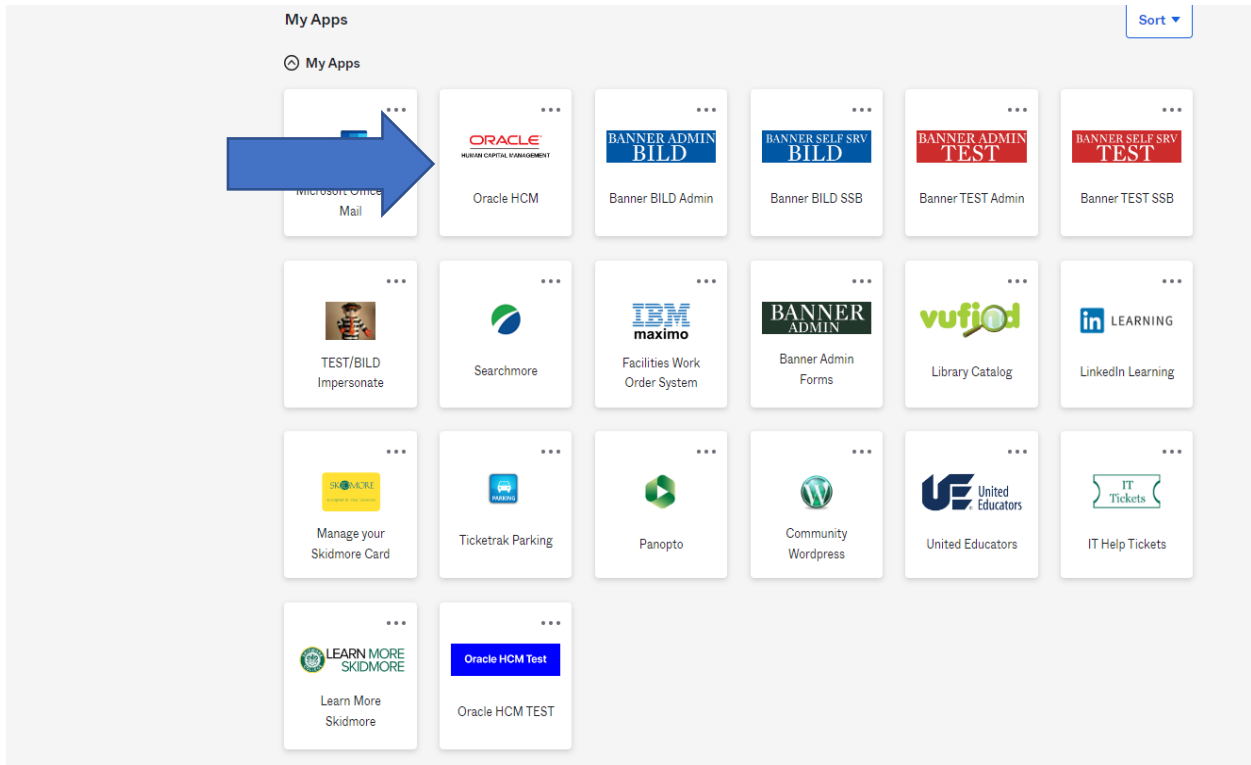


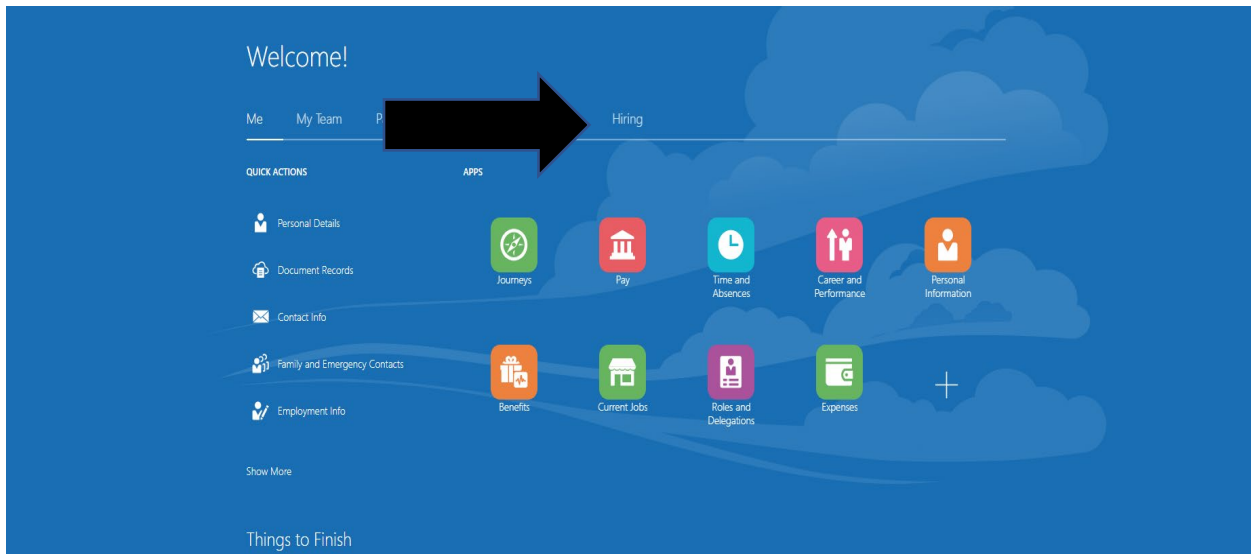
## Creating a Student Employee Job Posting in Oracle for Summer Employment

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

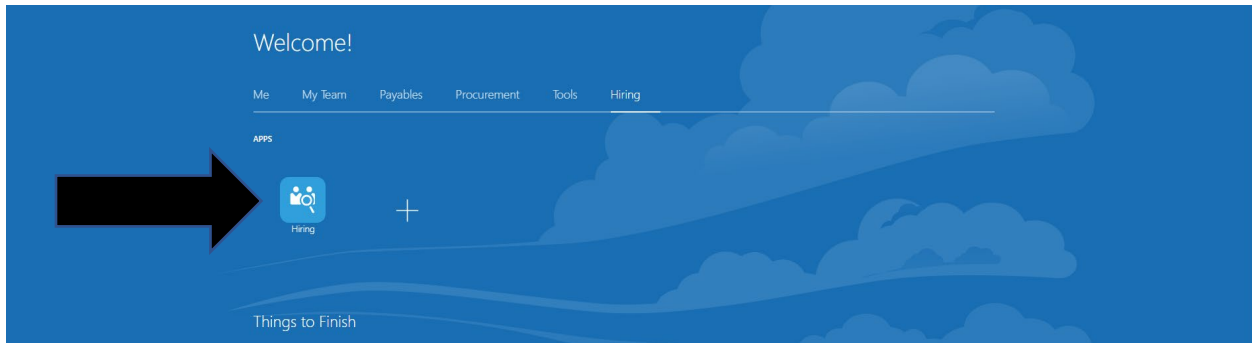
From your Okta screen, click on your Oracle tile.



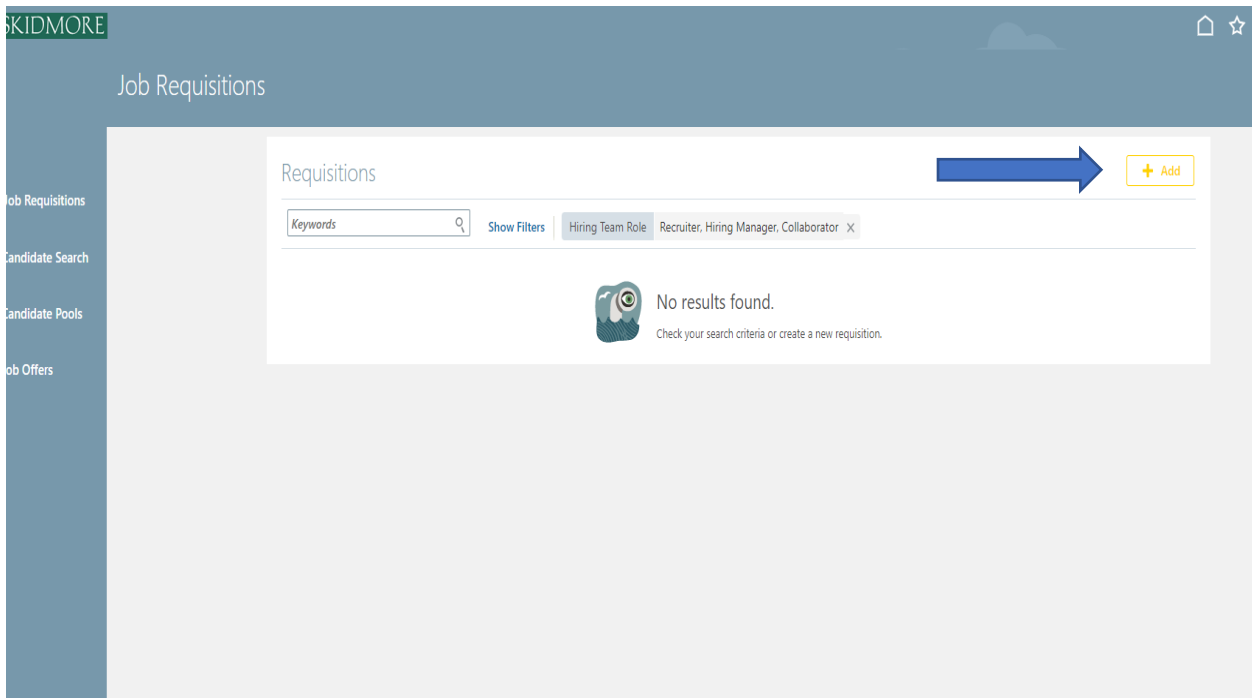
Select the word Hiring as shown below.



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.**

Create Job Requisition Save and Close Submit Cancel

1 How

Requisition Type	Business Unit
Standard	Skidmore College
*Use	*Job
Job	SW-Gallery Assistant

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)

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

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

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 Kunigel Assistant Director

Add Collaborator Type  
[ ]

Collaborator  
[ ] x

Add Another Collaborator

Continue

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 sections, each with a numbered icon and an "Edit" button:

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

The "Requisition Structure" section (4) contains the following fields:

- \*Recruiting Type**: A dropdown menu with "Student" selected.
- \*Primary Location**: A dropdown menu with "Saratoga Springs, NY, United States" selected.
- \*Organization**: A dropdown menu with "Select a value" selected. A dropdown list is open, showing the following items:

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 dark blue header contains the text 'Create Job Requisition' on the left and 'Save and Close', 'Submit', and a small square button on the right. Below the header, a light gray navigation bar shows '5 Details' and an 'Edit' button with a pencil icon. 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, indent, and link. The text area contains the description: 'Student will work as a research assistant for Professor Smith. Position entails reviewing literature on various subjects'. A word count at the bottom right of the text area reads 'Words: 17 Characters (with HTML): 128'. At the bottom of the section, there is a checked checkbox for 'Same Posting Description for Internal and External Candidates' and a prominent yellow 'Continue' button.

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.

The screenshot shows the 'Create Job Requisition' form at step 7, 'Configuration'. The form is titled 'Create Job Requisition' and has three buttons at the top right: 'Save and Close', 'Submit', and 'Cancel'. The form is divided into several sections, each with an 'Edit' button:

- 3 Hiring Team
- 4 Requisition Structure
- 5 Details
- 6 Posting Description
- 7 Configuration
- 8 Questionnaires

The 'Configuration' section contains the following fields:

- \*Candidate Selection Process: Student Candidate Selection Process - Student Candidate Selecti
- \*External Application Flow: Student Job Application Flow - Student Job Application Flow (De
- Automatically Open Requisition for Sourcing: Yes, posted internally
- Delay Before Posting Expires: No Expiration

A yellow 'Continue' button is located at the bottom of the Configuration section.

If you know who you will be hiring and request that the search be waived, you may choose “No” from the drop-down list for the question of “Automatically Open Requisition for Sourcing”.

This screenshot shows the same 'Create Job Requisition' form at step 7, 'Configuration', but with the 'Automatically Open Requisition for Sourcing' dropdown menu open. The dropdown menu is titled 'Automatically Open Requisition for Sourcing' and contains the following options:

- Yes, posted internally
- No
- Yes, not posted
- Yes, posted internally and externally
- Yes, posted externally
- Yes, posted internally

The 'Continue' button is visible at the bottom of the Configuration section.

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

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Internal Prescreening Questionnaire

Add Question

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**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

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External Prescreening Questionnaire

Internal Prescreening Questionnaire

Add Question

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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

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**Banner ID number**

Question Code  
300000156641836

Question Type  
Text

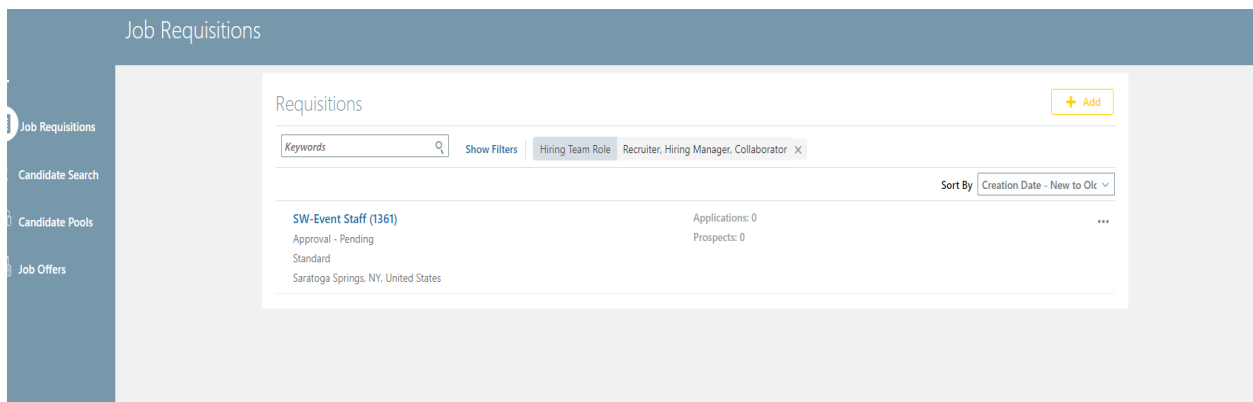
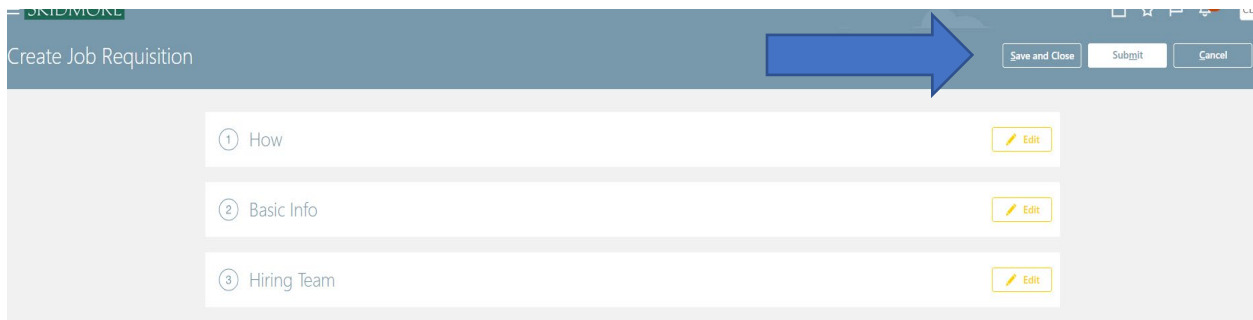
Question Classification  
Prescreening Question Added Automatically

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.



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

Human Resources will review your job posting and approve.