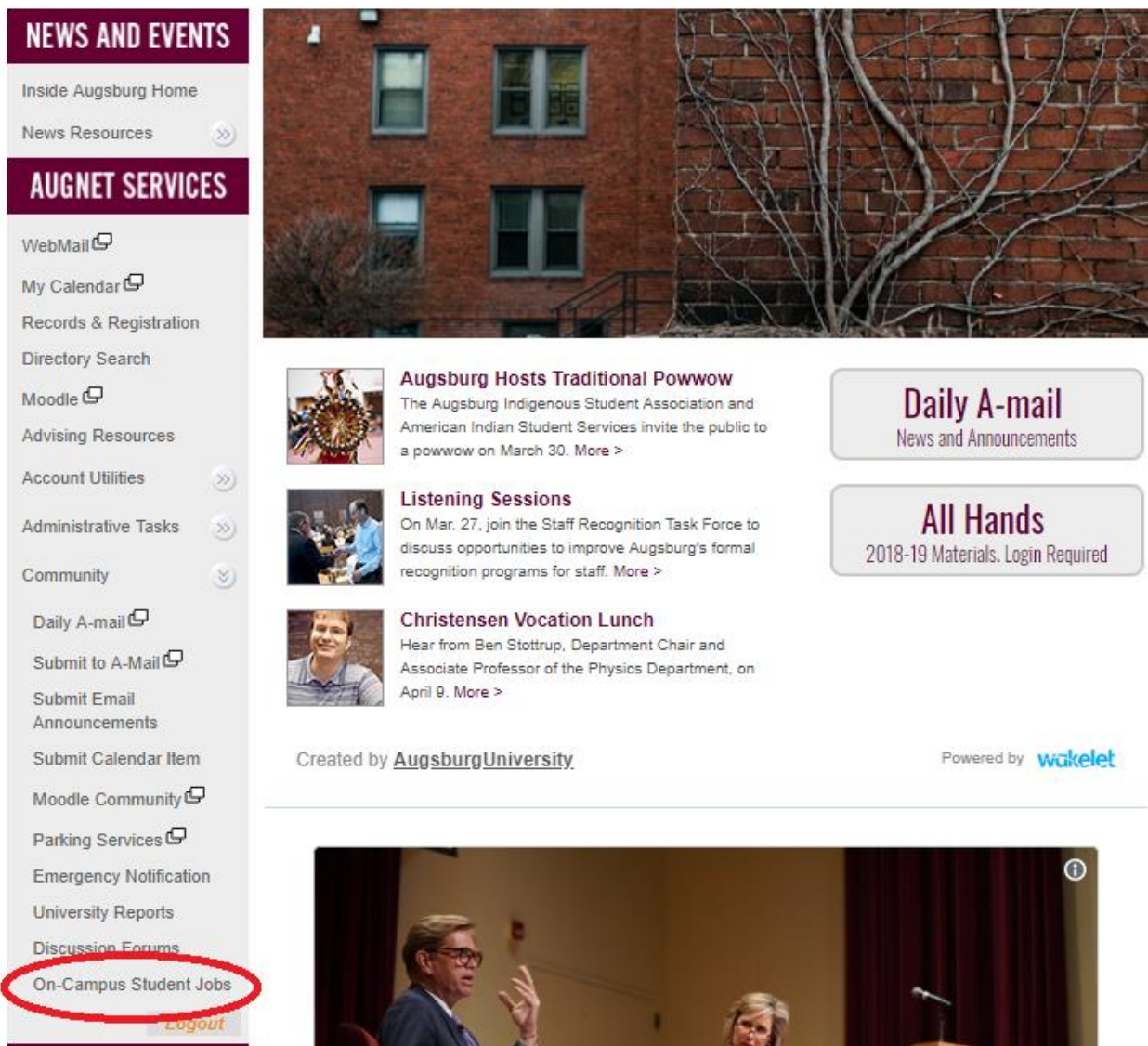


STUDENT EMPLOYMENT PROCESS

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.

INSIDE AUGSBURG



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)**

The screenshot shows the Hirezon|Exchange interface. The left sidebar contains a menu with 'Requisitions' highlighted and circled in red, labeled '1'. The main content area is titled 'Manage Requisitions' and contains a table of requisitions. The 'Add New Requisition' button is circled in red and labeled '2'. The table has columns for ID, Requisition Title, Requisition Template, Job Title, Approval Status, and Modified. The 'Approval Status' column has filters for 'Pending Approval', 'Open Reqs', and 'Closed Reqs'. The 'Requisition Title' column has a filter for 'Show My Requisitions Only'. The 'Requisition Template' column has a filter for 'Manage Pending Requisitions'. The 'Job Title' column has a filter for 'Requisition Reports'. The 'Approval Status' column has a filter for 'Pending Approval'. The 'Modified' column has a filter for 'Open Reqs' and 'Closed Reqs'. The 'Add New Requisition' button is circled in red and labeled '2'.

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

The screenshot shows the Hirezon|Exchange interface. The left sidebar contains a menu with 'Requisitions' highlighted. The main content area is titled 'Create New Requisition'. The 'Select Template' dropdown menu is circled in red and shows 'STUDENT POSTING REQUISITION' selected. The 'Next' and 'Clear' buttons are visible below the dropdown.

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

NotesJob Details

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

Title/Name: *

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:

AttachChoose FileNo 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.

Hirezon|ExChange
Welcome: Robin Whitney

Augsburg University
Sign Out

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

Requisition Approvers: Test: Student Hiring Req Test Form

Manage Requisitions View Requisition Printable Version Job Details

Approval Status

Requisition - Job Details
Fields marked with an asterisk (*) are required

Search Job Template Library

Job Title: Test: Student Hiring Req Test Form

Company Description: *
characters remaining

Job Description: *
characters remaining

Privacy Policy | Terms of Use | Contact Us

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

Hirezon|ExChange
Welcome: Robin Whitney

Augsburg University
Sign Out

Switch Module

Manage Jobs
Post New Job

Requisitions
Job Templates

Find Candidates
QuickList

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Sign out

Requisition Approvers: Test: Student Hiring Req Test Form

Manage Requisitions View Requisition Printable Version Job Details

Approval Status

Requisition - Job Details
Fields marked with an asterisk (*) are required

Search Job Template Library

Job Title: Test: Student Hiring Req Test Form

Company Description: *
characters remaining

Job Description: *
characters remaining

Save Cancel

Send for Approval

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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.

Hirezon | **Exchange**
Welcome: Robin Whitney

Augsburg University
Sign Out

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

Human Resources: Manage Jobs

Requisitions All Users Job Search

Open Jobs

Closed Jobs

ID	Title	Department	Created	Starts	Ends	Applies	Hits	% Applies
108585	Student: Psychology Lab Manager	Psychology	Mar 21, '19	Mar 21, '19	Until Filled	1	5	20.00%
108479	Student: Pan Asian Student Services Intern	Pan-Asian Student Services	Mar 18, '19	Mar 18, '19	Until Filled	1	3	33.33%
108418	Norway Hub - Human Rights Forum Intern	Nobel Peace Prize Forum	Mar 15, '19	Mar 15, '19	Until Filled	3	10	30.00%
108319	Student: International Student Orientation Leader	International Student & Scholars	Mar 14, '19	Mar 14, '19	Until Filled	10	10	100.00%
108228	Student: University Events - Summer Setup Support Staff	University Events	Mar 12, '19	Mar 12, '19	Until Filled	10	10	100.00%
108137	Student: Summer Staff Lead Member	Residence Life	Mar 08, '19	Mar 08, '19	Until Filled	4	17	23.53%
108133	Student: Admissions Operations Student Worker	Admissions Operations	Mar 08, '19	Mar 08, '19	Until Filled	4	46	87.00%
108044	Student: LEAD Fellow	Sabo Center	Feb 06, '19	Mar 06, '19	Until Filled	8	46	17.39%
107108	Student: Summer Bridge Residential Peer Mentor	TRIO/SSS	Feb 04, '19	Feb 04, '19	Until Filled	4	15	26.67%
105456	Student: General Physics TA	Physics	Dec 04, '18	Dec 04, '18	May 04, '19	12	34	35.29%
104429	Student: EPIC Peer Health Educator	Counseling and Health Promotion	Oct 31, '18	Oct 31, '18	Until Filled	23	55	41.82%
102604	Student: Weight Room Evening Safety Supervisor	Athletic Director	Sep 12, '18	Sep 12, '18	Until Filled	6	12	50.00%
102602	Student: Wrestling Center Maintenance	Wrestling Men	Sep 12, '18	Sep 12, '18	Until Filled	19	50	38.00%
102601	Student: Fitness Center Antisepsis	Athletic Director	Sep 12, '18	Sep 12, '18	Until Filled	1	12	8.33%
102597	Student: Wrestling Manager	Wrestling Men	Sep 12, '18	Sep 12, '18	Until Filled			

* - Jobs for Review

1 2 3 Next >>

1 to 15 of 38 Open Jobs

Privacy Policy | Terms of Use | Contact Us

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

Hirezon | **Exchange**
Welcome: Robin Whitney

Augsburg University
Sign Out

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

Folders (Add)

Inbox (3)

Maybe (0)

No (0)

Withdrawn (0)

Yes (0)

1. Committee Review (0)

2a. Phone Interview (0)

2b. On-Campus Int... (0)

2c. 3rd Interview (0)

3. Background check (0)

4. Hired (1)

5. Onboard (0)

Augsburg Alumni (0)

Applicants for: Student: Admissions Operations Student Worker (108133)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Requisitions Quick Report Re-Assign

Background Check E-Forms E-Form Report Find Candidate

Qualified Applicants in Inbox

Select	Name: (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. FIRST LAST NAME HYPERLINK	Ramsey, MN	PHONE #	Email Address	80.00	03/18/2019
<input type="checkbox"/>	2.	Round Rock, TX			80.00	03/15/2019
<input type="checkbox"/>	3.	Duluth, MN			80.00	03/14/2019

1 to 3 of 3 Qualified Applicants

Check All | Uncheck All | Reverse

Submit Clear

Move Selected: Select One

✉ - Emails Sent ■ - Internal Candidate

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 COREquisite 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

Switch Module

Manage Jobs

Job Search Results

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

Recently Viewed

Julia Bishop

Student: Admissions Operations Student Worker (108133)

<<Prev 2 of 4 Next >>
Return to ShortList

Contact Information

Candidate First Last

Name

Address

Phone Number

Email Address

Application Details

Apply Date: Mar 18 2019, 11:55 AM

Source: Other - Augsburg University

Application #: 3713556

Internal Candidate

Current Folder: Inbox

> Background Check

> Recommendation

> Onboard

Move to:

Select One

 Submit

Documents

Resume

Submitted Mar 18 2019, 11:55 AM

Other Applications

1. Student: EPIC Peer Health Educator

Applied: Mar 18 2019, 12:00 PM, Folder: Inbox

2. Student Office Assistant Facilit...

Applied: Mar 18 2019, 11:47 AM, Folder: Inbox

3. Grounds Student Worker

Applied: Mar 18 2019, 11:43 AM, Folder: Inbox

Electronic Form	Status	Date of Submission	Action
Student Information Sheet	Complete	Mar 18 2019, 11:54 AM	Mark as Incomplete

COREquisites:

Score: 80.00%

*1) Are you currently enrolled for classes as an Augsburg University student?

✓

*2) Are you an international student?

✗

*3) I understand that I must submit to and successfully pass a background check as part of the hiring process.

✓

*4) If offered student employment at Augsburg University, I understand that I cannot work more than 20 hours per week (across all campus positions) when classes are in session, and no more than 40 hours per week during breaks and summer.

✓

*5) Are you designated as eligible for on-campus employment as part of your 20__-20__ financial aid package? [This information is part of your financial aid award.]

✓

Responses to Additional Questions

How did you hear about this opportunity?

Augsburg University

If 'other' please specify details here (i.e., Name of website, Journal name, Newspaper name, etc.)

Are you legally authorized to work in the United States?

Yes

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B)?

No

[Disabled Question] Desired Salary Requirement?

Are you a graduate of Augsburg University?

Yes

Candidate cannot decline

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.

The screenshot shows the Hirezon|Exchange interface for a student application. The sidebar on the left contains navigation options like 'Manage Jobs', 'Job Search Results', 'Post New Job', 'Requisitions', 'Job Templates', 'Find Candidates', 'QuickList', 'Create Folders', 'Registration', 'User Account', 'User Manual', 'Manage Users', 'Company Account', 'Metrics Reports', 'Help Desk', and 'Sign out'. The main content area displays the application details for a Student: Admissions Operations Student Worker (108133). The 'Application Details' section shows the applicant's name, contact information, and application status. A red circle highlights the 'Move to' dropdown menu, which lists various stages: 'Committee Review', 'Phone Interview', 'On-Campus Interview', 'Background check', 'Hired', 'Onboard', 'Augsburg Alumni', and 'Future Consideration'. The 'Status' section shows the application is 'Complete' with a score of 80.00%.

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:

The screenshot shows the Hirezon|Exchange interface for a student application. The sidebar on the left contains navigation options like 'Manage Jobs', 'Job Search Results', 'Post New Job', 'Requisitions', 'Job Templates', 'Find Candidates', 'QuickList', 'Create Folders', 'Registration', 'User Account', 'User Manual', 'Manage Users', 'Company Account', 'Metrics Reports', 'Help Desk', and 'Sign out'. The main content area displays the application details for a Student: Admissions Operations Student Worker (108133). The 'Applicants for Student: Admissions Operations Student Worker (108133)' section shows a list of qualified applicants. A red circle highlights the 'Folders (Add)' section in the sidebar, which lists various stages: 'Committee Review', 'Phone Interview', 'On-Campus Interview', 'Background check', 'Hired', 'Onboard', 'Augsburg Alumni', and 'Future Consideration'. The 'Qualified Applicants' table shows the following data:

Select	Name: (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. First Last Name hyperlink	New Brighton, MN	Phone Number	Email addresses	80.00	03/27/2019
<input type="checkbox"/>	2.	Ramsey, MN			80.00	03/18/2019
<input type="checkbox"/>	3.	Round Rock, TX			80.00	03/15/2019
<input type="checkbox"/>	4.	Duluth, MN			80.00	03/14/2019

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.

Hirezon|Exchange
Welcome: Robin Whitney

Augsburg University
Sign Out

Student: Human Resources Student Worker (107845)

Return to ShortList

Contact Information

Candidate First Last Name
Address
Phone Number
Email Address

Application Details

Apply Date: Mar 18 2019, 11:55 AM
Source: Other, Augsburg University
Application #: 3713531
Internal Candidate
Current Folder: Yes
Recommendation
No Record

Documents

Resume
Submitted Mar 18 2019, 11:25 AM

Other Applications

1. Student: EPIC Peer Health Educator
Applied Mar 18 2019, 12:05 PM, Folder: Inbox
2. Student: Admissions Operations S...
Applied Mar 18 2019, 11:55 AM, Folder: Inbox
3. Student: Office Assistant Facilit...
Applied Mar 18 2019, 11:47 AM, Folder: Inbox

CORE requisites:

Score: 80.00%

- *1) Are you currently enrolled for classes as an Augsburg University student? ✓
- *2) Are you an international student? ✗
- *3) I understand that I must submit to and successfully pass a background check as part of the hiring process. ✓
- *4) If offered student employment at Augsburg University, I understand that I cannot work more than 20 hours per week (across all campus positions) when classes are in session, and no more than 40 hours per week during breaks and summer. ✓
- *5) Are you designated as eligible for on-campus employment as part of your 2019-2020 financial aid package? [This information is part of your financial aid award.] ✓

Responses to Additional Questions

How did you hear about this opportunity?
Augsburg University

If other please specify details here (i.e., Name of website, Journal name, Newspaper name, etc.)

Are you legally authorized to work in the United States?
Yes

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B)?
No

[Disabled Question] Desired Salary Requirement?
Are you a graduate of Augsburg University?
No

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

Hirezon|Exchange
Welcome: Robin Whitney

Augsburg University
Sign Out

Manage Requisitions

Add New Requisition Manage Jobs
Search Requisition Requisition Reports

Create New Requisition

Select Template: **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**.

The screenshot shows the 'Manage Requisitions' page in the Hirezon|Exchange system. The left sidebar contains a navigation menu with options like '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', and 'Sign out'. The main content area is titled 'Manage Requisitions' and includes links for 'Add New Requisition', 'Manage Jobs', 'Search Requisitions', and 'Requisition Requests'. A 'Select Template' dropdown menu is highlighted with a red circle, showing the 'STUDENT HIRED/RETURNING FORM' option selected. The page also includes a 'Create New Requisition' button and a 'Privacy Policy | Terms of Use | Contact Us' link at the bottom.

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

The screenshot shows the 'Create New STUDENT HIRED/RETURNING FORM' page. The page is titled 'Create New STUDENT HIRED/RETURNING FORM' and includes a 'Manage Requisitions' section with a 'Notes' field. Below the notes, there is a 'Requisition Status' section with a 'Title/Name' field. The main form area is divided into two columns. The left column contains fields for 'Originator' (Robin Whitney), 'Last Name', 'Student ID Number', 'Campus Box', 'Direct Supervisor', 'Work Study', 'Has student been awarded federal work study money?', 'For International Students', 'Does student have international F-1 or J-1 student status?', and 'Cost Center #'. The right column contains fields for 'First Name', 'Department', 'Start Date', 'Phone', 'Grant Funded', and 'Hourly Pay Rate'. Below these fields is a 'Checklist' section with checkboxes for 'Hire Form', 'I-9 Form', 'Terms of Employment', and 'Background Check'. The 'Hire Form' and 'I-9 Form' checkboxes are checked. The 'Position Code' and 'Entered By' fields are also present. At the bottom of the form, there is an 'Add a note / Ask questions:' section, an 'Attach' section with a 'Choose File' button, and a 'Save Changes' button highlighted with a red circle. The page also includes a 'Privacy Policy | Terms of Use | Contact Us' link at the bottom.

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

The screenshot displays the Hirezon Exchange web application. The header shows the logo and a welcome message for Robin Whitney. The sidebar on the left contains various navigation options. The main content area is titled 'Requisition Approvers: Test: Student Hiring Req Test Form'. It features a table with columns for 'Approver' and 'Approval Status'. The 'Approver' column contains a list of dropdown menus, with the first one showing 'Theresa Gade'. Below the table, there are three buttons: 'Save', 'Cancel', and 'Send for Approval'. The 'Send for Approval' button is circled in red. The footer contains links for Privacy Policy, Terms of Use, and Contact Us.

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@augsborg.edu.