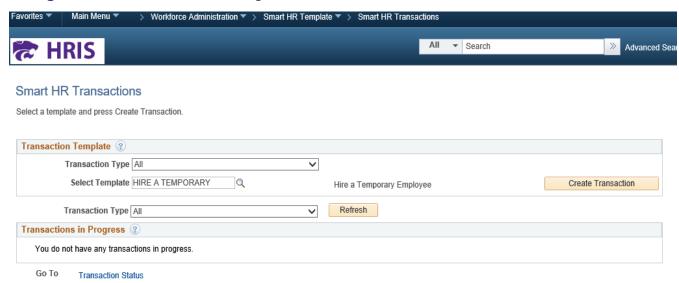


Did you know?

The hiring process for Non-University Student hires and student interns is changing, effective August 26, 2019.

Beginning on August 26, 2019, the hiring process for Non-University student and student intern hires is changing. These positions will no longer require a job requisition through PageUp. They will only require a position description to be submitted for approval through PageUp.

Once the position description (PD) is approved the HCS Liaison will need to utilize **Template Based Hiring** (Smart HR Transactions) through HRIS.



Instructions on this process can be found on the HCS Website under "HCS Tools for Departmental Liaisons \rightarrow Personnel Actions \rightarrow Hourly Student Transactions \rightarrow Template Based Hire".

This does not change existing processes for hiring K-State hourly students.

For questions, please contact your Talent Acquisition Strategic Partner

Missed the live zoom session explaining this change?

Human Capital Services' Talent Solutions and Resource Center & Operations offered a zoom session covering the process in more detail today, August 20th at 10:30 a.m.

Watch the recorded zoom session on the Human Capital Services Website under HCS Tools \rightarrow Hiring Toolkit \rightarrow Hiring Resources \rightarrow Hiring Process for Non-University Students & Student Interns.

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