



STUDENT EMPLOYMENT HIRING PROCESS: OFF-CAMPUS

1. Post Your Position
2. Interview and Select Students
3. Report Placement to Student Employment

1. Post Your Position/Recruit Student Worker

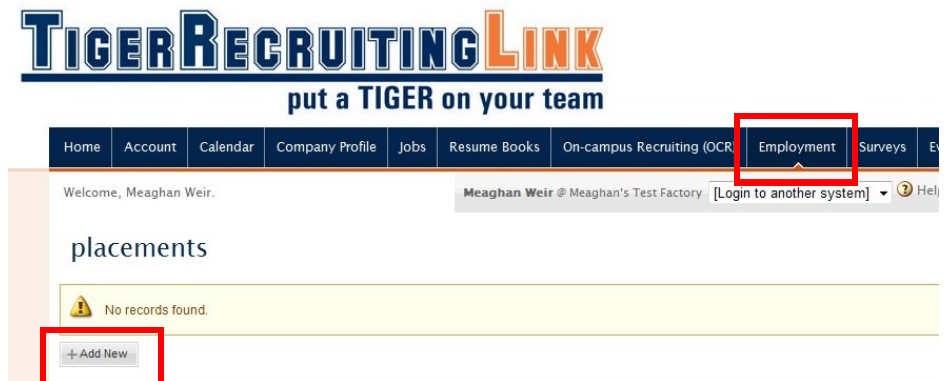
- Go to www.hire.auburn.edu
- Log-in to existing Tiger Recruiting Link account or Create a new account
- Post your job in Tiger Recruiting Link for a minimum of three (3) business days

2. Interview and Select Students

- Select students to interview. There is no minimum requirement for the number of students you interview.
- Use Tiger Recruiting Link to batch email applicants who were not selected notifying them that the position is filled.

3. Report Placement to Student Employment

- It is important to provide placement information to the Student Employment program. Student Employment is funded by a federal grant known as Job Location and Development (JLD). In order to maintain this grant and continue providing free job posting services, you must report the following information for each student hired:
 - Student's Name
 - Job Title
 - Starting Date
 - Starting Wage
- You can report placements in two ways:
 - (1) Log-in to Tiger Recruiting Link account and click the "Employment" tab and "Add New"
 - (2) Email requested information to employs@auburn.edu
- The Student Employment program and Auburn University Career Center appreciate your support!



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