Student Hiring Improvement Project
Proposed Future State Process
March 30, 2020
Proposed Process

Start: Identify Need to Fill Position

Submit Student Hiring Request Form to Pilot Team

Position Update(s) Required?

Yes: Update Position Data

No: Complete Onboarding documents (section 1)

Yes: Complete Onboarding documents (section 2)

No: Complete Onboarding documents (section 2)

Yes: Perform Background Check

No: Equifax Onboarding required?

Yes: Background check required?

No: Enter Job data for student

End
Future State Process - Improvements

- Departments no longer need to manage positions
- Add/Change position transactions are eliminated, reducing the overall hiring process by 4 days
- Reduction in denied transactions, as Position Management will be reviewing and submitting corresponding transactions
- Streamlined process for concurrent hires
Future State Process – Improvements Continued

- Increased transparency for Provisioned Initiators, Hiring Managers, and Students through email notifications.
- Students, Hiring Managers, and Provisioned Initiators are notified when the update is entered in job data.
- Position Management will have complete oversight of student hiring from submission through updating job data, speeding up troubleshooting since the entire process lives in one department.

Coming Soon – Level 4 approval removed, further speeding up the hiring timeline.