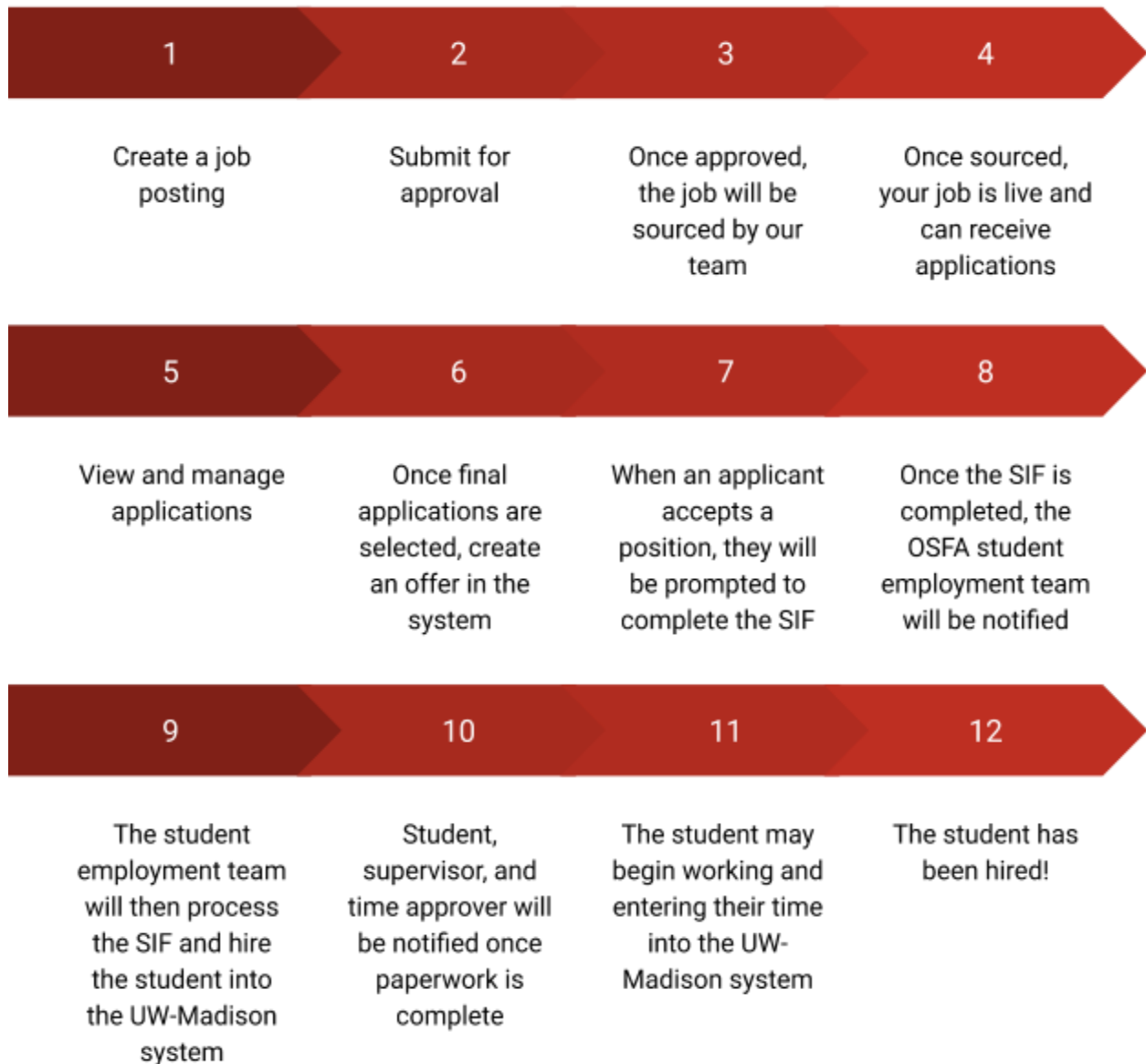


# Twelve Steps for Recruiting and Hiring a Federal Work-Study Student Employee



\*\* All Page Numbers referenced correspond with where additional information can be found in the FWS Handbook\*\*

### **Step One: Create a Job Posting (p.15-23)**

Start your new job posting by accessing your dashboard with your [NetID login](#) or [access without a NetID here](#). Once logged in select the “New Job” button, and selecting the “Off Campus Work Study Positions” template (p.15)

Fill in all Position Details (p. 16-17)

- Be sure to input a unique posting title different than the default.

Adding Search Committee Members (optional) (p. 17)

- Note that applicants must be moved to the “Search Committee Review” status to be visible to these members. If you would like the search committee members to be able to access the applications without taking this step, please add them as additional hiring managers.

Fill in all Posting Details (p. 19)

- Advertising Summary: Delete the text in the box and enter in a brief summary of the position that applicants will see before viewing the full posting.
- Advertisement Text: This is where you will enter in all the details on the position.
- 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.

Selecting the application form (p. 19-20)

- Select what materials you would like to receive from applicants.
- Choose from templates or create your own custom application questions.

Job Sourcing Information (p. 20)

- Select a start & end date for how long your job will be posted for.
- Check off Job Categories and Job Outcomes to determine how your job can be filtered and searched for.

Job Approvers (p. 21-22)

- How to add other users to approve the job posting

Job Approval Process (p. 22)

- Select the “Student Appointment” approval process
- Please leave the Student Employment Admin Team as the final approval as this is required for your posting to be approved
- The Direct Supervisor of Hiring Manager should be listed as “Kristina Rittel”, the UW-Madison Student employment manager

Adding job notes and documents (p. 23)

- Can add notes and documents to the job card
- Only visible to those listed on the job card and will not be visible to applicants

### **Step Two: Submit for approval (p.23)**

- Once all approvers and required fields have been completed, choose from the following:
  - Save a draft (saves a draft of the job posting but does not submit)
  - Submit (submits the posting for approval but remains on the job card)
  - Submit and exit (submits the posting for approval and exits the page)

### **Step Three: Once approved and sourced, your job is live and can receive applications (p. 23-24)**

**Step Four: View and manage applications (p. 24-26)**

- You will not receive notifications when applications are submitted, so be sure to check the applications once your posting closes
- Select “View Applications” on the job card to view completed applications

**Step Five: Once final applications are selected, create an offer in the system (p. 26-35)**

- Update applicant status to “create offer”
- Fill in offer details (note: creating the offer does not automatically hire the student. They will be brought into the system shortly after the applicant accepts the offer and completes their onboarding information. Without a completed SIF, the student cannot begin working and cannot log hours in their timesheet.
  - Be sure to select the SIF (Student Information Form) form Onboarding Form. If this form is not selected the student’s information **will not be processed**
- Move applicant to “Online Offer Made” (note: the applicant will not be able to accept the offer until they have been moved to this status)
- You do not need to select an approval process for creating an offer.

**Step Six: When an applicant accepts a position, they will be prompted to complete the Student Information Form (p. 35-36)**

**Step Seven: Once the SIF is completed, the OSFA Student Employment Team will be notified (p. 36)**

**Step Eight: The Student Employment Team will then process the SIF and hire the student into the UW-Madison system (p. 36)**

**Step Nine: Student, supervisor, and time approver will be notified once paperwork is complete (p. 36)**

**Step Ten: The student may begin working and entering their time into the UW- Madison system (p. 36)**

**Step Eleven: The student has been hired!**

**If you are re-hiring a current student employee at your organization, the steps are exactly the same except that you will select “Hidden Job” on the sourcing tab to allow only those with the job number access to apply. (P. 37-59)**

**Additional Tutorials (p. 60-119)**

- Application Form/Supplemental Questions p. 60-70
- Close a job p. 71-72
- Change applicant status 73-119