How to Create a New Student Position Description and Posting

- Go to: jobs.udayton.edu/hr
- Login with your LDAP username and password
- Verify that you are logged in as a Student Hiring Mgr./Supervisor
  - If not, use the drop-down box and switch to: Student Hiring Mgr./Supervisor and click to refresh the system

- In the top right corner from the down box, switch to: Position Management

- Move the mouse over Position Descriptions and select Student
- Then, select Create New Position Description

  - A pop-up box will appear, you should select ‘New Position and Posting’
- Enter the following fields:
  - ‘Working Title’
  - Organizational Unit information
    - Including the Division and Department from the drop-down boxes
Next, select **Start Action**

Select the Classification Title accordingly:
- If UDRI, choose **Research Student**
- For all other positions, choose **Student Employee**
- Then select **Next**

You will then be taken to the Position Description

Fill out the entire **Position Details** section
- Any field marked with an asterisk (*) is **required**

Position Number will be assigned by the system, you can leave this field blank

This field is required.

This field is required.
At the bottom of this first page, select the **Add Duties and Responsibilities Entry** button

Your page should refresh and once you scroll down to the bottom, you should see:

- Enter the information accordingly
- Continue adding duties and responsibilities until the **Percentages of Time Devoted to Function** add up to 100%
- Then select **Next** at the bottom
- Complete the **Physical Requirements** for the position and then select **Next** at the bottom
- Complete the **Requisition Details**, 
  - Any field marked with an asterisk (*) is **required**
  - Then select **Next** at the bottom
- The next section, Supplemental Questions, allows you to add any screening questions that you desire to ask during the application process
If you don’t want to add any questions, select ‘Next’

If you want to add questions, select ‘Add a question’
- You will see a list of available questions to choose from; mark the question and select ‘Submit’
- Or you can select ‘Add a new one’ (at the bottom); follow the steps and select ‘Submit’
- The question will now be listed; place a checkmark in the ‘Required’ field so that all students will be required to answer the question

If you want to have answers automatically disqualify an applicant, click on the question, and you will indicate which answers are disqualifying:
Once you have added all of the desired ‘Supplemental Questions’, select ‘Next’

- The Applicant Documents section allows you to indicate what documents you would like to see from your applicants

- If you mark it as ‘Included’ it will show as an optional document
- If you mark it as ‘Included’ and ‘Required’ the applicant will be required to attach the information
- Click ‘Next’ when finished

- You will come to a Summary page
  - Under **New Position and Posting: Working Title (Student)**, it should say **Current Status: Draft**
Scroll down to review the Summary and Edit as needed by clicking the ‘Edit’ link next to each section

Once you have verified the information, from the dropdown menu at the top of the page Take Action On Action, select Student Employment (move to Student Employment)
  - A pop-up box will appear, select Submit

There should be a green information bar at the top of your screen that will say Action was successfully transitioned. Also, under New Position and Posting: Working Title (Student), it should say Current Status: Student Employment

  - If a red information bar appears at the top of your screen, it will tell you what actions need to be taken in order to submit the position description to Student Employment
    - Make the updates and then repeat the Take Action On Action step

*Once the Current Status reflects ‘Student Employment’, your position has been sent to Student Employment and is pending approval*