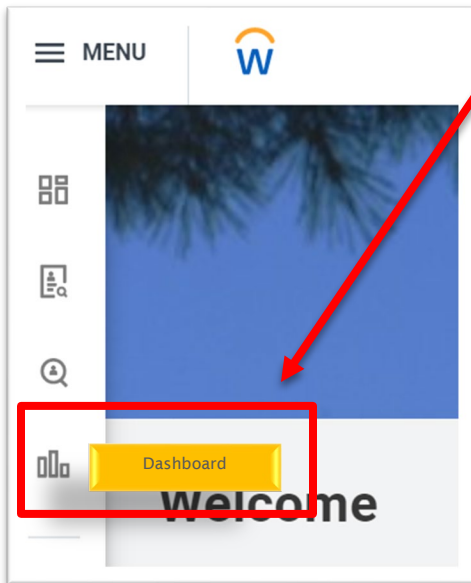# SUPERVISORS: Create a Job Requisition – Student Jobs

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:
   o Copy Details from Existing Requisition: Allows you to pre-populate this requisition with information from a previous req. *This is optional.*
   o 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.
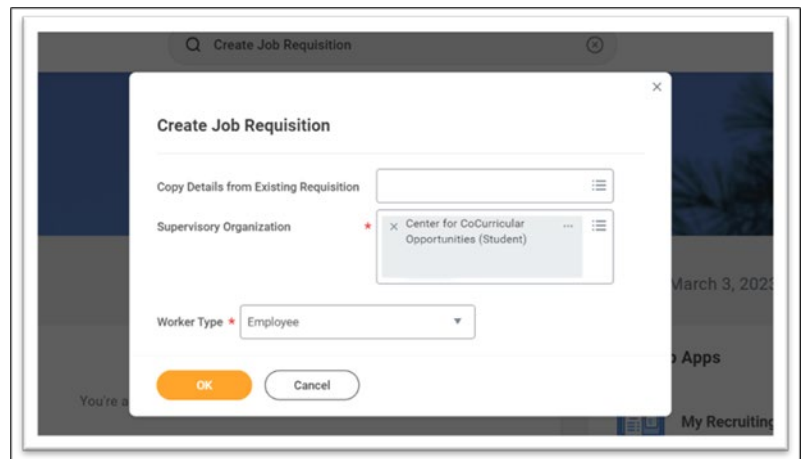
6. **Recruiting Information**: Click on the pencil to fill out the following fields:
   o Number of Openings: Enter the total number of students you would like to hire for this position. **Tip** – *estimate high, the job posting will come down when all openings are filled.*
   o Reason: Select Addition or Replacement
   o Recruiting Start Date: Enter the date you want your job posted.
   o Target Hire Date: Enter the desired date that this job will be filled.
   o Target End Date: Enter the estimated end date for the job.
   o Click Next.

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

7. **Job Details**: Click on the pencil and fill out the following fields:
   o 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)
   o Job Profile: Type in department name or job title to search for the correct job profile.
   o Job Description Summary: Leave blank
   o 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.*
   o Additional Job Description: Additional job specific information can be included here (i.e.: shift hours, application deadline, requirements for application, etc.)
   o Worker Sub-Type: Select **Temporary (Fixed Term)**
   o Time Type: Select **Part Time**
   o Primary Location: Select **Main Campus**
   o Primary Job Posting Location: Select **Main Campus**
   o Scheduled Weekly Hours: Change to **0**
   o 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

8. **Qualifications**:
   o The competencies associated with the job description will prepopulate. Update if necessary.
   o Click Next.

Organizations

Company

Company *
Bowdoin College

Cost Center

Cost Center *

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

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

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

11. **Assign Roles**:
o   Role: Select **Primary Recruiter**
o   **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.
o   Search Committee Member may also be assigned, if desired. This role provides access to applications, however, cannot move applicants through the recruiting process.

Assign Roles

Role

✕ Primary Recruiter   ☰

Assigned To *

☰

Add

12. **Summary:**
o   Review the details of the job requisition, pay close attention to any information that did not prepopulate into the requisition.
o   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.