

New WS Hires (CHRS Recruiting)

Notification of Dept Allocation (TBA)
Email is sent to department of WS allocation

Initiate the job requisition via CHRS Recruiting
Need assistance? Visit website for guides on how to submit WS job requisition.

HR reviews and confirms Job Requestion

Assigns Job Requisition to Financial Aid for review

APPROVED

- Department must have allocation
- Department is hiring the number of students based on LAEP allocation.

Department selects the finalist in CHRS recruiting

- Review application for LAEP eligibility question
- Check LAEP upload document for LAEP eligibility
- Ask student during interview for LAEP eligibility
(HR assigns finalist to Financial Aid)

Financial Aid Final Review and Confirmation

- Student is eligible for LAEP
- Department's allocation funds

APPROVED

- Student is assigned to HR.
- HR will communicate with the department via CHRS recruiting once the student is *clear* to begin work.
For questions on this process please reach out to HR.

DENIED

- Department does NOT have LAEP allocation *and/or*
- Department is hiring a *higher* number of students based on LAEP allocation.

DENIED

- If the student is not eligible for LAEP.
Finalist will be declined, and a comment will be noted to explain why it was denied.

Note:

- If student is awarded LAEP funds, student will be instructed to contact hiring department, if still interested in position.

Rehires
{previous LAEP employee (s)}

Allocation Notice
FA will notify (by email) LAEP allocation to each department head and supervisor

Verify LAEP Eligibility
Department will email FA the list of returning students to verify LAEP eligibility

Student IS eligible
FA will email the department with the authorization form.

Student NOT eligible
Financial Aid will email the department of student's status.

Authorization Form
Department will email the completed form back to Financial Aid for final approval.

Awarded LAEP
If student is awarded LAEP, student will be instructed to contact hiring department, if still interested in position.

Form is forward to HR
Financial Aid will forward the form to HR to finalize the hiring process. HR will communicate with department once student is ready to begin work.
(Financial Aid doesn't have access to view the status of the re-hire).

Authorization Form

- Department will email the completed form back to Financial Aid.
- Financial Aid will forward the form to HR to continue the hiring process.