

Student Employment Procedures

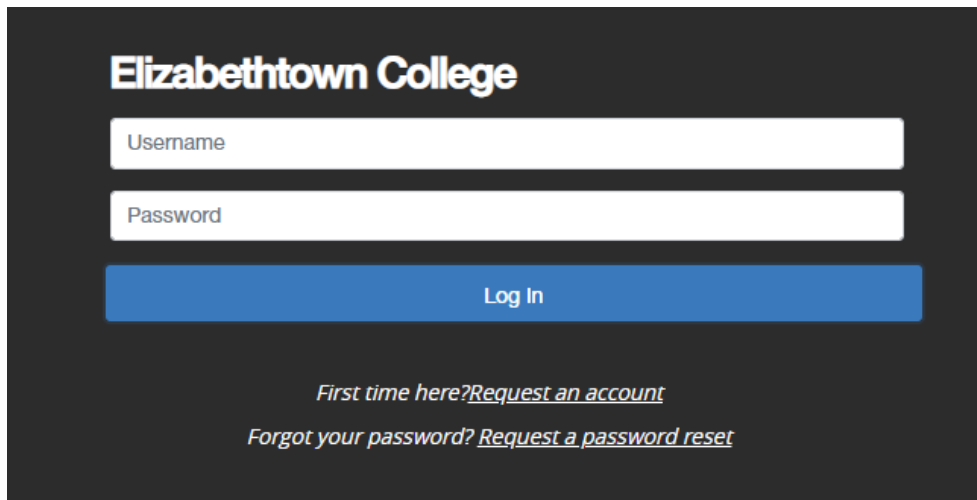
Each department at Elizabethtown College has the opportunity to hire student workers. If a department wants to hire a student worker, the student will need to apply for the position under a posting created by the department. Below you will find instructions on how to create and review applications. Each student is required to apply/reapply for the positions they hold on campus each academic year.

Student Employment Instructions

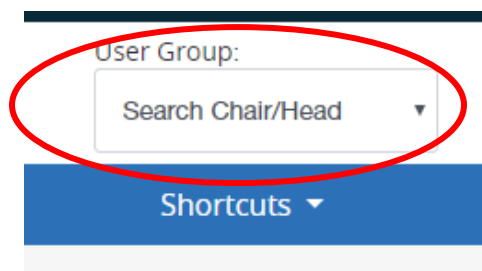
Creating a New Posting

Step 1: Log into: <https://etown.peopleadmin.com/hr/login>

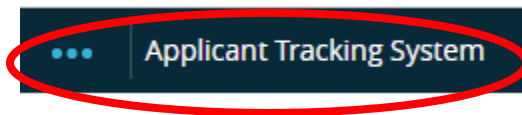
- If you do not remember your password, please email Israiel Carter (carterisrael@etown.edu), Max Oswald (oswaldmax@etown.edu) or the Human Resources email (hr@etown.edu). The request for a password reset **does not work** on this site. The Human Resources office will have to reset your password.



Step 2: On the top right side of the screen, you will see the current user group you are assigned to. Select “**Search Chair/Head**” from the drop-down list.

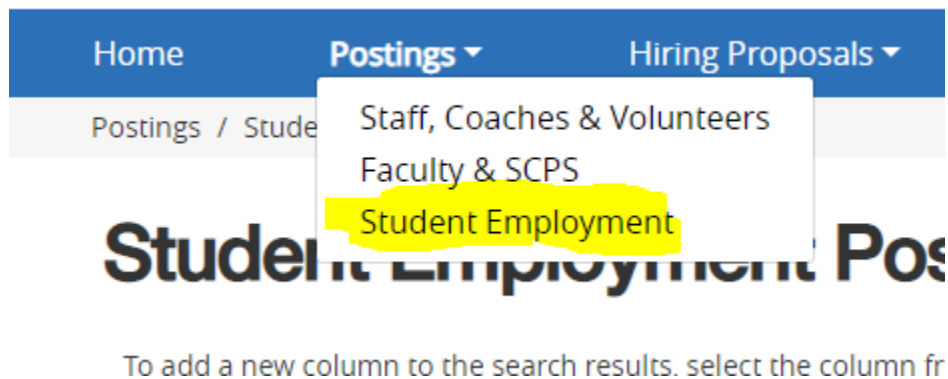


Step 3: From the Home page, navigate all the way up to the upper left hand corner, and click on the 3 blue dots and click on **“Applicant Tracking System”**.

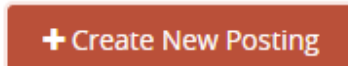


Step 4: The bar at the top of the page should now display a **“Postings”** tab.

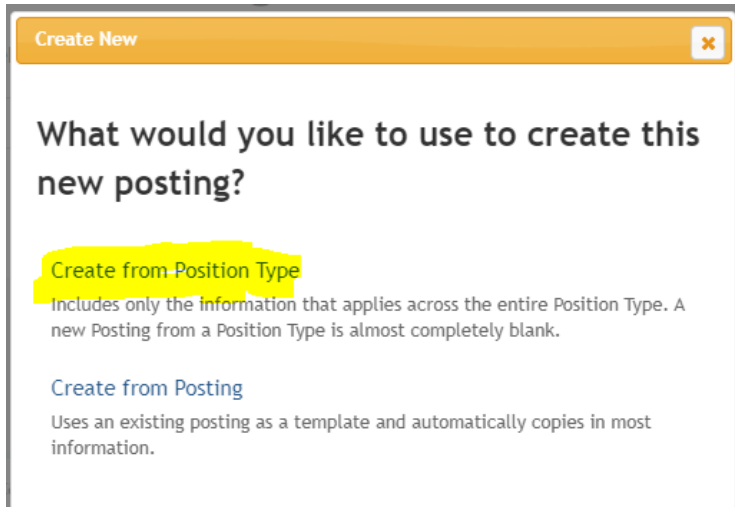
Click on “Postings” and select Student Employment.



Step 5: Towards the upper right hand side of the page, click on the orange button titled **“Create New Posting”**.



Step 6: A box will appear with options. Select **“Create from Position Type”**. As you progress in the use of the system, and more postings are added, you will eventually be able to choose the Create from posting which will populate a template from a previous posting (See Page 6).



Step 7: On this screen, you will need to enter the title of the position you are posting and select the Department. The rest of the information will default for you on this screen and should not be changed. Click the orange link at the bottom or top of the screen titled "**Create New Posting**"

New Posting [Create New Posting] [Cancel]

* Required Information

Title *

Organizational Unit

Branch * [Select a Branch]

Division * []

Department * []

Applicant Workflow

Workflow State [Search Committee/Department Review]

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification []

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow []

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type [No Document]

Allow a document upload when a reference provider submits a Recommendation?

Step 8: This will bring up the **Position Details** screen.

Complete the following sections:

Category:

This job: (new/replacement for etc...)

Title:

Reports to:

Job Description:

Job Duties:

Required Qualifications:

Preferred Qualifications:

Physical Demands:

Do not list anything for Special Conditions for Eligibility

STATUS:

Hours per week:

Work Schedule:

Salary per hour:

Note: The advertising section is optional. If you would like the posting listed on Campus News, please put what you would like to say in the advertising text box.

Step 9: Enter the required "**Posting Details Information**" for the position and click NEXT.

In this section, you will be required to provide information on the number of vacancies, desired start date, number of hours per week, recommended start date, and shift information.

The position will remain open until filled or until a supervisor contacts Student Employment in the Human Resources Dept. Once you complete the information (illustrated below), you can click next. This will bring you to the Supplemental Questions screen.



Step 10: You may choose to add supplemental questions from the list provided. Click on Add a Question and a list will pop up. You may add questions by clicking in the check box to the left of the question and clicking submit.

Step 11: If you are not adding supplemental questions, or have completed that part of the process, you will move forward to Documents needed to apply. **For undergraduate positions, do not indicate that any documents are required to apply if you want the student to be able to skip this section.**

Please skip the following sections:

- Internal Postings Documents
- Search Committee Members
- Search Chair
- Evaluative Criteria

Note: You are allowed to add a full-time employee to the search chair section if you would like them to be able to view and move students into the workflow. Student’s employees **are not** allowed to have access to the Admin side of People Admin. There is sensitive information on this site, and accounts **will not** be granted for students working in your department.

Step 12: You can now skip to the **Summary** tab located at the bottom of the list and review the information you have entered.

Step 13: If you are satisfied with the information you have entered, hover over **"Take Action on Posting"** button at the top of the page and a list of options will appear: Select: **Submit: HR Review.**

Take Action On Posting ▾

The Student Employment Office (SEO) will then POST the position. The posting will then be visible on etown.edu/student employment "Current Job Openings".

Student may then apply. Please note, you will **NOT** receive an alert if students apply. You will need to view the applicants tab to monitor.

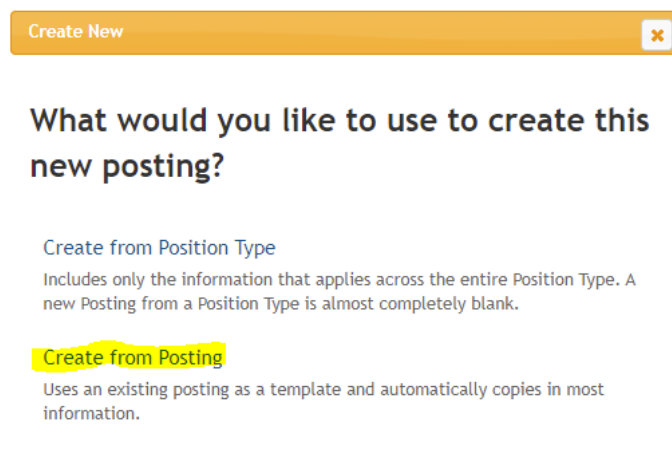
If you have already hired students to work in your department, a posting will still need to be created. Please email payroll stating you would like the posting you created to go under direct access. If you do not email payroll with this request, we will assume you would like your posting on the student employment website. Once moved to **HR Review**, the posting will go under direct access, and you will receive a link to send to the students you have or will be hiring. We will **NOT** send the links to all of the students you have already hired.

All students are required to apply and/or reapply every academic year.

Creating From a Posting

Step 1: Follow the instruction above up to Step 5.

Step 2: After clicking on “*Create New Posting*”, select “*Create from Posting*”.

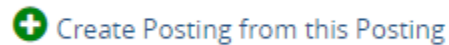


The screenshot shows a dialog box titled "Create New" with a close button (X) in the top right corner. The main heading is "What would you like to use to create this new posting?". There are two options listed:

- 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 Posting** (highlighted in yellow): Uses an existing posting as a template and automatically copies in most information.

Step 3: The screen will then direct you to all the posting under your department. Select the posting you would like to copy.

Step 4: The posting you select will appear. Near the top of the posting, there will be a plus sign with the words “*Create Posting from this Posting*”. Click the green plus sign, and the system will generate a copy of all of the information from the posting you select.



Step 5: Follow steps 7 through 13 from [Creating a New Posting](#) section above to walk you through each step again. Remember everything that was in the posting you copied will be entered in the new posting. You will need to update dates and any information that has changed regarding the position.

Review and Managing Applications

Step 1: Under the job title, click on the posting that you wish to view. Across the top of the posting, you will see a number of tabs. Click on the tab for Applicants and you will be able to access those applications that have been submitted for consideration. You are able to click on anything in blue text.

Step 2: To review their application materials, click on the last name (in blue) of the applicant. Application can then be printed and/or previewed.

Step 3: As applications are submitted, applicants need to be moved into 1 of 2 states. Hover over the Actions button to "Move in Workflow" choose either "Recommend for Hire" or "Not selected: not interviewed, not hired".

Note: When you move the student to “not interviewed, not hired”, the student will be emailed a generic email. You will need to notify a student if you have chosen to hire them. Student employees should be treated like any other employee on campus. You would inform any other employee if they received or didn’t receive a job, so we expect you to do the same with a student.

This is a very important step, when you change the workflow status, it will alert the Student Employment Office (SEO). Who will then alert Financial Aid Dept. for financial determination.

Step 4: Please email the Student Employment Office (SEO) with a list of students that you will be hiring with their pay rates. Please use the student log sheet and [student pay scale](#) that are located on the student employment website under [Getting Paid](#) to assist with submitting new/rehire student employees. Please note the student pay scale should be followed when submitting student pay rates unless approved otherwise. If your student employment search is complete, please let the Student Employment Office which posting you would like closed.