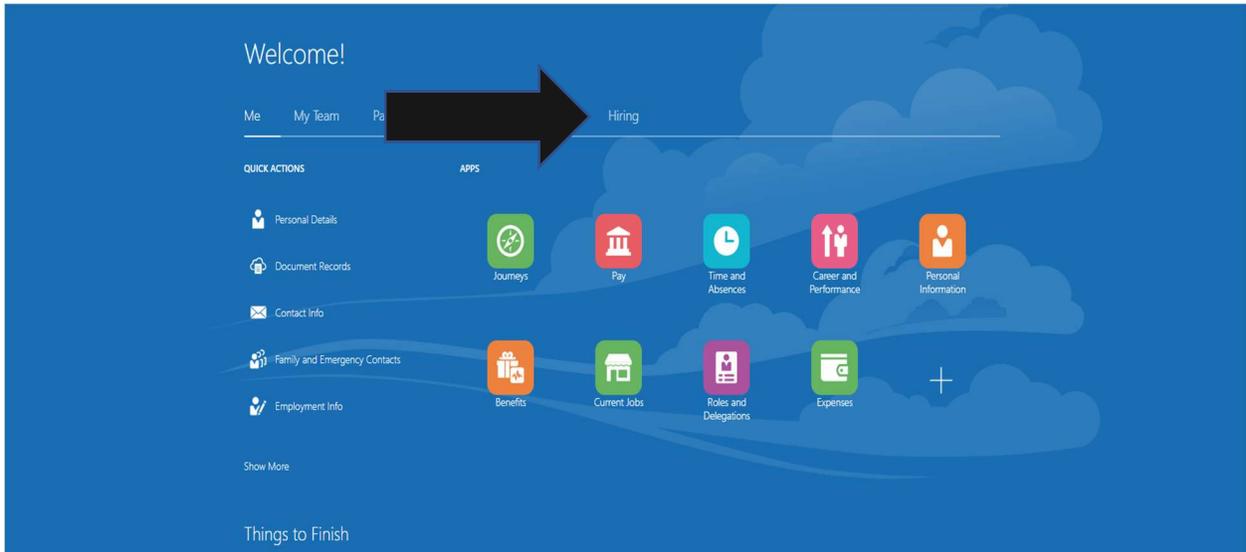
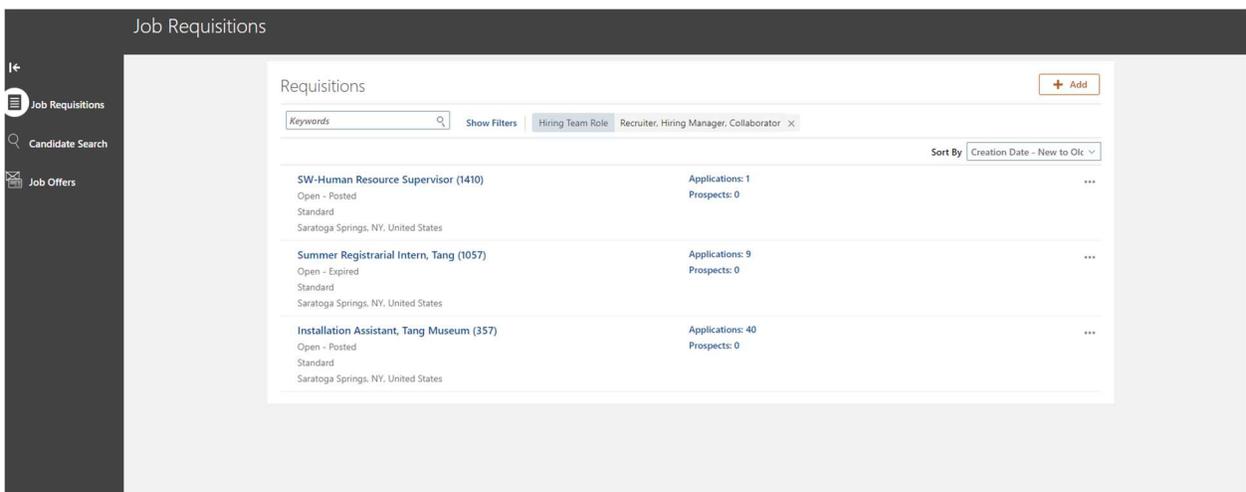
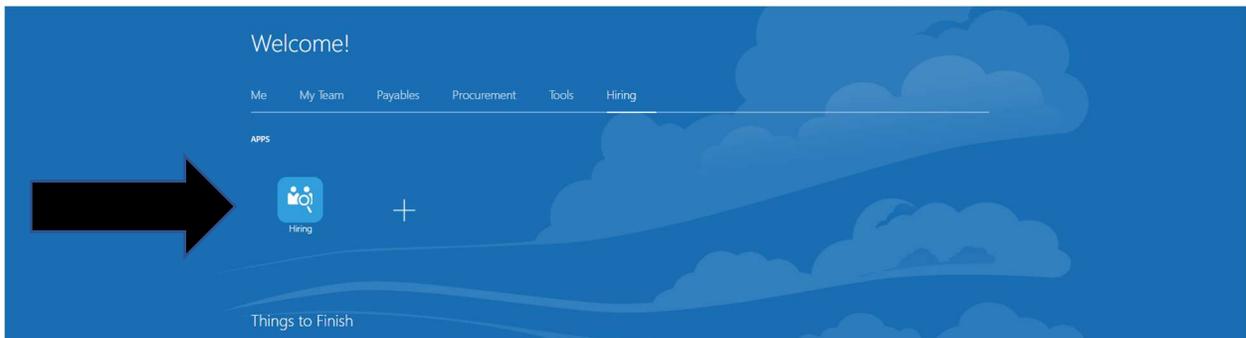


Please use these steps below to review student employment applications and hire students.

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.)

Job Applications

Keywords  Show Filters

Actions  View Summary Sort By Create Date - New to

Candidate	Details	Status	Education	Experience
<input checked="" type="checkbox"/> [Redacted Name] 5850101		New, To be Reviewed Prescreening score: 0 out of 0		

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.

SW-Sports Team Manager (1386)

Previous Next Actions Move

PC [Redacted Name]

Details Activity Progress Attachments Interactions Messages Questions Interviews Feedback Screening

Key Highlights

Phase and State	Candidate Number
New, To be Reviewed	5850101

Candidate Type When Applying: Employees

Education

There's nothing here so far.

Language

Certification

Work History

- Move
- Return to Prior Phase
- Return to Prior State
- Add to Requisition
- Add to Event
- Add to Candidate Pool
- Add Interaction
- Send Message
- Send Message to Team
- Send Interview Invite
- Collect Feedback
- Check Duplicates
- Create Job Offer
- Print



SKIDMORE  
Create Job Offer

1386

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info

Proposed Person Type Student Worker	Reporting Establishment Skidmore College
*Business Unit Skidmore College	*Location Athletics, Fitness and Recreation-Sports Center
*Projected End Date 07-26-2024	Assignment Category Part-time temporary
Job SW-Sports Team Manager	*Hourly Paid or Salaried Hourly
Business Title SW-Sports Team Manager	Working Hours 35 Weekly
Department Athletics, Fitness and Recreation	

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.

SKIDMORE  
Create Job Offer

1386

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Offer Team

Hiring Manager Coleen DaBiere Administrative Assistant	Recruiter Jim Calhoun Employment Coordinator
Add Collaborator Type	
Collaborator Nancy Bruno Assistant Director for Compensation and HRIS	
Add Another Collaborator	

Continue

4 Salary

On the next screen under Salary Basis select Hourly and then add the Salary Amount. 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.

The screenshot shows the 'Create Job Offer' form in Oracle, specifically the 'Salary' section (Step 4). The form is titled 'SKIDMORE Create Job Offer' and includes a '1386' identifier. The top navigation bar contains 'Save and Close', 'Submit', and 'Cancel' buttons. The form is divided into four steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, and 4. Salary. Each step has an 'Edit' button. The 'Salary' section includes a 'Salary Basis' dropdown menu set to 'Hourly', a 'Salary Amount' input field with '15.00' and 'USD Hourly' text, and a 'New Salary' display showing '15.00 USD Hourly'.

SKIDMORE  
Create Job Offer 1386

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Offer Team Edit

4 Salary

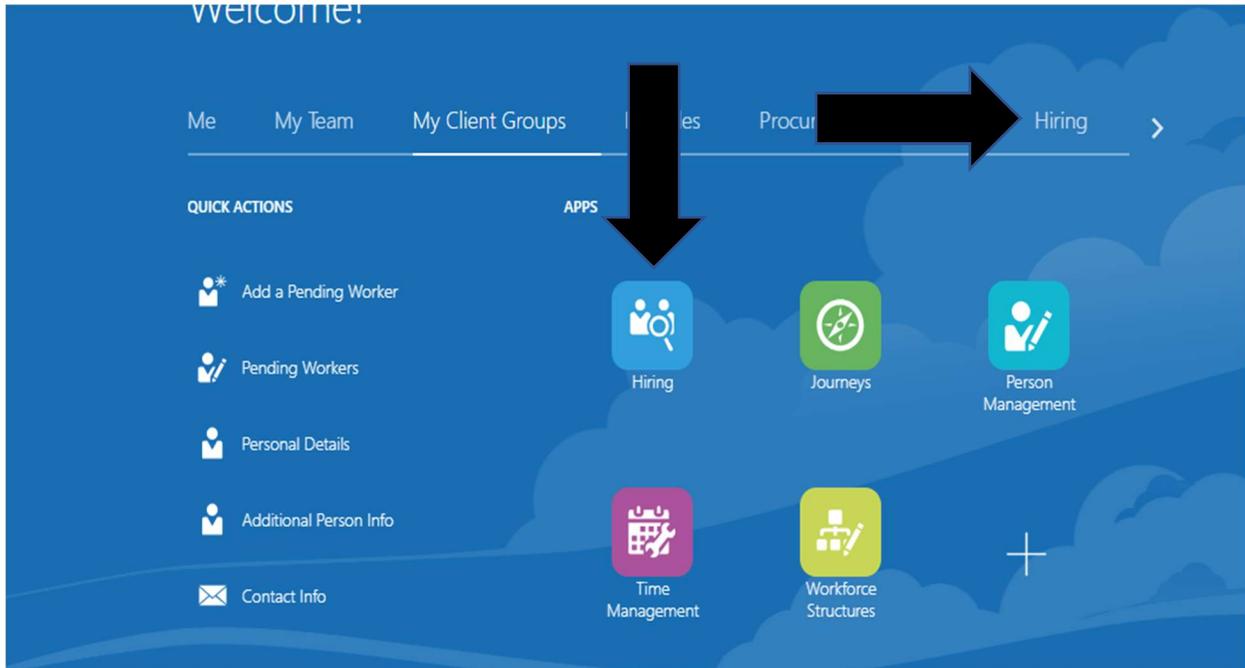
\*Salary Basis  
Hourly

\*Salary Amount  
15.00 USD Hourly

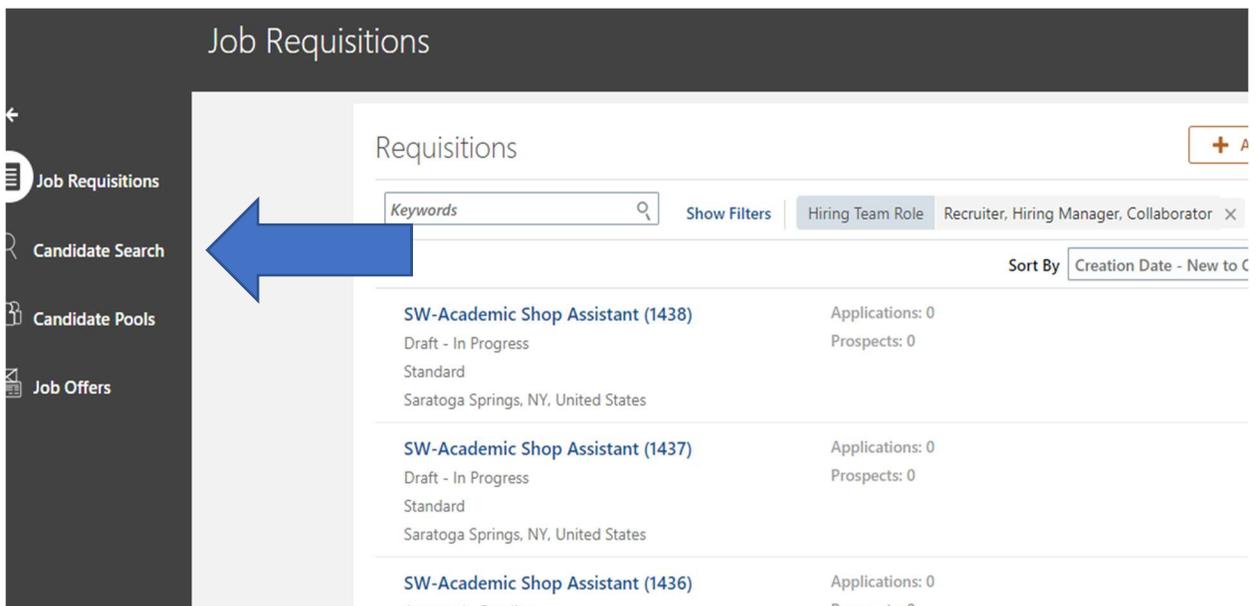
New Salary  
15.00 USD Hourly

\*\*\*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.



## Candidate Search

Search Action Search for Candidates

605\*

Total Candidates

Keyword Search

Examples of search expressions: project manager, business analyst NOT manager, marketing manager AND (campaigns OR communications)

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.

< Candidate Search

Candidates (605\*)

Show Filters

Actions View Summary
Sort By Relevance

	Candidate	Details	Education	Experience	Work Preferences
<input type="checkbox"/>	[Redacted]	[Redacted]			
	6241100				⋮
<input type="checkbox"/>	[Redacted]	[Redacted]	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-	
	964109	Irvine, CA, US			

Add to Requisition

Add to Candidate Pool

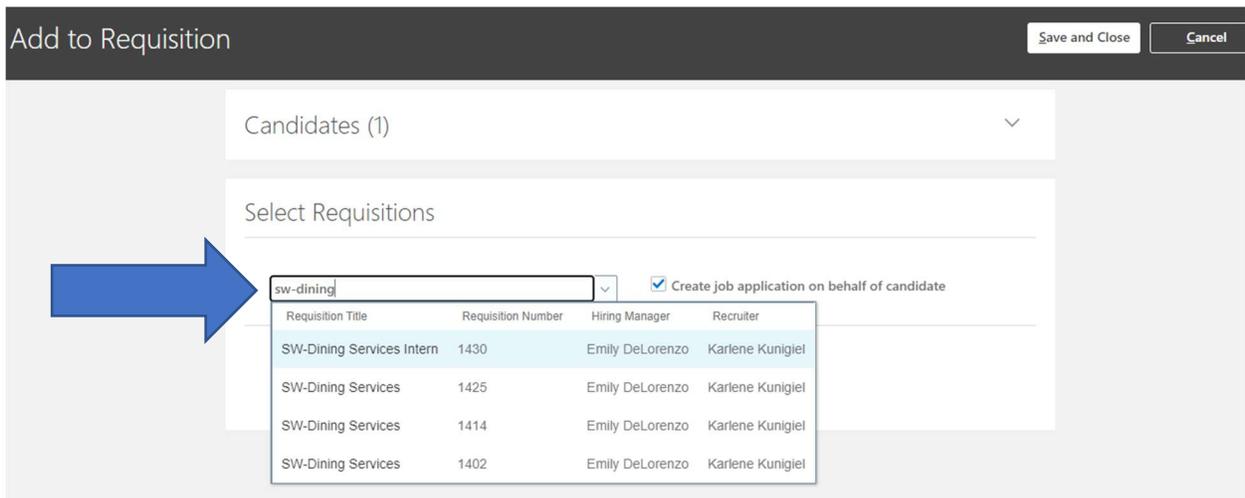
Add Interaction

Add Label

Send Message

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.

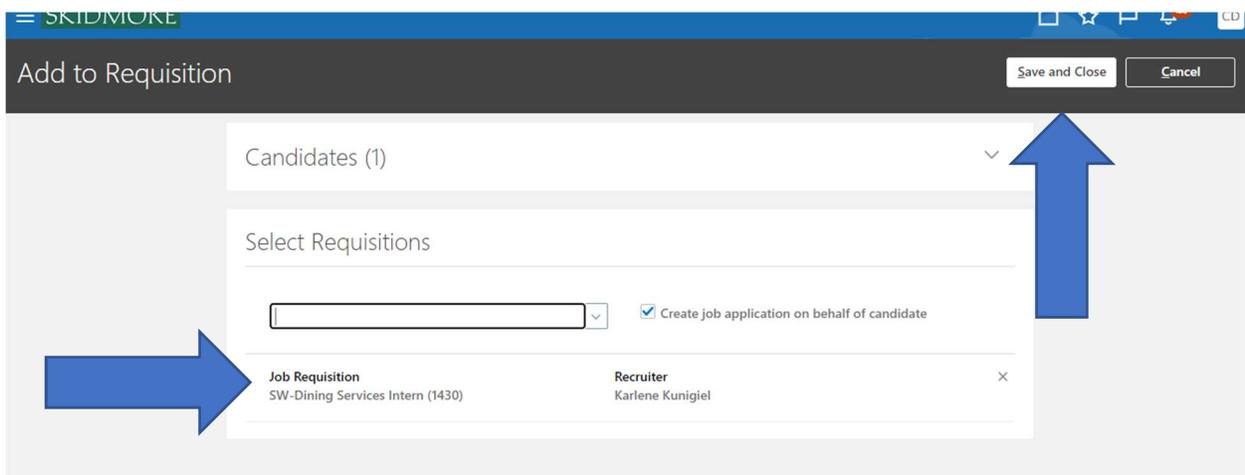


The screenshot shows the 'Add to Requisition' interface. At the top, there are 'Save and Close' and 'Cancel' buttons. Below the title bar, there is a 'Candidates (1)' dropdown menu. The main section is titled 'Select Requisitions'. A search input field contains 'sw-dining'. To the right of the search field is a checked checkbox labeled 'Create job application on behalf of candidate'. Below the search field is a table with the following data:

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

A blue arrow points to the search input field.

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



The screenshot shows the 'Add to Requisition' interface after a selection. The search input field is empty. Below it, the selected requisition and recruiter information is displayed:

Job Requisition	Recruiter
SW-Dining Services Intern (1430)	Karlene Kunigiel

A blue arrow points to the search input field, and another blue arrow points to the 'Save and Close' button. The 'Save and Close' and 'Cancel' buttons are visible at the top right of the interface.

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.