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.

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.

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.

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

Click on "Start Action".

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

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.

Shepherd
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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
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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.

Tuesday, February 21, 2012

Create Student Employment Hiring Proposal

Hiring Proposal	Action History	Comments

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

	Action Number: (Will be assigned upon first saving position)	
*	Employee First Name:	Sally
*	Employee Last Name:	Test
	Employee Middle Initial:	
	Student SU Email	
*	SSN:	
*	Date of Birth:	
*	Year of Birth:	
*	Gender:	○ Female ○ Male ⦿ Not Disclosed
*	Hispanic or Latino?	○ Yes ○ No ⦿ Not Disclosed

	Race Category:	Check All Clear All
	This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.	☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White
*	Work Eligibility:	No Response ▼
	If other, explain:	
*	Home Address:	Street
*	City:	City
*	State:	WV
*	Zip:	11111
	County:	
*	Home Phone:	111-111-1111
*	Student ID:	000000000
*	Account:	enter account number here
	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-DD-YYYY

FROM POSITION
POSITION DESCRIPTIONS
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HISTORICAL POSTINGS
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Is this person replacing someone? If so, please list name:	
* Department:	Student Emp Human Resources ▼
* Appointment Length:	Other ▼
If other, please describe:	Fall/Spring
Undergraduate/Graduate:	Graduate
* Departmental User(s) with Access:	**Not Selected** Willauer, Marian / Yanna, LuAnn [>] [<] [>>] [<<] **Selected** May, Mary
* Campus Address:	
Alternate Student Timesheet Signer:	
* Current Phone:	
* Supervisor:	Mary May
* Fund:	enter fund number here
* Org Unit & Number:	enter org number here
Total Stipend:	If stipend position - list total stipend
Number of Stipend Payments:	If stipend position - list numer of pa
Stipend Payment:	If stipend position - list stipend payr
Hourly Day Rate:	7.25
Hourly Night Rate:	10.88
Student Pay Level:	1
Federal Work Study Award Amount:	
EEO Report Codes (Payroll - HR Only):	▼
* Proposed Action (New Employees):	No Response ▼
EPICS Non-FICA#:	
EPICS FICA#:	
HR Progress Update:	
Average work hours per week:	10-15
Start Date:	MM/DD/YYYY -or- MM-DD-YYYY

*Required information is denoted with an asterisk.

[CONTINUE TO NEXT PAGE >>]

[CANCEL]   [PREVIEW ACTION]

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

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

Field	Value
Hispanic or Latino?	Yes
Race Category: *This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.*	White
Work Eligibility:	Citizen or National of the United States
If other, explain:	
Home Address:	Street
City:	City
State:	WV
Zip:	11111
County:	
Home Phone:	111-111-1111
Student ID:	Student ID number entered here
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
Effective Date:	
Is this person replacing someone? If so, please list name:	
Department:	Student Emp Human Resources
Appointment Length:	Other
If other, please describe:	Fall/Spring
Undergraduate/Graduate:	Graduate
Departmental User(s) with Access:	May, Mary
Campus Address:	enter
Alternate Student Timesheet Signer:	
Current Phone:	enter
Supervisor:	Mary May
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
Student Pay Level:	1
Federal Work Study Award Amount:	
EEO Report Codes (Payroll - HR Only):	
Proposed Action (New Employees):	Student Employee
EPICS Non-FICA#:	
EPICS FICA#:	
HR Progress Update:	
Average work hours per week:	10-15
Start Date:	

Action History

02-21-2012 3:04 PM	Mary May
Create Action Status: Begin Student Hiring Proposal View Summary	

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 only regular funds 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.

Click on "Search".

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".

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 not 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:
  - they accepted the position
  - they declined an offer
  - they withdrew
  - 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".