

Quick Guide for Creating and Posting a Student Assistant Requisition

- 1) Go to jobs.ua.edu/hr and select the option for student recruitment. If you do not have a Username and Password, click on **Create User Account**, enter the required information, and submit the request by clicking "**Continue**" under **User Status** and then confirming.
- 2) You will receive an e-mail confirming your request has been approved. You will not be able to move forward until this step has taken place. If you have questions please call the Department of Human Resources Office of Student Employment at 348-4354.
- 3) Once logged in, you will be able to view all jobs currently posted in your department.
- 4) To create a posting, select "**From Template**" on the left hand side under **Create Posting**.
- 5) Select "**Student**" from the drop down menu for the **Position Type**. Click on **Search**.
- 6) Click on **Create** under the word Student.
- 7) This will bring you to the **Posting Details** tab.
- 8) You must fill in all required fields marked with an asterisk.
- 9) Make sure that you do fill in "**Student**" from the drop down menu on **Employment Type**.
- 10) **Composite FTE**: If you are hiring multiple positions, please try to estimate the average to fill in this blank.
- 11) Take note: The Ad Text field is **OPTIONAL** for Student Recruitment.
- 12) Also note: The **Search Initiation Date** is the date you would like for your requisition to be posted online.
- 13) **Application deadline**: You can choose a date you would like this recruitment to close out or select "**Open until filled.**"
- 14) The **Expected Starting Date of Appt.** is the date you anticipate the student to begin work.
- 15) **Optional Applicant Documents**: Click in each box that you would like to allow a student to have the option of attaching. If you choose to not select a particular document type, the student will not have the ability to attach that document.
- 16) **Required Applicant Documents**: By selecting documents on this field, you will be **REQUIRING** that students attach that document to be considered for the position. If the applicant does not attach the documents selected in this field, they will be screened out and you will not be able to view their application.

- 17) **Special Instructions to Applicants:** This is where you need to put the proposed salary information to make sure it will show to the applicant.
- 18) When you have completed all of the information, click **Continue to Next Page**.
- 19) **Search Committee:** This tab is not applicable for Student Recruitment. Please select **Continue to next page**.
- 20) **Documents:** This tab is not applicable for Student Recruitment. Please select **Continue to next page**.
- 21) **Posting Specific Questions:** If you want to add supplemental questions that are related to your position, please click ADD A QUESTION. Remember to search existing questions before creating a new one. Select **Continue to next page**.
- 22) **Disqualifying Answers:** This is NOT a required field. To skip, **Continue to next page**.
- 23) **Guest User:** By activating the Guest User, you can give access to others who will need to view this specific recruitment. After adding, or to skip, **Continue to next page**.
- 24) **Comments:** You will only use this text box if you have specific additional information to share with Human Resources. **Continue to Next Page**.
- 25) At the **View Posting Summary** page, you can review the posting you have created. If you need to make changes, you can do so by clicking the Edit link. This will take you back into Tab View and you can make the necessary changes. You can also click on "**Posting Preview**" from the **View Posting Summary** page. This will let you see only the fields that the applicant sees once the job is posted.
- 26) Change posting status to **send to Human Resources for Student Employment**. Select **Continue**.
- 27) Select **Confirm**.

Once the Requisition Has Been Posted...What now?

- 1) Once the requisition is posted, you will be able to access the requisition by logging in to the system or by clicking the "**Search Postings**" option on the left hand menu.
- 2) When you click on "**View**" under the title, you will see applicants that have applied for the position. You will be able to view their applications and any document they have attached.
- 3) You do not need to get approval from HR to interview the applicants. When you have selected a student to hire, change that person's status to "**Student Selected**." If you choose not to hire an applicant, change that person's status to "**Student Not Selected**."

- 4) **Note:** You will **NOT** need to complete the Hiring Proposal Information for students.
- 5) If you selected an end date when creating the requisition, the position will automatically close on that date. **If you left the position open until filled, please contact Human Resources when you are ready to close the position so that the posting can be taken off of the job site at 348-4354.**
- 6) That is it!