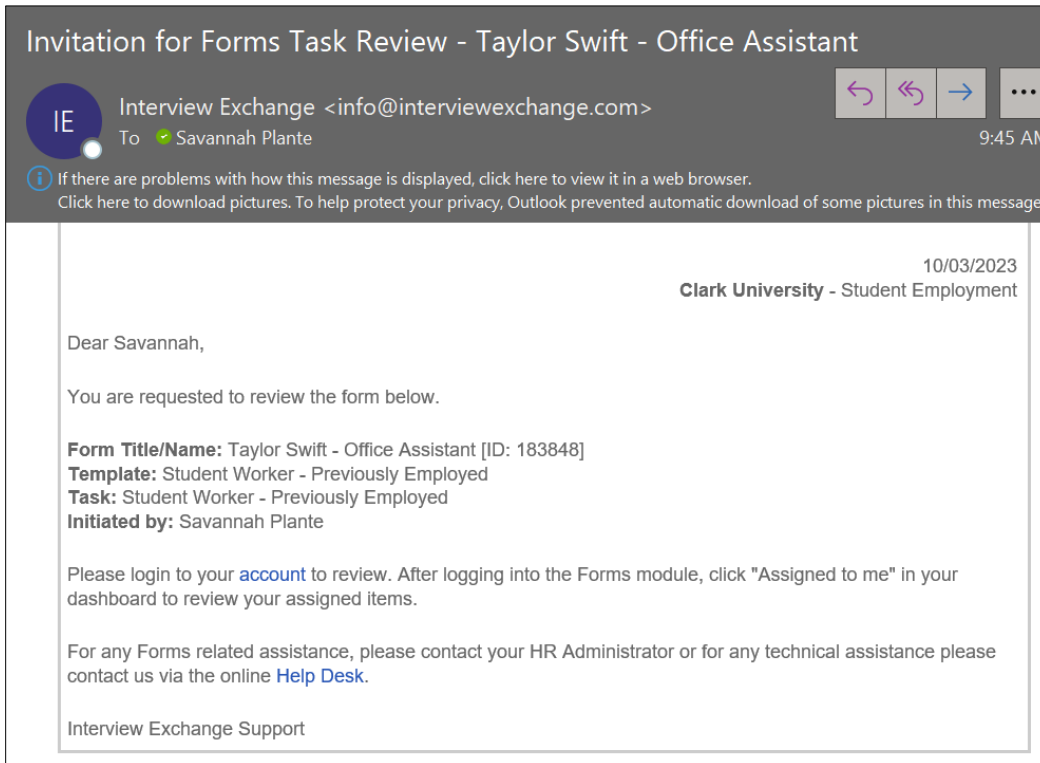
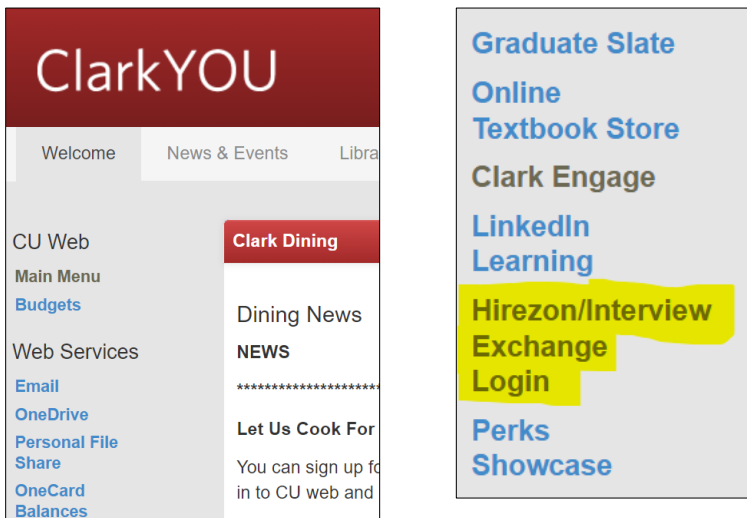


Reviewing and Approving Hire Forms on Interview Exchange

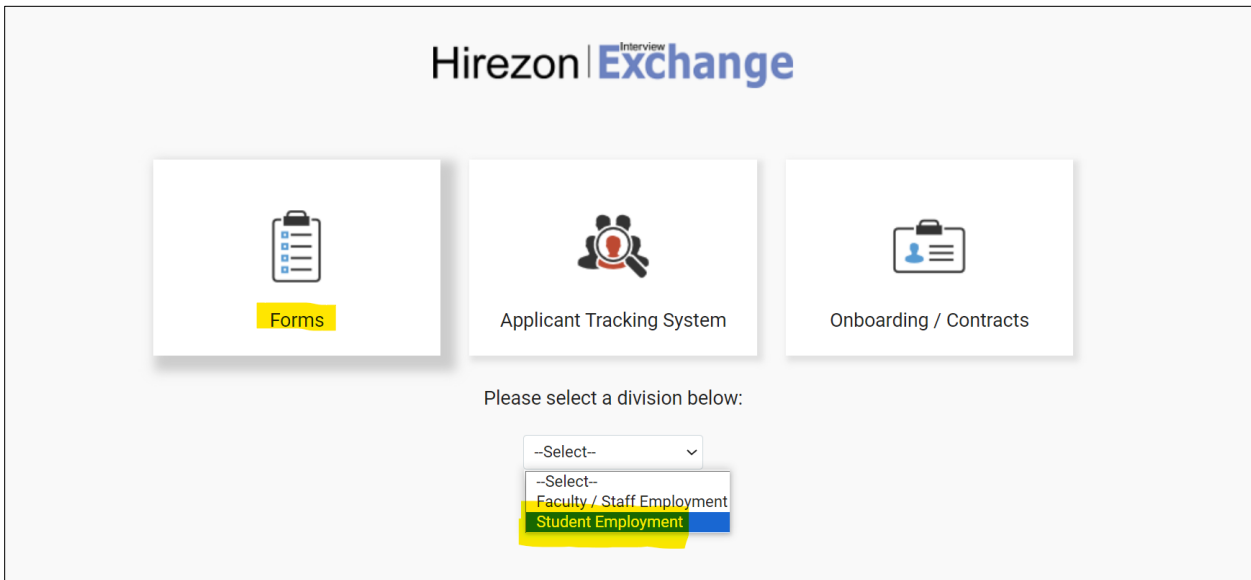
When a hire form has been assigned to you for approval, you will receive the below email:



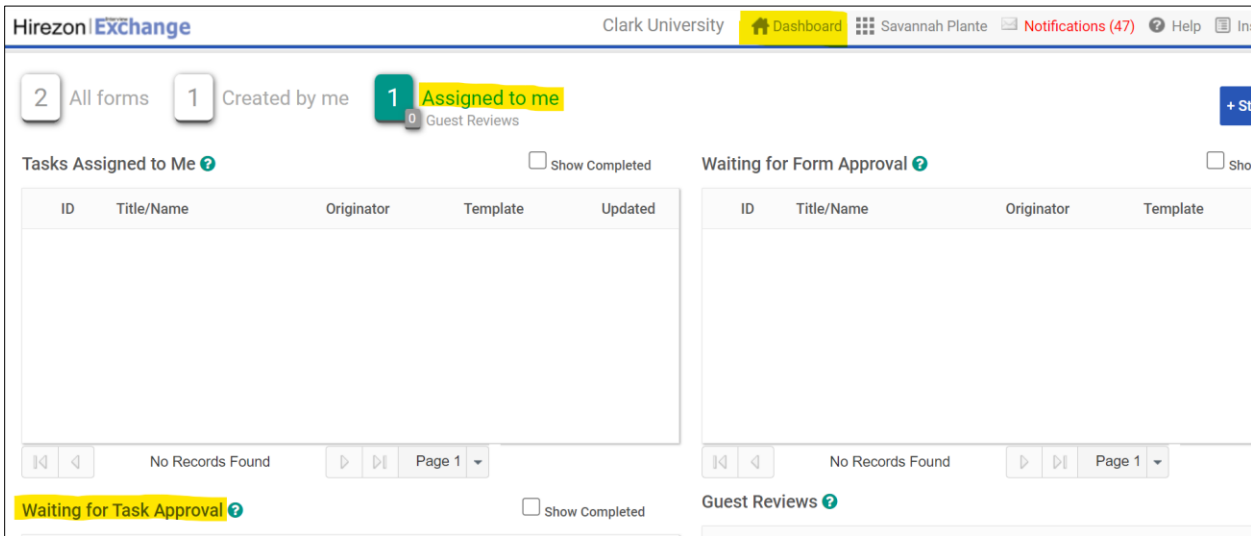
The link for Interview Exchange is on ClarkYou:



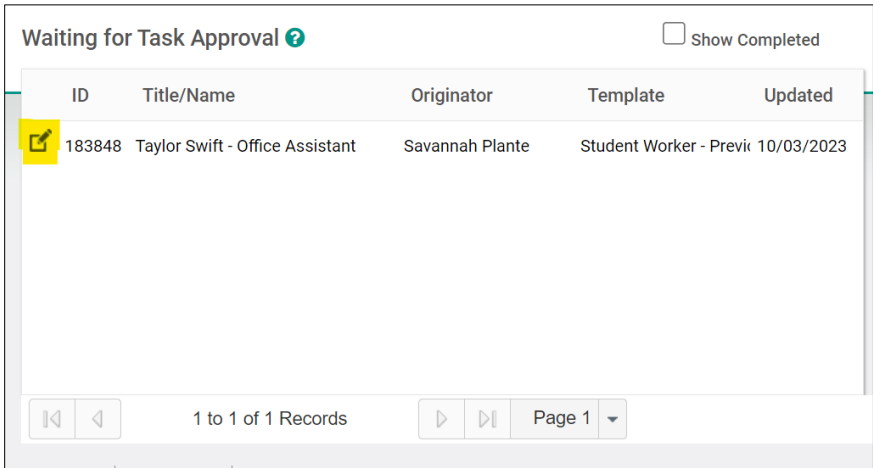
Hire Forms will be located in the Forms module. Once you click on **Forms**, you will be prompted to select a division. Faculty/Staff Employment goes to the Human Resources Office, so please select **Student Employment**.



You will enter into your Dashboard and can return here by selecting **Dashboard** at the top of the screen at any time. You will be able to see the forms currently assigned to you at the top. Scroll down to the **Waiting for Task Approval** section.



Here we see a form for the student Taylor Swift that is waiting for your approval. Click the **Edit** button to review the form.



In order to approve or deny the form, you will need to review the form in its entirety. Click on **Student Worker Hire Form**.

Task Approvals on Taylor Swift - Office Assistant

Form ID: 183848

Please review the tasks below and click Approve or Deny.

Student Worker - Previously Employed

Savannah Plante

* Student Hire Form
 Student Worker Form

Discussions

Start New Discussion

Please enter comments here.

Approve Deny

Return to Dashboard

Review the forms for errors. Select **Save & Submit** when everything has been reviewed.

Time Sheet Approver Information

*Timesheet Approver Clark ID: (include the "C")
C84859604

*Timesheet Approver Full Name:
Mariah Carey

Requestor Information

By submitting this form, I acknowledge that by law, students cannot work until their paperwork has been completed. I will be notified when a student has been approved to work and I agree not to allow a student to work until I receive this approval.

*Requestor Electronic Signature:
Mariah Carey

*Requestor Full Name:
Mariah Carey

*Date:
10/03/2023

(Form 4730)

Save & Submit

It will ask you to confirm the changes by selecting **Continue** or **Edit** if more changes are needed.

Student Worker Form

CLARK UNIVERSITY

Student Worker Form

Student Information

Student First Name: Taylor
Student Last Name: Swift
Student Clark ID (include the "C"): C12345678

Position Information

Is this job funded by an external grant? (All external grants start with 23XXX, 24XXX, 25XXX, or 2 followed by a letter.)
If this job is funded by external grant, please discontinue use of this form and complete the Student External Grant Payroll Authorization Form instead.

Is this a union position?
If unsure, please contact oncampusemployment@clarku.edu.

Handshake Job ID: 98765431

No

Position Title: Pos

Hourly Rate or Salary Per Pay Period:

Edit **Continue**

Once you have reviewed the form, a green check mark will appear next to the form name allowing you to approve or deny the form.

Task Approvals on Taylor Swift - Office Assistant

Form ID: 183848

Please review the tasks below and click Approve or Deny.

Student Worker - Previously Employed

Savannah Plante

* Student Hire Form

Student Worker Form

Discussions

[Start New Discussion](#)

Please enter comments here.

If approved, the form will continue to the next group in the task routing.

If denied, please indicate a reason why. The form creator will receive an email saying the form has been denied and the reasoning will show up in the task routing. The creator of the form can edit the issue and resubmit the hire form. You will receive the form again to approve.

Task Routing				
Approver Title	User	Status	Actions	
Budget Approver (optional)	N/A			
Student Employment	Savannah Plante <i>"wrong org code"</i>	Denied [11-17-2023 11:44 AM EST]		
Note: Task is enabled for routing users to be optional.				
Show Routing History				

Record Keeping (if needed):


If you are looking for a form that you recently approved, you can click the **Show Completed** button on the dashboard to show past approved forms. By clicking the magnifying glass, you can view the past task routing and the form.

Completed Task Approval Show Completed

ID	Title/Name	Originator	Template	Updated
183848	Taylor Swift - Office Assistant	Savannah Plante	Student Worker - Previ	10/03/2023

By clicking the PDF button on the top right, you can save this screen with the task routing. If you click **Student Worker Form**, you can save a PDF of the content within the form itself.

View

 CLARK UNIVERSITY

Taylor Swift - Office Assistant




Form ID: 183848
Template: Student Worker - Previously Employed
Department: HR-Human Res. & Affirm.Action 5410
Originator: Savannah Plante
Created: 10-03-2023 09:42 AM EDT
Completed: 10-03-2023 10:29 AM EDT

Student Worker - Previously Employed
Completed: 10-03-2023 10:29 AM EDT [Savannah Plante]

* Student Hire Form

Student Worker Form


Task Routing

Budget Approver	 N/A
Grants (if applicable)	 N/A
Student Employment	 Savannah Plante

Complete [10-03-2023 10:29 AM EDT]

Student Worker Form

Form draft saved at 11:51:02 am

 CLARK UNIVERSITY

Student Worker Form

Student Information

* Student First Name: Taylor	* Student Last Name: Swift	* Student Clark ID (include the "C"): C12345678
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Position Information

* Is this job funded by an external grant? (All external grants start with 23XXX, 24XXX, 25XXX, or 2 followed by a letter.) <small>If this job is funded by external grant, please discontinue use of this form and complete the Student External Grant Request Authorization Form instead.</small>	* Is this a union position? If unsure, please contact oncampusemployment@clarku.edu .	* Handshake Job ID: 98765431
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As long as you are the one who approved the form, and the form isn't closed manually by someone (i.e., it doesn't go through the entire process from beginning to end), then the form will remain in your dashboard indefinitely. You can sort your completed forms by department, updated date, originator, or title.