



How to Start the Student Hiring Process

STEP ONE

Submit a Job Card by visiting udel.edu/talentlink. Use the provided step-by-step resources, including a training video and written instructions for guidance.

- ❖ **Training Video:** [How to Create and Submit a Job Card](#), [How to Customize a Student Job Application](#)
- ❖ **Manual For Undergraduate Student Employment Sections:** *How to Create a Student Job and How to Customize a Student Application Form*

STEP TWO

Once the Job Card is submitted, it will be routed to the Student Employment Office for review

- ❖ **Standard, Hidden, Evergreen Searches:** An invitation will be sent to those listed on the Job Card to schedule a strategy meeting. This meeting will cover Talent Link training, expectations, and recruitment assistance.
- ❖ **Waived Searches:** An email will be sent detailing the next steps of the process.

If the Job Card is declined by the Student Employment Office, you will be notified along with further instructions.

- ❖ **Manual For Undergraduate Student Employment Sections:** *Student Job Card: Approve/Decline Process*

STEP THREE

It's time to start your recruitment! Be sure to use all the resources provided to guide you through each step. We're here to provide support and assistance whenever you need it.

- ❖ **Training Videos:** [Changing Statuses and Communicating with Students](#), and [How to Create and Submit an Offer Letter](#)
- ❖ **Manual For Undergraduate Student Employment Sections:** *How to Promote a Student Job, How to Invite to Apply/Waived Search, How to View Student Applications, How to Change an Application Status, and How to Enter Student Offer Letter Details and Create an Offer Letter*