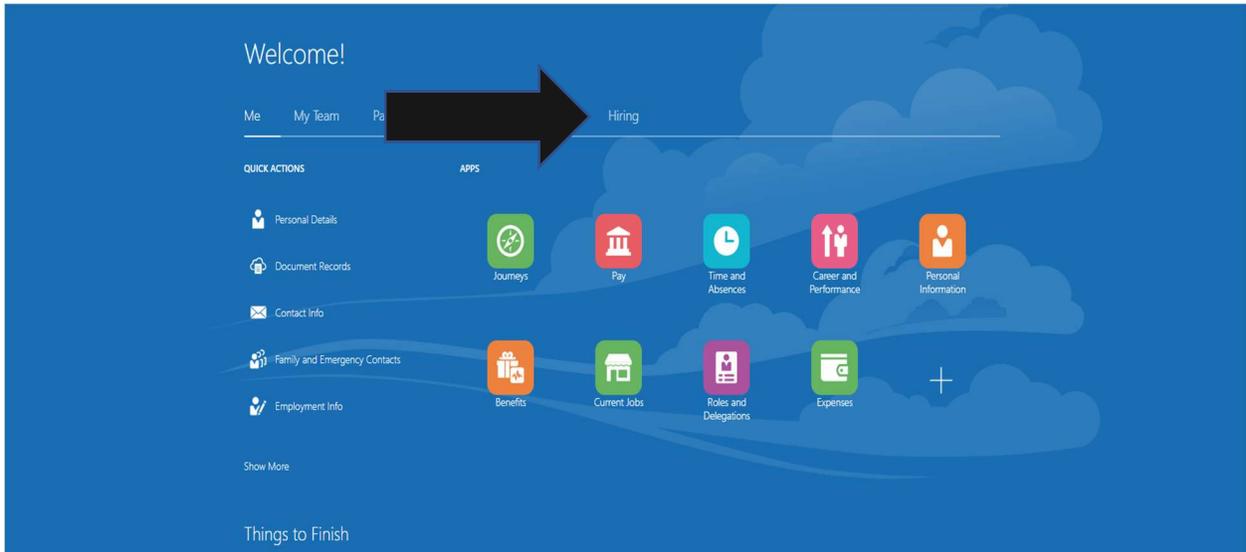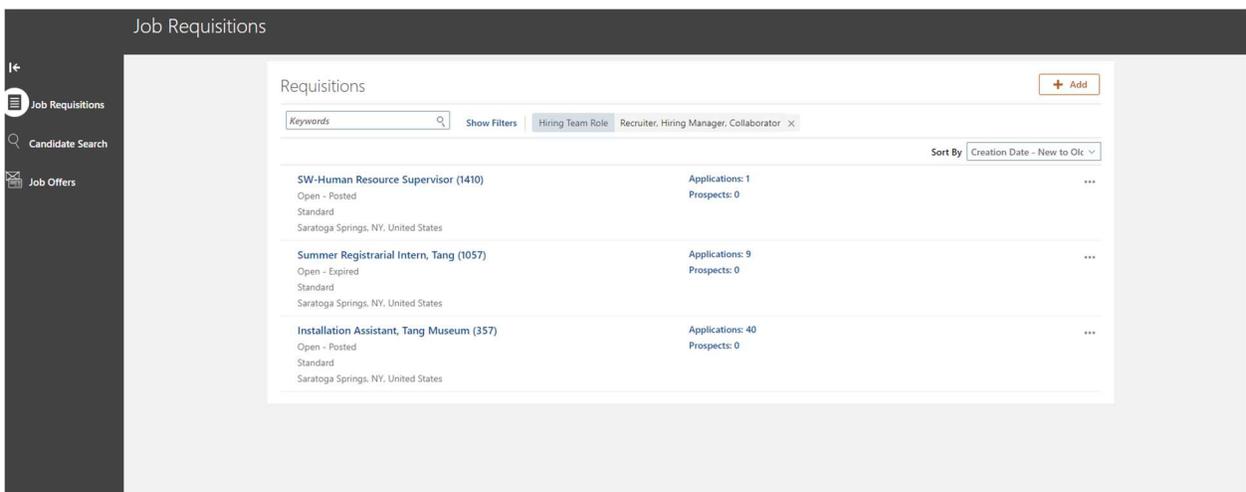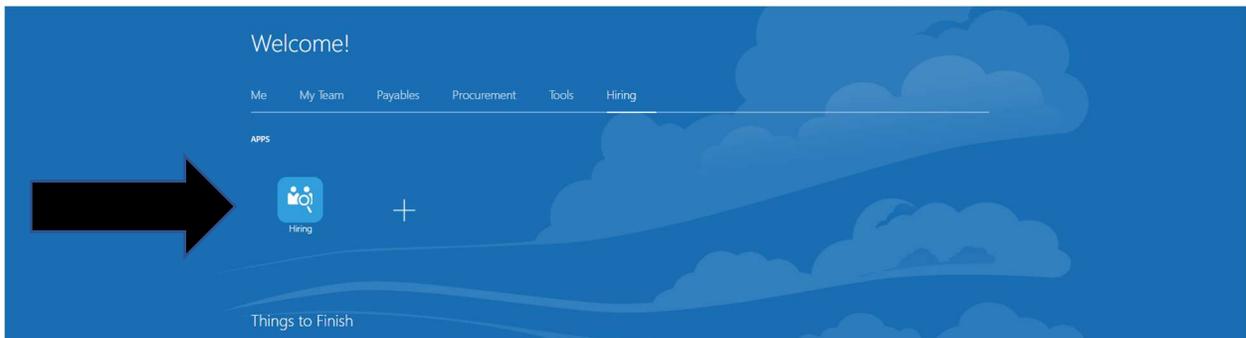Please use these steps below to review student employment applications and hire students.

Sign into your Okta account and then select your Oracle tile to reach your home page.

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

This screen above shows all of your student jobs and their status. If you are actively hiring students we want to ensure your jobs are in an "Open – Posted" status. You can see whether any students have applied under Applications. Click on the number to see the list of applicants.

In the example below, you can see that a student has applied for the SW-Sports Team Manager job. Click on the Candidate's (student's) name. (Student's name hidden in this document for privacy.)

On this next screen, you may use the navigation menu to the left to click on Attachments and Questions. Attachments will show any required documents such as a resume. If you posed questions 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 check the two boxes: Offer Team and Salary. Select Continue.

On this next screen add the following information:

Employee Start Date, leave Skidmore College as Legal Employer, Worker Type is Employee, and under Action select Add Assignment. Select Continue.

Under the next window, Assignment Info, Proposed Person Type would be Student Worker, Business Unit is Skidmore College, Location and Department will be your department. Indicate the Projected End Date. Assignment Category is Full-time or Part-time temporary. Pay is Hourly. Add the average number of weekly Working Hours (which is defaulted to 35) and then Continue.

On the next screen you can edit the Hiring Manager and Collaborator, if needed. The Recruiter should be Jim Calhoun.

**Please note: You can have only one Hiring Manager. The Hiring Manager is the person who hires students, approve timesheets and is directly supervising student workers.

A Collaborator is another person who can look this job posting. This person will NOT be able to see and approve timesheets. Complete and select Continue.

On the next screen under Salary Basis select <u>Hourly</u> and then add the <u>Salary Amount</u>. The hourly rate must be at least minimum wage for the current year. Select Continue and then Submit. That completes the job offer process. Human Resources will review the offer and, once approved, an automatic offer email will be sent to the student and the Hiring Supervisor. You will also receive bell notifications within Oracle which will inform you of status updates throughout the hiring process.
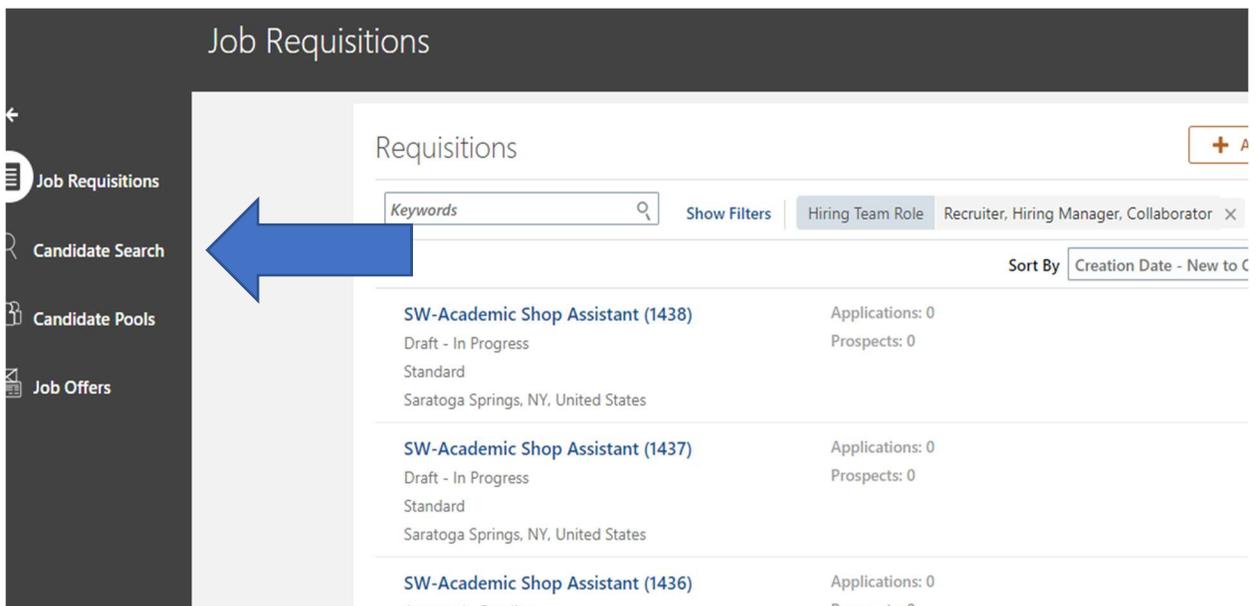

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***If you already know the student you want to hire and they have not applied for the job, use the following steps to add the student to the requisition without them having to apply.

Navigate to your Oracle homepage and click on the word Hiring and then the Hiring tile.
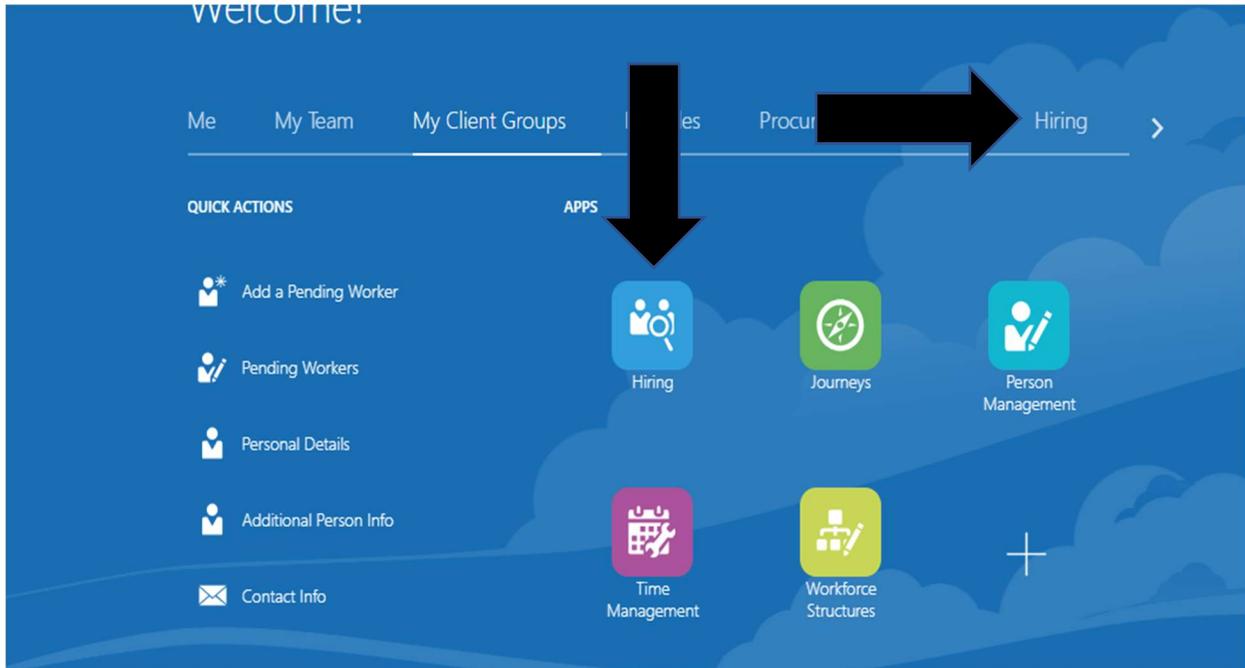
On the next page, click on Candidate Search.

On this screen, under Keyword Search, 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, below Work Preferences you'll see three dots. Click on those three dots and a dropdown box appears. Click on Add to Requisition.
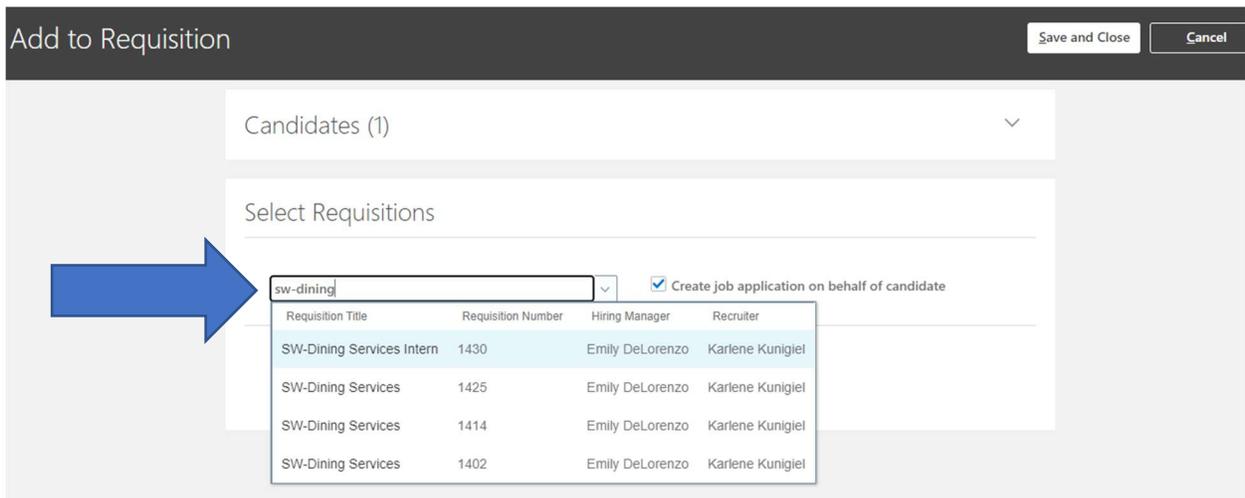
This will bring you to the following screen.

You'll need to search for the job requisition into which you would like to hire this student. In the example below, we entered SW-Dining and it brings a drop-down box with choices of requisitions we created. Start your search with that SW-. You may also enter the job requisition number in this box to bring up the intended requisition.
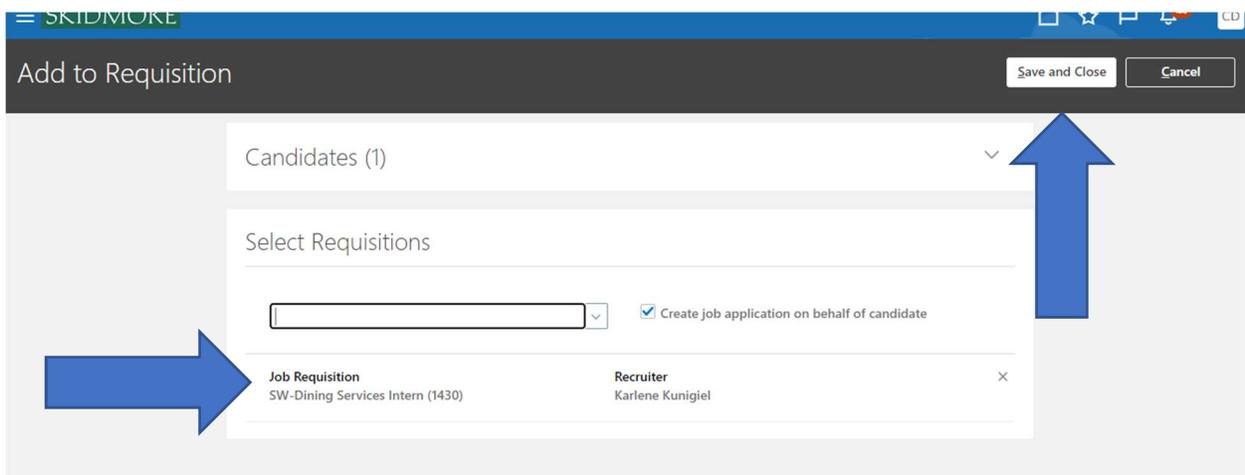

After you select the job requisition you will see the following screen.

Check the box next to "Create job application on behalf of candidate" and then click on Save and Close.

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

Navigate back to the job requisition. You'll see the person you added now shows up on the Applicant list. Select this record and refer to earlier in this document on how to Create Job Offer.