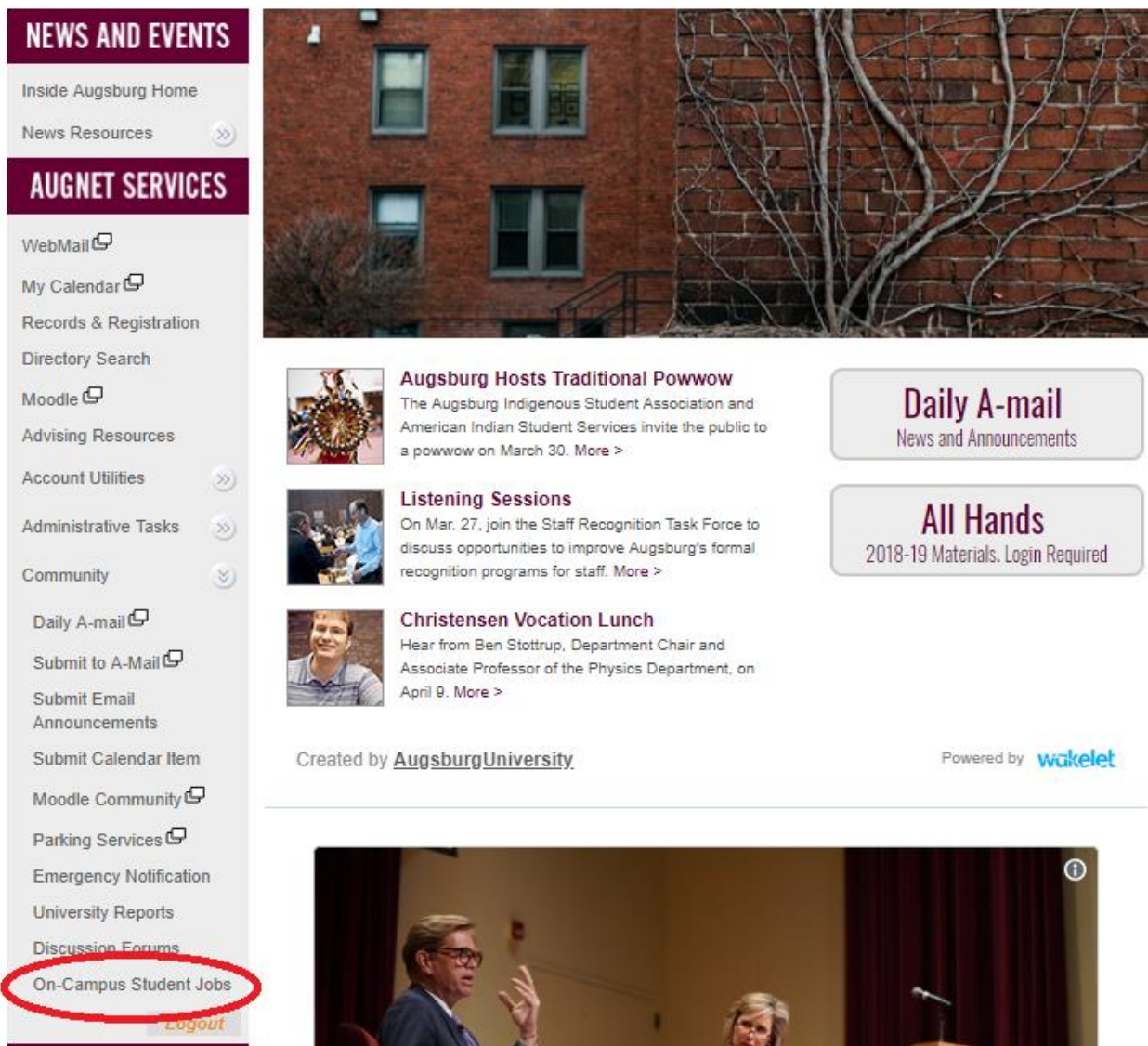# STUDENT EMPLOYMENT PROCESS

Students can access the open, available student job postings through Inside Augsburg using the **On-Campus Student Jobs** link on the Community Menu of AugNet Services. Only people logged into Inside Augsburg have access to view this link and the student job opportunities.

After clicking this link students will be automatically directed to "**Handshake!**"

Accessing the ATS system (Hirezon/Interview Exchange):

- Log into Inside Augsburg.
- Under **Administrative Tasks**, click on **Reviews/Searches**
- Select **Applicant Tracking System**

To post a job, select the **Student Posting Requisition**:

Click on **Requisitions (1)** first, then click **Add New Requisition (2)**

Select which requisition you want (**Student Posting Requisition)**

Fill in the form with all the required*(*those marked with a red asterisk) information. **Save Changes.**

Switch Module

Manage Jobs
Post New Job

Requisitions
Job Templates

Find Candidates
QuickList

Create Folders
Registration
User Account
User Manual

Manage Users
Company Account
Metrics Reports

Help Desk
Sign out

Create New 'Student Requisition'

Manage Requisitions
Notes   *Job Details*

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

Title/Name: ⑦ [   ] *

Requisition Status:

Originator:* Robin Whitney

Position Title:* [   ]   Desired Start Date: [   ]

Hiring Department:* [   ]   Hiring Manager:* [   ]

Period of Employment:* ○ Academic Year ○ Summer

Number of positions to be newly hired with this title: [   ]

Number of hours per week per worker:* [   ]

FOR SKILL-SPECIFIC JOB INFORMATION

Hiring priority is given to international students, students who have been awarded work study funds, and students who meet the requirements of positions that require specific skills/knowledge. Hiring of non-international students and students not awarded work study funds, before November 1st, is only allowable if the student possesses the specific skills and knowledge as outlined on the skill-specific job requisition and job description. All job postings and hires meeting this criteria will be subject to HR approval upon position posting and hiring of student.

☐ Completion of specific course: Course Number [   ]

☐ Specific Major required: [   ]

☐ Experience working with specific tool or technology/system: [   ]

☐ Experience operating specific machinery: [   ]

☐ Experience with IT troubleshoot, PC and Mac environments, computer repair

☐ Participation/Membership in specific program: [   ]

☐ Ability to read sheet music

☐ Other (please describe): [   ]

Add a note / Ask questions:

[   ]

Attach [Choose File] No file chosen

To add additional documents and/or comments, please uncheck the checkbox 'Add Job Details and Approvers' before clicking 'Save Changes'

☑ Add Job Details and Approvers

[Save Changes]

A new screen will appear where you need to add requisition details and a job description.

NOTE: It is best to search for the "Student" position template in the Template Library to give you a good starting place. You will need to enter the department specific information such as:

- department and hours to be worked in Company Description
- required job duties to Job Description
- required skills and experiences in the Required Section.

Save changes and close job details.

Send for Approval (HR representative is hard-coded as final approver.)

As a hiring manager:

You will be able to see all jobs assigned to you, under **Manage Jobs**.

From this page you will see how many people viewed the job; how many people applied to the job and what date the job was posted.

By clicking into the job, you'll be able to see more details and the candidate profiles of the job's applicants.

By clicking on the hyperlinked name you can view the candidate's application in more detail.

From this screen you can download the applicant's resume/cover letter, view their answers to CORErequisite questions, what other jobs they may have applied for.

NOTE FOR THE ACADEMIC YEAR: In order for a student to be fully qualified for a standard work-study student position *prior to November 1st*, the student must answer "yes" to:

1. Being currently enrolled for classes
2. Being awarded work-study funds OR an international student
3. Understanding the 20 hour per week policy

Using the drop down "**Move to"** menu you can move candidates to different buckets (purely for organization purposes) you can choose from the following, committee review; phone interview; 2nd Interview; background check; hired; onboard and future consideration.

Once applicants are moved to different buckets, you won't see them in your applicant's screen when you open the job. Instead you'll see them in folders on the side panel:

To hire a new student who has applied for your job:

Click into the profile of the candidate you want to hire, click on the **Recommendation** button under Application Details and above the "Move to" folder commands.

From there, select **Student Hired/Returning Form**.

Fill in the required parts of the **Student Hired/Returning Form** and submit for approval.

To hire a returning student:

Fill out and submit the **Student Hired/Returning Form** under **Manage Requisitions.**

Fill in all the required information and then **Save Changes**.

Add approvers and **Save** to send for approval. HR representative is hard-coded for final approval.

Once the Hire Form is approved, HR will work with the student to complete any and all necessary employment paperwork and background checks. The student is authorized to work **only after the entire employment process has been completed**.

If you have any questions, please contact HR at hr@augsburg.edu.