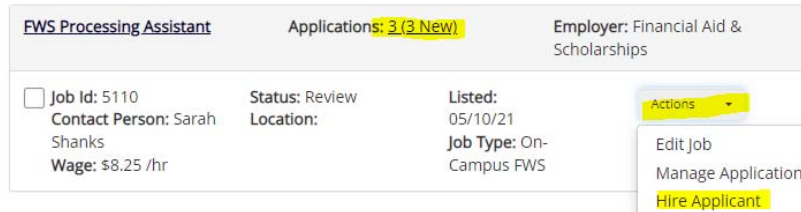


How to Hire an Applicant

1. You may hire an online applicant by clicking the # (# New) link located next the *Applications* or by selecting *Hire Applicant* from the *Actions* dropdown menu

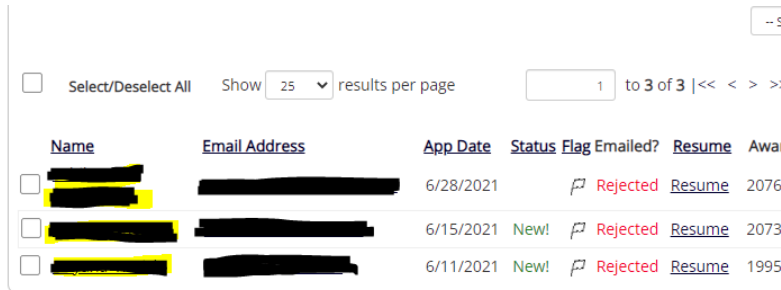


FWS Processing Assistant Applications: **3 (3 New)** Employer: Financial Aid & Scholarships

Job Id: 5110 Status: Review Listed: 05/10/21
 Contact Person: Sarah Shanks Location: Job Type: On-Campus FWS
 Wage: \$8.25 /hr

Actions
 Edit Job
 Manage Application
 Hire Applicant

- a.
2. Click the applicants name link to view the application in a full screen view



--5

Select/Deselect All Show 25 results per page 1 to 3 of 3 << < > >>

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Awar
[Redacted]	[Redacted]	6/28/2021	Rejected	✉	Rejected	Resume	2076
[Redacted]	[Redacted]	6/15/2021	New!	✉	Rejected	Resume	2073
[Redacted]	[Redacted]	6/11/2021	New!	✉	Rejected	Resume	1995

- a.
3. To view the resume, click on the *Resume* link next to their name.

ISS	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Ac
[Redacted]@ETSU.EDU	6/28/2021	Rejected	✉	Rejected	Resume	2076.66		
[Redacted]@ETSU.EDU	6/15/2021	New!	✉	Rejected	Resume	2073.43		
[Redacted]@SU.EDU	6/11/2021	New!	✉	Rejected	Resume	1995.07		

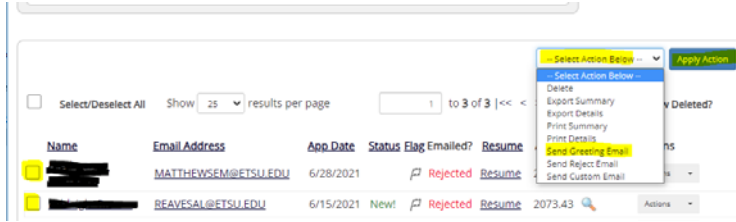
- a.
4. Click or hover over the magnifying glass next to the employee's name to get a quick view format of the application.

App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
6/28/2021	Rejected	✉	Rejected	Resume	2076.66		Actions
6/15/2021	New!	✉	Rejected	Resume	2073.43		Actions
6/11/2021	New!	✉	Rejected	Resume	1995.07		Actions

- a.
5. Schedule an interview with applicants by selecting the check box next to their name and using options from the *Select Action Below* drop down menu.
 - i. Interviewing students is an important part of the process. Please do not offer a student a position without interviewing them first.
 - ii. Ask questions that will gauge if a student will fit in with the culture. Keep in mind that some students won't have any work experience so try to get work related information from extracurricular.

iii. Do not use this function to inform applicants you are not interested in hiring them and the job has been filled.

- b. Select the check box for the students you wish to interview and then select *Send Greeting Email* and the *Apply Action* button.
 - i. This feature is used to reach out to one or more applicants. If you select more than one applicant to interview, individual e-mails will be sent to each person.
 - ii. If you don't want to interview an applicant, ensure that the box next to the candidate is not checked.



- 1.
2. You may change the body of the email or add additional email recipients in the 'To' box then be sure to click *Send*.

Default: Applicants selected if not greeted/interviewed or rejected.

To

- [Redacted]
- New! [Redacted] @ETSU.EDU
- New! [Redacted] @ETSU.EDU

Comma-separated list of other recipients' email addresses (i.e., walk in
Example: Joe@yahoo.com, Mary@hotmail.com)

From shankssa@etsu.edu

Subject Job: FWS Processing Assistant

Body

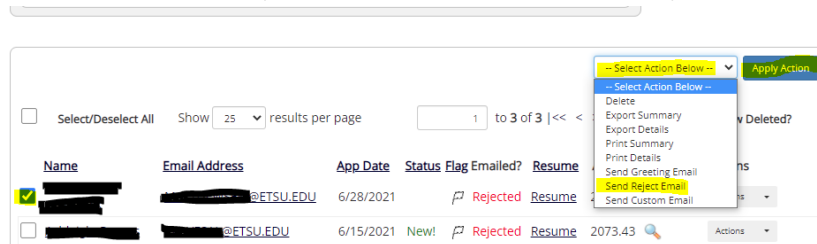
I am interested in meeting with you to discuss your interest in the FWS Processing Assistant job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

a.

6. To reject an applicant, click the box next to one or more applicants you wish to send a rejection email. Next, click the *Select Action Below* dropdown. Select *Send Reject Email*. Then click the *Apply Action* button.

- a. This feature is utilized to inform one or more applicants they did not get this job. To select more than one student, check the box next to their name,



i.

- b. You may change the text in the body of the email or add other email recipients in the 'To' box, then click the Send button.

Email Applicants - Rejection

Default: No applicants selected. You must s

To

New! [Redacted]

New! [Redacted]

New! [Redacted]

Comma-separated list of other recipients' e
Example: Joe@yahoo.com, Mary@hotmail.c

[Redacted]

From shankssa@etsu.edu

Subject Job: FWS Processing Assistant - Not Available

Body

B **I** **U** **o** **o**

You recently submitted an on-line application for the Assistant job opening. I regret to inform you that the filled. Thank you very much for your interest in the

[Redacted]

Send Cancel

i.

7. To hire an employee, select *Hire Applicant* from the *Actions* dropdown list next to the applicant's name you wish to hire.

?	Resume	Award	Preview	Actions
d	Resume	2076.66		Actions
d	Resume	2073.43		<ul style="list-style-type: none"> Email Applicant Print Application Delete Application Hire Applicant
d	Resume	1995.07		

a.

8. The student's name will automatically be selected on the next page. Click *Go to Step 2* to launch the hire validation engine

Fill the job: "FWS Processing Assistant"

There is **one** opening for this position

Hire an on-line applicant

Hire a "walk-in" candidate. Type in

[REDACTED]

[REDACTED]

[REDACTED]

[Go to step 2](#)

- a.
9. 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 i
✓ W4 Status?	Student ha
✓ Student Hired?	Student is i

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	

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*.

To: shaniassa@etsu.edu
 stest@etsu.edu
 Subject: Hire Validation Results

A supervisor is considering you for hire. Therefore, an employment eligibility check has been performed and the results are presented below. If there is an employment eligibility requirement that has NOT been met, it will be denoted with a red X and can potentially prevent you from being hired. Please contact the Financial Aid Office if you should need further assistance.

Student Validation Results	
✗ Awarded?	Student does not have a valid Award
✓ Credit hour 6 or Greater?	Student enrolled at least 6 credit hours
✓ I9 Status?	Student has a valid I9 on file.
✓ SAP?	Student is meeting Satisfactory Academic Progress

- 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.

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

Employee Info		
First Name	Middle Name	Last Name
Student		Test

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

Fill Job Step 2: Verify Applicants

Student Validation Results	
✓ Awarded?	Student has a valid Award
✓ Credit hour 6 or Greater?	Student enrolled at least 6 cred
✗ I9 Status?	Student does not have a valid I9
✓ SAP?	Student is meeting Satisfactory
✗ W4 Status?	Student does not have a valid W4
✓ Student Hired?	Student is not already hired.

The applicant you have chosen has been verified by the system. You are ready to proceed. Please make sure it is correct.

Employee Info		
First Name	Middle Name	Last Name
Student		Test

[Continue to next step](#)
[Cancel](#)
[Email Student Test](#)

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.

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