|  |
| --- |
| 1. **Candidate Application**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| The Hiring Manager sends a link to the job posting for the student candidate to apply.   | Hiring Manager, Student Candidate | [Butler Career Site](https://fa-exer-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001) [Example - Oracle Student Application.pdf](https://butleru.sharepoint.com/%3Ab%3A/s/ButlerSharedFiles/EbhLN1R0VplMjrRug7mQvYcBtgDpkJuckOHepcMdzrwHzQ?e=l6Yucy)[Apply to an On Campus Student Job](https://butleru.my.site.com/askbutler/s/article/Apply-to-an-On-Campus-Student-Job) |
| 1. **Review Candidates**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| [Student Hiring Manager reviews candidates, identifies the final candidate(s), and moves to “Offer to be Created”](https://butleru.sharepoint.com/%3Aw%3A/r/sites/ButlerSharedFiles/_layouts/15/Doc.aspx?sourcedoc=%7B9FF8371A-BEEF-4D81-8A8D-100E465B4851%7D&file=Applicant%20Evaluation%20and%20Selection%20(Student)%2C%20QRG.docx&action=default&mobileredirect=true) |  Hiring Manager |  [Oracle Hiring Phases and States, QRG.docx](https://butleru.sharepoint.com/%3Aw%3A/s/ButlerSharedFiles/EbxhWrufVRBBuyaUHj64qQ8BQLIaK2nlwPPSTjUjzDqAdw?e=t1N3Zg) |
| 1. **Send Offer Letter(s) and Disposition Candidates**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| The Office of Student Employment creates offer letters and extends offer letters to student | Office of Student Employment |  |
| 1. **Candidate Offer Experience**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| Candidate reviews and accepts or rejects the offer  | Student Candidate | [Example - Student Offer Letter.pdf](https://butleru.sharepoint.com/%3Ab%3A/s/ButlerSharedFiles/Edmjq5j4eP9MqdbG5Qy8N3UB4ApvC-DsfGdQZVKK8qOIGA?e=34gZZT) |
| 1. **Move to HR**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| Office of Student Employment moves to HR  | Office of Student Employment  |   |
| 1. **Hire an Employee**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| Quick convert Pending Worker to Hire  | HR Specialist/ Office of Student Employment  |    |
| 1. **Complete Onboarding**
 |
| **STEP**  | **Who**  | **Customer Resource**  |
| First Day Tasks – Student Worker Journey is auto-assigned once the candidate is converted from a pending worker.   | Candidate, Office of Student Employment, HR Specialist  |   |