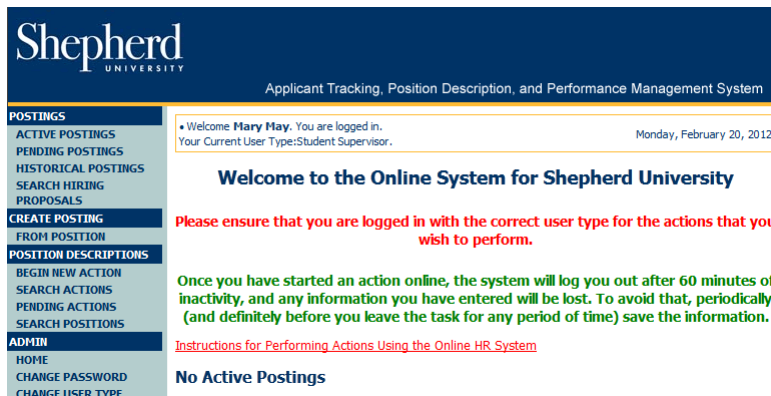


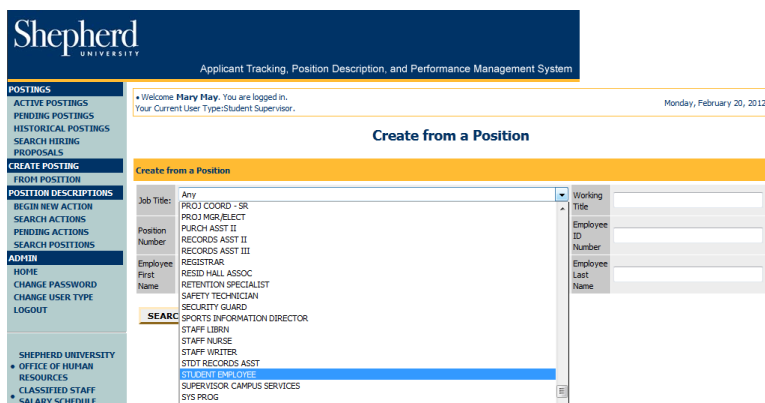
Instructions to Create a Student Posting from Position

If the student position you wish to post has been approved in the HR system, proceed with these instructions.

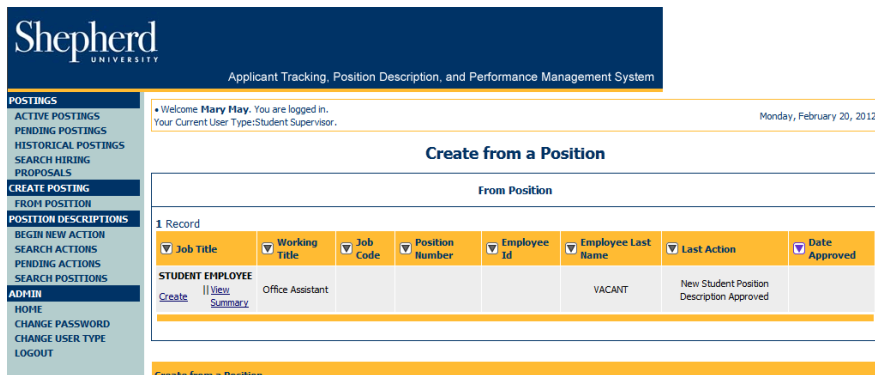
Log in to the HR system as user type “Student Supervisor”.



To begin creating a posting from a position, click on the “From Position” link which is located on the left-hand navigation bar under the “Create Posting” heading.



Select the Job Title of “Student Employee” from the drop-down box and a list of approved positions will appear, similar to the screen below.



Find the correct “Working Title” if you have more than one position, and click on the “Create” link just below the “Job Title”.

Complete all mandatory fields, not just those with a red asterisk.

Applicant Tracking, Position Description, and Performance Management System

POSTINGS

ACTIVE POSTINGS

PENDING POSTINGS

HISTORICAL POSTINGS

SEARCH HIRING PROPOSALS

CREATE POSTING

FROM POSITION

POSITION DESCRIPTIONS

BEGIN NEW ACTION

SEARCH ACTIONS

PENDING ACTIONS

SEARCH POSITIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

• Welcome **Mary May**. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create Posting - STUDENT EMPLOYEE

Reports
Job Posting Preview

Posting Details
Posting Specific Questions
Guest User
Comments
Notes / History

CONTINUE TO NEXT PAGE >>

To create a Posting, first complete the information on this screen, then click the **Continue to Next Page** button. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the **Continue to Next Page** button from the last section. Once a summary page appears, select the **Submit** button and then click the **Continue** button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.

Posting Number					
POSITION INFORMATION					
* Job Title:	STUDENT EMPLOYEE				
Working Title:	Office Assistant				
New Position?	<input type="checkbox"/>				
If this is not a new position, name and position # of previous incumbent:	<input type="text"/>				
Student ID:	<input type="text"/>				
Position Number:	<input type="text"/>				
FLSA:	Non-exempt				
Student Status:	New				
Position Type:	Student				
Position Type (Applicant Display):					
Position Status:	Federal Work Study				
Appointment Length:	Other				
If other, please describe:	Fall/Spring				
Undergraduate/Graduate:	Graduate				
* Fund:	enter fund number here				
* Org:	enter org number here				
* Account:	enter account number here				
DEPARTMENT INFORMATION					
* Department:	Student Emp Human Resources				
* Departmental User(s) with Access:	<table style="width: 100%; border: none;"> <tr> <td style="border: none; text-align: center;">Not Selected</td> <td style="border: none; text-align: center;">Selected</td> </tr> <tr> <td style="border: none;">Willauer, Marian Yanna, LuAnn</td> <td style="border: none;">May, Mary</td> </tr> </table>	Not Selected	Selected	Willauer, Marian Yanna, LuAnn	May, Mary
Not Selected	Selected				
Willauer, Marian Yanna, LuAnn	May, Mary				
Supervisor/Manager:	Mary May				
Supervisor/Manager Phone/Extension:	123-456-7890				
INACTIVE: Alternate Student Timesheet Signer:	<input type="text"/>				
Supervisor/Manager Email:	<input type="text"/>				
POSTING TEXT					
Job Summary/Basic Function:	The job description must be entered here				
Minimum Qualifications:	Minimum qualifications for the position must be entered here				

HISTORICAL POSTINGS
SEARCH HIRING
PROPOSALS
CREATE POSTING
FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
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SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF
SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING ACTIONS
USING THE ONLINE HR SYSTEM

POSTING

Preferred Qualifications: Preferred qualifications may be entered here

Posting Date: MM/DD/YYYY -or- MM-DD-YYYY

Closing Date: Open Until Filled

[Check All](#) [Clear All](#)

Resume
 Teaching Philosophy
 CV
 Letter of Reference 1
 Letter of Reference 2
 Letter of Reference 3
 Other Document
 List of Professional References
 Cover Letter

Required Applicant Documents:

NOTE: If documents are not selected under optional or required documents, applicants will not have the ability to attach documents.

Optional Applicant Documents:

[Check All](#) [Clear All](#)

Resume
 Teaching Philosophy
 CV
 Letter of Reference 1
 Letter of Reference 2
 Letter of Reference 3
 Other Document
 List of Professional References
 Cover Letter

Special Instructions to Applicants:

Cost Center: if you know it, enter cost center here

Total Stipend: If stipend position - list total stipend here

Number of Stipend Payments: If stipend position - list number of payment here

Stipend Payment: If stipend position - list stipend payment here

Hourly Day Rate: 7.25

Hourly Night Rate: 10.88

Student Pay Level: 1

Average work hours per week: 10-15

Quicklink for Posting:

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW POSTING**

Make sure that you do not require documents that aren't necessary.

If you have a "Required Document", please state in the "Special Instructions" that is must be in electronic form to be attached to the application prior to starting the application. Then add any other special instructions.

Click on "Continue to Next Page".

Shepherd UNIVERSITY
 Applicant Tracking, Position Description, and Performance Management System

POSTINGS
 ACTIVE POSTINGS
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CREATE POSTING
 FROM POSITION
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 LOGOUT

SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF
SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING ACTIONS
USING THE ONLINE HR SYSTEM

Welcome **Mary May**. You are logged in.
 Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create Posting - STUDENT EMPLOYEE

Reports
Job Posting Preview

Posting Details | **Posting Specific Questions** | **Guest User** | **Comments** | **Notes / History**

To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished.

No Posting Specific Questions exist.

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW POSTING**

If you would like to add "Questions", send them via email to Student HR for review and to have them added to posting.

Click on "Continue to Next Page".

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

WELCOME MARY MAY. YOU ARE LOGGED IN.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create Posting - STUDENT EMPLOYEE

Reports
Job Posting Preview

Posting Details | Posting Specific Questions | **Guest User** | Comments | Notes / History

On this screen, you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants. When finished or to skip this section, click the **Continue to Next Page** button.

[Activate Guest User](#)

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW POSTING

SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

“Guest Users”, this is used only if you have more than one person helping with the selection. However, you may not have other students as Guest Users.

Click on “Continue to Next Page”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

WELCOME MARY MAY. YOU ARE LOGGED IN.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create Posting - STUDENT EMPLOYEE

Reports
Job Posting Preview

Posting Details | Posting Specific Questions | Guest User | **Comments** | Notes / History

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

*Required information is denoted with an asterisk.

Supervisor Comments: [Text Area]

Assistant's Comments: [Text Area]

Department Chair Comments: [Text Area]

Dept Head/Director/Dean Comments: [Text Area]

VP/Executive Officer Comments: [Text Area]

VP Finance Comments: [Text Area]

General Counsel Comments: [Text Area]

President Comments: [Text Area]

Human Resources Comments: [Text Area]

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

“Comments”, please check with Student HR prior to entering comments since they will stay permanently.

Click on “Continue to Next Page”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS
CREATE POSTING FROM POSITION
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF
SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING
ACTIONS USING THE ONLINE HR SYSTEM

Welcome **Mary May**. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Create Posting - STUDENT EMPLOYEE

Reports
Job Posting Preview

Posting Details | Posting Specific Questions | Guest User | Comments | **Notes / History**

This page lists the notes of the posting. You can see at what date and time the note was added to the posting as well as by whom.

Once you enter a note and save it, by clicking the **Add Notes** button and confirming, that note will be permanently added to this posting, even if you cancel out of the posting without saving.

History	Modified By
02-20-2012 3:49 PM	Mary May

Create

Add Notes

Notes:

ADD NOTES

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW POSTING

“Notes”, please check with Student HR prior to entering notes since they will stay permanently.

Click on “Continue to Next Page.”

You should now see a screen similar to the one on the following two pages, please review all the information that you have entered. If there is anything that needs to be changed, click on “Edit” and make the changes.

POSTINGS

- ACTIVE POSTINGS
- PENDING POSTINGS
- HISTORICAL POSTINGS
- SEARCH HIRING PROPOSALS

CREATE POSTING

FROM POSITION

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE
- INSTRUCTIONS FOR PERFORMING ACTIONS
- USING THE ONLINE HR SYSTEM

SEARCH HIRING PROPOSALS

CREATE POSTING

FROM POSITION

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE
- INSTRUCTIONS FOR PERFORMING ACTIONS
- USING THE ONLINE HR SYSTEM

Welcome **Mary May**. You are logged in. Monday, February 20, 2012
 Your Current User Type: Student Supervisor.

View Posting Summary - STUDENT EMPLOYEE

[Printer-Friendly Version](#)

Please review the details of the posting carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the posting, click the **Edit** link. To exit the posting without making any changes, click the **Cancel** button.

Reports

[Job Posting Preview](#)


[Edit](#)

Posting Status

Save Without Submitting
 Submit Posting to Student HR for Approval

CANCEL
CONTINUE

Posting Details	
Posting Number	
POSITION INFORMATION	
Job Title:	STUDENT EMPLOYEE
Working Title:	Office Assistant
New Position?	
If this is not a new position, name and position # of previous incumbent:	
Student ID:	
Position Number:	
FLSA:	Non-exempt
Student Status:	New
Position Type:	Student
Position Type (Applicant Display):	
Position Status:	Federal Work Study
Appointment Length:	Other
If other, please describe:	Fall/Spring
Undergraduate/Graduate:	Graduate
Fund:	enter fund number here
Org:	enter org number here
Account:	enter account number here
DEPARTMENT INFORMATION	
Department:	Student Emp Human Resources
Departmental User(s) with Access:	May, Mary
Supervisor/Manager:	Mary May
Supervisor/Manager Phone/Extension:	123-456-7890
INACTIVE: Alternate Student Timesheet Signer:	
Supervisor/Manager Email:	mmaytest@shepherd.edu
POSTING TEXT	
Job Summary/Basic Function:	The job description must be entered here
Minimum Qualifications:	Minimum qualifications for the position must be entered here
Preferred Qualifications:	Preferred qualifications may be entered here
Posting Date:	
Closing Date:	Open Until Filled

<p>POSTINGS</p> <p>ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS</p> <p>CREATE POSTING FROM POSITION</p> <p>POSITION DESCRIPTIONS</p> <p>BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS</p> <p>ADMIN</p> <p>HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT</p> <hr/> <p>SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM</p> <p>FROM POSITION</p> <p>POSITION DESCRIPTIONS</p> <p>BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS</p> <p>ADMIN</p> <p>HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT</p> <hr/> <p>SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM</p>	<p>Required Applicant Documents:</p> <p>NOTE: If documents are not selected under optional or required documents, applicants will not have the ability to attach documents.</p>		
	Optional Applicant Documents:	Resume	
	Special Instructions to Applicants:		
	Cost Center:	If you know it, enter cost center here	
	Total Stipend:	If stipend position - list total stipend here	
	Number of Stipend Payments:	If stipend position - list number of payment here	
	Stipend Payment:	If stipend position - list stipend payment here	
	Hourly Day Rate:	7.25	
	Hourly Night Rate:	10.88	
	Student Pay Level:	1	
	Average work hours per week:	10-15	
	Quicklink for Posting:		
	Posting Specific Questions		
	No Posting Specific Questions.		
	Comments		
	Supervisor Comments:		
	Assistant's Comments:		
	Department Chair Comments:		
	Dept Head/Director/Dean Comments:		
	VP/Executive Officer Comments:		
VP Finance Comments:			
General Counsel Comments:			
President Comments:			
Human Resources Comments:			
Notes / History			
02-20-2012 3:49 PM	Mary May		
<i>Create</i>			
 Printer-Friendly Version			
<table border="1"> <tr> <td>Reports</td> </tr> <tr> <td>Job Posting Preview</td> </tr> </table>		Reports	Job Posting Preview
Reports			
Job Posting Preview			
<p>Edit</p>			
Posting Status			
<input type="radio"/> Save Without Submitting <input checked="" type="radio"/> Submit Posting to Student HR for Approval			
<table border="1"> <tr> <td>CANCEL</td> <td>CONTINUE</td> </tr> </table>		CANCEL	CONTINUE
CANCEL	CONTINUE		

At this point you can either “Save Without Submitting”, or “Submit Posting to Student HR for Approval”. Click on “Continue” and then “Confirm” to submit to Student HR.

After your position has been posted, your Home screen will look similar to the screen below.

Applicant Tracking, Position Description, and Performance Management System

POSTINGS

ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS

CREATE POSTING

FROM POSITION

POSITION DESCRIPTIONS

BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

ADMIN

HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

• Welcome **Mary May**. You are logged in.
Your Current User Type: Student Supervisor. Monday, February 20, 2012

Welcome to the Online System for Shepherd University

Please ensure that you are logged in with the correct user type for the actions that you wish to perform.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information.

[Instructions for Performing Actions Using the Online HR System](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active							
1 Record							
▼ Job Title	▲ Working Title	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
STUDENT EMPLOYEE View	Office Assistant	0000708	0	02-20-2012	Open Until Filled	Student Emp Human Resources	Posted

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF
- SALARY SCHEDULE
- INSTRUCTIONS FOR PERFORMING ACTIONS
- USING THE ONLINE HR SYSTEM

On the following page is a screen similar to what applicants will see when the view your posting.

Applicants view of your posting.

Shepherd
UNIVERSITY
Online Employment System

HOME

SEARCH POSTINGS

CREATE APPLICATION

LOGIN

SHEPHERD UNIVERSITY

• OFFICE OF HUMAN RESOURCES

Job Details

[Return to Search Results](#)
 [Printer-Friendly Version](#)

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

SHEPHERD UNIVERSITY IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY INSTITUTION. INDIVIDUALS FROM TRADITIONALLY UNDERREPRESENTED GROUPS ARE ENCOURAGED TO APPLY.

APPLY FOR THIS POSTING

Position Information

Posting Number:	0000708
Working Title:	Office Assistant
Position Type:	Student
Department:	Student Emp Human Resources
Pay Grade Level:	
Position Status:	Federal Work Study
FLSA Status:	Non-exempt
Student Employment - Undergraduate/Graduate:	Graduate
Student Employment - Stipend Payment:	If stipend position - list stipend payment here
Student Employment - Hourly Day Rate:	7.25
Appointment Length:	Other
If other, please describe:	Fall/Spring
Salary:	
Posting Date:	02-20-2012
Base Salary: (Classified Step Structure)	
Base Hourly Rate; (if part-time position or hourly):	
Job Summary/Basic Function:	The job description must be entered here
Minimum Qualifications:	Minimum qualifications for the position must be entered here
Preferred Qualifications:	Preferred qualifications may be entered here
Closing Date:	Open Until Filled
Special Instructions to Applicants:	

[Return to Search Results](#)

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

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APPLY FOR THIS POSTING

The next step is to view applications. Please see Instructions to View Student Applicants to Your Posting.