in HR
- If the hire is unsuccessful, contact Student Employment at (208) 496-1712 for assistance.