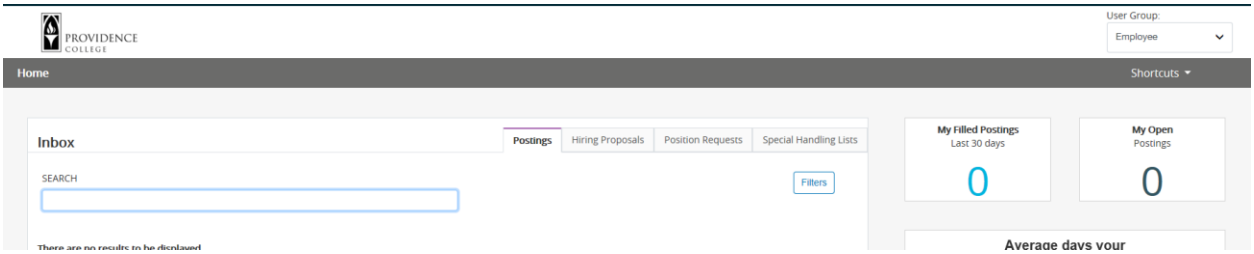
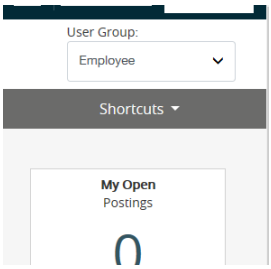
Student Employment and Graduate Assistantships

Creating a Posting

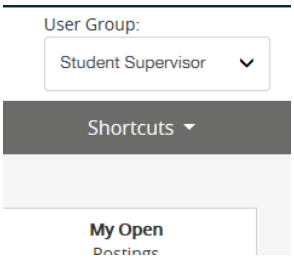
Step 1: Log in the careers.providence.edu/hr



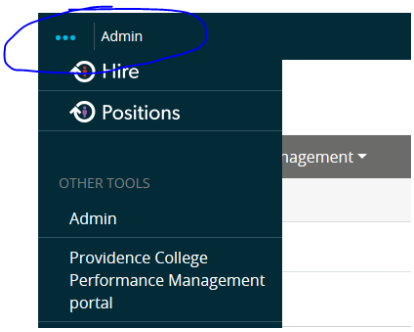
Step 2: The system should default to Applicant Tracking for you, however, if it does not, you may select it from the drop-down list in the upper right corner.



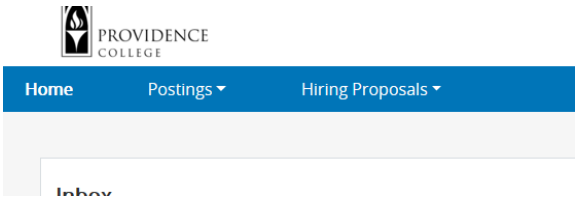
Step 3: On the top right side of the screen, you will see the current group you are assigned to. Select from the drop-down list the group you will be using for the current posting. The options are: Student Supervisor and/or Staff Supervisor. These instructions are for student supervisor. Please note, the student supervisor option applies to both undergraduate postings and graduate assistantships.



Step 4: From the **Home** page, navigate all the way up to the upper left hand corner, and click on the 3 blue dots and click on “Hire”.

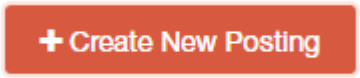


Step 5: The bar at the top of the page should now display a "Postings" tab.

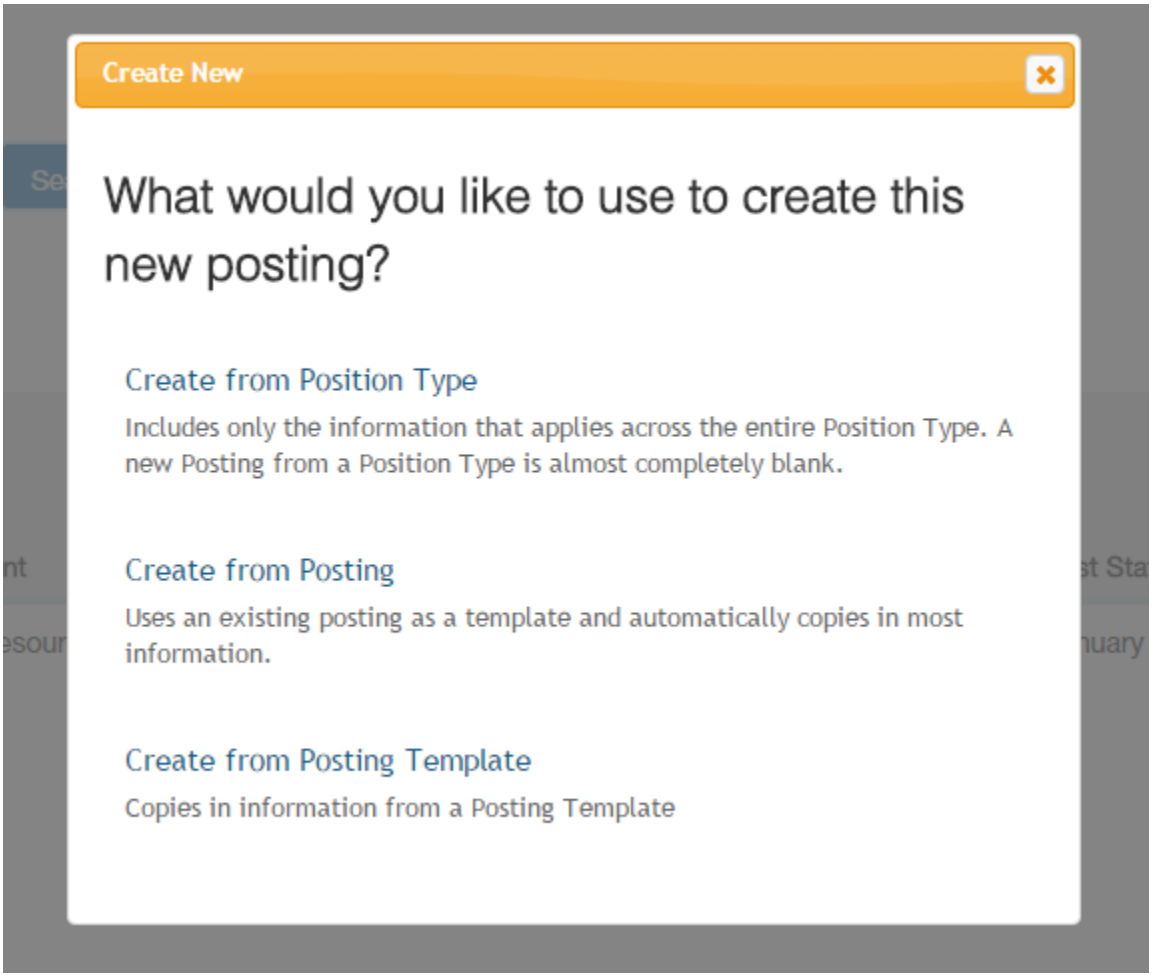


Click on "Postings" and you will receive 2 options: "Student" and "Student Posting Templates". If you had previously posted a position, you may have a template available. If you have never created a posting or need to create a posting for a new position, you should choose the "Student" option.

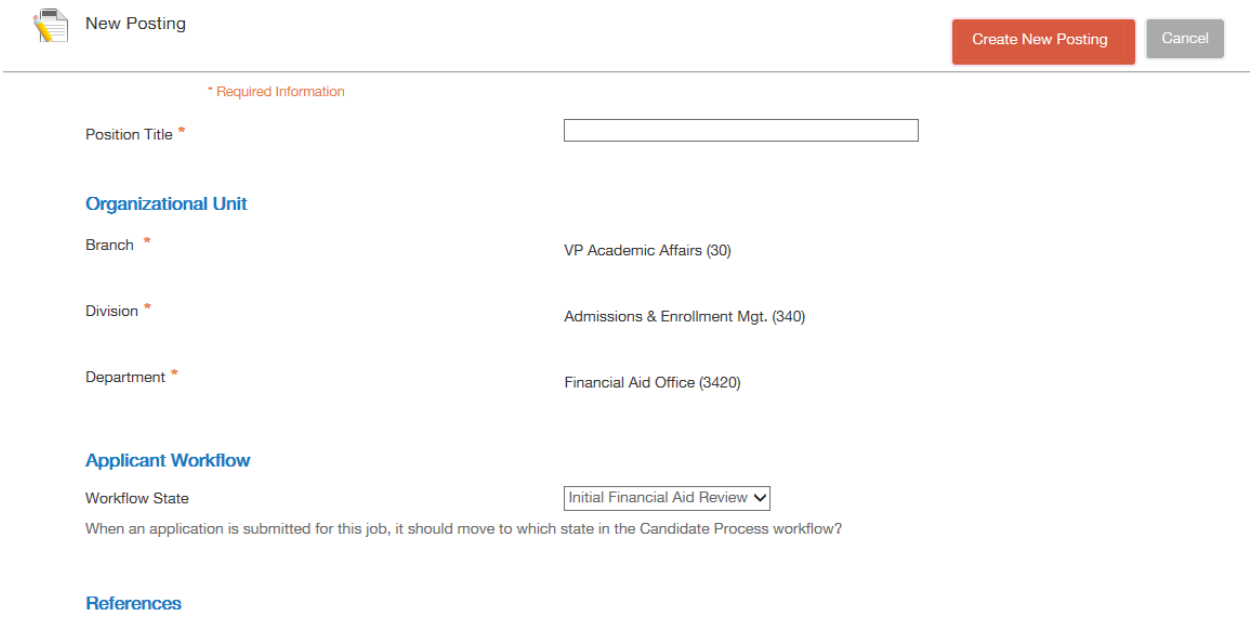
Step 6: Towards the upper right hand side of the page, click on the orange button titled Create New Posting.



Step 7: A box will appear with options. Select Create from Position Type (in the old system that would be the same as selecting create from scratch). As we progress in the use of the new system, and more postings are added, you will eventually be able to choose the Create from Posting which will populate a template from a previous posting.



Step 8: On this screen, you will need to enter the title of the position you are posting. The rest of the information will default for you on this screen and should not be changed. If you are responsible for more than one department, you will have to select the department for which you are posting at this time. Click the orange link at the bottom or top of the screen titled Create New Posting



Step 9: This will bring up the Position Details screen.

Complete the following sections-

Job Description

Required Qualifications (***For Graduate Assistantships***-please indicate that applicants must be accepted into a Graduate Program. If you are considering only students from a specific graduate program, please include this information)

Preferred Qualifications

Physical Demands

Employee Status-This is a drop down box that gives options for academic year or summer for undergraduate students and the number of months for a graduate assistantship. **Please note, 10-month positions are no longer an option. You must select either a 9-month or 12-month position.**

Scroll to the bottom until you see the orange box.

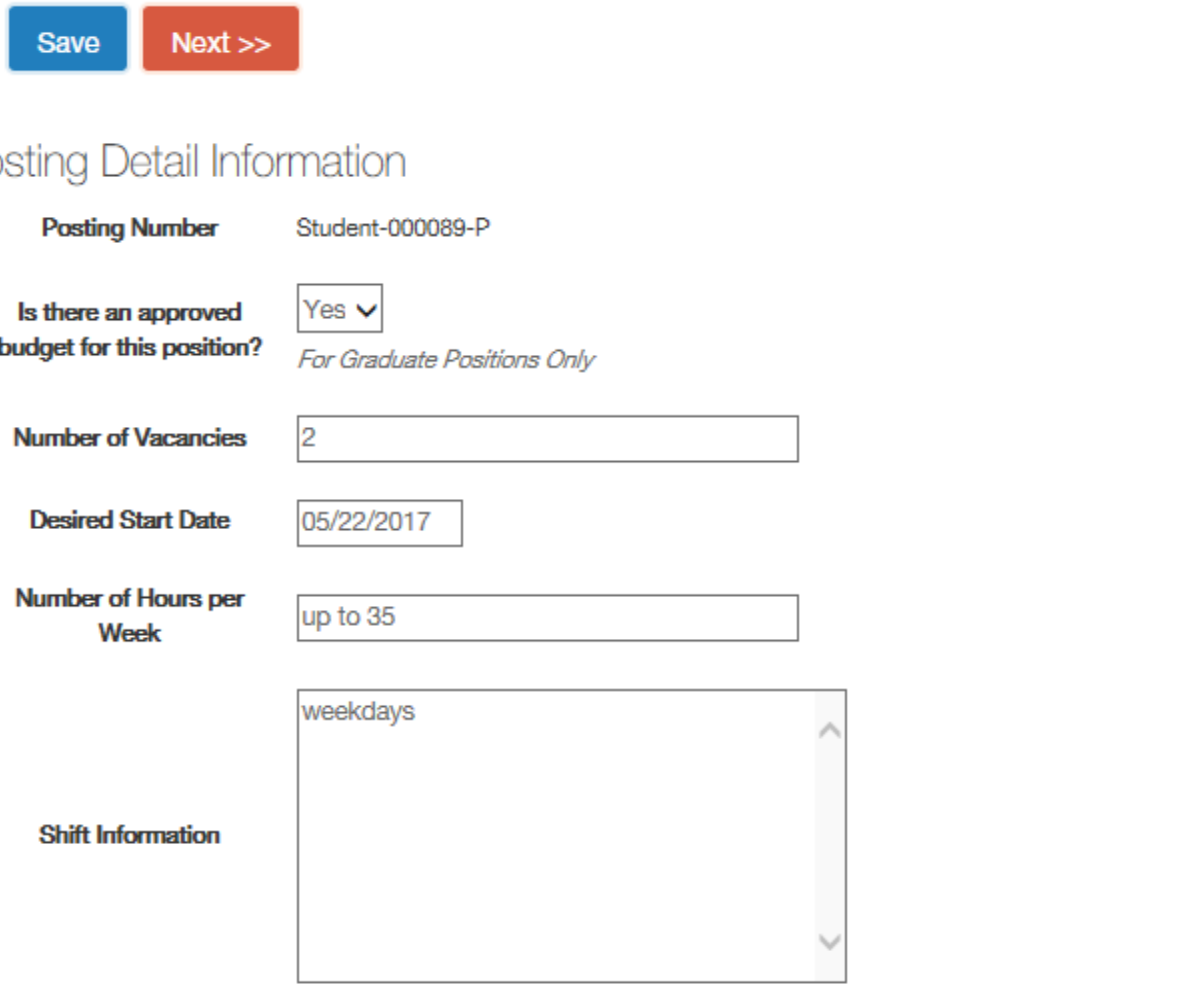
Click next. This will bring up the Posting Details screen.

Step 9: Enter the required posting details for the position and click Next.

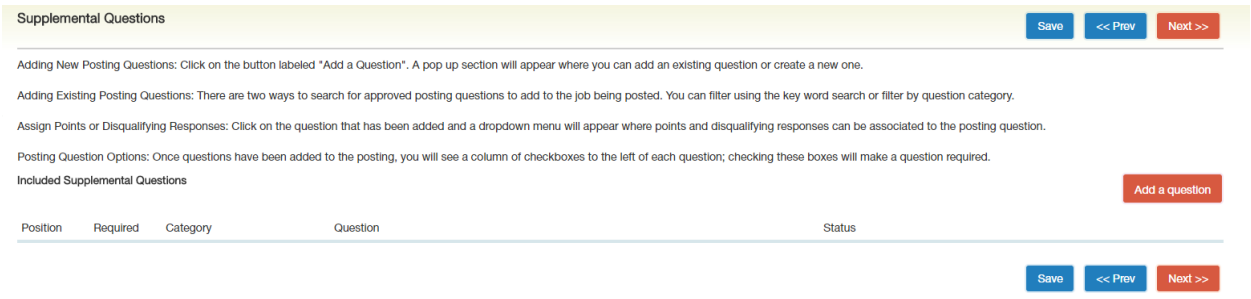
In this section, you will be required to provide information on the number of vacancies, desired start date, number of hours per week, recommended start date, and shift information.

The position will remain open until filled or until a supervisor contacts the Office of Financial Aid requesting that the position be closed to additional applicants.

Once you complete the information (illustrated below), you can click next. This will bring you to the Supplemental Questions screen.

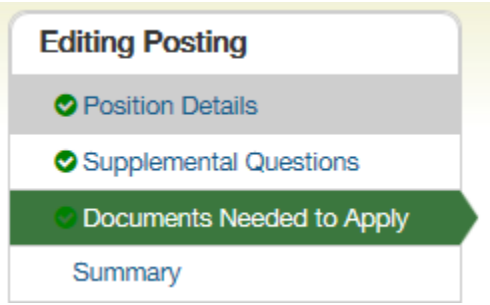


Step 10: You may choose to add supplemental questions from the list provided. Click on Add a Question and a list will pop up. You may add questions by clicking in the check box to the left of the question and clicking submit.



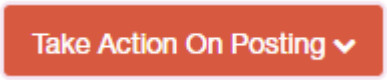
Step 11: If you are not adding supplemental questions, or have completed that part of the process, you will move forward to Documents Needed to apply. For undergraduate positions, do not indicate that any document is required to apply. If one of these items is checked off, we will change your selection prior to positing the position. For Graduate Assistantships, you may request a resume and cover letter making them required or optional.

Step 12: You can now skip to the Summary tab located at the bottom of the list and review the information you have entered. The list of tabs is located to the left of the screen.

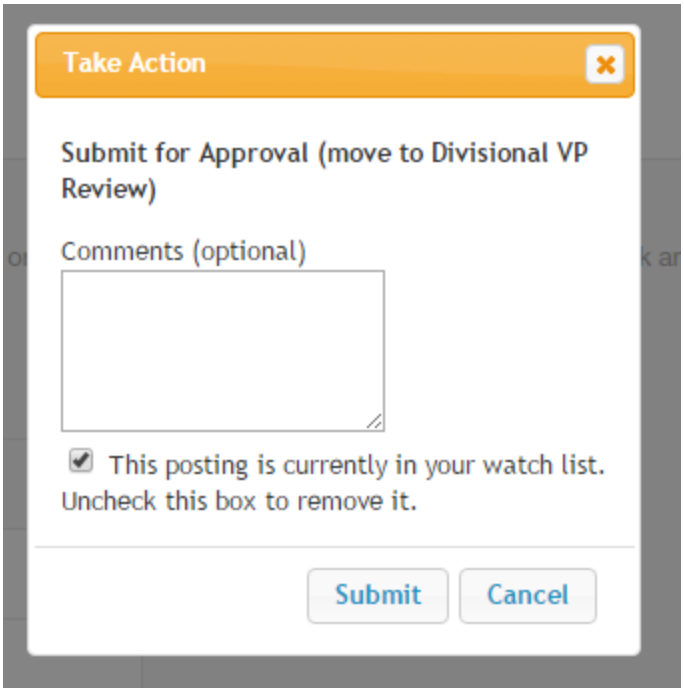


If you need to edit information on any of the tabs, you can click on that tab in the list and it will take you there. You can also click on the Edit button to the right of each of the sections of the posting to edit information within that area.

If you are satisfied with the information you have entered, hover over the Orange Take Action on Posting button at the top of the page and a list of options will appear:



If you are ready to submit your posting, select Submit for Approval. It will automatically be sent to the Office of Financial Aid for approval. If you are not ready to submit, select Keep Working on this Posting and it will be saved as a draft. If you select Cancel, it will Cancel the posting process.

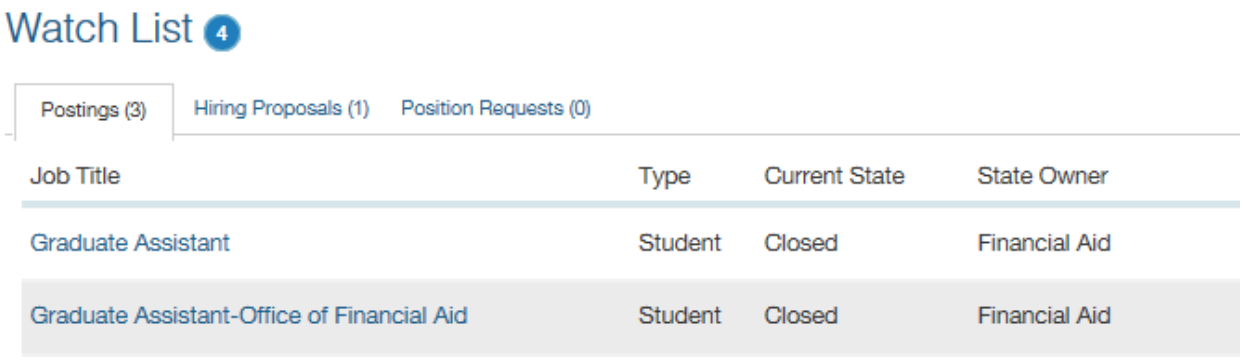


When you click on Submit for Approval, a box will appear that allows you to make comments. **Please note: All comments made in this text box will become part of the postings history.** If no comments are required, click on submit. You will notice that the "This posting is currently in your watch list" defaults to checked. We highly recommend you leave it that way so that you can follow the workflow of your open positions.

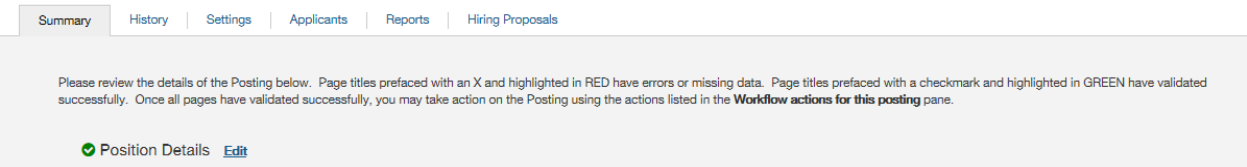
Step 13: Once the posting has been submitted to the Office of Financial Aid, your part of the process is complete. You will receive an email once the posting has been approved by the Office of Financial Aid.

Reviewing and Managing Applications

If you checked the box adding your posting to your Watch List, it will show up on your Home Page for People Admin.



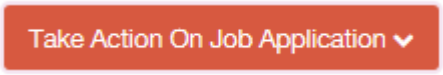
Step 1: Under the Job Title, click on the posting that you wish to view.



Across the top of the posting, you will see a number of tabs. Click on the tab for Applicants and you will be able to access those applications that have submitted for consideration of your position.

Note: The Office of Financial Aid reviews student applications before their information is available to view by the hiring department. Applications will be added to department postings at least once a day.

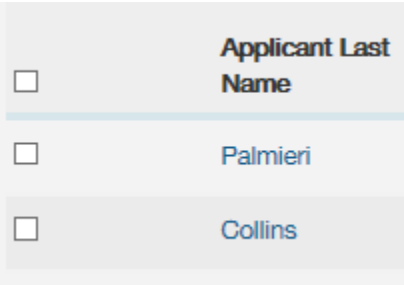
Step 2: Click on the name of the applicant to review their application materials. Up in the right hand corner, there is an orange box that directs you to take an action on the job application when you are ready.

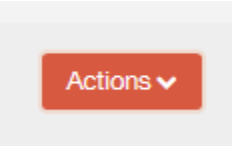


Step 3: Using the drop down box, you have a number of options that you can use to manage applications. When you have made your final selection (s), you should indicate what students are recommended for hire.

All other applications should be updated to show "Not selected-email at filled". ***This step is very important. When we change the posting status to filled, all applicants for the job that you did not select receive notification that the position has been filled.***

You can change a number the status for a group of students at the same time. To do so, you can put a check mark in the box on the left side of the screen next to the student's name.





Step 4: Using the orange button marked "Actions", select the option Move in Workflow from the list in the drop down menu.

The names of all the selected students will come up and at the top, you can change the status for multiple student