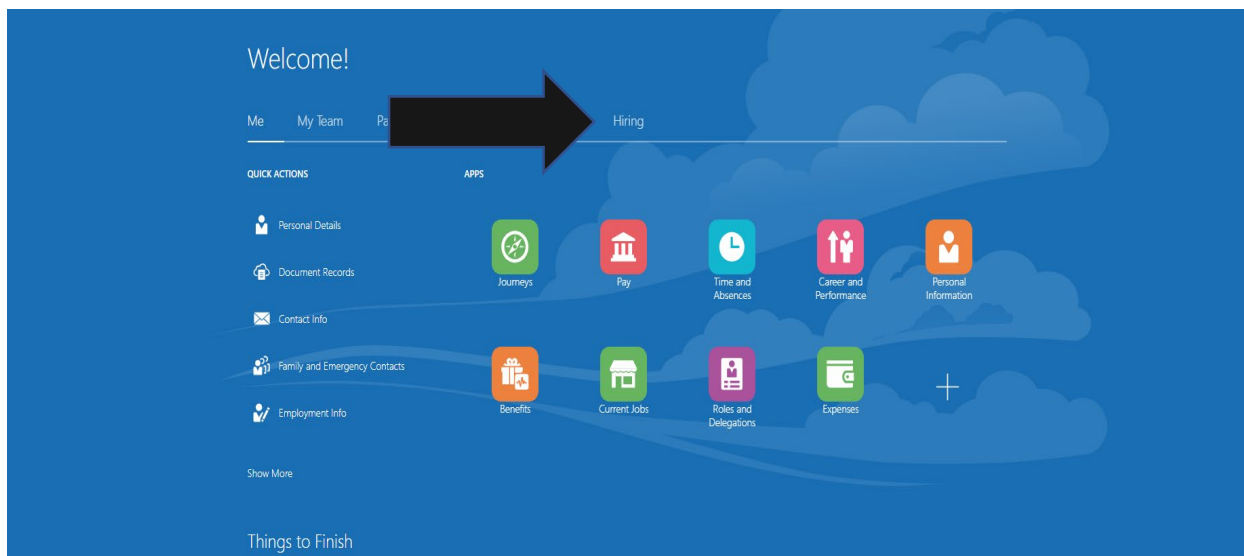
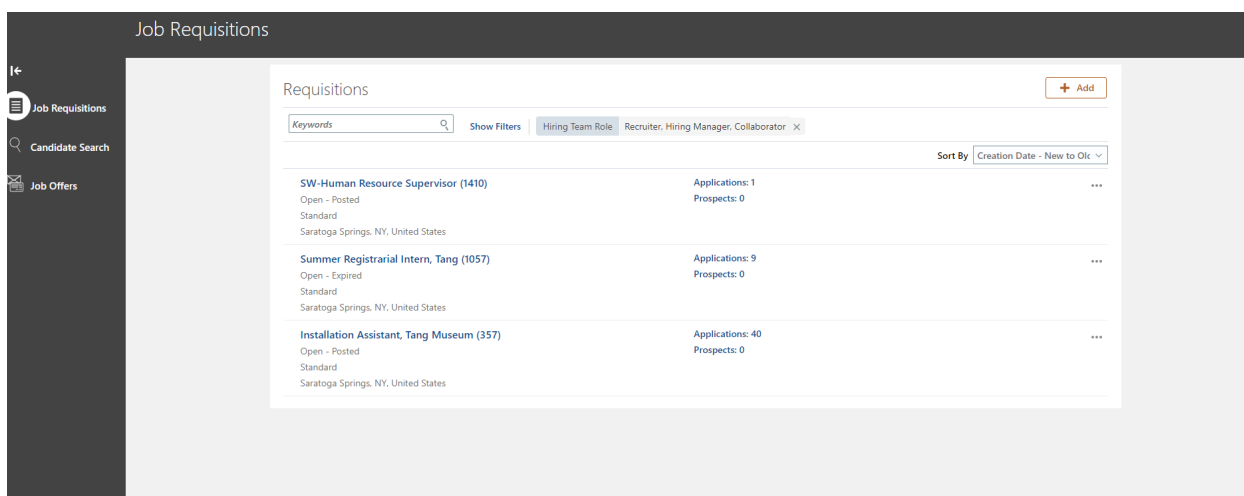
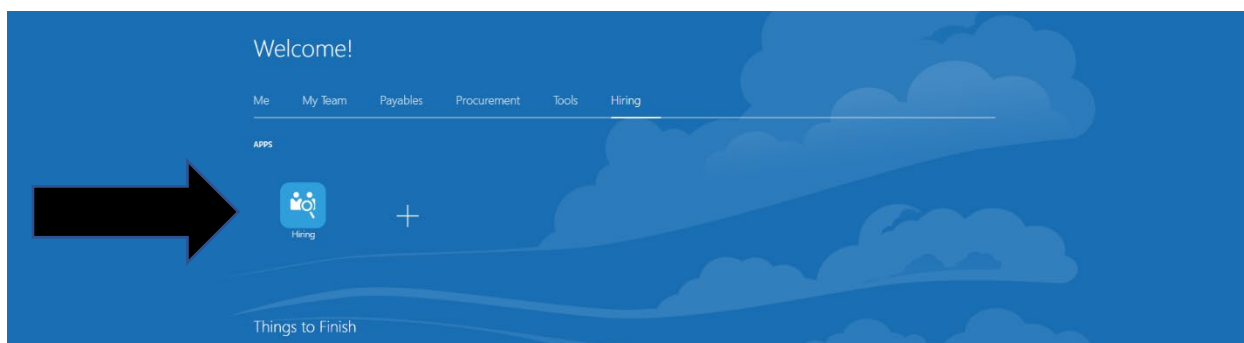


Reviewing Applications and Hiring Students

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



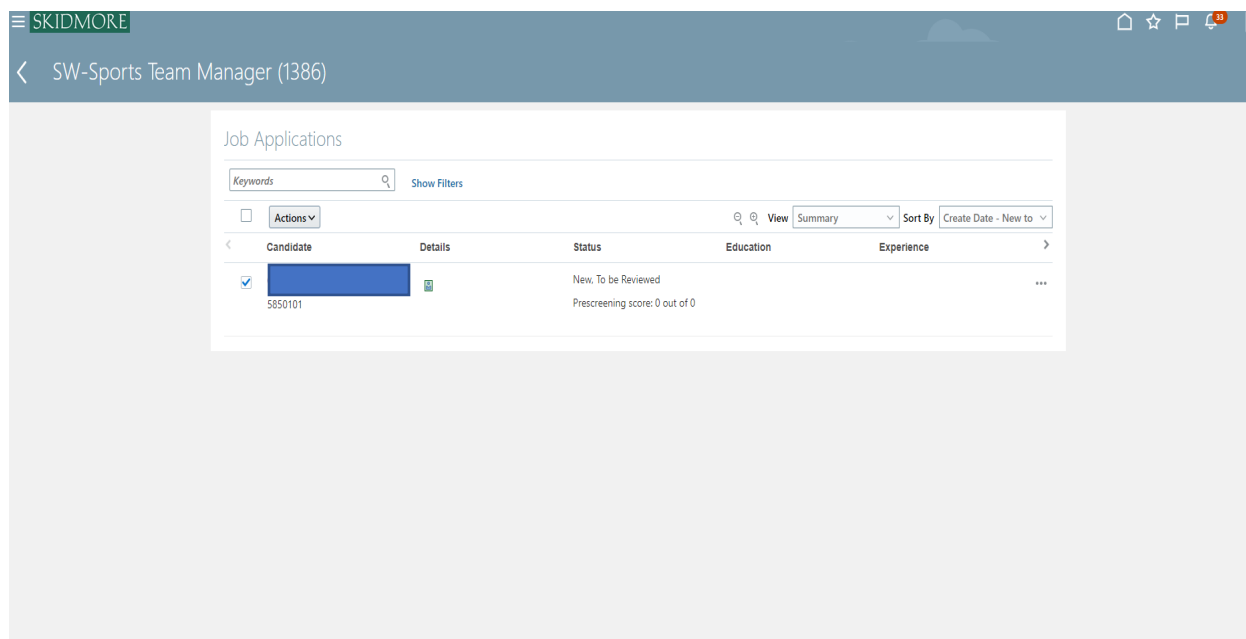
Select the word Hiring as shown above and then select the Hiring tile as shown below.



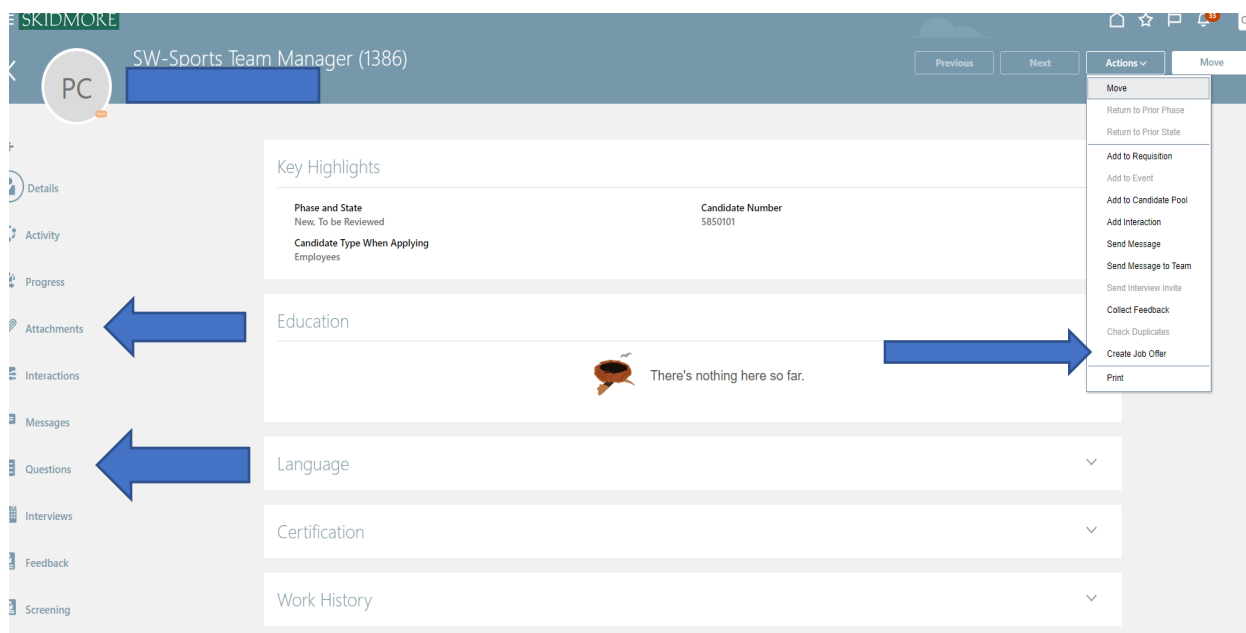
This screen above shows all of your jobs and their current status. It gives their job status and if you want to receive applications, please make sure your job is in a posted status.

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

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



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



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

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

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

<input type="checkbox"/> Offer Team	<input type="checkbox"/> Salary
-------------------------------------	---------------------------------

And then select continue.

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

<input checked="" type="checkbox"/> Offer Team	<input checked="" type="checkbox"/> Salary
--	--

On this next screen add the following information:

***Please Note:** below you will be asked to select add assignment under action. If the add assignment option is not available, do not continue with the job offer. You will need to contact the student and ask them to click on the following link so a student employee base record can be set up first. Once the student has just clicked on the link, wait two hours and then go in and make sure you can choose add assignment in the action field.

https://app.skidmore.edu/student_hiring_gateway/

Employee start date, leave Skidmore College as legal employer, worker type is employee, and under action select add assignment. (See above.) Select continue.

PLEASE ALWAYS CHECK YOUR START DATE ON YOUR JOB OFFER AND MAKE SURE IT IS THE DATE YOUR STUDENT STARTED WORKING BEFORE SENDING THE JOB OFFER FOR REVIEW. WE ARE UNABLE TO CHANGE START DATES AFTER THE FACT AND THIS WILL RESULT IN YOU HAVING TO BUILD A NEW JOB REQUISITION AND NEW JOB OFFER WITH THE CORRECT DATES IN ORDER FOR THE STUDENT TO BE PAID. START DATES AFFECT TIMECARD DATES SO IF THIS INCORRECT, YOUR STUDENT MAY NOT BE ABLE TO ADD TIME WORKED UNDER THE APPROPRIATE DATES. THE SYSTEM DEFAULTS TO THE DATE YOU ARE CREATING THE JOB OFFER, SO PLEASE ALWAYS DOUBLE CHECK.

****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.

TEST as of 10/5/2023

SKIDMORE

Create Job Offer

Save and Close Submit Cancel

1 When and Why

*When is the employee start date?
10-02-2023

*Action
Add Assignment

*Legal Employer
Skidmore College

*Worker Type
Employee

Continue

2 Assignment Info

3 Offer Team

4 Salary

5 Offer Letter

https://eodq-test.fa.us6.oraclecloud.com/hcmUI/faces/FindOverview?_afid=%38%38%38false%38256%38%38%38...

Under the next window, Assignment Info, Proposed Person would be student worker, under business unit select your department (it is extremely important to select the correct department so that they student wages are charged correctly to your department account), indicate the projected end date. Select your department and also under location select your department. Assignment category would be

part-time temporary. Select hourly paid and change the number of hours weekly to reflect working 10 hours or less and then continue.

The screenshot shows the 'Create Job Offer' interface in the Skidmore system. The top navigation bar includes the Skidmore logo, the title 'Create Job Offer', and buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into two steps: '1 When and Why' and '2 Assignment Info'. The 'Assignment Info' section contains the following fields:

Field	Value
Proposed Person Type	Student Worker
*Business Unit	Athletics, Fitness and Recreation 5210
*Projected End Date	05-09-2024
Job	SW-Sports Team Manager
Business Title	SW-Sports Team Manager
Department	Athletics, Fitness and Recreation
Reporting Establishment	Skidmore College
*Location	Athletics, Fitness and Recreation-Sports Center
Assignment Category	Part-time temporary
*Hourly Paid or Salaried	Hourly
Working Hours	10 Weekly

A yellow 'Continue' button is located at the bottom right of the 'Assignment Info' section.

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.

Create Job Offer

Save and CloseSubmitCancel

1 When and Why

Edit

2 Assignment Info

Edit

3 Offer Team

Hiring Manager

Coleen DaBiere Administrative Assistant

Recruiter

Karlene Kunigiel Assistant Director

Add Collaborator Type

Collaborator

Emily DeLorenzo Student Employment/Office Coordinator

Joanne Lorenc Financial Aid Coordinator

Add Another Collaborator

Continue

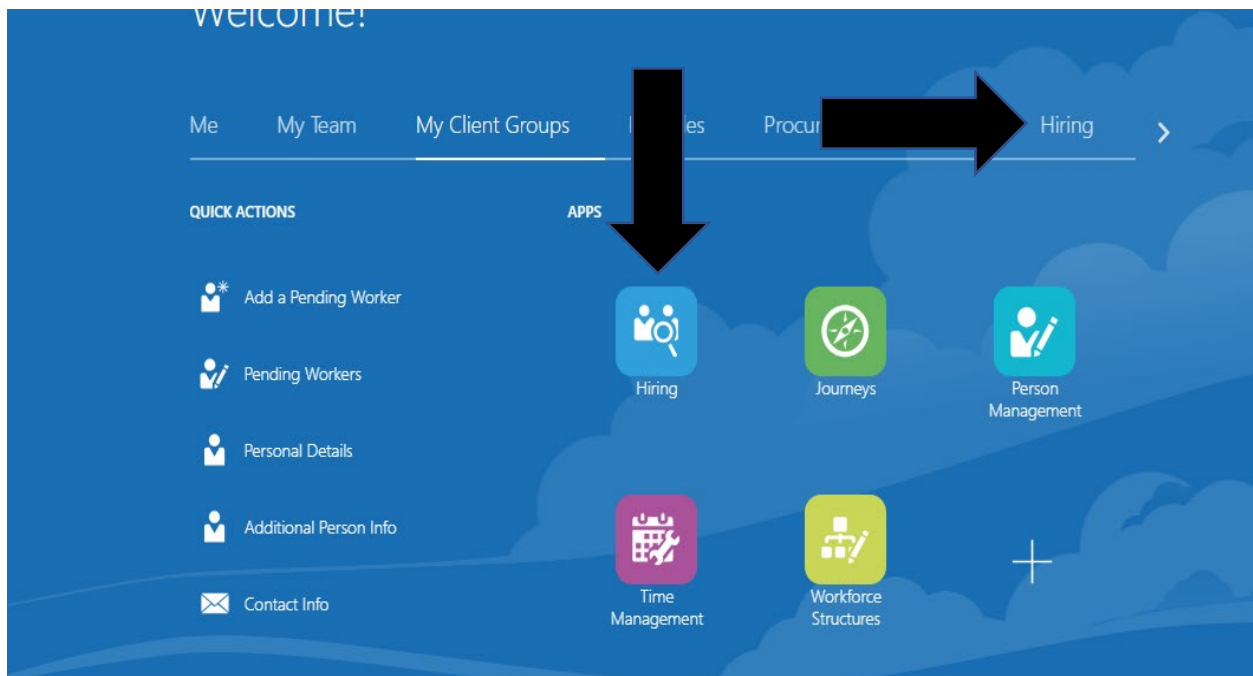
4 Salary

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

The screenshot shows the 'Create Job Offer' interface in the SKIDMORE system. The top navigation bar includes the SKIDMORE logo, a 'Create Job Offer' button, and a blue arrow pointing to the 'Submit' button. Below the navigation bar, there are four steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, and 4. Salary. The 'Salary' step is currently active and expanded. It contains a 'Salary Basis' dropdown menu set to 'Hourly', a 'Salary Amount' input field with the value '12.75' and the unit 'USD Hourly', and a 'New Salary' display showing '12.75 USD Hourly'. A yellow 'Continue' button is located at the bottom of the 'Salary' section.

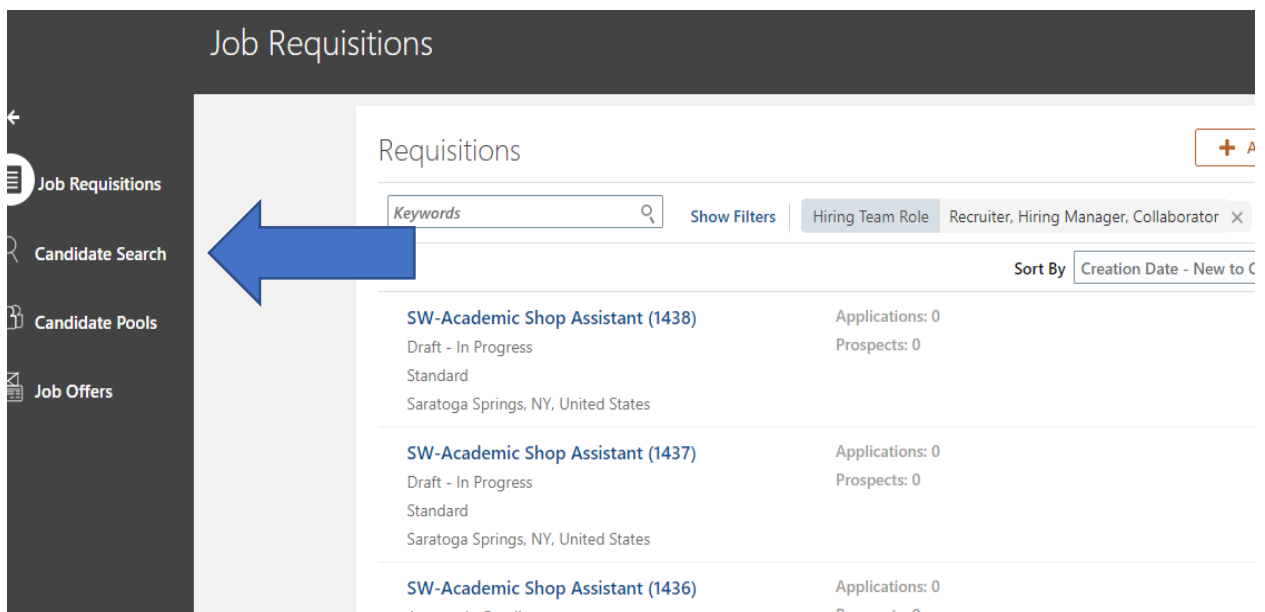
Select submit. That completes the job offer process. Be aware of any bell notifications through the hiring process.

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.



Candidate Search

Clear Search

Search Action Search for Candidates

605*
Total Candidates

Keyword Search

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 Search

Candidates (605*)

+ Add

Show Filters

Actions View Summary Sort By Relevance

Candidate	Details	Education	Experience	Work Preferences
6241100				...
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 Researcher, University of California Irvine, 04-

Add to Requisition
Add to Candidate Pool
Add Interaction
Add Label
Send Message

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 Save and Close Cancel

Candidates (1) ▾

Select Requisitions

sw-dining ▾ ☒ Create job application on behalf of candidate

Requisition Title	Requisition Number	Hiring Manager	Recruiter
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.

Add to Requisition Save and Close Cancel

Candidates (1) ▾

Select Requisitions

☒ Create job application on behalf of candidate

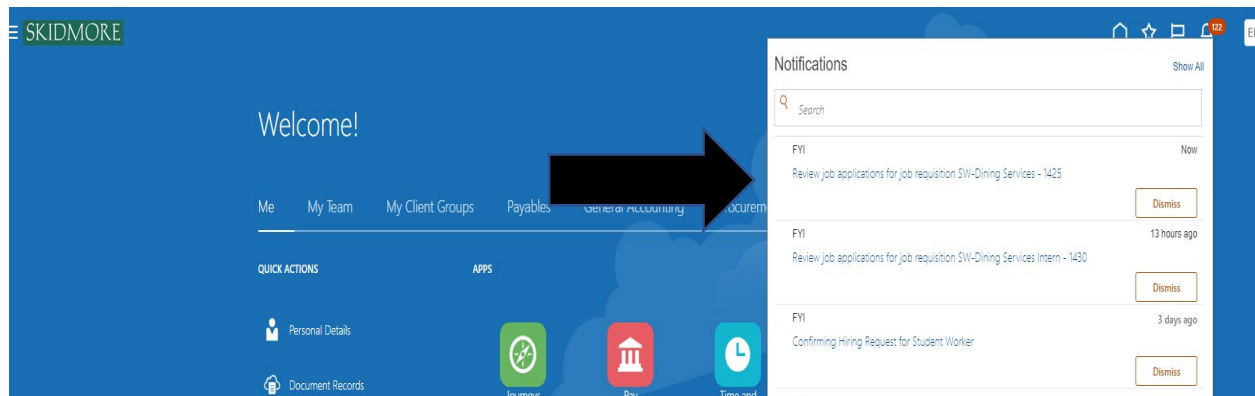
Job Requisition **Recruiter**

SW-Dining Services Intern (1430) Karlene Kunigiel

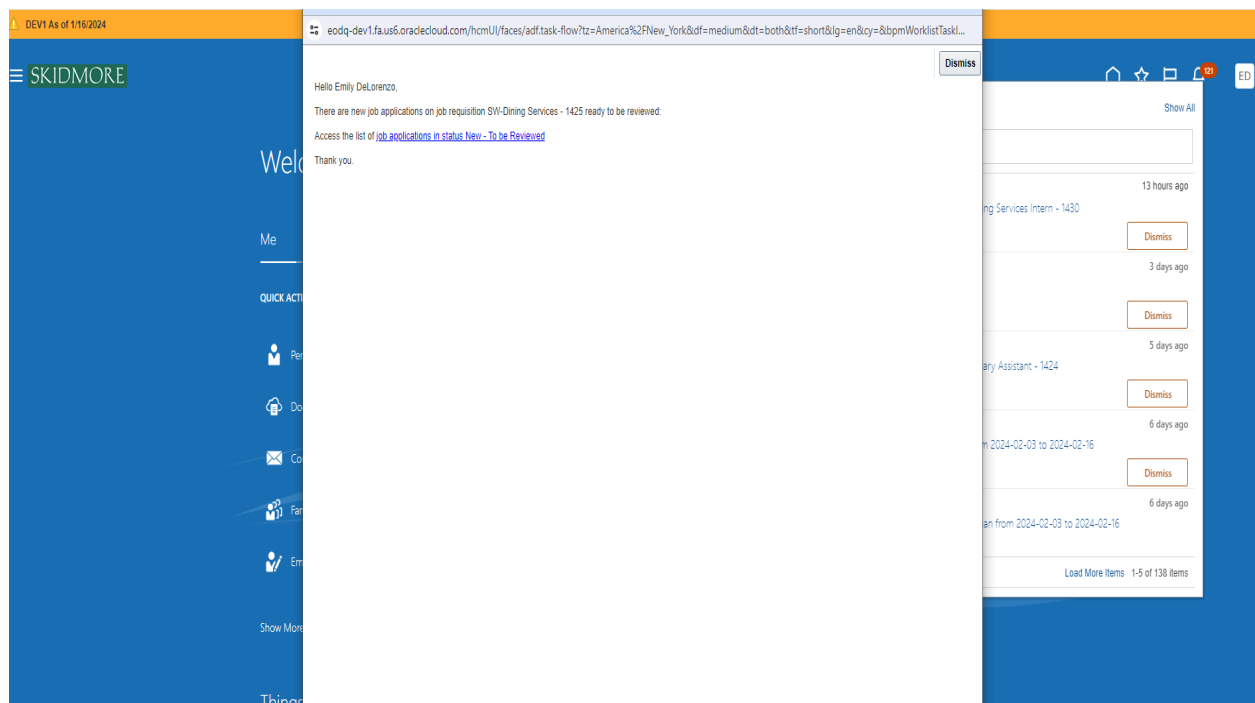
Check the box next to create job application on behalf of candidate and then click on save and close.

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

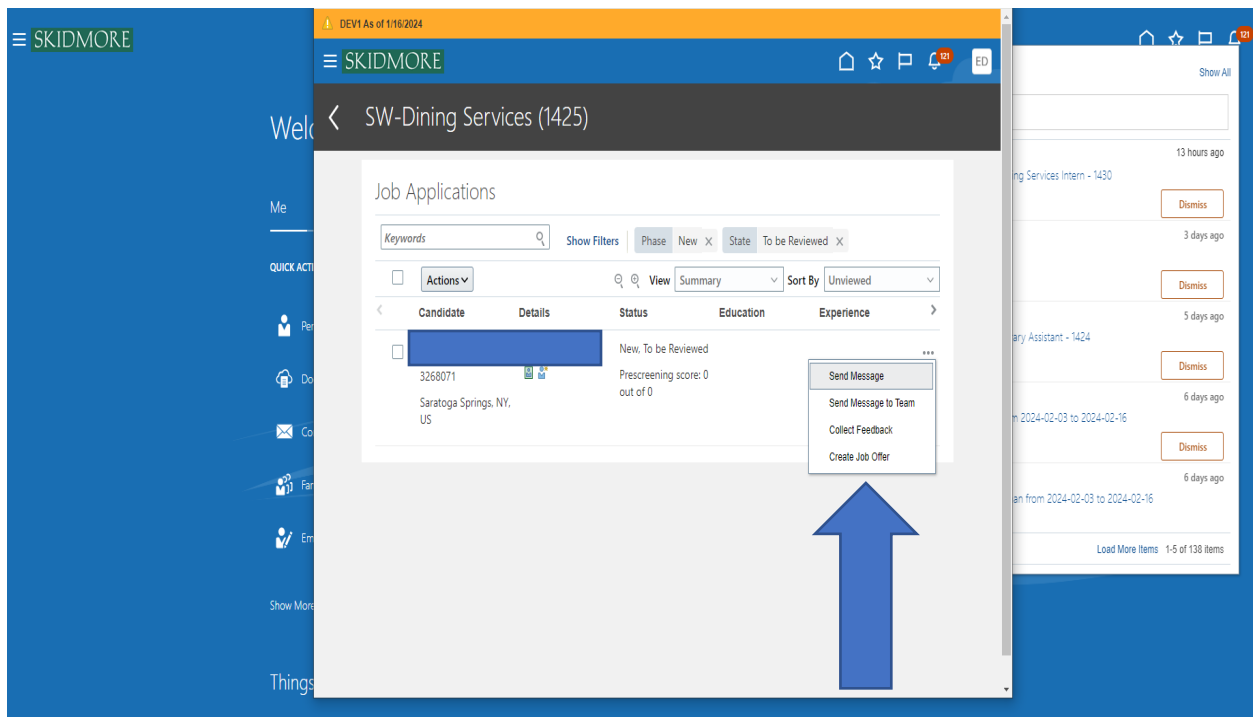
In a few minutes you should receive a bell notification asking you to review job application for the job requisition that you're hiring for. See below.



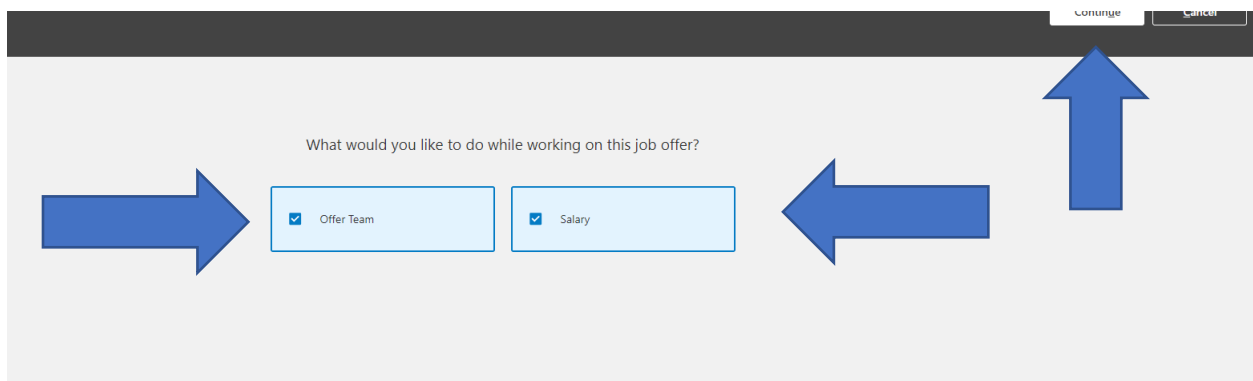
Click on “review job applications for job requisition...” You should then have a pop up box appear. Click on the text in blue print in this example “job applications in status New-To be reviewed”.



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.



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



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

Next:

PLEASE ALWAYS CHECK YOUR START DATE ON YOUR JOB OFFER AND MAKE SURE IT IS THE DATE YOUR STUDENT STARTED WORKING BEFORE SENDING THE JOB OFFER FOR REVIEW. WE ARE UNABLE TO CHANGE START DATES AFTER THE FACT AND THIS WILL RESULT IN YOU HAVING TO BUILD A NEW JOB REQUISITION AND NEW JOB OFFER WITH THE CORRECT DATES IN ORDER FOR THE STUDENT TO BE PAID. START DATES AFFECT TIMECARD DATES SO IF THIS INCORRECT, YOUR STUDENT MAY NOT BE ABLE TO ADD TIME WORKED UNDER THE APPROPRIATE DATES. THE SYSTEM DEFAULTS TO THE DATE YOU ARE CREATING THE JOB OFFER, SO PLEASE ALWAYS DOUBLE CHECK.

****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.

***Please Note:** below you will be asked to select add assignment under action. If the add assignment option is not available, do not continue with the job offer. You will need to contact the student and ask them to click on the following link so a student employee base record can be set up first. Once the student has just clicked on the link, wait two hours and then go in and make sure you can choose add assignment in the action field.

https://app.skidmore.edu/student_hiring_gateway/

On this next screen add the following information:

Employee start date, (See above) leave Skidmore College as legal employer, worker type is employee, and under action select add assignment. (See above) Select continue

The screenshot shows the 'Create Job Offer' form in the Skidmore College system. The form is titled '1 When and Why' and contains the following fields:

- *When is the employee start date? (Date picker set to 10-02-2023)
- *Action (Dropdown menu set to Add Assignment)
- *Legal Employer (Dropdown menu set to Skidmore College)
- *Worker Type (Dropdown menu set to Employee)

A yellow 'Continue' button is located at the bottom right of the form. Below the form, there are four more steps listed: 2 Assignment Info, 3 Offer Team, 4 Salary, and 5 Offer Letter. The top of the page shows the Skidmore College logo and navigation icons. The bottom of the page shows a URL: https://eodq-test-fa.us6.oraclecloud.com/hcmUI/face/FndOverview?findo%38%38%38%38false%38256%38%38%38...

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

The screenshot shows the 'Create Job Offer' interface for Skidmore College. The top navigation bar includes the Skidmore logo, the title 'Create Job Offer', and buttons for 'Save and Close', 'Submit', and 'Cancel'. Below the navigation bar, there are two main sections: '1 When and Why' and '2 Assignment Info'. The 'Assignment Info' section is currently active and contains the following fields:

- Proposed Person Type:** Student Worker (dropdown)
- Reporting Establishment:** Skidmore College (dropdown)
- *Business Unit:** Athletics, Fitness and Recreation 5210 (dropdown)
- *Location:** Athletics, Fitness and Recreation-Sports Center (dropdown)
- *Projected End Date:** 05-09-2024 (calendar icon)
- Assignment Category:** Part-time temporary (dropdown)
- Job:** SW-Sports Team Manager (dropdown)
- *Hourly Paid or Salaried:** Hourly (dropdown)
- Business Title:** SW-Sports Team Manager (text input)
- Working Hours:** 10 (text input) and Weekly (dropdown)
- Department:** Athletics, Fitness and Recreation (dropdown)

A yellow 'Continue' button is located at the bottom right of the 'Assignment Info' section.

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.**

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 CloseSubmitCancel

1 When and WhyEdit

2 Assignment InfoEdit

3 Offer Team

Hiring ManagerColeen DaBiere Administrative Assistant

RecruiterKarlene Kunigiel Assistant Director

Add Collaborator Type

CollaboratorEmily DeLorenzo Student Employment/Office Coordinator xJoanne Lorenc Financial Aid Coordinator x

Add Another Collaborator

Continue

4 Salary

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

SKIDMORE

Create Job Offer

Save and CloseSubmitCancel

1 When and WhyEdit

2 Assignment InfoEdit

3 Offer TeamEdit

4 Salary

*Salary Basis

Hourly

*Salary Amount

12.75 USD Hourly

New Salary

12.75 USD Hourly

Continue

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