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](http://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.
1. **Select A Template** choose **STU - Request Hire** from the drop down

![Select this template](image)
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

2. Select Financial Aid

3. This Template activates the Onboarding Process
Final step: Select Submit

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

Click on link **My Onboards** for detailed instructions from ATS ClearCompany regarding the Onboards tab.