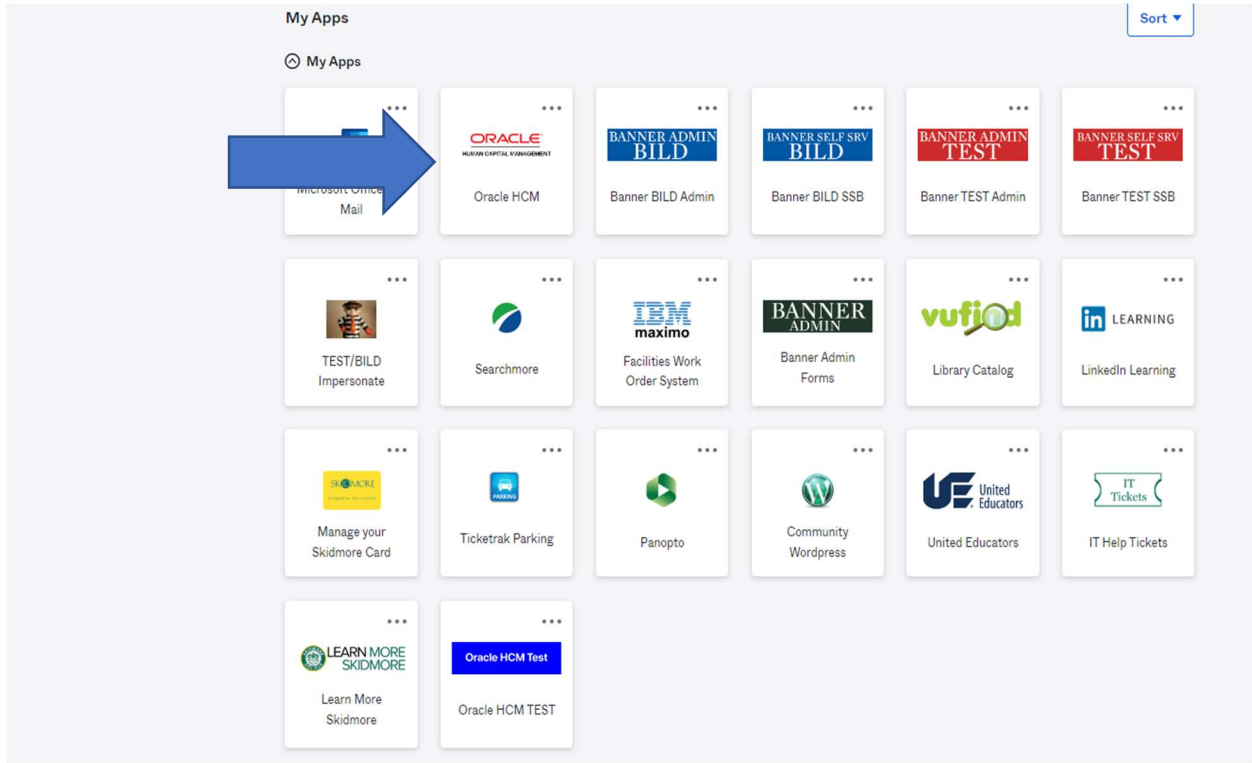


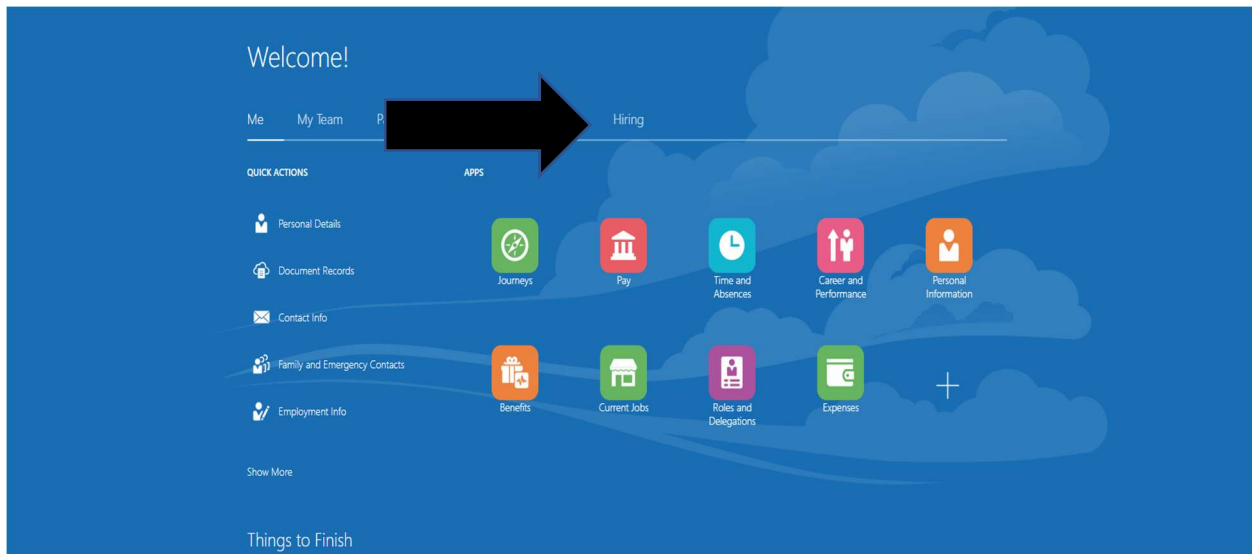
Creating a Student Employee Job Posting in Oracle for Summer Employment

Please contact Jim Calhoun in the Human Resources Office at (518) 580-5802 or jcalhoun@skidmore.edu with any questions.

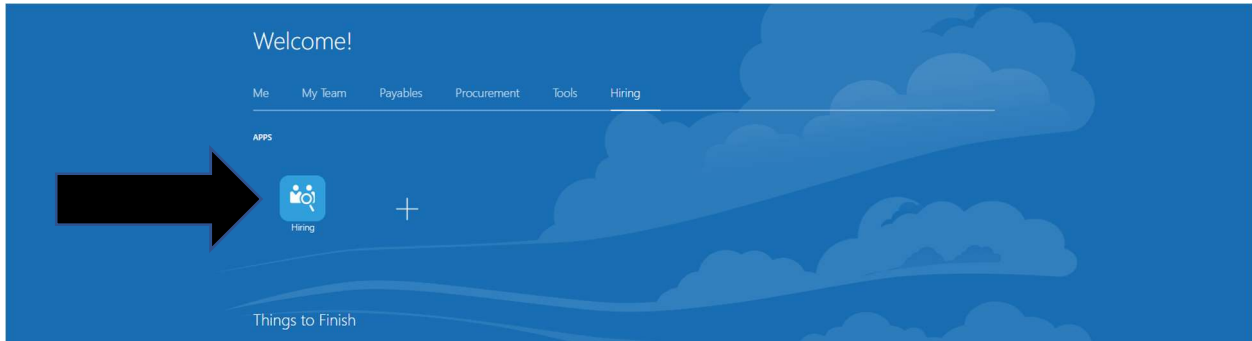
From your Okta screen, click on your Oracle tile.



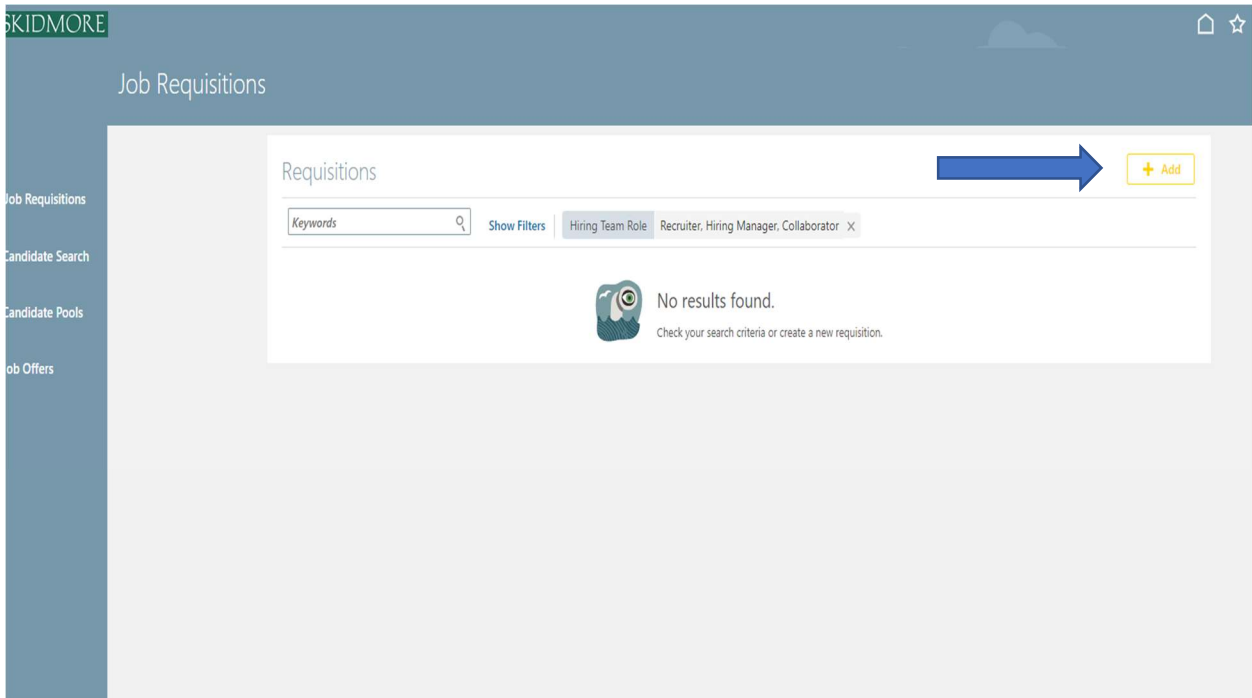
Select the word Hiring as shown below.



On the 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 Supervisor permissions.)



On the next screen, from the Requisition Type dropdown select Standard.

Under *Use select Job from the dropdown.

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

Under *Job, use the dropdown box to select your Job. ***Always type in "SW-" so it will filter the list to jobs for student workers.**

The screenshot shows a web interface for creating a job requisition. At the top, there is a header bar with the text "Create Job Requisition" on the left and three buttons: "Save and Close", "Submit", and "Cancel" on the right. Below the header is a main content area with a white box containing the "1 How" step. Inside this box, there are four dropdown menus arranged in a 2x2 grid:

- Requisition Type:** A dropdown menu with "Standard" selected.
- Business Unit:** A dropdown menu with "Skidmore College" selected.
- *Use:** A dropdown menu with "Job" selected.
- *Job:** A dropdown menu with "SW-Gallery Assistant" selected.

At the bottom center of the white box is a yellow button labeled "Continue".

Select Continue and another screen will appear. See below.

The screenshot shows the 'Create Job Requisition' interface. At the top, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into two steps: '1 How' and '2 Basic Info'. The 'Basic Info' section contains the following fields:

- Requisition Type:** Standard
- *Requisition Title:** SW-Gallery Assistant
- *Number of Openings:** Limited (dropdown), 1 (input field)
- *Business Justification:** Select a value (dropdown menu)
- Languages:** American English (dropdown menu)

An error message is displayed over the 'Business Justification' dropdown: "Error: A selection is required. You must make at least one selection." A yellow 'Continue' button is located at the bottom center of the form.

You may edit the Requisition Title if you wish. This is the job title the student will see when searching for jobs and will be their title when they are hired. We suggest in your Requisition Title you not only include the job title but your department so the student will see who is hiring for this position. You must include "Summer SW-" in the title to indicate that this is a Summer Student Worker position.

*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.

For Business Justification select New Position.

Selecting Continue will bring you to next screen.

For this next screen select the Hiring Manager and Collaborator.

***The Hiring Manager is the supervisor hiring the student, supervising the student, and approving timesheets.**

You may choose to add a Collaborator as another person who can look at the job posting and applications, but they will NOT be able to view or approve timesheets.

The Recruiter and Collaborator roles must be set to:

Jim Calhoun as Recruiter and Nancy Bruno as Collaborator in Student Employment for Summer jobs.

Select Continue

The screenshot shows the 'Create Job Requisition' interface. At the top, there are two buttons: 'Save and Close' and 'Submit'. Below this, there are three steps: 1. How, 2. Basic Info, and 3. Hiring Team. The 'Hiring Team' section is currently active and contains the following fields:

- *Hiring Manager:** A dropdown menu with 'Coleen DaBiere Administrative Assistant' selected.
- *Recruiter:** A dropdown menu with 'Karlene Kunigiel Assistant Director' selected.
- Add Collaborator Type:** An empty dropdown menu.
- Collaborator:** An empty dropdown menu with a close button (x).
- Add Another Collaborator:** A text input field.

At the bottom of the 'Hiring Team' section, there is a yellow 'Continue' button.

On the next screen:

Recruiting Type: Student

Primary Location: Saratoga Springs, NY (United States)

Organization: select your Department from the dropdown list (Students will be able to filter posted jobs by department)

The screenshot shows a web form titled "Create Job Requisition". At the top right, there are buttons for "Save and Close" and "Submit". The form is divided into several steps, each with an "Edit" button:

- 1 How
- 2 Basic Info
- 3 Hiring Team
- 4 Requisition Structure (active)
- 5 Admissions, Dean of Admissions and Financial Aid, Skidmore College
- 6 Posting Description

In the "Requisition Structure" section, there are three dropdown menus:

- *Recruiting Type**: Set to "Student".
- *Primary Location**: Set to "Saratoga Springs, NY, United States".
- *Organization**: A dropdown menu is open, showing a list of options:

Name	Type
Skidmore College	Enterprise
Dean of Admissions and Financial Aid, Skidmore College	Division
Admissions, Dean of Admissions and Financial Aid, Skidmore College	Department
Dean of Admissions and Financial Aid, Dean of Admissions and Financial Aid, Skidmore College	Department
Financial Aid, Dean of Admissions and Financial Aid, Skidmore College	Department

Select Continue

Create Job Requisition Save and Close Submit

2 Basic Info Edit

3 Hiring Team Edit

4 Requisition Structure Edit

5 Details

*Anticipated Start Date 12-04-2023	*Average Weekly Working Hours 6
*Anticipated End Date 01-25-2024	Hourly Rate (summer)
Hourly Rate (academic year) \$12.00	

Continue

Enter Anticipated Start and End Dates.

The Hourly Rate in the (academic year) field must be removed. An hourly rate **must be** entered in the Hourly Rate (summer) field.

Enter Average Weekly Working Hours and select Continue.

For the next screen you are able to enter a job description by checking the box to Enter Custom Internal Posting Description. Here you will enter the description students will view when reviewing job opportunities. Please note any unique aspects of qualifications needed, scheduling, average weekly hours, whether you request that they upload a resume, etc.

Select Continue.

The screenshot displays the 'Create Job Requisition' interface. At the top, a blue header contains the text 'Create Job Requisition' on the left and 'Save and Close' and 'Submit' buttons on the right. Below the header, a navigation bar shows '5 Details' and an 'Edit' button. The main content area is titled '6 Posting Description'. It features a section for 'Posting Description for Internal Candidates' with a checked checkbox for 'Enter Custom Internal Posting Description'. Below this is a rich text editor with a toolbar containing icons for undo, redo, text color, bold, italic, underline, bulleted list, numbered list, link, and unlink. The text area contains the description: 'Student will work as a research assistant for Professor Smith. Position entails reviewing literature on various subjects.' At the bottom right of the text area, it says 'Words: 17 Characters (with HTML): 128'. Below the text area is another checked checkbox for 'Same Posting Description for Internal and External Candidates'. A yellow 'Continue' button is positioned at the bottom center of the form.

For the next screen, most fields are populated. You may adjust the Delay Before Posting Expires or keep it as No Expiration and select Continue.

reate Job Requisition Save and Close Submit

- 4 Requisition Structure Edit
- 5 Details Edit
- 6 Posting Description Edit
- 7 Offer Info Edit
- 8 Configuration

***Candidate Selection Process**
Student Candidate Selection Process - Student Candidate Sel v

Automatically Open Requisition for Sourcing
Yes, posted internally and externally v

***External Application Flow**
Student Job Application Flow - Student Job Application Flow v

Delay Before Posting Expires
No Expiration v

[Continue](#)

The next screen allows you to Add Question(s), under the Internal Prescreening Questionnaire section, that the student would need to answer as part of the application process.

8 Questionnaires

Internal Prescreening Questionnaire

Add Question

What is your current major?

Question Code
300000172443277

Question Type
Text

Question Classification
Prescreening Question Added Automatically

Requires Response

Maximum Possible Score 0

9 Questionnaires

External Prescreening Questionnaire

Internal Prescreening Questionnaire

Add Question

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
300000156641836

Question Type
Text

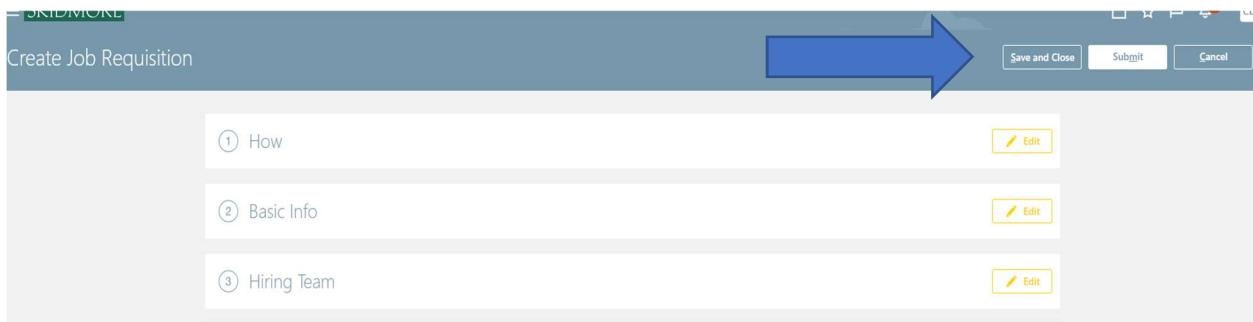
Question Classification
Prescreening Question Added Automatically

Requires Response

Select Continue

You can select Save and Close if you just want to save job as a draft for completion later. Select Submit if you would like the job to be reviewed, approved and listed on the student employment website.

If you only Save and Close, the job will appear as a draft and will not be posted.



The screenshot shows a web interface for creating a job requisition. At the top, there is a dark blue header with the text "Create Job Requisition" on the left and three buttons on the right: "Save and Close", "Submit", and "Cancel". A large blue arrow points from the left towards the "Save and Close" button. Below the header, there are three sections, each with a numbered circle icon and a title, followed by a yellow "Edit" button with a pencil icon:

- ① How
- ② Basic Info
- ③ Hiring Team

The screenshot displays the 'Job Requisitions' interface. On the left is a navigation menu with options: Job Requisitions, Candidate Search, Candidate Pools, and Job Offers. The main content area is titled 'Requisitions' and includes a search bar, a 'Show Filters' button, and a filter for 'Hiring Team Role' set to 'Recruiter, Hiring Manager, Collaborator'. A 'Sort By' dropdown is set to 'Creation Date - New to Old'. A table lists one requisition:

Job Title	Status	Applications	Prospects	Actions
SW-Event Staff (1361)	Approval - Pending	0	0	...

Additional details for the listed requisition include: Standard and Saratoga Springs, NY, United States.

You'll see your job appear as Approval - Pending status once submitted.

Human Resources will review your job posting and approve.