



Recruitment to a Campus Jobs role

Student submits an Expression of Interest form

Campus Jobs to e-mail relevant Hiring Manager with details of submitted form

Hiring Manager to carry out recruitment process

Student submits application to Hiring Manager following advert on CareerLink

Hiring Manager has already recruited student(s)

Is the student recruited to the pool?

No

Hiring Manager to inform student and provide feedback

Yes

Hiring Manager to update Campus Jobs

Campus Jobs to send registration e-mail to student.

A registration e-mail will include:

- A link to a Registration form
- A link to an Equal Opportunities form
- A link to the Student Worker Agreement
- Invite to the Campus Jobs Drop-in for a Right to work Check
- Invite to an induction session, once the above have been completed.

Student to complete the registration process (before first work assignment)

Campus Jobs to send new starter / additional postholding information through to Payroll

Campus Jobs to send confirmation e-mail to student and Hiring Manager

Student will receive Greenlight log-in details from admin@sel-expenses.com

Student will receive welcome e-mail from Payroll

Hiring Manager to carry out role specific training