Texas Wesleyan
STUDENT EMPLOYMENT PROGRAM

Student Employment Program New Hire Onboarding Process

Student candidate is interviewed and given a verbal offer for the position.

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A hiring proposal is submitted in People Admin for approval.

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Checks for the student's class schedule or work study documentation.

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Contacts candidate for pre-employment process, sends paperwork to student for completion.

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Updates applicant statuses in PeopleAdmin Workflow.

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A background check is processed. Students cannot work until the background has cleared.

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Processes hiring in Colleague .

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Notifies Hiring Manager of start date.

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Ensures the student completes the USCIS I-9 Section 2 on the first day of work.

Legend

Supervisors

Human Resources