Villanova University

People Admin

Student Job Posting Guide

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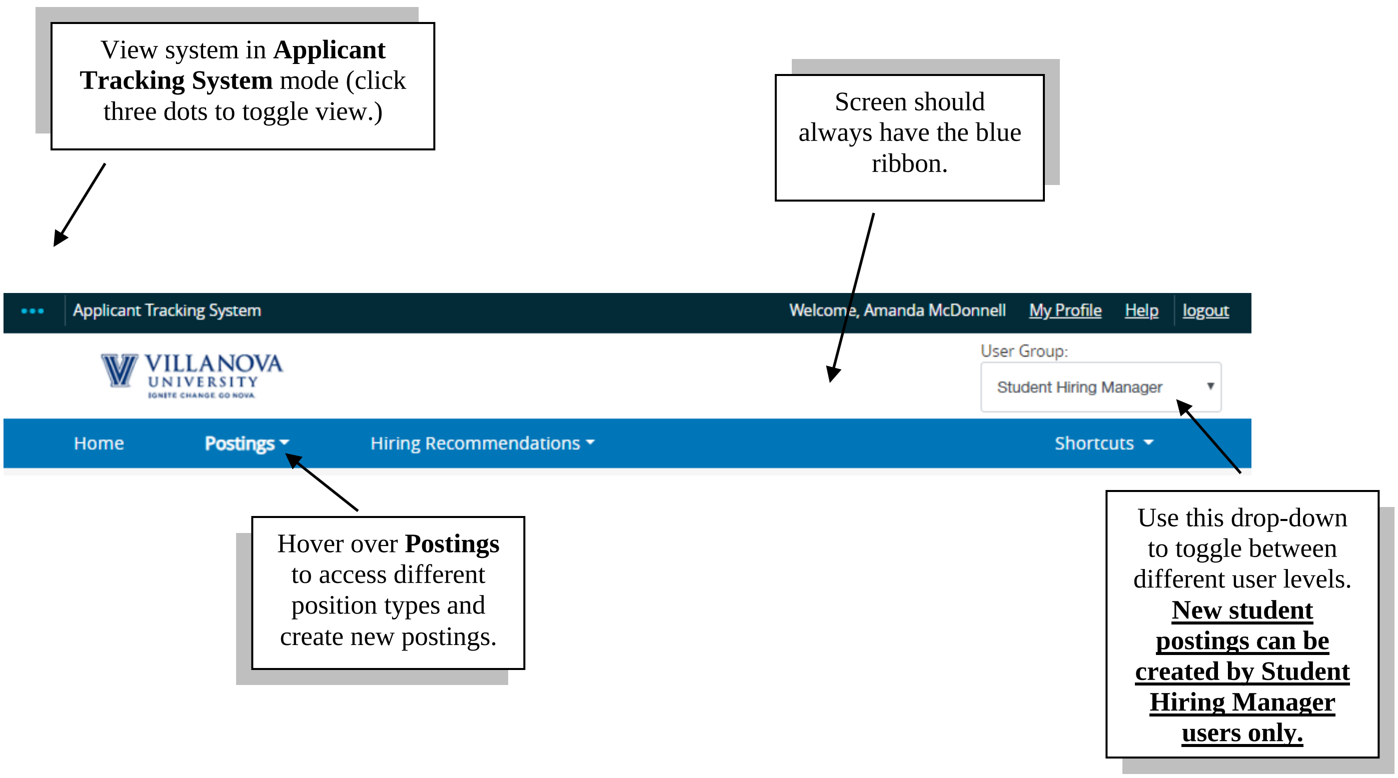
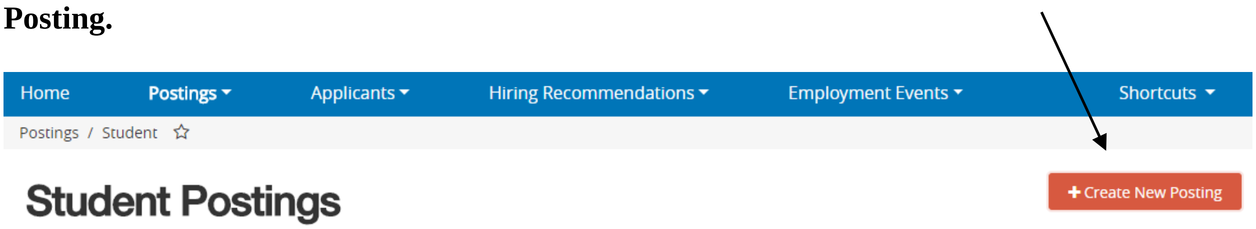
Home Page

Username and Password are the same as your Villanova University login credentials. If you need to request access to the system, please contact the Human Resources department.

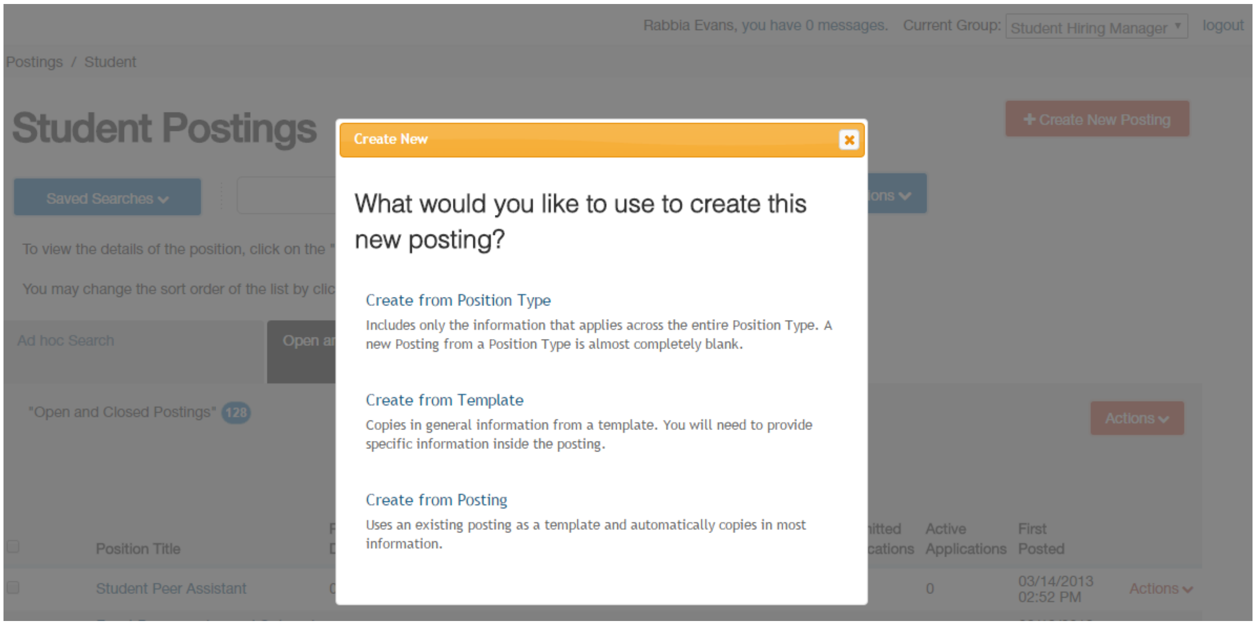


To create a new posting, select the applicable position type and then click on **Create New Posting.**



If you have more than one status, please make sure you are logged in as **Student Hiring Manager** before creating a posting.

Creating a Posting

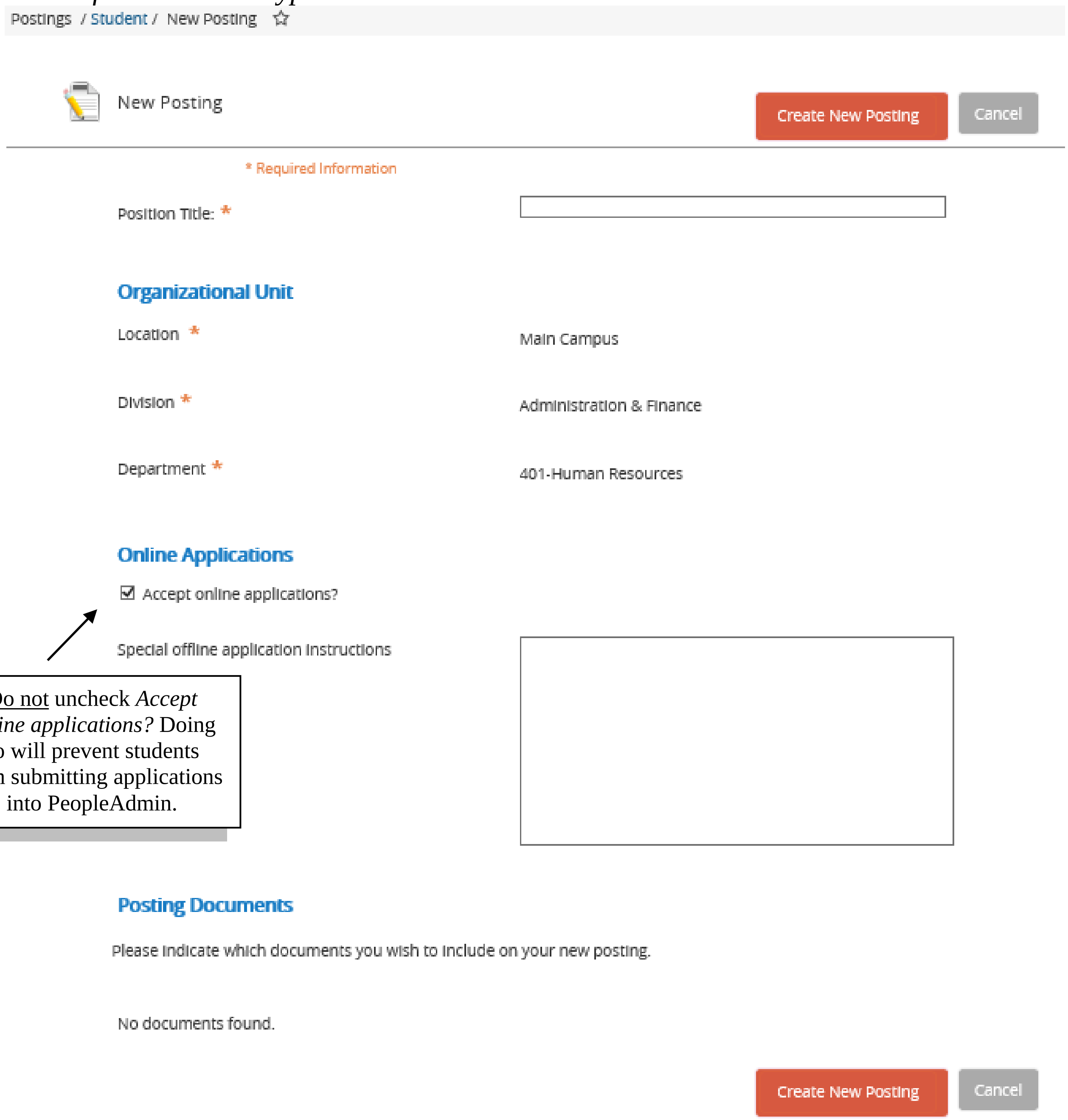


Create from Position Type: requires input of all information for the position. See page 5.

Create from Template: populates new position with information from a current system template. Information specific to the department and the position will need to be added to the posting. See page 6.

Create from Posting: creates posting using information from a current or previous posting within your department(s). *Please note: due to system updates, this option may cause some fields to differ from the previous posting*. See page 7-8.

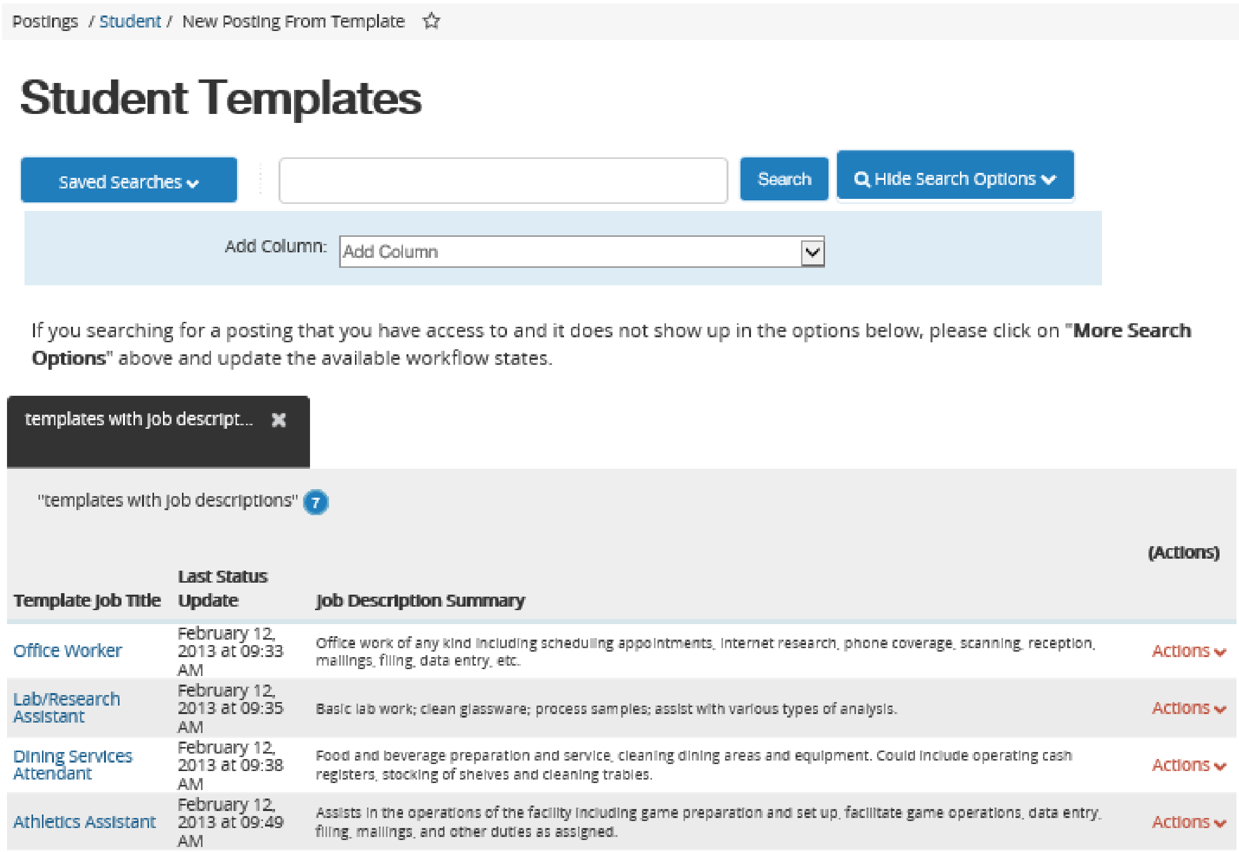
Create from Position Type



Do not uncheck *Accept online applications?* Doing so will prevent students from submitting applications into PeopleAdmin.

Please input any required position information into the system, then click **Create New Posting**.

Create from Template



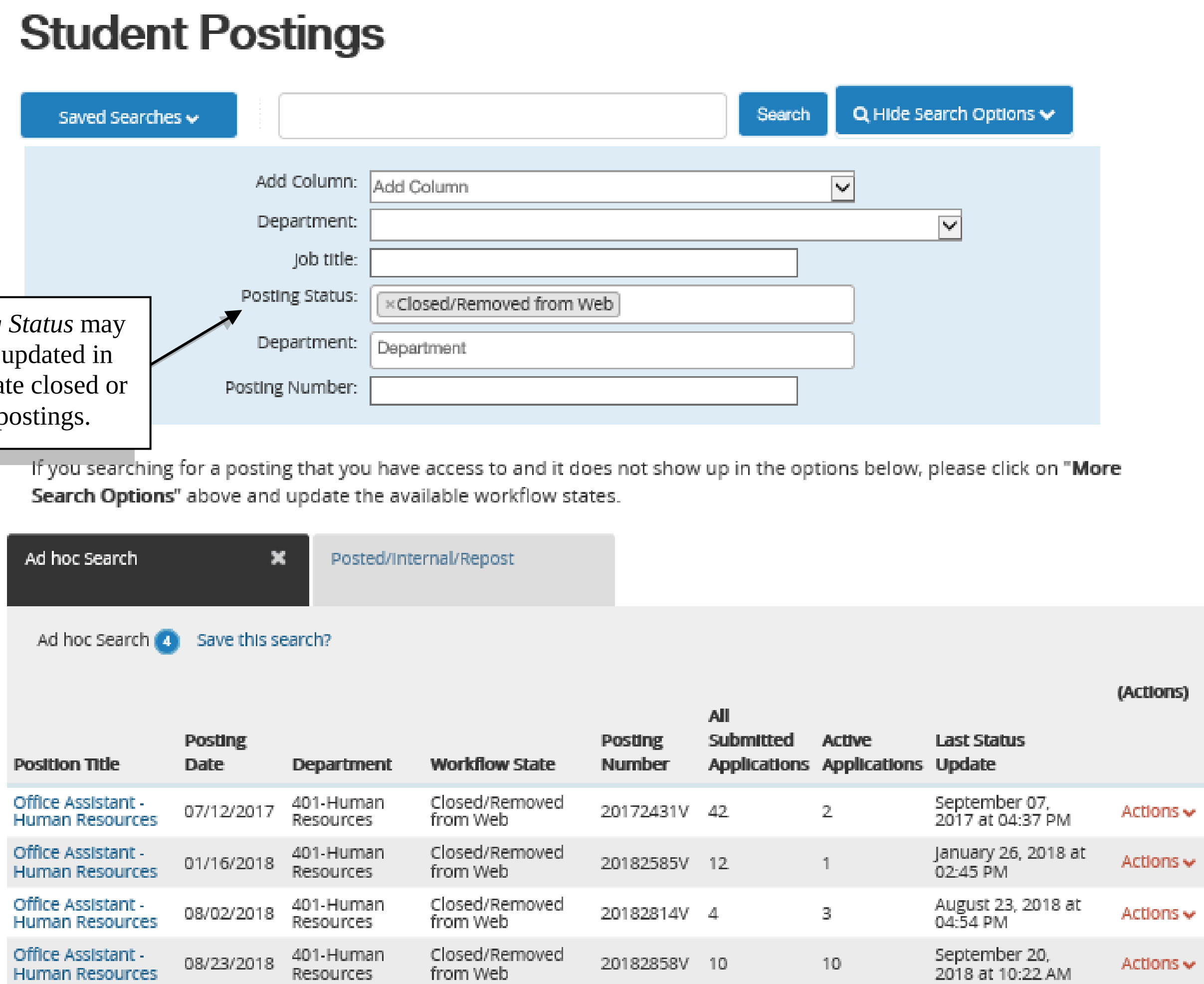
1. Click on the title of the template you would like to use to create the posting. The template will then appear on the screen.

2. Click on “Create Posting from Template”. The new posting will appear on the screen.

3. Continue by following directions shown on page 5.

Create from Posting

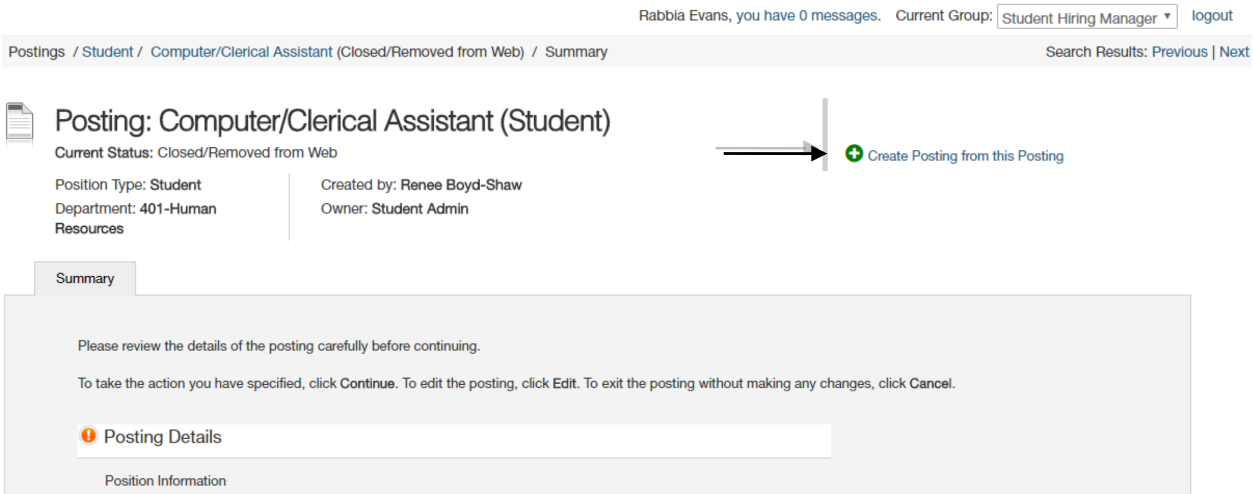
1. Locate the posting that you would like to utilize to create the posting. Click on the posting title of the posting that you are seeking to utilize. The existing job posting will appear on the screen below.



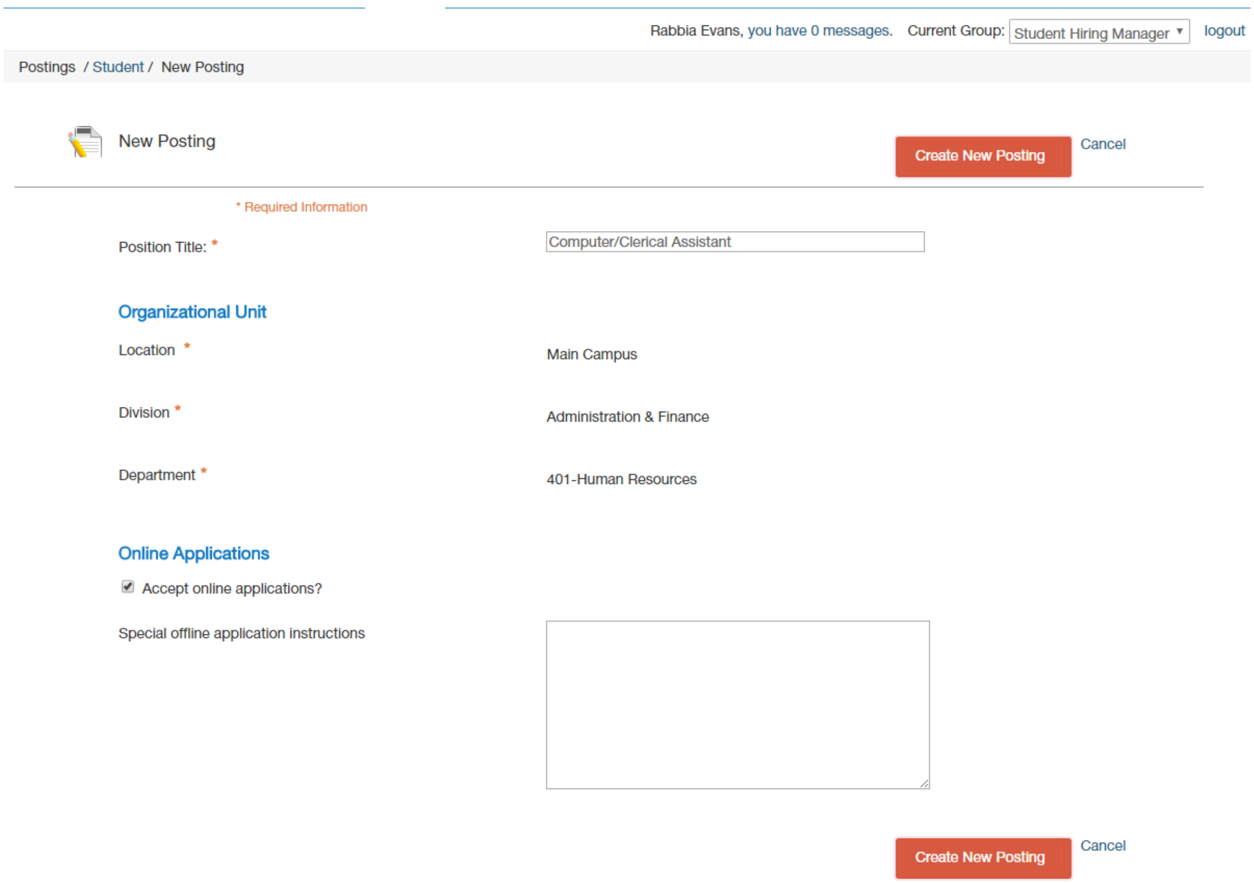
Position Title	Posting Date	Department	Workflow State	Posting Number	All Submitted Applications	Active Applications	Last Status Update	(Actions)
Office Assistant - Human Resources	07/12/2017	401-Human Resources	Closed/Removed from Web	20172431V	42	2	September 07, 2017 at 04:37 PM	Actions
Office Assistant - Human Resources	01/16/2018	401-Human Resources	Closed/Removed from Web	20182585V	12	1	January 26, 2018 at 02:45 PM	Actions
Office Assistant - Human Resources	08/02/2018	401-Human Resources	Closed/Removed from Web	20182814V	4	3	August 23, 2018 at 04:54 PM	Actions
Office Assistant - Human Resources	08/23/2018	401-Human Resources	Closed/Removed from Web	20182858V	10	10	September 20, 2018 at 10:22 AM	Actions

The *Posting Status* may need to be updated in order to locate closed or internal postings.

2. After selecting the posting, click on **Create Posting from this Posting** (see below next to green circle with plus sign).

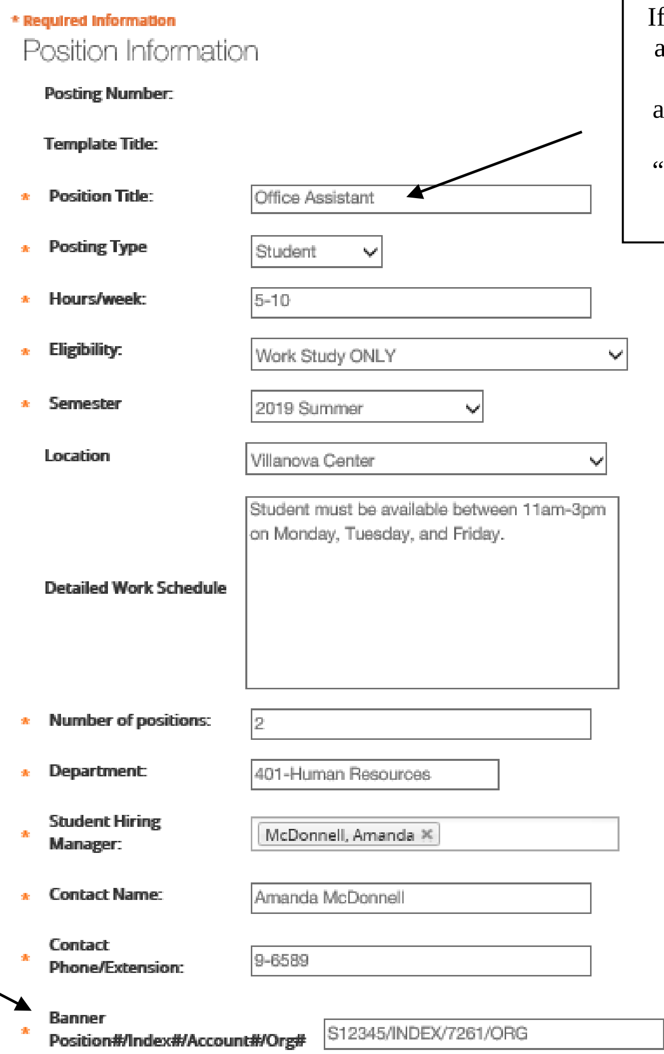


3. Change the title to the New Posting title.
4. Accept Online Applications is the default setting for student job postings.
5. Click on the “Create New Posting” button on the top-right side of the screen.



Posting Details

If you have already identified a student to hire and you are not seeking to recruit for applicants on the public jobs website, please include "Internal Only" at the end of your position title.



* Required information

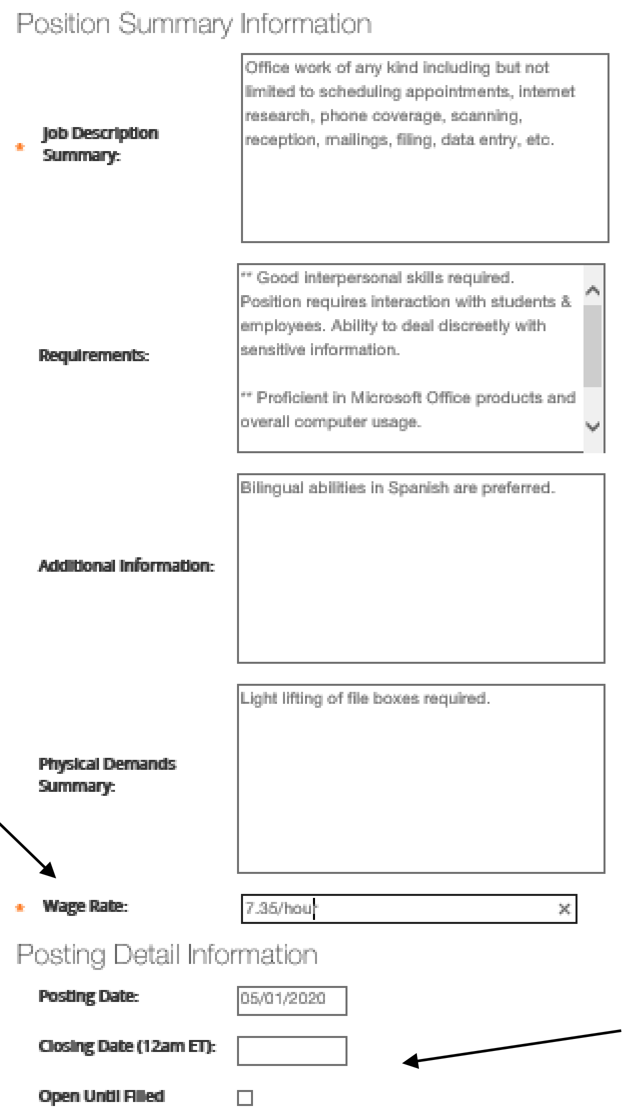
Position Information

Posting Number:	
Template Title:	
* Position Title:	Office Assistant
* Posting Type	Student
* Hours/week:	5-10
* Eligibility:	Work Study ONLY
* Semester	2019 Summer
Location	Villanova Center
Detailed Work Schedule	Student must be available between 11am-3pm on Monday, Tuesday, and Friday.
* Number of positions:	2
* Department:	401-Human Resources
* Student Hiring Manager:	McDonnell, Amanda
* Contact Name:	Amanda McDonnell
* Contact Phone/Extension:	9-6589
* Banner Position#/Index#/Account#/Org#	S12345/INDEX/7261/ORG

This information can be found by contacting your Finance Manager or the Budget Office.

Edit the Position Information details as appropriate for the new posting.

Please note: if the posting was created using *Create from Posting* or from a template, the "Posting Details" section will pre-populate with information pulled from the job template or prior posting. This information may need to be updated in your new positing.


Position Summary Information

* Job Description Summary: Office work of any kind including but not limited to scheduling appointments, internet research, phone coverage, scanning, reception, mailings, filing, data entry, etc.

Requirements: ** Good interpersonal skills required. Position requires interaction with students & employees. Ability to deal discreetly with sensitive information.

** Proficient in Microsoft Office products and overall computer usage.

Additional Information: Bilingual abilities in Spanish are preferred.

Physical Demands Summary: Light lifting of file boxes required.

* Wage Rate: 7.35/hour

Posting Detail Information

Posting Date: 05/01/2020

Closing Date (12am ET):

Open Until Filled

Please contact Human Resources if you are unsure of the Wage Rate.

Either select a Closing Date or Open Until Filled.

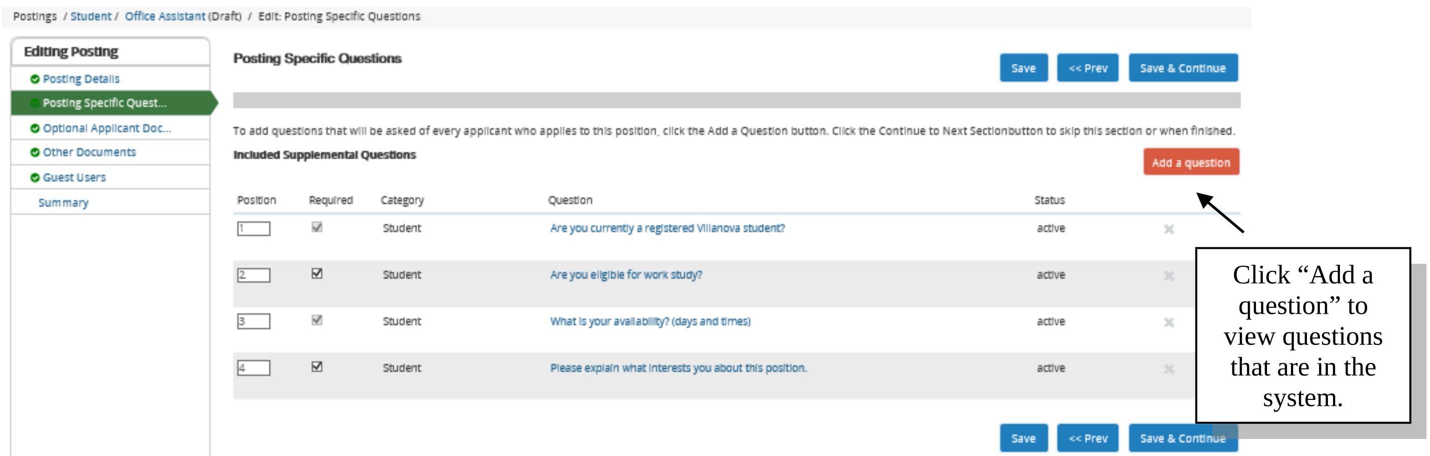
Specific Posting and Closing Dates can be designated for the job posting by entering the preferred dates. Either choose a closing date, or select “Open Until Filled”. The system will automatically close the posting on the specified closing date. The system **will not** automatically close the posting on the specified date if you select the option “Open Until Filled”.

If you have selected the option “Open Until Filled”, you must revisit the posting, take action, and update it to *Closed/Remove from Web* to remove the posting from the job applicant website.

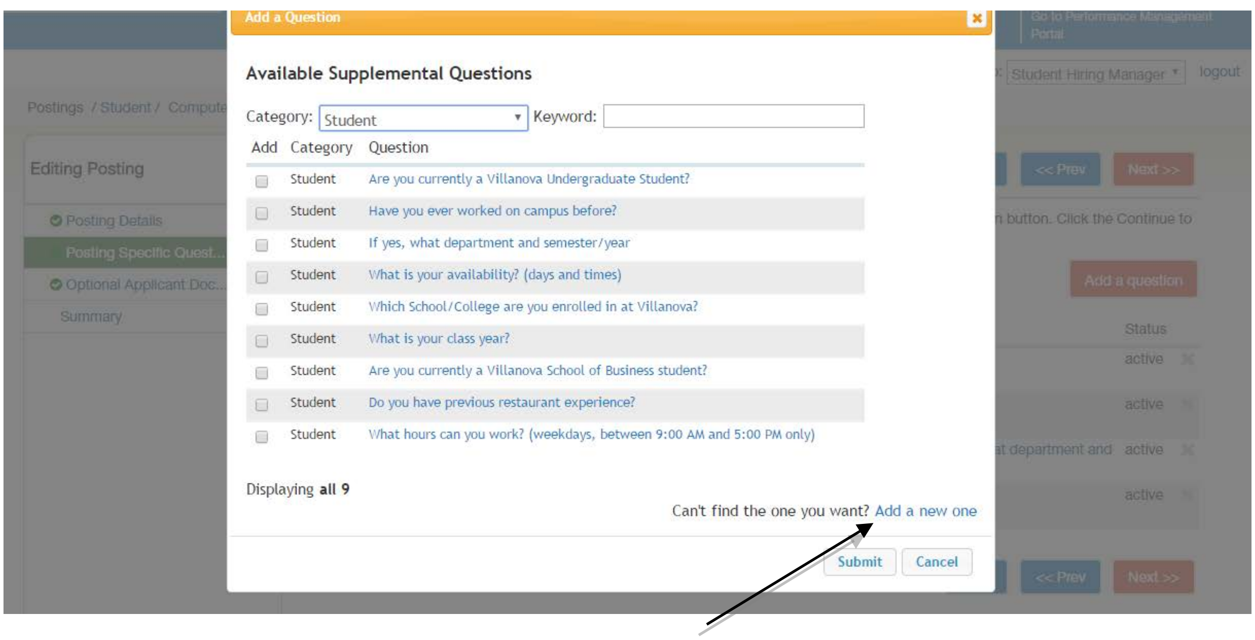
Posting Specific Questions

When you create a posting, the four questions listed below will automatically be included in your posting. These questions are required and should not be removed from the posting.

If you would like to add additional questions, you may do so by clicking on "Add a question" to view the available questions in system.

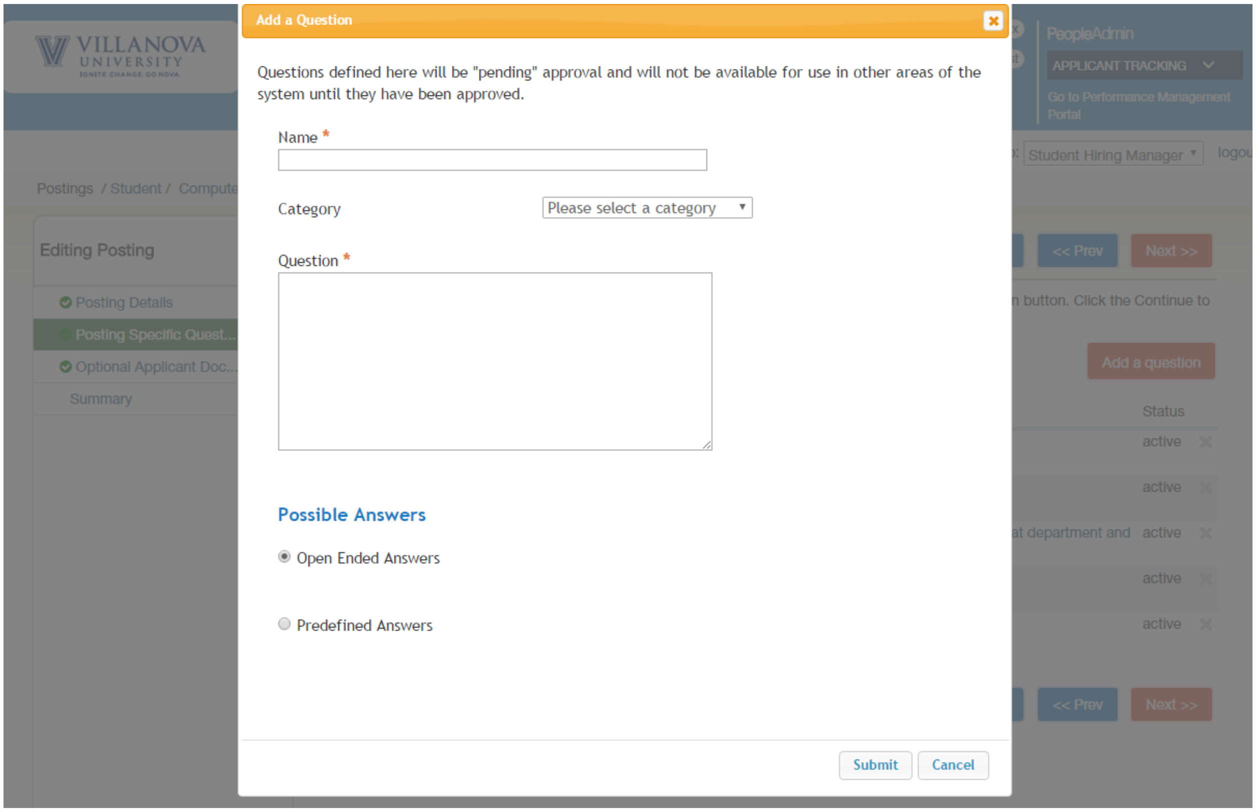


The screen below will appear and you can filter the questions based on category. Select the checkbox next to the question you would like to add and click "Submit".

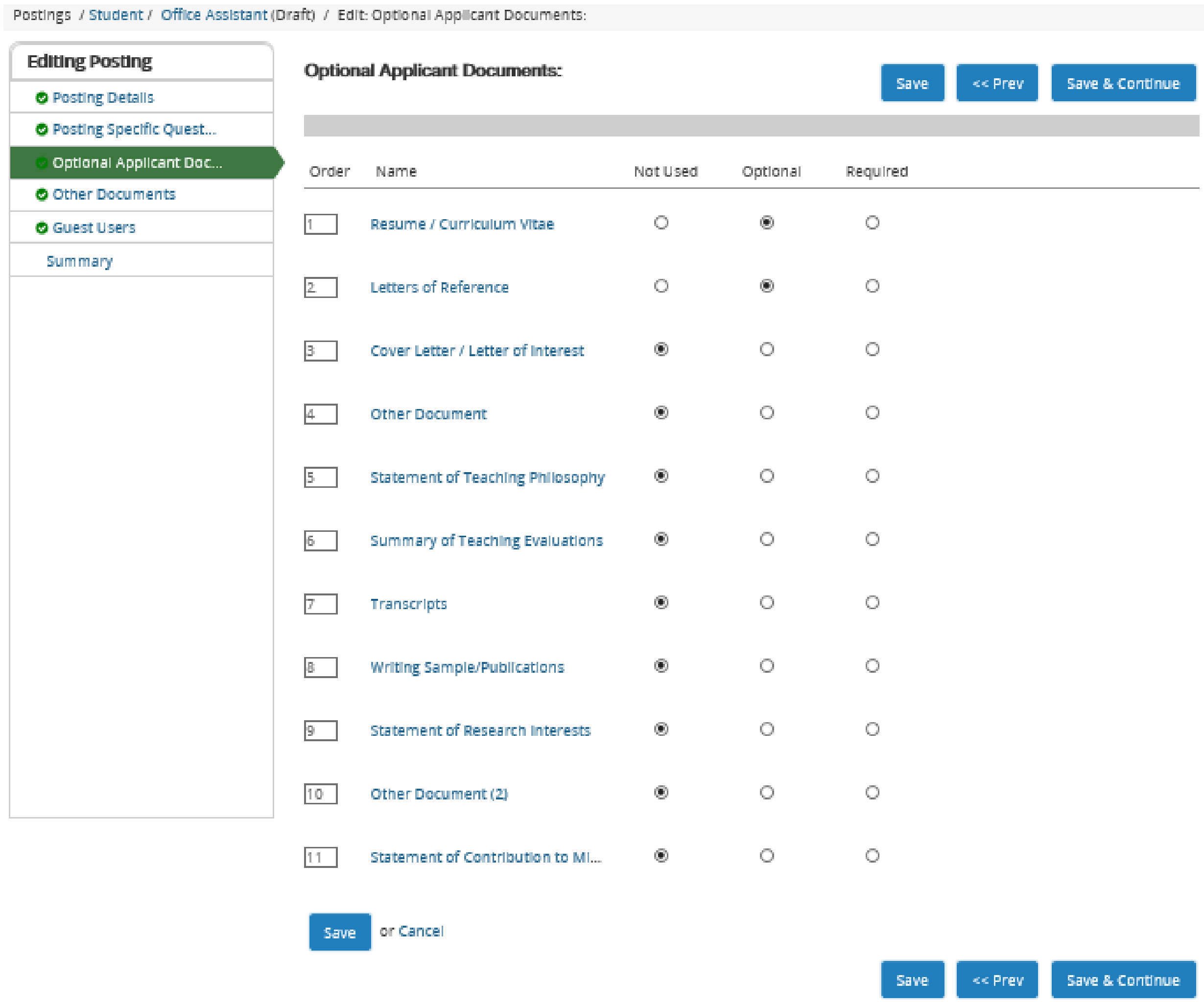


To create a new question, please click on "Add a new one" at the bottom of the screen above and screen below will appear. Please create the question, assign it to the "Student" category, and click "Submit.

“Open-ended answers” allows the applicant to type the answer to the pre-defined question. **“Pre-defined answers”** allows the applicant to select from a listed of answers provided on the application.



Applicant Documents

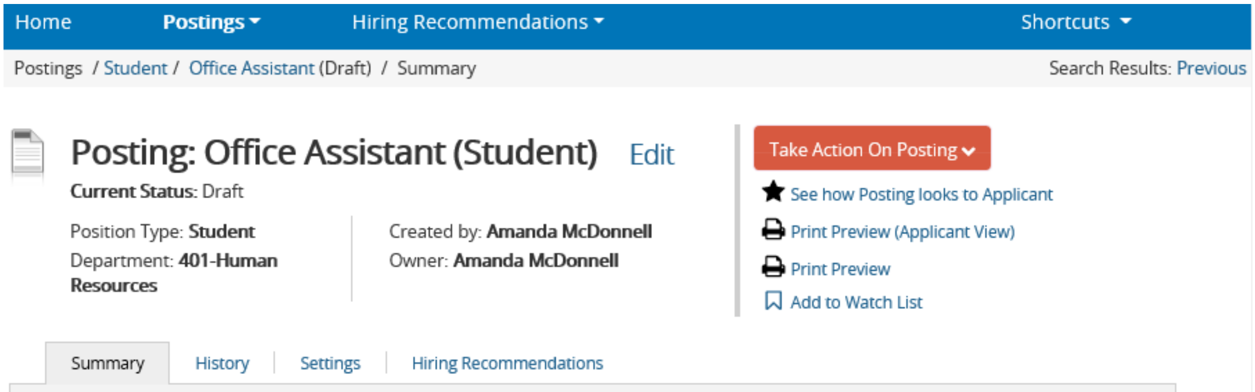


1. Applicant Documents can be designated as one of the following:
    a. Not Used (*default option*)
    b. Optional
    c. Required

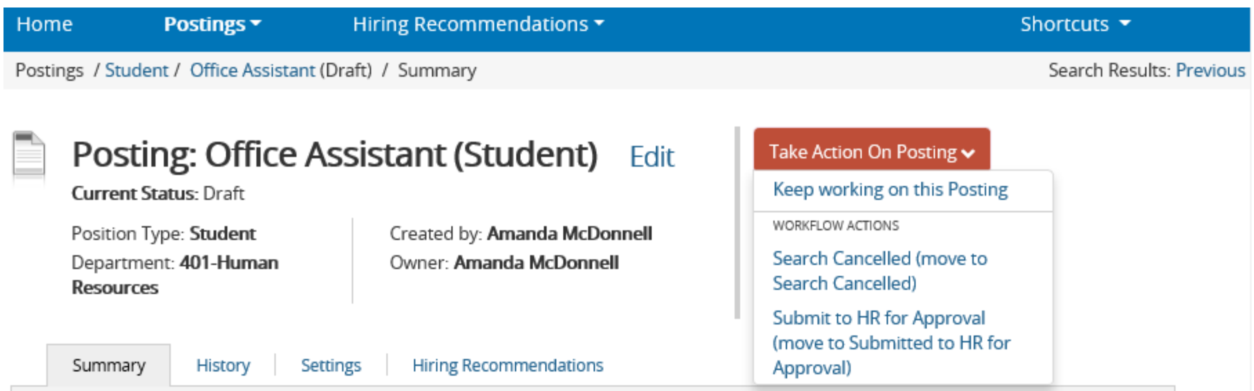
    You can change the order the documents appear in the posting. To do so, change the number in the box under “Order” that corresponds to each document to order according to your preference or drag-and-drop a document to its new position. It is important to note that any document designated as “Required” will need to be fulfilled by the applicant for the system to recognize the application as “Complete”. Applications with missing “Required” documents will remain in incomplete status and will not show up in the Hiring Manager’s queue.

2. Click **Save & Continue**

Final Step



1. Click on the word "Edit" next to the posting title to make any changes to the job posting. If you make any changes to the posting please remember to click "Save & Continue" to advance to the next screen.

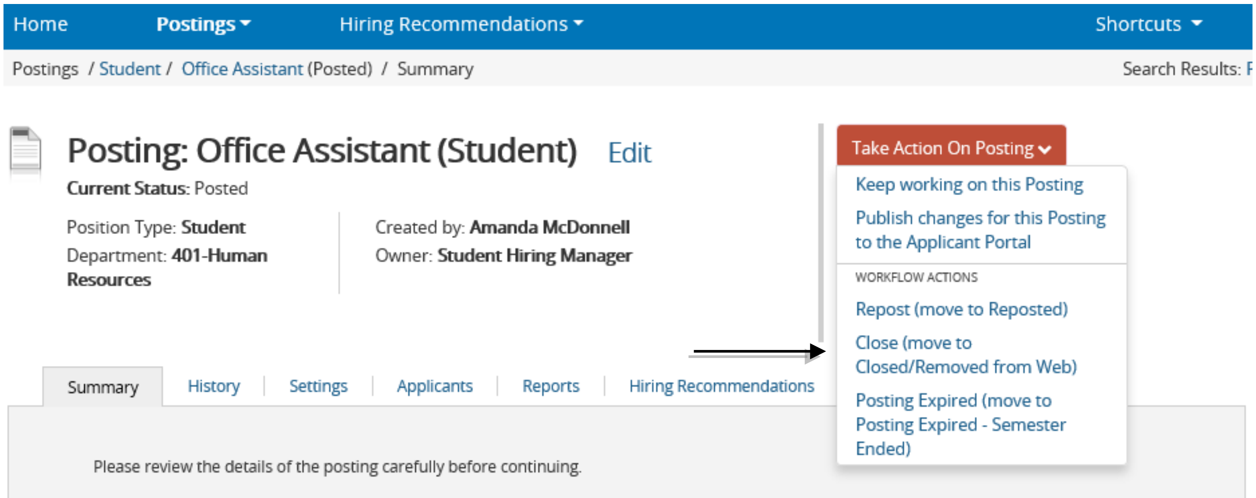


2. To move the posting through the workflow, click on the "Take Action on Posting" and select the next desired step:
   a. "Keep working on this Posting" to save the posting for later edits
   b. "Search Cancelled" to cancel the posting
   c. "Submit to HR for Approval" to proceed with posting approvals

3. The box to the right will appear for "Comments" – these comments are internal between the Student Hiring Manager and Human Resources. They are not viewable by applicants.

4. Click "Submit".

Helpful Tip: to check the status of your posting, please check the **Current Status** beneath the posting title or click the **History** tab and click on the latest link under **Emails Sent**.



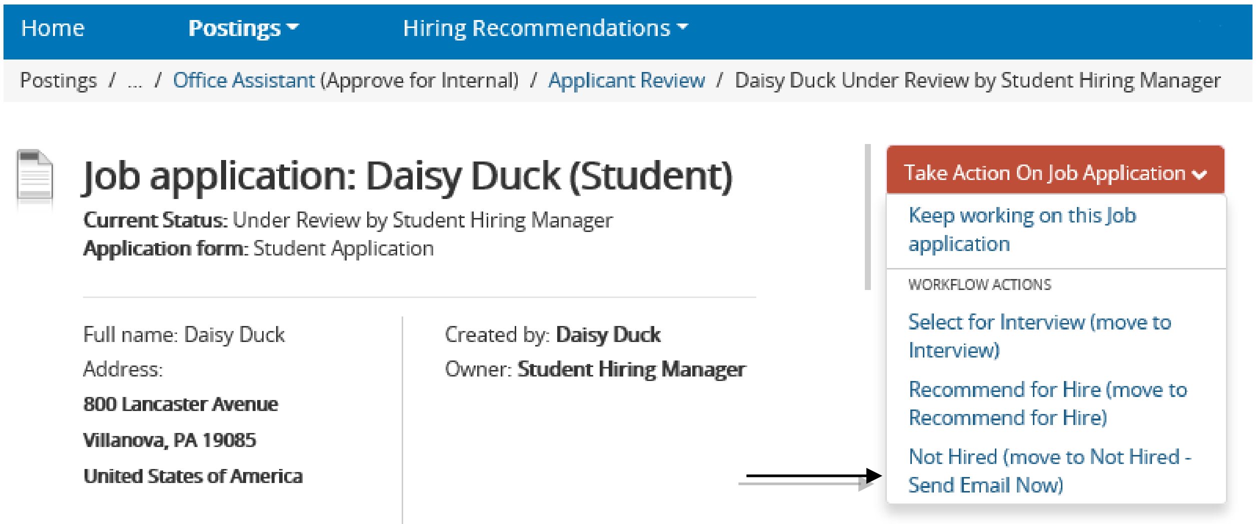
To close a position and remove from online view please perform the following steps:

1. Locate your posting
    a. Click on "Postings" located on the menu bar at the top of the screen
    b. Click on "Position Title"
2. Update your applicants to "Not Hired – Send Email" so that students who were not selected for the position receive an email notification (see page 16).
3. Hover over "Take Action on Posting" drop-down menu
4. Choose "Close"

Please note that a closed position may be reposted at any time by following the steps above and clicking **Repost;** however, student hiring managers cannot edit the posting after it has already been approved by Human Resources. Please contact HR to make any edits to the posting before reposting to the website.

Reviewing Applicants

To move applicants through the workflow individually:

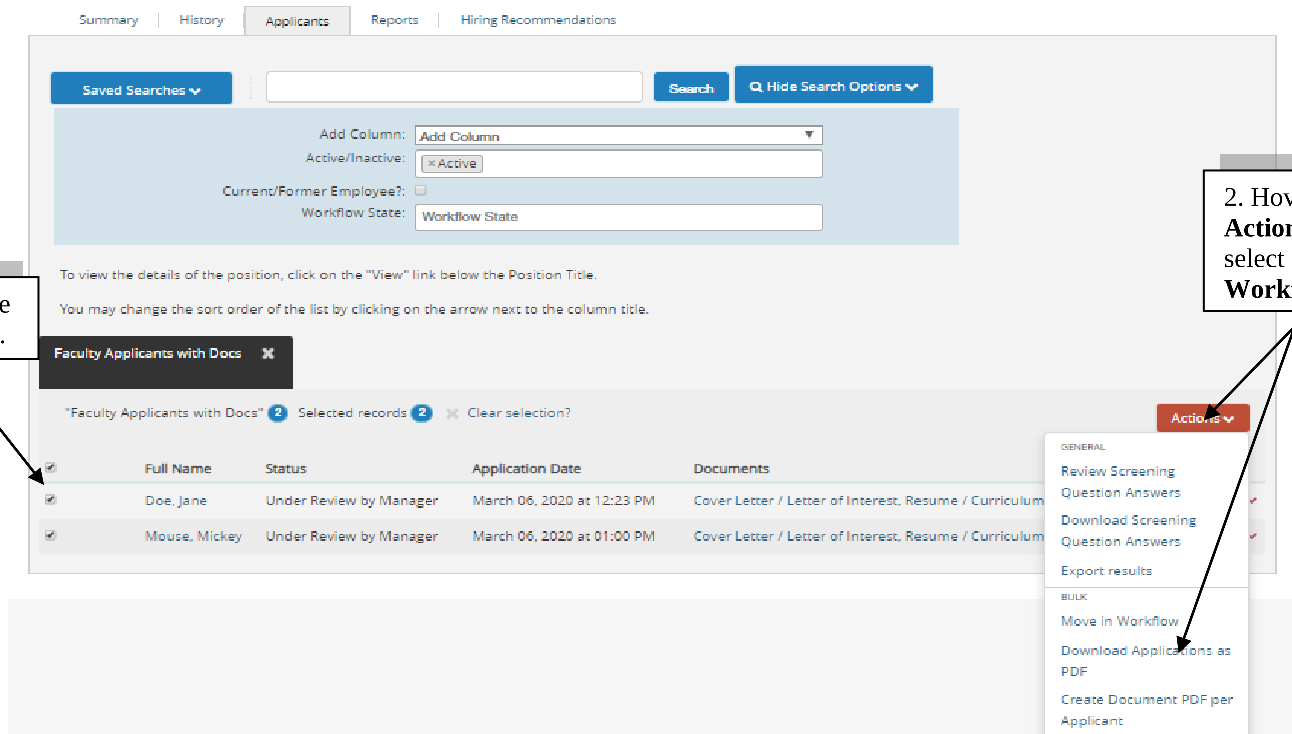


1. Click on the applicant's name to view the application.

2. Click on the "Take Action on Job Application" button on the top right side of the screen.

3. Choose "Not Hired" from the drop-down box. This change will automatically generate an email to the student stating they were not selected/hired for this position.

To move applicants through the workflow in Bulk:



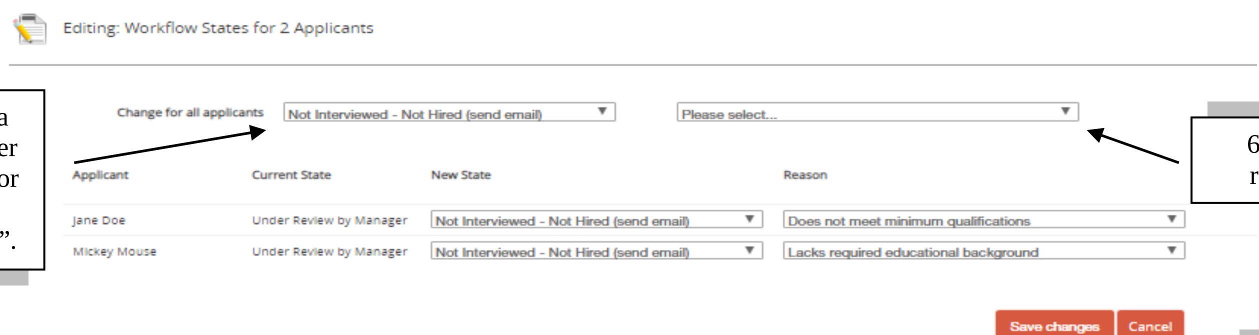
1. Click here to select all.

2. Hover over **Actions** and select **Move in Workflow**.

1. Select multiple applicants by clicking on the box next to each name.

2. Click on the "Action" button located on the header of the "Student Job Application". This is different than the "Action" button that corresponds to the individual applicant.

3. Choose "Move in Workflow" from the drop-down box.



5. Select a status under "Change for all applicants".

6. Select reasons.

7. Don't forget to **Save Changes**!

4. A new screen will appear with a list of all selected applicants.

5. Choose a "Workflow Status" from the drop-down box next to "change for all applicants".

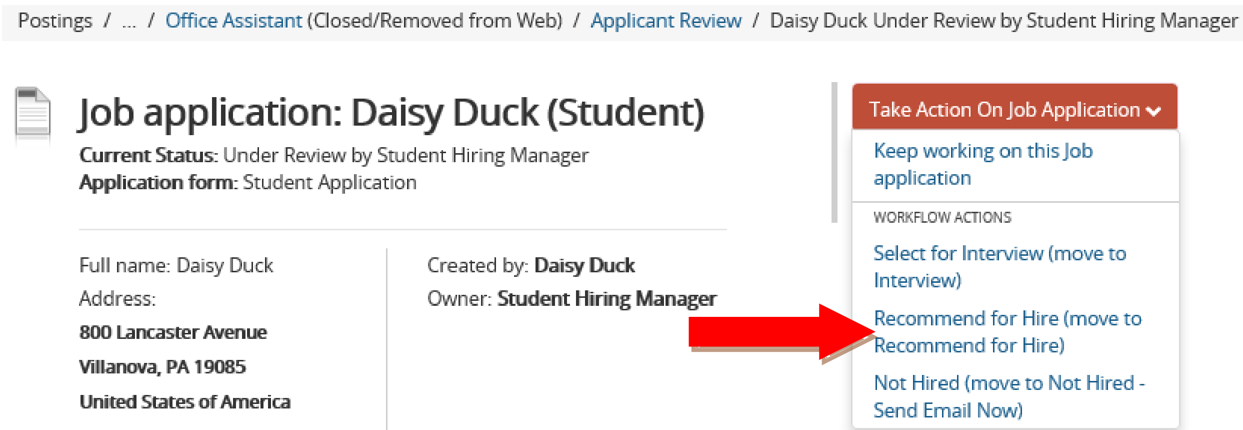
6. Choose "Not Hired" from the drop-down box.

7. Click on the "Save Changes" button on the bottom left side of the screen.

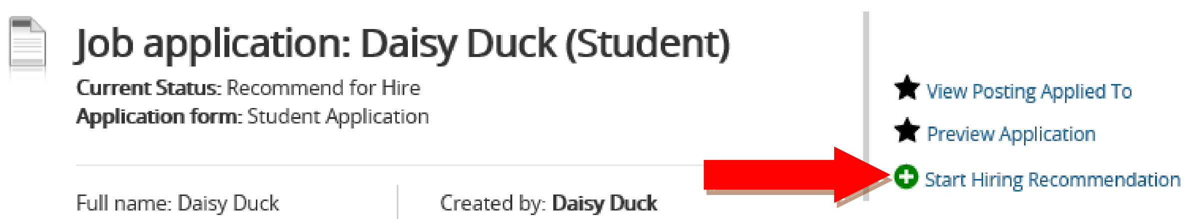
   Please Note: Updating students to "Not Hired" will automatically generate an email to the students stating they were not selected/hired for this position.

Recommend for Hire

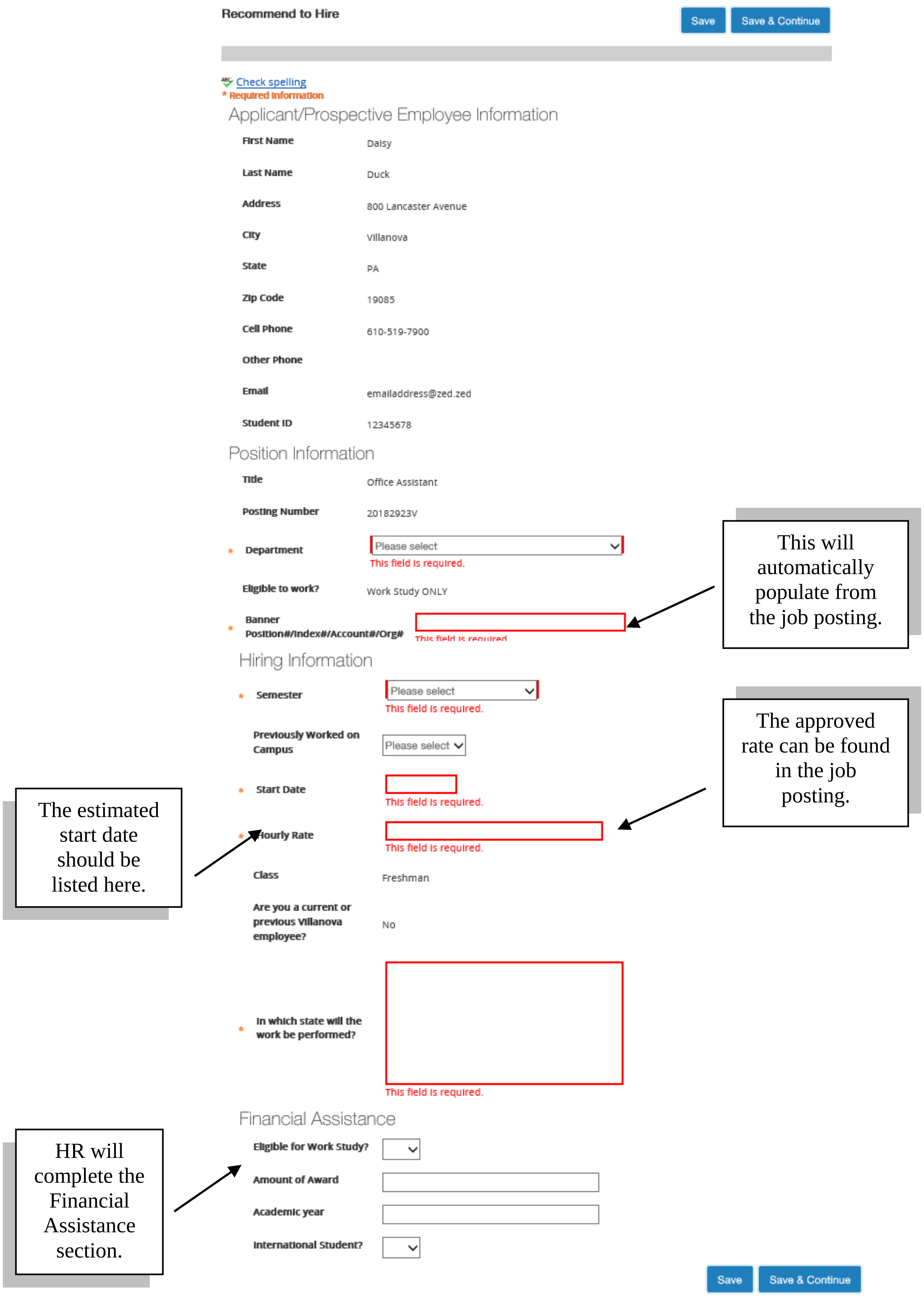
Once a candidate is selected for the position, you will need to change the applicant's status to "Recommend for Hire" and complete the Hiring Recommendation Form.



1. Locate your posting.
2. Click on "Applicants" tab. This will bring up a list of all active students who have applied for this position.
3. Click on the applicant's name you wish to hire. This will open up their application.
4. Click on the "Take Action on Job Application" button.
5. Click on "Recommend for Hire". A pop-up box will appear on the screen; please click "Submit" and the screen below will appear.



6. Click on "Start Hiring Recommendation" link located on the top right side of the screen next to the green circle with the plus sign in the image above.
7. The "Applicant" section of the Recommend for Hire form will pre-populate with information from the student's application.
8. The "Position Information" section will pre-populate with information from the job posting.
9. Hiring managers must complete the "Hiring Information" section of the Recommend for Hire form in the screen below.



Recommend to Hire

Save | Save & Continue

Check spelling
* Required Information

Applicant/Prospective Employee Information

First Name	Daisy
Last Name	Duck
Address	800 Lancaster Avenue
City	Villanova
State	PA
Zip Code	19085
Cell Phone	610-519-7900
Other Phone	
Email	emailaddress@zed.zed
Student ID	12345678

Position Information

Title	Office Assistant
Posting Number	20182923V
* Department	Please select This field is required.
Eligible to work?	Work Study ONLY
* Banner Position#/Index#/Account#/Org#	This field is required

Hiring Information

* Semester	Please select This field is required.
Previously Worked on Campus	Please select
* Start Date	This field is required.
* Hourly Rate	This field is required.
Class	Freshman
Are you a current or previous Villanova employee?	No
* In which state will the work be performed?	This field is required.

Financial Assistance

Eligible for Work Study?	
Amount of Award	
Academic year	
International Student?	

Save | Save & Continue

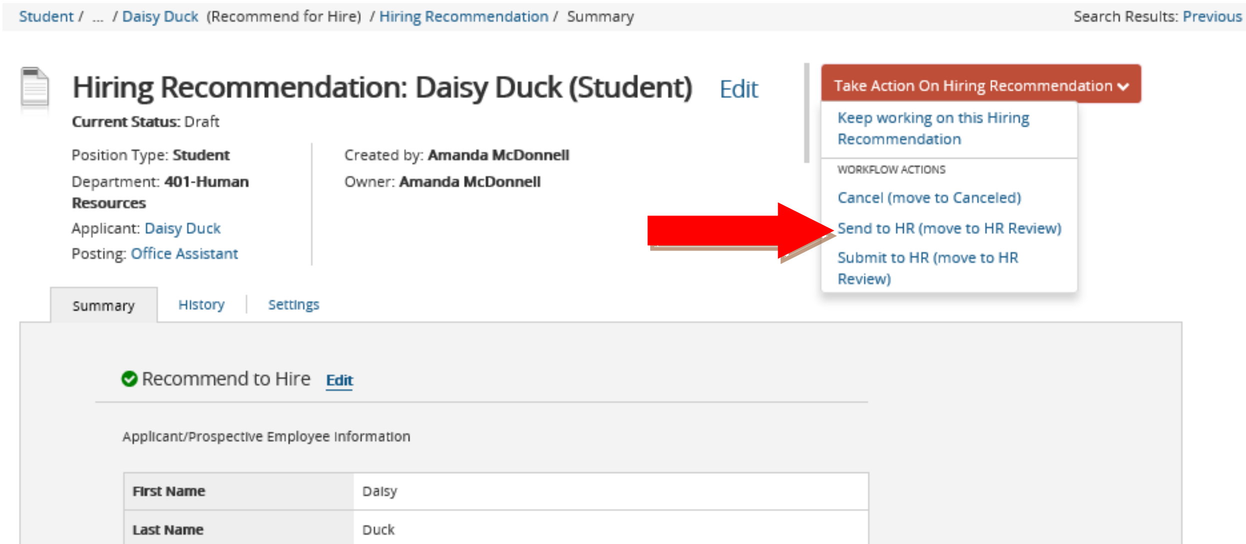
This will automatically populate from the job posting.

The approved rate can be found in the job posting.

The estimated start date should be listed here.

HR will complete the Financial Assistance section.

11. Click "Save & Continue" and the screen below will appear.



13. Click on the “Take Action on Hiring Recommendation” button.

14. Choose “Send to HR” in the drop-down menu.

Please note: You will not be able to make any changes after this step! The Human Resources department will then complete their portion of the Recommend for Hire form and contact the applicant if student paperwork is required. You will receive an email when the student may begin working. **Please do not allow student employees to begin working before you receive confirmation of approval from the Human Resources department.**