

INSTRUCTIONS FOR POSTING A STUDENT JOB

Creating a Requisition

1. Go to <http://careers.unomaha.edu/hr>
2. Enter your User Name and Password. (If you do not have an account, click on **Create User Account** and follow the instructions.)
3. Click **Create Requisition**. Your options are:
 - **From Template**
 - **From Previous**
 - **From Scratch (DO NOT USE)**
4. Fill in the posting details.
 - Be sure **Student Application** is selected under “Application Types Accepted.”
 - Immediately following Student Worker, Work Study, etc. in **Working Title** field, type in job name (Ex: Receptionist, Lab Assistant, etc.)
 - Include **Position Start Date, Job Posting Date, and Job Close Date**.
 - If your job has more than one opening, indicate this at the beginning of your **Job Description**.
 - If you want your position to **Close** (meaning “close applications”) prior to your **Job Close Date** or if you chose **May Close at Any Time**, you need to advise Student Employment at trochford@mail.unomaha.edu to close your job.
 - Please proofread carefully since certain fields entered here are what the students will be viewing.
 - When finished, click **Continue to Next Page**.
5. Add screening question(s) (optional...to skip, click **Continue to Next Page**).
6. Assign a “Guest User” if appropriate, and then click **Continue to Next Page**.
7. Review the Requisition, and edit if necessary. When finished, select **Send to Student Employment** and click **Confirm** on the following screen. The details of your requisition are NOT SAVED until you complete this step.

Viewing Applicants To Your Requisitions

1. Click **Job Postings**. Your options are:
 - **View Active**
 - **View Pending**
 - **View Historical**
2. To view details of a specific Posting, including description and Applicants to that Posting, click **View** below the relevant title.
3. From this screen you may:
 - Sort and view applicants by different criteria
 - Print applications and documents
 - Change an applicant’s status (*Selecting status of “Not Hired-Student Employment” results in a system generated e-mail being sent to the applicant letting them know the position has been filled.*)

Completing the Requisition Process

1. Change the status of all applicants and move the job to **Fill** (meaning “position filled”). This allows the user to select **From Previous** the next time they want to post this position and edit it rather than create an entirely new posting.

Refer to the “Hiring Manager Manual” on-line for more details.
Contact UNO Student Employment at 554-2321 if you need additional assistance.