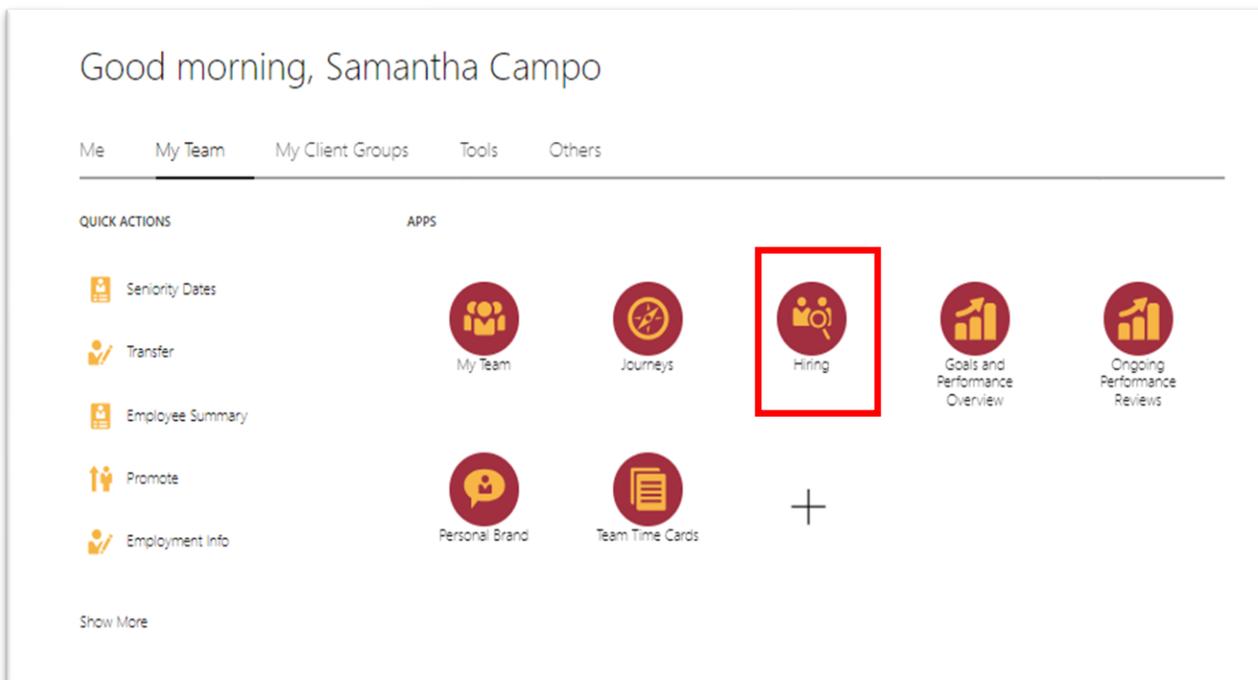


Hiring Manager Student Onboarding Self Service Guidebook

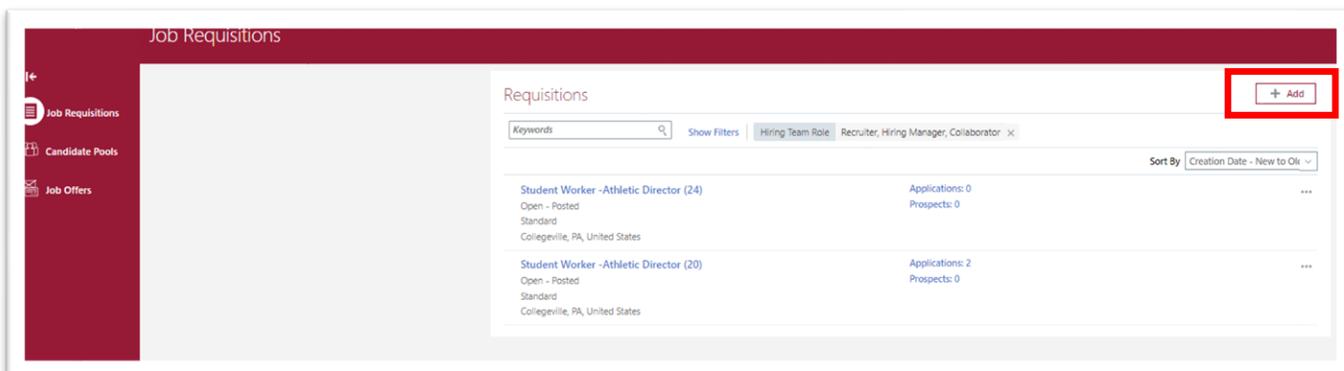
Contents

Create Student Job Requisition.....	2
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Create Student Job Requisition
Navigate to My Team and click on **Hiring**



On the Job Requisition tab, click on **+Add**



How: Select *Position from drop down, click **Continue**

1 How

Requisition Type
Standard

*Business Unit
UC BU

*Use
Position

Position
Student Worker -Athletic Director

Continue

Basic Information: Confirm information, click **Continue**

2 Basic Info

Requisition Type
Standard

Requisition Title
Student Worker -Athletic Director

*Number of Openings
Limited 122

Position
Student Worker -Athletic Director (20512)

Languages
American English

Continue

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

3 Hiring Team

*Hiring Manager
Samantha Campo Assistant AD for Athletic Operations

*Recruiter
Kimberly Magers Administrative Coordinator Human Resource

Add Collaborator Type

Committee Member
Erin Stroble Director of Athletics

Add Another Committee Member

Continue

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

4 Requisition Structure

*Recruiting Type
Student

*Organization
Ursinus College

*Primary Location
Collegeville, PA, United States

Job Family
Campus Life

Continue

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

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

5 Details

Worker Type
Employee

Regular or Temporary
Regular

Full Time or Part Time
Part time

Continue

Offer Info: Confirm Information. Click **Continue**

6 Offer Info

Legal Employer Ursinus College	Primary Work Location MAIN CAMPUS
Business Unit UC BU	Other Work Locations Select a value
Department Athletics	Job Student Worker (NA000001)

Add Another Work Location

Continue

Attachments: add if applicable. Click **Continue**

7 Attachments

Drag files here or click to add attachment

Continue

Configuration: Do not make changes. Click **Continue**

8 Configuration

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

Continue

Screening Services: Recruiter will add if needed for position

9 Screening Services

Background Check

 There's nothing here so far.

Click on **Save and Close** at the top

Create Job Requisition

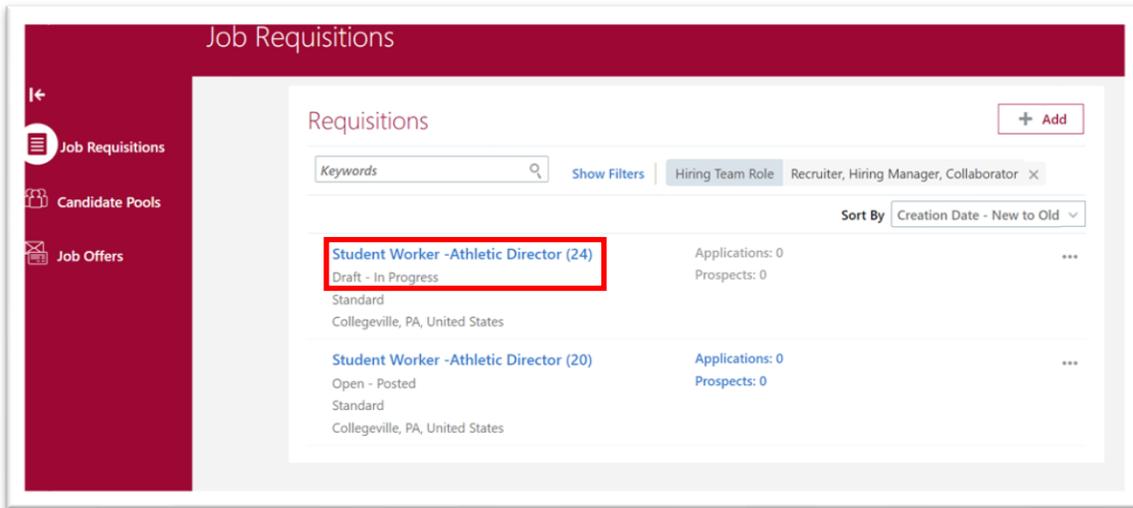
Save and Close **Cancel**

- 1 How [Edit](#)
- 2 Basic Info [Edit](#)
- 3 Hiring Team [Edit](#)
- 4 Requisition Structure [Edit](#)
- 5 Details [Edit](#)
- 6 Offer Info [Edit](#)
- 7 Attachments [Edit](#)
- 8 Configuration [Edit](#)
- 9 **Screening Services**
 - Background Check

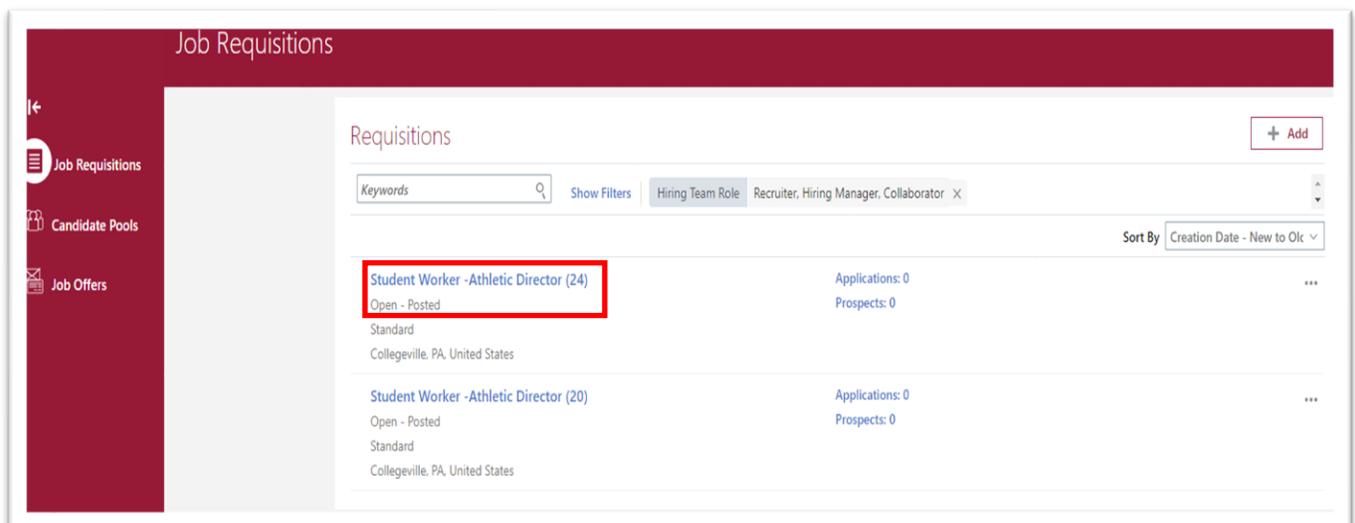
 There's nothing here so far.

New Student Job Requisition has been created by Hiring Manager*

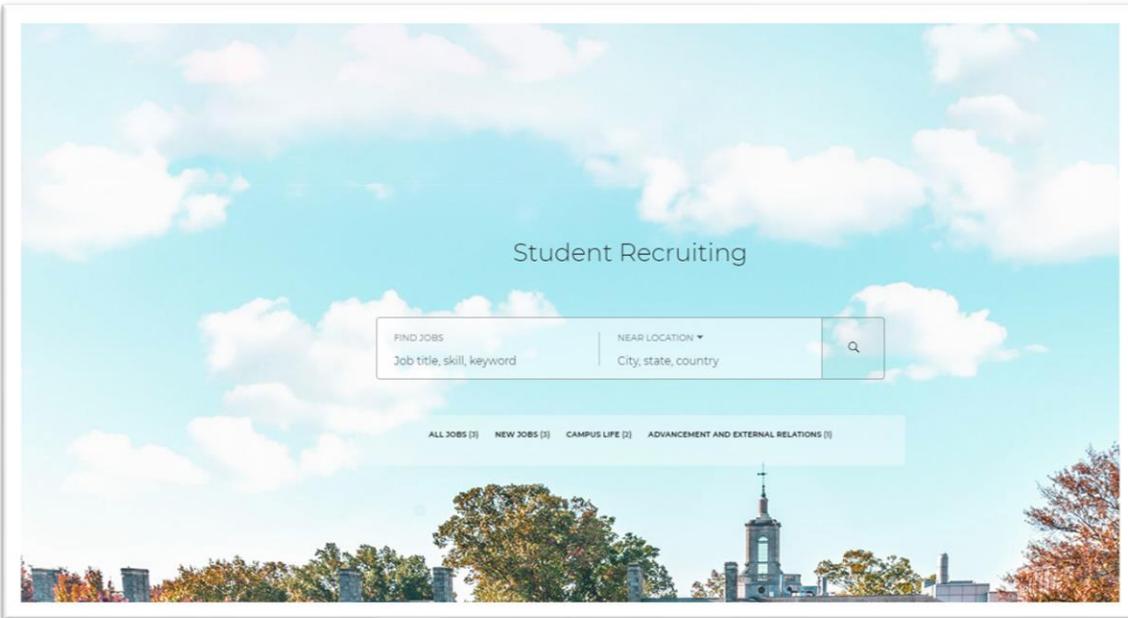
- Student Worker – Athletic Director (24) – Showing Draft – In Progress



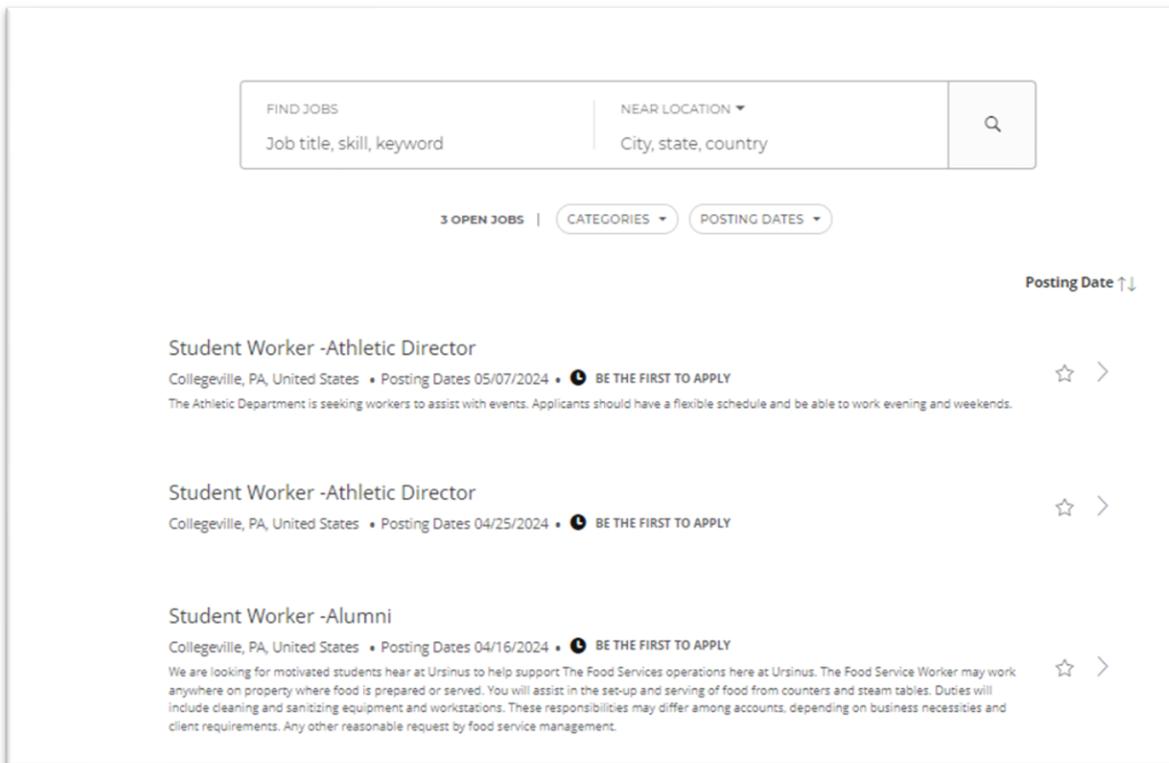
- *Recruiter will receive the created job requisition and will complete next steps for approval and posting.
- Once recruiter completes next steps, position is approved and posted – Showing Open - Posted



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



Posted/Open Positions



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.

Requisitions			
Keywords	Show Filters	Hiring Team Role	Recruiter, Hiring Manager, Collaborator X
		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			
Collegeville, PA, United States			

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

Student Worker -Athletic Director: Overview
24

Overview
Details
Job Formatting
Posting
Interactions
Interviews
Feedback
Progress

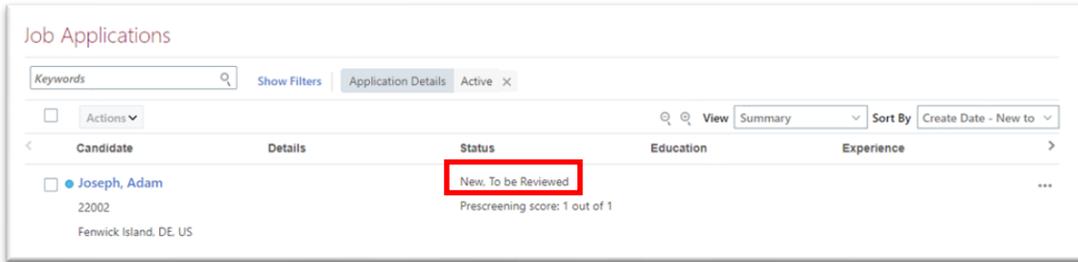
1 New - To be Reviewed
1 Active Applications
0 Hires Out of 122
0 Unconfirmed Applications
0 Referred Prospects

Key Highlights

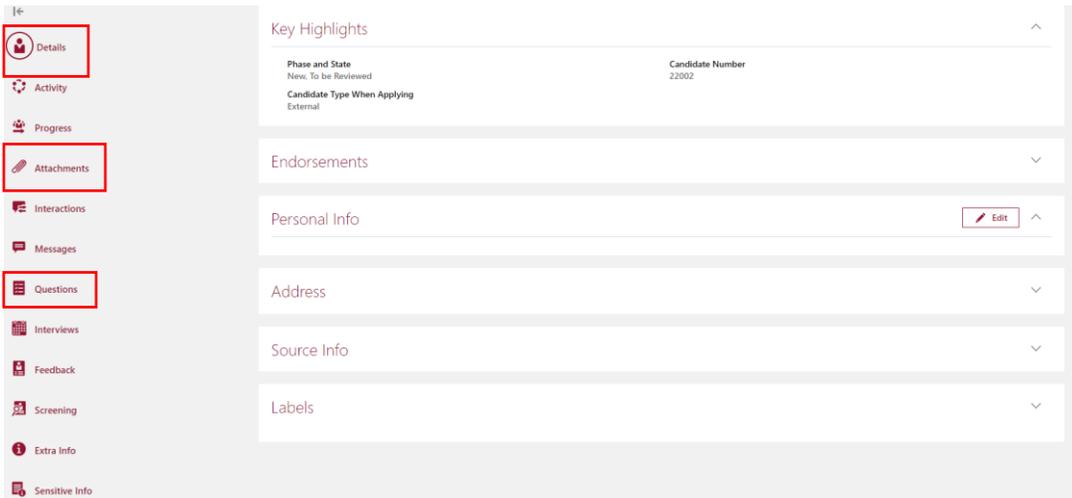
Requisition Status	Open - Posted	Recruiter	Kimberly Magers
Requisition Type	Standard	Recruiting Type	Student
Requisition Number	24	Location	Collegeville, PA, United States
Hiring Manager	Samantha Campo		

Estimated Time to Hire

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

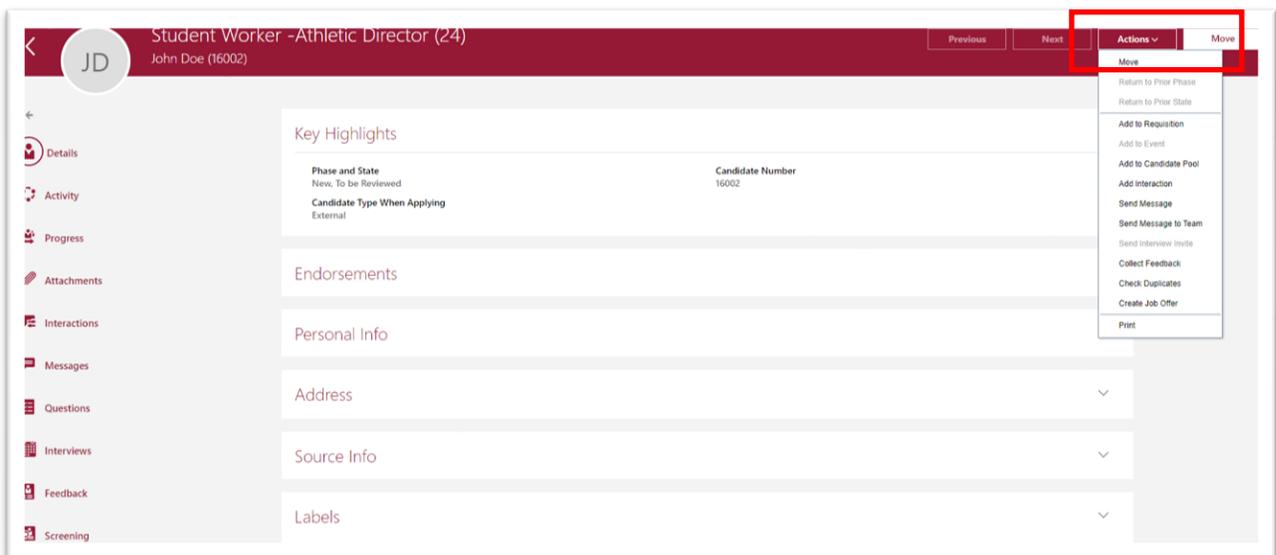


- Click on tabs to see information – Details, Attachments, Questions

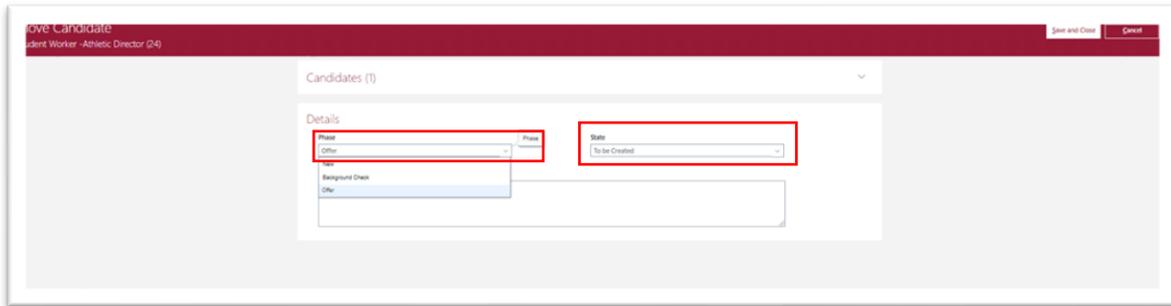


Hiring Student

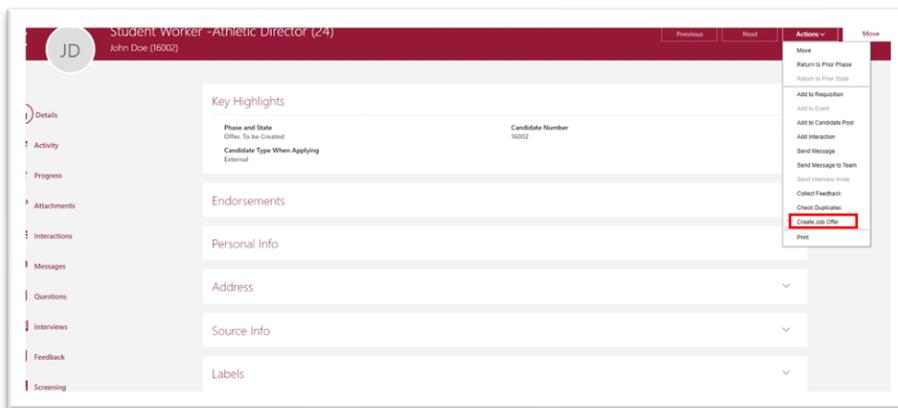
- Click on **Actions** drop down– Click on **Move**



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

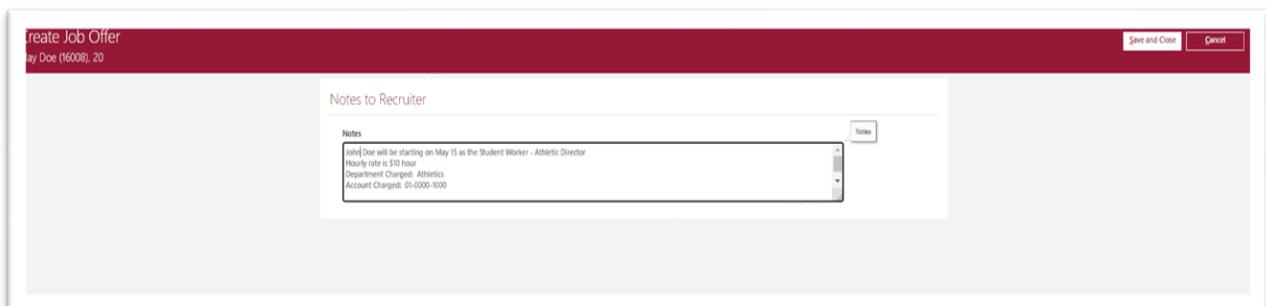


- Click on **Actions** drop down, Click on **Create Job Offer**



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

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



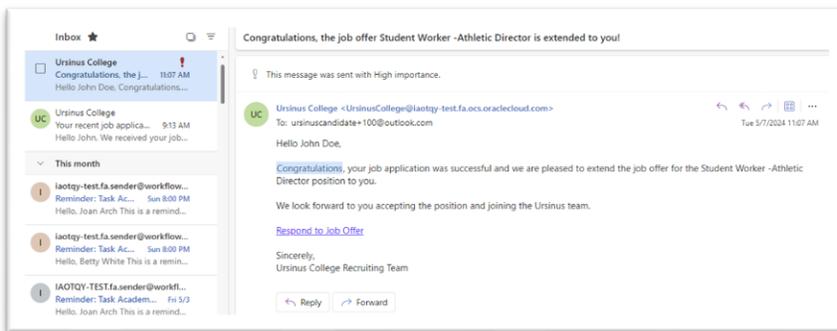
Request to hire will now move to Recruiter for processing

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



**URSINUS COLLEGE
STUDENT EMPLOYMENT CONTRACT**

In accepting employment with Ursinus College, this completed contract must be received by Human Resources so you can be paid. If you are a new hire, you will need to complete additional 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:

1. Once your contract is accepted, Human Resources will process your application.
2. You then will receive a Welcome Email from Tech Support to register in the payroll system.
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. If Section 1 to be completed with Identification being taken to Human Resources
6. Student Confidentiality Contract
7. Additional New Hire Forms will be assigned for completion.

Returning Student Process:

1. Once contract is accepted, Human Resources will process the application.

Your employment with Ursinus College is at-will; you and/or the College may terminate the employment relationship at any time and for any reason, with or without notice. This contract does not, nor is it intended to constitute a contract of guarantee employment for a specified term.

SECTION A: STUDENT INFORMATION (Print Clearly)

Legal Name: John Doe
Preferred Name: John
Campus Address: MAIN CAMPUS
Phone Number:

The Higher Education Act of 1965, as amended (HEA), in Section 441(a) states that the purpose of the Federal Work Study (FWS) Program is to promote the part-time employment of students who are in need of earnings to pursue courses of study. As a student participating in part-time work at Ursinus College, whether FWS or otherwise, it is my understanding that the college will not permit student workers to work during scheduled class times.

STUDENT SIGNATURE: <?SIGNATURE_FULL_NAME?> Date: <?SIGNATURE_SIGNATURE_DATE?>

Expected Graduation Date:

SECTION B: POSITION INFORMATION (Completed by Employer)

Position Title: Student Worker -Athletic Director Hours per Week: 20
Student is: New to position
Date student is to begin work: May 15, 2024 (Contract must be received by Finance Office/Payroll first)
Department Charged: Athletics Account Charged: 01-0000-0101
Hourly Rate: \$10

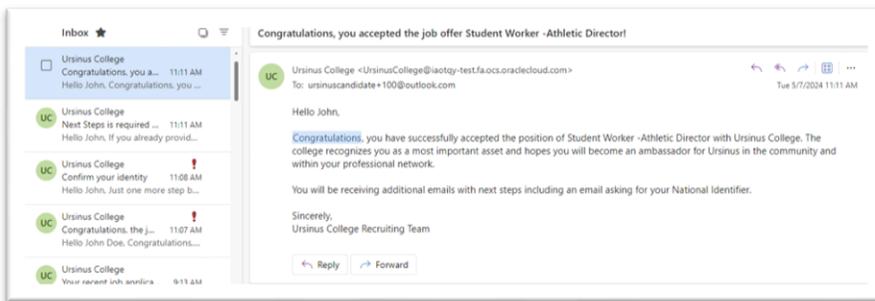
The Higher Education Act of 1965, as amended (HEA), in Section 441(a) states that the purpose of the Federal Work Study (FWS) Program is to promote the part-time employment of students who are in need of earnings to pursue courses of study. As a student participating in part-time work at Ursinus College, whether FWS or otherwise, it is my understanding that the college will not permit student workers to work during scheduled class times.

EMPLOYER SIGNATURE: Laura Moliken Date: May 7, 2024

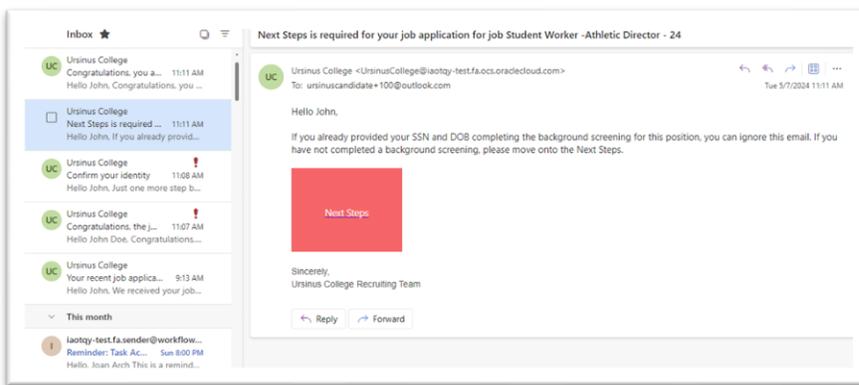
[Download](#)

Student Accepts Position

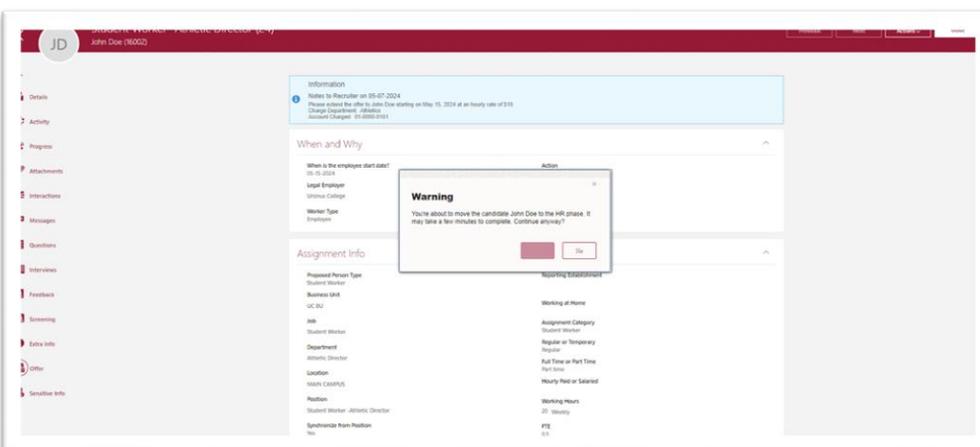
Student receives a Congratulations, you accepted the job email



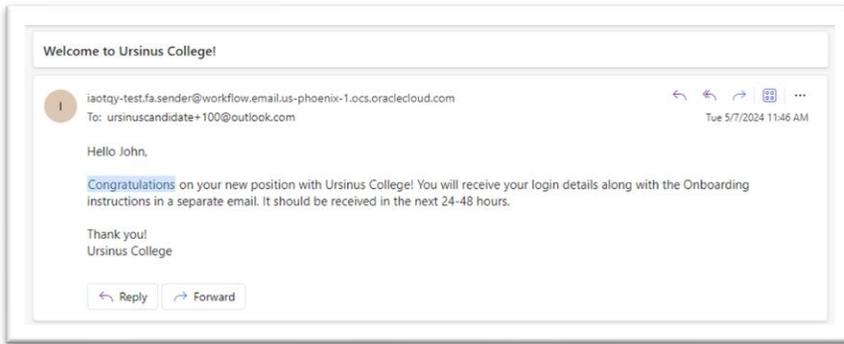
Student receives a Next Steps email requesting personal information which is date of birth and social security number.



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



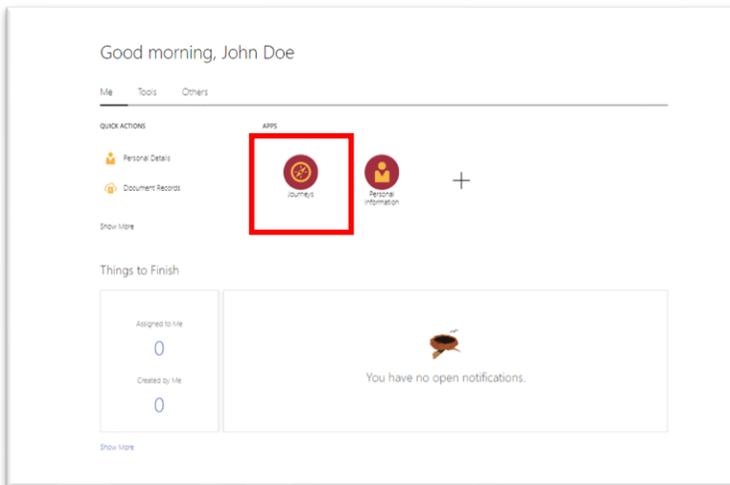
Once student is moved to the HR Phase, the student will receive an email concerning log in information from Ursinus



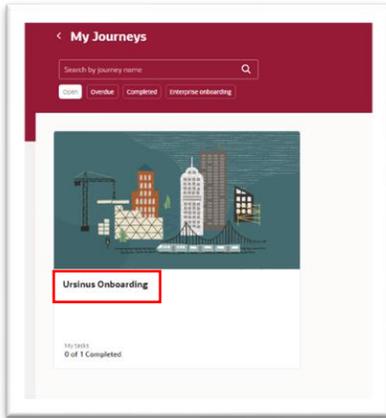
Student Completes New Hire Paperwork

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

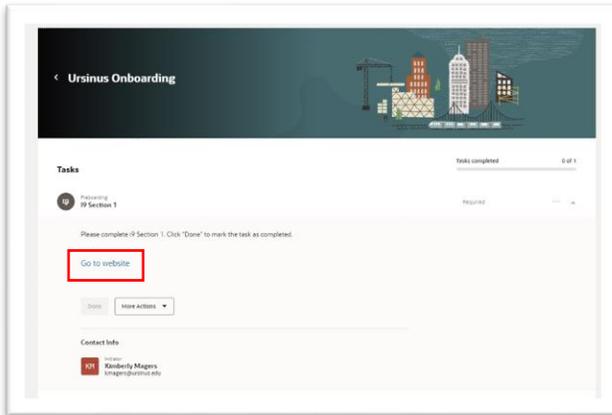
- **Click On Journeys**



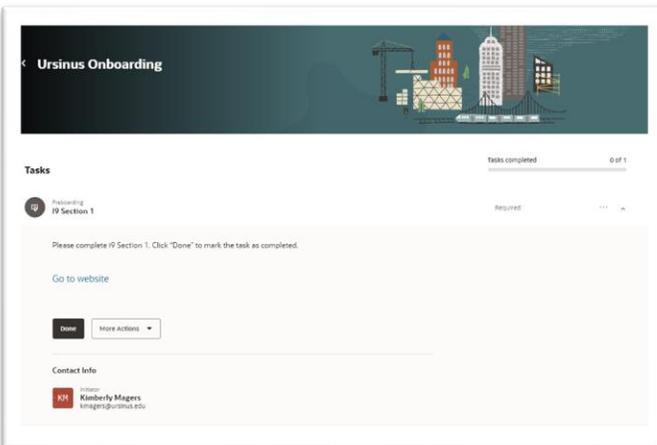
- **Click on Ursinus Onboarding**



- 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