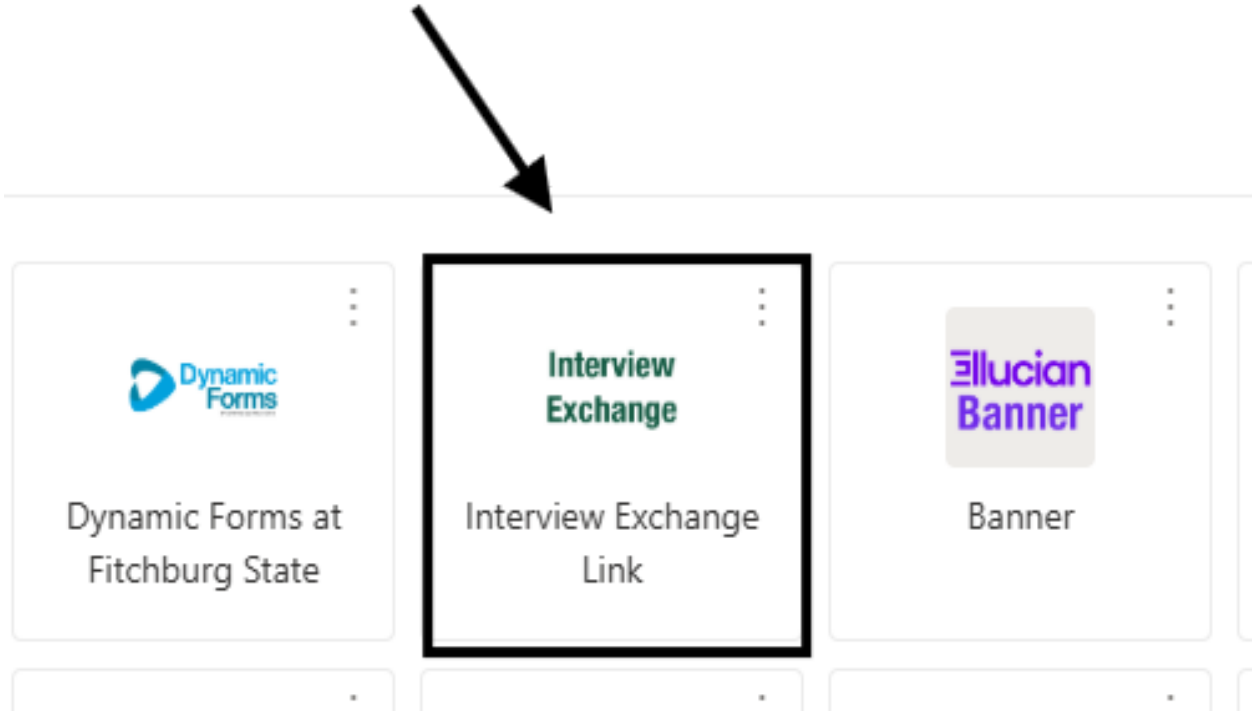
FITCHBURG STATE UNIVERSITY

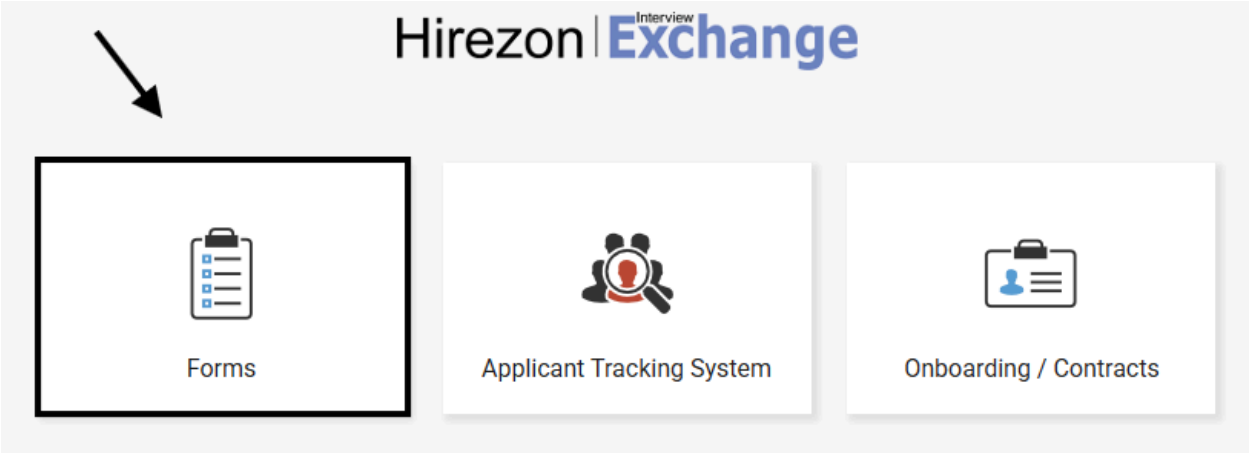
Request to Fill Vacancy and Hiring New Students in Interview Exchange

Job Aid for Managers

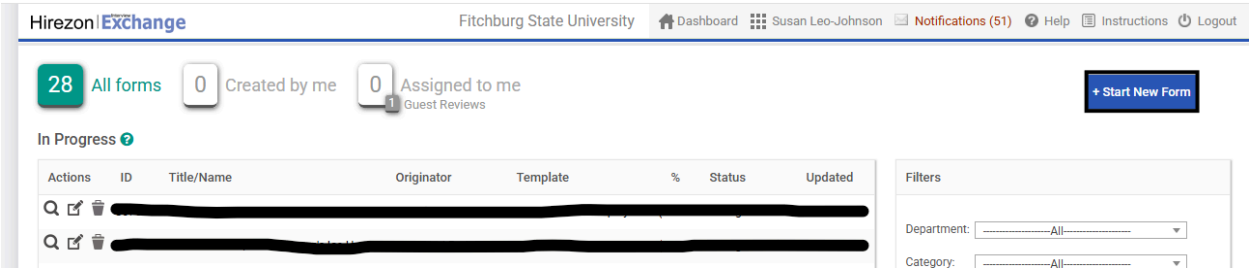
Log into Interview Exchange by going to your “My Apps” page and clicking the link on the Interview Exchange tile. This provides a single sign-on.



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 the upper right corner.



Next, select your department.

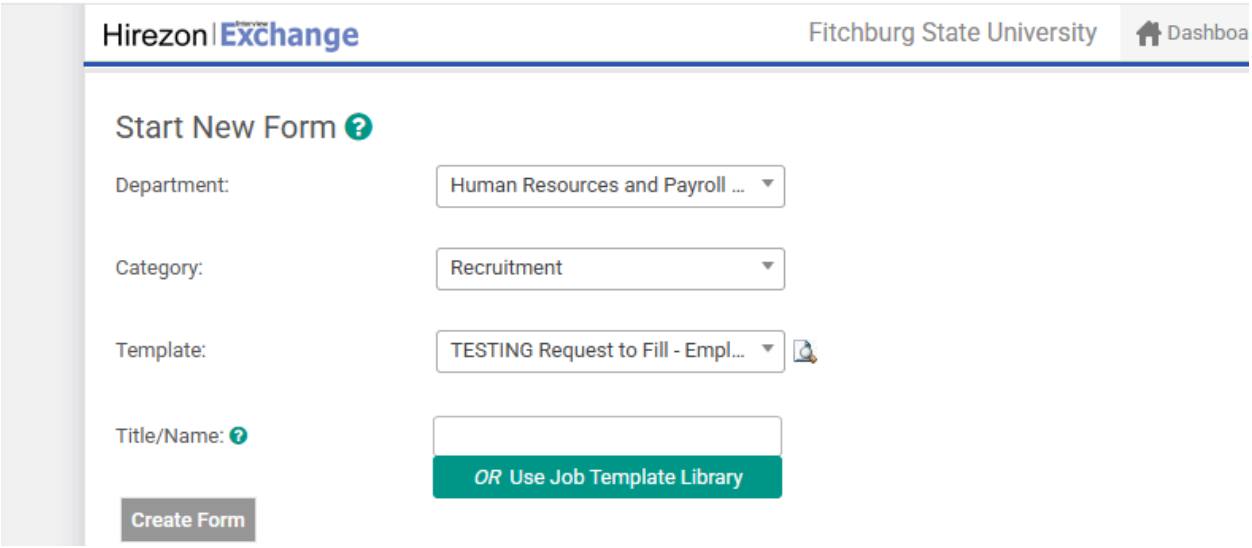
For Category, select Recruitment.

For Template, select Request to Fill-Employment Student.

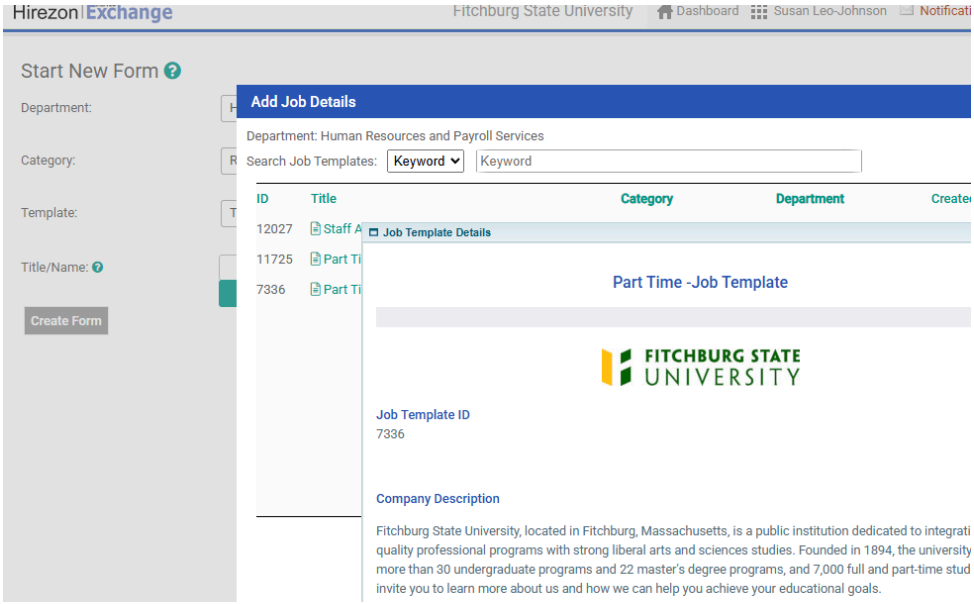
For Title/Name type the job title in this text box, or choose a

Job template from a prior posting by clicking on the box titled

“Use Job Template Library”.

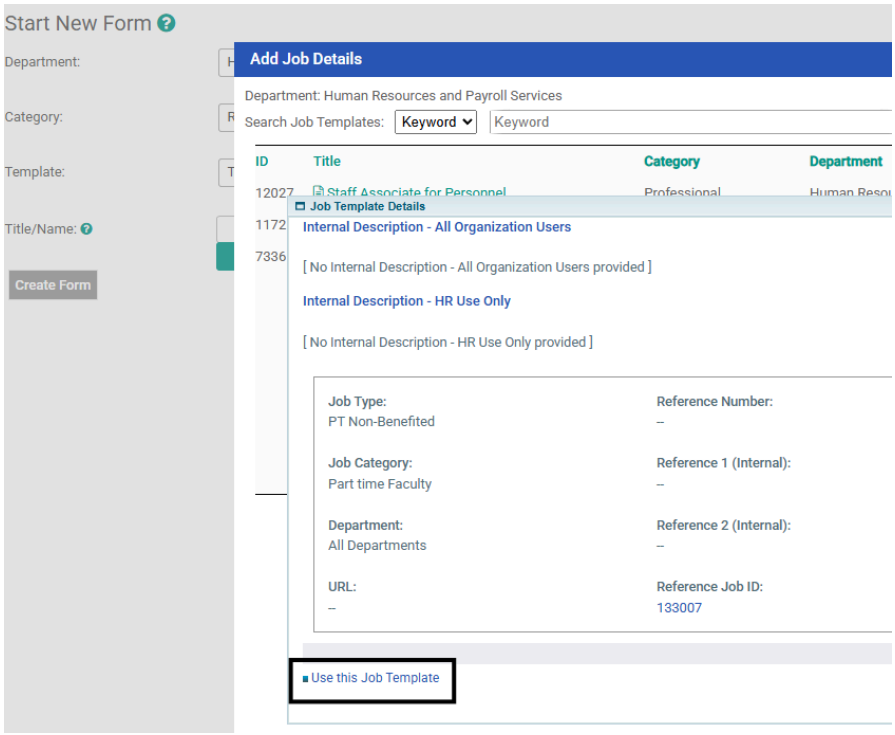


How to Choose the Job Template



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”.



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

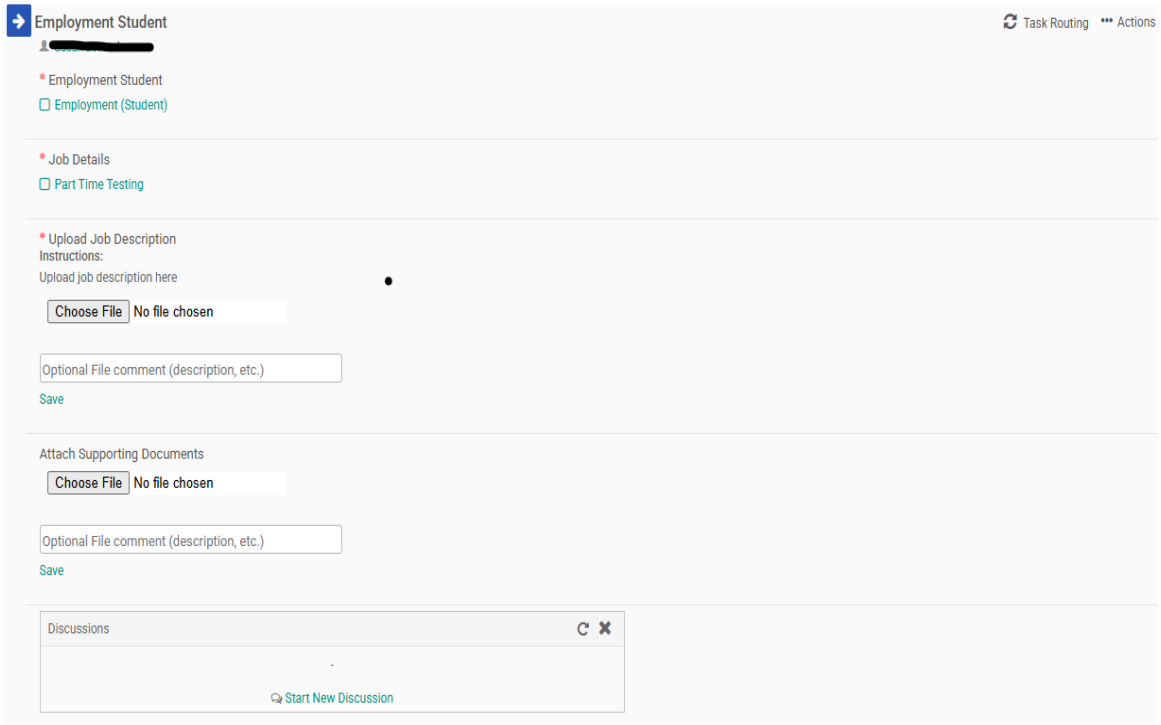
Request to Fill Vacancy

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.

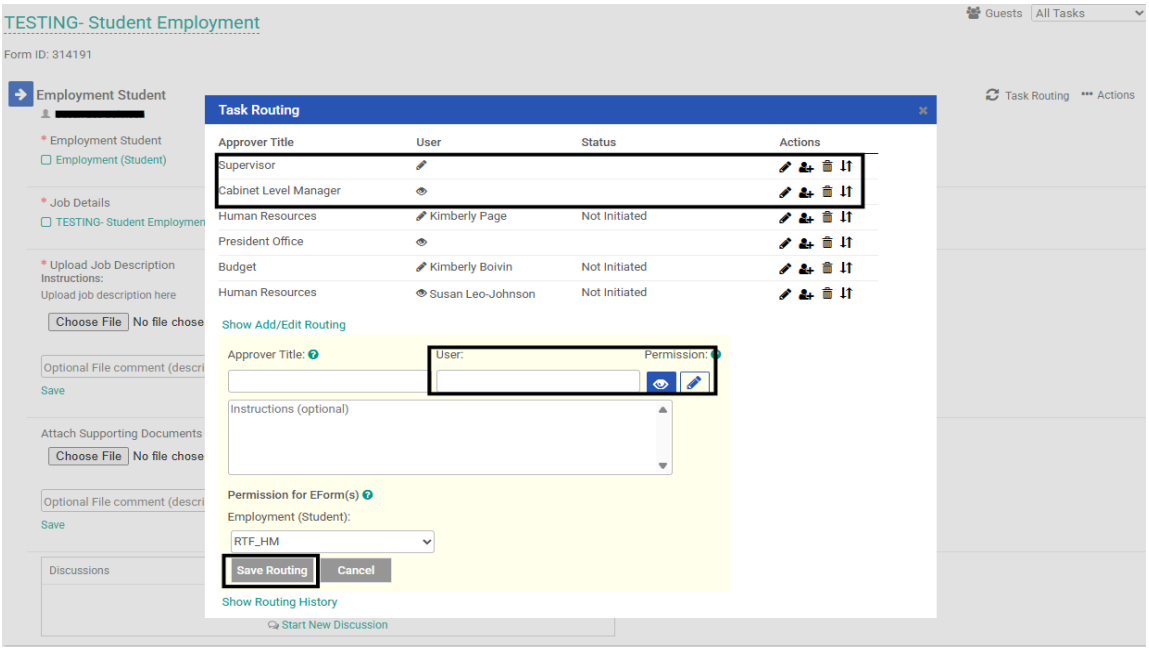
As you complete each section a check mark will appear in the box.

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.

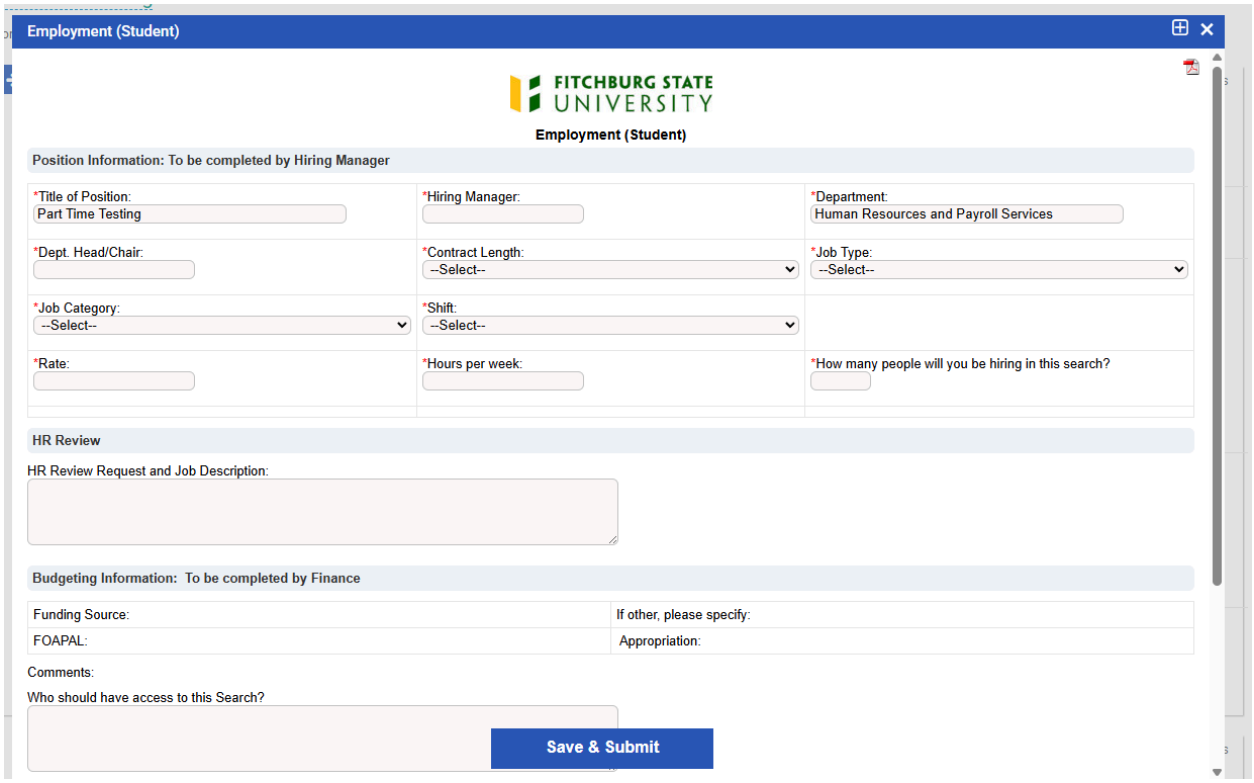


Part 1: Request to Fill Vacancy position information.

Title of Position- FSU Undergraduate Federal Work Study 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.

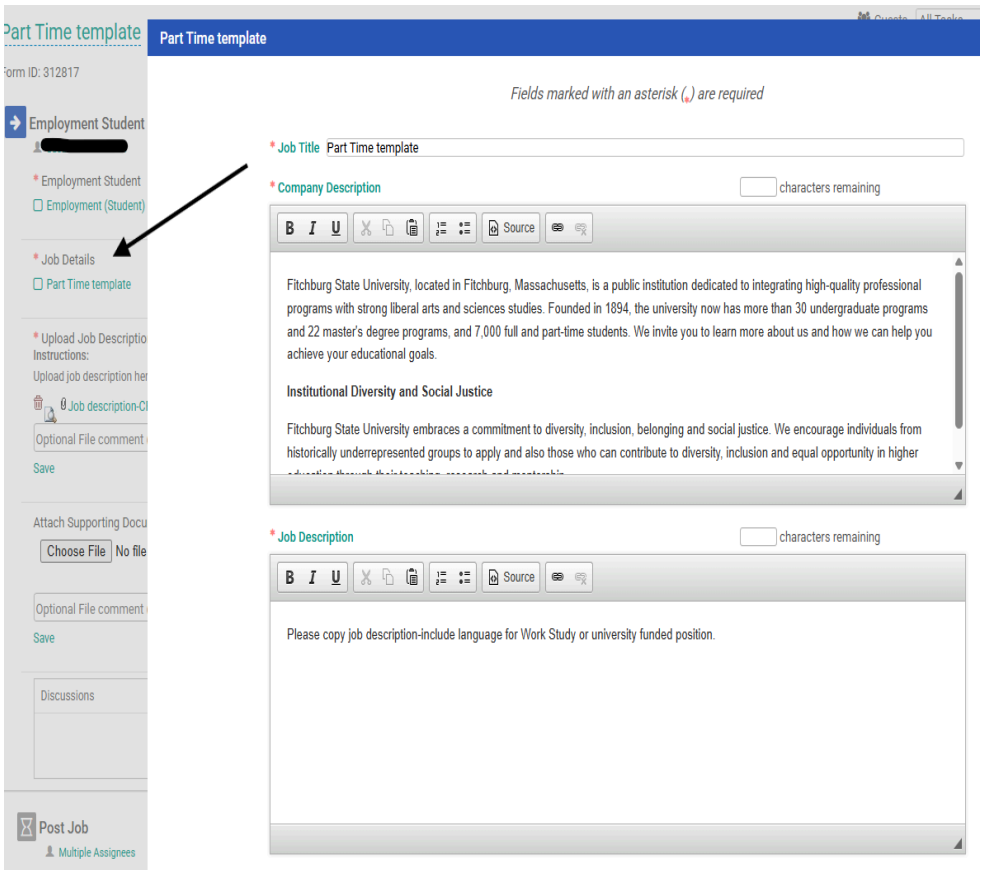


Part 2: Job Details-edit the job template to reflect job description.

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

For **student 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.



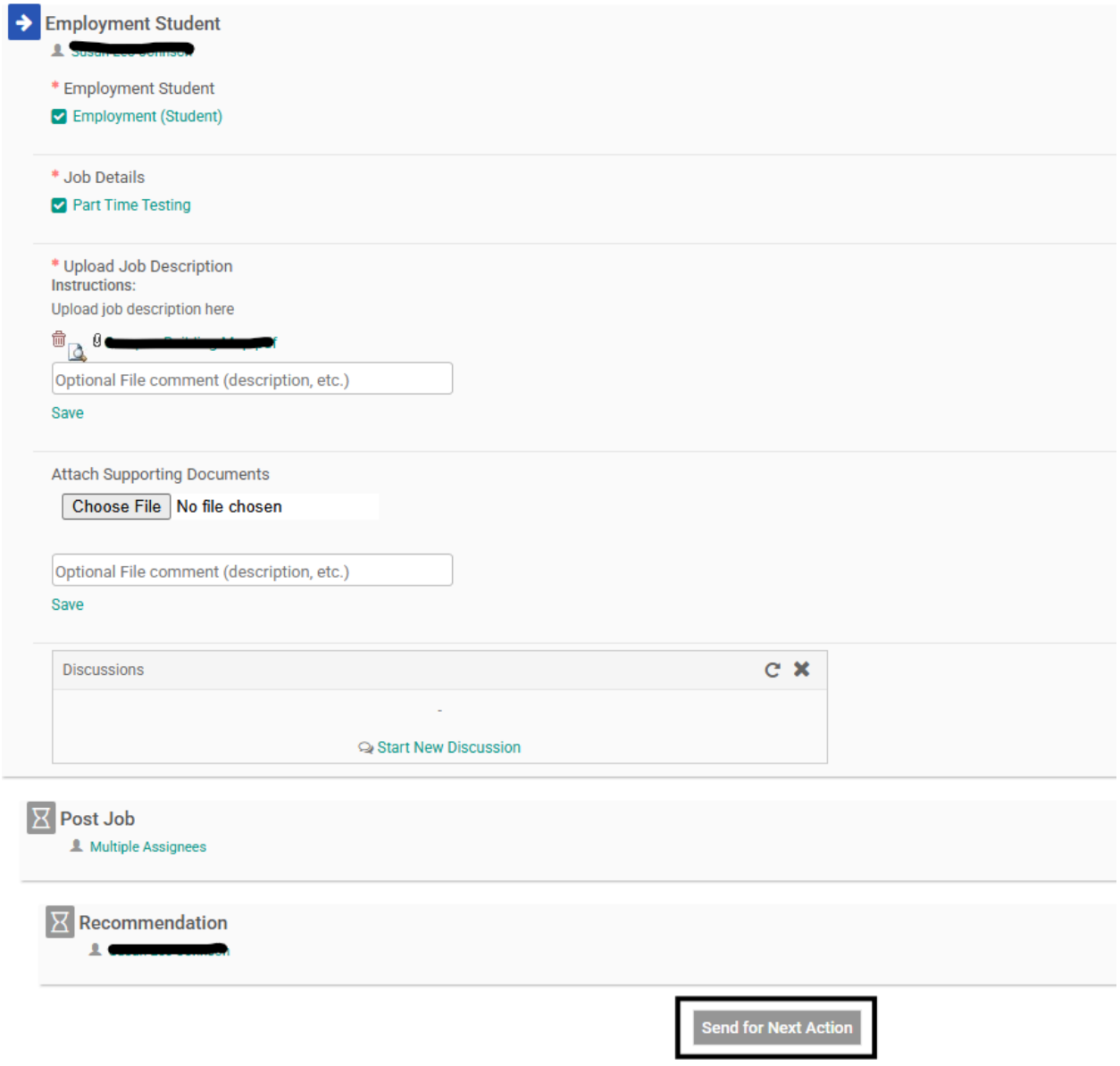
Job Details-edit requirement, add additional information and applicant instructions.

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.

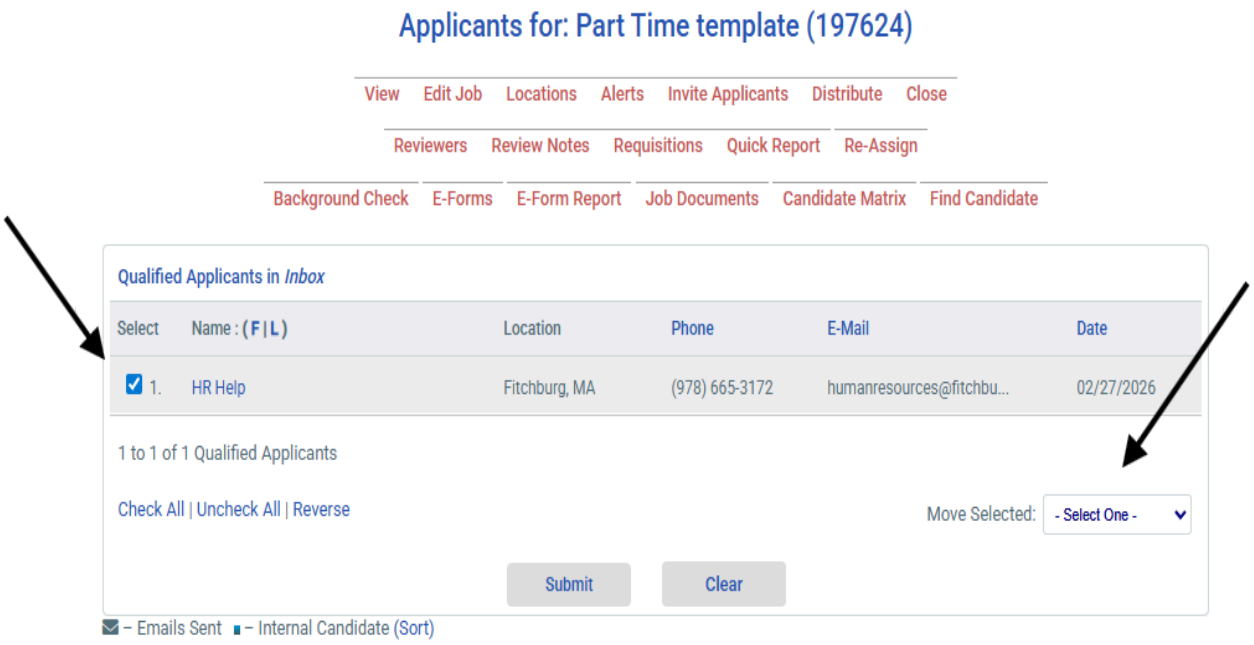


If you have multiple positions that are both Work Study and university funded, they must be posted separately.

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.

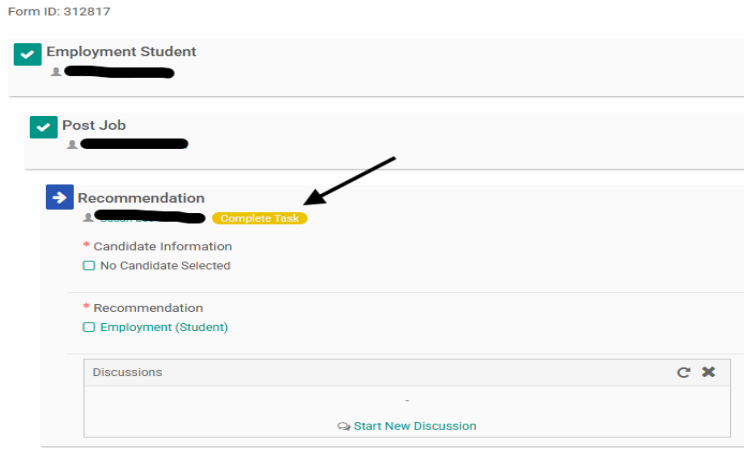
Application Review

Hiring managers and committee members log into the 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.



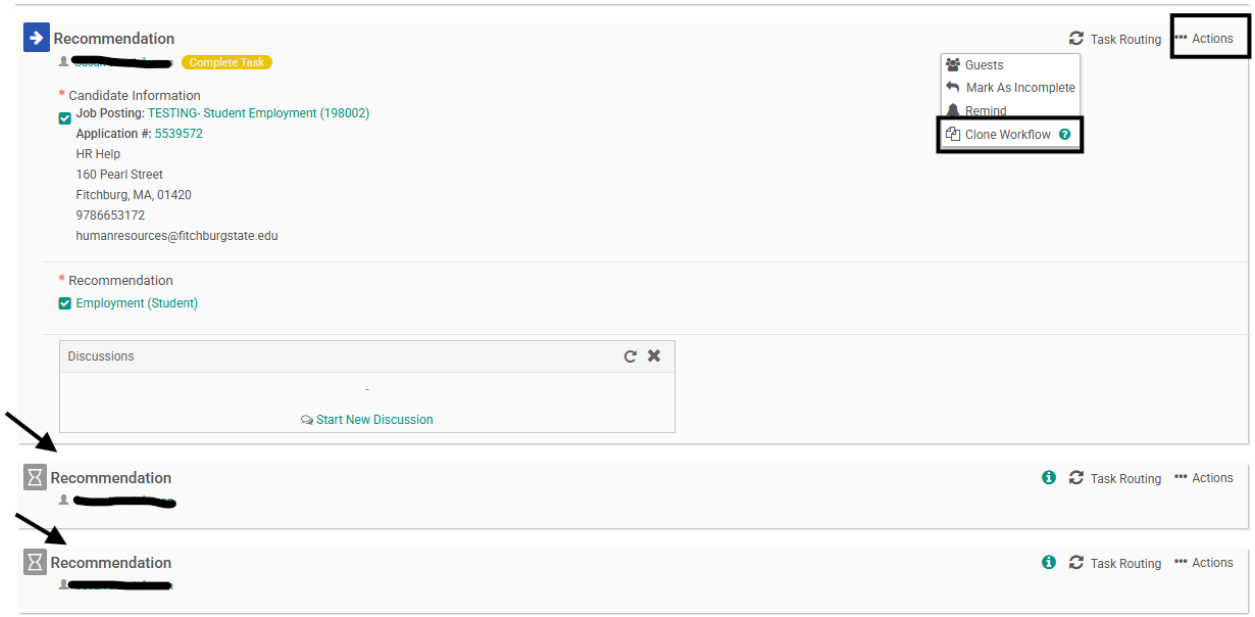
Recommendation to Hire

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



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 the Clone **Workflow** link. A new Recommendation section will appear.



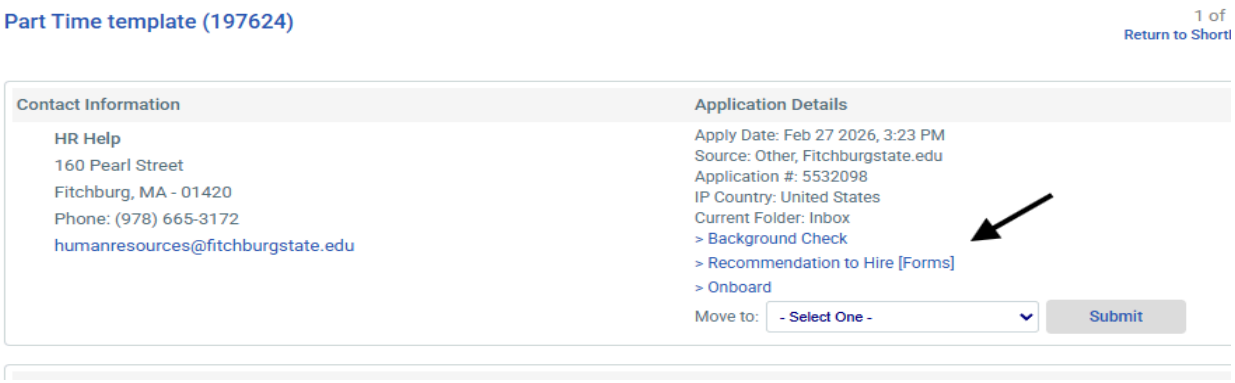
Be sure to click the **Publish** link after cloning the form. This will ensure the form will be available to complete when time to hire.



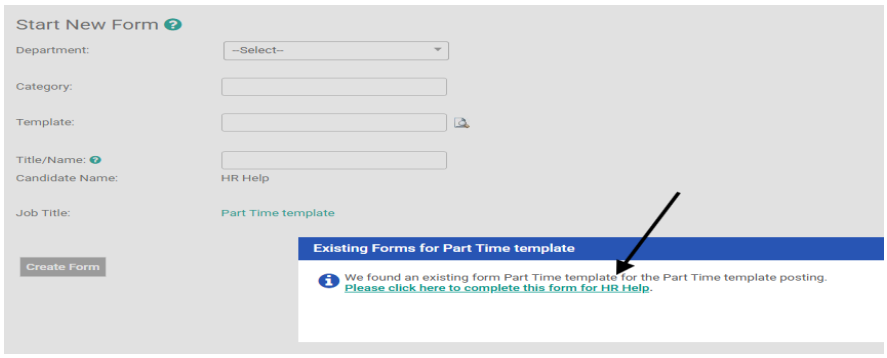
After clicking on Complete Task in the Recommendation section of the Request to Fill Vacancy, you will be redirected to the ATS (Applicant Tracking System) module to select the candidate you would like to recommend to be hired by clicking on their name.



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



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



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

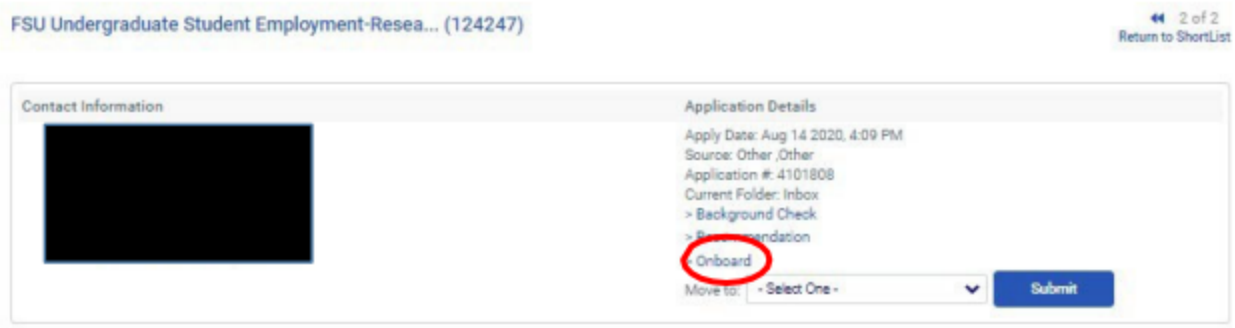
Before clicking on Send for Next Action you must click the "Employment (Student)" link and enter Appointment Information.

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.

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

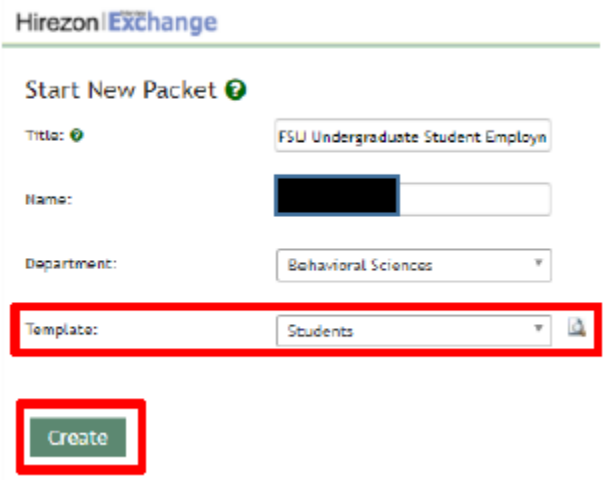
Onboarding New Students

From the ATS Module select open the applicants profile by clicking on their name, then click the Onboard link located in the applicant details list.

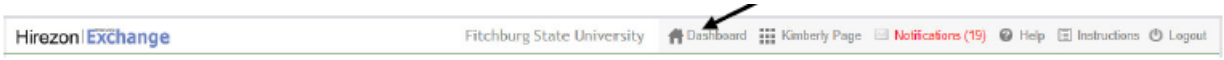


The following screen will be prepopulated with the title, name & department. Under *template* select the appropriate packet (either Students or Students-Multiple Contracts) from the drop down list, then click *Create*.

Please note if you need to hire a student over two fiscal years (summer), select the template Students-Multiple Contracts.

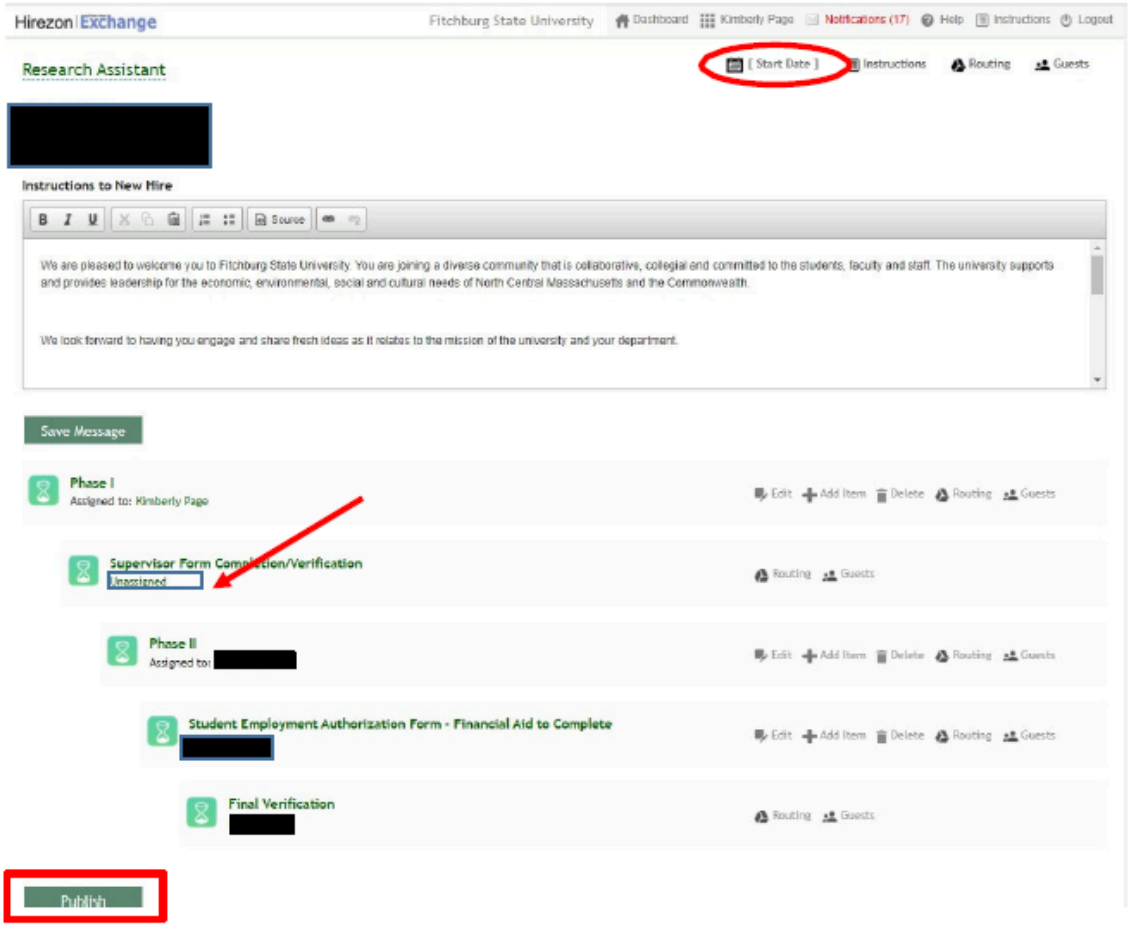


Click on the *dashboard* link to return to the packet you are creating.

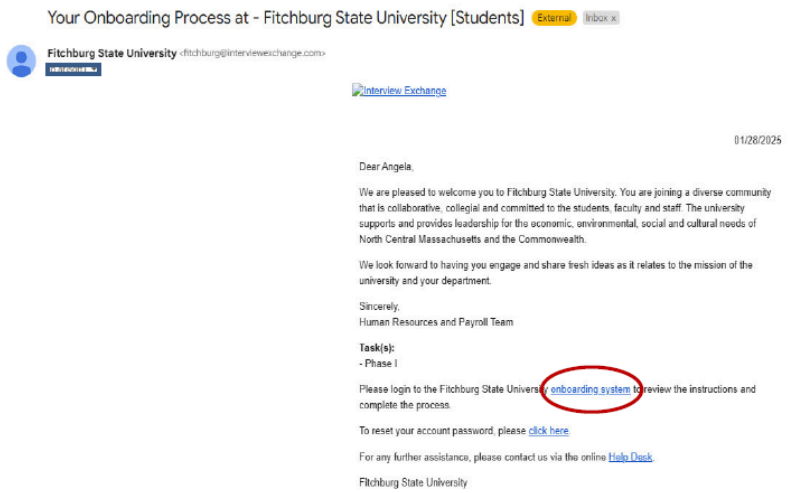


Fill in the start date (use a minimum of seven business days from the date the packet is created to allow the student and supervisor enough time to complete the Form I9 and payroll to hire the student); click on Unassigned Supervisor Form Completion/Verification and add your email to assign this task to yourself. Next click on the Publish link.

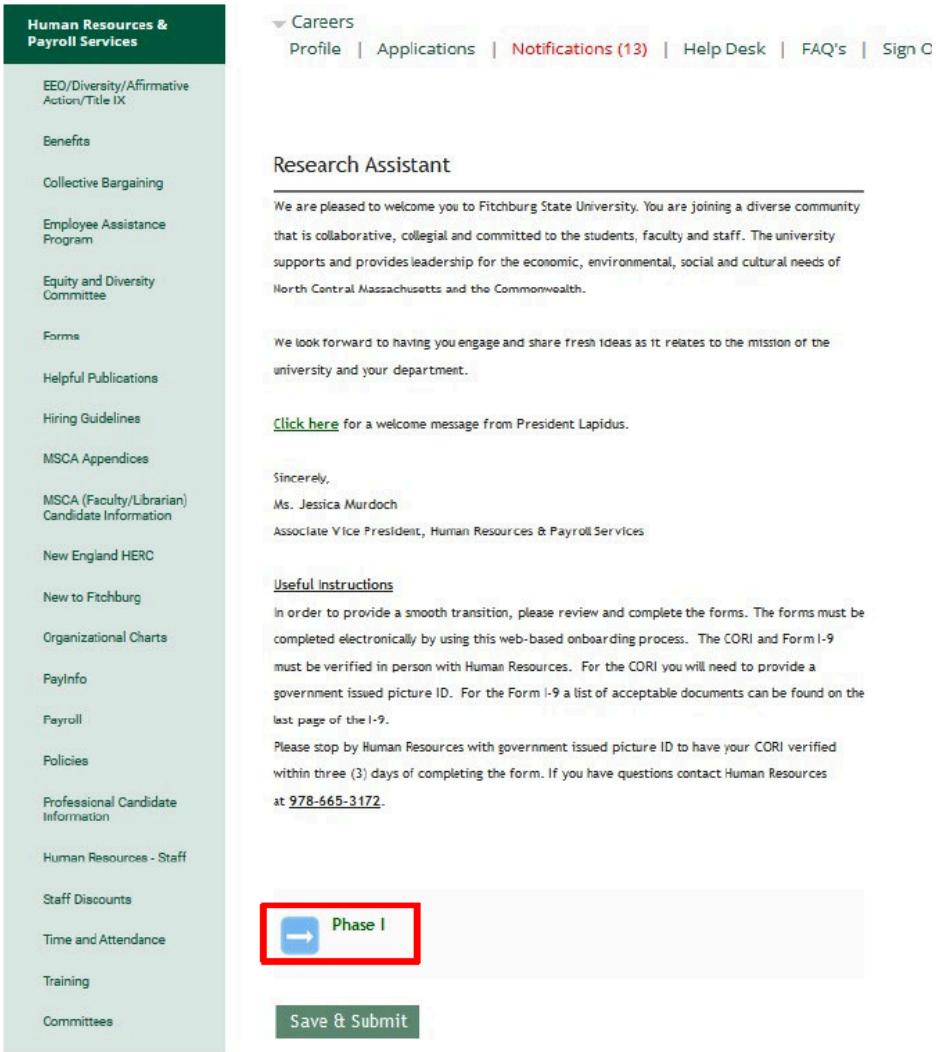
Students cannot start working until the entire process is complete and you see your student is hired in Manage Employee Time.



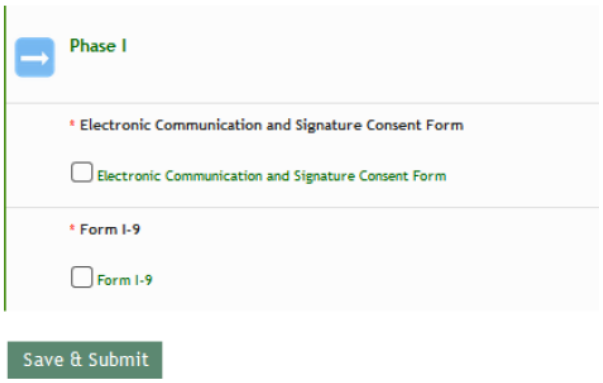
Students receive an email instructing them to start the hiring paperwork through the onboarding system. This is the same system where students applied for the position. Sample email below.



When students log into the onboarding system they click on the blue arrow in Phase I.



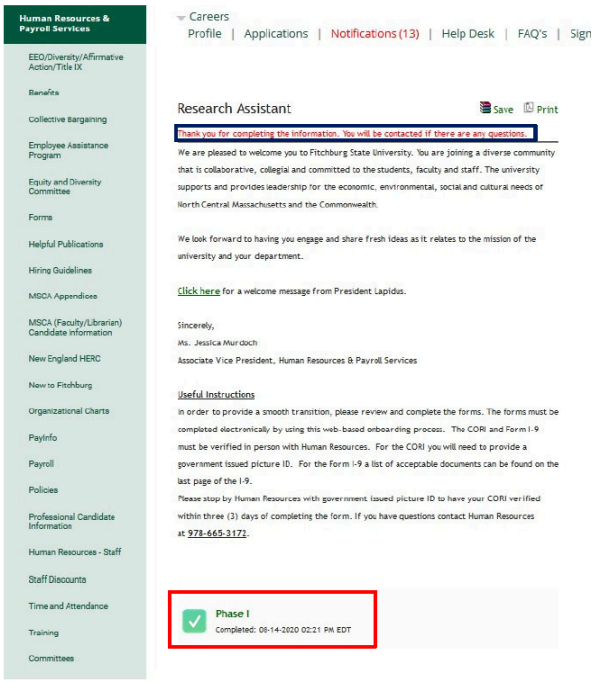
Students click on the forms name (green link) to complete the electronic communication form and the form I9. Once each form is completed they will click on Save and Continue.



When the forms are completed, students will see a check in the box beside the forms name, then they click Save & Submit. Students must contact their hiring manager to schedule an appointment to present their acceptable documents for the form I9. If students do not contact the hiring manager, you should reach out to schedule the appointment to keep the process moving. Documents must be originals and not expired.



Students receive the following message when they save & submit the forms, a green check will appear next to Phase I.



Supervisors receive the following email, instructing them to log in the onboarding system to complete their piece of the hiring process.

Onboarding / Contract Information Request - [redacted] [Students]

Inbox ×

Interview Exchange info@interviewexchange.com via mandrillapp.com Fri, Aug 14, 3:49 PM (2 days ago)

to me

Hirezon | Exchange

08/14/2020

Fitchburg State University - Main Campus

Dear Kimberly,

You are requested to provide information to complete the onboarding / contract process for Kimberly Page.

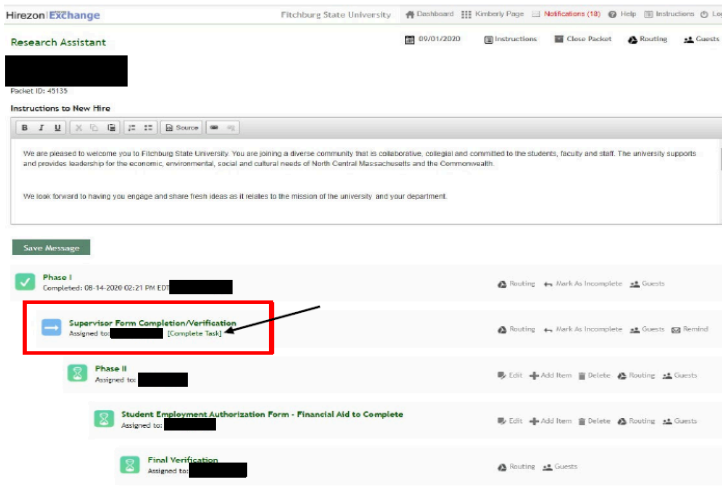
Title/Name: Research Assistant [ID: 45135]
Template: Students
Initiated by: [redacted]

Please login to your account to start the onboarding / contract process.

For any further assistance, please contact us via the online Help Desk.

Interview Exchange Support

Supervisors click on Complete Task.

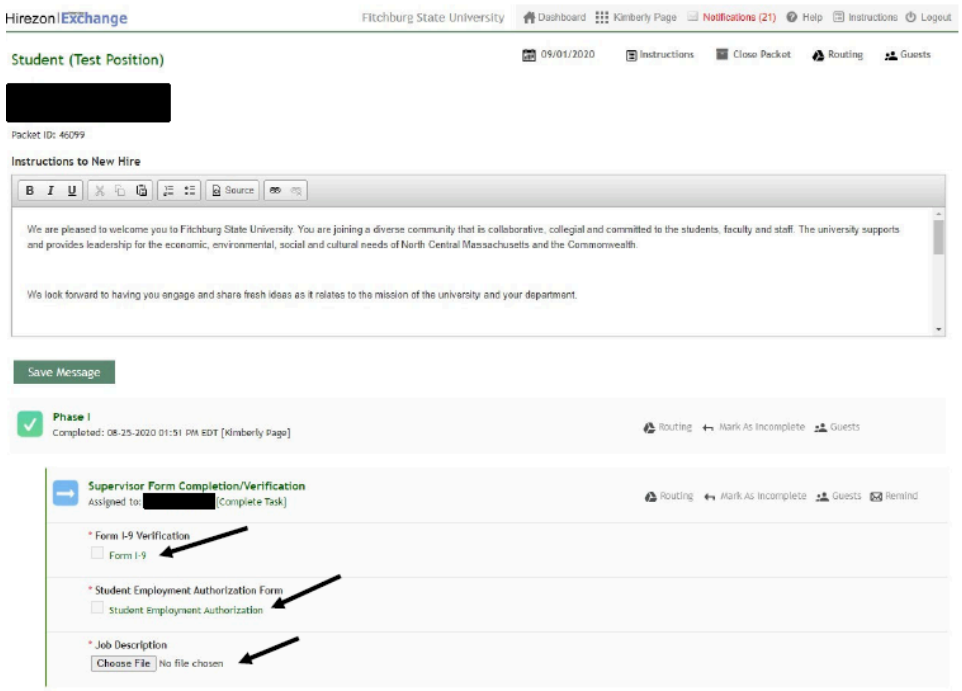


The supervisor clicks on the name of each form to open, complete, save and continue. Supervisors complete Section 2 of the Form I9. Students must schedule a meeting with their supervisor and present original unexpired documents (one document from List

A-establishing both identity and employment authorization, or one document from List B-establishing identity, and one from List C-establishing employment authorization). The document from List B must be a photo ID due to Fitchburg State University being an E-Verify employer.

Once the supervisor completes the form I9, they should scan the original documents to Payroll by using the Hiring Documentation button on the copier.You are able to name your supporting document file on the copier/scanner. Please name your file the employee's last name, then first name-Example: Smith, Joh. Do not make copies of these documents. If you do not see the hiring documentation button on the copier, reach out to the Payroll Department at Payhelp@fitchburgstate.edu . Please check your copier/scanner for this button prior to hiring your student.

*Remember to complete the Form I9 before scanning the documents. Once you scan the documents, you will not be able to retrieve them. Only Payroll will be able to retrieve scanned documents. Do not make copies of these documents. Also, be sure to upload a copy of the job description.



Overview of completing the Form I9.

Employer Responsibilities for Section 2

An employer or an authorized representative of the employer completes Section 2. Employers or their authorized representatives must physically examine the documentation presented by the employee and sign the form.

The employer or authorized representative must:

- Enter the employee's last name, first name, middle initial and select the correct citizenship/immigration number in the "Employee Info from Section 1" area at the top of Section 2.
- Ensure that any document your employee presents is original and on the Lists of Acceptable Documents or is an acceptable receipt.
- Physically examine each document to determine if it reasonably appears to be genuine and to relate to your employee presenting it. If you determine the document does not reasonably appear to be genuine and relate to your employee, allow your employee to present other documentation from the LLists of Acceptable Documents.
- Enter your employee's Last Name, First Name and Middle Initial (if provided) from Section 1.
- Enter the document title, issuing authority, number(s) and expiration date (if any) from the original document(s) your employee presented.
- Enter the date your employee began or will begin work for pay.
- Enter the first and last name, signature and title of the person completing Section 2, as well as the date he or she completed Section 2.
- Enter the employer's business name and address. If your company has multiple locations, use the most appropriate address that identifies the location of the employer with respect to the employee and his or her Form I-9 completion (for example, the address where Form I-9 is completed).
- Return the documentation presented back to your employee.

Entering Dates in Section 2

Section 2 includes two spaces that require dates. These spaces are for:

- Your employee's first day of employment ("date of hire" which means the commencement of employment of an employee for wages or other remuneration).
- The date you examined the documentation your employee presented to show identity and employment authorization.

The Date the Employee Began Employment

The date your employee began employment may be a current, past or future date. You should enter:

- A current date
    - If Section 2 is completed the same day your employee begins employment for wages or other remuneration.
- A past date
    - If Section 2 is completed after your employee began employment for wages or other remuneration. Enter the actual date your employee began employment for wages or other remuneration.
- A future date
    - If Section 2 is completed after the employee accepts the job offer but before he or she will begin employment for wages or other remuneration, enter the date the employee expects to begin such employment. If the employee begins employment on a different date, cross out the expected start date and write in the correct start date. Date and initial the correction.

Federal contractors completing Form I-9 for existing employees as a result of an award of a federal contract with the FAR E-Verify clause (PDF):

- Enter the date their employees first began employment for wages or other remuneration from Section 2 of their previously completed Form I-9.

The Date the Employer Examined the Employee's Documents

This date is the actual date you complete Section 2 by examining the documentation your employee presents and signing the certification.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	M.I.	Citizenship/Immigration Status
	Doe	John	A	1

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: U.S. Passport		Document Title		Document Title
Issuing Authority: Department of State		Issuing Authority		Issuing Authority
Document Number: 123456789		Document Number		Document Number
Expiration Date *(if any) (mm/dd/yyyy)*: 01/01/2023		Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: [redacted] ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative
Jane Doe	[redacted]	Manager

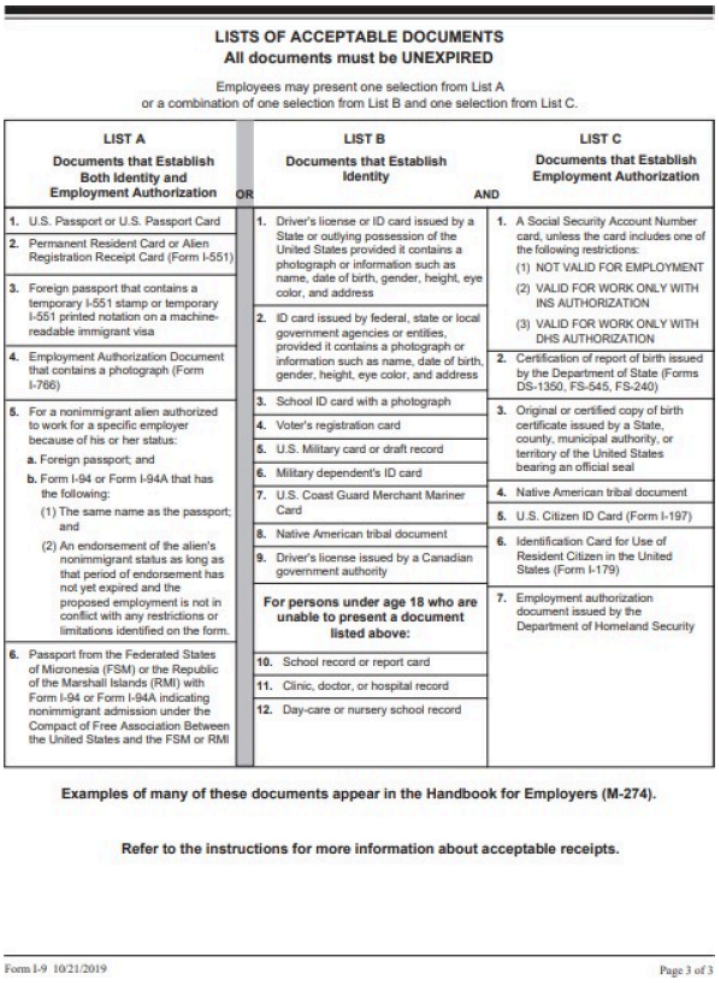
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Doe	Jane	America's Business

Employer's Business or Organization Address (*Street Number and Name*)	City or Town	State	ZIP Code
123 Star Spangled Way	Washington	DC	00000

**An employee's first day of employment is the first day they are being paid a wage for working.

**Today's date is the day the hiring manager is completing the form and verifying the documents.

For the current list of acceptable documents visit the US Citizenship and Immigration Services website.



LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

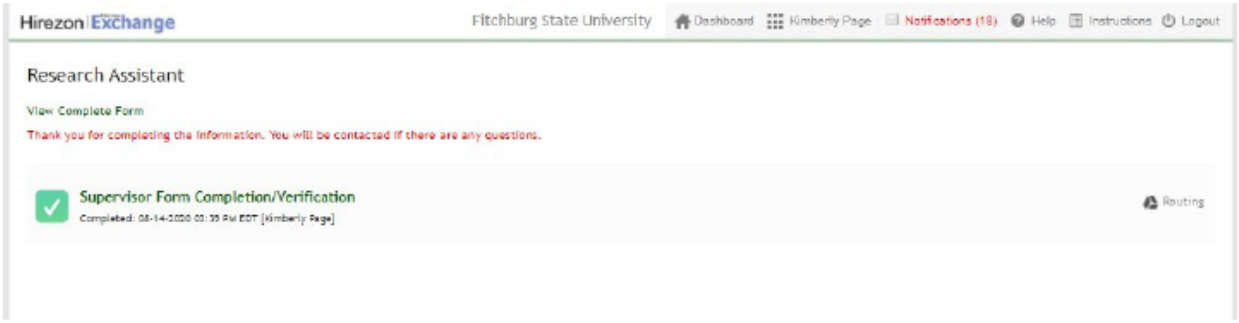
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in the Handbook for Employers (M-274).

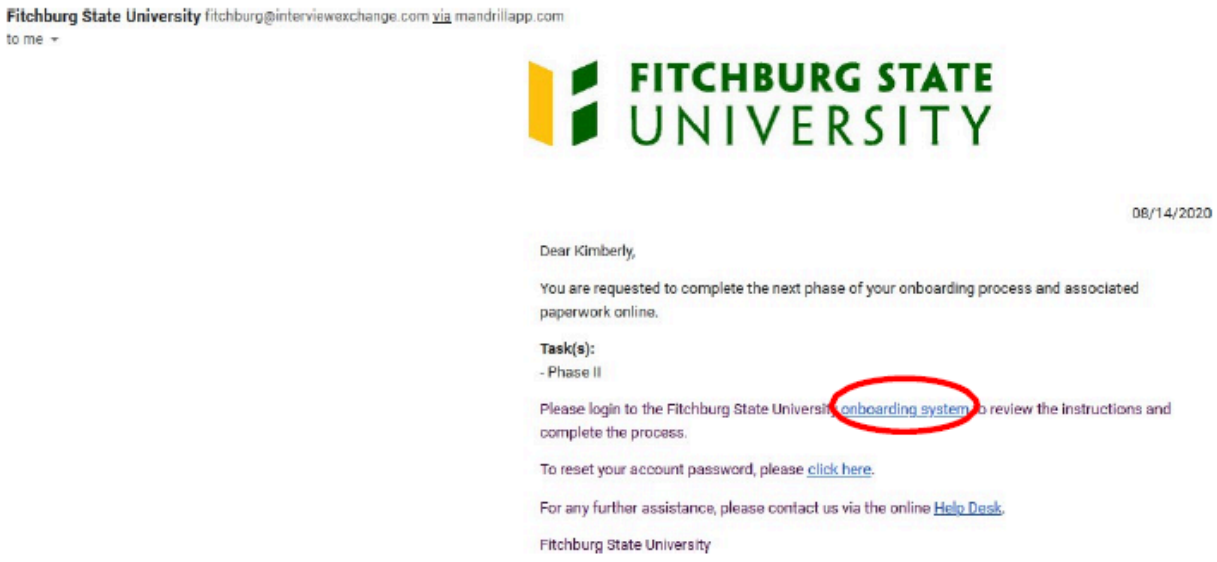
Refer to the instructions for more information about acceptable receipts.

Form I-9 10/21/2019 Page 3 of 3

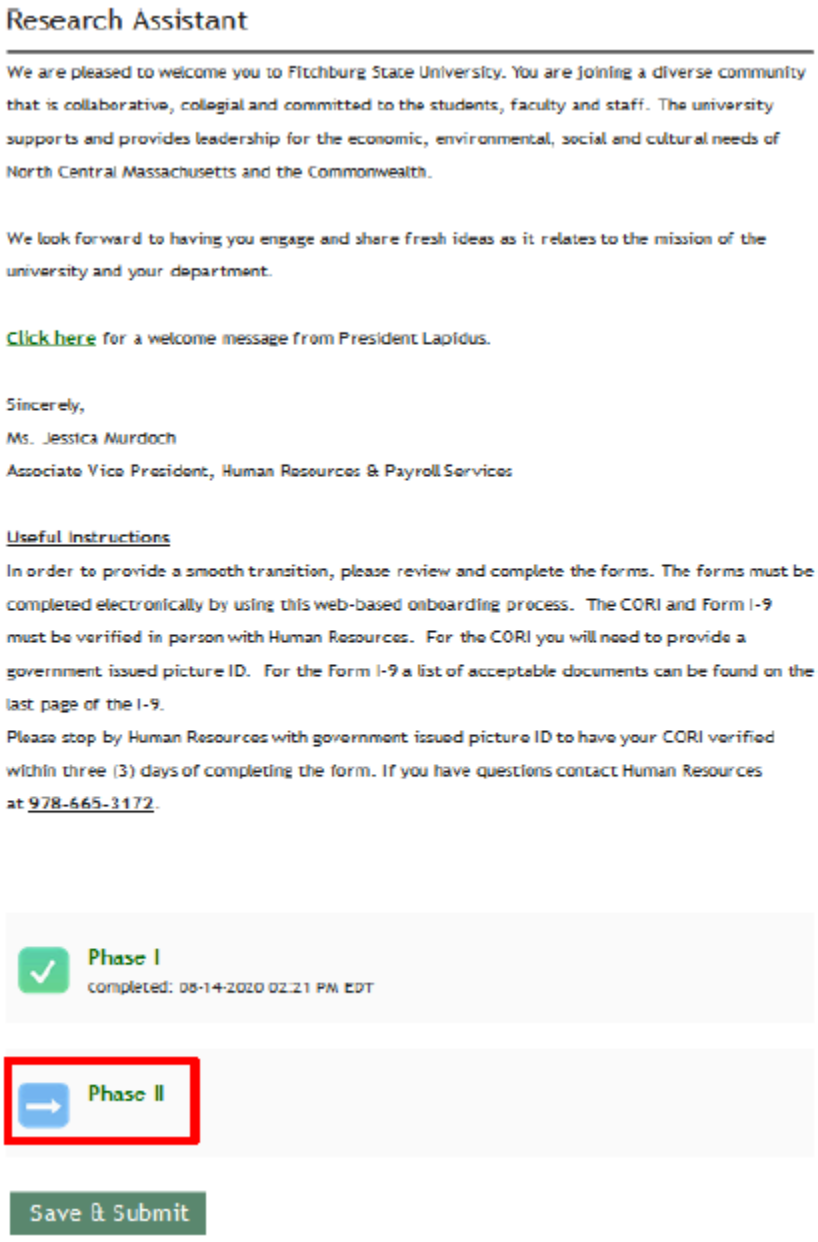
Supervisors will see the following message once they have completed the verification/student employment authorization and uploaded the job description, a check mark will appear in the box next to the task.



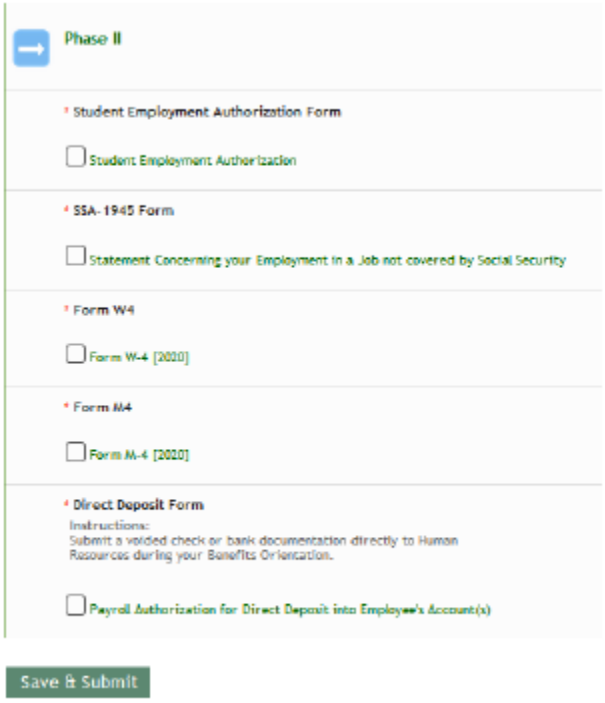
Once the supervisor completes their section, students receive the following email to log back into the onboarding system to complete Phase II of the hiring process.



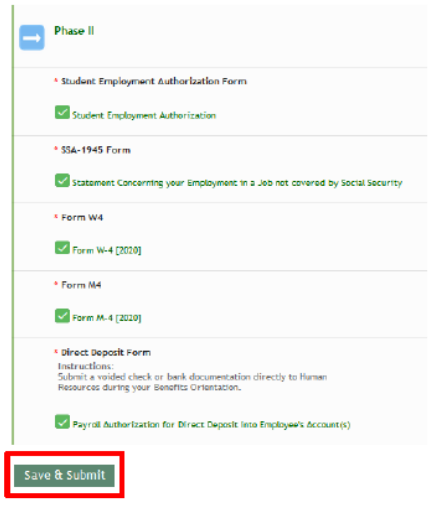
Students click on the blue arrow to complete Phase II.



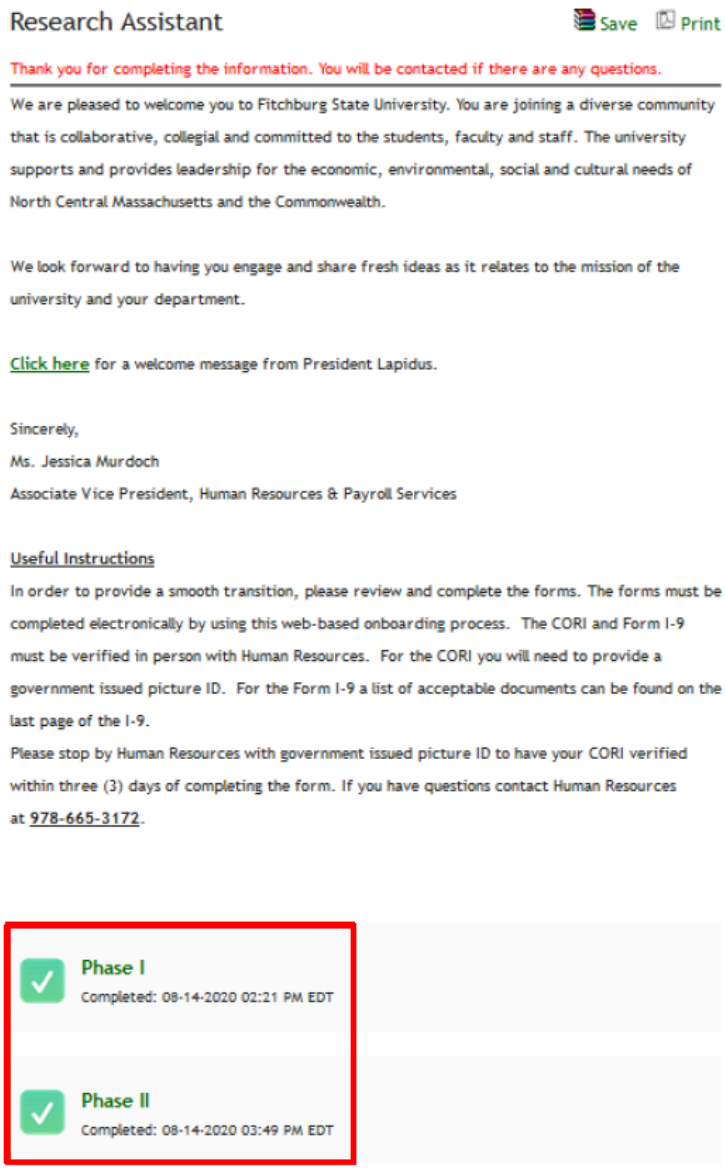
Students click on the form name (green link) next to the box to open and complete the form.



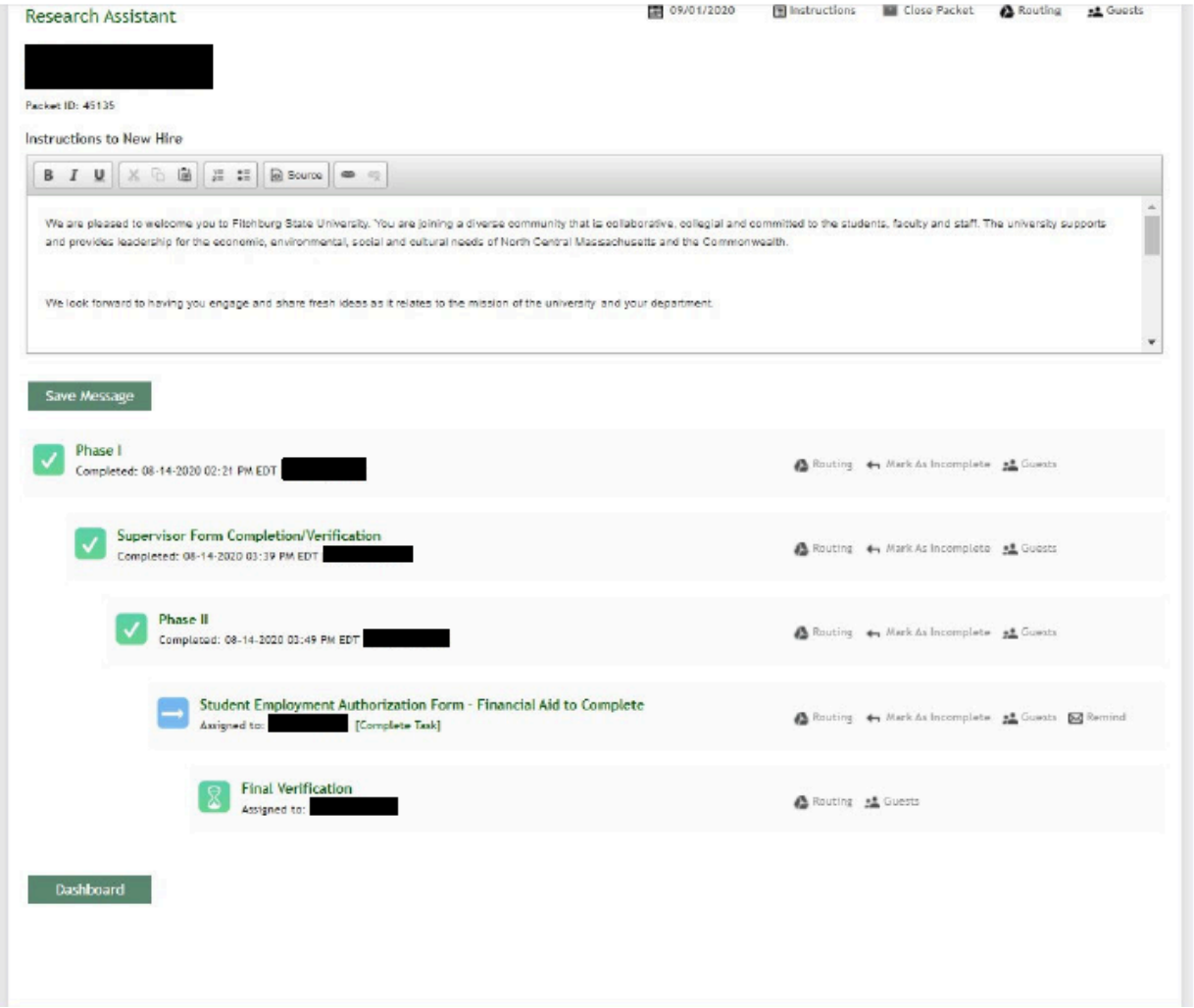
When the forms are completed, you will see a check in the box beside the form name. Once all forms are completed click the Save & Submit button.



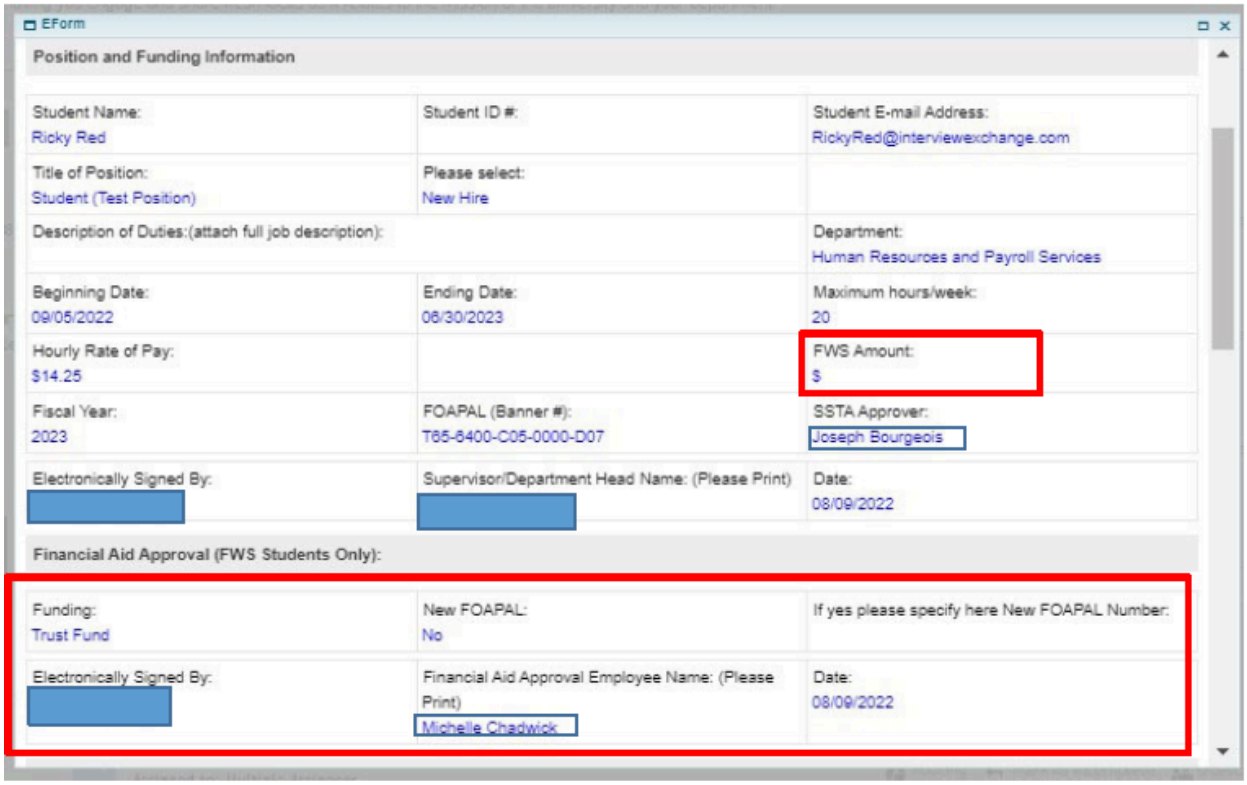
When check marks appear next to both Phase I and Phase II, students have completed their part of the hiring process.



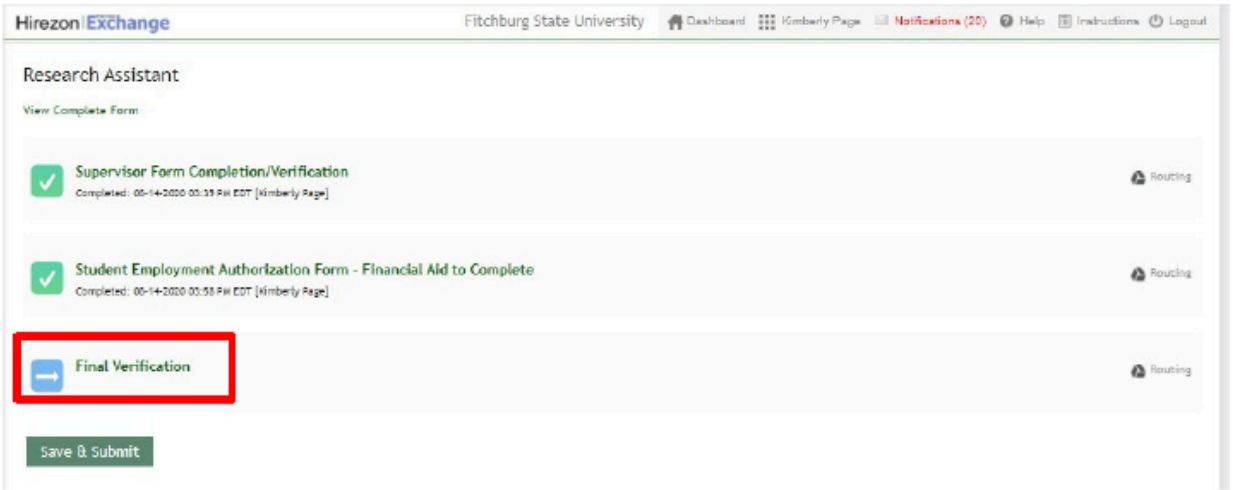
When students have completed Phase II an email is sent to Financial Aid to verify whether the student has Federal Work Study money or not.



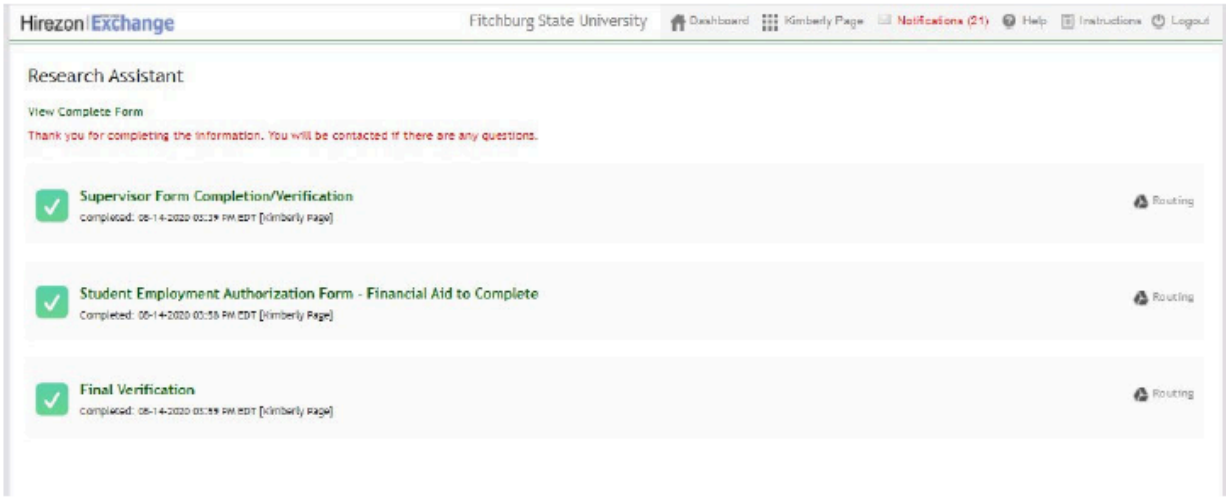
Financial aid completes the Federal Work Study amount if there is one and signs the form, clicks on save & continue, then save & submit.



Payroll does the final verification by downloading the forms for processing.



When the Final Verification is done the box next to the task will be filled in with a check mark. This indicates Payroll has hired the student and they may begin working.



Questions for Payroll: payhelp@fitchburgstate.edu or 978-665-3177

Questions for Human Resources: humanresources@fitchburgstate.edu or 978-665-3172