What does each state mean?

**New to be Reviewed:** A line manager needs to review the student’s application and conduct an interview with the student. To initiate an interview, managers must communicate with students via email. If selected, the manager will create the offer letter, and submit it to Student Employment.

**Draft:** Student Employment is finishing the details of the offer letter.

**Extended:** Student Employment has finished the offer letter details and has extended the offer letter to the student.

**Accepted:** The student has accepted the job offer.

What comes after the student accepts the job offer?

Student Employment will initiate a background check if the position requires one.
Where to find a student in the background check phase:

Click the title of the job

The student will be in phase 4 out of 4

If no background check is required for the position, the student will move into **Onboarding**.

Where to find a student in Onboarding:

You will see your student employees along with how many tasks they have completed.

Click into the student to view which tasks are incomplete and complete.

**Viewing Incomplete and Complete student onboarding tasks:**

Scroll to view incomplete tasks

<table>
<thead>
<tr>
<th>Incomplete Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Complete Federal I-9 Form for Student Employees Required</td>
</tr>
<tr>
<td>- Confidentiality Agreement for Student Employees Required</td>
</tr>
<tr>
<td>- Drug and Alcohol Counseling and Treatment Resources Required</td>
</tr>
<tr>
<td>- Memorandum of Understanding for Student Employees Required</td>
</tr>
</tbody>
</table>

Scroll to view complete tasks

Once a student completes an Onboarding Task, the system will automatically move the task to Completed Tasks.

The Federal I-9 Form must manually be moved to Completed Tasks by a member of Student Employment.

*If you would like to remind the student to complete their onboarding, you may contact them via email. They will not be able to start until all Pre-Hire tasks are completed.*