

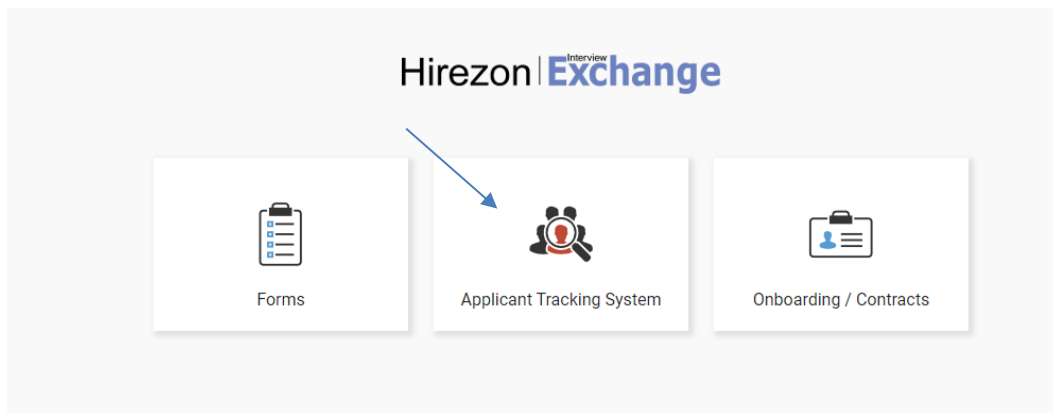
Guide to Posting a Job in Interview Exchange (Students & Non-Benefited Contractors)

To log in, please visit <http://jobs.fitchburgstate.edu/hr/> (*Please note, jobs.fitchburgstate.edu is the applicant side and should not be used by hiring managers to log in*)

- If you do not have an existing account, please request an account by emailing humanresources@fitchburgstate.edu. *If you are asked to serve on a search committee, you will need search training.*

Home Page:

The home page is the first page that you will default to once you log in. You will notice there are three modules. The Applicant Tracking module is where you would go to enter a requisition.



To create a new part time non-benefited or student posting, you must first click on the **Requisitions** tab and select **Add New Requisition**.

The screenshot shows the 'Manage Requisitions' page. On the left is a navigation menu with 'Requisitions' highlighted. The main content area has a title 'Manage Requisitions' and several links: 'Add New Requisition', 'Manage Jobs', 'Search Requisitions', and 'Requisition Reports'. Below these are tabs for 'Pending Approval', 'Open Reqs', and 'Closed Reqs'. A checkbox labeled 'Show My Requisitions Only' is present. The main content is a table titled 'Manage Pending Requisitions' with columns: 'ID', 'Requisition Title', 'Requisition Template', 'Job Title', 'Approval Status', and 'Modified'. Below the table are 'Sort By' options: 'Originator: First | Last' and 'Current Approver: First | Last'. A legend indicates that '*' represents requisitions from other users for approval and '**' represents requisitions from other users for review.

Then select "Requisition" from the drop-down menu. Do not select any other options.

The screenshot shows the 'Create New Requisition' form. The left navigation menu is visible with 'Requisitions' highlighted. The main content area has the title 'Manage Requisitions' and the same links as the previous screenshot. Below the links is the text 'Create New Requisition'. A 'Select Template:' label is followed by a dropdown menu currently showing 'Select'. A blue arrow points to this dropdown menu. Below the dropdown are 'Next' and 'Clear' buttons.

You will then need to fill in the required information for the position before adding the job details:

PLEASE NOTE:

Title/Name, Campus Title and State Job Title (All three fields are the same):

Enter “FSU Undergrad Student Federal Workstudy Employment – *then title of job i.e. Clerk, Office Assistant, etc.*” or for trust funded student jobs enter “FSU Undergraduate Student Employment – *then title of job i.e. Clerk, Office Assistant, etc.*”

Once complete, attach job description and save changes. **Do not uncheck “Add job details and approvers”.**

Add a note / Ask questions:

Attach (Job Description)

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

Add Posting Details (copy from job description):

Requisition Approvers: Testing

Requisition - Job Details

Fields marked with an asterisk (*) are required

Job Title: *

Company Description: *

characters remaining

B I U

Fitchburg State University, located in Fitchburg, Massachusetts, is a public institution dedicated to integrating high-quality professional programs with strong liberal arts and sciences studies. Founded in 1894, the university now has more than 30 undergraduate programs and 22 master's degree programs, and 7,000 full and part-time students. We invite you to learn more about us and how we can help you achieve your educational goals.

Institutional Diversity and Social Justice

Job Description: *

characters remaining

B I U

Duties and Responsibilities:

A brief job description will be required for all part time student and non-benefited positions. Please add specific duties and responsibilities in order of importance for students and or non-benefited part time employees.

The following paragraph is **required** for **all Federal Work Study** positions. Please add this information to the beginning of the list of duties and responsibilities:

The Office of (insert office name) is seeking a federal aid recipient for student employment. This position will be funded by federal work study dollars; only students that receive financial aid awards can be considered for this specific role. If you have questions about your award or are not certain that you are receiving financial aid, please log into your Web4 account and check your award amount for Federal Workstudy. If you do not see a Workstudy award amount, then you are not eligible to apply. If you have any questions regarding your award, contact the Office of Financial Aid at extension 3156. Please see below the specific duties and responsibilities of the position.

If you have a university (Trust) funded student position please use the following paragraph:

The Office of (insert office name) is seeking a student for employment. This position is funded by the university. All undergraduate students looking for employment are welcome to make application for this position. Please see below the specific duties and responsibilities for this role.

If for any reason you have multiple positions that are both financial aid and trust, you must post them separately.

Application Instructions Section (Required for all student jobs). The following information is required in the **Application Instructions** section:

The position is a student employment opportunity; all applicants are requested to apply online utilizing the Fitchburg State University jobsite to be considered as an active candidate. The hiring manager responsible for student hiring will review applicant information, and will select candidates for interview. The hiring manager will contact those individuals to establish an interview date and time. If you should have any questions related to the job vacancy please contact the individual department with questions. For assistance or questions with the jobsite, please contact the office of Human Resources at X3172 and speak with a Human Resources staff member.

*****IF YOU DO NOT INCLUDE THIS LANGUAGE IN YOUR REQUISITION, IT WILL BE REJECTED AND YOU WILL NEED TO RESUBMIT. *****

Enter Job Details:

The screenshot shows a web application window titled "Job Details". At the top, there is a text area with a "characters remaining" indicator. Below this is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Cut, Copy, Paste, Bulleted List, Numbered List, Source, and Link. The main content area is a large empty text box. Below the text box are several form fields:

- Job Type:** A dropdown menu with "-Select-" selected.
- Job Category:** A dropdown menu with "Select" selected.
- Reference Number:** An empty text input field.
- Department:** A dropdown menu with "- Select -" selected.
- Reference 1 (Internal):** An empty text input field.
- Reference 2 (Internal):** An empty text input field.
- URL:** A text input field with "http://" pre-filled.

At the bottom of the form, there are two buttons: "Save" and "Close".


Select approvers. This should be Kimberly Page only. Delete any additional approvers. Once Kimberly has reviewed and approved, the requisition will route to finance for approval and foapal assignment. Once that happens, the position will be posted. *Please note, this can take a couple days.* Remember to click "send for approval".

Requisition Approvers: Test Test Test

[Manage Requisitions](#) [View Requisition](#) [Printable Version](#) [Job Details](#)

Originated by: Kimberly Page on 01/07/2025

Approver	Approver Title	Approval Status
Kimberly Page	HR Initial Review	
Kimberly Boivin	Budgeting	
Kimberly Page	HR Final	
-- Select --		
-- Select --		
-- Select --		
-- Select --		



Additional Helpful Information (this should happen *BEFORE* submitting the Requisition):

- HR always requires a resume for student positions and a resume and cover for all others. For students, we make the cover letter “optional”. We also allow all applicants to attach an “other” document. If you would like to require a cover (students) or additional documentation, you must email humanresources@fitchburgstate.edu and let her know that information. This can be a class schedule, or Federal Workstudy award screenshot from MyFalcon. Both are useful to determining if the student has Workstudy dollars available or in scheduling work hours.
- There is an option of adding “yes/no” questions. HR adds two questions standard for students. One is “are you a current full time FSU student?” and the other is “have you worked anywhere on campus within the last year?”. Asking if they have worked on campus within the last year is important as that determines whether you will hire them through Interview Exchange as a “new” hire or whether you only need to “rehire” them by completing the Student Employment Authorization form located on the HR web page. You may also add additional “yes/no” questions by emailing humanresources@fitchburgstate.edu with those questions.
- HR posts positions for approximately 30 days unless you let us know when you would like the position to expire.

Application Review and Closing Search:

Hiring managers/committee members will log into the jobsite to begin viewing applications. After reviewing candidates and the interviewing process occurs, the hiring manager will then update candidate statuses by moving applicants to the correct folders.

You must select the candidate name by clicking the “select” box, then click the drop down in the “Move Selected” field to choose the folder you wish to move the candidate to. *You can select more than one applicant at a time to move them.*

Applicants for: Student Employment (Trust Fund) - Summer Conference Coordinator - Summer (144400)

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 Job Documents Find Candidate

Qualified Applicants All Applicants

Qualified Applicants in Inbox

Select	Name : (F L)	Location	Phone	E-Mail	Score	Date
<input checked="" type="checkbox"/>	1.				100.00 ✓	03/30/2022

1 to 1 of 1 Qualified Applicants

Check All | Uncheck All | Reverse

Move Selected:

Submit Clear

✉ - Emails Sent ■ - Internal Candidate

After the status of successful applicants are changed and the position is filled, please contact Human Resources (humanresources@fitchburgstate.edu) with a note to close the search.

All student and contractor onboarding is done through the job site and will be initiated when the successful candidate has been identified. The hiring manager/admin will initiate and track this process. Please see the job aid for supervisors hiring students/contractors on the HR web page for instructions on onboarding.

If you should have questions or concerns please contact the office of Human Resources and Payroll Services at X3172.