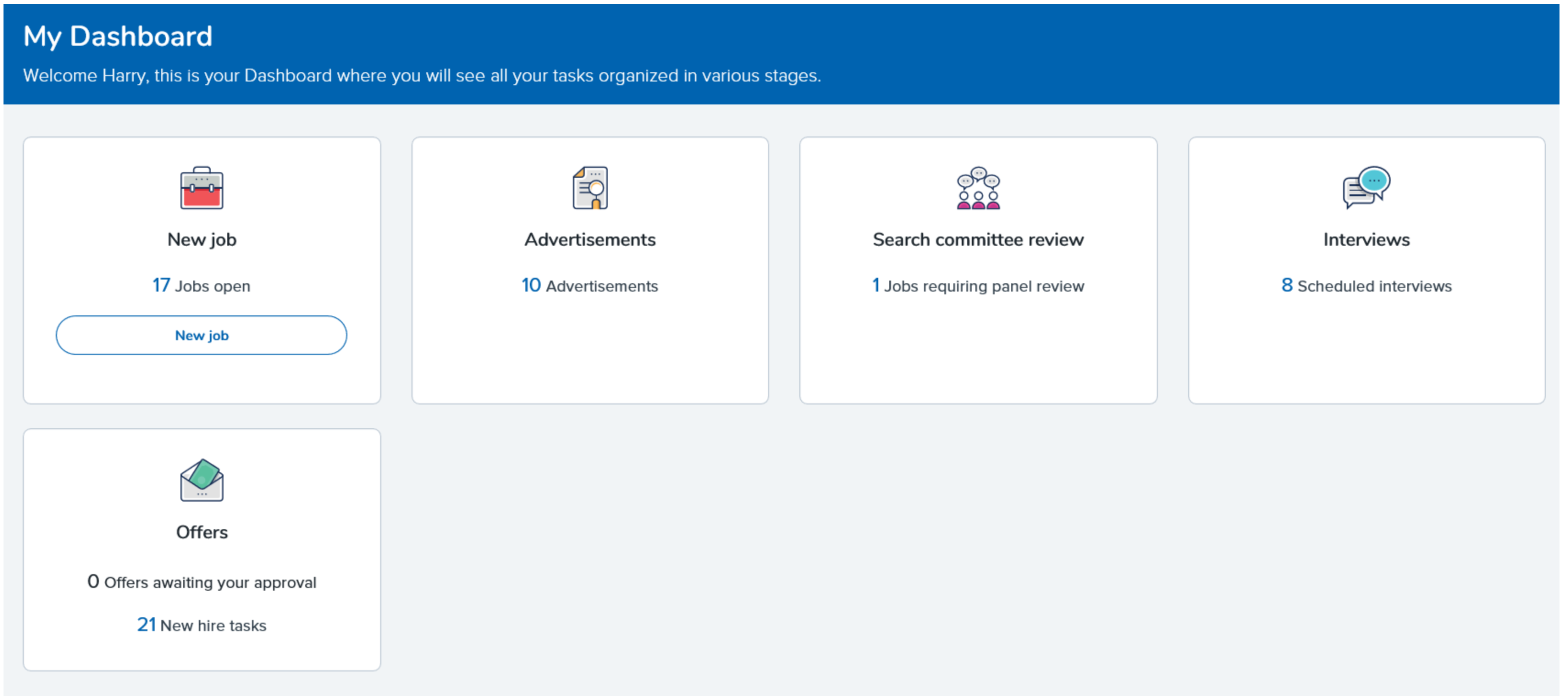
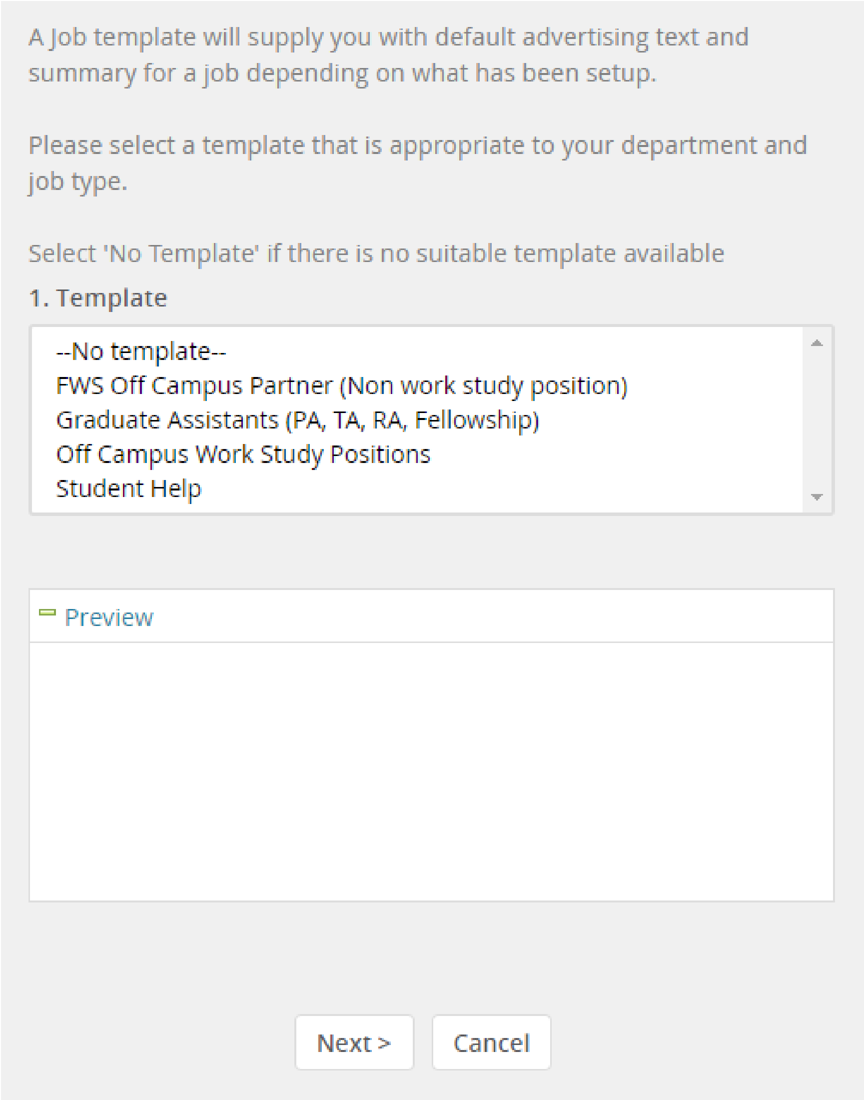
# How To Create A Job

When you log into your account you will click on the new job button located on the left side under the New Job widget.




You will then be asked to select a job template to create your job posting. Select the job template that best matches the job you are hiring for. A job template will populate fields for you so you don't have to fill them all in and will ensure that some fields are filled in with the correct information to ensure you go through the correct recruitment process. Even though there is a no template option, we ask that you select a template so that all jobs look uniform when posted on the website. Please see below for a description/definition of each job template. Once you have selected your template, click the next button.



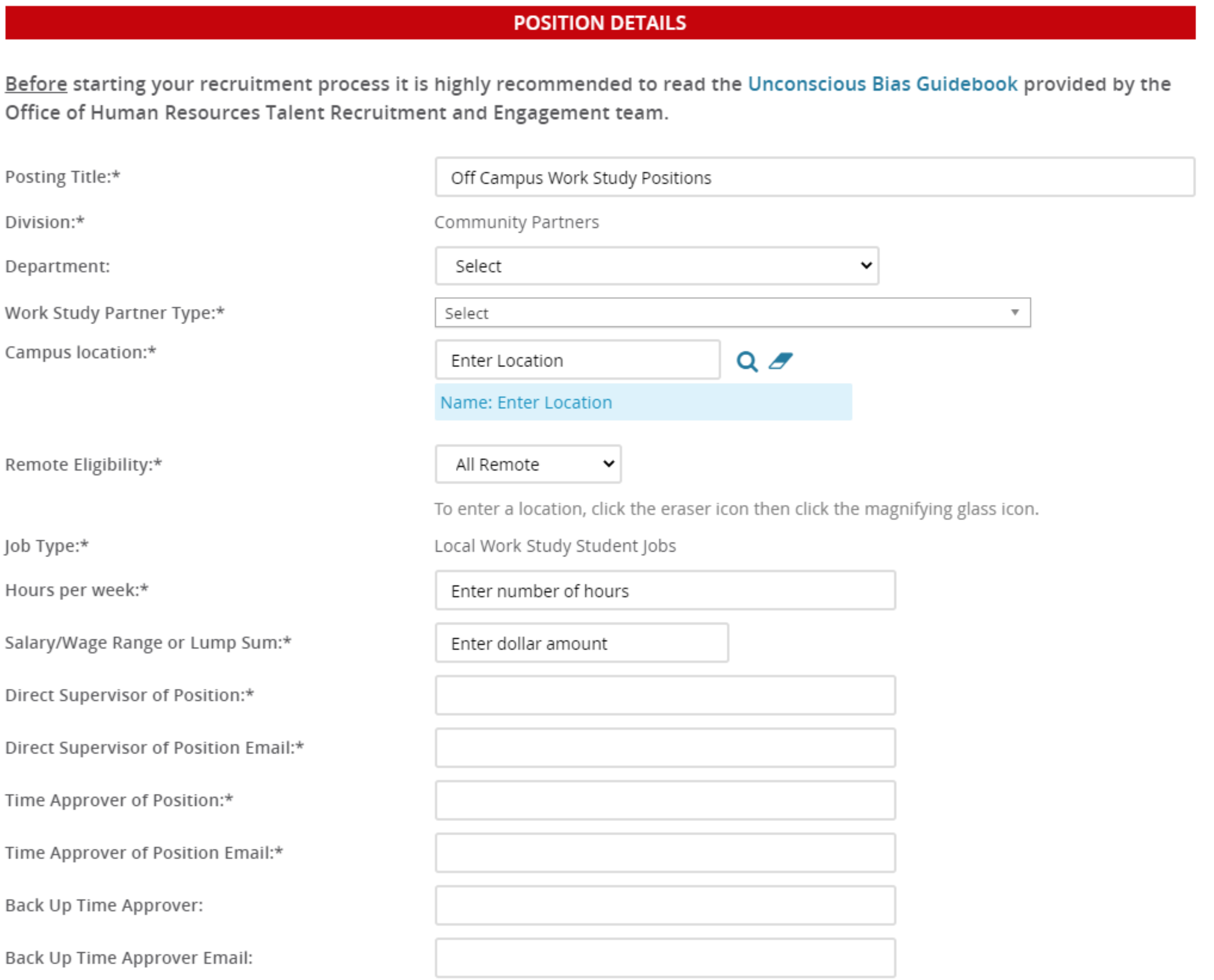

***FWS Off Campus Partner (Non work study position)***: Used for off campus organizations that have a contract with UW-Madison to hire work study students but will be hiring students who do not have a federal work study award.

***Graduate Assistants (PA, TA, RA, Fellowship)***: Used for all graduate positions.

***Off Campus Work Study Positions***: Used for off campus organizations that have a contract with UW-Madison to hire work study students.

***Student Help***: Used for all on-campus student hourly positions.

Once your template is selected, you will then need to fill in the fields outlined below. Fields that have an asterisk next to them are required fields. Please see detailed instructions for the fields after the image below.



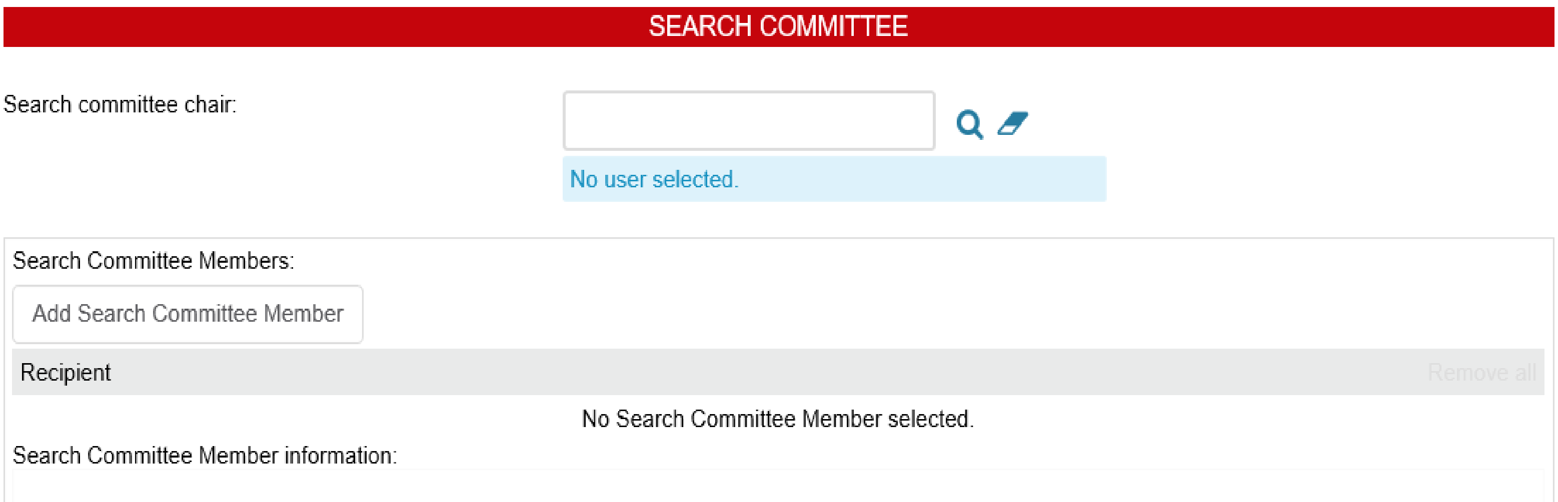
**POSITION DETAILS**

Before starting your recruitment process it is highly recommended to read the Unconscious Bias Guidebook provided by the Office of Human Resources Talent Recruitment and Engagement team.

| | |
|---|---|
| Posting Title:* | Off Campus Work Study Positions |
| Division:* | Community Partners |
| Department: | Select |
| Work Study Partner Type:* | Select |
| Campus location:* | Enter Location<br>Name: Enter Location |
| Remote Eligibility:* | All Remote<br>To enter a location, click the eraser icon then click the magnifying glass icon. |
| Job Type:* | Local Work Study Student Jobs |
| Hours per week:* | Enter number of hours |
| Salary/Wage Range or Lump Sum:* | Enter dollar amount |
| Direct Supervisor of Position:* | |
| Direct Supervisor of Position Email:* | |
| Time Approver of Position:* | |
| Time Approver of Position Email:* | |
| Back Up Time Approver: | |
| Back Up Time Approver Email: | |

- **Posting Title**: Delete the text in the box and enter in your job title. This will be the title that applicants will see when searching for jobs.
- **Division**: “Community Partners” should automatically fill in for the Division.
- **Department**: You can select your organization name from the department dropdown. If your department title is incorrect or missing, please contact the Student Employment team at student.employment@finaid.wisc.edu.
- **Work Study Partner Type:** Indicate if the posting is for a non-profit or small business
- **Campus Location**: Enter in your office location or the location where the position will work at. If the position will be worked remotely, select the “online” location.
  - You will need to click the eraser icon before you will be able to enter in or search for a new location.
  - You can either type in your location or click the magnifying glass and search for your location.
  - If your location is not listed, you may add a new location by clicking the magnifying glass icon and then clicking add new site name at the bottom of the pop up screen.
    - You will be required to enter in a site number. You can make this whatever you want it to be. It is not tied to anything, it is only used to search for the site if you are using the site number. There can be duplicate site numbers as well.
  - If your job works at multiple locations, we would suggest creating a new location with the title listing the multiple locations as you are not able to select multiple locations for a job.
- **Remote Eligibility:** This dropdown menu will allow you to select from the following options:
  - All Remote- All onboarding, training, and work can be completed remotely for this position
  - Partially Remote- Some of the onboarding, training, and work can be completed remotely for this position, with some in person requirements
  - Not Remote- All onboarding, training, and work must be done in person for this position, no remote work is possible
- **Job Type**: The job type will automatically populate for you based on the template you selected. You will not be able to change this field. If the job type is incorrect you will need to go back and select the job template with the correct job type.
  - The different job types are:

        - UW Student Jobs
        - UW Graduate Assistant
        - Local Work Study Student Jobs
- **Hour per week**: Delete the text in the box and enter the amount of hours you anticipate for the student to work. This can be a range of hours (ex. 15 to 20) as it is a text enterable field.
- **Salary/Wage Range or Lump Sum**: Delete the text in the box and enter the dollar amount the position will make. Please be sure to use the following format for entering in the wage: $0.00. You may include a range, but please enter the range in the following format: $0.00 to $0.00
    - If a student help position, please write the dollar amount/hour. Ex. $12.00/hour or Pay rate starting at $12.00/hour
    - If a PA, GA, TA etc. please enter the dollar stipend or wage amount. Ex. $1,000.00 monthly stipend.
        - Most graduate positions are based on a percentage appointment but we ask that you put the dollar amount in this field as it will display to the applicant on the posting. If you need to include the percentage you can do so in the advertisement text under salary/wage range, and please include if the payment will be weekly, monthly, a lump sum, etc.
- **Direct Supervisor, Time Approver of Position, etc:** Please list the individuals who will be in these roles for the job posting. This information will be used when hiring the student.




Search committees are used if someone else is helping you with the hiring process. If you would like them to review applications, you will want to add them in this area so they will be able to have access to view the application materials. The search committee area is optional. If you are not utilizing a search committee, please leave blank. If you are using a search committee you will need to select a search committee chair and committee members. The committee chair can be the hiring manager or whomever is leading the search committee and review of applicants. To add a search committee chair either type in the name of the individual in the box or use the magnifying glass icon to search for the individual. To add a member, click the add search committee member button and then you can either select them from the list of participants or use the search function to find them. If you are not able to find a person that you want to be on the search committee, you can click the add search committee member button and add a user. Please keep in mind in order for the search committee to see applicants, after you add them here you will **also need to put applicants in the search committee status**, so your search committee can review applications. For more information, see the Search Committee tutorial.

## POSTING DETAILS

Advertising summary:* | Enter in summary of the position

Advertisement text:*

Formats

| | |
|---|---|
| **Department Overview:** | |
| **Anticipated Start Date:** | |

Job Duties-Description:*

- **Advertising Summary**: Delete the text in the box and enter in the summary of the position.
    - This is the text blurb that will display on the website next to the job title before the student clicks on the job to review all the details. Please keep as brief as possible.
- **Advertisement Text**: This is where you will enter in all the details on the position.
    - The table will automatically populate for you and we ask that you complete all the fields listed in the table. This will ensure that our jobs on the website will look uniform and have similar information.
    - Be sure to scroll on the advertisement text in order to complete all the fields.
    - Under qualifications if your job is only hiring work study students, please indicate that within the qualifications sections. If your job does not require work study but it is preferred, there is a job category that you select for this when posting your job.
    - The Institutional Statements will automatically be filled in. We asked that you leave this information in this field so it is on all of our jobs that are posted.

- **Job Duties-Description:** Please explain the job duties that this position will be responsible for. This is required by the Federal Work Study program to be compliant. Please make sure you are detailed and thorough.

## Select Application Form

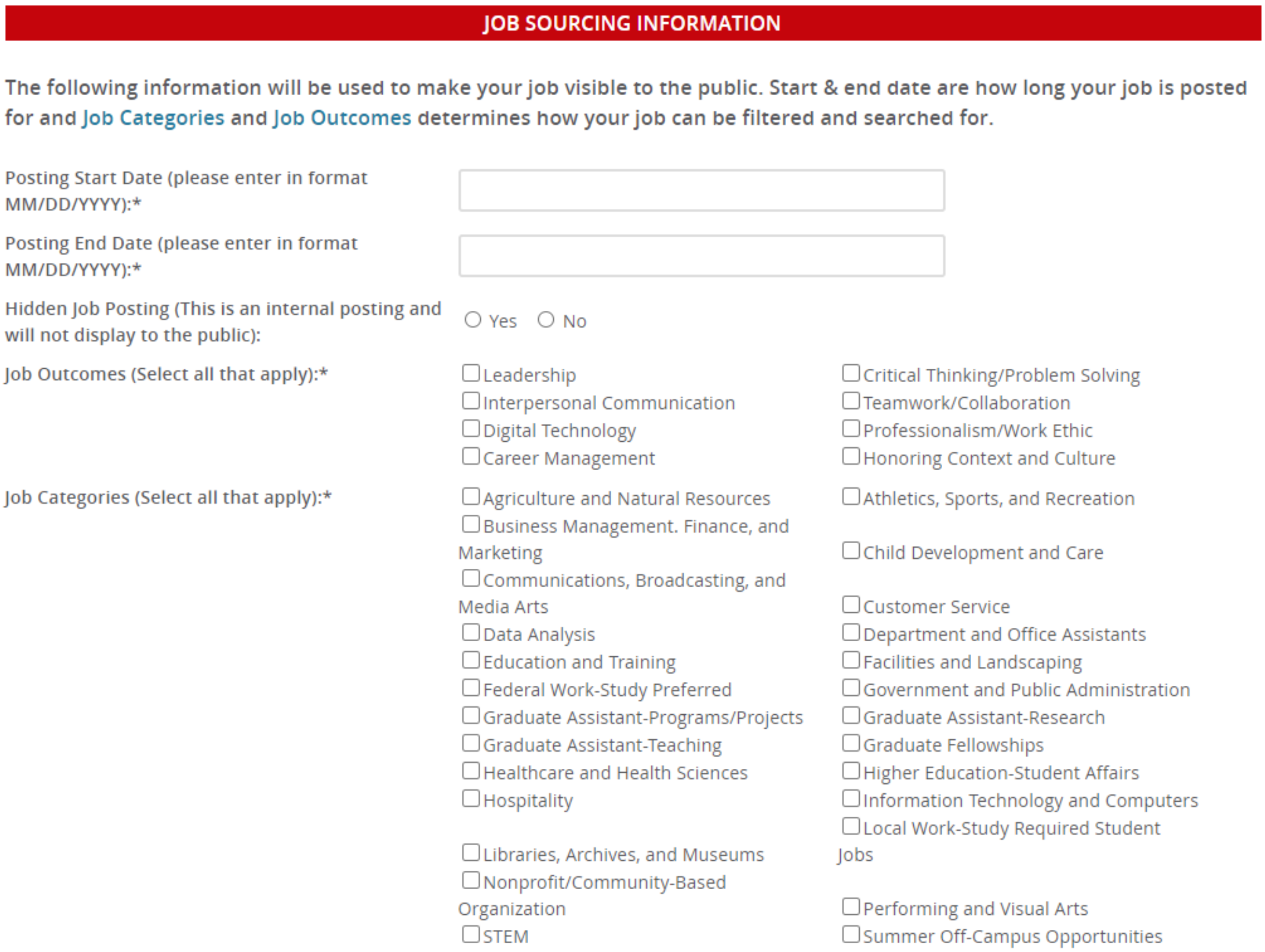
Form: | Select | Preview | Customize for job

To add job specific application questions, select "Customize for job" to create and add questions to the application.

- **Application form**: This is where you will choose the form from the drop-down menu that those applying to the job will complete.
    - There are different options depending what materials you are requiring or asking for. Some ask for resume and references while others do not. It will state in the title what is requires and what it does not.
    - You also can add customized questions to your application. You can either use pre-made questions that you will find in the question library or you can create your own questions from scratch. Please see the tutorial on the question library and creating questions for more information.
    - Once you selected an application option, you can click the preview button and it will let you view the application that applicants will be filling out to ensure it has all the information you want/need.

- If you would like to start with a "blank" application form to customize, select the "UW General Application (Personal Information Only)".

- Job Sourcing Information



JOB SOURCING INFORMATION

The following information will be used to make your job visible to the public. Start & end date are how long your job is posted for and Job Categories and Job Outcomes determines how your job can be filtered and searched for.

Posting Start Date (please enter in format MM/DD/YYYY):*

Posting End Date (please enter in format MM/DD/YYYY):*

Hidden Job Posting (This is an internal posting and will not display to the public): ○ Yes ○ No

Job Outcomes (Select all that apply):*

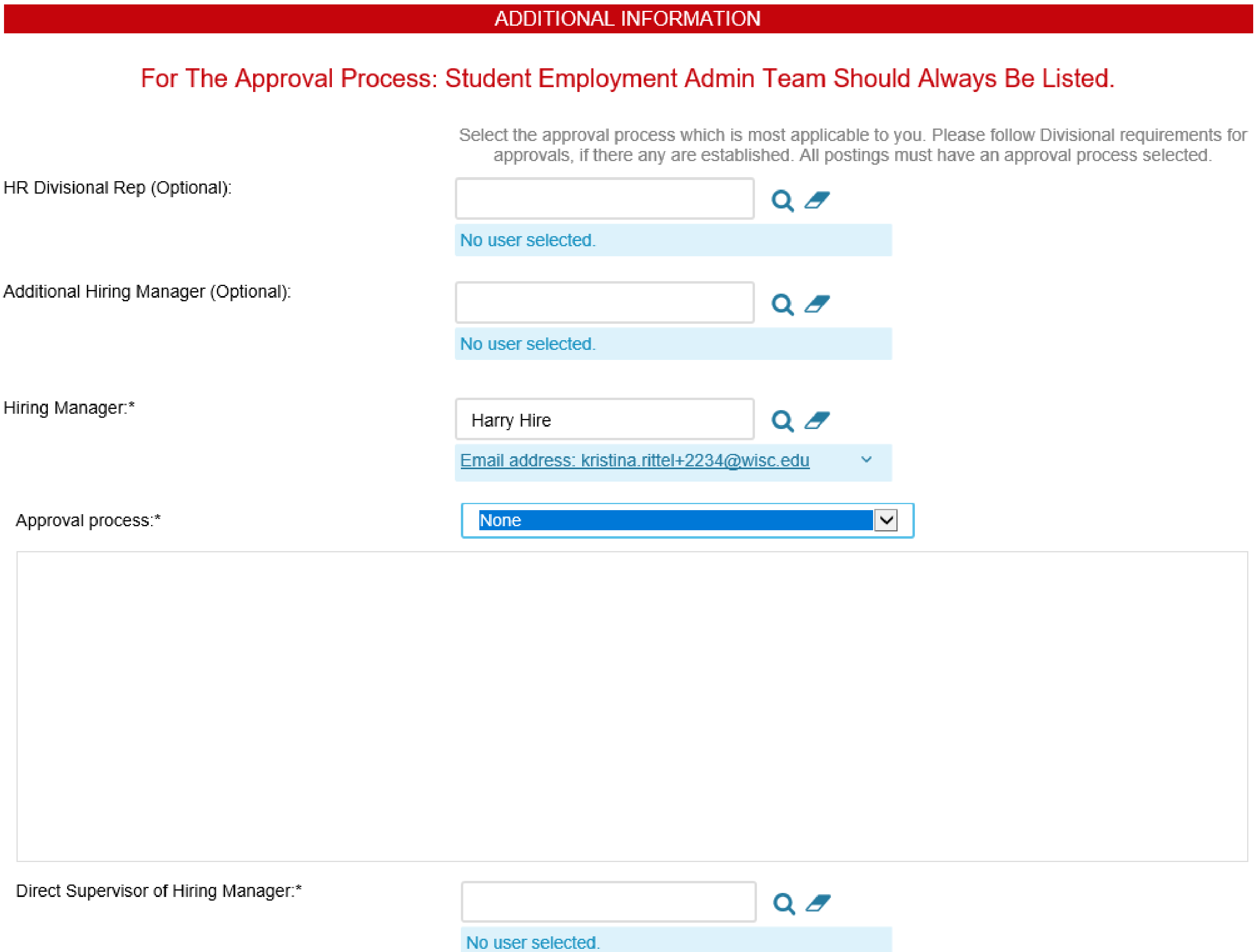
☐ Leadership
☐ Critical Thinking/Problem Solving
☐ Interpersonal Communication
☐ Teamwork/Collaboration
☐ Digital Technology
☐ Professionalism/Work Ethic
☐ Career Management
☐ Honoring Context and Culture

Job Categories (Select all that apply):*

☐ Agriculture and Natural Resources
☐ Athletics, Sports, and Recreation
☐ Business Management. Finance, and Marketing
☐ Child Development and Care
☐ Communications, Broadcasting, and Media Arts
☐ Customer Service
☐ Data Analysis
☐ Department and Office Assistants
☐ Education and Training
☐ Facilities and Landscaping
☐ Federal Work-Study Preferred
☐ Government and Public Administration
☐ Graduate Assistant-Programs/Projects
☐ Graduate Assistant-Research
☐ Graduate Assistant-Teaching
☐ Graduate Fellowships
☐ Healthcare and Health Sciences
☐ Higher Education-Student Affairs
☐ Hospitality
☐ Information Technology and Computers
☐ Local Work-Study Required Student Jobs
☐ Libraries, Archives, and Museums
☐ Nonprofit/Community-Based Organization
☐ Performing and Visual Arts
☐ STEM
☐ Summer Off-Campus Opportunities

  - Posting start date: Please input the date that the job posting should be visible to applicants
  - Posting end date: Please input the date that the job posting should no longer be visible to applicants (will close that day at 11:55pm)
  - Hidden Job Posting: Select this option if the posting should only be visible to those with the job number
  - Job Outcomes: Select all that apply to your posting. At least one must be selected. This will determine how your job can be filtered and searched for by applicants.
  - Job Categories: Select all that apply to your posting. At least one must be selected. This will determine how your job can be filtered and searched for by applicants.

- USER FIELDS & APPROVAL PROCESS:




The top part of the page that has HR Divisional Rep, Additional Hiring Manager, and Hiring Manager are user fields. By entering in users in these fields it will allow them to have access to the job and view the information.

- **HR Divisional Rep**: You can enter in your human resources divisional representative or a different user that you want to have this level of access to you job.
    - This individual will be able to see the job and applicants and can do so by clicking the jobs open link on their dashboard. They will not receive automatic emails regarding the approval of the job or other steps of the process.
    - You can type their name in the box or click on the magnifying glass to search for them in the system.
    - This field is not required so if you are unsure or would like to leave it blank you may.
- **Additional Hiring Manager**: If you have another supervisor that you would like to have access to view the job, you may list them in this area.
    - This individual will be able to see the job and applicants and can do so by clicking the manage jobs link located in the hamburger menu. They will receive automatic emails regarding the approval of the job and an accepted job offer.
    - You can type their name in the box or click on the magnifying glass to search for them in the system.
    - This field is not required so if you are unsure or would like to leave it blank you may.
- **Hiring Manager**: This field will automatically populate with the person creating the job card. You can change this field to someone else if the person listed is not the hiring manager. You can type their name in the box or click on the magnifying glass to search for them in the system.

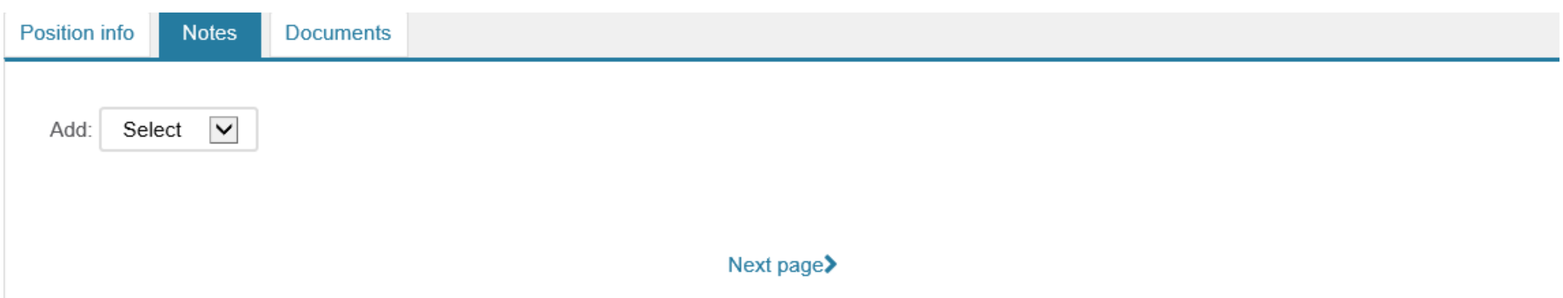
- This individual will be able to see the job and applicants and can do so by clicking the jobs open link on their dashboard.
- This user will have full functionality of the job; they can view the job and applicants as well as they will receive all automated communications set up in the system.

The bottom part of the screen in the approval process. The people listed within the approval box will be notified of the job creation and will have to sign off on the job card information before the job can be posted to the website.

- **Approval Process**: Select the approval process that corresponds with your division/department approval process. If you are unsure of your department/division protocol please check with them before selecting an approval process.
  - All the approval processes ask for hiring manager approval. If the hiring manager is the same person that created the job card, an automatic approval will happen for the hiring manager. If the hiring manager is a different person than the job card creator, the hiring manager will need to log in and approve the job card.
  - The approval process is hierarchical so it will go to the approver listed first and once approved it will go to the next approver listed until the approval process is completed.
  - **The last approval of every job will be the Student Employment Admin Team. When you select your approval process, the OSFA Student Employment approval will automatically populate as the Student Employment Team. Please do not erase this as it will remove the approval and will not let you save your job until the Student Employment Admin Team is listed. If you erase it, you will need to search for it using the magnifying glass and search "Student Employment Admin Team". You will not be able to post your job to the public until it is approved by the Student Employment Team.**
  - All approvals need to be completed before the job can be posted to the public website and accept applications.
  - The approval types are:
    - Double Divisional Approval (If Required by Div)
      - This approval process is used if two divisional representative approvals are needed and will require the following approvals:
        - Hiring Manager (This is the person recruiting for the position)
          - You can type in the person or use the magnifying glass icon to search for the person
        - 1st Divisional Approval (This can be anyone in your division that needs to sign off on the job)
          - You can type in the person or use the magnifying glass icon to search for the person
        - 2nd Divisional Approval (This is another person in your division that needs to sign off on the job)
          - You can type in the person or use the magnifying glass icon to search for the person
        - Student Employment Admin Team
    - Single Divisional Approval (If Required by Div)
      - This approval process is used if a divisional representative approval is needed and will require the following approvals:
        - Hiring Manager (This is the person recruiting for the position)
          - You can type in the person or use the magnifying glass icon to search for the person
        - Divisional Approval (This can be anyone in your division that needs to sign off on the job)
          - You can type in the person or use the magnifying glass icon to search for the person
        - Student Employment Admin Team
    - Student Appointment (If No Div Approval Required)
      - This is used if you are hiring a student hourly and a divisional approval is not required. And will require the following approvals:
        - Hiring Manager (This is the person recruiting for the position)

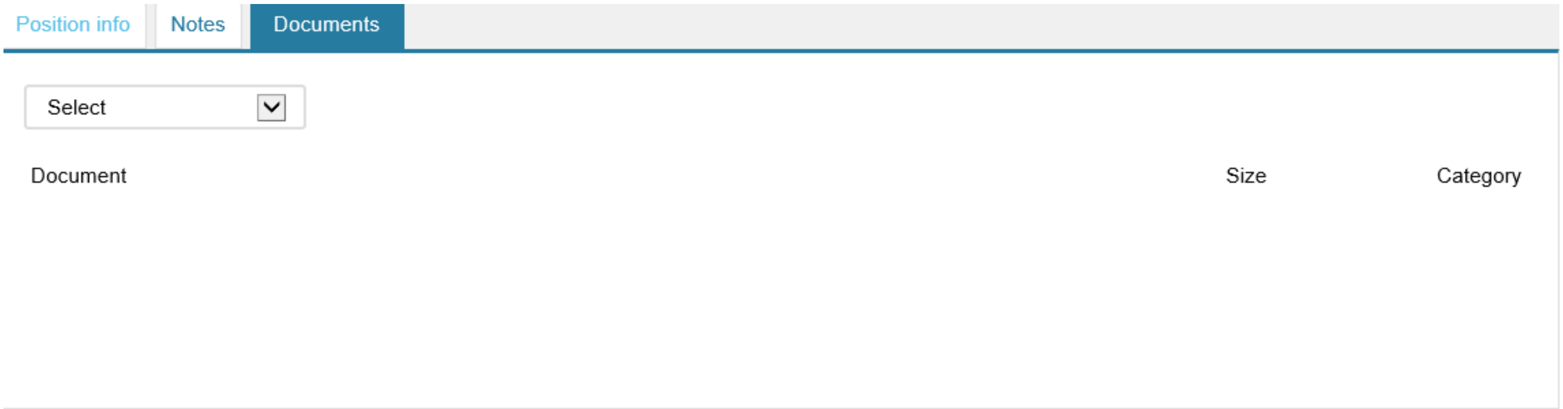
                    - You can type in the person or use the magnifying glass icon to search for the person
                - Student Employment Admin Team
        - Triple Divisional Approval (If Required by Div)
            - This approval process is used if three divisional representative approvals are needed and will require the following approvals:
                - Hiring Manager (This is the person recruiting for the position)
                    - You can type in the person or use the magnifying glass icon to search for the person
                - 1st Divisional Approval (This can be anyone in your division that needs to sign off on the job)
                    - You can type in the person or use the magnifying glass icon to search for the person
                - 2nd Divisional Approval (This is another person in your division that needs to sign off on the job)
                    - You can type in the person or use the magnifying glass icon to search for the person
                - 3rd Divisional Approval (This is another person in your division that needs to sign off on the job)
                    - You can type in the person or use the magnifying glass icon to search for the person
                - Student Employment Admin Team

- **Direct Supervisor of Hiring Manager**: In this field you should enter Kristina Rittel.
    - This way Kristina will be able to see the job and applicants. She will also receive automatic emails regarding the approval of the job and an accepted/declined job offer.
    - You can type her name in the box or click on the magnifying glass to search for her in the system. This field is required.




After you complete the job requisition fields, you will see at the top of your screen you also have the option of notes.

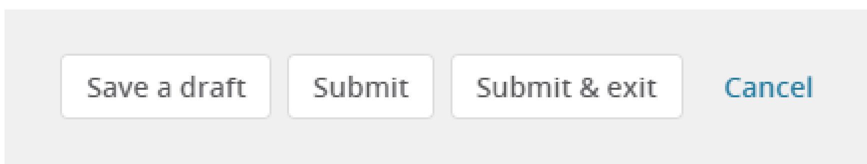
- Notes added to a job will be stored in the job card for other users to view. The process is fairly straight forward, simply select **Note** from the **Add** drop-down menu. To e-mail the note check the relevant box and enter the email addresses of the intended recipient. If you wish to send the note to more than one person insert a semicolon (;) between the email addresses. You can also click on **Browse** to upload a file along with the note. Please be aware that notes in the system can only be viewed by hiring managers with access to the job posting.




After you complete the job requisition fields, you will see at the top of your screen you also have the option of documents.

- This stores job documents, such as position descriptions or other notes and files. Documents not in the standard document library in the system can be uploaded by using the **Document from file** option in the drop down menu. Please be aware that documents in the system can only be viewed by hiring managers with access to the job posting.

Once you have filled in all the required fields (which are denoted by an asterisk) and entered in the notes and documents if you wanted, **click submit and exit** at the bottom of the position info page. The individuals that are listed for approval will then be notified via email to review and approve your job.




Once your posting has been reviewed by the Student Employment Admin Team and approved, your posting will then be visible to applicants.