

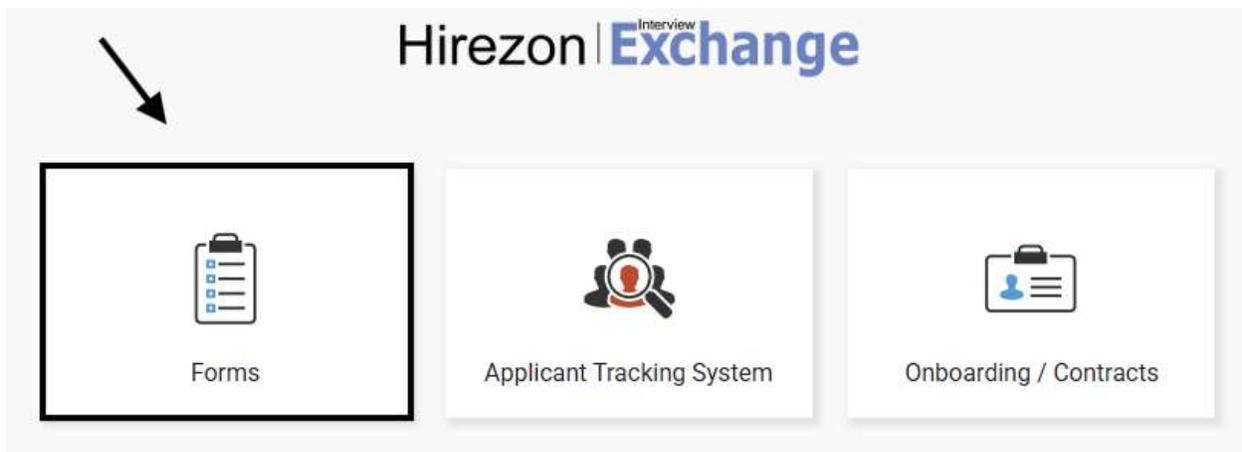


Request to Fill Vacancy
Student Employment

Log into Interview Exchange by going to your “My Apps” page and clicking the link on the Interview Exchange tile. This provides single sign-on.



Click on Forms Module. Please note Request to fill vacancies are only in the Forms Module.



Click on the link to Start New Form link in upper right corner.



Next, select your department.

For Category, select Recruitment.

For Template, select Request to Fill-Employment Student.

For Title/Name type the job title in this text box, or choose a Job template from a prior posting by clicking on the box titled "Use Job Template Library".

Hirezon | Exchange Fitchburg State University [Dashboard](#)

Start New Form ?

Department:

Category:

Template:

Title/Name: ?

[Create Form](#) OR Use Job Template Library

How to Choose the Job Template

Hirezon | Exchange Fitchburg State University [Dashboard](#) [Susan Lajoie-Johnson](#) [Medical](#)

Start New Form ?

Department:

Category:

Template:

Title/Name: ?

[Create Form](#)

Add Job Details

Department: Human Resources and Payroll Services

Search Job Templates:

ID	Title	Category	Department	Create
12027	Staff A			
11725	Part T			
7336	Part T			

Part Time --Job Template

Job Template ID: 7336

Company Description

Fitchburg State University, located in Fitchburg, Massachusetts, is a public institution dedicated to integrati quality professional programs with strong liberal arts and sciences studies. Founded in 1894, the university more than 30 undergraduate programs and 22 master's degree programs, and 7,000 full and part-time stud imite you to learn more about us and how we can help you achieve your educational goals.

If you clicked on “Use Job Template Library” then previous job posting from your department will appear.

Click on the Job Title to choose one of the templates. Then at the bottom of the template click on “Use this Job Template”.

The screenshot shows a web interface for creating a new form. On the left, there are input fields for 'Department', 'Category', 'Template', and 'Title/Name', along with a 'Create Form' button. The main area is titled 'Add Job Details' and shows a table of job templates. The selected template (ID 1172) has the following details:

ID	Title	Category	Department
12027	Staff Associate for Personnel	Professional	Human Resources
1172	Internal Description - All Organization Users		
7336	[No Internal Description - All Organization Users provided]		

Below the table, there are sections for 'Internal Description - HR Use Only' and a detailed job information box:

Job Type: FT Non-Benefited	Reference Number: -
Job Category: Part time Faculty	Reference 1 (Internal): -
Department: All Departments	Reference 2 (Internal): -
URL: -	Reference Job ID: 133007

At the bottom of the job details box, there is a button labeled 'Use this Job Template'.

Click on Create New Form. The Request to Fill Vacancy Form will open.

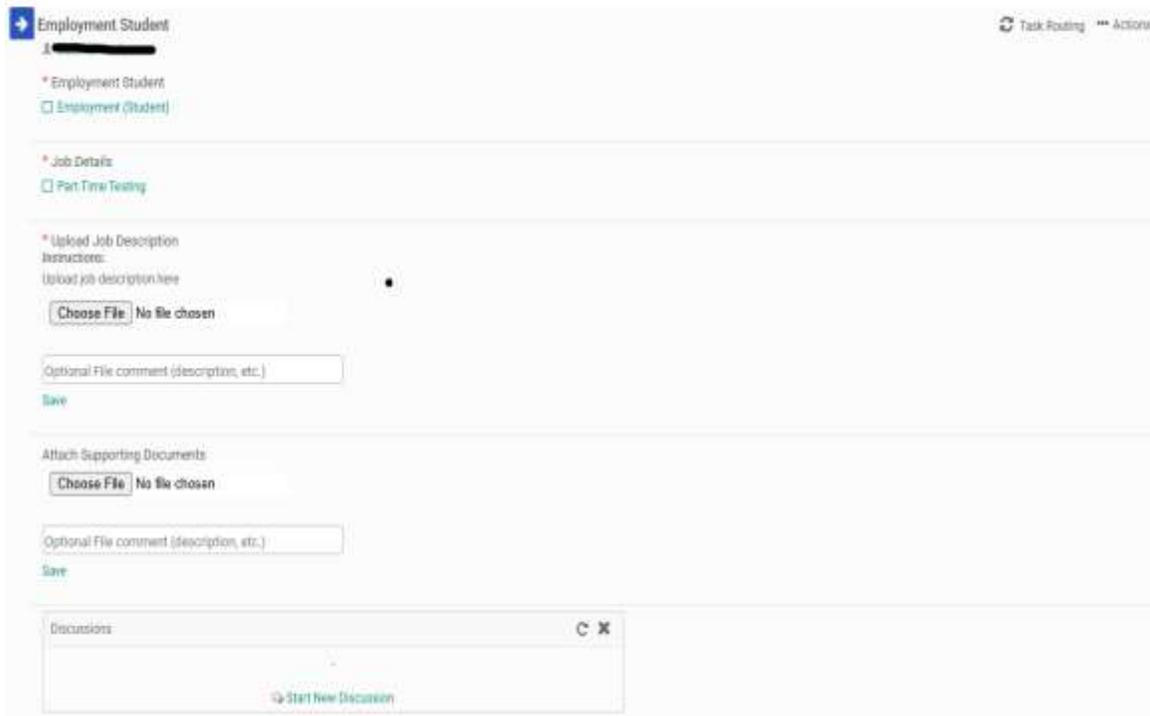
Request to Fill Vacancy

The Request to Fill Vacancy Form Consist of Three Parts.

1. Click on Employment (Student).
2. Click on the Job Title of the template to make edits, changes or updates.
3. Upload job description.

As you complete each section a check mark will appear in the box.

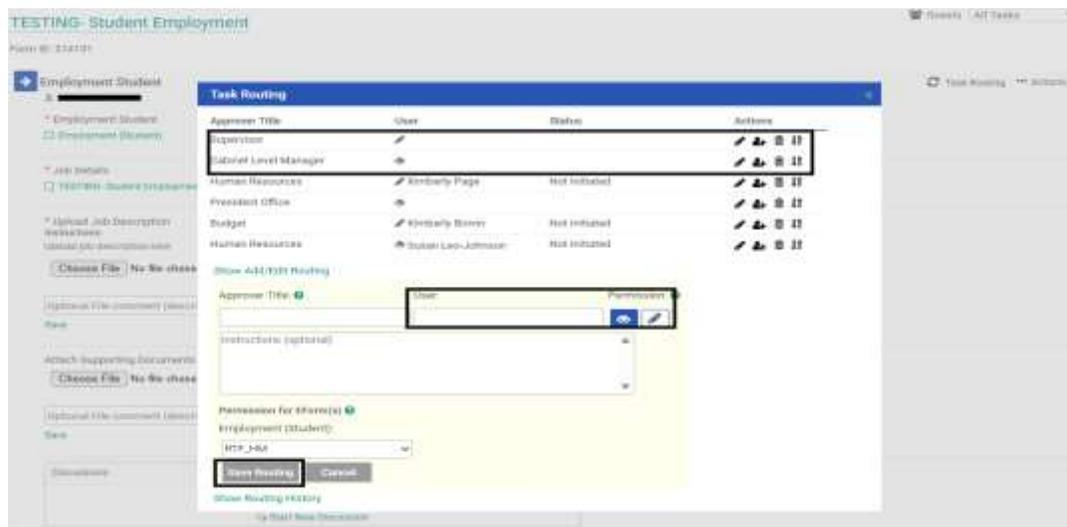
Use the Discussion area to communicate important additional information about the job.



To update Task Routing click the Task Routing link and then click on the pencil icon to add Approvers.

Under Show Add/Edit Routing enter approvers email then click Save Routing.

***Only update Task Routing for the **Employment (Student) section**. You do not need to enter task routing in the Post Job or Recommendation sections.



Part 1: Request to Fill Vacancy position information.

Title of Position-Enter FSU Undergraduate Student Employment then title of position.

Enter who should have access to review applicants in the comment section.

Note, all fields marked with an asterisk must be completed before clicking on the Save & Submit button.

Employment (Student)

FITCHBURG STATE UNIVERSITY
Employment (Student)

Position Information: To be completed by Hiring Manager

*Title of Position: Part Time Testing	*Hiring Manager:	*Department: Human Resources and Payroll Services
*Dept. Head/Chair:	*Contract Length: --Select--	*Job Type: --Select--
*Job Category: --Select--	*Shift: --Select--	
*Rate:	*Hours per week:	*How many people will you be hiring in this search?

HR Review

HR Review Request and Job Description:

Budgeting Information: To be completed by Finance

Funding Source:	If other, please specify:
FOAPAL:	Appropriation:

Comments:
Who should have access to this Search?

Save & Submit

Part 2: Job Details-edit the job template to reflect job description.

A brief job description is required for student positions. Please add specific duties and responsibilities in order of importance.

For **university funded positions** add the following paragraph before the list of duties:

The Office of (insert office name) is seeking a student for employment.

This position is funded by the university. All undergraduate students looking for employment are welcome to apply. Please see below the specific duties and responsibilities for the position.

The screenshot shows a web form for editing a job template. The form is titled "Part Time template" and has a form ID of 312817. A sidebar on the left contains navigation options: "Employment Student", "Employment Student", "Employment (Student)", "Job Details", "Part Time template", "Upload Job Description", "Optional File comment", "Attach Supporting Document", "Optional File comment", "Discipline", and "Post Job". An arrow points from the "Job Details" section in the sidebar to the "Job Title" field in the main form. The main form has a header "Part Time template" and a note "Fields marked with an asterisk (*) are required". The "Job Title" field contains "Part Time template". The "Company Description" field contains a rich text editor with the following text: "Fitchburg State University, located in Fitchburg, Massachusetts, is a public institution dedicated to integrating high-quality professional programs with strong liberal arts and sciences studies. Founded in 1894, the university now has more than 30 undergraduate programs and 22 master's degree programs, and 7,900 full and part-time students. We invite you to learn more about us and how we can help you achieve your educational goals." Below this is a section titled "Institutional Diversity and Social Justice" with the text: "Fitchburg State University embraces a commitment to diversity, inclusion, belonging and social justice. We encourage individuals from historically underrepresented groups to apply and also those who can contribute to diversity, inclusion and equal opportunity in higher education through education, research and practice." The "Job Description" field contains a rich text editor with the text: "Please copy job description-include language for Work Study or university funded position."

Job Details-edit requirement, add additional information and applicant instructions.

1. Add requirements; example (ability to lift 50 lbs., flexible work schedule, typing and keyboard skills).
2. Add shift information, hourly rate, and any other pertinent information about the position.
3. The following information is required in the Application instructions section:
Interested candidates should submit a cover letter.

Please note a resume is required and cover letter is optional unless the hiring manager specifies it is required.

When you are done editing the job description and requirements scroll down and click the **Save Job Details**, then click **Close**.

Next, **Upload** your original job description and any supporting documents. Then click **Send for Next Action**. This will trigger the approval process for the Request to Fill Vacancy.

Employment Student
 Employment Student
 Employment (Student)

Job Details
 Part Time Testing

Upload Job Description
 Instructions:
 Upload job description here
 Optional File comment (description, etc.)
 Save

Attach Supporting Documents
 Choose File No file chosen
 Optional File comment (description, etc.)
 Save

Discussions
 Start New Discussion

Post Job
 Multiple Assignees

Recommendation

Send for Next Action

If you have multiple positions that are both Work Study and university funded, they must be posted separately.

To check on approval status click the Task Routing button in the top right corner of form. When the Request to Fill Vacancy has received all the required approvals, it will route to HR to post the position. After the job is posted, candidates are selected for interviews, and the interview process occurs.

Application Review

Hiring managers and committee members log into jobsite and review applications. After reviewing candidates and the interviewing process occurs, the hiring manager will then update candidate statuses by moving applicants to the correct folders. You must select the candidate's name by clicking the "select" box, then click the drop down in the "Move

Selected” field to choose the folder you wish to move the candidate to. You can select more than one applicant at a time to move them.

Applicants for: Part Time template (197624)

View Edit Job Locations Alerts Invite Applicants Distribute Close

Reviewers Review Notes Requisitions Quick Report Re-Assign

Background Check E-Forms E-Form Report Job Documents Candidate Matrix Find Candidate

Qualified Applicants in Inbox

Select	Name : (F L)	Location	Phone	E-Mail	Date
<input checked="" type="checkbox"/>	1. HR Help	Fitchburg, MA	(978) 665-3172	humanresources@fitchbu...	02/27/2026

1 to 1 of 1 Qualified Applicants

Check All | Uncheck All | Reverse

Move Selected: - Select One -

Submit Clear

✉ - Emails Sent ■ - Internal Candidate (Sort)

After making an offer and receiving a verbal acceptance the Recommendation part of the form will need to be completed.

Recommendation to Hire

Click on the Complete Task link and add the candidate details.

Form ID: 212817

✓ Employment Student

✓ Post Job

➔ Recommendation

* Candidate Information

No Candidate Selected

* Recommendation

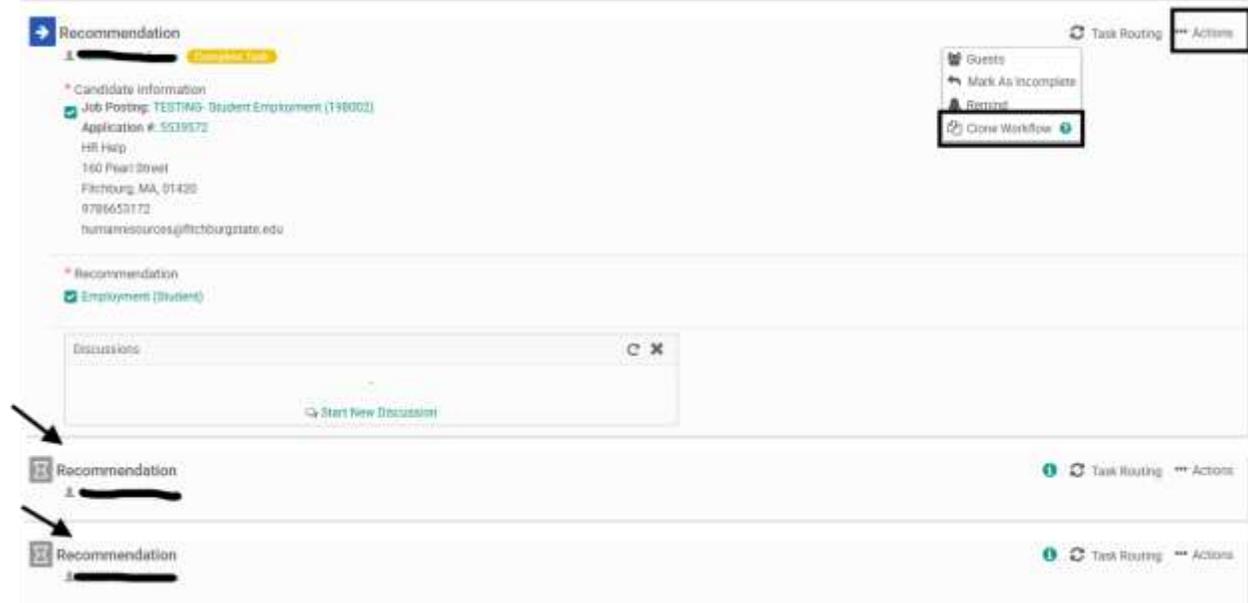
Employment (Student)

Discussions

Start New Discussion

****If you have multiple positions to fill, prior to clicking the Complete Task link you will need to Clone the form.** You must clone the original Recommendation to Hire form.

To clone the form, click on the **Actions** link in the right corner. Click **Clone Workflow** link. A new Recommendation section will appear. These will be the forms to use for additional hires.



After clicking on Complete Task in the Recommendation section of the Request to Fill Vacancy, you will be redirected to the ATS (Applicant Tracking System) module to select the candidate you would like to recommend to be hired by clicking on their name.

Applicants for: TESTING- Student Employment (198002)

[View](#) [Edit Job](#) [Locations](#) [Alerts](#) [Invite Applicants](#) [Distribute](#) [Close](#)

[Reviewers](#) [Review Notes](#) [Requisitions](#) [Quick Report](#) [Re-Assign](#)

[Background Check](#) [E-Forms](#) [E-Form Report](#) [Job Documents](#) [Candidate Matrix](#) [Find Candidate](#)

Qualified Applicants in *Hired*

Select	Name : (F L)	Location	Phone	E-Mail	Date
<input type="checkbox"/>	1. HR Help	Fitchburg, MA	(978) 665-3172	humanresources@fitchbu...	03/12/2026

1 to 1 of 1 Qualified Applicants

[Check All](#) | [Uncheck All](#) | [Reverse](#)

Move Selected:

- Emails Sent - Internal Candidate (Sort)

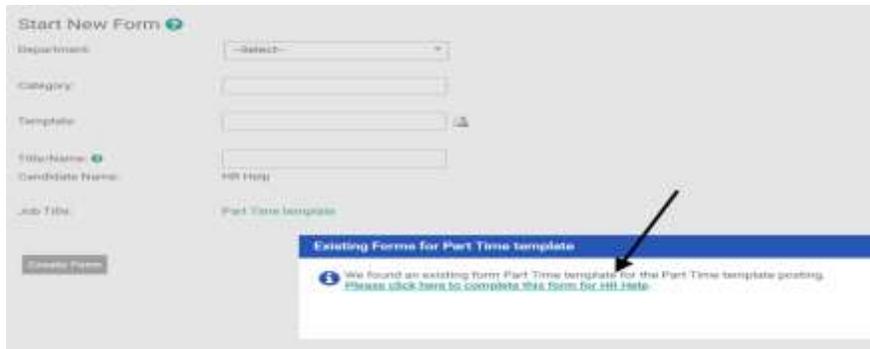
On the applicant's profile page, under Applicant Details, click the Recommendation to Hire [Forms] link.

Part Time template (197624)

1 of
[Return to Short](#)

Contact Information	Application Details
<p>HR Help 160 Pearl Street Fitchburg, MA - 01420 Phone: (978) 665-3172 humanresources@fitchburgstate.edu</p>	<p>Apply Date: Feb 27 2026, 3:23 PM Source: Other, Fitchburgstate.edu Application #: 5532098 IP Country: United States Current Folder: Inbox > Background Check > Recommendation to Hire [Forms] > Onboard</p> <p>Move to: <input type="text" value="- Select One -"/> <input type="button" value="Submit"/></p>

Click on the link that reads "Please click here to complete this form for [candidates name]".



The candidate's name and contact information will now appear on the Recommendation.

Before clicking on Send for Next Action you must click the "Employment (Student)" link and enter Appointment Information.

After you click on Send for Next Action, the form will then route for approvals. Once all approvals are received, the hiring manager/administrative assistant can initiate the onboarding. For instructions on the onboarding process please see the *Hiring New Students in Interview Exchange-Job Aid for Managers*.

Once all positions are filled and the final Recommendation to Hire form is approved HR will close the search.