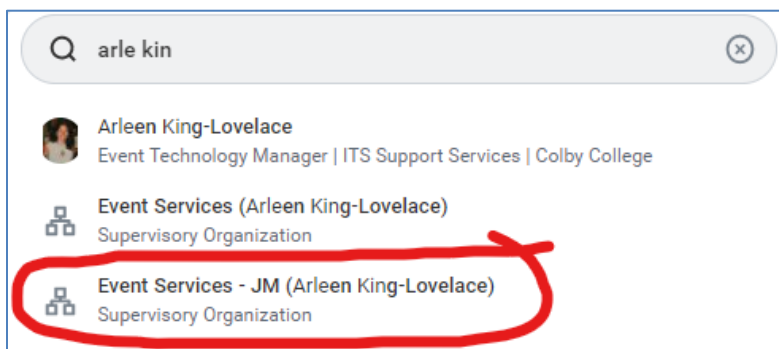


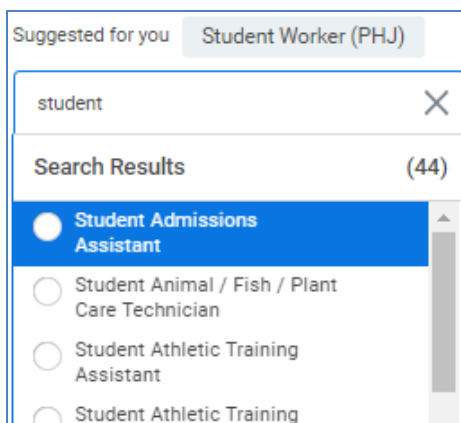
HOW TO POST A STUDENT JOB

Follow these steps to request a student job posting. Once submitted the Student Employment Coordinator will review and either approve the request and post the job OR reach out for more information.

1. In Workday, search for the **Start Job Requisition** task and select it.
2. Choose the **Supervisory Organization** ('sup org') for the job or keep the default (*Please choose the one with JM in the title; If you don't have one, contact student employment*).



3. Select **Add a Worker** and indicate the number of openings (*If you think you may hire more in the future, add a few extra openings*).
4. Choose **Job Profile** by searching 'Student.' (*Please do not select the Student Worker (PHJ) job profile.*)



5. The **Job Title**, **Job Description Summary**, and **Job Description** will pull in defaults based on the Job Profile selected. Modify these fields as necessary.
6. Select "Colby College" for the **Location**.

7. Select “Employee,” “Student (Fixed Term),” “Part Time,” and indicate the number of hours for this job (*maximum during academic year is 12*).

Are you hiring a new employee or contingent worker? *

Employee
 Contingent Worker

What type of worker are you hiring? *

Is this job full time or part time? *

Full time
 Part time

What are the scheduled weekly hours for this job?

8. Verify the **Cost** information is accurate. (*If incorrect or paid by grant or gift, include the information in the comment section*)
9. Enter the start and end dates for the job under Recruiting Information. (*Academic year runs 9/4/22 to 5/31/23*)
10. Select “Post Internally Only,” “Colby College,” “Student Jobs,” and “Recruiting > Post Internally Only” under Recruiting Information. (*Note: For hiring returning students, you must post the jobs internally for students to apply to*)

What recruiting instruction do you have for this job? *

Select a primary location to post this job *

Select additional locations to post this job

Why are you creating this job? *

11. Click **Submit**.