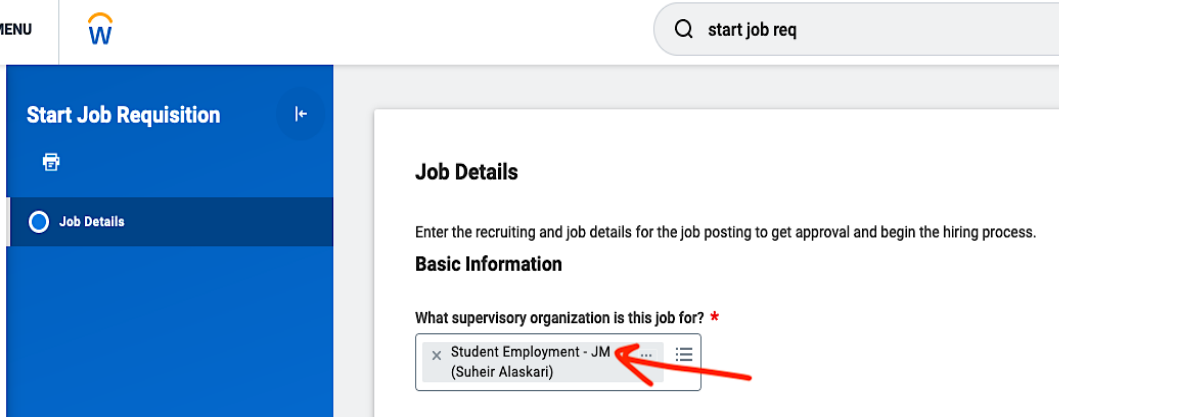


HOW TO POST A JOB REQUISITION

Job Requisition Question/Field	Selection or widows you get
<p>In Workday type “start Job requisition”</p>	
<p>What supervisory organization is this job for?</p>	<p>This should default to the supervisory organization (AKA: sup org) that you manage. You 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. Contact student employment if you do not see it!</p>
<p>This job will</p>	<p>Choose “Add a <b>worker</b>”</p>
<p>How many openings are there for this job?</p>	<p>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.</p>
<p>Job Profile</p>	<p>Click on the ‘hamburger’ menu on the righthand side and click <b>By Job Family &gt; Student &gt; Student Workers</b> to find a list of available student jobs. <b>Or just type <b>student</b> in the search field and choose your job profile.</b></p>

	<div style="text-align: right;"> <p>Job Profile *</p> <p>Suggested for you Administrative Assistant 2</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>student <span style="float: right;">×</span></p> <p><b>Search Results</b> (52)</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Student Admissions Assistant</li> <li><input type="radio"/> Student Animal / Fish / Plant Care Technician</li> <li><input type="radio"/> Student Athletic Training Assistant</li> </ul> </div> </div> <p><i>Important: Do NOT choose Student Worker (PHJ).</i></p>
<p>Job Title</p>	<p>Auto fills based on job profile. We recommend <b>editing</b> 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 (HR dep)."</p>
<p>Job Description Summary</p>	<p>Auto fills based on job profile. <b>Modify as needed.</b> Feel free to add or edit it.</p>
<p>Job Description</p>	<p>Auto fills based on job profile. <b>Modify as needed</b> 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: Please keep bulleted formatting.</p>
<p>Location</p>	<p><b>Colby College</b></p>
<p>Additional Locations</p>	<p>Leave blank</p>
<p>Are you hiring a new employee or contingent worker?</p>	<p><b>Employee</b></p>

What type of worker are you hiring?	Choose <b>Worker Types &gt; Student (Fixed-Term)</b>  <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">             What type of worker are you hiring? *  <span style="border: 1px solid #ccc; padding: 2px;">x Student (Fixed Term)  </span> </div>
Is this job full-time or part-time?	<b>Part-time</b>
What are the scheduled weekly hours for this job?	12
Select a work shift	Leave blank
<b>Cost Information/ Select a Company</b>	Colby College
Select a cost center	This will generate automatically using your suborg “JM”
When would you like this worker to start?	<b>Enter the date you'd like them to start using the academic semester dates</b>
When do you want this contract to end?	<b>Enter the date you'd like them to stop working using the academic semester dates</b>
What recruiting instructions do you have for this job?	<b>Post Internally Only</b>
Select a primary location to post this job	Colby College
<b>Select additional locations to post this job?</b>	<b>Student Jobs</b>
Why are you creating this job?	Choose <b>Create Job Requisition &gt; Recruiting</b> , then <b>Recruiting &gt; Post Internally Only</b> .
What is the justification for this job?	Leave blank
Enter your comment	This is where you can send the student employment a note including any grant or costing

	<p>allocation information if that is applicable.</p> <p>Note: If you have costing allocations or other important information to share, please e-mail <a href="mailto:studentemployment@colby.edu">studentemployment@colby.edu</a>.</p>
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