Colby

HOW TO COMPLETE A JOB REQUISITION

Job Requisition Question/Field	Selection
Basic Information	
What supervisory organization is this job for?	This should default to the supervisory organization (AKA: sup org) that you manage. You may need to change this to the one with the 'JM' in the name if you have more than one sup org by choosing the 'hamburger' menu on the righthand side.
This job will	Add a worker
How many openings are there for this job?	This is an estimate, and we recommend rounding it up. For example, if you want to hire 6 students, choose 10 in case you want to hire additional student workers in the future.
Job Information	
Job Profile	Click on the 'hamburger' menu on the righthand side and click **By Job Family > Student > Student Workers** to find a list of available student jobs. *Important: Do NOT choose Student Worker (PHJ).*
Job Title	Auto fills based on job profile. We recommend editing the job title so students with multiple jobs can easily tell which job is which. For example, "Student Office Assistant" can be edited to say "Student Office Assistant *(Campus Events)*."
Job Description Summary	Auto fills based on job profile. Modify as needed.
Job Description	Auto fills based on job profile. Modify as needed by adding those changes to the bottom. This is also a place where you can link to a separate questionnaire or survey you want students to fill out to determine if they are a good fit for you. Or other application instructions like attaching a cover letter. Note:

workday. | **EDUCATION**

	Please keep bulleted formatting.
Worker Information	
Location	Colby College
Additional Locations	Leave blank
Are you hiring a new employee or contingent worker?	Employee
What type of worker are you hiring?	Student (Fixed-Term)
Is this job full-time or part-time?	Part-time
What are the scheduled weekly hours for this job?	Enter estimated number of hours. Ex: Student will work 4-6 hours per week, enter 6. Note: Maximum 12 hours during the academic year.
Select a work shift	Leave blank
Cost Information	
When would you like this worker to start?	Enter the date you'd like them to start.
What recruiting instructions do you have for this job?	Post Internally Only
Select a primary location to post this job	Colby College
Select additional locations to post this job?	Student Jobs
Why are you creating this job?	Choose **Create Job Requisition > Recruiting**, then **Recruiting > Post Internally Only.**
What is the justification for this job?	Leave blank
Enter your comment	This is where you can send the student employment coordinator a note including any grant or costing allocation information if that is applicable. Note: If you have costing allocations or other important information to share, please e-mail studentemployment@colby.edu.