

SDSU LAEP STUDENT HIRING WORKFLOW

PHASE 1

Position Creation

1. Submit an Employer Interest Form
2. Receive Approval for LAEP Funding
3. Career Services Submits ARF
4. Department Submits PAR

PHASE 2

Position Recruitment

5. Post Position on Handshake
6. Collect Applications, Identify, Interview & Select Final Candidates
7. Submit Final Candidates to Financial Aid for Eligibility Verification

PHASE 3

Hiring Paperwork

8. Initiate SEA for Signing
 - SEA Routes to Financial Aid
 - HR Completes
 - Pre-Boarding & Background Check
 - Payroll Services Finalizes Hiring
9. Intern Begins Work