

Utilizing Continuous Student Employment Pools and Cloning (copying) Postings

Continuous Recruitment Pooled Student Posting

You can use a pooled student posting to fill multiple positions from one applicant pool.

- A pooled posting can be kept open throughout the year for ongoing recruitment needs
- Pooled postings are efficient for sporadic recruitments, or recruitments with a large number of openings



UHDS Food Service Worker

P02557SE

Univ Housing and Dining (MHD)

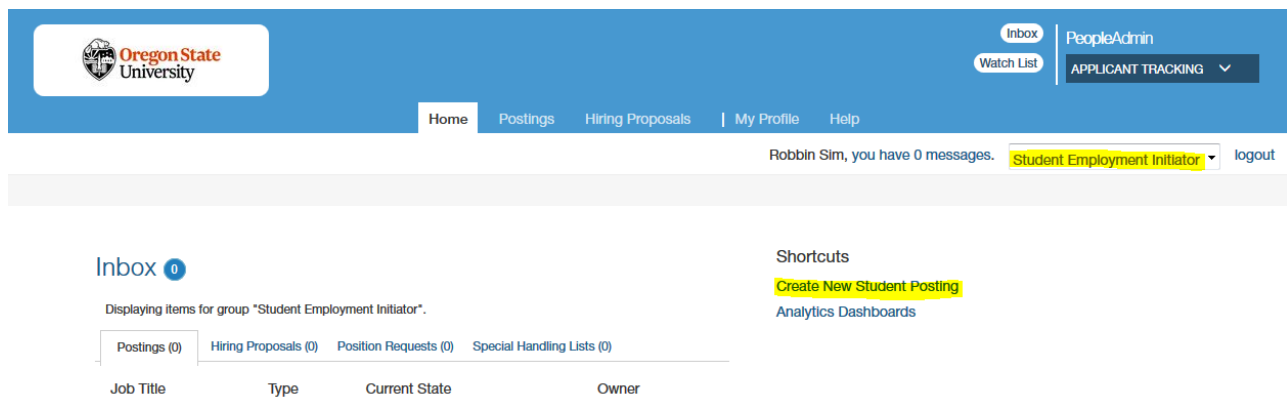
07/13/2017

06/30/2018

This recruitment will be used to fill 200 part-time (a maximum of 20 hours per week) Student Food and Retail Service positions for University Housing and Dining Services at Oregon State University. Housing and Dining Centers are seeking student Food Service Workers who will work in various dining halls and food service areas across campus. This employer is seeking to fill 200 p...

- Creating a pooled student posting is very similar to a regular student posting
 - **Number of Vacancies:** for a pool you may enter a range or use “multiple”
 - **Posting/Closing Dates:** your date range could be the term, academic or fiscal year

Cloning (copying) an Existing Posting



When creating a new student posting, using the “Create from Posting” allows you to clone (copy) an existing posting.

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 will need to know the Posting Number and/or Job Title of the existing posting when selecting it to clone.

Inbox | PeopleAdmin
Watch List | APPLICANT TRACKING

Home | **Postings** | Hiring Proposals | My Profile | Help

Robbin Sim, you have 0 messages. | Student Employment Initiator | logout

Postings / Student / Student Technical Assistant (Math Grader) (Closed) / Summary

Posting: Student Technical Assistant (Math Grader) (Student)

Current Status: Closed

Position Type: Student
Department: College of Business
Dept (BUS) (271000)

Created by: Robbin Sim
Owner: Student Employment
Approver

[+ Create Posting from this Posting](#)

Summary

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

✔ **Position Details**

Position Information

Department	College of Business Dept (BUS)
Position Title	Student Technical Assistant
Job Title	Student Technical Assistant (Math Grader)
Appointment Type	Student Employee

Cloning (copying) an existing posting reduces the amount of data entry, and still allows you to make any necessary changes to the new posting. This is a good option when you frequently recruit for similar positions.