Instructions to Begin a Student Hiring Proposal, Searching Student Hiring Proposals, and Closing Student Postings

When you have identified a candidate that you wish to hire, you will need to complete the Student Hiring Proposal for that candidate and send it through the approval process before they can start working.

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



Click on "View" under the Job Title tab and a screen similar to the one on the following page will appear.

Shephere	τr	Applicant Trac	king, Posi	tion Description	, and Perform	ance Man	agement	System
POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS	Welcome Mary Your Current User	Type:Student S	upervisor.	ıg - STUDE			lay, February	y 21, 2012
SEARCH HIRING PROPOSALS REATE POSITING FROM POSITION OSITION DESCRIPTIONS BEGIN NEW ACTION		view	rosti			Repo		
SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME	Applicants P Active App 1 Record	<u>Posting Details</u>	Posting S	Specific Questions	Guest User	Comment	ts Notes	/ History
CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Name Test, Sally	Documents	Score	Date Applied	Under Review		External Status	<u>Al</u> / <u>None</u>
SHEPHERD UNIVERSITY • OFFICE OF HUMAN	Student Application	<u>Res</u>	0	02-21-2012 CH	Manager <u>Change Status</u> ANGE MULTIP	Iı	n Progress	USES
RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR	Refresh							Multiple
PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	Minimum Score:		ve Applicant	-c				
	Include:		tive Applican		Application Applic	ons / docur ow. To prin fter docum	ments will o t, select File ents appea	pen in a e > Print
					Docume	ents may ta		minutes to load.

If you have not already done so, first change the status to "Interviewed", click "Continue to Change Status" and then click on "Save Status Changes". Then change the status to "Recommend for Hire" as shown on the screen below.

Volument User Type:Student Supervisor. Volument User Type:Student Supervisor. Volument User Type:Student Supervisor. Change Applicant Status Change Applicant Status Change Applicant Status Rest Position Rom Position Second Position Continue to complication Interviewed Under Review by Manager Interviewed Interviewed Interviewed Recommend for Hire Department Detail Did Not Meet Min Quals Admice time Constitution Constribution Constituting Constitution Constitent Constitution Consti	Shepher	d	Applica	nt Tracking, Position Description, and Performar	ice Management System
Interviewed Interviewed Choose Option Below: • SEARCH ACTIONS Student Application PENDING ACTIONS CONTINUE TO CONF Interviewed CONTINUE TO CONF INTERNAL APPLICANT - Under Review by Manager Interviewed Interviewed INTERNAL APPLICANT - Under Review by Manager CANCEL MIN Recommend for Hire Department Detd Did Not Meet Min Quals	ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS GEARCH HIRING			tudent Supervisor.	Tuesday, February 21, 2012
Segin New Action Student Interviewed Interviewed Search Actions CONTINUE TO CONF Interviewed Interviewed Search Positions CONTINUE TO CONF INTERNAL APPLICANT - Under Review by Manager Interviewed Interviewed MIN Recommend for Hire Department Detailed for Fitrue Consideration	ROM POSITION		Documents	Status	
PENDING ACTIONS CONTINUE TO CONF INTERNAL APPLICANT - Under Review by Manager CANCEL SEARCH POSITIONS Interviewed Interviewed Recommend for Hire MIN Department Detd Did Not Meet Min Quals Adjurct Application of Future Consideration	BEGIN NEW ACTION	Student	Res	Under Review by Manager	Choose Option Below: 👻
Department Detd Other Applicant(s) Better Qualified	GEARCH POSITIONS DMIN HOME CHANGE PASSWORD	CONTIN	UE TO CONI	Interviewed Recommend for Hire Department Detd Did Not Meet Min Quals Adjunct Application Retained for Future Consideration	CANCEL

Click on "Continue to Change Status", and then click on "Save Status Changes". A screen similar to the one on the following page will appear.

	TY			osition Descrip	ption, a	nd Perform	ance Ma	nagement S	System
ACTIVE POSTINGS	Welcome Mary Your Current Use						Tue	sday, February	21, 201
PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS		Viev	v Post	ing - STU	DEN	T EMPL	OYEE		
REATE POSTING FROM POSITION POSITION DESCRIPTIONS						Reports Job Posting Preview			
BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS	Applicants	Posting Detail	<u>Postin</u>	ig Specific Ques	<u>tions</u>	<u>Guest User</u>	<u>Comme</u>	nts Notes /	/ History
SEARCH POSITIONS	Active App 1 Record	plicants							
CHANGE USER TYPE LOGOUT	💌 Name	Documents	Score	Date Applied	👿 Sta	atus		External Status	<u>Al</u> / <u>None</u>
	Test, Sally Student Application	Res	0	02-21-2012			' Hire <u>Change</u> Status	In Progress	
OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF					CHAN	GE MULTIPI	LE APPLI	CANT STAT	USES
SALARY SCHEDULE INSTRUCTIONS FOR	Refresh							View	Multiple
PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	Minimum Score		ctive Applic					E APPLICATI	
	REFRESH		active Appl	lcants		new windo	ow. To pri	uments will o int, select File ments appea V	> Print
						Docume	ents may	take several i	minutes to load.
					C	ONTINUE T	TO NEXT	PAGE >>	

You are now ready to begin your hiring proposal. Click on "Begin Hiring Proposal".

Shepher	ΤY	cant Track	ing, Position Description, an	d Perform	nance Management System
POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING	Welcome Mary May. Your Current User Type B	Student Su		ob Des	Tuesday, February 21, 2012
PROPOSALS CREATE POSITING FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS	1 Record Action Student Employmen	t Hiring Pre	Begin New Action		Description
SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Start Action Currently Selec	ted Posi		To proces	ad with this Position, click the
SHEPHERD UNIVERSITY			ected Position link above.	TO PIOCEE	eu with this Position, click the
OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE	Job Title STUDENT EMPLOYEE	Job Code	Current Employee Last Name VACANT	New Stud	Last Action
SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	CANCEL				

Click on "Start Action".

POSTINGS ACTIVE POSTINGS		Mary May. You are logged in.	Tuesday, February 21,
PENDING POSTINGS	Your Currer	t User Type:Student Supervisor.	Tuesuay, rebruary 21,
HISTORICAL POSTINGS SEARCH HIRING PROPOSALS		Student Employme	nt Hiring Proposal
CREATE POSTING	Courch Do	itions to Begin Action On	
FROM POSITION	Search PO		
POSITION DESCRIPTIONS BEGIN NEW ACTIONS SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT		Any PWKUT ASS T II RECORDS ASST II RECORDS ASST III RECORDS ASST III REGISTRAR RESID HALL ASSOC RETENTION SPECIALIST SAFETY TECHNICIAN SPEC ASST TO PRES FOR ADVANCE SPORTS INFORMATION DIRECTOR STAFF LIBIN STAFF MURSE STAFF WIRER	Working Title Employee ID Number Employee Last Name
• OFFICE OF HUMAN RESOURCES	CANCEL	STDT RECORDS ASST STUDENT EMPLOYEE SUPERVISOR CAMPUS SERVICES	
CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS		SYS PROG TELEPHONE OPR TEMPORARY PROJECT MANAGER THEATER TECH DIR TADAC SOFERING LED W	E

In the "Job Title" drop-down box, select "Student Employee" and then click the "Search" button.

Shepher		king, Position De	scription, and	Performance Ma	anagement System	
POSTINGS ACTIVE POSTINGS	Welcome Mary May. You are log Your Current User Type:Student S					Tuesday, February 21, 2012
PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS	Tour current oser Type:student S		udent Em	ployment H	liring Proposal	
CREATE POSTING FROM POSITION			Choose Positi	ion Description to	o Begin Action On	
POSITION DESCRIPTIONS BEGIN NEW ACTION	1 Record					
SEARCH ACTIONS PENDING ACTIONS	V Job Title	Vorking Title	Job Code	Temployee Id	Employee Last Name	Last Action
SEARCH POSITIONS ADMIN HOME	STUDENT EMPLOYEE Start Action	Office Assistant			VACANT	New Student Position Description Approved <u>View History</u>
CHANGE PASSWORD CHANGE USER TYPE						
LOGOUT	Search Positions to Begin Actio	on On				
SHEPHERD UNIVERSITY	Job Title: STUDENT EMPLOYEE				•	Working Title
RESOURCES CLASSIFIED STAFF SALARY SCHEDULE	Position Number					Employee ID Number
INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	Employee First Name					Employee Last Name
	SEARCH CLEAR RESUL	тя				
	CANCEL ACTION					

Click "Start Action" on the Position Description that you want to hire the applicant into. That will bring up a screen similar to the one on the following 2 pages titled "Create Student Employment Hiring Proposal.

Shepher	1		
	Applicant Tracl	king, Position Description, and Perfor	mance Management System
OSTINGS ACTIVE POSTINGS PENDING POSTINGS	Welcome Mary May. You are log Your Current User Type:Student So		Tuesday, February 21, 2012
HISTORICAL POSTINGS SEARCH HIRING PROPOSALS	Create St	udent Employment Hirin	g Proposal
REATE POSTING FROM POSITION	Hiring Proposal	Action History	Comments
DSITION DESCRIPTIONS SEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS DMIN HOME	CONTINUE TO NEXT PAGE		
CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Action Number: (Will be assigned upon first saving position)		
	* Employee First Name:	Sally	
SHEPHERD UNIVERSITY	* Employee Last Name:	Test	
OFFICE OF HUMAN RESOURCES	Employee Middle Initial:		
CLASSIFIED STAFF SALARY SCHEDULE	Student SU Email		
INSTRUCTIONS FOR PERFORMING ACTIONS	* SSN:		
USING THE ONLINE HR SYSTEM	* Date of Birth:		
	* Year of Birth:		
	* Gender:	Female Male Not Disclosed	
	* Hispanic or Latino?	 Yes No Not Disclosed 	
ENDING POSTINGS IISTORICAL POSTINGS EARCH HIRING ROPOSALS EATE POSTING ROM POSITION SITION DESCRIPTIONS EGIN NEW ACTION	Race Category: This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.	Check Al Clear Al American Indian or Alaska Native Asian Black or African American Native Hawaian or Other Pacific Island White	ar
EARCH ACTIONS ENDING ACTIONS	* Work Eligibility:	No Response 🗸	
ARCH POSITIONS	If other, explain:		
MIN DME	* Home Address:	Street	
ANGE PASSWORD	* City:	City	
OGOUT	* State:	WV	
	* Zip:	11111	
SHEPHERD UNIVERSITY OFFICE OF HUMAN	County:		
RESOURCES CLASSIFIED STAFF	* Home Phone:	111-111-1111	
SALARY SCHEDULE	* Student ID:	00000000	
PERFORMING ACTIONS USING THE ONLINE HR	* Account:	enter account number here	
YSTEM	Cost Center:	if you know it, enter cost center he	
	* Student Status:	New -	
	Position Number:		
	Job Title:	STUDENT EMPLOYEE	
	Working Title:	Office Assistant	
	* Position Status:	Federal Work Study 👻	
	Effective Date:	MM/DD/YYYY -or- MM	I-DD-YYYY

SITION DESCRIPTIONS EGIN NEW ACTION	someone? If so, please list name:	
ARCH ACTIONS *	Department:	Student Emp Human Resources 💌
ARCH POSITIONS *	Appointment Length:	Other -
DME	If other, please describe:	Fall/Spring
HANGE PASSWORD HANGE USER TYPE	Undergraduate/Graduate:	Graduate
SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR	Departmental User(s) with Access:	Not Selected Selected Wilauer, Marian > Yanna, LuAnn
ERFORMING ACTIONS *	Campus Address:	
YSTEM	Alternate Student Timesheet Signer:	
*	Current Phone:	
*	Supervisor:	Mary May
*	Fund:	enter fund number here
*	Org Unit & Number:	enter org number here
ARCH HIRING	Total Stipend:	If stipend position - list total stipend
OPOSALS ATE POSTING	Number of Stipend Payments:	If stipend position - list numer of pa
OM POSITION ITION DESCRIPTIONS	Stipend Payment:	If stipend position - list stipend payr
GIN NEW ACTION ARCH ACTIONS	Hourly Day Rate:	7.25
NDING ACTIONS ARCH POSITIONS	Hourly Night Rate:	10.88
IIN	Student Pay Level:	1
ANGE PASSWORD ANGE USER TYPE	Federal Work Study Award Amount:	
GOUT	EEO Report Codes (Payroll - HR Only):	•
*	Proposed Action (New Employees):	No Response
FFICE OF HUMAN ESOURCES	EPICS Non-FICA#:	
LASSIFIED STAFF ALARY SCHEDULE	EPICS FICA#:	
INSTRUCTIONS FOR ERFORMING ACTIONS	HR Progress Update:	
ISING THE ONLINE HR	Average work hours per week:	10-15
	Start Date:	MM/DD/YYYY -or- MM-DD-YYYY
*Re	equired information is denoted t	with an asterisk.
		CONTINUE TO NEXT PAGE >>

Complete all the appropriate information, not just the red asterisk fields. Click on "Continue to Next Page".

Shephere	del.	sition Description, and Performa	nce Management System
POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS	Welcome Mary May. You are logged in. Your Current User Type:Student Supervisor		Tuesday, February 21, 2012
SEARCH HIRING PROPOSALS CREATE POSTING	Create Studen	t Employment Hiring	Proposal <u>Comments</u>
FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS	This page lists the notes of the action. action as well as by whom.	You can see at what date and time th	ne note was added to the
PENDING ACTIONS SEARCH POSITIONS ADMIN	History	Modifie	
HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	02-21-2012 2:59 PM Create Action Status: Begin Student in View Summary	Mary I Hiring Proposal	nay
SHEPHERD UNIVERSITY • OFFICE OF HUMAN	<< RETURN TO PREVIOUS	CONTINUE TO NEXT	PAGE >>
RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS	CANCEL PREVIEW ACTION		

Click on "Preview Action" and a screen similar to the following will appear.

Shephere	d,		
	Applicant Tracking, Po	osition Description, and Performance Management System	
POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS	Welcome Mary May. You are logged in. Your Current User Type:Student Supervisor View Student Emp	r. Tuesday, February 21, 2012 Iloyment Hiring Proposal Summary	
REATE POSTING FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION	To change the status of this action, cho <u>Edit</u>	pose from the statuses below:	
SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Action Status Save Hring Proposal Without Submitting Submit Action to Academic Affars Budget Office Submit Student Hiring Proposal to HR CANCEL CONTINUE CANCEL CONTINUE		
SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR	Hiring Proposal Action Number: (Will be assigned upon first saving position) Employee First Name: Employee Last Name:	Saly Test	
SYSTEM	Employee Middle Initial: Student SU Email SSN: Date of Birth:	Student SU email entered here Student SSN entered here month/day/year entered here	
	Year of Birth: Gender:	Enter year of birth here Female	

HISTORICAL POSTINGS	Hispanic or Latino?	Yes
SEARCH HIRING PROPOSALS	Race Category:	
FROM POSITION	This category must be checked if "no" was	
POSITION DESCRIPTIONS BEGIN NEW ACTION	selected in the previous question. Hiring proposals cannot be completed without	White
SEARCH ACTIONS	this information.	
PENDING ACTIONS SEARCH POSITIONS	Work Eligibility:	Citizen or National of the United States
IDMIN HOME	If other, explain:	
CHANGE PASSWORD CHANGE USER TYPE	Home Address:	Street
LOGOUT	City:	City
	State:	WV
SHEPHERD UNIVERSITY OFFICE OF HUMAN	Zip:	11111
RESOURCES CLASSIFIED STAFF	County:	
SALARY SCHEDULE INSTRUCTIONS FOR	Home Phone:	111-111-1111
PERFORMING ACTIONS USING THE ONLINE HR	Student ID:	Student ID number entered here
SYSTEM	Account:	enter account number here
	Cost Center:	if you know it, enter cost center here
	Student Status:	New
	Position Number:	
	Job Title:	STUDENT EMPLOYEE
	Working Title:	Office Assistant
	Position Status:	Federal Work Study
REATE POSTING FROM POSITION	Effective Date:	
OSITION DESCRIPTIONS	Is this person replacing someone? If so,	
BEGIN NEW ACTION SEARCH ACTIONS	please list name: Department:	Student Emp Human Resources
PENDING ACTIONS SEARCH POSITIONS		Other
DMIN HOME	Appointment Length:	
CHANGE PASSWORD	If other, please describe:	Fall/Spring
CHANGE USER TYPE LOGOUT	Undergraduate/Graduate:	Graduate
	Departmental User(s) with Access:	May, Mary
SHEPHERD UNIVERSITY	Campus Address:	enter
OFFICE OF HUMAN RESOURCES	Alternate Student Timesheet Signer:	
CLASSIFIED STAFF SALARY SCHEDULE	Current Phone:	enter
INSTRUCTIONS FOR PERFORMING ACTIONS	Supervisor:	Mary May
USING THE ONLINE HR SYSTEM	Fund:	enter fund number here
	Org Unit & Number:	enter org number here
	Total Stipend:	If stipend position - list total stipend here
	Number of Stipend Payments:	If stipend position - list numer of payment here
	Stipend Payment:	If stipend position - list stipend payment here
	Hourly Day Rate:	7.25
	Hourly Night Rate:	10.88
FROM POSITION	Student Pay Level:	1
OSITION DESCRIPTIONS	Federal Work Study Award Amount:	
BEGIN NEW ACTION SEARCH ACTIONS	EEO Report Codes (Payroll - HR Only):	
PENDING ACTIONS SEARCH POSITIONS	Proposed Action (New Employees):	Student Employee
DMIN HOME	EPICS Non-FICA#:	
CHANGE PASSWORD	EPICS FICA#:	
CHANGE USER TYPE LOGOUT	HR Progress Update:	
	Average work hours per week:	10-15
SHEPHERD UNIVERSITY	Start Date:	
OFFICE OF HUMAN RESOURCES	Start Date: Action History	
OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE		Mary May
OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF	Action History	

BEGIN NEW ACTION					
SEARCH ACTIONS	Comments				
PENDING ACTIONS SEARCH POSITIONS	Supervisor Comments:				
ADMIN HOME	Dept Chair Comments:				
CHANGE PASSWORD CHANGE USER TYPE	Director/Dean Comments:				
LOGOUT	General Counsel Comments:				
	HR Comments:				
• OFFICE OF HUMAN	Payroll Comments:				
RESOURCES CLASSIFIED STAFF	President Comments:				
SALARY SCHEDULE INSTRUCTIONS FOR	VP Finance Comments:				
• PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	VP/Executive Officer Comments:				
SYSTEM	Assistant's Comments:				
	Edit	Printer-Friendly Version			
	Action Status				
	Save Hiring Proposal Without Submitting Submit Action to Academic Affairs Budget Office Submit Student Hiring Proposal to HR				
	CANCEL CONTINUE				

Review all information. If there is anything that needs to be changed or added, click on "Edit" and make the changes. At this point you can either save without submitting, or move the Hiring Proposal forward in the approval work-flow, which is Student HR unless you are in Academic Affairs.*

*All supervisors in Academic Affairs and using <u>only regular funds</u> must submit all hiring proposals to the Academic Affairs Budget Office. After their review they will forward hiring proposals to Student HR. If there are budget concerns or problems, the Academic Affairs Budget Office will return the hiring proposal to the supervisor.

Click on "Continue: and then click on "Confirm".

Searching Student Hiring Proposals

To search Hiring Proposals to check for updates, log in to the HR system as user type "Student Supervisor" and click on "Search Hiring Proposals" from the left-hand navigation bar.

Shephere			
	Applicant Tracking, Position Description, and	Performance Management System	
POSTINGS ACTIVE POSTINGS PENDING POSTINGS	Welcome Mary May. You are logged in. our Current User Type:Student Supervisor.		Tuesday, February 21, 2012
HISTORICAL POSTINGS SEARCH HIRING PROPOSALS	Searc	ch Hiring Proposals	
CREATE POSTING FROM POSITION	earch Hiring Proposals		
POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS	bb Any itle:	✓ Wo Tit	
PENDING ACTIONS SEARCH POSITIONS	osition umber	Em Las Na	-
ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Check Al Clear Al C Hiring Proposal Saved Not Submitted Action Submitted to Academic Affairs Budget Office Action Submitted to Student Supervisor Al Approvals Obtained (Student Hiring Proposal Approve	Tv	tion 🗹 Student Employment Hiring Pe: Proposal
SHEPHERD UNIVERSITY • OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE	Student Hiring Proposal Submitted to HR Student Hiring Proposal Submitted to Payroll SEARCH CLEAR RESULTS		

Click on "Search".

TIVE POSTINGS	Welcome Mary May, You are logged in. Tues Tues									
NDING POSTINGS	Your Current User	Your Current User Type:Student Supervisor. Tuesday, February 21,								
STORICAL POSTINGS ARCH HIRING OPOSALS	View Hiring Proposals Hiring Proposals									
ATE POSTING OM POSITION										
ITION DESCRIPTIONS	1 Record									
SIN NEW ACTION ARCH ACTIONS NDING ACTIONS ARCH POSITIONS	👿 Job Title	Working Title	V Status	Action Type	Position Number	Candidate	Date First Submitted to HR	Date of Last Action	👿 Update	Date Approve
IN ME ANGE PASSWORD ANGE USER TYPE	STUDENT EMPLOYEE View Summary	Office Assistant	Student Hiring Proposal Submitted to HR	Student Employment Hiring Proposal		Test	02-21-2012	02-21-201	Need I-9 and 2 tax forms 2-21-2012	
HEPHERD UNIVERSITY FFICE OF HUMAN ESOURCES LASSIFIED STAFF ALARY SCHEDULE ISTRUCTIONS FOR ERFORMING ACTIONS	Search Hiring Pro Job Title: Position Number	posals)				·	Working Title Employee Last Name		
SING THE ONLINE HR YSTEM	Check Al Clear Al Check Al Clear Al Hing Proposal Saved Not Submitted Ching Action Submitted to Academic Affairs Budget Office Status Al Approvals Obtained (Student Supervisor Al Approvals Obtained (Student Hring Proposal Approved) Student Hing Proposal Submitted to Parvol						Action [☑ Student Employment Hiring Proposal		

On this screen you can see the current status of the Hiring Proposal and also read the notes in the "Update" column as shown above. In this case you will see that the student needs to go to the Student HR Office to complete I-9 and tax forms.

To search for Hiring Proposals pending and approved click on "Check All" and then click on "Search". The screen that appears will include all Hiring Proposal and can be sorted by "Status".

OSTINGS										
ACTIVE POSTINGS	Welcome Mary May. You are logged in. Tuesday, February 21, 201 Your Current User Type:Student Supervisor.									
PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS	View Hiring Proposals									
EATE POSTING	Hiring Proposals									
ROM POSITION										
BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS	1 Record Job Title	Working Title	Status	Action Type	Position Number	Candidate	Date First Submitted to HR	Date	Vpdate	Date Approve
SEARCH POSITIONS DMIN HOME CHANGE PASSWORD CHANGE USER TYPE .OGOUT	STUDENT EMPLOYEE View IView Summan	Office Assistant	All Approvals Obtained (Student Hiring Proposal Approved)	Student Employment Hiring Proposal		Test	02-21-2012	02-21-20		02-21-2012
SHEPHERD UNIVERSITY • OFFICE OF HUMAN RESOURCES CLASSITED STAF SALARY SCHEDULE INSTRUCTORYNIG ACTIONS • PSROPANIG ACTIONS • USAND THE OLIME HR SYSTEM	Search Hiring Pro	oposals						Working Title Employee		
	Position							Last Name		
								Student Employment Hiring Proposal		

Click on "View" under the "Job Title" "Student Employee" to view the Hiring Proposal. In the screen above you can see that the Hiring Proposal has been approved.

Closing Student Postings

Please email Student HR when you are ready to close a posting and remove it from the website so that no additional applicants can apply.

If you have not already done so, you will need to change all applicant statuses. Applicants not being hired will need to be changed to either "Department Detd Did Not Meet Min Qualifications" or "Department Detd Other Applicant(s) Better Qualified". The process for changing applicant status is described on page 2 of these instructions as well as on page 3 and 4 of the Instructions to View Student Applicants to Your Posting.

So that we can have the online HR system generate those email messages to the candidates not selected, please email Student HR only the names of applicants who should <u>not</u> receive the 'rejection' email message. **That list should include the following information:**

- Names of applicants who were interviewed either by phone or in person and indicate if:
 - \circ they accepted the position
 - \circ they declined an offer
 - \circ they withdrew
 - o they were not hired because another applicant was better qualified
- Names of any other applicants that you are aware of that withdrew from the search so should not receive the email notification.

Important note: Supervisors need to call the applicants who were interviewed (either by phone or in person) to let them know that the position has been filled.

After Student HR has received the above information and all Student Hiring Proposals are completed and approved Student HR will change the status of the posting to "Filled".