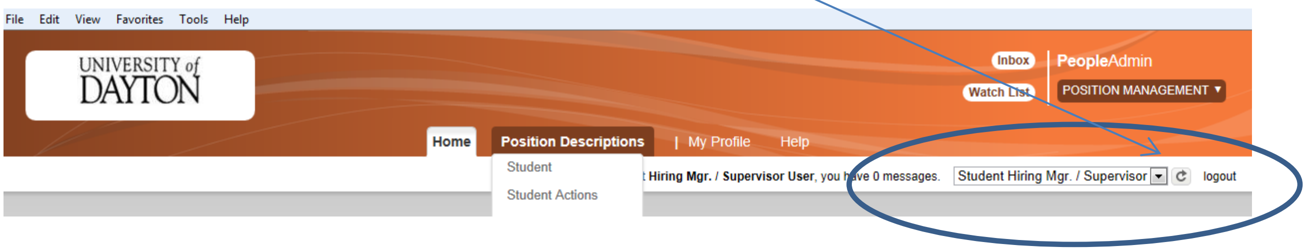
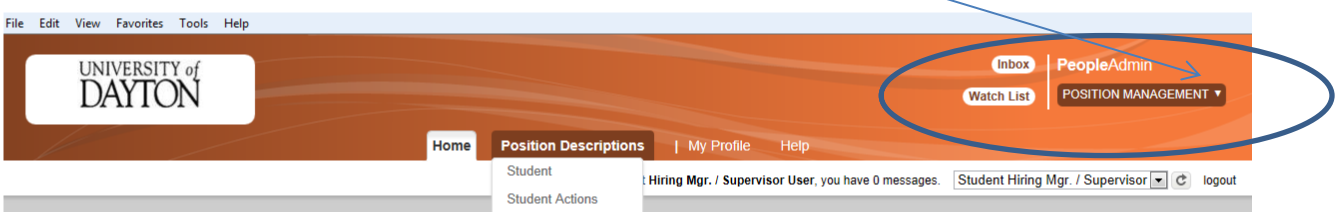
How to Create a New Student Position Description and Posting

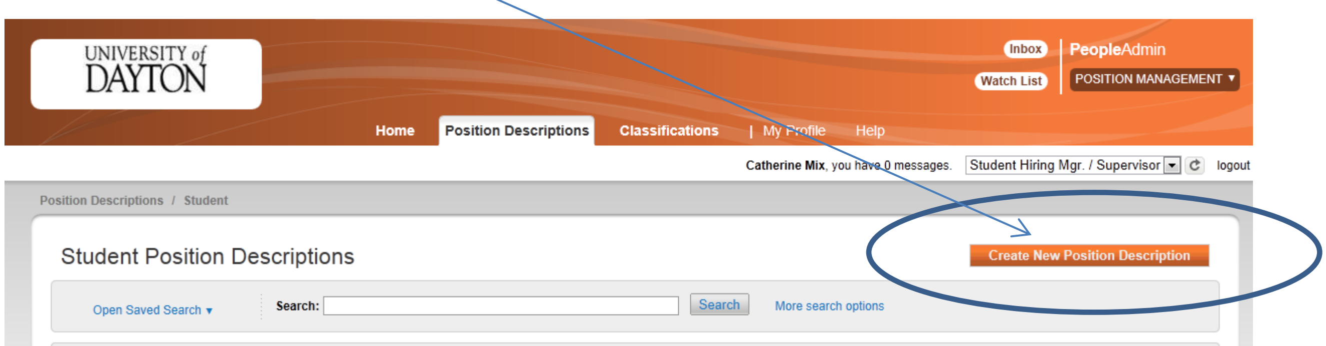
- Go to: jobs.udayton.edu/hr
- Login with your LDAP username and password
- Verify that you are logged in as a Student Hiring Mgr./Supervisor
  - If not, use the drop-down box and switch to: **Student Hiring Mgr./Supervisor** and click to refresh the system



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

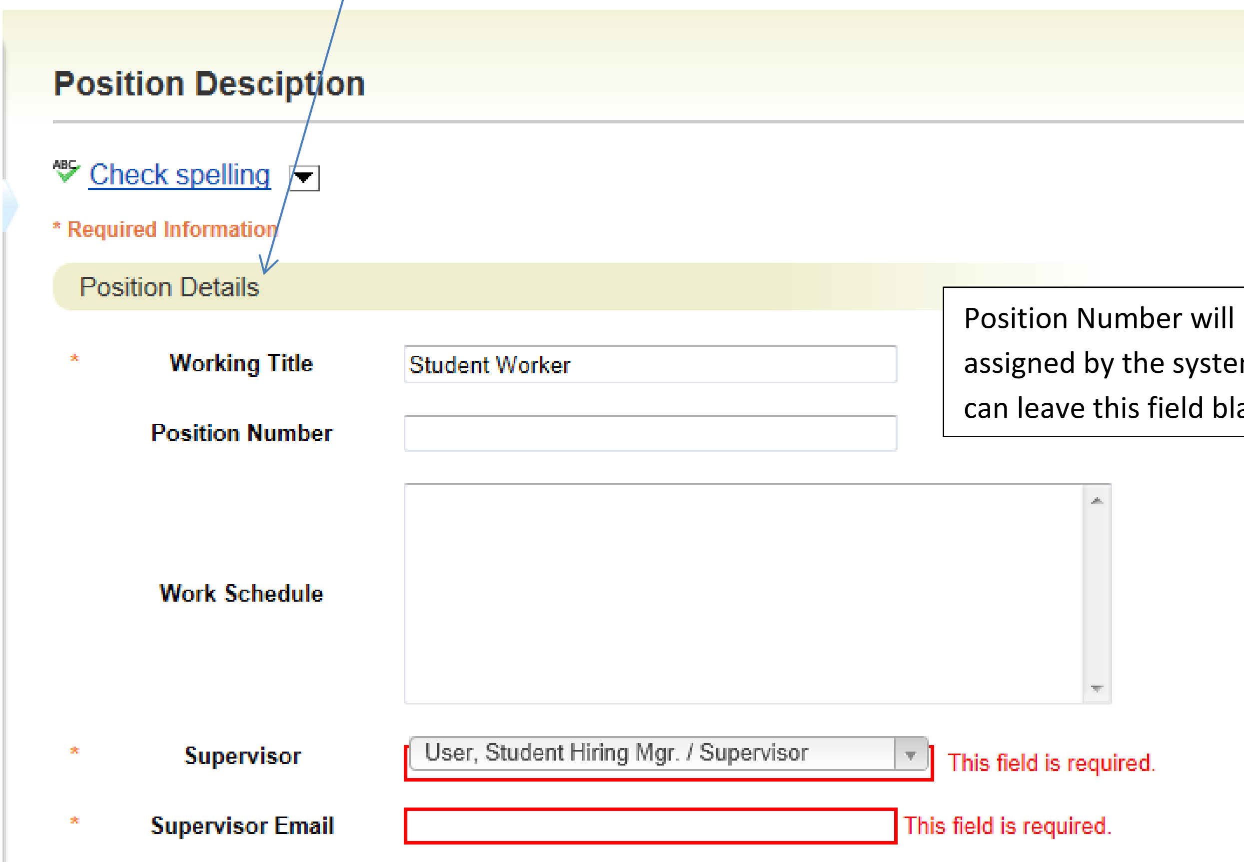


- Move the mouse over **Position Descriptions** and select **Student**
- Then, select **Create New Position Description**



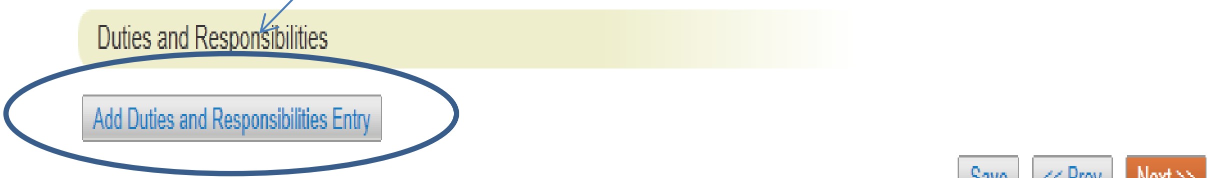
  - A pop-up box will appear, you should select '**New Position and Posting'**
- Enter the following fields:
  - 'Working Title'
  - Organizational Unit information
    - Including the Division and Department from the drop-down boxes

- 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**

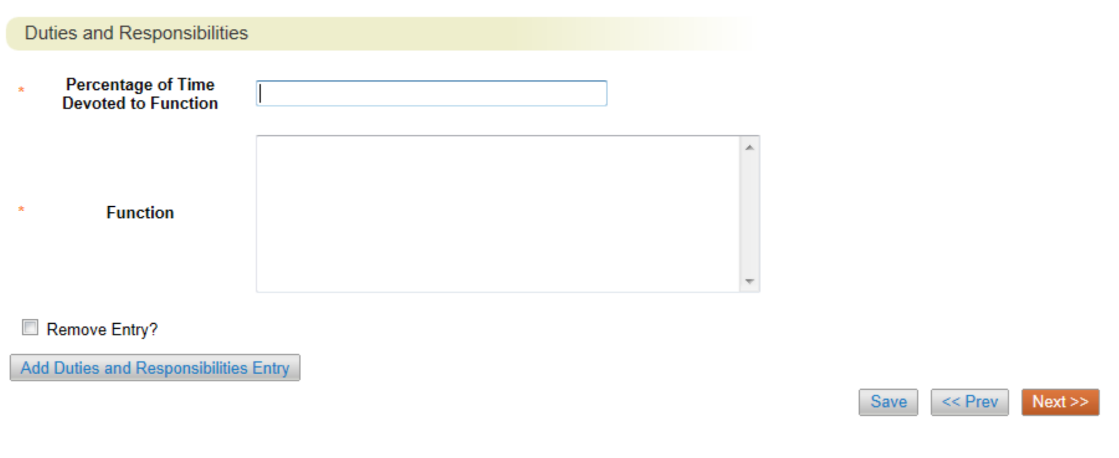


Position Number will be assigned by the system, you can leave this field blank

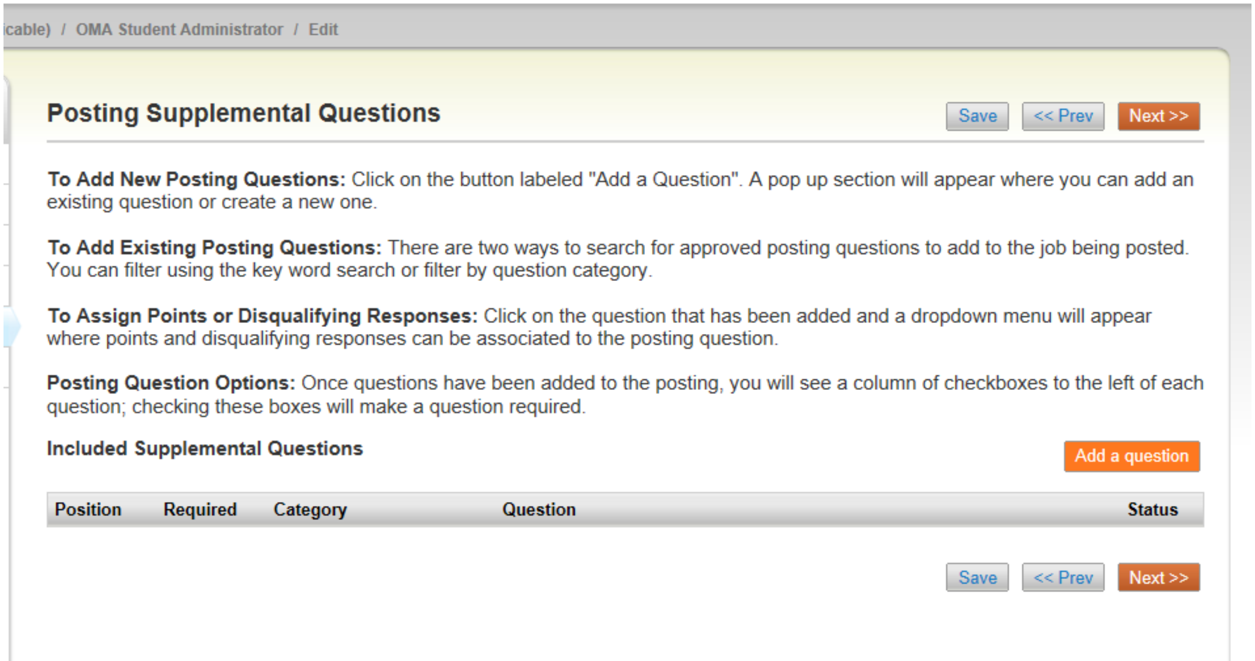
- At the bottom of this first page, select the **Add Duties and Responsibilities Entry** button



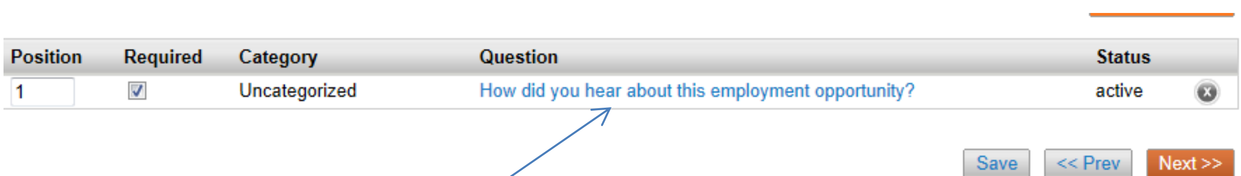
- Your page should refresh and once you scroll down to the bottom, you should see:



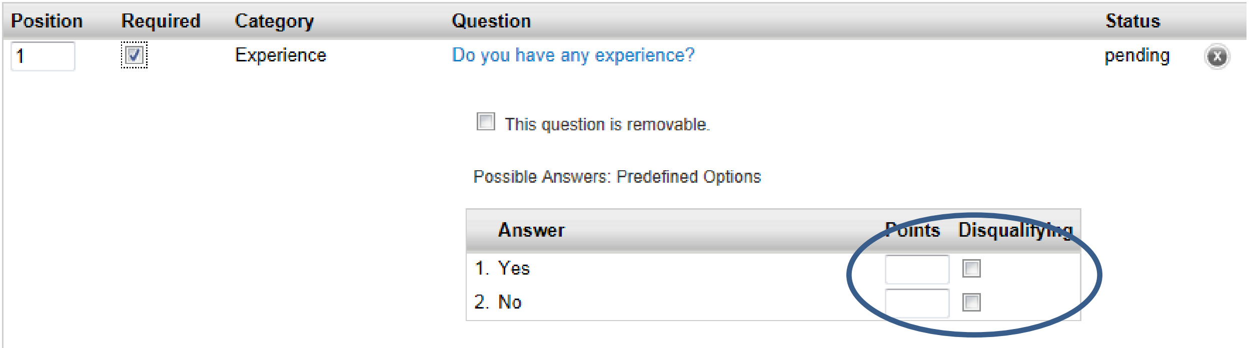
- Enter the information accordingly
- Continue adding duties and responsibilities until the **Percentages of Time Devoted to Function** add up to 100%
- Then select **Next** at the bottom
- Complete the **Physical Requirements** for the position and then select **Next** at the bottom
- Complete the **Requisition 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

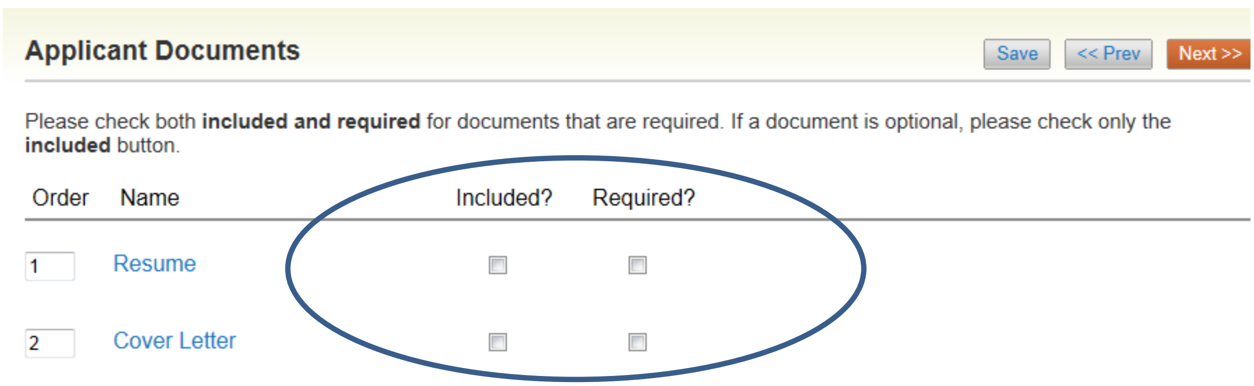


- If you want to have answers automatically disqualify an applicant, click on the question, and you will indicate which answers are disqualifying:



- Once you have added all of the desired 'Supplemental Questions', select 'Next'

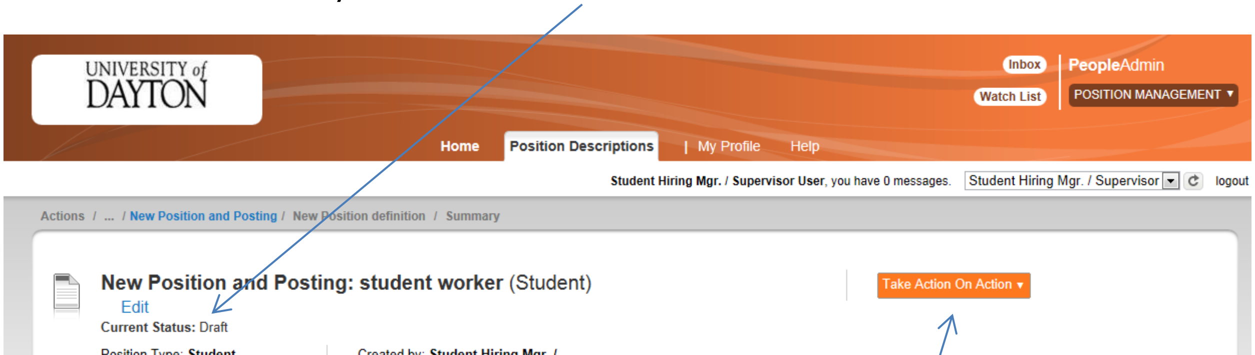
➢ The Applicant Documents section allows you to indicate what documents you would like to see from your applicants



- 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

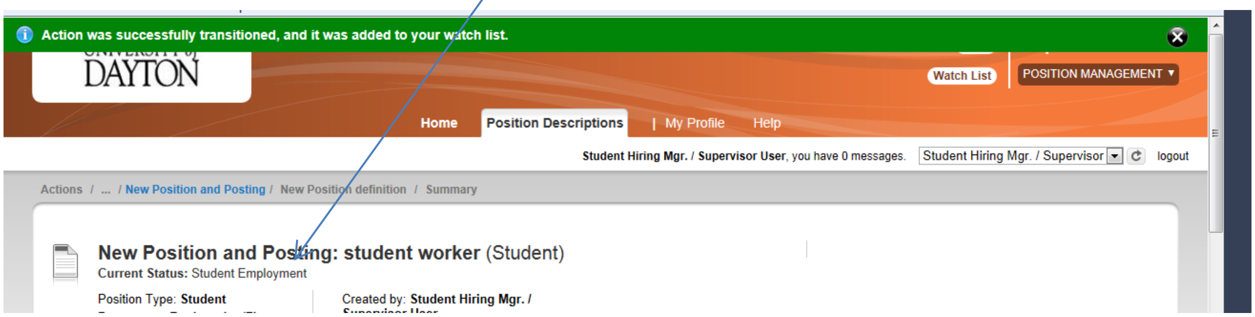
- Under **New Position and Posting: *Working Title* (Student)**, it should say **Current Status: Draft**



➢ 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*