Workstudy Student Lifecycle

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The workstudy student lifecycle includes the recruiting/hiring process, additional jobs, and--eventually--termination. **All Workstudy jobs must have a job description and a job profile approved by Financial Aid before creating a job requisition**.

View Your Supervisory Organization

Start by [viewing your supervisory org](#) to see current members in the **Members** tab, what positions are available to fill in the **Staffing** tab, and what positions are open in the **Unavailable to Fill** tab.

Create Job Requisition

Next, you'll need to **create a job requisition**.

Initial Steps

- You can either [Create a Job Requisition for an Existing Position](#) or you can [Create a Job Requisition for a New Position](#).
- For new workstudy positions, you'll need to fill out the [Job Requisition Form](#) (form info will already be mostly complete for existing positions).
- Once you've filled out and submitted the job requisition form, there are some [post-submission steps](#) you'll have to address prior to approval.

Job Requisition Approval

After you submit the job requisition form, it will go to Financial Aid for review, approval, and posting. You will receive a notification when the job is posted for students to apply.

- You can [track the status of in-progress employment actions](#) from your supervisory org under the **Staffing** tab.

Reviewing Student Applications

- Run the **My Open Job Requisitions** report (one alternative to viewing open requisitions in your supervisory org) and click on the requisition you'd like to view.
- From the job requisition screen, click on **Review Candidates**.
- Follow the required recruiting steps in order to hire a workstudy student. Students must apply to open positions in order to be hired.

Required Steps for Recruiting (Student Positions):

Use [Recruiting Process: Stage by Stage](#) for detailed instructions on advancing candidates through each recruiting stage.

The following stages are required for student hires: **Review** > **Screen** > **Interview** > **Ready for Hire**

Hire a Student Worker

Once you've advanced a candidate through the "Ready for Hire" step, follow the steps outlined in [Processing a New Hire: Student Positions](#).

Add Additional Job (Second Employment)

If you're hiring a workstudy student who already has a position, you'll have an additional inbox task to complete before proceeding with the hiring process (steps in the guide above).

End of Student Work Assignment

Once a work assignment has ended the [student will either need to be terminated or have the additional job ended](#).