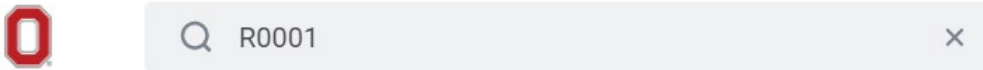**FREQUENTLY ASKED QUESTIONS**
FOR A MANAGER HIRING STUDENTS

1. **I am the manager liaison/department manager, and I am not able to see my department's job requisitions. How can I see this information?**
   a. To see a specific requisition within Workday you must either be the JM Manager, or have been added to the Hiring Team. Manager Liaisons and HR Consultants can add individual employees to hiring teams during the submission process of a job requisition. After a job req has been approved, only a member of Talent Acquisition can add/remove individuals from the hiring team. *(Employee information has been blacked out for their privacy)*
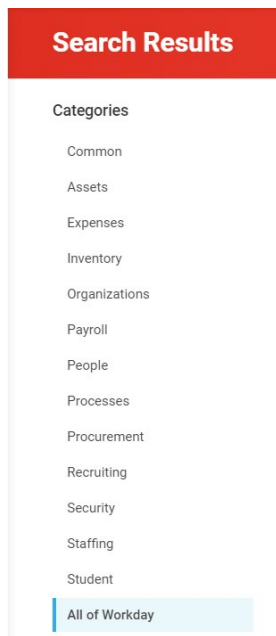

   a. To find the Job Requisition within Workday, you will enter the R# of the job requisition in the search function in the top left of the Workday home screen.
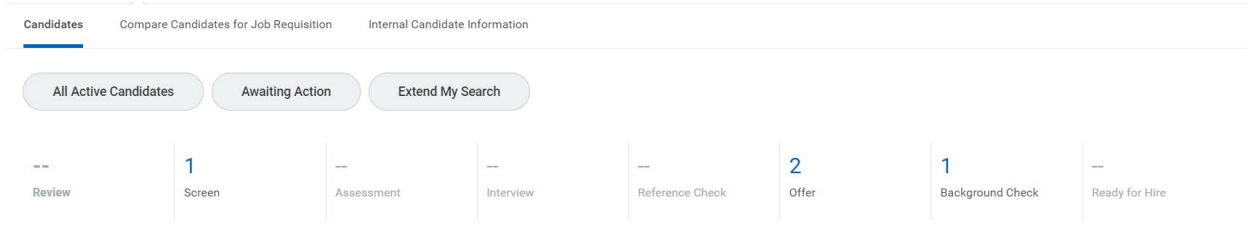

   b. When searching, make sure you are searching "All of Workday". You can change your search restrictions on the left of the screen after searching the R#.

2. **Where can I check to see where my student/grad student is in the hiring process?**

   a. Once in the job requisition, you can see where specific students are in the recruitment process by looking at where they are sitting in the Candidate Pipeline. To go to the Candidate Pipeline, you will click on the Candidates Tab within the job requisition page and the pipeline will appear below.

Candidates	Compare Candidates for Job Requisition	Internal Candidate Information

All Active Candidates	Awaiting Action	Extend My Search

--	1	--	--	--	2	1	--
Review	Screen	Assessment	Interview	Reference Check	Offer	Background Check	Ready for Hire

   b. Clicking on the Recruitment Statuses in the Candidate Pipeline will filter the Candidate Grid below the pipeline to only show the students in each status. *(Student information has been blacked out for their privacy)*

4 items					Overview	Contact	Eligibility	Resume	External Student Data		

	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Years in Current Job	Application Documents	Jobs Applied to	Rehire Eligib
☐	■	Offer		1	03/24/2021	Student Lead	The Ohio State University- Dining Services	0		9	
☐	■	Offer		1	03/23/2021	Co-Founder/Operator	Four Seasons Landscaping	3	Resume.docx	2	
☐	■	Manager Review - Group A		1	03/23/2021	Student Cook/ Student Server	Ohio Student Union - Sloopy's Diner	0	Resume.docx	2	Yes
☐	■	Background Check (First Advantage)		10	03/20/2021	Warehouse Employee	STATEWIRE and TERMINAL	0	■	1	

   c. If a student's name for a targeted hire is not in any of the statuses in the Candidate Pipeline, they have not applied to the job requisition. Please notify and have the student apply to the job requisition if you notice this while reviewing the job requisition.

3. **How do my student employees apply to their job requisitions?**
   a. The students can apply by going to their Workday dashboard at
      https://www.myworkday.com/osu, and on the home screen they will want to click on
      the Career's Application.

Career

   b. Once in the Careers Application, they will want to enter the student job board, and
      once in the job board, they can use the search function by typing or copy/pasting their
      assigned job req number into the search box. This will filter the job board so the job
      req that was set up for them is the only one that appears. They can then proceed to
      apply to the req and then submit their application to us for further processing.
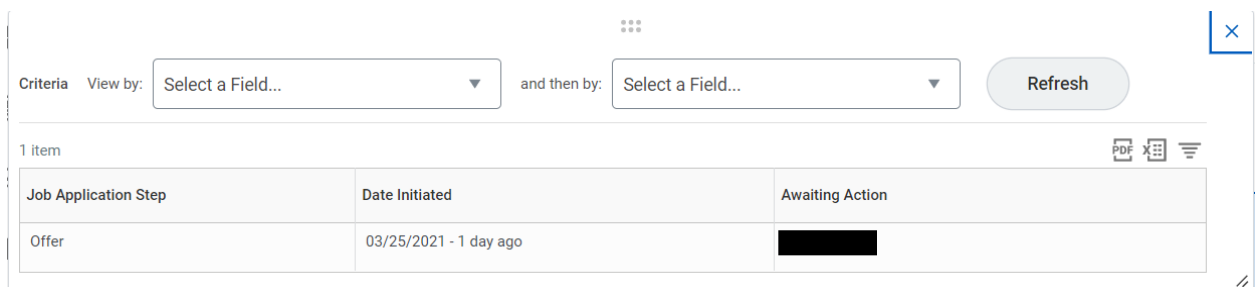
4. **How can I see if the student has an offer letter pending?**
   a. While in the Candidate Pipeline, you can click on the Recruitment Status "Offer", this
      will filter the Candidate Grid below the Candidate Pipeline to only show those
      students in the "Offer" process.

   b. In the Candidate Grid, the section named "Awaiting Action" will have the link to the
      information on where the Offer process currently sits. *(Student information has been
      blacked out for their privacy)*

	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Current Company	Years in Current Job	Application Documents	Jobs Applied to	Rehire Eligib
☐	■■■	Offer		1	03/24/2021	Student Lead	The Ohio State University- Dining Services	0		9	
☐	■■■	Offer		1	03/23/2021	Co-Founder/Operator	Four Seasons Landscaping	3	Resume.docx	2	
☐	■■■	Manager Review - Group A		1	03/23/2021	Student Cook/ Student Server	Ohio Student Union - Sloopy's Diner	0	Resume.docx	2	Yes
☐	■■■	Background Check (First Advantage)		10	03/20/2021	Warehouse Employee	STATEWIRE and TERMINAL	0	■■■	1	

c. Clicking on the highlighted blue number within the Awaiting Action section will bring up a small new window with more information on who the business process is currently waiting on: *(Student information has been blacked out for their privacy)*

- If your HRC is listed, the offer is pending HRC approval. An offer letter cannot be sent to a student until the HRC approves the offer.
- If the Recruiter's name is listed, the offer is currently waiting a recruiter action, this includes sending the offer letter.
- If the Student's name is listed, the offer letter is pending student signature within Workday. A hire cannot be submitted for the student to HR Connection until the student signs their offer letter.

Criteria	View by:	Select a Field... ▾	and then by:	Select a Field... ▾	Refresh

1 item

Job Application Step	Date Initiated	Awaiting Action
Offer	03/25/2021 - 1 day ago	▄▄▄▄▄▄

5. **Where does the student need to go to sign their offer letter?**
   a. Student's will receive an Inbox Task within Workday to sign their offer letters, and this is where they will sign. We encourage students to keep an eye on their Workday inbox during the Recruit to Hire process.

   b. Student's will also receive an email to their Ohio State email and/or personal emails provided in their applications letting them know when they have tasks awaiting them within Workday. As with all previous semester changes, we encourage students to keep an eye on their Ohio State email for information on when action items are required of them.

6. **How do I know my student can begin work? Who determines the start date?**
   a. Students can begin work once the candidate is moved into the ==Ready for Hire== stage in the Candidate Pipeline. This means the hire has moved onto the HR Connection Talent Services Team and out of Talent Acquisition. Please reach out to HR Connection for any questions on the process past this point.

   b. Start dates for graduate appointments are determined by Graduate School and offers will be generated by the appointment dates set by the Graduate School.

c. Start dates for undergraduate student positions are set by the Talent Acquisition Consultants for the soonest possible start date unless a more future dated start date is specifically requested by the hiring unit.

d. Start dates are driven by Service Level Agreements between The Talent Acquisition Center of Expertise and Talent Services in HR Connection. Talent Acquisition is bound by these SLAs, including common start dates, to give HR Connection enough time to process a hire in a timely manner while remaining in compliance with Ohio State policy and Federal Law. Since the start date is driven by these Service Level Agreements, start dates will be delayed for students that do not complete their applications and sign their offer letters in a timely manner. Conversely, students that are proactive and move swiftly on these two action items, will be able to start sooner.

e. The current Service Level Agreement between Talent Acquisition and Talent Services states that the Recruiter in Talent Acquisition must place a hire in Ready for Hire, on or before the Wednesday at noon before a common Monday start date. For example, if a student were to start Monday, April 19th, 2021, the candidate must be placed in Ready for Hire by noon on Wednesday, April 14th, 2021.

7. **How do I find my student's start date in Workday?**

a. Managers and members of the hiring team can view the details of an offer by clicking on an individual candidate name in the Candidate Grid within the Job Requisition. This will bring up the full Candidate Profile of the student. On the left-hand side, you will click on the Offer Tab which will bring up the specific details of the offer including start date, FTE, and pay rate. Start dates are only final when the student has been placed in Ready for Hire. Start dates in other stages can be changed if there are delays in student signature of the offer, delay in HRC offer approval, and delays in background check processing.

b. Please see the next page for an example of the Offer Tab in Workday for a Student.

8. **When does the student get information on orientation and onboarding paperwork?**
   a. Students should receive onboarding paperwork about 2 weeks prior to their start dates. This will be received as an inbox notification within Workday. Please reach out to HR Connection for specific information on student employee onboarding and orientation. HR Connection will also be your primary source for any questions about hire once it has been placed in Ready to Hire.

   b. You can contact HR Connection using the following methods:

   - Call – (614) 247-myHR (6947)
   - Email – hrconnection@osu.edu
   - eTicket – https://hrconnection.osu.edu/

FREQUENTLY ASKED QUESTIONS
FOR A MANAGER HIRING STUDENTS