

Student Employment Supervisor Training

Academic Year 2017-2018

What has changed for 2017?

A number of enhancements have been implemented for the 2017-2018 Academic Year. Students will apply online for open Federal Workstudy, Campus Employment, and Graduate Assistant positions. Required paperwork will be completed electronically by the student AFTER they have been hired, but BEFORE they can start working. A list of hired Students eligible to work will be available to hiring manager in Banner Self Service

Requisitions

How to create

Instructions for creating a requisition for Student or Graduate Assistant employment are detailed below. Most importantly, be sure to start by choosing the appropriate requisition template as instructed. <https://manhattan.teamdynamix.com/TDClient/KB/ArticleDet?ID=15649>

Approval process

In the instructions above you will enter appropriate parties to approve the requisition request, ending with the Office of Financial Aid. You can always check on the status of requisition approval by accessing the ATS and viewing your requisitions (open and pending). You will see all requisitions that you have access to - including Student Employment, Graduate Assistant, and Human Resources.

Posting

Once your requisition request is approved, it will automatically be posted to the campus job boards for the appropriate job type (Federal Work Study, Campus Employment, Graduate Assistant) on the follow web pages:
<https://inside.manhattan.edu/offices/financial-aid/student-employment.php>
<https://inside.manhattan.edu/offices/financial-aid/graduate-assistantships.php>

How students apply for a position

Easy! Students access one or more job postings on the pages noted above. After completing the simple online application, student applications are accessible by Hiring Managers (and Authorized Users) via the ATS. Students can apply online to one or more open positions.

ATS - Activating the Onboarding Process - Hiring Manager Training

1. Access the ATS system - ats.manhattan.edu

Upon authenticating the ATS System, you will see the "Requisitions" screen showing your existing requisitions.

When landing on this page, you will notice that there are several drop-down menus above the grid. The drop-down menus, also known as sorting menus, are the defining criteria for the requisitions grid. The Requisitions tab is the starting point for creating a requisition and working with already created requisitions.

2. Click the **Position Title** you want to review. The blue hyperlink will take you to the **Requisition In Box Filter Screen**

From the **Requisition In box** navigate to the **Candidate Tearsheet**.

Select the candidate you wish to hire.

Click on the **Forward Button**.

Resource Manager (ITS Client Services) Open 105 days

From the Requisition In Box click on Forward

Inbox Req Detail List View **Timeline** Flow Log Auto Grading Notes & Emails Interviews

Forward Reply Print + Refresh

Forward Reply Print + Calendar Re-grade Notes Interviews

<input type="checkbox"/>	NAME	WORKFLOW	DATE	
<input type="checkbox"/>	Matthew Dilorgi (internal)		Aug 11	Matthew Dilorgi 2 days ago mdilorgi01@manhattan.edu - 2014584127
<input type="checkbox"/>	Veronica Zayonc (internal)		Aug 10	
<input type="checkbox"/>	Sumaiya Sabrina (internal)		Jul 15	
<input type="checkbox"/>	Paul Vianelli (internal)	Interview Complete	Jun 22	
<input type="checkbox"/>	Alexandra		Jun 7	

ATTACHMENTS

- Resume [HTML Resume]
- Initial Application 8/11/2017 @ 9:02 PM
- Initial Application 8/11/2017 @ 9:01 PM
- Initial Application 8/11/2017 @ 8:59 PM
- Initial Application 8/11/2017 @ 8:57 PM
- Initial Application 8/31/2016 @ 11:12 AM
- Initial Application 8/31/2016 @ 11:10 AM
- Initial Application 8/31/2016 @ 11:08 AM
- Initial Application 8/31/2016 @ 11:07 AM
- Initial Application 8/31/2016 @ 11:05 AM

1. **Select A Template** choose **STU - Request Hire** from the drop down

The screenshot shows a web form titled "Forward Candidate" with a search icon and a close button (X) in the top right corner. The form includes a "Select A Template:" dropdown menu, which is currently open and displaying a list of options: "HR - Confirmation of Application", "Position Filled", "Schedule Interview", "STU - Request Hire", and "TEST - EEO Solicit". A red box highlights the "STU - Request Hire" option, and a red arrow points from a red-bordered box containing the text "Select this template" to this option. Below the dropdown, there are fields for "Update Workflow Stage:" (with radio buttons for "To a requisition" and "To an email recipient"), "From:" (with the value "amccarthy"), "To:", and "Subject:". A rich text editor toolbar is visible below these fields, containing icons for bold, italic, underline, text color, font size, bulleted list, numbered list, indent, outdent, link, unlink, and insert image. At the bottom of the form, there is an "Attachments:" section with a "Choose File" button and the text "No file chosen". Three buttons labeled "Cancel", "Preview", and "Submit" are located at the very bottom of the form.

2. Select Financial Aid from the drop down menu on the right of the screen

The template that appears will be automatically populated. Please review information for accuracy as this data will be used for the new student employment.

1. Select STU - Template

Select A Template: STU - Request Hire

Update Workflow Stage: STU - Request Hire

To a requisition:

To an email recipient:

2. Select Financial Aid

From: amccarthy01@manhattan.edu

To: finaid@manhattan.edu Office of Financial Aid

Subject: Request to hire candidate for student employment

B I U A Font Size

Dear Office of Financial Aid -

ACTION REQUESTED - Activate Onboarding Workflow

Department: Information Technology Services [2320]

Position: Resource Manager (ITS Client Services)

3. This Template activates the Onboarding Process

Attachments: Choose File No file chosen

Cancel Preview Submit

Final step: Select Submit

stage:

To a requisition:

To an email recipient:

From: amccarthy01@manhattan.edu

To: finaid@manhattan.edu Office of Financial Aid

Subject: Request to hire candidate for student employment

B **I** **U** **A** Font Size

Dear Office of Financial Aid -

ACTION REQUESTED - Activate Onboarding Workflow

Department: Information Technology Services [2320]

Position: Resource Manager (ITS Client Services)

After review for accuracy select:

Attachments: No file chosen

The Office of Financial Aid Administration will contact the student via email to complete all required paperwork online.

How will I know when a student can start working?

Part of the benefit of moving hiring and required paperwork to an electronic workflow is the ability to see the status of each candidate throughout the process.

Email - Once you submit a request to hire a student, all subsequent steps include an email notification. The student will receive an initial email from the Office of Financial Aid Administration with instructions on completing all required paperwork online. Students receive a daily reminder email with links to outstanding required paperwork. Once students have completed all required paperwork and are cleared to work the student and Hiring Manager will receive a confirmation email.

The Hiring Manager can also monitor the progress of the candidate through the **Onboarding** screen. Click on **Tools** and select **Onboarding**.

Home Me Team Company Tools ▾

Recruiting

Onboarding

Display only my jobs ▾ All De Setup UNITED STATES All Days Open From: 1/1/2004 Reset
Manh New York Open & Pend. Reqs To: 8/14/2017 Go

New Requisition 1- 3 (of 3)

Detail	Status	Department	Hiring Manager	Recruiter	Office	Position Title	Position Type	Workflow	Total	Req Date	Days Ope
		Information Technology	ITS Client	Office of	Manhattan						

Once a student is approved to work their name will appear in your **My Onboards** screen:

Home Me Team Company Tools ▾

Onboarding

My Onboards My Tasks Completed Forms

Jan · 2017 Feb · 2017 Mar · 2017 Apr · 2017 May · 2017 Jun · 2017 Jul · 2017 1 Hire Aug · 2017 Sep · 2017 Oct · 2017 Nov · 2017 Dec · 2017

Once a student is approved to work their name will appear in your "My Onboards" screen

Starting Jul 2017 : 1 New Hire(s)
Packets: 1 Complete, 0 Incomplete

New Hire	Start Date	Position Title / Packet	Progress
Max Power	7/7/2017	Technical Writer STUDENT PACKET	6/6

Click on link [My Onboards](#) for detailed instructions from ATS ClearCompany regarding the Onboards tab.