START

PVTALENT Training

YES

Create or modify position description

Post position

Apply to posting

Screen Applicants

Interview Applicants

Recommend for Hire

Submit Hiring Proposal

Create EWR

Email Notification

Complete Applicant Flow

Qualified

Unqualified Applicants

System-Generated Email

Rejected (Review history, revise, and resubmit)

STUDENT BEGINS WORKING

Approved

Email Notification

- Copy of EWR
- W-4 Tax Withholding Form
- I-9 Form Receipt
- Acceptable Forms of Identification (Originals)
- Employee Personal Data Sheet
- Selective Service Official Letter of Verification (US Male Citizens, 18-25 years old)
- International Employment Eligibility Form (International F-1 students only)

Hiring Department

SEO

Applicant