Student Process for Employment in Panther Dining

1. Apply on line at http://www.eiu.edu/dining/ click on the employment opportunities from the homepage.
2. This tab will take you to; http://www.eiu.edu/dining/gi_employment_opps.php go to the bottom of the page and click on Panther Dining Application.
3. Once you have clicked on the Panther Dining application, you will be taken to https://eiu.erezlife.com/login/ . You will be using your Net ID and Password you were given to access the site.
4. You will create your profile by clicking my job profile. At any time there are changes to address, phone number etc. you can make the changes as they occur. You are responsible for keeping your information up to date.
5. Once you have created your profile you can click on the jobs to the left of the screen. Here all jobs that are available will be listed.
6. Click on the job that you are interested and continue to apply. **NOTE:** Please make sure that you answer all questions, complete the application in its entirety.
7. Once you have finished and the application is complete there will be a green check mark indicating that you have successfully finished the application.
8. Applications will be reviewed in the order in which they are received and will only be considered for semester applied for, so students are encouraged to **submit a new application for each new semester.**
9. The criteria for interviewing is based on application submittal date, availability, credit hours enrolled, answer to question on the application, and full completion of the application.
10. If you are invited for an interview, you will receive an email from us in which you will have 72 hours to make contact back to the hiring coordinator to accept or reject the interview. If we do not receive a formal acceptance within the 72 hours the application is removed and no longer considered for employment.
11. Based upon the overall answers from the applicant's interview the decision to hire or not to hire is made.
12. If hired the student must also present the originals of their necessary identification documents (i.e. driver's license, Social Security Card, Birth Certificate, 1-20, or Passport) in order for the Student Hiring Coordinator to make copies and fill out the student I-9, Authorization, and Employee Information Sheet, DCFS form, and charge to student account form in order to begin working.
13. If hired for a position, student hiring coordinator will then schedule the newly hired employee for the shifts best suited to the need of the dining halls and availability of the student.
14. All students hired in Dining must complete all online training as directed by the hiring coordinator, such as; Ethics, DCFS, Sexual Harassment, Food Handler Training.
15. Students will also be provided with a folder, specific to their place of hire, containing the following informational paperwork:
    a. Schedule & Weekend Rotational Schedule
    b. Unit director Contact List
    c. Employee Handbook
    d. Payroll Date List
    e. Direct Deposit Forms
16. All documents that require signatures must be turned into the designated person instructed by the hiring coordinator.
17. Congratulations, everything is complete and you are ready to work……