WEBSITE USER GUIDE

University and Work-Study Employers

Table of Contents

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OFFICE OF FINANCIAL AID
STUDENT EMPLOYMENT
UNIVERSITY OF MICHIGAN

Working toward your future

1. Home Page

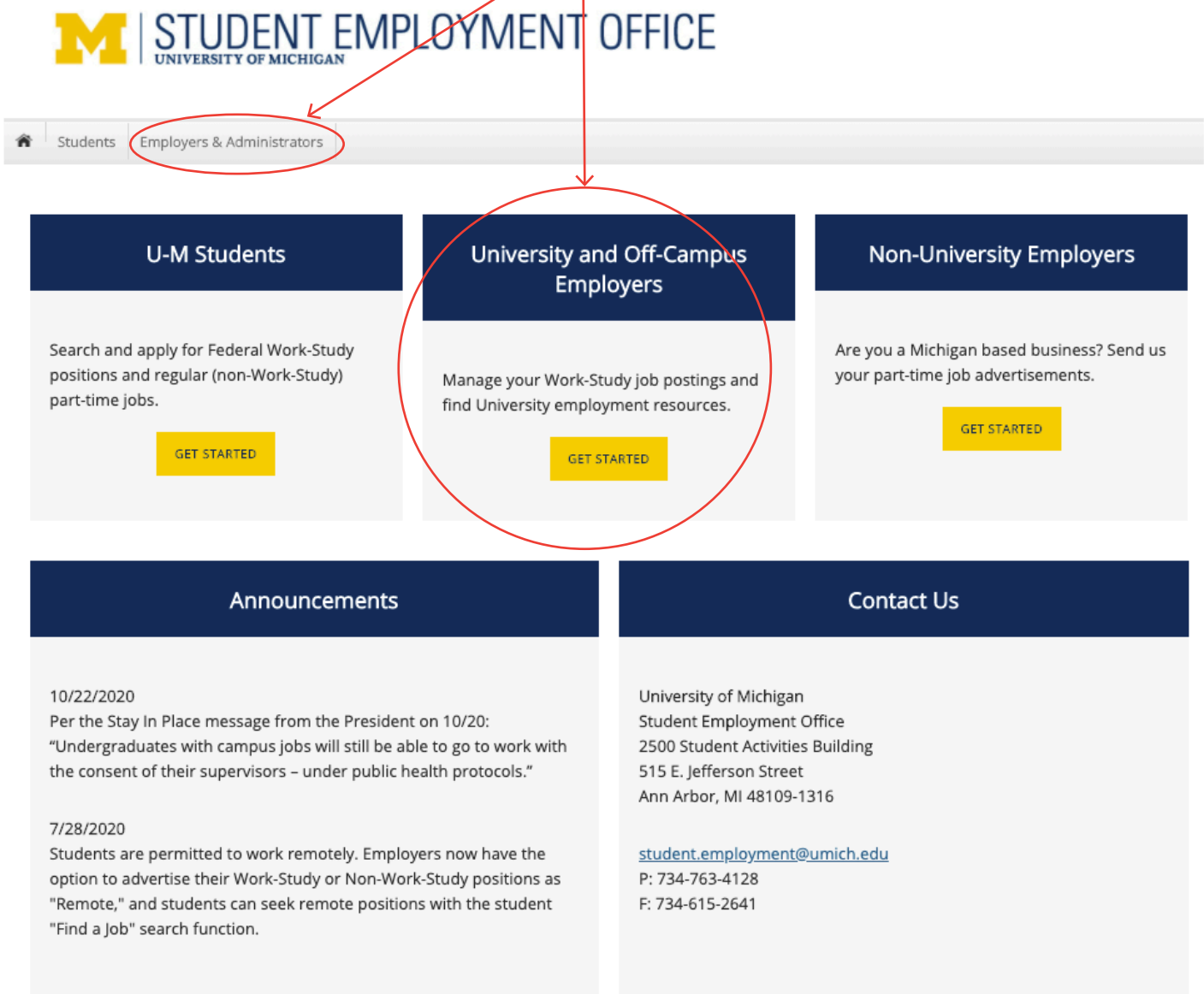## studentemployment.umich.edu

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:

- **U-M Students:** Search through job postings, view pay dates, find other employment resources.
- **University and Work-Study Employers:** Post jobs, manage jobs, view applicants (login required).
- **Non-University Employers:** Post positions on the site (no login necessary).

To get to the University and Work-Study Employers page, click on one of these links

2. University and Work-Study Employers Page

studentemployment.umich.edu/Cmx_Content.aspx?cpId=34

Bookmark this page for easy future reference!

a Post a Job

Log in to submit and manage your job postings and to view potential job applicants.

EMPLOYER LOGIN

b Set Up an Account

To post jobs as a University employer or as an approved non-University Work-Study agency, you must be a registered user.

REQUEST PERMISSION

Website User Guide

Need help navigating our website? Download our User Guide (PDF).

DOWNLOAD USER GUIDE

Useful tool for Work-Study employers

Important Information

- 2020-2021 Payroll Dates
- Student Employment Newsletters

Resources and information updated regularly

FAQs

- Employer FAQs

Forms and Resources

Work Study Calculator

Do not use commas.

Enter W-S Award Amount: ☐
Enter Rate of Pay: ☐
Calculate

Student will need to work this many hours to earn his or her full award:
☐

- Tip Sheet for Hiring and Paying Students
- How to create a Personnel Action Request (PAR)
- Important Enrollment Notice
  Students must be enrolled at least half-time to be eligible for Work-Study funds. Employers should verify that their Work-Study employees are enrolled at least half-time.

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

Reminder of Assigned Password: An email reminder will be sent to employers who have an assigned password and have forgotten it. Be sure to change this system-assigned password to one of your own choosing.

b **Request Permission to Be an Approved Work-Study Employer:** This guide contains information for NON-UNIVERSITY agencies about how to become an approved Work-Study employer. There are requirements and the Student Employment Office must evaluate your written request.

Request Password (If none assigned): If you do not have a password assigned from the Student Employment Office system, request permission here to use the site. The Student Employment Office will review your request and send you an email with its decision. *Note: Only **permanent employees** (not temporary or student employees) will be granted login permission.*

3. Your Control Panel

You can always use the JobX menu to navigate to your control panel

Your name here shows you are logged in properly

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 the next section (Add a New Job) for information on how to request to post a new job 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   **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 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 "Listed Jobs" (if you requested that the job be listed immediately). You will receive an email message informing you whether or not the job has been approved.

d   **Jobs in Review Mode:** 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 applicant information. Some jobs that are pending approval may also be placed in Review Mode.

e   **Jobs in Storage Mode:** These jobs are closed and not listed on the site. There is no applicant information associated with these jobs. These jobs are not deleted and can be reposted at a later date.

4. Steps to Adding a New Job

From your control panel, select **Add a new job for...**

Step 1: SUPPLY JOB PROFILE *(screen shot on next page)*

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 choose at least one option, and may choose all three - Work-Study, Non-Work-Study, and/or Remote

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):** 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 information here.

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

7 **Hours per Week:** If you need 5 to 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 for this job. If a range does not apply, the same dollar amount can appear in each section.

OTHER INFORMATION REQUESTED ON JOB PROFILE:

- **Primary Contact Person:** Select yourself as the primary contact person unless you are posting the job for someone else.
- **Secondary Contacts:** These people will receive all correspondence about the job and will also be able to edit and manage the job. However, their names do not appear in the job posting that students see. Select the people you want and then select the "Add>>>" button.
- **Job Supervisor:** Provide the name of the individual who will be the student's supervisor, if it is different from the contact person.
- **Phone, Fax, Email 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).

Step 3: GO LIVE

Step 2: REVIEW JOB APPLICATION

Online Student Data Application: The next panel shows an example of the online Student Data Application that student applicants will complete and submit to you. Once you have submitted your job posting request once you have submitted your job posting. **DO NOT edit anything on this page or fill in fields; this is for information only to show what students will be submitting.**

Save application when finished to proceed to Step 3 of the form

Add a New Job   (continued)

When you reach the final page of the form, complete the questions about when you want your job posted and for how long. The default posting length for each position will be 60 days, at which point it will be automatically removed. You may remove the posting sooner by managing the status in your dashboard, or you may request that it remain posted longer as an exception.

(If you choose any options other than having the job approved "as soon as possible" **1** or "listed immediately" **2**, your job will be put into storage for you to post on the web at a later date.)

Step 4: JOB POSTING APPROVAL

Once you have submitted your posting, it must be reviewed by the Student Employment Office. **1** If you chose to have your job approved and posted on the site immediately, it will appear under **Job Status: Pending Approval** on your control panel. **2** Once approved and posted on the website, you will receive an email message.

On your control panel, your job moves to the Listed stage once it is appoved

This is where your job is until it is approved

Employers receive this message after submitting a job posting.

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:

1 Select job(s) you want to manage

2 Select Job Actions:

- Delete multiple jobs *(we prefer that employers not use this function)*
- Export multiple job details
- Print multiple job details
- Change multiple job statuses
- Email multiple job supervisors

Select individual job to access Manage Job page

MANAGE JOB PAGE *(screen shot on next 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 discourage this, unless you are sure you will never hire a student for that job again.*

b **View Applicants:** View information for online students. (See page 16 for more information.)

c **Manage Application**:   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. See our *Hiring and Paying Students* guide for hiring instructions.**

NOTES ON EDITING JOBS: g

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.

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

f **Job Details:** View the details of your posting.

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 move the job to the **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

a **The Select Action** bar helps to keep keystrokes to a minimum, allowing you to:

4 Change selected jobs to Review

4 Change selected jobs to Listed

4 Move selected jobs to Storage

b **Deleting a Job:** You have the option here to delete the job from the Student Employment database. *We urge you not to do this, unless you are sure you will never hire a student for this job 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.*"

c 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.

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

7. How Students Apply for Jobs

Once your approved job has been posted to the website, students may search for it online (studentemployment.umich.edu > **U-M Students** to get to the student section of the site).   Students can search and apply for job postings 24 hours a day **1**.

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

SAMPLE JOB DESCRIPTION

SAMPLE: SUBMITTING A STUDENT DATA APPLICATION

8. Viewing Applicants

You will receive an email message notifying you when a student has submitted a Student Data Application to apply for your job (see previous page). To view these Student Data Applications, select **View Applicants** from either your control panel **1** or the Manage Jobs **2** page.

View Job Applications - Financial Aid, Office of - Engr/Elec Tech I

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

VIEW VS. PREVIEW

a On the View Job Applications page, you will see a list of applicants. Click on either **Resume** or **Preview** to see the Student Data Application information for a particular applicant.

b If you click on Resume, 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.

c 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).

YELLOW FLAGS **d**

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

SENDING EMAILS TO APPLICANTS

GREETING

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

- On the **Email Applicants – Greeting** page, be sure the students you want to send the email to are checked. You may also add email 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 email or type in your own message altogether.

REJECTION

If there are online applicants you know are not a good fit, select **Rejection** to send them an email message letting them know they did not get the job.

Note: *Students receive individual copies of email messages, so they do not see who else receives the email. You will receive an email copy of the message and to whom it was sent.*

9. Closing a Job

a SENDING EMAIL 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 email messages to the students who were not hired. Remember, you may have already notified a student that they did not get the job by sending them a **Rejection email message** (see page 18), so you probably do **not** want to send them another email. You may prefer to use this feature for those applicants who interviewed for the job, but were not hired.

Update Job Status

[Return to Manage Job Page]

Job Title	Employer	Current Status
Engr/Elec Tech I	Financial Aid, Office of	Listed

[Click here to choose a different status]

Put this job in Storage
Warning: The student applications for this job will be deleted when the job is put in Storage.

Recommended Actions:
We recommend you email the applicants who have not been hired to let them know the job is filled.

Click here to email the applicants (You will be returned to this page after sending an e-mail)

If you would like to see a printable list of the applicants, click here

If you would like to close the job now anyway, click the "Close Job" button below.

Close Job

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

Job Application - Financial Aid, Office of - Engr/Elec Tech I

This job is not closed yet. If you decide NOT to send any emails now, click here to continue closing the job. Otherwise, follow the instructions below.

Suggested use: To inform students that they did not get this job.

Email Applicants - Job Filled

To — Default: Applicants selected if not notified, hired or rejected.

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From — bauern@umich.edu

Subject — Student Employment Job: Engr/Elec Tech I - Job Filled

Body — You recently submitted an online Student Data Application to apply for the Engr/Elec Tech I job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send   Cancel

Closing a Job (continued)

3 You will receive an email showing which students you emailed and what the email message said.

Note: You can always put a Listed or Review Mode job in Storage by selecting Storage in the Update Status box of the Manage Job page.

b PUTTING A JOB IN STORAGE

Once you have sent email 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, you can 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 discourage this, unless you are sure 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".

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.

Manage Job

Job Title	Employer	Status	Job Type
Engr/Elec Tech I	Financial Aid, Office of	Listed	All Jobs

Additional details about this job's status:

» This job is currently listed on the site.
» It will not de-list until it is manually taken down.

a

Update Status
Listed	» Current Status -- Click to update remaining days listed on site
Review Mode	» Click to change to
Storage	» Click to change to

Manage Application
This job is configured to collect online applications.
» Edit, view or remove the online application.

View Applicants
No applications have been submitted for this job.
View old Applications

Hire Student
This Job Type is not configured for hiring.

[Edit this Job]

Below is a view of approximately how this job appears to applicants:

Engr/Elec Tech I
Job ID	33784
Funding Source	Work-Study
Employer	Financial Aid, Office of
Employer Type	All Employers
Category	Technical
Job Type	All Jobs

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.

Update Job Status

[Return to Manage Job Page]

Job Title	Employer	Current Status
Assistant In Research	Student Life	Review Mode

[Click here to choose a different status]

b List this job on the site

Since changes have been made to this job since it was last approved, it will be first need to be reviewed and approved by an administrator again before it is listed on the site.

From the list below, you can choose whether the job should be listed immediately upon approval or on a specific date in the future, assuming that date falls after the job has been approved.
List immediately upon approval. ▼

Choose the length of time the job should be listed on the site:
Until I close the job ▼

Save Changes

Reposting a Job (continued)

c **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.

d 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.

Manage Job

Job Title	Employer	Status	Job Type
Engr/Elec Tech I	Financial Aid, Office of	Storage	All Jobs

Additional details about this job's status:

» This job is currently in Storage.

c

Update Status		Manage Application
Listed	Cannot list job because it has 0 openings.	This job is configured to collect online applications.
Review Mode	» Click to change to	» Edit, view or remove the online application.
Storage	» Current Status	

View Applicants		Hire Student
No applications have been submitted for this job.		This Job Type is not configured for hiring.
View old Applications		

Click here to [Delete] this job

[Edit this Job] **d**

Below is a view of approximately how this job appears to applicants:

Engr/Elec Tech I	
Job ID	33784
Funding Source	Work-Study
Employer	Financial Aid, Office of
Employer Type	All Employers
Category	Technical
Job Type	All Jobs

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