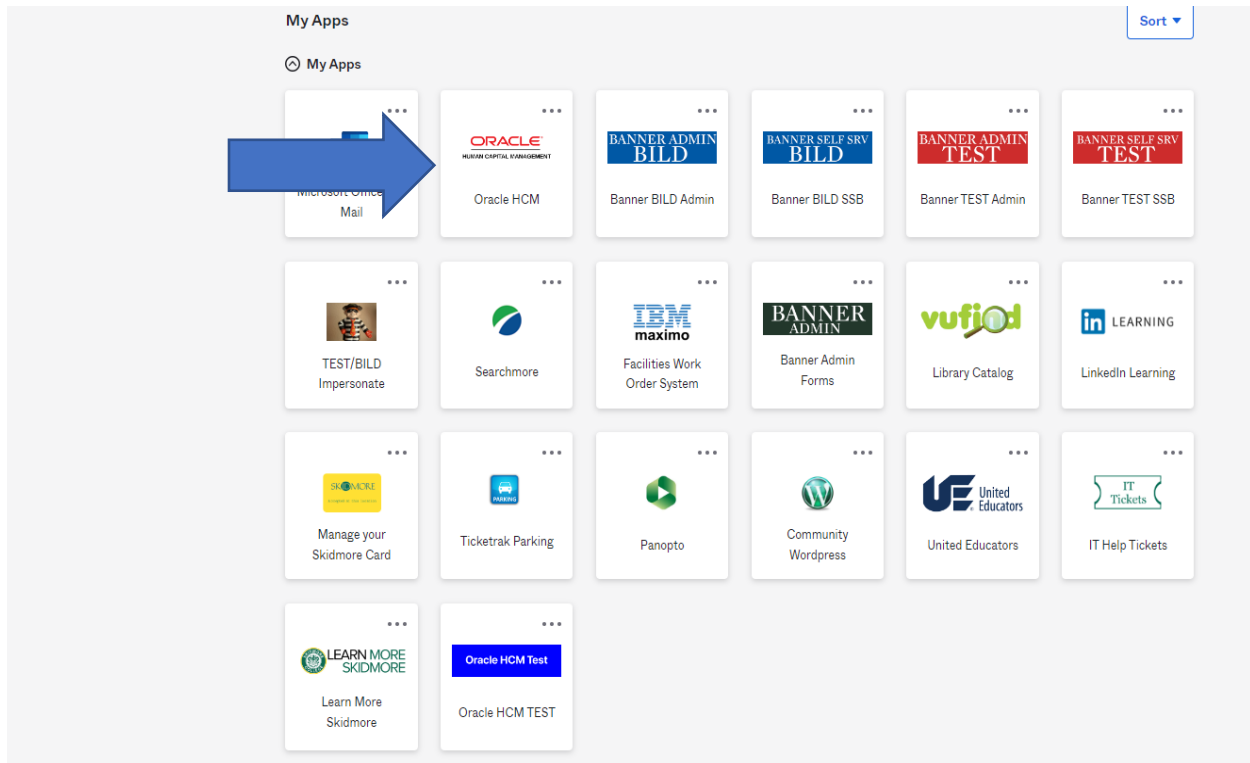
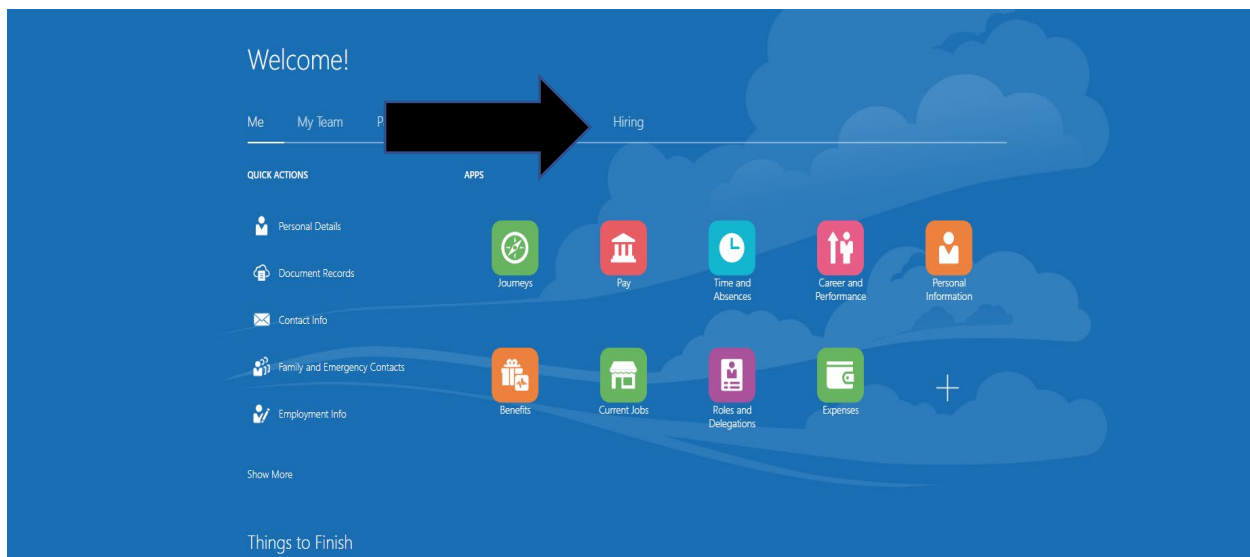


## Creating a Requisition/Job Posting in Oracle

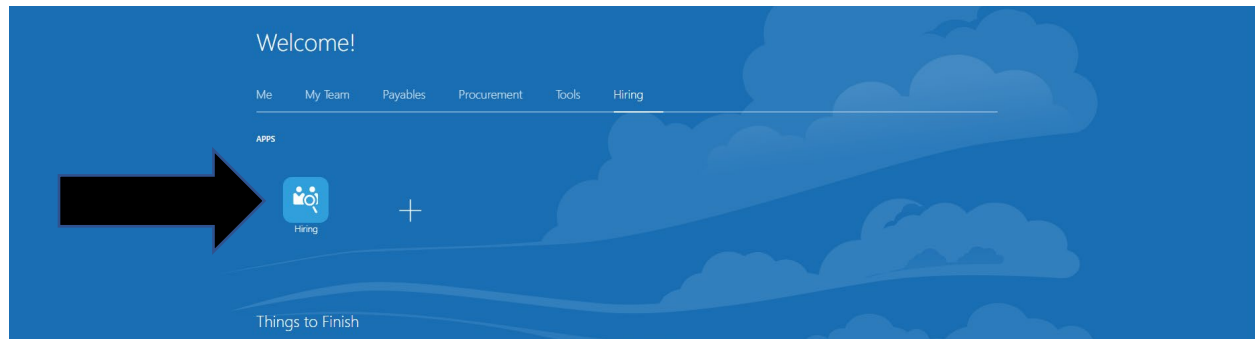
When you reach your Okta screen, click on your Oracle tile.



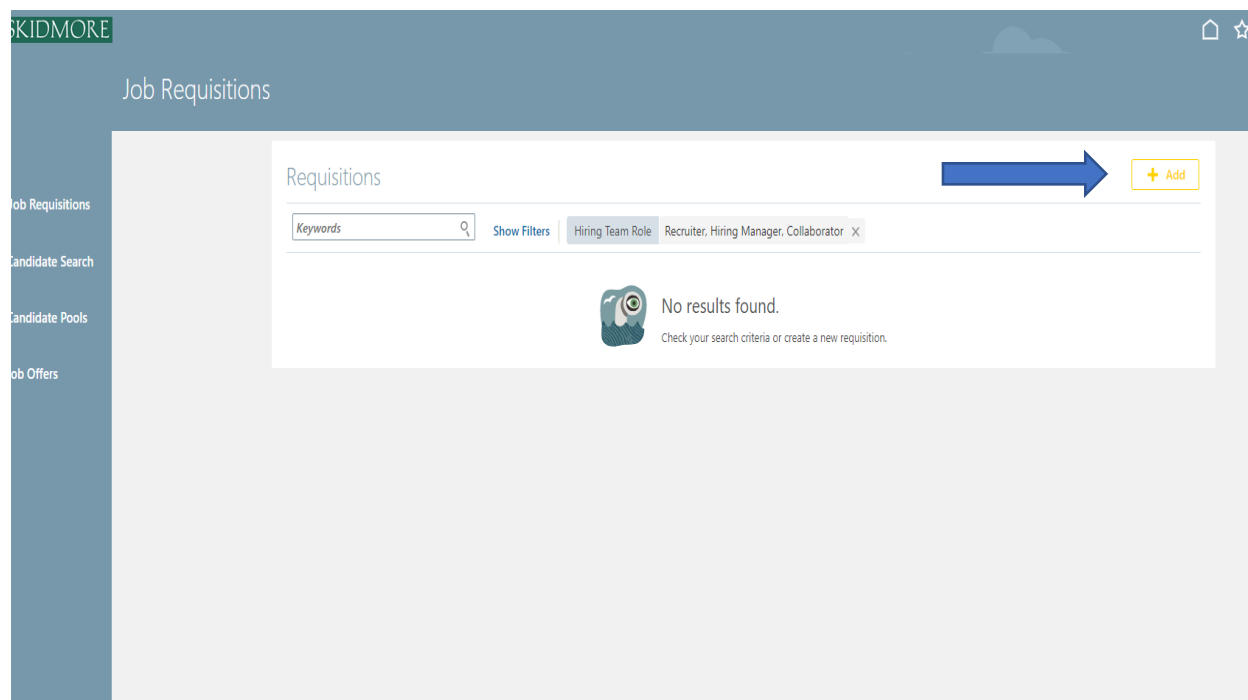
It should bring you to the screen below. Select the word Hiring as shown below.



On this next screen select the Hiring tile.



At this screen click on the “+Add” choice on the top right. (If you do not have the “+Add” option, please contact Human Resources as they provide permission to initiate job requisitions.)”



On this next screen, indicate Standard for Requisition Type

Select Job for Use

Business Unit is ALWAYS Skidmore College. Do not select anything else in this field.

And use the drop down box to select your Job. **\*Always type in SW so it will filter those jobs for student workers. All Student Worker Jobs will start with SW-**

Create Job Requisition

Save and Close
Submit
Cancel

1 How

Requisition Type
Standard

Business Unit
Skidmore College

\* Use
Job

\* Job
SW-Gallery Assistant

Continue

Select continue and another screen will appear. See below.

Create Job Requisition

Save and Close
Submit
Cancel

1 How

Edit

2 Basic Info

Requisition Type
Standard

\* Business Justification

Select a value

\* Requisition Title
SW-Gallery Assistant

Languages
American English

\* Number of Openings

Limited

1

Continue

Error: A selection is required.  
You must make at least one selection.

You can change or add something to the requisition which we recommend doing if your job is more specific than the auto-populated Job Title. **This is the job title the student will see when they are applying. We suggest in your requisition title that you include your department so the student will see who is hiring for this position. It is very important that you keep the beginning of the title labeled beginning with SW-**

\*We suggest under number of openings you always indicate unlimited because if you do not select unlimited and you exceed the number of openings, you would then need to create a whole new requisition (job posting) to hire additional students.

Business Justification=New Position

Select continue and will bring you to next screen

For this next screen you can select who should be the hiring manager and collaborator.

\*The hiring manager should be the supervisor who will hiring the student, supervising the student, and approving timesheets.

The collaborator can be another person who can look at the job posting but they will NOT be able to view or approve timesheets. Please make sure Coleen DaBiere is listed as one of the collaborators so that she may view your requisitions as well.

Select continue

Create Job Requisition

Save and Close

Submit

1 How

Edit

2 Basic Info

Edit

3 Hiring Team

\*Hiring Manager

Coleen DaBiere Administrative Assistant

\*Recruiter

Karlene Kunigiel Assistant Director

Add Collaborator Type

Collaborator

x

Add Another Collaborator

Continue

On the next screen:

Recruiting Type: Student

Primary Location: Saratoga Springs NY

Organization: select your Department (Students will be able to filter jobs by department)

Create Job Requisition

Save and CloseSubmit

1How

Edit

2Basic Info

Edit

3Hiring Team

Edit

4Requisition Structure

\*Recruiting Type

Student

\*Primary Location

Saratoga Springs, NY, United States

\*Organization

Select a value

NameType

Skidmore CollegeEnterprise

Dean of Admissions and Financial Aid, Skidmore CollegeDivision

Admissions, Dean of Admissions and Financial Aid, Skidmore CollegeDepartment

Dean of Admissions and Financial Aid, Dean of Admissions and Financial Aid, Skidmore CollegeDepartment

Financial Aid, Dean of Admissions and Financial Aid, Skidmore CollegeDepartment

5

6Posting Description

Select Continue

The screenshot shows a web interface for job requisition details. It features a sidebar with four tabs: '1 Basic Info', '2 Hiring Team', '3 Requisition Structure', and '4 Details'. The '4 Details' tab is selected and highlighted with a green border. Inside this tab, there are several input fields: 'Anticipated Start Date' with the value '09-04-2024', 'Anticipated End Date' with the value '05-08-2025', 'Hourly Rate (academic year)' with a dropdown menu showing '12.75', 'Hourly Rate (summer)' (empty), and 'Average Weekly Working Hours' with the value '6'. A yellow 'Continue' button is located at the bottom right of the 'Details' section.

Enter anticipated start and end dates, hourly rate, and average weekly working hours and select continue.

**\*\*For the 2024-25 academic year the dates are as follows:**

First day of class/first day students can start work is 9/4/24

Last day of fall semester is 12/19/24

First day of spring semester is 1/21/25

Last day of academic year/last day students can work is 5/8/25

You may set up your job for the semester or for the entire academic year.

For the next screen you are able to enter a job description by checking “enter custom internal posting description.” And then select continue.

## 6

Continue

Page | 8



**\*\*ALSO, for the field below titled “automatically open requisition for sourcing”, make sure you indicate post internally. We do NOT want jobs to post externally as well.**

6 Configuration

\*Candidate Selection Process  
Student Candidate Selection Process - Student Candidate Sele ▼

Automatically Open Requisition for Sourcing  
Yes, posted internally ▼

\*External Application Flow  
Student Job Application Flow - Student Job Application Flow ▼

Delay Before Posting Expires  
No Expiration ▼

Continue

This next screen allows you to add questions that the student would need to answer as part of the application process. Notice you are able to check off whether or not the question requires a response from the student.

(If you do not see a standard question and you would like Student Employment to add a question for you to be able to select, please email [stuemp@skidmore.edu](mailto:stuemp@skidmore.edu) with this request. Though you would have

to ask us to do this before you create the Requisition, otherwise the option will not be available for you to select.)

9

Questionnaires

External Prescreening Questionnaire

Internal Prescreening Questionnaire

Add Question

Select a value

What is your current major?

Question Code

300000156342862

Question Type

Text

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Maximum Possible Score 0

External Prescreening Questionnaire

Add Question

Select a value

Banner ID number

Question Code

300000156641836

Question Type

Text

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

What is your current major?

Question Code

300000156342862

Question Type

Text

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Page | 10

9

Questionnaires

External Prescreening Questionnaire

Internal Prescreening Questionnaire

Add Question

Select a value

▼

Question Text	Question Code	Folder
Do you have experience working with detailed budgets?	300000014379199	Applicant Questions
How many years of experience do you have working in an office environment?	300000014379201	Applicant Questions
Have you supervised staff/interns/students in past positions you have held?	300000014379202	Applicant Questions
Do you have experience working in Residential Life or Student Judicial Affairs?	300000014379203	Applicant Questions
Are you available to work weekends?	300000014379204	Applicant Questions

🔒 Banner ID number

Question Code

3000000156641836

Question Type

Text

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Select continue

You can select save and close if you just want to save job for later or select submit if you would like the job to be reviewed to be listed and available to students. See below.

If you only save and close the job will appear as a draft.

3000000156641836

Create Job Requisition

Save and Close

Submit

Cancel

① How

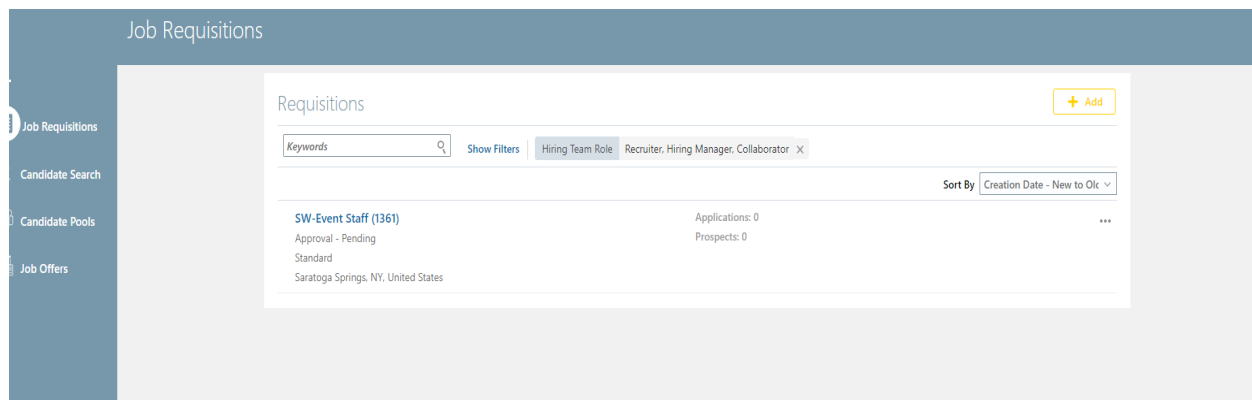
② Basic Info

③ Hiring Team

Edit

Edit

Edit



You'll see your job appear and it shows as approval-pending status.

Student employment will review your job posting and you will receive a bell notification when it has been approved.