Student Employment
Recruitment and Hiring Process Overview

1. Job Posted Online (PittSource)
2. Students Apply Online to Posting (PittSource)
3. Applicants Interviewed
4. Student Hire Identified (PittSource)
5. Proposed Student Hire Approved in Accordance with Department Approval Requirements (PittSource)
6. Verbal Offer is Made to Student
7. Request to Hire is submitted to OHR, Office of Student Employment (PittSource)
8. Hiring Proposal Sent to OHR, Student Employment for Processing (PittSource)

See Onboarding Flow

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Student Employment
Onboarding Process Overview

Existing Student Employee (Transfer)
- Sends Hire Letter E-mail to Student and Copies Onboarding Administrator and Supervisor
- Enters Student and Assignment into PRISM
- Student Notifies Former Department of Pending Change of Employment
- Student Begins Working on or After their Start Date

New Student Employee (New Hire/Rehire)
- Sends Hire Letter E-mail to Student and Copies Onboarding Administrator and Supervisor
- Enters Student and Assignment into PRISM
- E-mail Generated to Student and Onboarding Packet Created in Compliance Center
- Completes Packet and Part 1 of I-9 in Compliance Center
- E-mail Generated to Student Instructing them Complete Part 2 of I-9 at Service Center
- Completes Part 2 of I-9 at Service Center in Compliance Center
- E-mail Generated to Student Alerting them that they can start working
- Onboarding Information is Passed to PRISM and Updates the Student’s Record Including their I-9 Status
- Student Begins Working on or After their Start Date

Onboarding Information is Passed to PRISM and Updates the Student’s Record Including their I-9 Status

Hiring Department
Student
OHR Student Employment
Compliance Center (Onboarding System)

OHR, Office of Student Employment Receives Hiring Proposal (PittSource)

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