How to Hire Student as a Walk-In

1. If the job was never listed on the website or if a supervisor wishes to hire someone other than an applicant who applied online, they should hire the student as a "walk-in," which means to hire an applicant without them having applied for the position.
2. From the Job Control Panel, Click on the *Actions* drop down list for the job you wish to hire the student into, and select *Hire Applicant*.
   a. The job must be in Listed or Review status and have available openings listed. You cannot hire students into jobs that are in Storage.

   b.
3. Make sure radio button for *Hire a "walk-in" candidate* is selected. Search for the student by First and Last Name and/or E-number. Select *Go to step 2*.

   a.
4. The supervisor will then select the student from all relevant matches on the next screen to proceed to the next step in the normal hiring process
   a. Supervisors commonly use the Hire a walk-in candidate function when promoting a student from one level to another, re-hiring students from one year to the next, or if they already know which student is to be hired into the position (thereby eliminating the need to list the job and accept general applications).
5. The system will validate the employee's account to ensure they are eligible to be hired.
   a. If the employee is NOT eligible to be hired, the system will show a red X next to each eligibility requirement the employee did not meet.

Student Validation Results	
✗ Awarded?	St
✔ Credit hour 6 or Greater?	St
✔ I9 Status?	St
✔ SAP?	St
✔ W4 Status?	St
✔ Student Hired?	St

      i.

b. Proceed to email the employee regarding the employment eligibility results in effort to get them resolved.

      i. To send an email regarding resolving eligibility, click the '*Email [Employee Name Prefilled Here]*' button to open an email.

Student Validation Results	
✗ Awarded?	Student do
✔ Credit hour 6 or Greater?	Student en
✔ I9 Status?	Student ha
✔ SAP?	Student is
✔ W4 Status?	Student ha
✔ Student Hired?	Student is

The applicant you have chosen has not been verified by the syste to make sure it is correct.

Employee Info	
First Name	**Middle Name**
Student	

Cancel   Email Student Test

      1.

             a. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the Cc or Bcc fields. Then select *Send Email.*

      i.

c. The hire request will be prevented if students do not meet validation requirements other than I-9 and W-4 and you will need to click the 'Cancel' button.

      i.

d. If the employee only needs I-9 and W-4, select *Continue to next step* and complete hiring request

      i.

e. Send them the email after you create the hire.

You have submitted a hiring request for Student Test

IMPORTANT!!!
One or more form(s) are required before this hire request can be approved. Please click below to notify the student of the required form(s) they must complete prior to being hired.

Email Student

    i.

6. If All the employment eligibility requirements have been successfully met, shown by green check marks, click *Continue to next step*
7. You may edit the information in the Hire Record Info. Once completed, click the *Create Hire* button.
8. Your hire will be reviewed by an ETSU Site Administrator for approval!