


THE STUDENT EMPLOYMENT OFFICE

Reminders and Best Practices

- ▶ Ensure that there are no other external application platforms collecting applicants. Any outside advertising (department website, social media, communications) should direct applicants to your job posting on the [Student Jobs Page](#).
- ▶ If your Talent Link view differs from our training materials, please reach out to the Student Employment office (SEO) to address the issue promptly.
- ▶ Start reviewing applicants within the first week of posting and continue to assess applications multiple times each week. Notifications will not be sent to the hiring manager when an application is submitted. Please create a schedule that allows for timely reviews of their applications.
- ▶ If you see this symbol  in a student's applicant profile, the student is ineligible for rehire. Reach out to the SEO for more information.
- ▶ Communicate with students through Talent Link to ensure transparency, consistency, and accurate record-keeping. Remember to update their status to reflect any communication.
- ▶ When you're ready to submit an offer, watch the [How To Create and Submit an Offer Card](#) training video.
- ▶ For questions or guidance, please do not hesitate to reach out at studentjobs@udel.edu. We are happy to help!

