
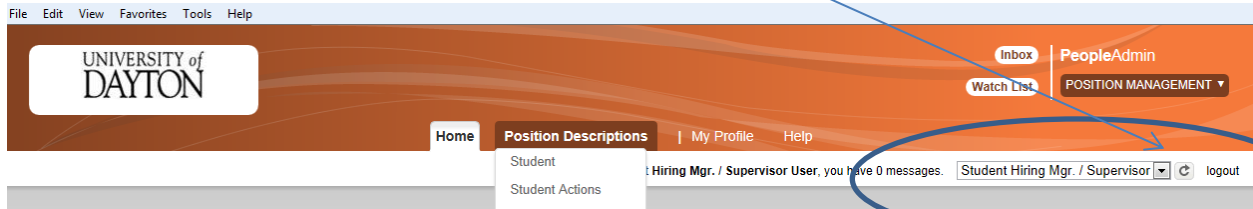
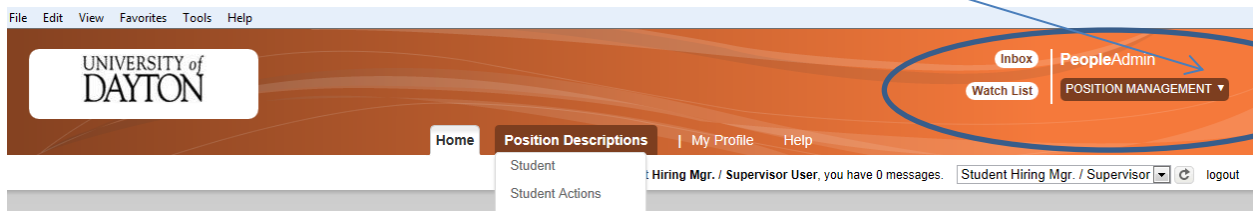


How to Create a New Student Position Description and Posting

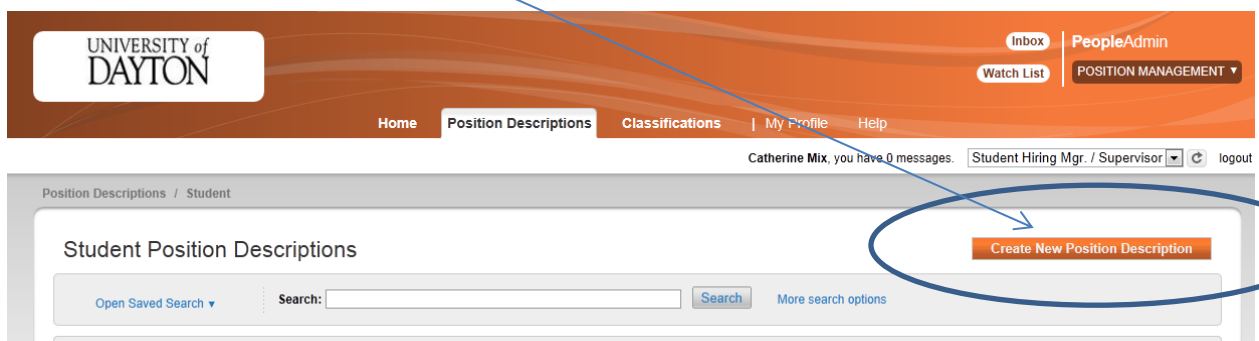
- Go to: jobs.udayton.edu/hr
- Login with your LDAP username and password
- Verify that you are logged in as a Student Hiring Mgr./Supervisor
 - If not, use the drop-down box and switch to: **Student Hiring Mgr./Supervisor** and click  to refresh the system



- 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 Description

✓ [Check spelling](#) ▼

* **Required Information**

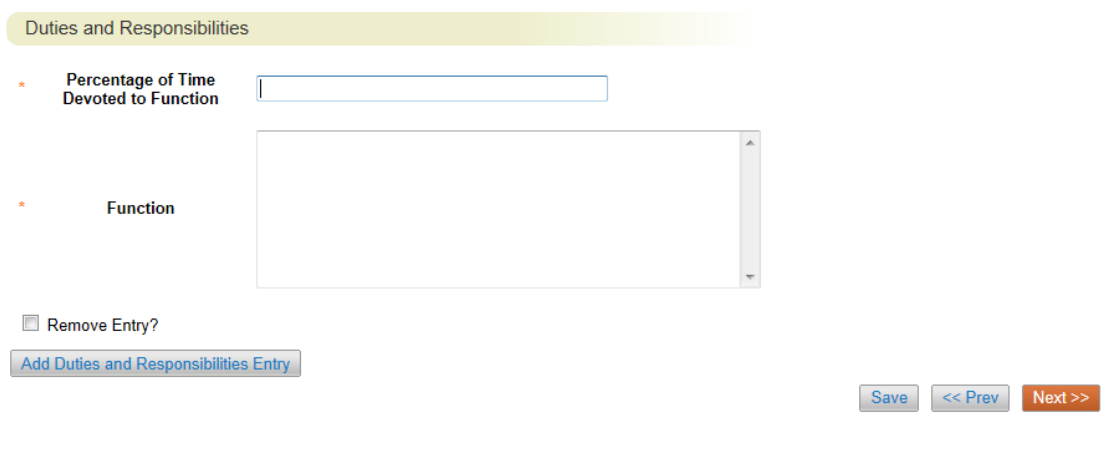
Position Details

*	Working Title	<input type="text" value="Student Worker"/>	Position Number will be assigned by the system, you can leave this field blank
	Position Number	<input type="text"/>	
	Work Schedule	<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>	
*	Supervisor	<input style="border: 2px solid red;" type="text" value="User, Student Hiring Mgr. / Supervisor"/>	This field is required.
*	Supervisor Email	<input style="border: 2px solid red;" type="text"/>	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

Posting Supplemental Questions

To Add New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

To Add Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

To Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
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- 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

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active <input type="button" value="x"/>

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

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Experience	Do you have any experience?	pending

This question is removable.

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. Yes	<input type="text"/>	<input type="checkbox"/>
2. No	<input type="text"/>	<input type="checkbox"/>

- 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

Applicant Documents

Please check both **included** and **required** for documents that are required. If a document is optional, please check only the **included** button.

Order	Name	Included?	Required?
1	Resume	<input type="checkbox"/>	<input type="checkbox"/>
2	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>

- 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**

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Home

Student Hiring Mgr. / Supervisor User, you have 0 messages.

Actions / ... / [New Position and Posting](#) / [New Position definition](#) / [Summary](#)

New Position and Posting: student worker (Student)

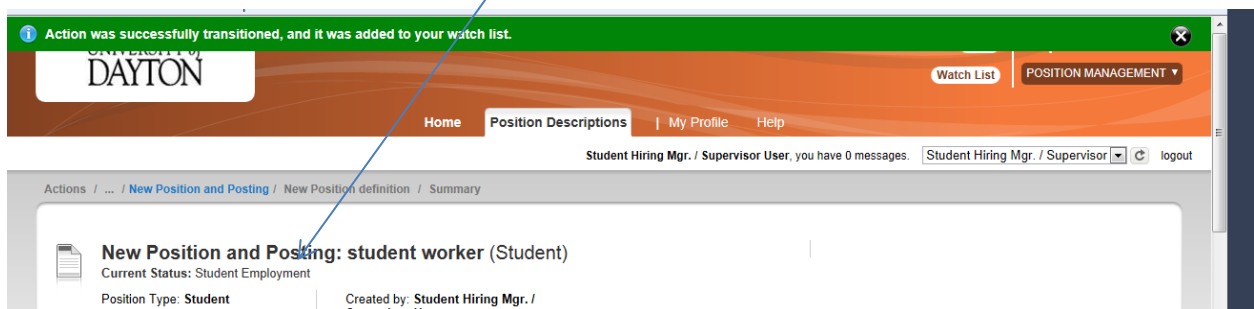
[Edit](#)

Current Status: Draft

Position Type: Student

Created by: Student Hiring Mgr. /

- 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****