# Table of Contents

1. Home Page
2. University and Work-Study Employers Page
3. Your Control Panel
4. Add a New Job (Three-Step Form)
5. Managing Job Postings (Manage Job Page)
6. Additional Navigation Instructions for Control Panel Page
7. How Students Apply for Jobs
8. Viewing Applicants
9. Closing a Job
10. Reposting a Job
The Student Employment Office website serves as a convenient way for students to find employment opportunities, while helping University and non-University employers find qualified student employees.

There are three sections to the website:

- **UM Students**: Search through job postings, view pay dates, find other employment resources (no login necessary).
- **University and Work-Study Employers**: Post jobs, manage jobs, view applicants.
- **Non-University Employers**: For non-University non-Work-Study employers wishing to post positions on the site (no login necessary).
2. University and Work-Study Employers Page

studentemployment.umich.edu/Cmx_Content.aspx?CpId=10

Bookmark this page for easy future reference!

Useful tool for Work-Study employers

Resources and information updated regularly

Reminder of Assigned Password: For employers who already have an assigned password and either don’t know what it is or have forgotten what it is, go here. An e-mail reminder is sent to you. Once you receive your password, if you have never logged into the site before, be sure to change your assigned password to one of your own choosing as soon as you log into the site. This will increase the security level of your password.

Log In: If you already know what your password is, go here to post and manage jobs and view applicants.

Request Password (If None Assigned): If you do not have an assigned password to post and manage University and/or Work-Study jobs (you would have received an e-mail message from the Student Employment Office if you were assigned a password), go here to request permission to use the site. Once your request is reviewed, the Student Employment Office will send you an e-mail with its decision. Note: Only permanent employees (not temporary or student employees) will be granted login permission.

Request Permission to Be an Approved Work-Study Employer: This is where someone working for a NON-UNIVERSITY agency would go to find out how to become an approved Work-Study employer. There are requirements for being a non-University Work-Study employer, and the Student Employment Office must evaluate your request.
3. Your Control Panel

You may not see all of these options, depending on what stages (“modes”) your jobs are in on the site:

a  **Add a New Job for [Your Department/Office/Agency]**: See page 4 for information on how to request a new job be posted on the site. If the job is already in Listed, Pending Approval, Review, or in Storage mode, do NOT complete this form; this is only to post a new job on the site.

b  **Currently Listed Jobs**: These are approved jobs that are posted. Students may search for these jobs and apply for them online 24 hours a day.

c  **Jobs Which Are Pending Approval**: If you submitted a job posting request and it is not yet approved by the Student Employment Office, it will be listed here. Once approved, it will be moved to “Currently Listed Jobs” (if you requested that the job be listed immediately). You will receive an e-mail message informing you whether or not the job has been approved.

d  **Review Mode Jobs**: You may put a job in Review Mode if you no longer want it posted, but you still want to view applicants. Also, you may choose to keep a job in Review Mode if you post it frequently and want to retain the applicant information. Some jobs that are pending approval may also be placed in Review Mode.

e  **Jobs in Storage**: These jobs are closed and not listed on the site. There is no applicant information associated with these jobs. These jobs are not deleted from the system, and can be reposted at a later date.
4. Add a New Job (Three-Step Form)

Step 1: SUPPLY JOB PROFILE

1. For **Select a Category** and **Select a Job Title**, you are prompted to select from pre-set lists of U-M Human Resources titles.

2. **Type of Job**: You MUST select either Work-Study, Non-Work-Study, or both job types.

3. **Describe the Job**: This is the specific description that students will see on the web posting.

4. **Educational Value of the Position**: This must be completed for Work-Study jobs; for non-Work-Study jobs, you are still encouraged to complete this field if there are some educational benefits to the job. Students will see this information in the posting.

5. **Requirements for the Job (Qualifications)**: This is where you let students know exactly what skills are necessary for the job. For example, if you need a student who can type 60 wpm, include that here.

6. **Number of Available Openings**: Type in how many students you want to hire.

7. **Hours per Week**: If you need between 5 and 10 hours of student assistance a week, write “5” in the low end and “10” in the high end.

8. **Start Date/End Date/When Job is Available (Time Frame)**: Use these fields to let students know when you need help. The field “When Job is Available” allows you to indicate specific academic periods and is a mandatory field.

9. **Pay Range**: Select the lowest and highest wage rates to be paid by this job. If a range does not apply, the same dollar amount can appear in each section.

10. **Primary Contact Person**: Select yourself as the primary contact person unless you are posting the job for someone else.

11. **Secondary Contacts**: These people will receive all correspondence about the job and will be able to edit and manage the job, just as the primary contact person; however, their names do not appear in the job posting that students see. Select the people you want and then click on the “Add>>>” button.

12. **Job Supervisor**: Provide the name of the individual who will be the student’s supervisor, if different from the contact person.

13. **Phone, Fax, E-mail Address, and Work Location**: List these only if you want them to appear in the job posting. Otherwise students will contact you by applying for the job online (see step 2, next page).

(continued on next page)
Step 2: REVIEW JOB APPLICATION

Online Student Data Application: Once you have submitted your job posting request, the next panel will show you an example of the online Student Data Application that students interested in your job will complete and submit to you. **DO NOT** complete or edit anything on this page; we show this form so that you will know what information students will be submitting.

![Example of the online Student Data Application](image)

Below is an example of the online Student Data Application that students interested in this job will complete and submit to you. **DO NOT** complete or edit anything on this page; we just show this form here so that you will know what information students will be submitting to you.

**Pending Job Application - Financial Aid, Office of - Program Assistant**

If you are ready, [Click here when finished]

**Notes:**
- * Indicates questions which must be answered by the applicant.
- A gray background indicates questions which must be asked on every application.

1. **First Name**

2. **Middle Name**

3. **Last Name**

4. **E-mail Address**

5. **UMID**

6. **Briefly describe your skills and work experience pertaining to this job**

[Click here when finished]

"Click here when finished" to proceed to Step 3 of the form.

Step 3: GO LIVE

When you reach the final page of the form, complete the questions about when you want your job posted and for how long.

![Example of the final page of the form](image)

If you choose any options other than having the job approved “as soon as possible” or “listed immediately,” your job will be put into Storage for you to post on the web at a later date.
Add a New Job (continued)

Step 4: JOB POSTING APPROVAL

Once you have submitted your posting, it must be reviewed by the Student Employment Office before it is approved and listed on the site. 1 If you chose to have your job approved and posted on the site immediately, it will appear under Jobs Which Are Pending Approval on your control panel. 2 Once approved, you will receive an e-mail message informing you that your job has been approved and it is on the website.

1 This is where your job is until it is approved
2 On your control panel, your job moves to the Currently Listed Jobs stage, once it is approved

U-M Students’ page shows current job listings at the bottom

This is the e-mail you receive once your job is approved.
5. Managing Job Postings (Manage Job Page)

When you are at your control panel page, you can manage jobs and student data applications, control how many jobs can be presented on a page and handle fast-forward, reverse and page-specific options.

Also from the control panel, you can manage multiple jobs at one time:
- Delete multiple jobs
  (we prefer that employers not utilize this function)
- Export multiple job details
- Print multiple job details
- Change multiple job statuses

MANAGE JOB PAGE:

a Update Status: Change whether a job is listed on the web, in Review Mode or in Storage (closed).
  Note: If your job is in Storage, you will also have the option to delete the job from the Student Employment Office database. We strongly urge you not to do this, unless you are sure you will never hire a student for that job again.

b View Applicants: View information on students who've applied for your job online. (See page 10 for more information.)

c Manage Application: You can view a blank Student Data Application for your job here (to see what information students will submit when they apply for your job online).

d HIRE STUDENT: This step is not functional. You cannot complete hiring through this system. Instead see our Hiring and Paying Students guide for hiring instructions.

e Edit this Job (Update Job Profile): Click here to edit any part of the job posting (number of available openings, contact person, job description, etc.). See page 8 (Notes on Editing Jobs) for more information.

f Job Details: View the details of your posting.

(continued on next page)
NOTES ON EDITING JOBS:

If you edit a currently listed job, your job must be reviewed and approved again by the Student Employment Office before the edits are reflected in the job posting. You have the choice of having the posting remain on the web with the pre-edited information until it is approved, or you may have the posting removed from the web until the edits are approved.

If you choose to have the posting remain on the web, an Update Shadow of the edited posting will be created. This is a “shadow” of the other job that must be approved while the pre-edited version of the job remains on the site.

The Update Shadow will be in the Jobs Which Are Pending Approval stage of the site (a new job reference number is temporarily assigned to the Update Shadow, as well).

Once the Update Shadow is approved, it replaces the posting on the web. The Update Shadow reference number goes away and the original job reference number remains.
6. Additional navigation instructions for Control Panel page

The **Select Action** bar helps to keep keystrokes to a minimum, you can now
- Change selected jobs to Review
- Change selected jobs to Listed
- Move selected jobs to Storage

Deleting a Job: You have the option here to completely delete the job from the Student Employment database. *We strongly urge you not to do this, unless you are absolutely positive you will never hire a student for this job ever again.* If this is a Work-Study job and you attempt to hire a student through the Student Temporary Process/Student Processing page, you will receive the following message: *The SEO Job ID is invalid.*

Deleting a Job:

The **Export** button allows employers to select individual or multiple jobs and build an Excel spreadsheet. All job information will be displayed at a glance, and may be used to manage your data, as desired.

Manage Application: You can view a blank Student Data Application for your job here (to see what information students will submit when they apply for your job online).

Hire Student: This step is not functional. You cannot complete hiring through this system. Instead see Hiring and Paying students for hiring instructions.
7. How Students Apply for Jobs

Once your approved job has been posted to the website, students may search for it online (from the studentemployment.umich.edu home page, click on **U-M Students** to get to the student section of the site). Students are able to search and apply for job postings 24 hours a day.

Depending on the number of jobs approved at any given time, your job may appear under **Recently posted jobs**.

When students conduct a search and find your job, they can click on **Job Details** to reveal your posting and apply online.
8. Viewing Applicants

You will receive an e-mail message notifying you when a student has submitted a Student Data Application to apply for your job (see page 9). To view the Student Data Applications you receive, select **View Applicants** from either your control panel or the Manage Jobs page.

**a** View vs. Preview

- On the View Job Applications page, you will see a list of applicants. Click on either **View** or **Preview** to see the Student Data Application information for a particular applicant.
- If you click on View, the **New!** indicator on the far left will disappear after you review the student’s information. This can help you track which applicants you have reviewed.
- If you would rather keep the **New!** indicator, click on Preview (you might do this if you are simply conducting an initial review of applicants).

**b** Yellow Flags

To “flag” students of particular interest to you, click on the yellow flag for those students. The flags will turn a darker shade of yellow to indicate your preference for those applicants.

---

(continued on next page)
Sending E-mails to Applicants

**GREETING**

- After reviewing applicant information, you may want to send an e-mail to applicants to schedule an interview. To do this, click on Greeting.

- On the E-mail Applicants – Greeting page, be sure the students you want to send the e-mail to are checked. You may also add e-mail addresses for students who have contacted you by phone, walk-in, etc. and did not apply online. You can add to the preset text in the body of the e-mail or type in your own message altogether. Note: Students receive individual copies of the e-mail message so they do not see who else receives the e-mail.

You will receive an e-mailed copy of the message and to whom it was sent.

**REJECTION**

If there are online applicants you know are not a good fit, select Rejection to send them an e-mail message letting them know they did not get the job. Note: Students receive individual copies of the e-mail message so they do not see who else receives the e-mail.

You will receive an e-mailed copy of the message and to whom it was sent.
9. Closing a Job

a  Sending E-mail Messages to Students You Are Not Hiring

1 If you decide to close a job and move it to Storage (whether all positions have been filled or not), you will be prompted to send e-mail messages to the students who were not hired. Remember, you may have already notified a student that he or she did not get the job by sending them a Rejection e-mail message (see page 11), so you probably do not want to send them another e-mail. You may prefer to use this feature for those applicants who interviewed for the job, but were not hired.

2 Sample text is provided in the e-mail, but you can always add or substitute the text with your own message.

3 You will receive an e-mail showing which students you e-mailed and what the e-mail message said.

b  Putting a Job in Storage

Once you have sent e-mail messages to students you did not hire, you will be prompted to close the job and send it to Storage. Only do this if you will not be hiring more students for the job in the near future (all applicant information will be lost). Otherwise, do nothing which keeps the job in Review Mode and applicant information is retained.

c  Deleting a Job

You have the option to delete the job from the Student Employment database. We strongly urge you not to do this, unless you are absolutely positive you will never hire another student for this job. If this is a Work-Study job and you attempt to hire a student through the Student Temporary Process/Student Processing page, you will receive the following message: “The SEO Job ID is invalid”.

Note: You can always choose to put a Listed or Review Mode job in Storage by clicking on Storage in the Update Status box of the Manage Job page.
10. Reposting a Job

a. You may repost a job at anytime from the Manage Job page. Click on Listed in the Update Status box to move the job from Review Mode or Storage to be listed on the website.

b. If there have been any changes to the job (including a change to the number of openings), the job must be reviewed and approved by the Student Employment Office before being posted to the site again.

c. Once your job is approved, you will receive an e-mail telling you when it has been listed on the site.

d. If the number of openings for the job is zero, you will not be able to select Listed (to list the job on the site) until you change the number to one or more openings.

e. To do this, go to Edit this Job from the Manage Job page or Edit Job from control panel. Once you have changed the number of openings, you will be able to select Listed to place the job on the site.