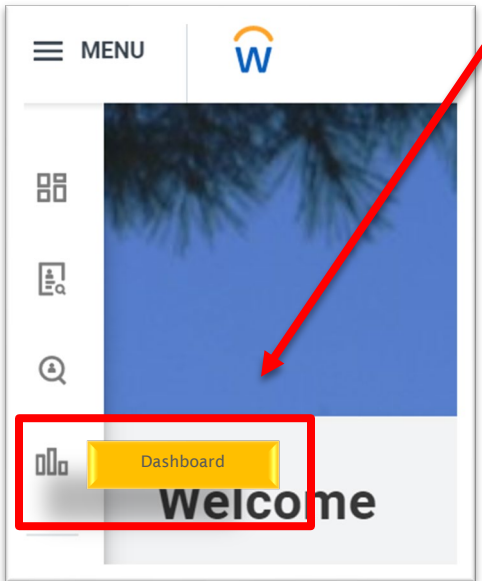


## SUPERVISORS: Create a Job Requisition – Student Jobs

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

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



#### Navigate to the Recruiting Dashboard

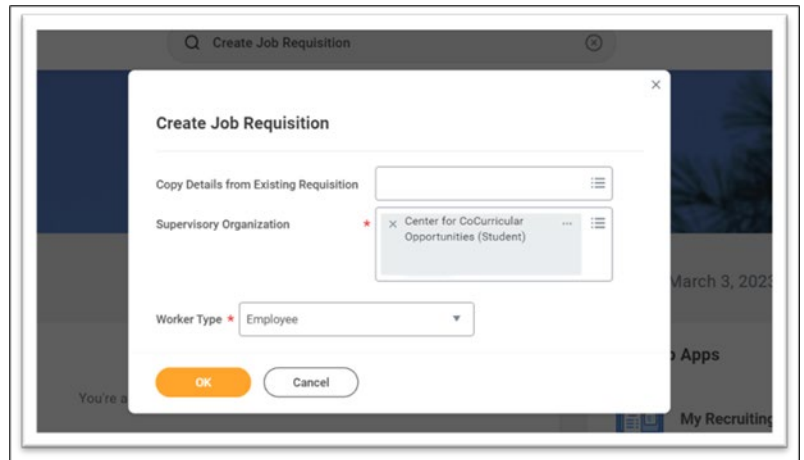
Select: Create Job Requisition under Actions.

*Optional* - Copy Details from Existing Requisition: Allows you to pre-populate this requisition with information from a previous req.

Supervisory Organization: If the student org does not default in, type in **student** to search for the appropriate supervisory organization.

Worker Type: will default to **Employee**, do not change this field.

Click OK



**Recruiting Information**

Recruiting Details

Number of Openings ↶ ✓

Reason \*

STUDENT - Addition > Addition ⋮

Recruiting Start Date \*

📅

Target Hire Date \*

📅

Target End Date

📅

**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 – this can be updated after the job is posted.*
- 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

**Qualifications:**

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

**Organizations**

**Company**

Company \*

Bowdoin College

**Cost Center**

Cost Center \*

**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.

**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.

**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.

**Guidelines**

**Total Base Pay Range**

- 14.35 - 14.35 USD Hourly added

**Compensation Package**

- General Compensation Package added

**Grade**

- Level V added

**Grade Profile**

- Visual Arts-Model added

**Step**

(empty)

**Progression Start Date**

(empty)

**Salary**

Add

**Hourly**

**Assignment Details**

- 14.35 USD Hourly added

**Plan Name**

- Hourly Plan added

**Assign Roles**

**Role**

Primary Recruiter

**Assigned To \***

Add

**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.