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.

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

SECTION I
SECURITY & NAVIGATION

Step 1:
Begin the process at Student Employment Services home page.

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:

Step 2:
Scroll down and click on BGSU Employers
**Step 3:**

Click Job Posting Webapp

<table>
<thead>
<tr>
<th>BGSU Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Hire Students</td>
</tr>
<tr>
<td>E-Hire</td>
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<tr>
<td>Student Employment Forms</td>
</tr>
<tr>
<td>Time and Labor Information</td>
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<tr>
<td>Graduate Assistantship Stipend</td>
</tr>
<tr>
<td>Information</td>
</tr>
</tbody>
</table>

*Job Posting Webapp*

**Step 4:**

This will take you to the Job Posting Webapp page with the link to log in, information about the Webapp and instructions.

Click the Job Posting Web Application button
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 is just the landing page*
SECTION II
CREATING A JOB DESCRIPTION

Step 1:
Click “Job Descriptions> Submit New Job Description”

Step 2:
The first field is automatically marked as “New,” and the Revised field is locked.

Step 3:
Enter the Department Number:
Using the drop-down menu, choose the 6-digit Department Number or Department Name. You can also start typing the number in the field.
**Step 4:**
Enter the Job Title: This field will not be editable once SES has approved the Job Description.

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 “Student” in the title and do not use any titles that already exist for classified or administrative staff.

**Step 5:**
Enter the Purpose: This field will not be editable once SES has approved the Job Description.

This should be a one or two sentence description of the job. For example: *To provide clerical support for faculty and staff in the School of Art.*

**Step 6:**
Enter the Key Duties: This field will not be editable once SES has approved the Job Description.

List the key duties performed on a regular basis. Use “action verbs” to write short descriptions.

For example:
- 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.

*Please note the formatting*
### Step 7:

Enter the Additional Responsibilities - This field is **NOT** required and is editable once SES has approved the Job Description.

List additional duties that may change often or are tied to a specific period. For example: *Required to work Orientation dates in 2023.*

### Step 8:

Enter the Qualifications: This field will not be editable once SES has approved the Job Description.

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.

*Please note the formatting*

- **General work characteristics.** List qualities that reflect good work habits and attitudes, such as responsible, dependable, respect for confidentiality, enthusiastic, trustworthy, work independently, self-directed, etc.

- **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, *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.*

- **Physical.** List any physical requirements of the job. For example, *must be able to lift 50 pounds, must have current WAI certificate, must be able to stand for two hours at a time.*

- **Miscellaneous:** List any other requirements of the job. For example, *Must have valid driver’s license and maintain insurability to drive BGSU vehicles, Must be eligible for FWS*
### Step 8:
Enter the Additional Duties:
This field is NOT required and is editable once SES has approved the Job Description.

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, *must work as a team in a fast-paced office environment*.

### Step 9:
Choose the Compensation Type:

- **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.

- **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.

### Step 10:
Choose if eligible for remote work.

If yes, visit SES website for policy information.

*Telecommuting Form for Student Employees & Grad Assistants*
Step 11:

Click Submit

A Job Description Confirmation page will display.

Each position will be auto assigned an ID number.

SES will review and approve the Job Description. *(Allow 3 business days for approval)*

**JOB DESCRIPTION CONFIRMATION**

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.

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.

Review job descriptions you have submitted
Submit another job description

**STUDENT EMPLOYMENT SERVICES**

http://www.tgpc.edu/student-employment-services.html
stemp@tgpc.edu
419-372-2855

*You will receive an email stating that the job description has been approved by SES*

*Job Descriptions will remain active for 5 years after approval*
### 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.

**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.
**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

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**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.
SECTION IV
CREATING A JOB POSTING

Step 1:
To post a job vacancy, a Job Description must have been submitted and approved by SES.

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
**Step 5:**

**Job Title:**
Populates automatically

**Purpose:**
Populates automatically

**Key Duties:**
Populates automatically

**Additional Duties:**
Enter any additional duties that apply specifically to this posting.

**Qualifications:**
Populates automatically

**Additional Information:**
Enter any additional information that applies specifically to this posting
Step 6:

**Number of Vacancies:**
Enter the number of students you plan to hire

**Approximate Hours Per Week:**
Enter the number of hours per week you expect the student will work (cannot exceed 28 hours per week).

**Schedule Days and Times:**
Enter required days and times or varied as appropriate.

**Employment Period:**
Choose period of employment from the drop-down

Step 7:

**Choose how you want student to apply:**
Can choose more than one and the corresponding fields will appear based on your choice.

**HOW TO APPLY**

- 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.
Step 10:

Compensation type:
Automatically populates.

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)

Posting Start Date:
Enter the date for the posting to start. Allow up to 3 business days for job to be posted.

Posting Expire Date:
Enter the date for the posting to end.

Click Submit:

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.

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.

*Approvals during peak periods may take longer than 3 business days*
### SECTION V
**VIEW JOB POSTING**

**Step 1:**
Click On-Campus Postings>View My Postings

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

- **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.

Only the job postings you submitted will be viewable.