

## **GW Student Employment CASE Project (Collaboration & Service Enhancement Project)**

**December 3, 2019:** The new student recruiting and hiring system goes live, and the new positions numbers begin to be used for all new hires and rehires. From this point forward, all new student recruiting and hiring actions must be submitted by the hiring department through PeopleAdmin. *All users who were previously authorized to use the Student Hire Application will no longer be able to initiate hire requests there but will be able to create postings and initiate hiring proposals in the Student Employment Talent Management System.*

### **For those who had access to the previous student hire system:**

Single Sign-On (SSO) is now available in the Student Employment Talent Management System. New login information is below:

**URL:** <https://gwu-studentemployment.peopleadmin.com/hr>

**Click:** **The yellow writing** "GW employees and affiliates, click here to log in with SSO credentials."

**Username:** your email address ([netid@gwu.edu](mailto:netid@gwu.edu))

**Password:** your SSO password

Please note, the URL has been slightly changed to replace the underscore between gwu\_studentemployment with a dash. This change was necessary to make SSO work properly. Please update your bookmarks.

### **For those needing access to the new Student Employment Management System**

#### **Student Employment Talent Management System**

The SE Talent Management System is used to for recruiting (position postings), hiring (submitting hire proposals and offer letters), and onboarding (I-9's, tax forms, direct deposit forms, and work permits). To gain access to this system:

<https://careerservices.gwu.edu/gw-departments>

- Watch the [New Student Hiring Managers & Supervisors Training](#)

<https://www.youtube.com/watch?v=pvH6uPMbM44&feature=youtu.be>

- Complete the [New Student Hiring Managers & Supervisors Training Assessment](#)

<https://docs.google.com/forms/d/e/1FAIpQLSdVH06cQBZ9EJLeUJOImh6jnmWJPw-QdKQrWiggdpPfVVID5g/viewform>