

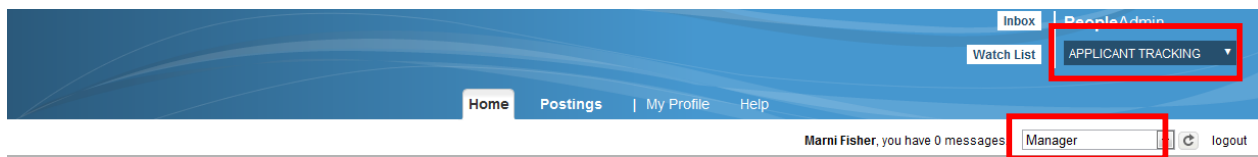
Contents

Creating a Work-study position.....	1
Posting Details.....	2
Posting Specific Questions	3
Applicant Documents	3
Submit for Approval	4

Creating a Work-study position

To post a work-study position, be sure to be in the Applicant Tracking module, under the Manager user role. If you are not a manager, proxy/department assistant role may be given however, the manager will need to approve the posting to move it forward.

The quickest way to post a part-time position is to click on the link in the Shortcuts menu – Create New SLCC Posting.



Welcome to your Online Recruitment System

Alerts (1 alert from the administrator)

Type	Message
i	This is where information or alerts will be available. This is controlled by HR.

Shortcuts

Create New SLCC Posting

My Links

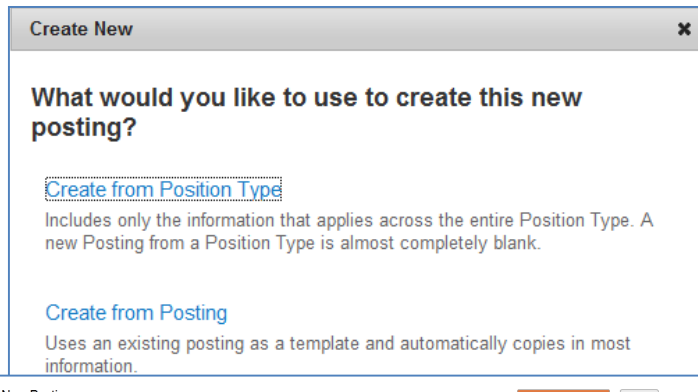
Useful Links

[Help](#)

[Your Applicant Portal](#)

A pop-up window will request what type of posting you'd like to create.

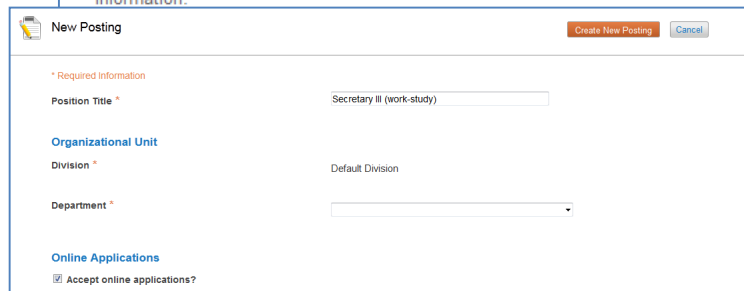
Create from Position Type is a blank document that you will complete to create the posting.



The system starts the New Posting. Required fields are: Position Title, Division, Department and application details.

*For Work-study, enter the Position Title with a title from the HR Hourly Rate Schedule that corresponds with the rate that you are requesting from Financial Aid.

Add “(work-study)” after the title so that it can easily be identified that this is a work-study position. *If work-study is not in the position title, it will be assumed that this is a department posting, and using funds from the department.*



SLCC accepts online applications only, the type of application form is: **Staff/Administrative Application (FT or PT)**

Click **Create New Posting**.

Posting Details

Complete the job posting fields. Those marked with a red asterisks (*) are labeled as required, however, if a posting is incomplete, it may need to be updated prior to being posted.

Classification title	Work-study
Job title	Title from the hourly rate schedule link: http://i.slcc.edu/hr/compensation.aspx
If faculty, tenure track status	Select Not Applicable
Responsible hiring manager	Type name of hiring manager, if the user has an account, name will appear; include Brandee Jacobson with every work-study posting.
Please list the name of each member of the search committee	Type names of search committee or those who need access to the posting.
Reports to (title)	This is the title of the supervisor (not the name)
Position type	One Year Temporary
If Replacement, replaces	This field can be left blank
Job Category	Part-time Staff.
FT/PT	Part-time
Initial work location	Drop down menu – select appropriate location

Index	Work-study
Identify Source of Funding	Work-study
Budget Comments	Information that you may want HR or Financial Aid to know.
FTE	.50 for part-time (or less)
Major Function	Short paragraph of the job.
Essential Responsibilities and Duties	Job duties the incumbent will be responsible for.
Minimum Qualifications	Primarily education and experience requirements
Job Qualifications - Education and Experience	Minimum education and work experience.
Preferred Qualifications	Preferences to have with in position
Knowledge, Skills and Abilities	List what other knowledge, skills and abilities the incumbent should have or expected to have (remember this also a position description)
Non-Essential Responsibilities & Duties	Not important to the primary functions of the position. This is usually a task that is shared among several individuals or may be sporadic.
Special Instructions	Indicate the number of hours the department anticipating the employee working this will help the applicant. HR will put information regarding Work-study process.

Once the form is complete, click **Save** or **Next**.

Posting Specific Questions

If you want to post specific questions that you want the applicants to answer, click on **Add a Question**. You will have the option of creating a question or using questions already developed.

If you would like to use the feature, please contact your Human Resources Representative prior to submitting. These questions cannot be edited after posting the position.

Click **Save** or **Next**.

Applicant Documents

Documents to be attached by an applicant.

If you want to give applicants an option of what they can attach, mark the fields as Included. This will allow applicant to have the ability to attach.

If you want to require them to attach a document, mark the Require box.

CAUTION: If an applicant does not attach a required document, they are automatically disqualified from the position.

Click **Save** or **Next**.

Submit for Approval

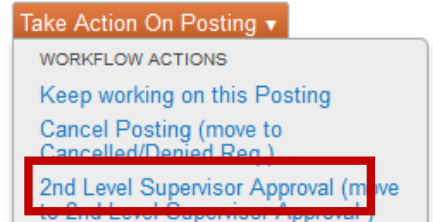
Once the requisition is finished, you will receive a Summary of the information.

Notice it indicates the Department, who Created it and who owns it.

If you find mistakes, click on the Edit link after the title.

To submit for approval from Financial Aid, hover over **Take Action** on Posting and send to **Workstudy**.

You can also Cancel Posting which will make it no longer accessible to you or Keep working on this Posting, leaves it in a saved draft status.



***If you are a proxy/dept assistant user, you will need to submit to HM approval*

You can add this to your "Watchlist" to keep track of where the position is and have easy access to it.

You will receive notification from HR when the position is posted. You will access the applicants through the PARs site. Please be sure to update the applicants' status for those who are no longer under consideration. All new/rehire paperwork is required by HR to make the finalist and employee. PAF's must be signed by Financial Aid.

If you have questions regarding the posting process, call HR at ext. 4210. If you have questions about work-study, contact Financial Aid. For general training on PARs, view our online training at:

<https://sasbot.slcc.edu/hrtrainingportal/login.aspx>