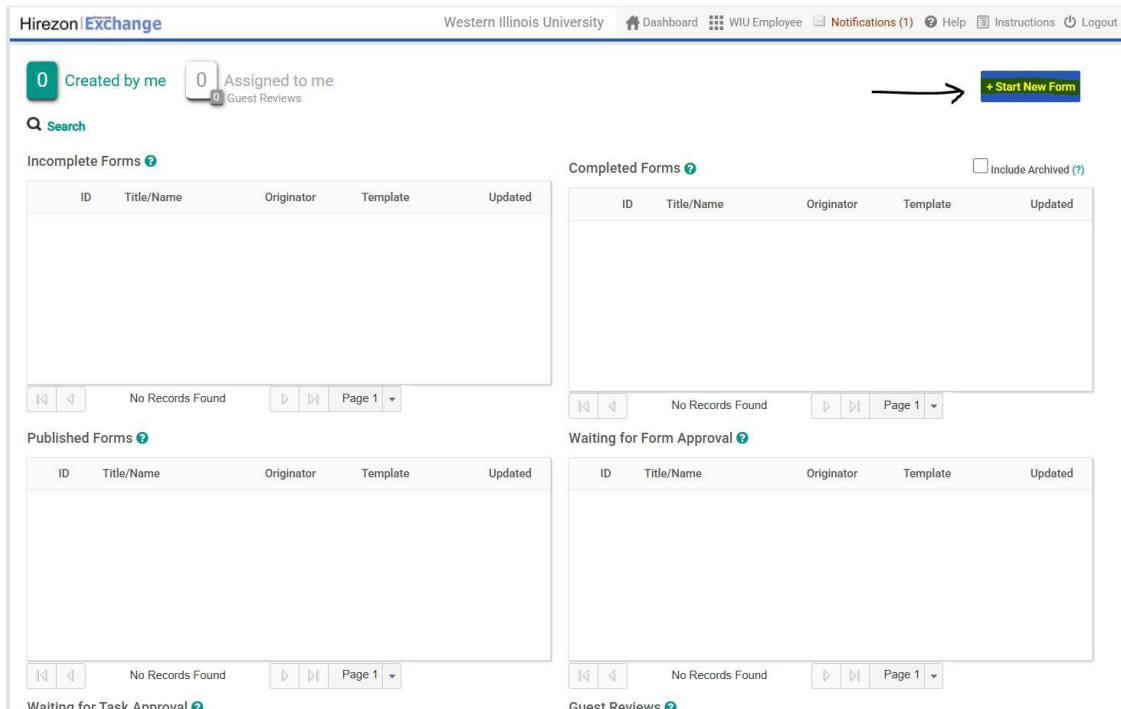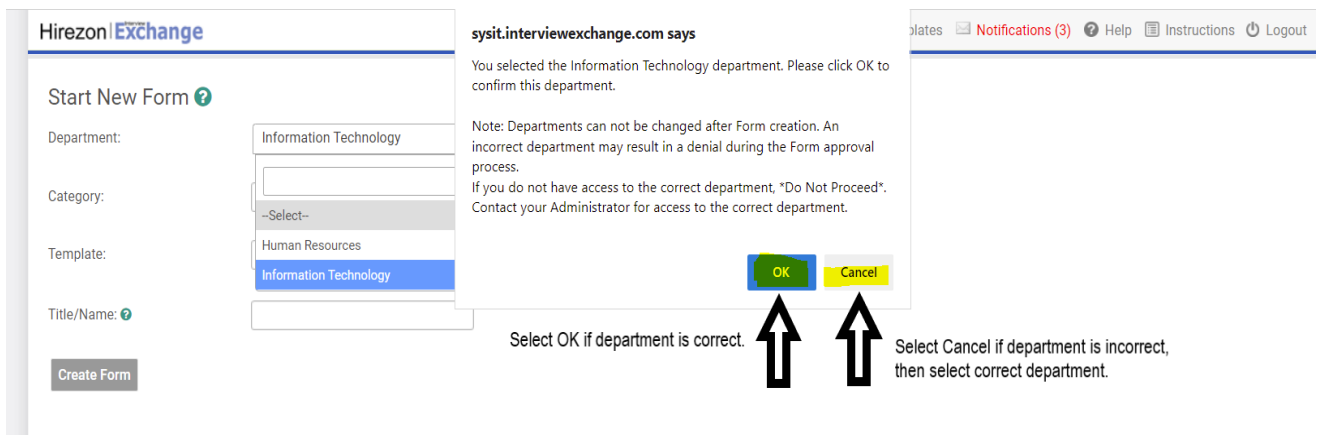Request To Hire Basic Guidelines / Instructions:
Student Employment: Request To Hire

1. Log in Hirezon utilizing the following link: Login (interviewexchange.com)
   If using SSO: https://sso.interviewexchange.com/wiu/sso.jsp

2. Click on the **Forms** tab.

3. Select **Start New Form** tab in the upper right.

4. In the Department drop-down, select the correct department for this position.

A pop-up window will appear asking user to ensure the department selected in accurate. If the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update.

Note: If the department is wrong and not fixed during this step, you cannot fix it after completing this step, you will be forced to start over.

5. In the Category dropdown, select **Recruitment**.

6. In the Template dropdown, select the appropriate form, in this case **Student Employment: Request To Hire**

    Note: Once you select a form from the template dropdown menu, you can preview the form by clicking on the preview icon next to the form name to ensure you have chosen the correct form. This will be very helpful if you have multiple forms to choose from.

7. Type in the enter the title/name using WIU naming standard for this form in the **Title/Name** field. *Do not abbreviate. Type title out in full.*

8. Click **Create Form**.

9. You will be directed to the Requisition page.

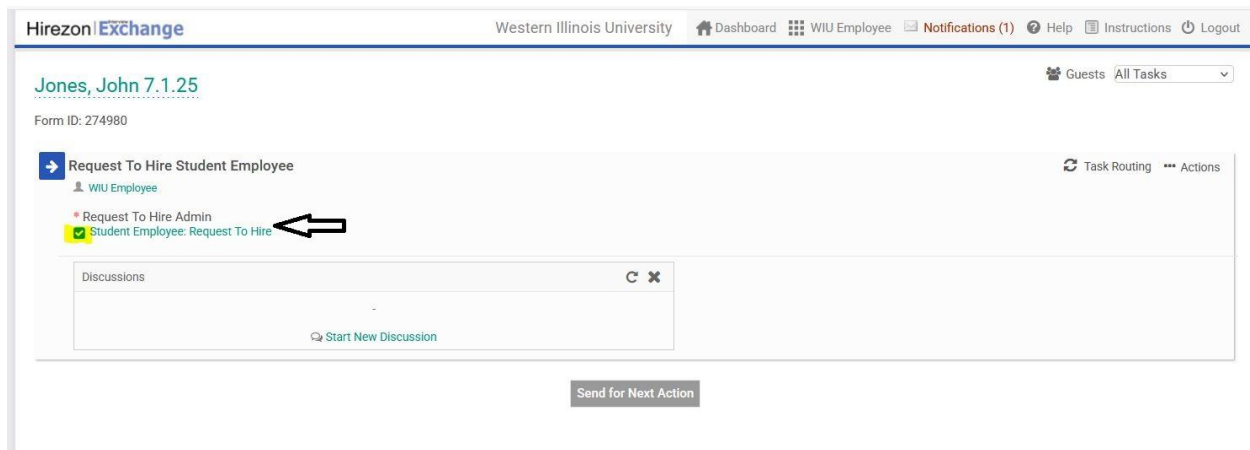10. Click on **Student Employment: Request To Hire form**.

11. The **Student Employment: Request To Hire form** will now appear.

12. Complete the form with all required and pertinent information for this request required by WIU.

Note: All fields with a * are required. You will not be able to submit this form for approval without all the required fields being completed.

13.   Once you have completed the Student Employment: Request To Hire form, click **Save & Submit**.

14.   Review to ensure all the information is accurate.
- If changes need to be made, click **Edit** and make any necessary changes.
- Once all the information is accurate, click **Continue**.

15.   Once you click **Continue**, you will be directed to the Requisition page again. You will now see a checkmark ✓ next to Student Employment: Request To Hire form.

16.   You may upload any supporting documents for your request by clicking on "Start New Discussion" and attaching the file.

Your Request is now ready to be sent for appropriate approval. All positions must be fully approved before the position is posted.

Note: For this form, the approver(s) are pre-populated in the approval routing for convenience.

17.   Click **Send for Next Action** at the bottom of the page to initiate the initial approval process.

18.   One-by-one, in linear order, approvers will receive an email to approve.

Note: You can view the status of the approval process at any time by clicking on Task Routing. As each user approves, the request will move to the next approver until all have reviewed and approved.

19.   If the Student Employment: Request To Hire form is denied for some reason during the approval process, the initiator (originator) of the form will receive a system notification. The individual that denied should include the reason for the denial so the initiator (originator) can update the position accordingly and resubmit the Student Employment: Request To Hire form, if applicable.

Note: If denied, once the initiator makes the necessary corrections, the Student Employment: Request To Hire form must go through the entire approval process from the beginning. All denial and change information will be stored for audit purposes.