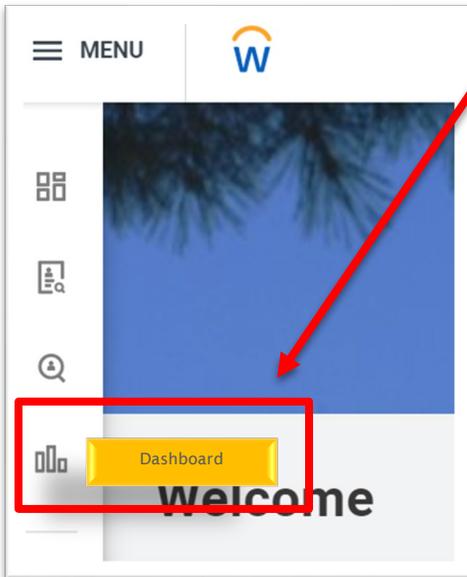


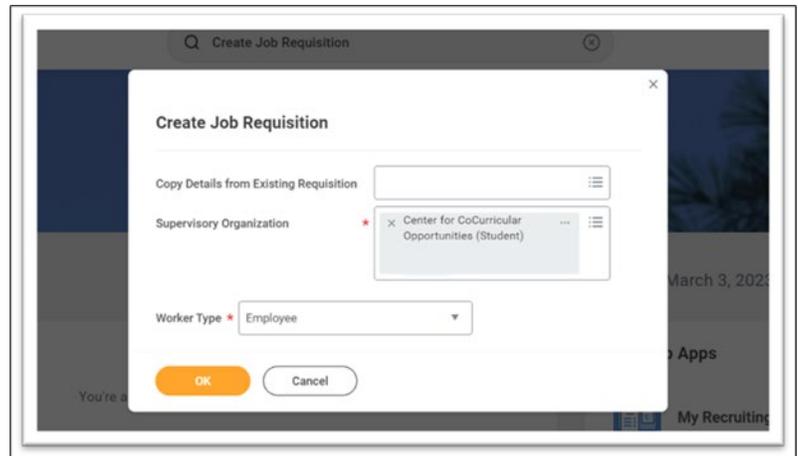
## SUPERVISORS: Create a Job Requisition – Student Jobs

*A job requisition (req) starts the recruitment process.*

### Instructions for Creating a Job Requisition for Student Employees



1. **Navigate to the Recruiting Dashboard**
2. Select: Create Job Requisition under Actions.
3. Choose one of two options:
  - Copy Details from Existing Requisition: Allows you to pre-populate this requisition with information from a previous req. *This is optional.*
  - Supervisory Organization: If the student org does not default in, type in **student** to search for the appropriate supervisory organization.
4. Worker Type: will default to **Employee**, do not change this field.
5. Click OK.



#### Recruiting Information

Recruiting Details

Number of Openings

Reason \*

Recruiting Start Date \*

Target Hire Date \*

Target End Date

6. **Recruiting Information:** Click on the pencil to fill out the following fields:

- Number of Openings: Enter the total number of students you would like to hire for this position. **Tip** – estimate high, the job posting will come down when all openings are filled.
- Reason: Select Addition or Replacement
- Recruiting Start Date: Enter the date you want your job posted.
- Target Hire Date: Enter the desired date that this job will be filled.
- Target End Date: Enter the estimated end date for the job.
- Click Next.



A requisition can be modified once posted. Edits include the number of openings, target hire date, and job details and/or requirements.

**Job Details:** Click on the pencil and fill out the following fields:

- Job Posting Title: Enter as you would like it to appear on the posting. **Tip** – if hiring for a specific timeframe, include in title (i.e.: Research Assistant – Summer)
- Job Profile: Type in department name or job title to search for the correct job profile.
- Job Description Summary: Leave blank
- Job Description: The description attached to the job profile will appear. Edit as needed for the job posting.  
*\*Note – edits made to the description in the req will NOT copy back to the job profile. If significant edits, contact SEO.*
- Additional Job Description: Additional job specific information can be included here (i.e.: shift hours, application deadline, requirements for application, etc.)
- Worker Sub-Type: Select **Temporary (Fixed Term)**
- Time Type: Select **Part Time**
- Primary Location: Select **Maine**.
- Primary Job Posting Location: Select **Maine**
- Scheduled Weekly Hours: Change to **0**
- Work Shift: Leave blank

**Job Details**

Job Posting Title \*  
Admissions Student Job

Justification

Job Profile \*  
Admissions-Intern

Job Description Summary

Job Description  
Job Description Goes Here

Additional Job Description

Job Families for Job Profiles  
Student Admissions & Financial Aid

Worker Sub-Type \*  
Temporary (Fixed Term)

Time Type \*  
Part time

Primary Location \*

**Qualifications**

Competencies

Competency \*

Search

← All

Solving

Digital Literacy

Flexibility & Adaptability

Global Fluency

Initiative

**7. Qualifications:**

- The competencies associated with the job description will prepopulate. Update if necessary.
- Click Next.

8. **Organizations:** Click into the fields to fill out as required:
- Company: Bowdoin College will default.
  - Cost Center: Enter cost center name or number.
  - Disregard all other fields on this tab
  - Click Next.

9. **Compensation details:** Scroll down to the **HOURLY** section:
- Amount: Enter the hourly pay for the job. Pay range will default to the rate assigned.
  - Click Next.

10. **Assign Roles:**
- Role: Select **Primary Recruiter**
  - **A Primary Recruiter must be assigned at this step.** Assign the individual who will be moving applicants through the recruiting process. More than one primary recruiter may be assigned.
  - Search Committee Member may also be assigned, if desired. This role provides access to applications, however, cannot move applicants through the recruiting process.

**11. Summary:**

- Review the details of the job requisition, pay close attention to any information that did not prepopulate into the requisition.
- COMMENT SECTION: In the comments section, include any notes for SEO about the posting – i.e.: date you want the job to come down, supplemental questions you want added, etc.

***What Happens Next?***

Requisitions will be routed to Student Employment for review and approval. Once approved, Student Employment will post the job.