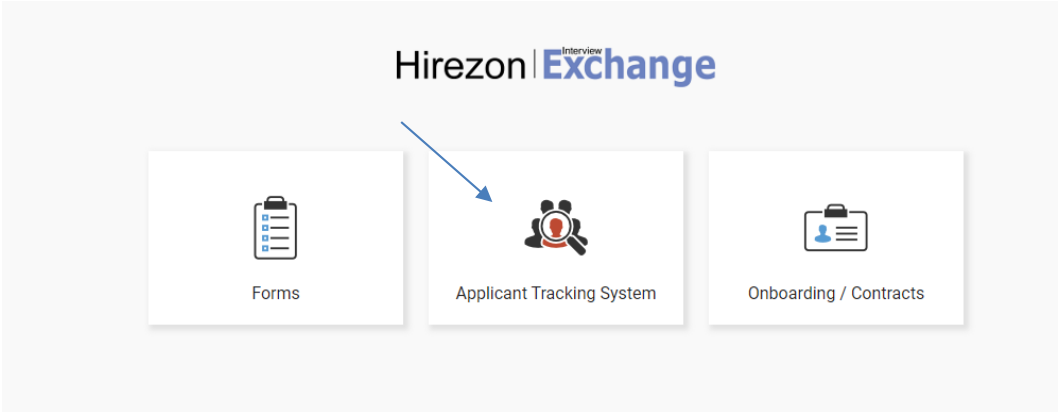
Guide to Non-Benefited & Student Employment Vacancy Announcements

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)***

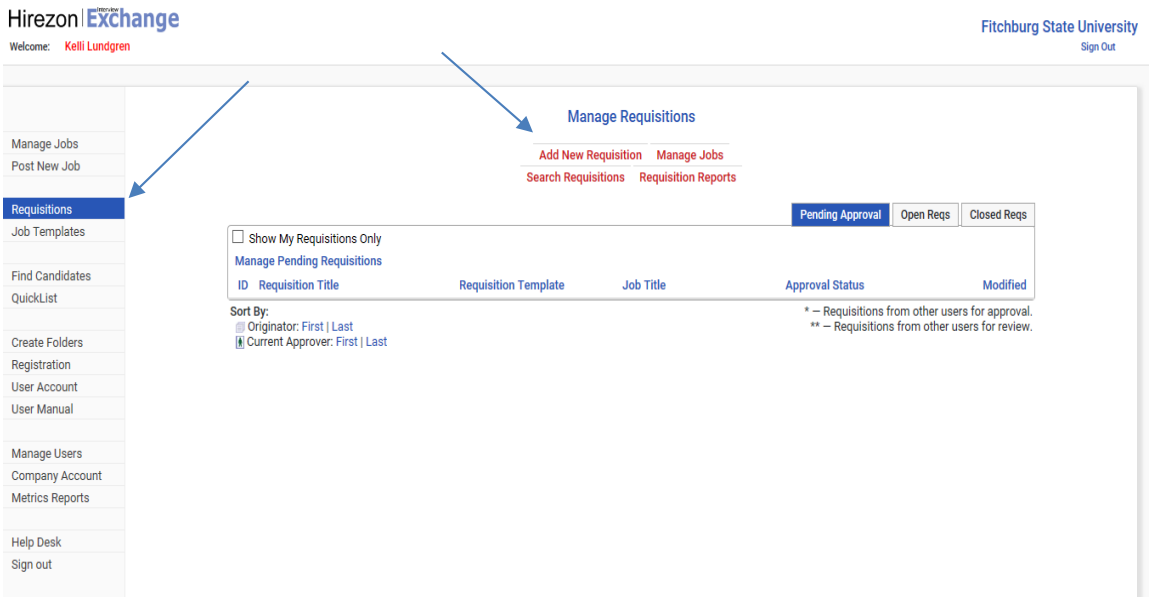
- If you do not have an existing account, please request an account by emailing klundgren@fitchburgstate.edu. *If you are asked to serve on a search committee, you will need search training.*

Home Page:

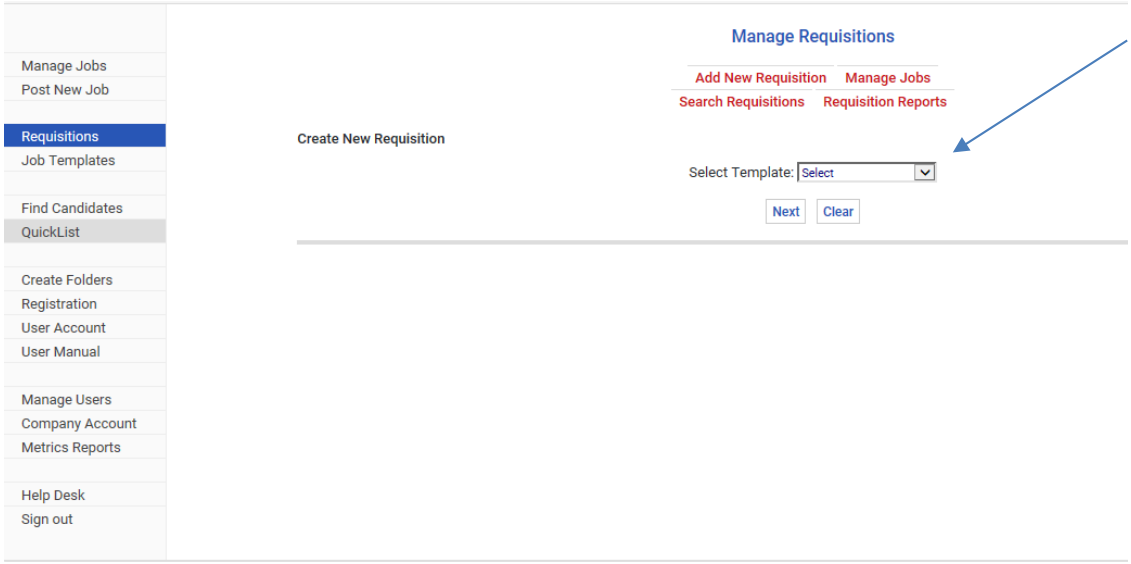
The home page is the first page that you will default to once you log in. You will notice there are three modules. The Applicant Tracking module is where you would go to enter a requisition.



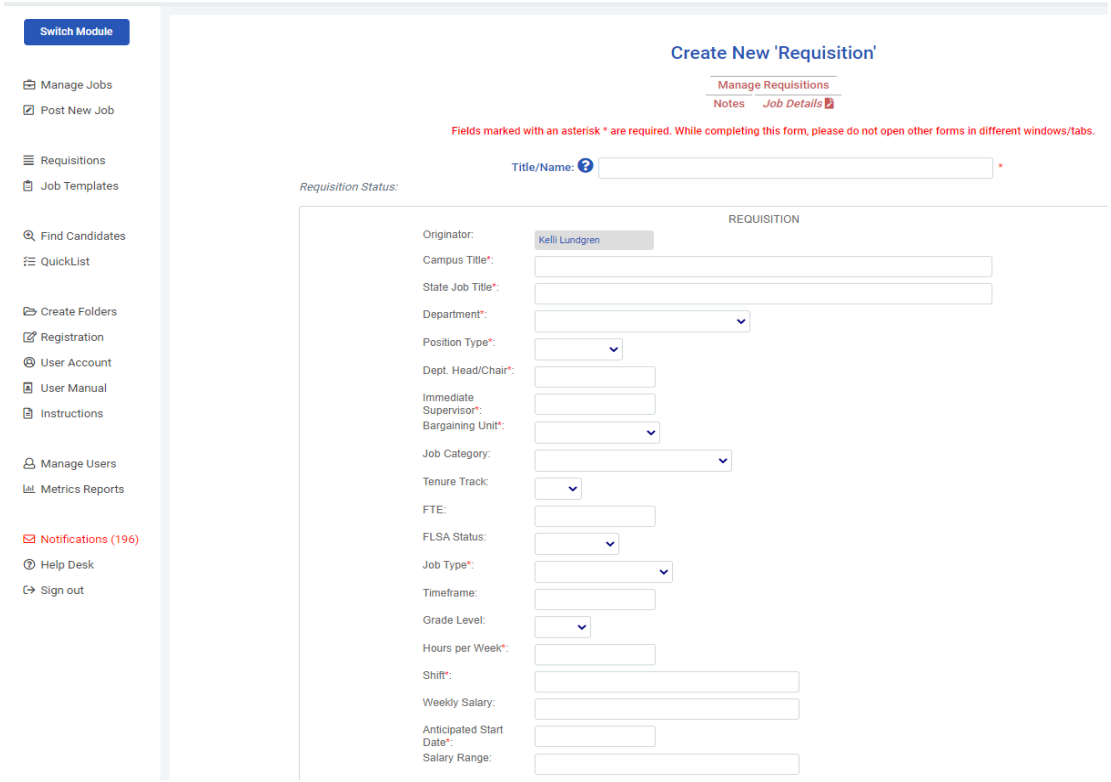
To create a new part time non-benefited or student posting, you must first click on the **Requisitions** tab and select **Add New Requisition**.



Then select “Requisition” from the drop-down menu. *Do not select any other options.*



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

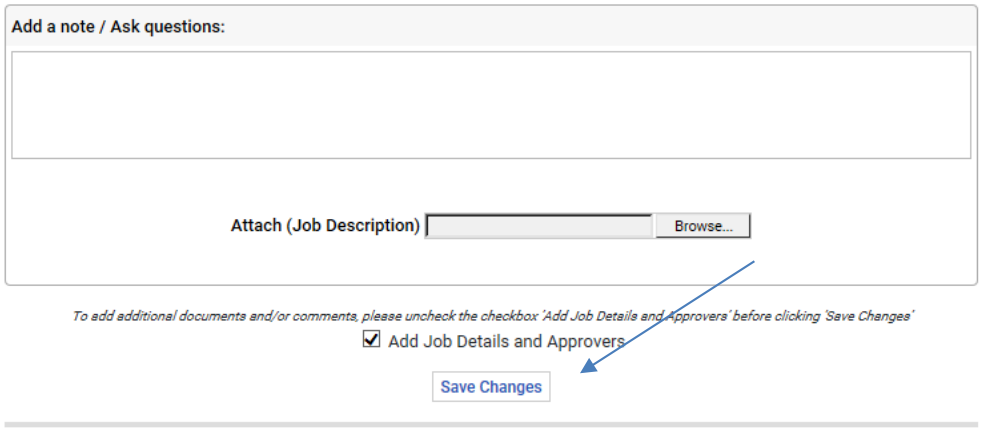


PLEASE NOTE:

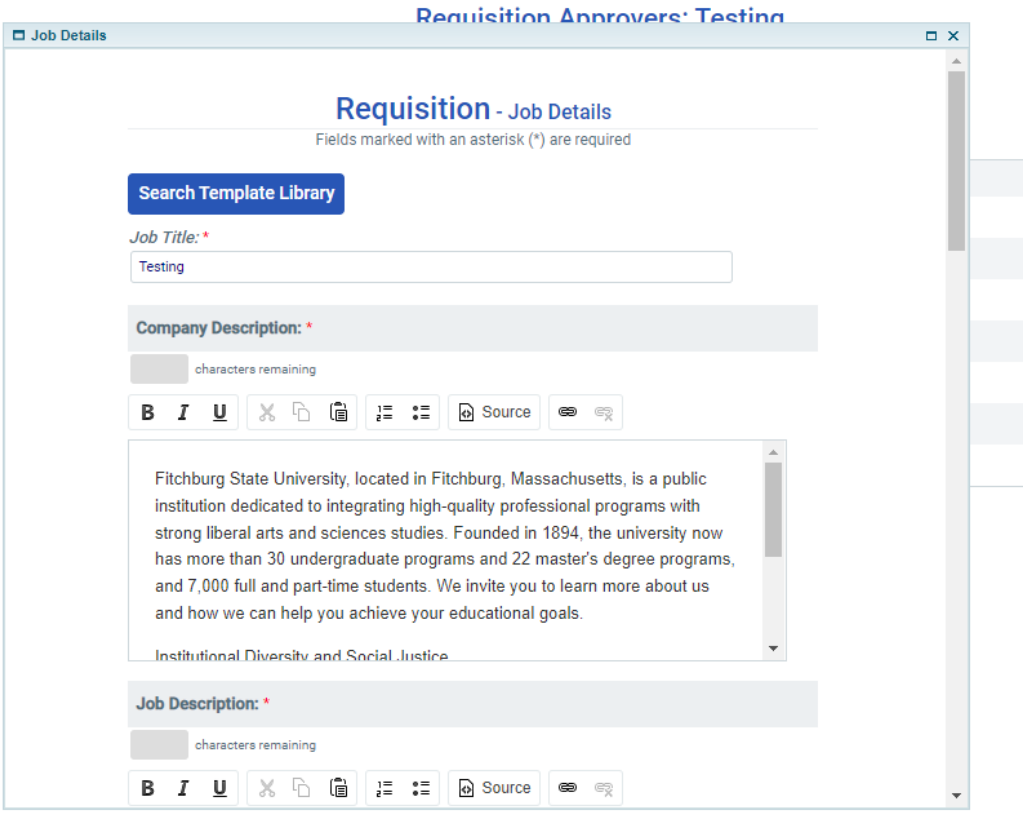
Title/Name, Campus Title and State Job Title (All three fields are the same):

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 Posting Details (copy from job description):



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 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.

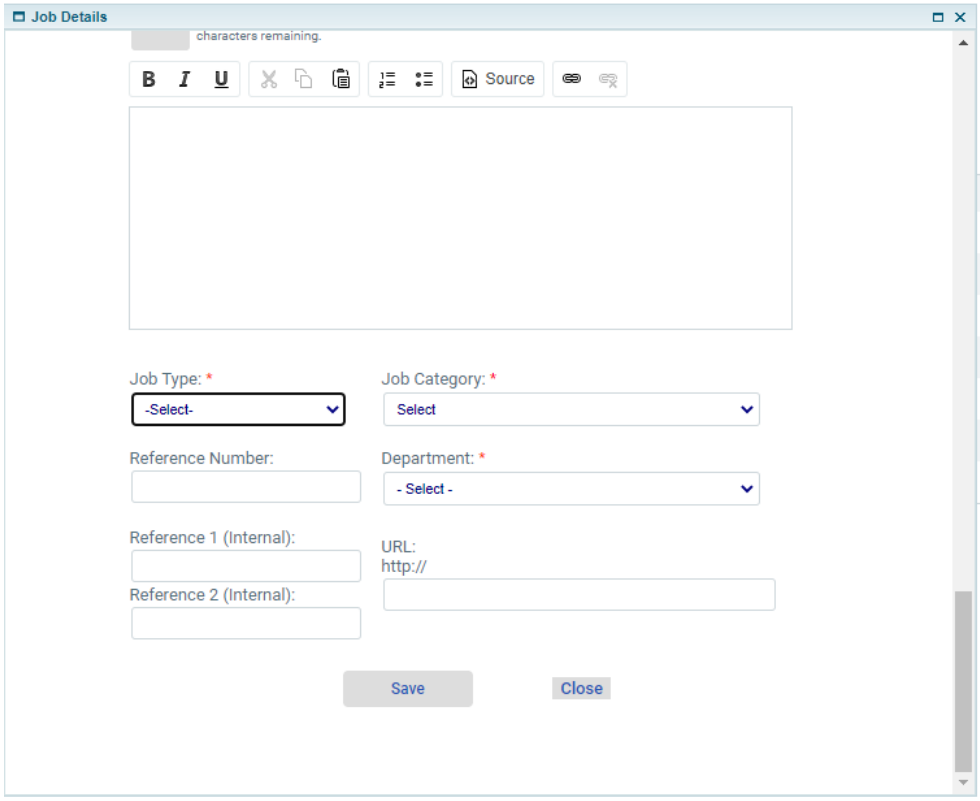
If for any reason you have multiple positions that are both financial aid and trust, you must post them separately.

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

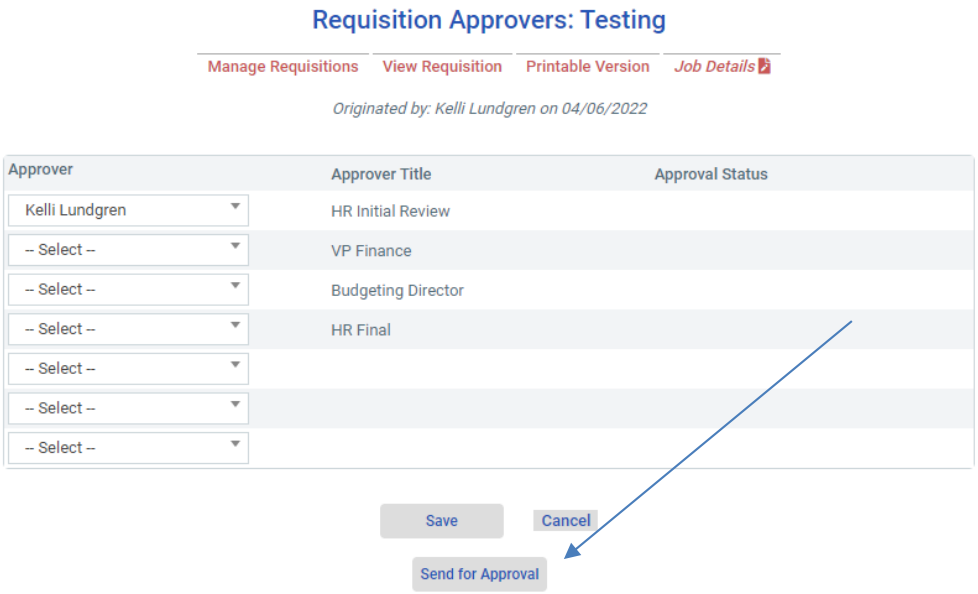
The position is a student employment opportunity; all applicants are requested to apply online utilizing the Fitchburg State University jobsite to be considered as an active candidate. The hiring manager responsible for student hiring will review applicant information, and will select candidates for 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:



Select approvers. This should be Kelli Lundgren only. Delete any additional approvers. Once Kelli 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".



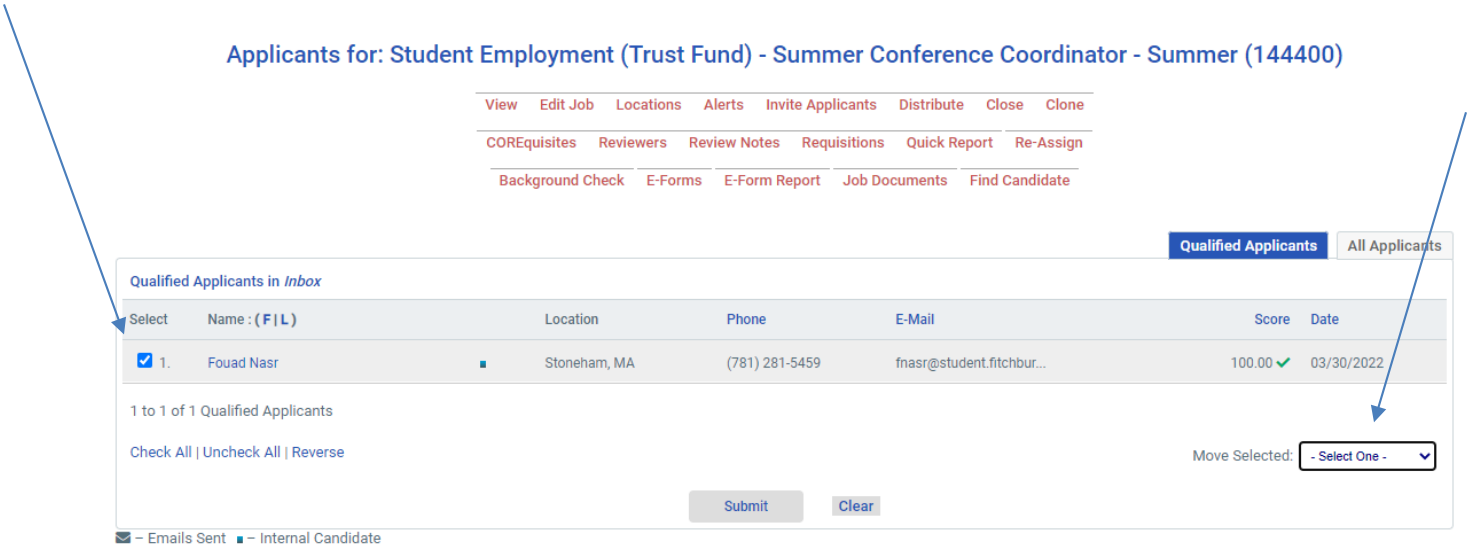
Additional Helpful Information (this should happen ***BEFORE*** submitting the Requisition):

- 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 Kelli and let her know that information. This can be a class schedule, or Federal Workstudy award screenshot from Web4. 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 Kelli with those questions.
- HR posts positions for approximately 30 days (15 for AFSCME) unless you let us know when you would like the position to expire. We do not post indefinitely.

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.*



After the status of successful applicants are changed and the position is filled, please contact Kelli Lundgren 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.