




SUPERVISORS: Create a Job Requisition – Student Jobs

A job requisition (req) starts the recruitment process.

Instructions for Creating a Job Requisition for Student Employees

Navigate to the Recruiting Dashboard

Select: Create Job Requisition under Actions.

 -Copy Details from Existing Requisition: Allows you to pre-populate this requisition with information from a previous req.

Supervisory Organization: If the student org does not default in, t3AuC0on student to search for the appropriate supervisory organization.

Worker Type: will default to **Employee**, do not change this field.

Click OK

Recruiting Information: Click on the pencil to fill out the following fields:

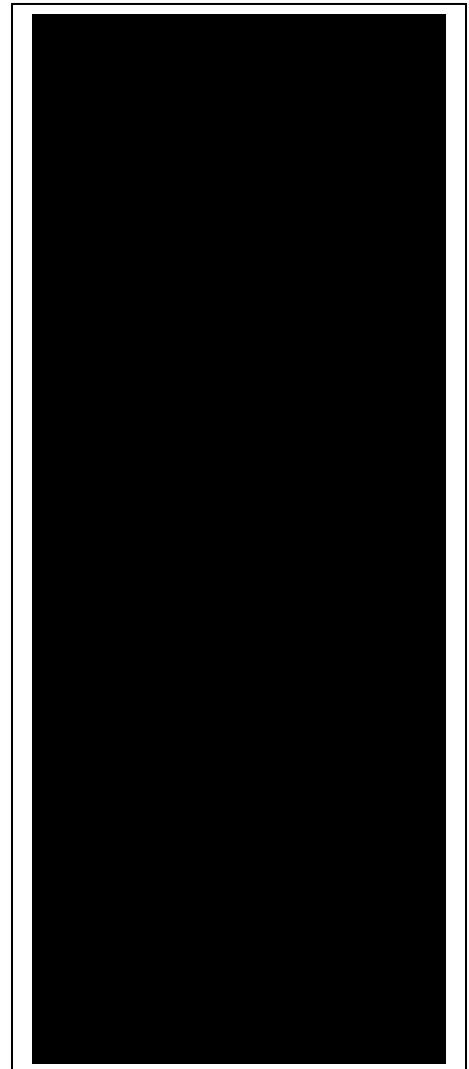
- o Number of Openings: Enter the total number of students you would like to hire for this position. **Tip – ~~tb~~**
- o Reason: Select Addition or Replacement
- o Recruiting Start Date: Enter the date you want your job posted.
- o



A requisition can be modified once posted. Edits include the number of openings, target hire date, and job details and/or requirements.

Job Details: Click on the pencil and fill out the following fields:

- o Job Posting Title: Enter as you would like it to appear on the posting. **Tip** – if hiring for a specific timeframe, include in title (i.e.: Research Assistant – Summer)
- o Job Profile: Type in department name or job title to search for the correct job profile.
- o Job Description Summary: Leave blank
- o Job Description: The description attached to the job profile will appear. Edit as needed for the job posting.
- o Additional Job Description: Additional job specific information can be included here (i.e.: shift hours, application deadline, requirements for application, etc.)
- o Worker Sub-Type: Select **Temporary (Fixed Term)**
- o Time Type: Select **Part Time**
- o Primary Location: Select **Maine**.
- o Primary Job Posting Location: Select **Maine**
- o Scheduled Weekly Hours: Change to **0**
- o Work Shift: Leave blank



Qualifications:

- o The competencies associated with the job description will prepopulate. Update if necessary.
- o Click Next.

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