

Hiring Manager Student Onboarding Self Service Guidebook

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Create Student Job Requisition

Navigate to My Team and click on Hiring

Me My Team	My Client Groups Tool	s Others				
QUICK ACTIONS	APPS					
Seniority Dates						
🎶 Transfer	My Te	am Jo	urneys H	iring (Soals and erformance	Ongoing Performance
Employee Summary					Overview	Reviews
† ₩ Promote	F			F		
Employment Info	Personal	Brand Team 1	Time Cards	I		

On the Job Requisition tab, click on +Add

	Job Requisitions			
I (Job Requisitions		Requisitions		+ Add
Candidate Pools		Keywords Q Show Filters	Hiring Team Role Recruiter, Hiring Manager, Collaborator X	Sort By Creation Date - New to Ok
job Offers		Student Worker -Athletic Director (24) Open - Posted Standard Collegeville, PA, United States	Applications: 0 Prospects: 0	
		Student Worker -Athletic Director (20) Open - Posted Standard Collegeville, PA, United States	Applications: 2 Prospects: 0	

How: Select *Position from drop down, click Continue

*Business Unit
UC BU V
Position
Student Worker -Athletic Director

Basic Information: Confirm information, click Continue

Requisition Type		Position	
Standard		Student Worker -Athletic Director (20512)	
*Requisition Title		Languages	
Student Worker -Athletic Director		American English \checkmark	
*Number of Openings			
Limited ~	122		

Hiring Team: Add Committee Members and Recruiter. Click Continue

- Add Collaborator type- Collaborator and/or Committee Member
- Add Collaborator(s)
- Add Committee Member(s)
- Recruiter add Kim Magers

*Hiring Manager	"Recruiter
Samantha Campo Assistant AD for Athletic Operations $\qquad \lor$	Kimberly Magers Administrative Coordinator Human Resource $ arsia $
Committee Member	
Erin Stroble Director of Athletics \sim $ imes$	

*Recruiting Type	
Student	~
*Organization	
Ursinus College	~
*Primary Location	
Collegeville, PA, United States	×
Job Family	
Campus Life	~

Requisition Structure: Add Recruiting type – Student and Job Family. Click Continue

Pops back up to How. Click continue until you are back to Details

Details: Confirm details. Should be part time. Click Continue

Worker Type		
Employee	~	
Regular or Temporary		
Regular	\checkmark	
Full Time or Part Time		
Part time	~	

Offer Info: Confirm Information. Click Continue

Legal Employer	Primary Work Location
Ursinus College V	MAIN CAMPUS V
Rusiness Unit	Other Work Locations
UC BU	Select a value 🗸
	Add Another Work Location
Department	dot
Athletics v	Student Worker (NA000001)

Attachments: add if applicable. Click Continue

,			
$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	Drag files here or click to add at	ttachment 🗸	
l		Continue	

Configuration: Do not make changes. Click Continue

*Candidate Selection Process	Allow Candidates to Apply When Not Posted
Student Candidate Selection Process - Student_CSP_V1 (Defau $$	No
*External Application Flow	Automatically Open Requisition for Sourcing
Student Application Flow - Student Application Flow (Default) $ \smallsetminus $	No
Hot Job	Automatically Fill Requisition
No	No

Screening Services: Recruiter will add if needed for position

Screening Services		
Background Check		
	There's nothing here so far.	

Click on Save and Close at the top

How Basic Info Hiring Team	 ✓ tot ✓ tot ✓ tot
Basic Info Hiring Team	✓ tot
③ Hiring Team	
Requisition Structure	✓ Eot
O Details	🖌 tot
Offer Info	🖌 tot
① Attachments	🖌 tot
Configuration	🖌 tot
Screening Services	
Background Check	

New Student Job Requisition has been created by Hiring Manager*

• Student Worker – Athletic Director (24) – Showing Draft – In Progress

	Requisitions		+ Add
Job Requisitions	Keywords Q Show Filters	Hiring Team Role Recruiter, Hiring	Manager, Collaborator 🗙
Candidate Pools		Sort By	Creation Date - New to Old $$
Job Offers	Student Worker -Athletic Director (24) Draft - In Progress Standard Collegeville, PA, United States	Applications: 0 Prospects: 0	
	Student Worker -Athletic Director (20) Open - Posted Standard Collegeville, PA, United States	Applications: 0 Prospects: 0	

- *Recruiter will receive the created job requisition and will complete next steps for approval and posting.
- Once recruiter completes next steps, position is approved and posted Showing Open -Posted

Job Requ	isitions	
l← ■ Job Requisitions	Requisitions Keywords Show Filters Hiring Team Role Recruiter, Hiring Manager, Collaborator X	+ Add
Candidate Pools		Sort By Creation Date - New to Olc V
🚆 Job Offers	Student Worker -Athletic Director (24) Applications: 0 Open - Posted Prospects: 0 Standard Collegeville, PA, United States	
	Student Worker - Athletic Director (20) Applications: 0 Open - Posted Prospects: 0 Standard Collegeville, PA, United States	

Student Applies for Position on Student Recruiting Site

Student Recruiting Site – Position is now posted on Recruiting Site.



Posted/Open Positions

FIND JOBS Job title, skill, keyword	NEAR LOCATION 👻 Q. City, state, country	
3 OPEN JOBS		
		Posting
Student Worker -Athletic Director		
Collegeville, PA, United States • Posting Dates 05/07/20 The Athletic Department is seeking workers to assist with events.	24 • S BE THE FIRST TO APPLY Applicants should have a flexible schedule and be able to work evening and weekends.	☆
Student Worker -Athletic Director		~
Collegeville, PA, United States • Posting Dates 04/25/20	24 • 9 BE THE FIRST TO APPLY	ы
Student Worker -Alumni		
Collegeville, PA, United States • Posting Dates 04/16/20 We are looking for motivated students hear at Ursinus to help sup anywhere on property where food is prepared or served. You will	24 • • BETHE FIRST TO APPLY sport The Food Services operations here at Ursinus. The Food Service Worker may work assist in the set-up and serving of food from counters and steam tables. Duties will	☆

Review Details of Application

Student has applied and there is an application to be reviewed. Go to **My Team – Hiring –** click on job link to see applications.

Yeywords Q Show Filters Hiring Team Role	Recruiter, Hiring Manager, Collaborator \times	
	Sort	By Creation Date - New to Old
Student Worker -Admissions (28)	Applications: 1	
Open - Posted	Prospects: 0	
Standard		
Collegeville, PA, United States		
Student Worker -Athletic Director (27)	Applications: 0	
Draft - In Progress	Prospects: 0	
Standard		
Collegeville, PA, United States		
Student Worker -Athletic Director (24)	Applications: 3	
Open - Posted	Prospects: 0	
Standard		
Collegeville, PA, United States		
Student Worker -Athletic Director (20)	Applications: 2	
Open - Posted	Prospects: 0	
Standard		

• Click on New-To be Reviewed or Active Applications to see Application(s).

Student Worker - Athletic	Director: Overview				
¢	1 New - To be Reviewed	1 Active Applications	O Hires Out of 122	O Unconfirmed Applications	0 Referred Prospects
Job Formatting	Key Highlights		Remiter		
rt Posting	Open - Posted Requisition Type Standard Requisition Number 24		Kimberly Magi Recruiting Typ Student Location	e 9 3. Holtard Statos	
Interviews Feedback	Hiring Manager Samantha Campo		Congression, ra	, vintex suites	
Progress	Estimated Time to Hire				

- Click on the Candidate's Name to open the application
- Notice Status: New, To be Reviewed

Job A	pplications					
Keywol	rds Q	Show Filters Application Details	Active ×			
	Actions 🗸			୍ ତ୍ View Summary	✓ Sort By Create Date - New t	o ~
<	Candidate	Details	Status	Education	Experience	>
	Joseph, Adam 22002 Fenwick Island, DE, US		New, To be Reviewed Prescreening score: 1 out of 1			

• Click on tabs to see information – Details, Attachments, Questions

C Details C Activity	Key Highlights Phase and State New, To be Reviewed Candidate Type When Applying External	Candidate Number 22002	^
Hogress	Endorsements		~
 Interactions Messages 	Personal Info	✓ Ed	iit ^
Questions	Address		~
 Interviews Feedback 	Source Info		~
2 Screening	Labels		\sim
Extra Info Sensitive Info			

Hiring Student

• Click on Actions drop down– Click on Move

Student Worker	-Athletic Director (24)		Previous	Next	Actions V M Move Return to Prior Phase Return to Prior State	Aove
	Key Highlights				Add to Requisition	
Activity	Phase and State New, To be Reviewed Candidate Type When Applying External	Candidate Number 16002			Add to Candidate Pool Add Interaction Send Message Send Message to Team	
🗳 Progress					Send Interview Invite	
Attachments	Endorsements				Collect Feedback Check Duplicates Create Job Offer	
Interactions	Personal Info				Print	
Messages						
Questions	Address				~	
1 Interviews	Source Info				~	
Feedback	Labels				~	
Screening	Long-ord					

- Phase drop down: Click on Offer
- State: Click on To be Created
- Click on Save and Close

IOVE Candidate udert Worker-Athletic Director (24)			Sive and Cose Gener
	Candidates (1)	~	
	Details	ker To tronskel	

• Click on Actions drop down, Click on Create Job Offer

JD Student Work	ker -Athletic Director (24)		Previous Next	Actions v Move	Move
				Return to Prior Phase	
Jama	Key Highlights			Add to Requisition Add to Event	-
D Details	Phase and State	Candidate Number		Add to Candidate Pool	
Activity	Candidate Type When Applying	16002		Send Message	
Browner	External			Send Message to Team	
, Progress				Send Interview Invite	
Attachments	Endorsements			Check Duplicates	
1 Interactions	Personal Info			Create Job Offer Print	
Messages					
Questions	Address			~	
Interviews	Source Info			~	
Feedback	Labels			V	
Screening	Labers				

Notes to Recruiter: Please provide the following information for the job offer (contract).

- Start Date
- Hourly Rate
- Department Charged
- Account Charged
- Save and Close

ireate Job Offer ay Doe (16008), 20		Save and Close Cancel
	Notes to Recruiter	

Request to hire will now move to Recruiter for processing

Recruiter will create Job Offer (Contract) for Student

- Recruiter will create the job offer (contract) based on the information submitted in the notes to recruiter section.
- Student will receive email from recruiter with job offer (contract).

Student Receives Job Offer (Contract)

- New Student Hire receives email with job offer (contract)
- Student clicks on Decline or Accept



STUD	URSINUS COLLEGE ENT EMPLOYMENT CONTRACT
in accepting employment with Ursinus College, this comp	pleted contract must be received by Human Resources so you can be paid.
If you are a new hire, you will need to complete addition	al paperwork which includes forms for payroll, taxes, work eligibility and College
specific policies. You may also be required to complete a	background screening.
New Student Hiring Process:	
 Unce your contract is accepted, Human Resources v You than will receive a Walcome Small from Tech St 	will process your application.
3. Create a Username and Password to complete new	hire paperwork that will be shared with you.
4. Tasks will be assigned for paperwork completion	
5. 19 Section 1 to be completed with Identification being	ing taken to Human Resources
6. Student Confidentiality Contract 7. Additional New Him Forms will be assigned for com	a lating
Returning Student Process:	precon.
1. Once contract is accepted, Human Resources will pr	rocess the application.
the sector was the Desire Arter to a little and	
roor emproyment with orsinos conege is at-will; you and, reason with an without natice. This contract does not an	yor use conege may terminate the employment relationship at any time and for all or is it intended to constitute a contract of automates employment for a specified.
term.	en a remainder to construct of guarantee employment for a specified
CECTION A. STUDENT INFORMATION (Delet Closed)	
SECTION A: STUDENT INFORMATION (Print Cleany))
Legal Name: John Doe	
Preferred Name: John	
Campus Address: MAIN CAMPUS	
Phone Number:	
The Minhar Education Act of 1065 or omended (MEA) in Section	a diffici states that the supers of the Enders' Mark Study (EMS) Conserva is to essential
The Higher Education Act of 1965, as amended (HEA), in Sectio part-time employment of students who are in need of earnings whether PWS or otherwise, it is my understanding that the call	n 441/o) states that the purpose of the Rederal Work Study (FWS) Program is to promote to to pursue courses of study. As a student participating in part-time work at Ursinus Calleg ege will not permit student workers to work during scheduled class times.
The Higher Education Act of 1965, as amended (HEA), in Sectio part-time employment of students who are in need of earnings whether PWS or otherwise, it is my understanding that the coll STUDENT SIGNATURE: <15_\$10(HT7URE_FULL_MARE)* Det	in 44(p) stass that the purpose of the Federal Work Study (FNG) Program is to promote to purpure course of study. As a student participation is nor-time work at ursinus Colleg gen life regimmer in address motion work was not student participation of the student of the tex <pe_signature_signature_date?></pe_signature_signature_date?>
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Student Accepts Position

Student receives a Congratulations, you accepted the job email

	Inbox 🚖 🛛 🔾	Ŧ	Congr	atulations, you accepted the job offer Student Worker -Athletic Director!	
	Ursinus College Congratulations, you a 11:11 AM Hello John, Congratulations, you	İ	UC	Ursinus College UninusCollege@baotgrtestfa.cos.oradedoud.com> @ To: ursinuscandidate+100@outlook.com	∽ ≪ → 🎛 … Tue 5/7/2024 11:11 AM
UC	Ursinus College Next Steps is required 11:11 AM Hello John, If you already provid			Hello John, Congratulations, you have successfully accepted the position of Student Worker -Athletic Director with Ursin	us College. The
UC	Ursinus College Confirm your identity 11:08 AM Hello John, Just one more step b			college recognizes you as a most important asset and nopes you will become an amoassaoor for unsinus in t within your pressional network. You will be receiving additional emails with next steps including an email asking for your National Identifier.	ne community and
UC	Ursinus College Congratulations. the j 11:07 AM Hello John Doe. Congratulations			Sincerely, Ursinus College Recruiting Team	
UC	Ursinus College Your recent ich applica 9-13 AM			In Reply Porward	

Student receives a Next Steps email requesting personal information which is date of birth and social security number.



Recruiter will be notified of student acceptance and will move new hire to the HR Phase

	Information					
irtain	Notes to Recruiter on 95-07-2024 Please extend the after to Join Doe starting Daugo Dopartment. Alfadas	Security 2015 Control and Discretized And				
cturty	Associat Charged: 01-0050-0101					
ropens	When and Why		A			
tachments	When is the employee start date?	Adion .				
teractions	Legal Employer Unionus College	Warning				
esages	Worker Type Implayer	You're about to move the candidate John Doe to the HR pitase. It may faile a few minutes to complete. Continue anyway?				
vertices	Assignment Info	34	×			
terviews	Proposed Person Type	REPORT AND ADDRESS				
effect	Business Unit UC BU	Working at Nome				
assing	AM .	Ausgement Category Student Warker				
a inte	Organitreet	Regular or Temporary Templar				
	Americ Devictor	Full Time or Part Time Part time				
	Location Math CAMPUS	Hourly Paid or Salaried				
itier info	Patton	Working Hours				
	Student Worker -Athletic Oveclor	20 wassing				

Once student is moved to the HR Phase, the student will receive an email concerning log in information from Ursinus



Student Completes New Hire Paperwork

Once log in information is received, student will complete the new hire paperwork.

• Click On Journeys



• Click on Ursinus Onboarding



• Click on Go to website



• Complete Tasks – I-9 form



- Click on Done
- New hire will bring original identification for the I-9 form to Human Resources

Open