



## Quick Steps to Hiring a Student Employee

1. Place the Job on Applicant Pro Step
2. Interview and select the candidate Step
3. Complete the “Student Employment Hiring Request for Approval” online Step
4. Send the student “Student Employment – Hiring email” Step
5. Hiring Manager receives approval from SFS to submit Employee Change form Step
6. Submit Employee change form Step
7. Student can begin work 3 days after submitting employee change form

All questions pertaining to the student employment process should be directed to Student Financial Services at 561 237 7185 or [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu)