FITCHBURG STATE UNIVERSITY

## Guide to Posting a Job in Interview Exchange (Students & Non-Benefited Contractors)

Log in my Apps or visit http://jobs.fitchburgstate.edu/hr/ *(Please note, jobs.fitchburgstate.edu is the applicant side and should not be used by hiring managers to log in). Logging into My Apps allows for single sign on, enter your email click tab, you do not need to enter a password.*
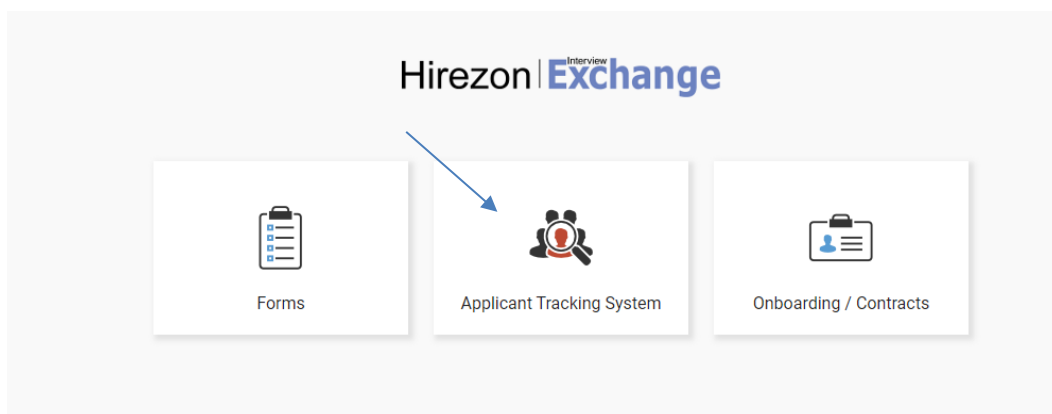
Apps

Interview Exchange

Interview Exchange Link
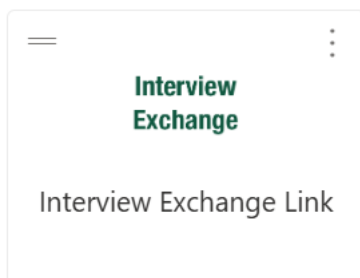
- If you do not have an existing account, please request an account by emailing humanresources@fitchburgstate.edu. *If you are asked to serve on a search committee, you will need search training.*

Home Page:

1. Select the Applicant Tracking System module to start the requisition.

Hirezon | Exchange

Forms   Applicant Tracking System   Onboarding / Contracts

2. Click on the **Requisitions** tab and select **Add New Requisition**.

3. Select "**Requisition**" from the drop-down menu. *Do not select any other options.*

4. Complete the **required information** for the position before adding the job details:

PLEASE NOTE:

Title/Name, Campus Title and State Job Title (All three fields are the same):

Enter "FSU Undergrad Student Federal Work Study Employment – *then title of job i.e. Clerk, Office Assistant, etc.*" or for trust funded student jobs enter "FSU Undergraduate Student Employment – *then title of job i.e. Clerk, Office Assistant, etc.*"

5. In the search committee box add who should have access to review candidates. If there are any yes/no questions that you would like to ask candidates add them in the not section. HR typically post contractor and student jobs for 30 days, if this is different please add to the note section.

Once complete, attach job description and save changes. **Do not uncheck "Add job details and approvers".**

Human Resources "I" Drive>Payroll>Process Docs>Hiring & Job Aids
Updated 7/27/25

Budget Information:

List Suggested Committee Members

Add Names of who you would like to have access to the search.

Posting Details

Note: For most postings, HR automatically advertises with online jobsites including HigherEdJobs, Chronicle of Higher Education, MassLive, Indeed, along with several diversity jobsites.

Please suggest additional advertisement sources(if any) below:

Add a note / Ask questions:

There is an option of adding "yes/no" questions. HR adds two questions standard for students.
☐   Are you a current full time FSU student?
☐   Have you worked anywhere on campus within the last year.
If you would like to add additional "yes/no" questions add them in the note section of the requisition.

Student jobs are typically posted for 30 days, please make a note here of any changes.

Attach (Job Description)   [Choose File] No file chosen

To add additional documents and/or comments, please uncheck the checkbox 'Add Job Details and Approvers' before clicking 'Save Changes'

☑ Add Job Details and Approvers

[Save Changes]

Human Resources "I" Drive>Payroll>Process Docs>Hiring & Job Aids
Updated 7/27/25

6. Add Posting Details (copy from job description):

Duties and Responsibilities:

A brief job description will be required for all part time student and non-benefited positions. Please add specific duties and responsibilities in order of importance for students and or non-benefited part time employees.

The following paragraph is required for **all Federal Work Study** positions. Please add this information to the beginning of the list of duties and responsibilities:

The Office of (insert office name) is seeking a federal aid recipient for student employment. This position will be funded by federal work study dollars; only students that receive financial aid awards can be considered for this position. If you have questions about your award or are not certain that you are receiving financial aid, please log into your MyFalcon account and check your award amount for Federal Work study. If you do not see a Work study award amount, then you are not eligible to apply. If you have any questions regarding your award, contact the Office of Financial Aid at extension 3156 or finaid@fitchburgstate.edu. Please see below the specific duties and responsibilities of the position.

If you have a university (Trust) funded student position please use the following paragraph:

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 this role.

If for any reason you have multiple positions that are both financial aid and trust, you must post them separately.

7. Add requirement for the job (sample below – not required for every job). Add shift information and hourly rate.

Requirements: *

99937 characters remaining.

| B | I | U | ✂ | ⧉ | 📋 | ⧉ | ☰ | ⊞ Source | 🔗 | 🔗 |

Need to be able to lift 50 lbs.
Flexible Schedule

Additional Information:

99889 characters remaining.

| B | I | U | ✂ | ⧉ | 📋 | ⧉ | ☰ | ⊞ Source | 🔗 | 🔗 |

Shift Information: varies
Salary: $15.00 per hour

8. **Application Instructions Section** (Required for all student jobs). The following information is required in the Application Instructions section:

Interested candidates should submit a cover letter.

This is a student employment opportunity.   The hiring manager for student positions will review applications and select candidates for interviews. If applicants are selected they will be contacted for an interview. For questions about the job vacancy, please contact the individual department.

A resume is required and the cover letter is optional unless the hiring manager specifies it is required. If hiring managers would like other documents required, please include this information on the requisition. This can be a class schedule, or Federal Work study award screenshot from MyFalcon.

*** Requisitions that do not include this language will be returned, so you can add the information and resubmit.

Application Instructions:

99247 characters remaining.

B *I* <u>U</u>   ✂ ▢ ▤   ☷ ☰   ⟨/⟩ Source   🔗 ⥇

Interested candidates should submit a cover letter.

This is a student employment opportunity.   The hiring manager for student positions will review applications and select candidates for interviews. If applicants are selected they will be contacted for an interview. For questions about the job vacancy, please contact the individual department.

Please click CONTACT US if you need assistance applying through this website.

9. Select the appropriate Job Type, Job Category and Department; Click Here to Close once this section is completed

Job Type: *
PT Non-Benefited ▾

Job Category: *
Part time Student Trust Employment ▾
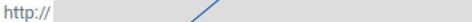
Reference Number:

Department: *
Human Resources and Payroll Services ▾

Reference 1 (Internal):

URL:
http://

Reference 2 (Internal):

Job Details Saved - Click Here To Close

10. The next screen will be populated for approvers. In case it is not populated correctly **Select** Susan Leo-Johnson for the initial approver and the HR Final. Delete any additional approvers. Once it has been reviewed and approved, the requisition will route to finance for approval and FOAPAL information. HR will post once it is approved by budgeting. *Please note, this can take a couple days.* Remember to click "send for approval".

Requisition Approvers: Test Test Test

Manage Requisitions   View Requisition   Printable Version   *Job Details*

Originated by: Kimberly Page on 01/07/2025

Approver	Approver Title	Approval Status
▮▮▮▮▮ ▼	HR Initial Review	
Kimberly Boivin ▼	Budgeting	
▮▮▮▮▮ ▼	HR Final	
-- Select -- ▼		
-- Select -- ▼		
-- Select -- ▼		
-- Select -- ▼		

Save   Cancel

Send for Approval

11. **Application Review** and **Closing Search**:

Hiring managers/committee members log into the jobsite to begin viewing 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 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: Student Employment (Trust Fund) - Summer Conference Coordinator - Summer (144400)

View   Edit Job   Locations   Alerts   Invite Applicants   Distribute   Close   Clone

COREquisites   Reviewers   Review Notes   Requisitions   Quick Report   Re-Assign

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

Qualified Applicants   All Applicants

Qualified Applicants in *Inbox*

Select	Name : (F | L)	Location	Phone	E-Mail	Score	Date
☑ 1.	████	▪	██████			100.00 ✔	03/30/2022

1 to 1 of 1 Qualified Applicants

Check All | Uncheck All | Reverse   Move Selected: [- Select One - ▾]

Submit   Clear

✉ – Emails Sent   ▪ – Internal Candidate

After the status of successful applicants are changed and the position is filled, please contact Human Resources (humanresources@fitchburgstate.edu) with a note to close the search.

<u>All student and contractor onboarding is done through the job site</u> and will be initiated when the successful candidate has been identified. The onboarding is initiated by the hiring manager/administrative assistant once the successful candidate has been identified and accepted the position.   Please see the job aid for supervisors hiring students/contractors on the HR web page for instructions on onboarding.

If you should have questions or concerns please contact the office of Human Resources and Payroll Services at X3172.