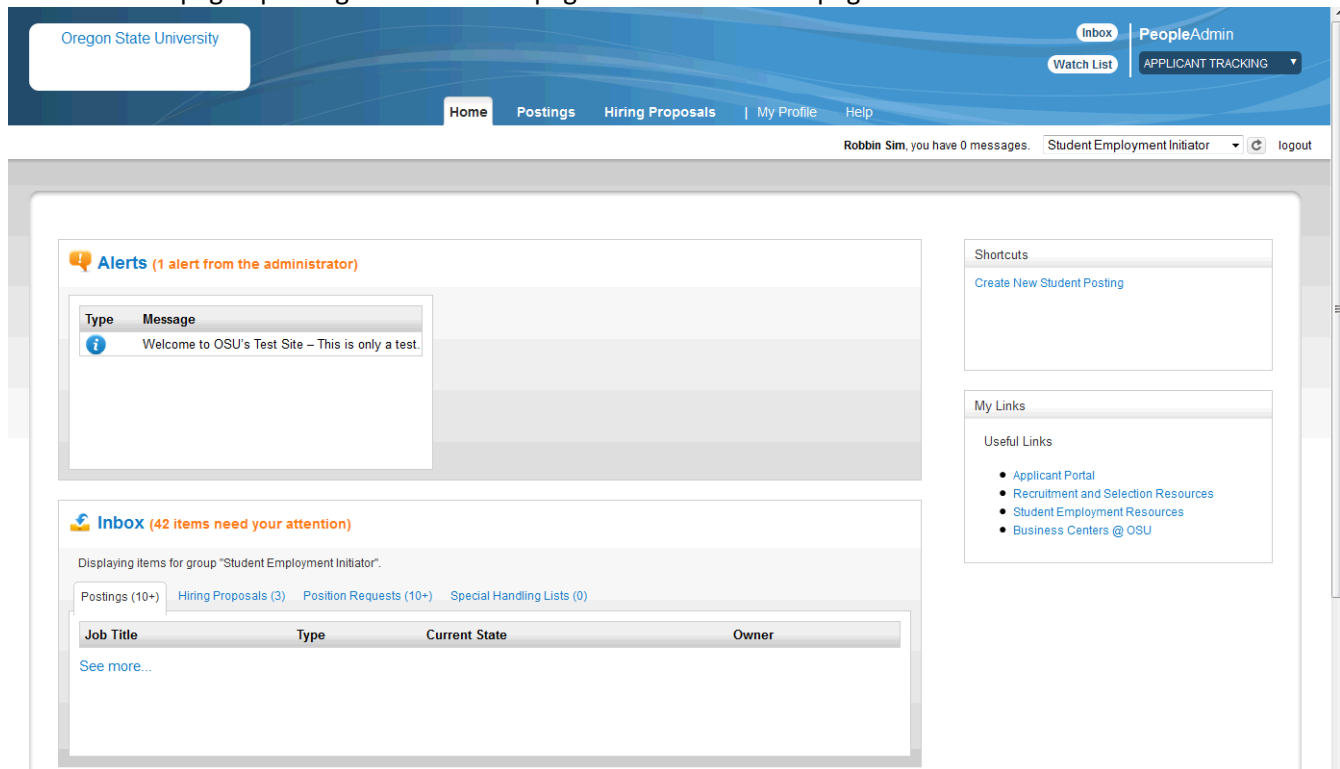


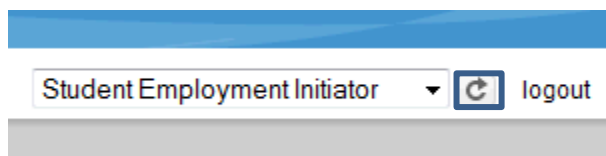
Online Recruiting System – PeopleAdmin 7 Student Employment Initiator Guide – Creating Student Postings

General Login Process

- ▶ Click link: <https://jobs.oregonstate.edu/hr>
- ▶ Select the SSO option and enter your ONID credentials
- ▶ Default page upon log in is the Home page. Preview of Home page below.



Ensure you are in the Student Employment Initiator role. If your role is not Student Employment Initiator, select the correct role from the drop down in the upper right corner of the screen and then click the refresh button.



CAUTION Clicking the Logout button by accident will log you out. The system will not give you a warning.

To set the system to default on log in to Student Employment Initiator, follow these steps:

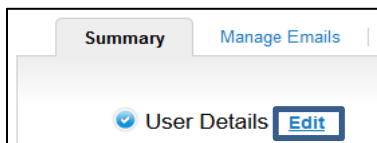
- Click on *My Profile* from the menu bar at the top of the screen.



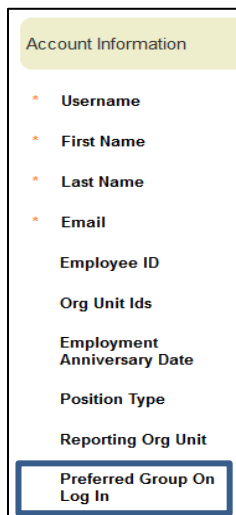
- Navigate to the *Take Action On User* button near the upper right corner and select Edit Profile...




... **OR** click on Edit next to User Details in the tabbed section below the user information.



- Under Account Information, find Preferred Group On Log In.



- Select Student Employment Initiator.
- Click on Update User button on the right side of the screen at the top and bottom of the page to save the changes.
- 

Creating a Posting

Before you begin: Familiarize yourself with the Student Job Categories and Rates if you are unclear on what category you need to recruit for: <http://hr.oregonstate.edu//files/ercc/comp-plan/studentpayrates.pdf>

To Create a New Posting:

1. From the Main Menu, choose Posting, select Student – and select



OR make your selection from the “Shortcuts” menu on the right side of the screen and select “Create New Student Posting”.

2. Next, select “**Create from Classification**”. If creating an Academic Wage Posting select “Create from Classification” or “Create from Posting” (see descriptions below).

Create New
✕

What would you like to use to create this new posting?

Create from Position Type ⊘

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification

Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

You may create a Job Posting from one of three options:

Create from Position Type: Creates the job from scratch. **DO NOT SELECT THIS OPTION**

Create from Classification: Copies in base classification information. Use this option when creating a unique **STUDENT** posting. This would be similar to the option you used in the former system.

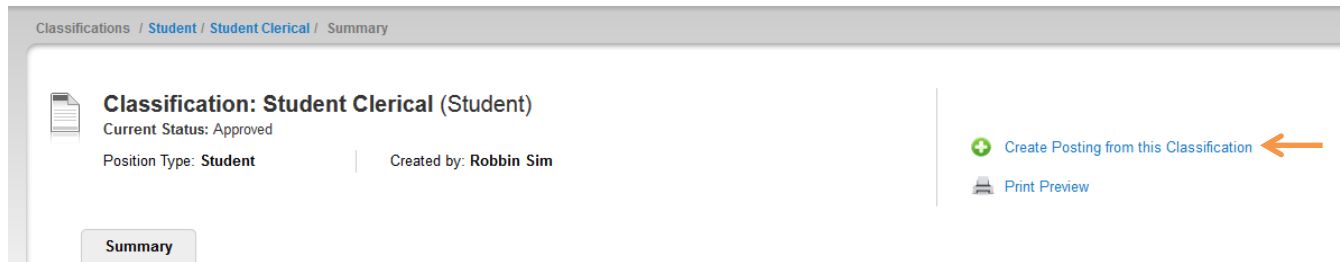
Create from Posting: Allows you to clone (copy) an existing posting and make edits as needed. Use this option when creating a **STUDENT** posting for which you have already created a similar posting and need to make only minor edits. Good option when you recruit for similar positions frequently.

Create from Classification

1. The system will default a list of approved Student Classifications.

Position Title	Position Title Code	Appointment Type	Classification Status	(Actions)
Student Project Assistant	XA90H	Student Employee	Approved	Actions ▼
Student Technical Assistant	XA90D	Student Employee	Approved	Actions ▼
Student Clerical	XA90B	Student Employee	Approved	Actions ▼
Student Information Technology	XA90E	Student Employee	Approved	Actions ▼
Student Outreach Assistant	XA90F	Student Employee	Approved	Actions ▼
Student Support Services	XA90G	Student Employee	Approved	Actions ▼
Student Food and Retail Service	XA90A	Student Employee	Approved	Actions ▼
Student Facilities/Maintenance	XA90C	Student Employee	Approved	Actions ▼

- To **view** the classification, open it by clicking on the Position Title or by clicking on the Actions link at the right of the Position and selecting View.
- To Create Posting from the Position Title, choose “Create From” from the Actions link *or*, “Create Posting from this Classification” after selecting View from the Actions link.



- A New Posting page will appear for general settings information. Enter an “x” in the Job Title field as you copy the Position Title to this field on the next page. Complete each field as appropriate except for the “References” section as it does not apply to Student positions. If you will NOT be accepting applications within the online system, deselect the “Accept online applications?” checkbox and enter instructions for the student applicants on how to apply.

* Required Information

Job Title *

Organizational Unit

Business Center *

Department *

Applicant Workflow

Workflow State
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

[Create New Posting](#) [Cancel](#)

- When done, click on [Create New Posting](#) to continue the posting or “Cancel” to return to the home page.

6. The menu at the top left directs the information you will supply to complete the Posting. You may navigate to each section by selecting the category of information or clicking on the Next button:



Position Details* – You will need to complete all applicable fields in the position details section, including the General Position Information, Position Summary, Decision Making/Guidelines, Position Duties, Qualifications, etc.

Funding Source – Information copies in from the Position Description.

Supplemental Questions – Add questions that refine the list of qualified applicants. Questions will be reviewed and approved by your BC HR team.

Documents Needed to Apply – Choose required or optional documents for applicants to attach during the application process.

Posting Documents – Upload required or relevant search related documentation i.e. draft advertisement (optional), waiver of search justification, etc.

Summary – Posting details summarized on one screen

POSTING DETAILS PAGE
Position Title: Auto-Populates to appropriate student position title based on classification selected
Job Title: Copy the Position Title field into this field. This job title field appears allows applicants to utilize key words to search for positions. You may add a brief description after the job title i.e.: Student Clerical (Receptionist)
Appointment Type: Auto-Populates as Student Employee based on classification selected
Position Number: Add the appropriate pooled position number assigned to your department/hiring unit.
Job Location: Select the appropriate job location from the drop down menu.
Employee Class: Select XA from the drop down menu.
FLSA Status: Select Non-Exempt/Eligible for Overtime from the drop down menu.
Position Appointment Percent: Make sure this is listed as a percent, not FTE (50 vs. .50). All undergrad student employee positions should be no more than .50 (part-time, 20 hours a week). All graduate student employee positions should be no more than .49 (part-time, 19.6 hours a week).
Appointment Basis: Select 12 from the drop down menu.
Min Hourly Rate: Auto-Populates based on classification selected
Mid Hourly Rate: Auto-Populates based on classification selected
Max Hourly Rate: Auto-Populates based on classification selected
Position Summary: This is a brief description of why the position exists and what the primary function of the position is. Add the standard language (examples below) at the very beginning of this section. Example: This recruitment will be used to fill one part-time (a maximum of 20 hours per week) Student Clerical position for the Department of Chemistry at Oregon State University (OSU). If the position job location is anywhere other than Corvallis, add the job location of the appointment after the opening statement. Example: This position will be located in Roseburg, OR

<p>Decision Making/Guidelines: enter as appropriate.</p>
<p>Position Duties: A general description of duties will auto-populate from the student template used to create the posting. Update the duties so that they are specific to the position. Please include any security-sensitive duty statements that apply (i.e.: working one-on-one with minors, access to confidential data, etc....)</p> <p>Please make sure that if a CHC or MV check is required, that the duties/access supports the requirement. See the links in the Critical, Security-Sensitive Position and Motor Vehicle History Check fields above for guidance.</p>
<p>Minimum Qualifications: Auto-populates with the following from the student classification: Employment Eligibility Requirements (http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements)</p>
<p>Required Qualifications:</p> <p>Add required qualifications as appropriate for the position.</p> <p>If the position <i>requires</i> a criminal history check, add (if a pool position change to “may require”): This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 2 years.</p> <p>If the position <i>requires</i> driving as an essential function, add (if a pool position change to “may require”): This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OSU Standard 125-155-0200) as per OSU Standard 576-056-0000 et seq.</p>
<p>Preferred (Special) Qualifications:</p> <p>Add preferred qualifications as appropriate for the position.</p>
<p>Working Conditions/Work Schedule: Add a general description of working conditions/work schedule.</p>
<p>Critical, Security-Sensitive Position: If the radio button indicates yes, it means the finalist has security-sensitive duties (see CHC Crosswalk: http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf) and must successfully pass a criminal history check prior to being placed into service.</p> <p>For more information on criminal history check requirements, see: http://hr.oregonstate.edu/manual/criminal-background-check</p> <p>You should make sure the criminal history check language appears in the minimum/required qualifications section if one is required.</p>
<p>Motor Vehicle History Check: If the radio button indicates yes, it means the finalist must provide a copy of their driving history for the past 36 months from the issuing state.</p>

For more information on Motor Vehicle History Check requirements, see:

<http://hr.oregonstate.edu/manual/motor-vehicle-background-check>

The hyperlink is located on the left side of the Motor Vehicle History Check box.

You should make sure the driving history check language appears in the minimum/required qualifications section.

POSTING DETAIL INFORMATION

Posting Number: Assigned and will auto-populate when forwarded to the Student Employment Approver.

Number of Vacancies: Enter the number of positions being recruited for – if a pool you may enter a range.

Anticipated Appointment Begin Date: enter date as appropriate

Anticipated Appointment End Date: enter date as appropriate

Posting Date: Select a desired posting date.

For Full Consideration Date: (OPTIONAL)

Use this field if you wish to consider applications at a date prior to the standard closing date. Applications received after this date may or may not be considered.

Closing Date: Select a desired closing date. The **Minimum Posting Period** is **3 days** for all student employee positions.

Indicate how you intend to recruit for this search:

Select as appropriate:

“Competitive/ Student – open to **ALL** qualified/eligible students” **OR**

“Competitive / Work Study – open to qualified/eligible work study students only”

If a position is open to **both work study and non-work study** students, select:

“Competitive/ Student – open to **ALL** qualified/eligible students”

Special Instructions to Applicants:

If this position is intended for work study only, copy and paste the following statement at the top of this section:

This position is open to qualified/eligible work study students only

If you are having applicants apply through the system and using the Student Profile, copy and paste the following information

When applying you will be required to attach the following electronic documents:

1) A Resume/Vita

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

For additional information please contact: **insert contact information**

If you are NOT having applicants apply through the system:

Please submit your resume and cover letter (indicating how your qualifications and experience have prepared you for this position) directly to: **insert to whom and where the student should submit their application materials**

For ALL positions insert both of the following statements:

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Note: All job offers are contingent upon Human Resources final approval.

Copy and paste the following language into the Special Instructions section if applicable:

If a Criminal History Check is required, add the following language (for pools state “may”):

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

If a Motor Vehicle History Check is required, add the following language (for pools state “may”):

This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per OSU Standard 576-056-0000 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the Motor Vehicle Check Requirement.

Pass/Fail Messages:

When applicants successfully apply to postings, they receive a “Confirmation” page in the system that presents a confirmation number for reference. On the “Confirmation” page is also the text inside the “Pass Message” data field that thanks them for their interest in the position, etc.

The “Fail Message” will pop up on the screen if an applicant answers a posting-specific question with an answer that disqualifies him/her. The message thanks them for their interest, and specifically states that based on their response, they do not meet the minimum/required qualifications for the position.

These pass/fail messages should not be modified without first consulting with employment@oregonstate.edu. Only under exceptionally rare circumstances would a modification of this text be justified.

This section will only be used if initiators intend to recruit through PeopleAdmin and not just use it for posting a position.

Quick Link for Internal Postings: This is the link that will be sent to the appointee to apply at the hiring proposal stage if the posting did not originally accept applications but was changed to “Approved for Non-Recruitment” when ready to hire.

FUNDING SOURCE

Funding Source: Select appropriate funding source from drop down menu.

Labor Distribution (Index, Account Code, Activity Code, Labor %): Enter appropriate labor distribution information for payroll.

Position Budget Type: Ignore this field

SUPPLEMENTAL QUESTIONS (As Applicable)

If you are utilizing supplemental questions in your student posting, you will need to add questions that refine the list of qualified applicants. Step by step instructions are included within the system. Questions will be reviewed and approved by your BC HR team.

<p>NOTE: If students will not be applying to this position using system, you do not need to complete this section.</p>
<p>DOCUMENTS NEEDED TO APPLY (As Applicable)</p> <p>Choose required or optional documents for applicants to attach during the application process.</p> <p>NOTE: If students will not be applying to this position using system, you do not need to complete this section.</p>
<p>POSTING DOCUMENTS (As Applicable)</p> <p>Upload relevant search related documentation as appropriate.</p>
<p>SUMMARY - displays details about the Posting</p>
<p>HISTORY</p> <p>History – displays all transactions associated with the Posting, when it was created, any actions, notes or distributed emails time in status, who prepared the action, time and date stamp. As the number of transactions grows, History may be filtered by clicking on the boxes for Workflow, Notes and Emails. The “Add a new note” option is where you would add any comments you would like noted in the history of the posting or as communication to the Student Employment Approver. Your name, role, date and time are automatically added to each note.</p> <p><i>If this position qualifies for Federal Work Study, you <u>MUST</u> add a note in the history section.</i></p> <p>If you are posting a position that qualifies for Federal Work Study, copy and paste the following template into the “Add a Note” section and complete each field. (1200 character limitation per note added)</p> <p>Federal Work Study Template:</p> <p>Academic Year:</p> <p>Jobs is for _____ Term(s)</p> <p>Total number of positions needed: _____</p> <p>Employment begins _____ and ends _____</p> <p>Please also note any specific information/instructions you may want the Student Employment Approver to be aware of as well.</p>
<p>SETTINGS - display the organizational structure for the job posting and online application information</p>
<p>HIRING PROPOSALS - displays as job offers are made and prospective new hire information is created</p>

Other Actions: There are additional actions which may be taken by the user. These include:

Edit your posting to include additional or modified information. You may also navigate to each section of the posting where an Edit link is available by topic

Delete your posting if created in error. This option is only given prior to moving the posting in the workflow

Take Action on Posting (discussed below) to move the posting through the workflow and approval process

See How Posting looks to Applicant to see a preview for how the posting will look in the Applicant Portal

Print Preview (Applicant View) allows you to print the Preview for how the posting will look in the Applicant Portal

Print Preview allows you to print the Preview for how the posting appears on screen

Take Action on Posting



The Student Employment Initiator may “Keep working on this Posting”, “Cancel Posting (move to Canceled)” or “Submit for Approval (move to Student Employment Approver)” for review.

The Student Employment Approver in the business center will receive an email notifying them that the student posting is ready for their review.

If the Student Employment Approver has questions or is requiring changes, they will either contact you directly or select the option to “Return to Student Initiator”. If returned, view the History section for instruction and once complete, submit the posting to the Student Employment Approver for further review.

If the position is designated for work-study, the Student Employment Approver will submit it to the Financial Aid Reviewer for their review prior to posting.

CONTACT YOUR BUSINESS CENTER HR TEAM IF YOU NEED ASSISTANCE.