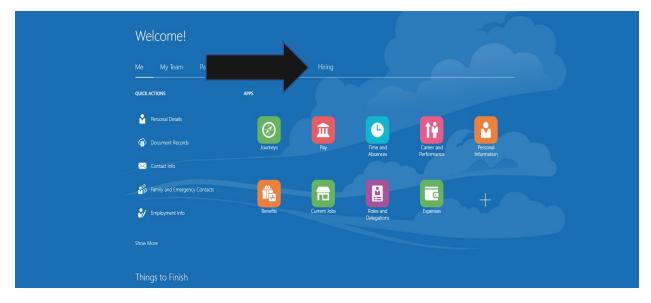
Reviewing Applications and Hiring Students

Sign into your Okta account and then select your Oracle tile. It should then bring you to this home page.



Select the word Hiring as shown above and then select the Hiring tile as shown below.

	Welcome!	
	Me My Team Payables Procurement Tools Hiring	
.	APPS	
	Heng +	
	Things to Finish	

Job Requisitions			
If Job Requisitions Candidate Search	Requisitions Keywords Q Show Filters Hinng	Team Role Recruiter, Hiring Manager, Collaborator X	+ Add
Job Offers	SW-Human Resource Supervisor (1410) Open - Posted Standard Saratoga Springs, NY, United States	Applications: 1 Prospects: 0	
	Summer Registrarial Intern, Tang (1057) Open - Expired Standard Saratoga Springs, NY, United States	Applications: 9 Prospects: 0	
	Installation Assistant, Tang Museum (357) Open - Posted Standard Saratoga Springs, NY, United States	Applications: 40 Prospects: 0	

This screen above shows all of your jobs and their current status. It gives their job status and if you want to receive applications, please make sure your job is in a <u>posted</u> status.

In this example I see that someone has applied for the Sports Team Manager job.

Go ahead and click on the <u>students name</u> and then if you choose to hire that student click on actions and then create job offer. (Student's name hidden for privacy.)

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<	SW-Sports Team M	anag	er (1386)							
		Job .	Applications							
		Keyw		Show Filters						
			Actions 🗸			୍ ୍ View Summary	V Sort By Create Date - Ne	w to \vee		
		<	Candidate	Details	Status	Education	Experience	>		
		✓	5850101		New, To be Reviewed Prescreening score: 0 out of 0			•••		

On this next screen use the navigation menu to the right and click on attachments and questions. <u>Attachments</u> could be used if the student attached a resume. If you asked questions in your Job Requisition when you posted the job, under <u>questions</u> you should find the student's answers.

SKIDMORE				습 ☆ 卪 🔑 😐
SW-Sports Team	Manager (1386)		Previous Next	Actions ~ Move
				Move Return to Prior Phase
				Return to Prior State
÷	Key Highlights			Add to Requisition
Details				Add to Event
	Phase and State New, To be Reviewed	Candidate Number 5850101		Add to Candidate Pool Add Interaction
Activity	Candidate Type When Applying	1010605		Send Message
	Employees			Send Message to Team
Progress				Send Interview Invite
	Education			Collect Feedback
Attachments	Education			Check Duplicates
				Create Job Offer
E Interactions		There's nothing here so far.		Print
Messages				
- messages				
Questions	Language		,	~
Interviews				
	Certification		,	~
Feedback				
Screening	Work History			~

If after reviewing the application you would like to hire the student, use the actions drop down box and select <u>create job offer</u>.

At this next screen go ahead and check the two boxes: offer team and salary.

What would you like to do w	hile working on this job offer?	
Offer Team	Salary	

And then select continue.

What would you like to do w	hile working on this job offer?	
✓ Offer Team	Salary	

On this next screen add the following information:

Employee <u>start date</u>, leave Skidmore College as legal employer, worker type is <u>employee</u>, and under action select <u>add assignment</u>. Select continue.

 ▲ TEST as of 10:52023 ■ SKIDMORE 					0 □0
Create Job Offer			Save and Close	Sub <u>m</u> it	<u>C</u> ancel
	1 When and Why				
	"When is the employee start date? "Action 10-02-2023 Cb "Legal Employer	~			
	Skidmore College v *Worker Type Employee v				
	Continge				
	 Assignment Info 				
	③ Offer Team				
	(4) Salary				
https://eodq-test.fa.us6.oraclecloud.com/hcmUl/faces/Fndi	(s). Offar Lattar Deniew/Ind=%38%38%38%38%38%38%38%38%38%38%38%38%38%				

Under the next window, Assignment Info, Proposed Person would be <u>student worker</u>, under business unit select <u>your department</u> (it is extremely important to select the correct department so that they student wages are charged correctly to your department account), indicate the projected <u>end date</u>. Select your <u>department</u> and also under location select your <u>department</u>. Assignment category would be <u>part-time temporary</u>. Select <u>hourly</u> paid and change the number of <u>hours</u> weekly to reflect working 10 hours or less and then continue.

= <u>SKIDMORE</u>						н 👝 🛛
Create Job Offer				Save and Close	Sub <u>m</u> it	Cancel
	(1) When and Why			🖌 Edit		
	2 Assignment Info					
	Proposed Person Type		Reporting Establishment			
	Student Worker	~	Skidmore College 🗸			
	[*] Business Unit		*Location			
	Athletics, Fitness and Recreation 5210	~	Athletics, Fitness and Recreation-Sports Center $\qquad \checkmark$			
	*Projected End Date		Assignment Category			
	05-09-2024	i o	Part-time temporary \vee			
	Job		[*] Hourly Paid or Salaried			
	SW-Sports Team Manager	~	Hourly			
	Business Title		Working Hours			
	SW-Sports Team Manager		1¢ Weekly ~			
	Department					
	Athletics, Fitness and Recreation	~				
		c	ontin <u>u</u> e			

On the next screen you can edit who the hiring manager and collaborator are.

**Please note: You can have only one hiring manager and the hiring manager would be the person that will hire students and approve timesheets so this should be the person that is supervising student workers.

*Please make sure Coleen DaBiere is selected as a collaborator (you can have multiple collaborators) and please make sure Karlene Kunigiel is selected as recruiter.

A collaborator is another person who can look at job postings. This person will NOT be able to see and approve timesheets. Complete and select continue.

Freate Job Offer	Save and Close	Submit	ſ	
① When and Why	🖌 Edit			
② Assignment Info	🖊 Edit			
 Offer Team 				
Hiring Manager Recruiter Éoleen DaBiere Administrative Assistant V Karlene Kunigiel Assistant Director V				
Add Collaborator Type				
Collaborator Emily DeLorenzo Student Employment/Office Coordinator Joanne Lorenz Financial Aid Coordinator				
Add Another Collaborator				
(4) Salary				

On the next screen under salary basis select <u>hourly</u> and then add the <u>salary amount</u>. The Salary amount should always be the lower rate unless your Student Employee is a Student Supervisor, directly Supervising other employees. Select continue.

≡ <u>SKIDMORE</u> Create Job Offer		C ☆ 戸 ↓ Sive ano Submit Cancel
	① When and Why	✓ Edit
	 Assignment Info 	Edit
	③ Offer Team	Edit
	Salary Salary Salary Salary Salary Salary Amount I2.75 USD Hourly New Salary 12.75 USD Hourly Continge	

Select submit. That completes the job offer process. Be aware of any bell notifications through the hiring process.

If you already know the student you want to hire and they have not applied for the job, use the following steps to hire the student without having them apply.



In your Oracle page click on the word Hiring and then the Hiring tile.

On the next page, click on candidate search.

	Job Requisi	tions			
← ∃ Job Requisitions		Requisitions			+ A
Job Requisitions		Keywords Q	Show Filters	Hiring Team Role	Recruiter, Hiring Manager, Collaborator $~\times~$
$\widehat{\langle}$ Candidate Search					Sort By Creation Date - New to C
☐ Candidate Pools ☐ Job Offers		SW-Academic Shop Assistant (143 Draft - In Progress Standard Saratoga Springs, NY, United States	8)	Applications: 0 Prospects: 0	1
		SW-Academic Shop Assistant (143 Draft - In Progress Standard Saratoga Springs, NY, United States	7)	Applications: 0 Prospects: 0	
		SW-Academic Shop Assistant (143	6)	Applications: 0	

	Candidate	Search Clear Search	h
Job Requisitions		Search Action Search for Candidates	
Candidate Search		605* Total Candidates	
) Job Offers		Keyword Search	
		Examples of search expressions: project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)	

On this screen enter the student's first and last name and click on the search button on the top upper right.

The student's name will appear on the next screen. When you locate the student, to the right of work preferences you'll see three dots. Click on those three dots and a drop down box should appear.

<	Candidate Sea	arch					
		Candidates (605*) Show Filters		୍ ତ୍ View Summary	✓ Sort By	+ Ado	•
		Candidate	Details	Education	Experience	Work Preferences	<u>></u>
		6241100					Add to Requisition Add to Candidate Pool
		964109 Irvine, CA, US		Doctorate Degree (over 19 years), University of California, Irvine (UCIrvine)	Teaching Assistant, University of California Irvine, 09- 01-2017 Graduate Student		Add Interaction Add Interaction Add Label Send Message
				Masters Degree (±18 years), University of California, Irvine			

Click on add to requisition. It will then bring you to the following screen.

You'll need to search for the job requisition you would like to hire this student for. As you can see below in our example we enter SW-Dining and it brings a drop-down box with choices. Start your search with that SW.

Add to Requisition	۱							Save and Close	<u>C</u> ancel
	Ca	ndidates (1)					~		
		ect Requisitions sw-dining Requisition Title	Requisition Number	↓ Crea	te job application o Recruiter	n behalf of candidate			
		SW-Dining Services Intern	1430	Emily DeLorenzo	Karlene Kunigiel				
		SW-Dining Services	1425	Emily DeLorenzo	Karlene Kunigiel				
	_	SW-Dining Services	1414	Emily DeLorenzo	Karlene Kunigiel				
		SW-Dining Services	1402	Emily DeLorenzo	Karlene Kunigiel				

After you select the job you should see a screen that looks like this.

= SKIDMOKE			니 x	
Add to Requisition	1		Save and Close	<u>C</u> ancel
	Candidates (1)			
	Select Requisitions			
	Job Requisition	Create job application on behalf of candidate	×	
	SW-Dining Services Intern (1430)	Karlene Kunigiel		

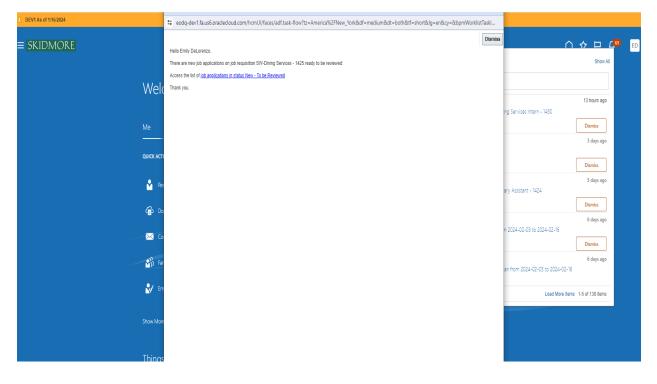
Check the box next to create job application on behalf of candidate and then click on save and close.

A pop-up box should appear for a few second indicating that the student has been added to that job requisition.

In a few minutes you should receive a bell notification asking you to review job application for the job requisition that you're hiring for. See below.

= SKIDMORE				
			Notifications	Show All
	Welcome!		Q Search	
			FYI Review job applications for job requisition SW-Dining Services - 1425	Now
	Me My Team My Client Groups Payables General Acc	ounding ocurem	nenen juo oppinasione ne juo regionnon arri anning an maari ritaa	Dismiss
	QUICK ACTIONS APPS		FYI Review job applications for job requisition SW-Dining Services Intern - 1430	13 hours ago
				Dismiss
	🕯 Personal Detaik		FYI Confirming Hiring Request for Student Worker	3 days ago
	Document Records	Time and		Dismiss

Click on "review job applications for job requisition..." You should then have a pop up box appear. Click on the text in blue print in this example "job applications in status New-To be reviewed".



You'll then see the student's name you are attempting to hire. On the right hand side you will see three dots (...). Click on that and a drop-down box should appear. See below.

≡ SKIDMORE	E DEVI As of 1116/2024 ≡ SKIDMORE	^ ⊹ ⊑ ८ª
Weld		Show All
Me	Job Applications	ng Services Intern - 1430 Dismiss
QUICK ACTI	Keywords Q Show Filters Phase New X State To be Reviewed X Actions Q Q View Summary Sort By Unviewed ✓ Candidate Details Status Education Experience >	3 days ago Dismiss
କୁ ହ କୁ ୦୦	Controllate Declairs Status Experience New. To be Reviewed 3268071 Prescreening score: 0 out of 0 Send Message	5 days ago ary Assistant - 1424 Dismiss
۵ <mark>ا</mark>	Saratoga Springs, NY, Out on o Send Message to Team US Collect Feedback Create Job Offer	6 days ago n 2024-02-03 to 2024-02-16 Dismiss
👸 far		6 days ago an from 2024-02-03 to 2024-02-16 Load More Items 1-5 of 138 items
Show More		Load vice tietiis 19 or 136 iteriis
Things		

When that drop down box appears click on create job offer. It will then bring you to the following screen.

What would you like to do while working on this job offer?	

Go ahead and check the boxes for offer team and salary and then select continue.

On this next screen add the following information:

Employee <u>start date</u>, leave Skidmore College as legal employer, worker type is <u>employee</u>, and under action select <u>add assignment</u>. Select continue

≡ SKIDMORE			白 ☆ 卪 🐢 🚥
Create Job Offer			Save and Close Submit Cancel
P			
	When and Why		
	"When is the employee start date? Action		
	10-02-2023 Gb Add Assignment	~	
	Skidmore College V		
	*Worker Type Employee		
	Continue		
	② Assignment Info		
	③ Offer Team		
	④ Salary		
https://eodq-test.fa.us6.oraclecloud.com/hcmUl/faces/FndO	G Offer Latter www.mdwf.x8x88488484848254x38x38x38x38		

Under the next window, Assignment Info, Proposed Person would be <u>student worker</u>, under business unit select <u>your department</u> (it is extremely important to select the correct department so that they student wages are charged correctly to your department account), indicate the projected <u>end date</u>. Select your <u>department</u> and also under location select your <u>department</u>. Assignment category would be <u>part-time temporary</u>. Select <u>hourly</u> paid and change the number of <u>hours</u> weekly to reflect working 10 hours or less and then continue.

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Create Job Offer			Save and Close	Sub <u>m</u> it	Cancel
	① When and Why		🖌 Edit		
	2 Assignment Info				
	Proposed Person Type	Reporting Establishment			
	Student Worker v	Skidmore College V			
	*Business Unit	*Location			
	Athletics, Fitness and Recreation 5210 $\qquad \lor$	Athletics, Fitness and Recreation-Sports Center $\qquad \checkmark$			
	*Projected End Date	Assignment Category			
	05-09-2024	Part-time temporary \checkmark			
	Job	*Hourly Paid or Salaried			
	SW-Sports Team Manager	Hourly			
	Business Title	Working Hours			
	SW-Sports Team Manager	1¢ Weekly ~			
	Department				
	Athletics, Fitness and Recreation \checkmark				
	Co	ntinue			

On the next screen you can edit who the hiring manager and collaborator are.

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A collaborator is another person who can look at job postings. This person will NOT be able to see and approve timesheets. Complete and select continue.

Create Job Offer		Save and Close	e Sub <u>m</u> it	Cancel
	① When and Why	🖊 Edit		
	② Assignment Info	🖊 Edit		
	Offer Team			
	Hiring Manager Recruiter Loleen Daßiere Administrative Assistant v Karlene Kunigiel Assistant Director v Add Collaborator Type V			
	Collaborator			
	Emily DeLorenzo Student Employment/Office Coordinator v x Joanne Lorenz Financial Aid Coordinator v x			
	Add Another Collaborator			
	Continue			
	(4) Salary			

On the next screen under salary basis select <u>hourly</u> and then add the <u>salary amount</u>. The Salary amount should always be the lower rate unless your Student Employee is a Student Supervisor, directly Supervising other employees. Select continue.

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Create Job Offer		Save and Close	Sub <u>m</u> it	Canc	:el
	① When and Why	🖌 Edit			
	Assignment Info	🖌 Edit			
	(i) Offer Team	🖌 Edit			
	Salary 'Salary Basis				
	Jalary Gasis Hourty v				
	*Salary Amount Salary Amount 12,75 New Salary				
	12.75 USD Hourly				
	Continge				

Select submit. That completes the job offer process. Be aware of any bell notifications through the hiring process.