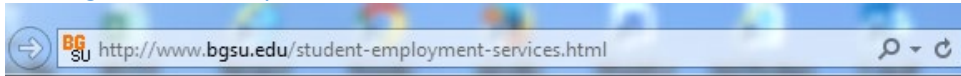

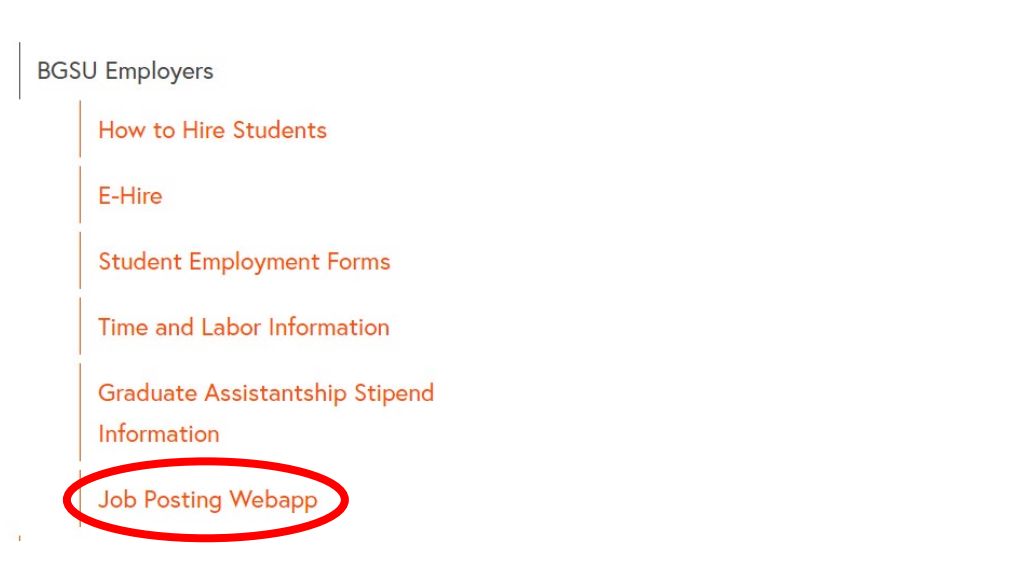
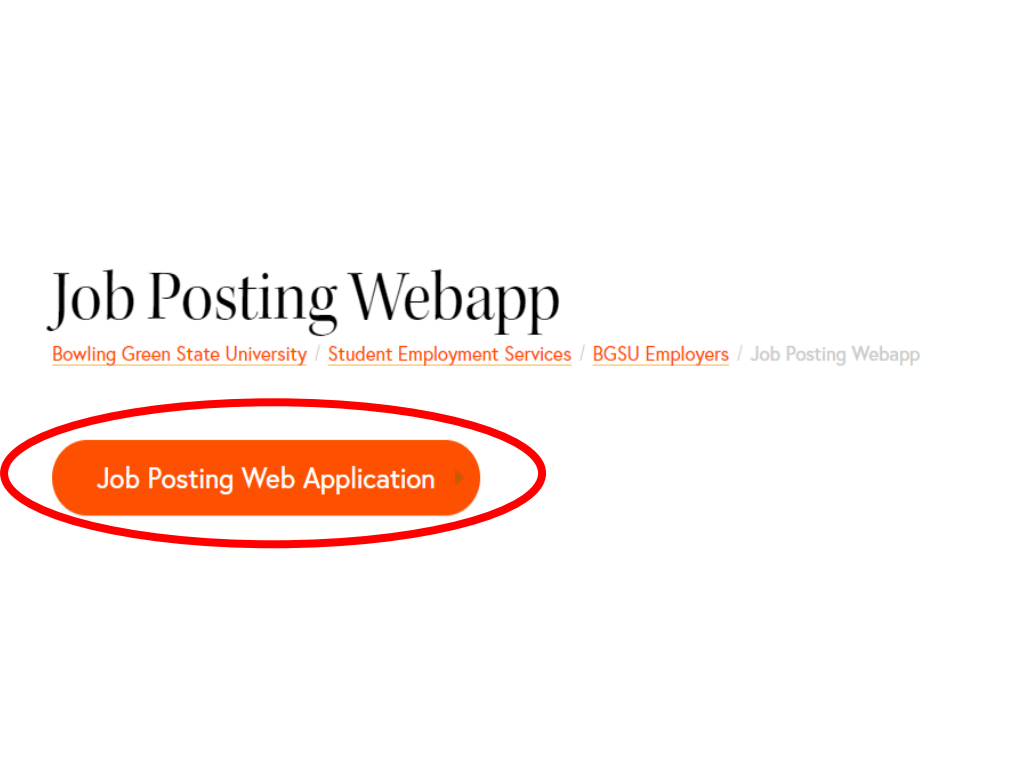


Student Employment Services – Job Posting Web App

<p>PROCESS OVERVIEW</p>	<p>The purpose of this reference guide is to provide instructions on how to create and access Job Descriptions and how to advertise on-campus vacancies.</p> <p>Section I – Security and Navigation Section II – Creating a Job Description Section III – Viewing a Job Description & viewing the department Job Index Listing Section IV – Creating a Job Posting Section V – Viewing a Job Posting</p>
<p>SECTION I SECURITY & NAVIGATION</p> <p>Step 1:</p> <p>Begin the process at Student Employment Services home page.</p>	<p>You should have security to the Job Posting Web App if you are a Time & Labor approver or have access to EHire. If not, you will need to request the “BG TL SUPERVISOR/HR EHIRE DEPT” access. Instructions can be found here: https://www.bgsu.edu/student-employment-services/bgsu-employers/e-hire.html.</p> <p>www.bgsu.edu/stuemp</p> 
<p>Step 2:</p> <p>Scroll down and click on BGSU Employers</p>	 <ul style="list-style-type: none">Student Employment ServicesStudent EmployeesBGSU EmployersBGSU PartnersEventsResourcesStaff DirectoryBGSU Telecommuting Form for Student Employees & Graduate AssistantsCareer Design and Connections

Student Employment Services – Job Posting Web App

<p>Step 3:</p> <p>Click Job Posting Webapp</p>	 <p>BGSU Employers</p> <ul style="list-style-type: none">How to Hire StudentsE-HireStudent Employment FormsTime and Labor InformationGraduate Assistantship Stipend InformationJob Posting Webapp
<p>Step 4:</p> <p>This will take you to the Job Posting Webapp page with the link to log in, information about the Webapp and instructions.</p> <p>Click the Job Posting Web Application button</p>	 <p>Job Posting Webapp</p> <p>Bowling Green State University / Student Employment Services / BGSU Employers / Job Posting Webapp</p> <p>Job Posting Web Application ▶</p>

Student Employment Services – Job Posting Web App

Step 4:

Enter
USERNAME
and
PASSWORD

*Note:
These will
be your
BGSU
network
credentials*

*If you do
not have
access the
next page
will not
display*

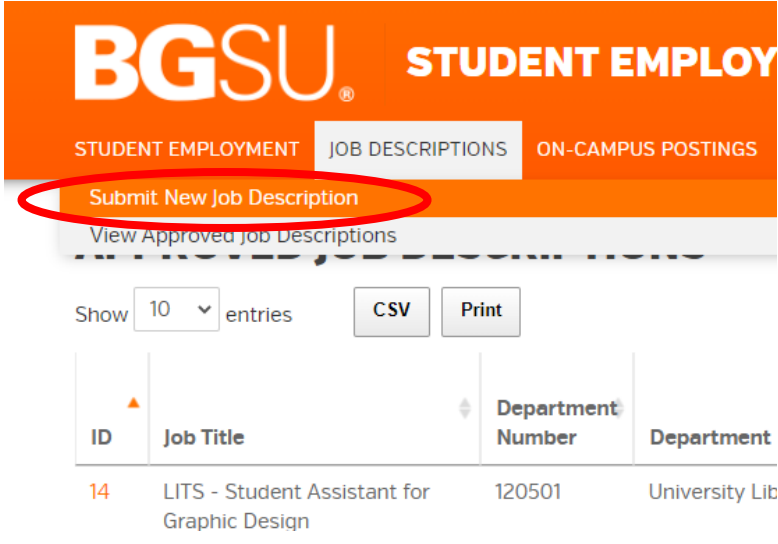
Step 4a:
Click Sign In

This page
will be
displayed

**This is just
the landing
page**

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	
14	LITS - Student Assistant for Graphic Design	120501	University Libraries	S52001	12050134	\$11.60	No	Approved	01/08/2028	Update
21	AS - Student Desk Assistant for Access Services	120501	University Libraries	S00001	12050109	\$10.10	No	Approved	04/28/2027	Update
23	Music - Student Data Entry Assistant	120501	University Libraries	S14000	12050139	\$9.30	No	Expired	04/10/2022	Update
31	C&T - Student Assistant for Collections & Tech Ser	120501	University Libraries	S00001	12050152	\$9.30	No	Expired	04/10/2022	Update

Student Employment Services – Job Posting Web App

<p>SECTION II CREATING A JOB DESCRIPTION</p> <p>Step 1:</p> <p>Click “Job Descriptions> Submit New Job Description”</p>	 <p>The screenshot shows the BGSU Student Employment web application interface. At the top, there are three tabs: 'STUDENT EMPLOYMENT', 'JOB DESCRIPTIONS', and 'ON-CAMPUS POSTINGS'. The 'JOB DESCRIPTIONS' tab is active. Below the tabs, there is a button labeled 'Submit New Job Description' which is circled in red. Below this button is a link 'View Approved Job Descriptions'. Further down, there are controls for 'Show 10 entries' with a dropdown arrow, and buttons for 'CSV' and 'Print'. At the bottom, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Job Title</th> <th>Department Number</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>LITS - Student Assistant for Graphic Design</td> <td>120501</td> <td>University Lib</td> </tr> </tbody> </table>	ID	Job Title	Department Number	Department	14	LITS - Student Assistant for Graphic Design	120501	University Lib
ID	Job Title	Department Number	Department						
14	LITS - Student Assistant for Graphic Design	120501	University Lib						
<p>Step 2:</p> <p>The first field is automatically marked as “New,” and the Revised field is locked.</p>	<p>SUBMIT NEW JOB DESCRIPTION</p> <p>Please fill out this form to create a new job description. Submitters will be notified by email when job description is approved or denied, along with comments if applicable. Please allow up to three business days.</p> <p>* Is this job description new or revised?</p> <p><input checked="" type="radio"/> New <input type="radio"/> Revised</p>								
<p>Step 3:</p> <p>Enter the Department Number:</p> <p>Using the drop-down menu, choose the 6-digit Department Number or Department Name. You can also start typing the number in the field.</p>	<p>* Department</p> <p>– Please Select –</p>								

Student Employment Services – Job Posting Web App


<p>Step 4:</p> <p>Enter the Job Title: This field will not be editable once SES has approved the Job Description.</p>	<p>* Job Title</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Student Assistant 1-Kuhlin Hub for Career Design and Connections</div> <p>The title should serve as a clue as to the type of duties that will be performed, (i.e., clerical assistant, computer assistant, courier, tutor, web page designer, cook, customer service representative). It is recommended to use “<i>Student</i>” in the title and do not use any titles that already exist for classified or administrative staff.</p>
<p>Step 5:</p> <p>Enter the Purpose: This field will not be editable once SES has approved the Job Description</p>	<p>* Purpose</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">To support operations of the Kuhlin Hub for Career Design and Connections (includes Student Employment Services and Career Design) by providing excellent customer service,</div> <p>This should be a one or two sentence description of the job. For example: <i>To provide clerical support for faculty and staff in the School of Art.</i></p>
<p>Step 6:</p> <p>Enter the Key Duties: This field will not be editable once SES has approved the Job Description.</p> <p>List the key duties performed on a regular basis. Use “action verbs” to write short descriptions.</p> <p>For example: <i>Greets customers and takes phone messages. Updates on-line records and databases. Performs routine maintenance and troubleshoots equipment. Batches and delivers mail across campus. Analyzes data and prepares reports.</i></p> <p><i>Please note the formatting</i></p>	<p>* Key Duties</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ol style="list-style-type: none"> 1. Answer basic questions (by phone and in person) regarding Kuhlin programs, services, processes, policies, and procedures by following established and standardized procedures 2. Operate office machines such as multi-use phone line, photocopier, faxing by computer, and desktop computers 3. Assist students and alumni with basic job search processes for both on and off campus positions through Handshake. 4. Assist with scheduling staff, student, and alumni appointments based on established guidelines 5. Access Kuhlin Hub databases (e.g., Handshake) and University systems (e.g., PeopleSoft) to retrieve information, answer inquiries, and assist onboarding for student employees 6. Assist with Kuhlin Hub events and programs by organizing event-day materials, posting and distributing materials, setting up and taking down displays, staffing events, and running errands 7. Assist with projects as directed by members of the Kuhlin Hub staff 8. Promote Kuhlin Hub programs and services at outreach and recruiting events 9. Must be available to work occasional evening and weekend events; attend mandatory training sessions and staff meetings; and dress appropriately in accordance with department standards 10. Perform other duties as assigned </div>

Student Employment Services – Job Posting Web App

<p>Step 7:</p> <p>Enter the Additional Responsibilities - This field is NOT required and is editable once SES has approved the Job Description.</p>	<p>Additional Responsibilities</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>List additional duties that may change often or are tied to a specific period. For example: <i>Required to work Orientation dates in 2023.</i></p>
<p>Step 8:</p> <p>Enter the Qualifications: This field will not be editable once SES has approved the Job Description.</p> <p>These are personal qualities or skills that a student must have (or be able to learn on the job) to fill the position. It is not necessary to list items under each category, but each description should contain statements for general work characteristics and skills.</p> <p><i>Please note the formatting</i></p>	<p>Qualifications</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ol style="list-style-type: none"> 1. Ability to speak clearly, using appropriate grammar 2. Ability to follow detailed directions and instructions 3. Ability to sort, alphabetize and organize data and forms; ability to send email messages 4. Perform basic Internet searches, and compose/edit documents using Microsoft Word and Excel 5. Must demonstrate attention to detail and maintain confidentiality of written, print and electronic records 6. Understand and apply FERPA, Fair Labor Standards and equal opportunity law 7. Must be available to work occasional evening and weekend events; attend mandatory training sessions and staff meetings; and dress appropriately in accordance with department standards </div> <p>-General work characteristics. List qualities that reflect good work habits and attitudes, such as <i>responsible, dependable, respect for confidentiality, enthusiastic, trustworthy, work independently, self-directed, etc.</i></p> <p>-Skills. List skills that demonstrate the type of mental or physical performance (such as technical or mechanical abilities) that are required or that the student will be expected to learn on the job. Use words to describe the degree of expertise required such as “familiar with” or “experience with.” For example, <i>customer service skills, can prepare mass mailings using Microsoft Word, can proofread journal articles for compliance with APA guidelines, and can take accurate phone messages.</i></p> <p>-Physical. List any physical requirements of the job. For example, <i>must be able to lift 50 pounds, must have current WAI certificate, must be able to stand for two hours at a time.</i></p> <p>-Miscellaneous: List any other requirements of the job. For example, <i>Must have valid driver’s license and maintain insurability to drive BGSU vehicles, Must be eligible for FWS</i></p>

Student Employment Services – Job Posting Web App

<p>Step 8:</p> <p>Enter the Additional Duties: This field is NOT required and is editable once SES has approved the Job Description.</p>	<p>Additional Information</p> <div style="border: 1px solid #ccc; height: 80px; margin-bottom: 10px;"></div> <p>Use this item to make statements about the position or the department. Comments do not have to relate to any specific part of the description but can be included to provide information about the position or department. For example, <i>must work as a team in a fast-paced office environment.</i></p>
<p>Step 9:</p> <p>Choose the Compensation Type:</p>	<p>* Compensation Type <input type="radio"/> Hourly <input type="radio"/> Biweekly Compensation</p> <p>Please see the BGSU Employers page at the Student Employment Services site for information about minimum wages for student employees.</p> <p>Hourly Wage <input type="text"/></p> <p>Biweekly Compensation Amount <input type="text"/></p> <p>Hourly Wage Indicate the base rate for hourly employees. Must be at least the current minimum wage and must use the \$ sign when entering the amount.</p> <p>OR</p> <p>Biweekly Compensation Indicate the total Bi-Weekly Compensation amount. Bi-Weekly Compensation form of compensation is restricted depending on the conditions of the job. Student Employment Services must approve Bi-Weekly Compensation positions.</p>
<p>Step 10:</p> <p>Choose if eligible for remote work.</p> <p>If yes, visit SES website for policy information.</p>	<p>* Is this position eligible for remote work? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Telecommuting Form for Student Employees & Grad Assistants</p>

<p>Step 11:</p> <p>Click Submit</p> <p>A Job Description Confirmation page will display.</p> <p>Each position will be auto assigned an ID number.</p> <p>SES will review and approve the Job Description. (Allow 3 business days for approval)</p>	<div data-bbox="451 352 704 424" style="text-align: center;"></div> <p>JOB DESCRIPTION CONFIRMATION</p> <p>Thank you for completing the Job Description form. The form will be reviewed by Student Employment Services within 3 business days. Once we have approved the description, you will be able to post the position using the Job Posting Request Form.</p> <p>The job description has been assigned the ID number 3450. Please retain this number and refer to it when communicating with Student Employment Services about the position.</p> <p>Review job descriptions you have submitted Submit another job description</p> <p>STUDENT EMPLOYMENT SERVICES http://www.bgsu.edu/student-employment-services.html stuemp@bgsu.edu 419-372-2865</p> <p><i>*You will receive an email stating that the job description has been approved by SES*</i></p> <p><i>*Job Descriptions will remain active for 5 years after approval*</i></p>
--	---

Student Employment Services – Job Posting Web App

SECTION III VIEWING A JOB DESCRIPTION & DEPARTMENT JOB INDEX LISTING

Step 1:

Click Job Descriptions>View Approved Job Descriptions

This will provide you with a list of all APPROVED Job Descriptions for all on-campus positions.

BGSU STUDENT EMPLOYMENT SERVICES

STUDENT EMPLOYMENT | **JOB DESCRIPTIONS** | ON-CAMPUS POSTINGS | ADMIN

Submit New Job Description

View Approved Job Descriptions

Show 10 entries CSV Print

ID	Job Title	Department Number	Department Name	Job Code
1725	Social Media & Marketing Specialist	101850	Student Employment	S52000
2743	Student Assistant I	101850	Student Employment	S10000
3411	Multimedia Specialist	101850	Student Employment	S51001

Showing 1 to 3 of 3 entries (filtered from 1,129 total entries)

Step 2:

Use the “Search” box by entering your Department Number or Department Name to view your department “Job Index Listing.”

You can also use the search feature to find Job Descriptions in another department.

APPROVED JOB DESCRIPTIONS

Show 10 entries CSV Print

Search: 101850

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	Update
1725	Social Media & Marketing Specialist	101850	Student Employment	S52000	10185001	\$10.50	No	Approved	07/05/2024	Update
2743	Student Assistant I	101850	Student Employment	S10000	10185002	\$10.10	No	Approved	12/14/2026	Update
3411	Multimedia Specialist	101850	Student Employment	S51001	10185007	\$12.00	Yes	Approved	04/21/2028	Update

Showing 1 to 3 of 3 entries (filtered from 1,130 total entries)

Previous Next

Student Employment Services – Job Posting Web App

Step 3:

To view the Job Description, click on the “ID” number (on the left side in orange). Click on “Print” for a hard copy of your Job Index list OR click on the “CSV” box to download an electronic copy.

You can only create jobs in your respective department

BGSU STUDENT EMPLOYMENT SERVICES

STUDENT EMPLOYMENT | JOB DESCRIPTIONS | ON-CAMPUS POSTINGS | ADMIN | LOGOUT

APPROVED JOB DESCRIPTIONS

Show 10 entries | CSV | Print | Search:

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	
14	LITS - Student Assistant for Graphic Design	120501	University Libraries	S52001	12050134	\$11.60	No	Approved	01/08/2028	Update
21	AS - Student Desk Assistant for Access Services	120501	University Libraries	S00001	12050109	\$10.10	No	Approved	04/28/2027	Update
23	Music - Student Data Entry Assistant	120501	University Libraries	S14000	12050139	\$9.30	No	Expired	04/10/2022	Update
31	C&T - Student Assistant for Collections & Tech Ser	120501	University Libraries	S00001	12050152	\$9.30	No	Expired	04/10/2022	Update

Step 4:

If any changes are needed, you must click on “Update” to the right of the job description. It will automatically show as “revised.” Make the necessary changes and then click “Save Changes” to submit. The same confirmation steps will apply.

BGSU STUDENT EMPLOYMENT SERVICES

STUDENT EMPLOYMENT | JOB DESCRIPTIONS | ON-CAMPUS POSTINGS | ADMIN | LOGOUT

APPROVED JOB DESCRIPTIONS

Show 10 entries | CSV | Print | Search:

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	
14	LITS - Student Assistant for Graphic Design	120501	University Libraries	S52001	12050134	\$11.60	No	Approved	01/08/2028	Update
21	AS - Student Desk Assistant for Access Services	120501	University Libraries	S00001	12050109	\$10.10	No	Approved	04/28/2027	Update
23	Music - Student Data Entry Assistant	120501	University Libraries	S14000	12050139	\$9.30	No	Expired	04/10/2022	Update
31	C&T - Student Assistant for Collections & Tech Ser	120501	University Libraries	S00001	12050152	\$9.30	No	Expired	04/10/2022	Update

Student Employment Services – Job Posting Web App

SECTION IV CREATING A JOB POSTING

Step 1:

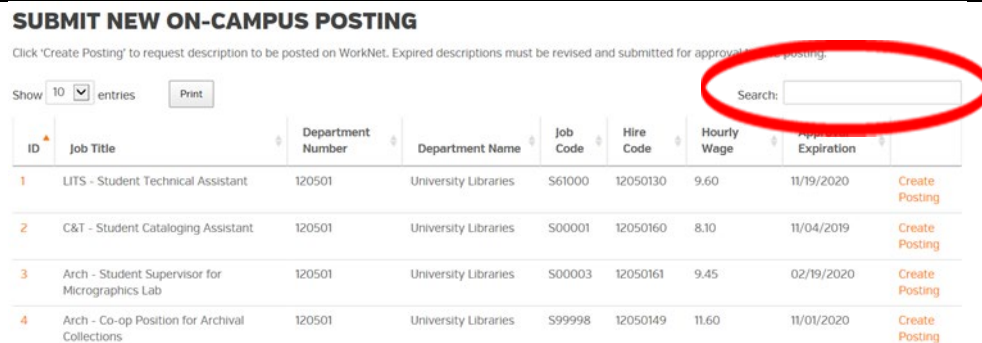
To post a job vacancy, a Job Description must have been submitted and approved by SES



Click On-Campus Postings>Submit New Posting

Step 2:

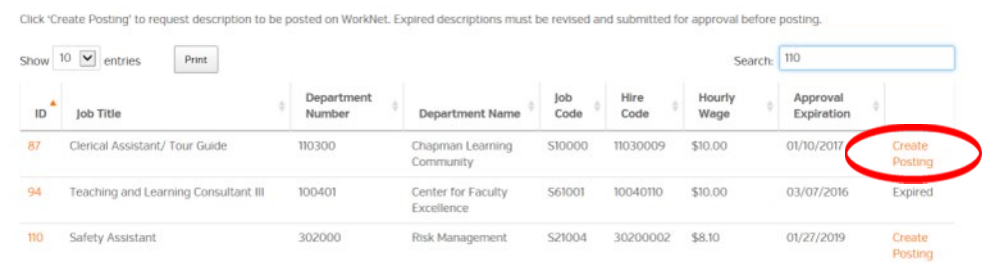
Enter your Department ID in the search box to bring up the list of Job Descriptions that are approved for posting



NOTE: You may only post a position that has been approved for your department. If you would like to use a description that is approved for another department, you must submit a new job description for your department.

Step 3:

Click “Create Posting” for the job you want to post. Fill in all the necessary information. Fields with * are required.



Expired descriptions must be revised and submitted for approval before posting.

Step 4:

Fill in contact information

Department:
Populates automatically.

Job Code:
Populates automatically.

Address:
Enter address of the contact.

Contact Name:
Enter Contact name (this will be the person that gets the email notification from Handshake)

Contact Phone:
Enter Contact phone

Contact Email:
Enter Contact email

ON-CAMPUS POSTING

* Department

101850 - Student Employment

Job Code

S10000 - Clerical 1

* Address

* Contact Name

* Contact Phone

* Contact E-mail Address



Student Employment Services – Job Posting Web App

<p>Step 5:</p> <p>Job Title: Populates automatically</p> <p>Purpose: Populates automatically</p> <p>Key Duties: Populates automatically</p> <p>Additional Duties: Enter any additional duties that apply specifically to this posting.</p> <p>Qualifications: Populates automatically</p> <p>Additional Information: Enter any additional information that applies specifically to this posting</p>	<p>* Job Title</p> <p>Student Assistant I</p> <p>* Purpose</p> <p>To support the staff members of Student Employment Services by providing customer service, processing documents, completing clerical tasks and running errands.</p> <p>* Key Duties</p> <ol style="list-style-type: none"> 1. Answer basic questions (by phone and in person) regarding programs, services, processes, policies, procedures of Student Employment Services by following established and standardized procedures 2. Operate office machines such as multi-line phone, photocopier, fax and desktop computers 3. Assist students with WorkNet registration and demonstrate basic job search processes according to established office procedures 4. Access Student Employment Services (e.g. WorkNet) and University databases (e.g. PeopleSoft) to retrieve information, answer inquiries, process applications and payroll forms. <p>Additional Duties</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> <p>* Qualifications</p> <ol style="list-style-type: none"> 1. Ability to speak clearly, using appropriate grammar 2. Ability to follow detailed directions and instructions 3. Ability to sort, alphabetize and organize data and forms; ability to send email messages 4. Perform basic Internet searches, and compose/edit documents using Microsoft Word and Excel <p>Additional Information</p> <div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>
--	--

Student Employment Services – Job Posting Web App

<p>Step 6:</p> <p>Number of Vacancies: Enter the number of students you plan to hire</p> <p>Approximate Hours Per Week: Enter the number of hours per week you expect the student will work (cannot exceed 28 hours per week).</p> <p>Schedule Days and Times: Enter required days and times or varied as appropriate.</p> <p>Employment Period: Choose period of employment from the drop-down</p>	<p>* Number of Vacancies</p> <input type="text"/> <p>* Approximate Hours Per Week</p> <input type="text"/> Students cannot work more than 28 hours per week <p>* Schedule Days and Times</p> <input type="text"/> <p>* Employment Period</p> <input type="text" value="-- Please Select --"/>
<p>Step 7:</p> <p>Choose how you want student to apply: Can choose more than one and the corresponding fields will appear based on your choice.</p>	<p>HOW TO APPLY</p> <p><input type="checkbox"/> Inquire by phone <input type="checkbox"/> Inquire in person <input type="checkbox"/> Inquire by e-mail <input type="checkbox"/> Inquire by other method</p> <p>Additional Instructions to Apply</p> <input type="text"/> <p><small>If you have additional materials that need to be provided to the applicant (such as an application form), please send these to stuemp@bgsu.edu.</small></p> <ul style="list-style-type: none"> • Inquire by phone; phone number entered previously will default. This can be changed if necessary. • Inquire in person; address entered previously will default. This can be changed if necessary. • Inquire by email; email entered previously will default. This can be changed if necessary. • Inquire by other method; enter detailed instructions to apply (website, etc.). If you have other materials such as an application to add to the posting, please send to stuemp@bgsu.edu and indicate the corresponding job.

Student Employment Services – Job Posting Web App

<p>Step 10:</p> <p>Compensation type: Automatically populates.</p> <p>If Hourly, choose Regular employment or Federal Work Study: You may choose either or both. (FWS may only be used during the academic year for hourly jobs)</p> <p>Posting Start Date: Enter the date for the posting to start. Allow up to 3 business days for job to be posted.</p> <p>Posting Expire Date: Enter the date for the posting to end.</p> <p>Click Submit:</p>	<p>* Compensation Type</p> <p><input checked="" type="radio"/> Hourly <input type="radio"/> Biweekly Compensation</p> <p>Hourly Wage</p> <p><input type="text" value="\$10.10"/></p> <p><input type="checkbox"/> Regular employment <input type="checkbox"/> Federal Work Study</p> <p>* Posting Start Date</p> <p><input type="text"/> </p> <p>* Posting Expire Date</p> <p><input type="text"/> </p> <p><input type="button" value="SUBMIT"/></p> <p>Jobs must be posted on Handshake for a minimum of two days. The two-day posting policy is to provide all students reasonable and equal access to job vacancies</p>
<p>Posting Confirmation: The position has been submitted to for approval. SES has up to 3 business days to process. It is not available to students on Handshake until the submitter receives the confirmation email.</p>	<p>ON-CAMPUS POSTING CONFIRMATION</p> <p>Thank you for posting your position.</p> <p>Jobs are usually posted to WorkNet within three business days, except during the week preceding and the week after the first day of classes each semester. Once posted on WorkNet, the person listed as the contact will receive an email from WorkNet with a confirmation of the posting.</p> <p>Once you fill the vacancies for this posting, contact Student Employment Services and request that the job posting be deactivated.</p> <p>In the event that the student does not stay on the job for 30 days, you can hire another student (within the 30 days) without reposting the job.</p> <p>The on-campus posting has been assigned the ID number 2. Please retain this number and refer to it when communicating with Student Employment Services about the posting.</p> <p>Review on-campus postings you have submitted</p> <p>Submit another on-campus posting</p> <p>*Approvals during peak periods may take longer than 3 business days</p>

Student Employment Services – Job Posting Web App

SECTION V VIEW JOB POSTING

Step 1:

Click On-Campus Postings>View My Postings



A list of your postings will appear.
Check the status:

Only the job postings you submitted will be viewable.

MY ON-CAMPUS POSTINGS

Show 10 entries Search:

ID	Job Title	Department Number	Department Name	Job Code	Status
1	LITS - Student Technical Assistant	120501	University Libraries	S61000	Denied
2	Student Assistant I	101850	Student Employment	S10000	Approved

Showing 1 to 2 of 2 entries

- Approved: Job has been posted on Handshake
- Pending: Job is still being reviewed by SES for posting
- Denied: Job was denied for posting and contact received an explanation via email.