

TO POST YOUR OPEN STUDENT POSITION

1. Using your LDAP user name and password, log in to jobs.udayton.edu/hr.
2. Select 'Begin New Action' located under 'Position Descriptions' section (left column). If you do not see 'Begin New Action' as an option, select 'Change User Type', on the lower left side of the screen, and change your user type to 'Hiring Manager/Supervisor'. If you cannot change your user type to Hiring Manager/Supervisor, email studentemployment@udayton.edu or call 937-229-4318, so that we may update your profile.
3. Select 'Start Action' under 'Establish & Hire for a New Student Position'.
4. Select 'Student Employee' for 'Classification Title'. Then select 'Search'.
5. Select 'Select and Continue' under 'Student Employee'.
6. Continue the position description process by filling out all pages/sections requested.
7. Select 'Send Action to Student Employment' when the 'Action Status' screen appears.

After this process is completed, the Student Employment Office will review the Position Description and, if everything is complete, will approve the description for posting.

Once the position is posted, students can begin to apply at jobs.udayton.edu.

TO REVIEW STUDENT APPLICATIONS

1. Using your LDAP user name and password, login to jobs.udayton.edu/hr.
2. Your 'Active Postings' will appear on the entry screen. If you do not see your 'Active Postings' as soon as you login to the site, select 'Change User Type', on the lower left side of the screen, and change your user type to 'Hiring Manager/Supervisor'. You can select 'Active Postings' listed under 'Job Postings', on the upper left side of the screen.
3. Select 'View', under the 'Classification Title', to view the applicants for the job.
4. Choose 'View Student Application' under the applicant's name, or select the check box of each applicant you want to view, and then select 'View Multiple Applications'.

TO SELECT AND HIRE STUDENTS

1. Using your LDAP user name and password, log in to jobs.udayton.edu/hr.
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3. Select 'View', under the 'Classification Title', to view the applicants for the job.
4. On the 'Active Applicants' screen, under 'Status', all active applicants will initially have a status of 'Under Review by Department'. Select 'Change Status'.

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5. Using the drop down menu, select 'Recommend for Student Hire' (near the bottom of the list), and 'Save' the status change. The action is sent to Student Employment for approval.

Upon review, Student Employment will change the applicant's status to either:

- **Hiring Proposal in Progress:** Applicant cannot begin due to missing documentation. Please advise the applicant to see a student employment representative located in the Flyers First Office (SM411) in order to complete his/her tax withholding and I-9 documents (student will need to bring a photo ID and SSA card, birth certificate or US Passport to complete the I-9). Upon completion, the applicant's status will be changed to 'Hired'.
- **Hired:** Applicant has been approved to begin employment. Once the status is update to 'Hired', an electronic PAF is generated and the student can begin working. Paper PAF's will no longer be accepted for student hires. All student hires must begin with a posted position, and all new student hires must apply for a posted position, in order to be approved for hire.

TO REJECT AN APPLICANT

1. Using your LDAP user name and password, login to jobs.udayton.edu/hr.
2. Your 'Active Postings' will appear on the entry screen. If you do not see your 'Active Postings' as soon as you login to the site, select 'Change User Type', on the lower left side of the screen, and change your user type to 'Hiring Manager/Supervisor'. You can select 'Active Postings' listed under 'Job Postings', on the upper left side of the screen.
3. Select 'View', under the 'Classification Title', to view the applicants for the job.
4. On the 'Active Applicants' screen, under 'Status', all active applicants will initially have a status of 'Under Review by Department'. Select 'Change Status'.
5. Using the drop down menu, change the status to 'Not Interviewed' (for the applicants who you have not interviewed and do not want to hire) or 'Interviewed-Not Selected' (for the applicants who were interviewed but were not chosen for the position), and 'Save' the status change.

TO CLOSE THE POSITION

1. All applicants must have a status of 'Hired', 'Not Interviewed' or 'Interviewed-Not Selected' before a position can be closed.
2. Also, the 'Apps in Progress' column on your 'Active Postings' screen must read '0'.
3. After both of the above exist, email studentemployment@udayton.edu to request that the position be closed. Please include the 'Posting Number' in your message.

When Student Employment closes the position, an email notice is sent to all applicants alerting them that the position has been closed and a reason is included based upon the applicant's status. Because these notices are automatically sent when a position is closed, we recommend that, when possible, positions remain posted for only 30 days. At the very latest, we recommend that you do not leave positions posted for longer than one semester.