If you are hiring a new student, follow the steps below:

1. Request Requisition
   - Request Requisition Form

2. Check Your Requisitions for Applications

3. Interview Students
   - Sample Interview Questions for SE

4. Create Offer Letter
   - Create Job Offer

5. Monitor Status of Hire
   - Request Until Accepted and Background Check Complete if Needed
   - Student Status QRG

6. If External Hire, Monitor Journeys
   - For Internal Hire, Student Authorized to Work

Questions?
Contact: Student_Employment@baylor.edu

Additional Resources:
www.baylor.edu/ignite
If you are **rehiring a student**...

1. First, run a report in Ignite by following this path: **Tools > HCM Management Data Portal > Current Student Assignment**. Review active student assignments and their **Projected End Date**.

2. **Identify students** you need to rehire.

3. Complete **Rehire form** or **Mass Rehire/Change/Separation form** and submit information.

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**Rehiring**

If you plan to **rehire** your student for the Spring semester, you need to complete and submit the online **Rehire form** in Ignite.

To access the form, use Guided Learning:

1. Click the **top of the icon** to open the Search feature.

2. Click on the **Student Worker Display Group** (suitcase icon).

3. Click on the **Rehire Form** to open it.
   a. For multiple rehires you can use the **Mass Rehire/Change/Separation Form**.

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**Questions?**
Contact: **Student_Employment@baylor.edu**

**Additional Resources:**
[www.baylor.edu/ignite](http://www.baylor.edu/ignite)