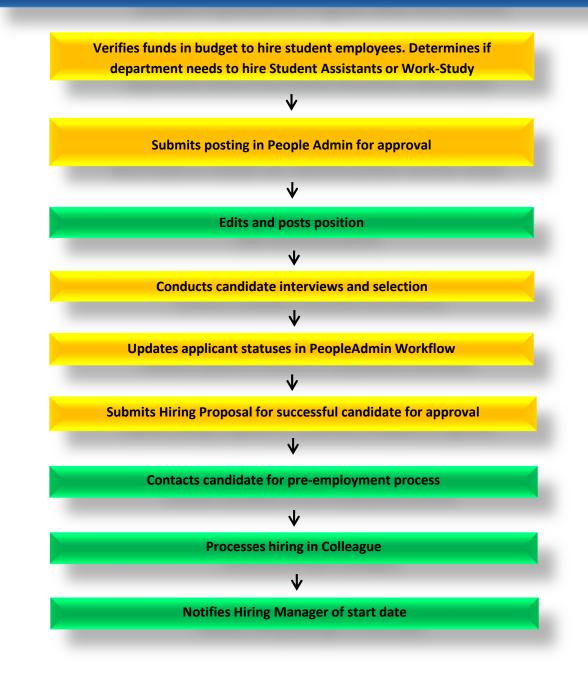# Texas Wesleyan
STUDENT EMPLOYMENT PROGRAM

Student Employment Program New Hire Process

Verifies funds in budget to hire student employees. Determines if department needs to hire Student Assistants or Work-Study

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Submits posting in People Admin for approval

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Edits and posts position

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Conducts candidate interviews and selection

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Updates applicant statuses in PeopleAdmin Workflow

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Submits Hiring Proposal for successful candidate for approval

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Contacts candidate for pre-employment process

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Processes hiring in Colleague

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Notifies Hiring Manager of start date

Legend

Supervisors

Human Resources