

Guide to Non-Benefited & Student Employment Vacancy Announcements

Please make sure to log into the site using a web browser other than **Internet Explorer**, which is not compatible with the career site.

To log in, please 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*)

- If you do not have an existing account, please request an account at: <https://survey.fitchburgstate.edu/TakeSurvey.aspx?PageNumber=1&SurveyID=7IKL3p70&Preview=true>
- **You will receive an email confirmation from interview exchange when your user account is initiated, please verify that you receive this email. If you do not receive timely, please check your junk email.**

When creating non-benefited and student employment opportunities on the career site you, will only be required to fill in certain fields while creating the position. The Office of Human Resources has created this guide to assist you with the process.

Home Page:

The home page is the first page that you will default to once you log in. It provides appropriate tabs to select what actions hiring managers wish to take. To create a new part time non-benefited or student posting, you must first click on the **Requisitions** tab and select **Add New Requisition**.

The screenshot displays the Hirezon Exchange interface for Fitchburg State University. The user is logged in as Kelli Lundgren. The main navigation menu on the left includes options like Manage Jobs, Post New Job, Requisitions (highlighted), Job Templates, Find Candidates, QuickList, Create Folders, Registration, User Account, User Manual, Manage Users, Company Account, Metrics Reports, Help Desk, and Sign out. The main content area is titled "Manage Requisitions" and features buttons for "Add New Requisition", "Manage Jobs", "Search Requisitions", and "Requisition Reports". There are also filters for "Pending Approval", "Open Reqs", and "Closed Reqs". A table titled "Manage Pending Requisitions" is visible, with columns for ID, Requisition Title, Requisition Template, Job Title, Approval Status, and Modified. The table is currently empty. Below the table, there are sorting options: "Sort By: Originator: First | Last" and "Current Approver: First | Last". A legend indicates that "*" represents Requisitions from other users for approval and "**" represents Requisitions from other users for review.

Then “PT Requisition” from the drop down menu.

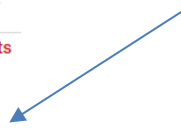
- Manage Jobs
- Post New Job
- Requisitions**
- Job Templates
- Find Candidates
- QuickList
- Create Folders
- Registration
- User Account
- User Manual
- Manage Users
- Company Account
- Metrics Reports
- Help Desk
- Sign out

Create New Requisition

Manage Requisitions

[Add New Requisition](#) [Manage Jobs](#)
[Search Requisitions](#) [Requisition Reports](#)

Select Template: 



You will then need to fill in the required information for the position before adding the job details:

- Manage Jobs
- Post New Job
- Requisitions
- Job Templates
- Find Candidates
- QuickList
- Create Folders
- Registration
- User Account
- User Manual
- Manage Users
- Company Account
- Metrics Reports
- Help Desk
- Sign out

Create New 'Part Time Requisition'

[Manage Requisitions](#)
[Notes](#) [Job Details](#)

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

Title/Name: *

Requisition Status:

PART TIME REQUISITION

Originator:

Campus Title*:

State Job Title*:

Department*:

Position Type*:

Dept. Head/Chair*:

Immediate Supervisor*:

Bargaining Unit*:

Job Category:

FTE:

FLSA Status:

Job Type*:

Timeframe:

Grade Level:

Hours per Week*:

Shift*:

Weekly Salary:

Anticipated Start Date*:

Salary Range:

Funding Source: State
 Trust
 Grant

Campus Title: The campus job title for student positions is the same as the state title. FSU Undergraduate Student Federal Work-study Employment – *(then title of job i.e. Clerk, Office Assistant, etc.)* or for trust funded student jobs: FSU Undergraduate Student Employment – *(then title of job i.e. Clerk, Office Assistant, etc.)*

State job title: You will note in the state job title box for student positions: FSU Undergraduate Student Federal Work-study Employment – *then title of job*; i.e. Clerk, Office Assistant, etc. or for university funded student jobs: FSU Undergraduate Student Employment - *then title of job*; i.e. Clerk, Office Assistant, etc.

If the position is a part time non-student vacancy please note the appropriate title that is significant to the position. (Examples: Part time Clerk, Library Assistant, Tutor)

Department – (self-explanatory)

Position Type - (new or replacement)

Dept. Head/Chair - (self-explanatory)

Immediate Supervisor - (self-explanatory)

Bargaining Unit – Please select *N/A*

Job Type – Please select *Part time Non-Benefited*

Hours per Week – Please enter range or set amount of hours


















Shift – If non-student position, please note appropriate shift. If student position, please indicate shift you are looking to fill and/or if flexible.

Anticipated Start Date - (self-explanatory)

Salary Range – Current student employment rates are \$11.00. If hiring for a non-benefited position please contact Human Resources if you need assistance with salary information at extension 3172 or 3177.

Funding Source - Select trust funded or federal work-study for students; if part time non-benefited please select appropriate fund category.

Posting Details:

<ul style="list-style-type: none">Manage JobsPost New JobRequisitionsJob TemplatesFind CandidatesQuickListCreate FoldersRegistrationUser AccountUser Manual <i>Updated</i>Manage UsersCompany AccountMetrics ReportsHelp DeskSign out	<h3>Post a New Job</h3> <p>Fields marked with an asterisk (*) are required</p> <p> Search Job Template Library</p> <p>Job Title: * <input type="text"/></p> <p>Company Description: * > Perform spell-check</p> <p>characters remaining</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>B I U        </p><p>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 7,000 full and part-time students. We invite you to learn more about us and how we can help you achieve your educational goals.</p></div> <p>Job Description: * > Perform spell-check</p> <p>characters remaining</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>B I U        </p></div>
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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 specific role. If you have questions about your award or are not certain that you are receiving financial aid please contact the Office of Financial Aid at extension 3156. 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 make application for this position. 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, we would ask that you separate these and add them to their specific categories (i.e. trust and federal aid positions).

Additionally we have provided an example of a job description written for a student employment opportunity for your review and assistance.

Example:

Duties & Responsibilities

- Serve as a resource for commuter students and be available to answer questions from students, faculty, and visitors.
- Assist in the creation of surveys and assessment materials used to evaluate the needs of the commuter population.
- Create and distribute outreach materials and publications such as newsletters, flyers, and other media used to increase the awareness of and engagement in commuter services and programs.
- Maintain the Commuter Affairs bulletin board with updated information about current programs and services.
- Sign out commuter lockers and maintain organized and secure files of locker information.
- Maintain the Commuter Affairs website and Facebook group with current information.
- Routinely check the Commuter Affairs email and respond to student emails appropriately.
- Plan and organize, promote, implement and evaluate positive campus programs for commuter students.
- Establish positive relationships with commuters, staff members, and with members of the Fitchburg State community.
- Attend staff meetings as scheduled by the Commuter Affairs Lead.
- Other duties as assigned.

Qualifications:

We would ask that the following qualifications be added to all jobs, in addition to those the department note.

- Must be able to work well both in a team setting and independently.
- Schedule availability must be flexible.

- Ability to multi task while providing excellent customer service to internal and external constituents.
- Excellent verbal and written communication skills
- Must be a full time student at Fitchburg State University

Note: If you are posting a non-benefited position please list appropriate qualifications that are pertinent to the experience and education required for the role.

Application Instructions Section: (Required to be added to all student jobs). The following information is required in the ***Application Instruction*** section.

“The position is a student employment opportunity; all applicants are requested to apply online utilizing the Fitchburg State University jobsite to be considered as an active candidate. The hiring manager responsible for student hiring will review applicant information, and will select candidates for interview. The hiring manager will contact those individuals to establish an interview date and time. If you should have any questions related to the job vacancy please contact the individual department with questions. For assistance or questions with the jobsite, please contact the office of Human Resources at X3172 and speak with a Human Resources staff member.”

NOTE:

Departments that hire numerous student employees may wish to add the following language to the application instructions in addition to the information above. Hiring managers may keep their positions open throughout the academic year and visit the pool for candidates that have made application should a vacancy become available.

“This announcement will remain an open pool positions for the academic year. In the case a vacancy occurs the hiring manager will review applicants on an as needed basis to fill newly vacated positions. At the conclusion of the academic year all applicants’ information will be deactivated and student applicants will be asked to reapply for the next academic year positions utilizing the Fitchburg State University jobsite.”

Additionally, this section can be used for both non-benefited and student positions to provide specific instructions and or special request for specific information if necessary to the process.

Applicant Documents:

The form contains the following fields and options:

- Job Type: * **Part Time Non-Benefit** (dropdown)
- Job Field: * **Part time Student Fed** (dropdown)
- Reference Number: (text input)
- Department: * **Cultural Affairs** (dropdown)
- Reference 1 (Internal): (text input)
- Reference 2 (Internal): (text input)
- Alternative Apply Target:
- URL: http:// (text input)
- Show this job to:
 - Internal Applicants Only
 - All Applicants
- Internal Applicant Notes: (text input)
- Accept multiple documents for this position (eg. application, cover letter, transcript, etc.):
- Accept applicants without email accounts:
- Accept applicants without Resume's:
- Logo: Upload a new logo: (text input) **Browse...**
(.jpg or .gif only)
 - Remove current logo
 - Change to default logo

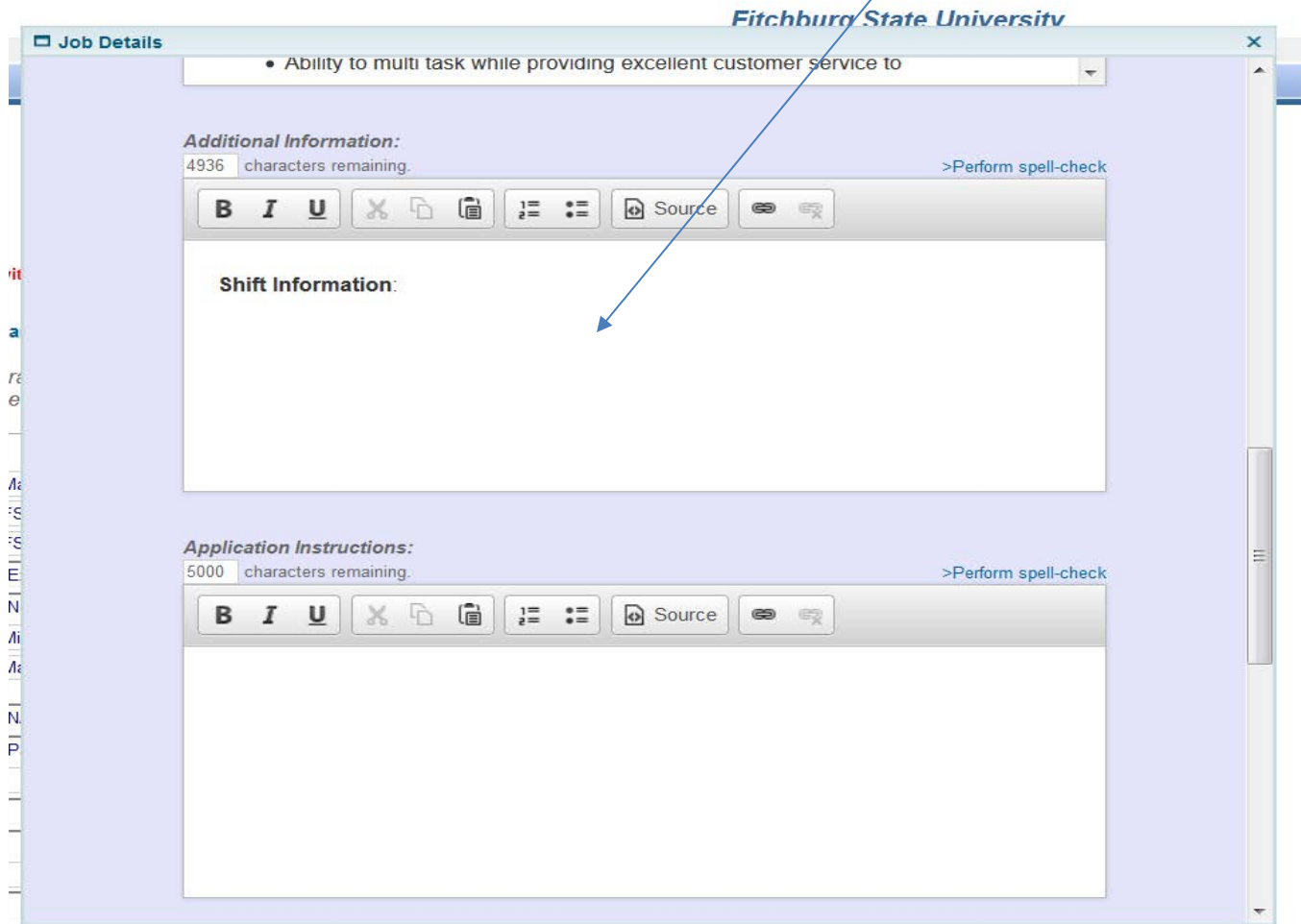
If departments wish to require applicants to submit a resume, cover letter or both they must check off the box **Accept multiple documents...** If a manager wishes to make this optional they will keep box unchecked. For non-benefited part time positions it is strongly suggested that a resume and cover letter be required.

Questions: If a hiring manager wishes to pose any questions to the applicants, they may do so by adding those questions in the Add Note/Questions field in the requisition.

The form shows a large text area for adding notes or questions. Below the text area is a file upload section:

Attach (Job Description) **Browse...** No file selected.

For hiring managers that have additional needs or wish to direct students to their department for overview of information on the web, you may include a link in the additional information section of the posting details box:




Approval Process:

Part Time non-benefitted and student positions are hard coded and automatically sent to Human Resources for approval and posting. **Please do not make changes or edit the approvers.** Click ***Send for Approval.***

Requisition Approvers: RequisitionTitle

[Manage Requisitions](#) [View Requisition](#) [Printable Version](#)

Approver	Approval Status
Employer Demo	
Reviewer5 IT	
Hiring Manager	
-- Select --	
-- Select --	
-- Select --	
-- Select --	



Reviewer: If you wish to have other staff members review candidate information you may provide those members the **Reviewer** status. Reviewers can access the site at jobs.fitchburgstate.edu/hr and use their id and password for their login once added. This will provide viewable access to the specific position only.

Reviewers cannot make changes to position or applicants. Only view, print and communicate with the hiring manager.

The screenshot displays a web application interface. On the left is a vertical sidebar menu with the following items: Manage Jobs, Post New Job, Requisitions, Job Templates, Find Candidates, QuickList, Create Folders, Registration, User Account, User Manual, Manage Users, Company Account, Metrics Reports, Help Desk, and Sign out. The main content area is titled "Applicants for: FSU Undergraduate Student Trust Fund Summer Employment-CPM (58291)". Below the title are two buttons: "View" and "Clone". A horizontal menu contains the following options: COREquisites, Reviewers (highlighted with a blue arrow), Review Notes, Requisitions, Quick Report, Re-Open, and Job Status. Below this menu are two more options: E-Forms and E-Form Report. At the bottom of the main content area, there are two tabs: "Qualified Applicants" (selected) and "All Applicants". Below the tabs, the text "Qualified Applicants in Inbox" is displayed. A table header is visible with columns: Select, Name : (F | L), Location, Phone, E-Mail, and Score Date. The table body contains the message "No applicants are currently in this list."

Once submitted, the office of Human Resources will review post the position to the site for candidates to begin applying.

Application Review and Closing Search:

Hiring managers will log into the jobsite to begin viewing applications. After reviewing candidates and the interviewing process occurs, the hiring manager will then update candidate statuses.

The selected candidate/s that have been chosen for student hire will be selected as **“Student Hire”**. The selected candidate that is chosen for a non-benefited position will be should be selected to **“Hired”**.

Only candidates that were interviewed should be changed moved to **“Interviewed not hired send email”**. All others will be contacted by HR once search is finalized.

Hirezon Exchange Fitchburg State University
Welcome: FSU Hiring Manager Sign Out

Director of Admissions - Test Req (55286) 1 of 1 Return to ShortList

Contact Information

Troy Brown
12 Main Street
Boston, MA - 02867
Phone: (505) 454-7878
tbrown@interviewexchange.com

Application Details

Apply Date: Nov 29 2014, 10:07 AM
Source: Organization Website
Application #: 2102837
Current Folder: Inbox
Move to: - Select One - **Submit**

Recommendation History + Add Recommendation

Troy Brown

Manage Jobs

Requisitions
Job Templates
Registration
User Manual Updated
Help Desk
Sign out

Recently Viewed

Troy Brown

After status of successful applicant is changed, please add a note to the appropriate individuals in order for us to be notified to close out the search, click **Selected** under the notify drop-down, and select **Kelli Lundgren** and **Jossy Brack** then the **Add Note** button.

Add a Note:

Attach Document: Browse... No file selected.

Note Type: Public

Notify: Selected

Name	Role	Email
<input type="checkbox"/> Registration Pending	Reviewer	pmccafferty@fitchburgstate.edu
<input type="checkbox"/> David Weiss	Hiring Manager	dweiss@fitchburgstate.edu
<input type="checkbox"/> Donna May	Admin	dmay@fitchburgstate.edu
<input type="checkbox"/> Jessica Murdoch	Admin	jmurdoch@fitchburgstate.edu
<input type="checkbox"/> Jossy Brack	Admin	jbrack@fitchburgstate.edu
<input type="checkbox"/> Pamela Mayou	Admin	pmayou@fitchburgstate.edu

Add Note

Non-benefited part time hires will receive an email notification welcoming them and directing them to complete pertinent preliminary hiring forms as well as a CORI check. Once those forms are completed and entered into the system by HR, they will then be able to have the necessary access to email, parking, etc.

We ask that the hiring manager please work with the Human Resources Office to close the announcement from the web at this point. It is imperative that we remove this information timely so students and non-benefited applicants are updated as quickly as possible about their status.

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