1868 PAGEUP FLOWCHART - HIRING DEPARTMENT

1. Hiring Department creates 1870 Position Description using the template in PageUp
2. Hiring Department reviews and screens all applications once position is live
3. Hiring Department conducts optional interviews and selects candidate(s)
4. Hiring Department changes candidate status to “Final Candidate Selection”
5. Once selected, Student Employment extends conditional offer.

Once the conditional offer is extended, Student Employment will hold the hiring process in PageUp and correspondence will be sent to the student and supervisor notifying that the student needs to meet with CISP, then with Accounting Services, then notify Student Employment once they receive their Social Security Card.

After step one, Student Employment takes over the requisition to complete the Job Card and Raise the Job Announcement. At that time, the position diverts back to the Hiring Department to proceed with step two.

The Hiring Department is responsible for communicating to Student Employment the international status of the student.