CREATING / FILLING A POSITION – STUDENT EMPLOYMENT

**Step 1** Classification of the position--NO
**Step 2** Completion of on-line Personnel Requisition
**Step 3** Chancellor’s Cabinet--NO
**Step 4** Recruitment
**Step 5** Selection

For Student Employment (SE), Step 1, Classification of the position, is not necessary. Proceed to Step 2.

**Personnel Requisition / Position Justification**
http://neogov.com/insight/login.cfm
Click on Online Hiring Center – Departments. Instructions on Employment webpage-Hiring Procedures. Position justification is not required.

Hiring Manager (HM) enters the requisition details for student application. If this is the first time, HM creates a new user account.

Route the requisition for approval to Tim Rochford. Student positions **do not** require position justification or Chancellor’s approval.

Recruitment: SE posts Student Worker, Work Study and Graduate Assistant positions. Mgr of SE reviews requisition to assure compliance with Federal, State and University regulations.

Position is posted on web for minimum of five working days. Hard copy is posted on the “Job Opportunities” board in the Eppley Administration Building.

Student applications go directly to dept. SE does **not** screen applications. HM reviews applications/interviews most suitable candidates.

Dept. offers position. Upon acceptance, dept asks Student Employment to close the position (trochford@unomaha.edu).

Dept. is responsible for changing the status of each applicant on NeoGov – OHC. See UNO Employment website – Hiring Procedures – How To View Applicants.

Once the dept. changes the status of all candidates, the dept. changes the position status to “Fill.”*

*Changing status to “Fill” is important: the requisition then can be edited and reposted in the future without creating a new requisition.

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