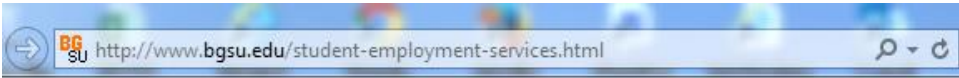
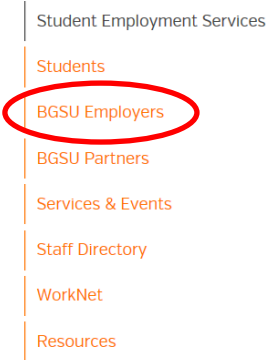
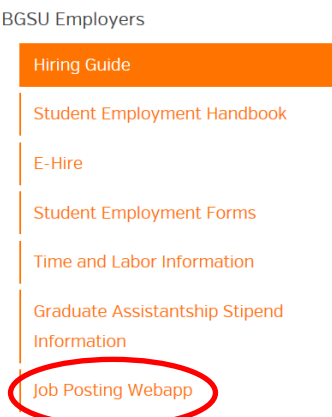


Student Employment Services – Job Posting Web App

<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.</p> 
<p>Step 2:</p> <p>Click BGSU Employers</p>	
<p>Step 3:</p> <p>Click Job Posting Webapp</p>	

Student Employment Services – Job Posting Web App

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

JOB POSTING WEBAPP

[Bowling Green State University](#) / [Student Employment Services](#) / [BGSU Employers](#) / [Job Posting Webapp](#)

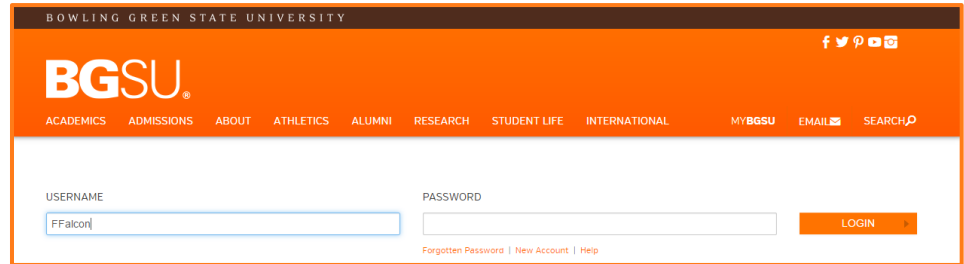
JOB POSTING WEB APPLICATION ▶

Step 4:

Enter USERNAME and PASSWORD

Note: These will be your BGSU network credentials.

Step 4a: Click Login

A screenshot of the Bowling Green State University (BGSU) login page. The header is orange with the BGSU logo and navigation links: ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENT LIFE, INTERNATIONAL, MYBGSU, EMAIL, and SEARCH. Below the header is a login form with fields for USERNAME (containing 'FFalcon') and PASSWORD. A LOGIN button is on the right. At the bottom of the form are links for 'Forgotten Password', 'New Account', and 'Help'.

This page will be displayed

BGSU STUDENT EMPLOYMENT SERVICES

[STUDENT EMPLOYMENT](#) [JOB DESCRIPTIONS](#) [ON-CAMPUS POSTINGS](#) [EXTERNAL EMPLOYERS](#) [ADMIN](#)

JOB DESCRIPTION

Please fill out this form to create or revise a job description.

* Is this job description new or revised?

☐ New ☐ Revised

* Department

-- Please Select --

* Job Title

* Purpose

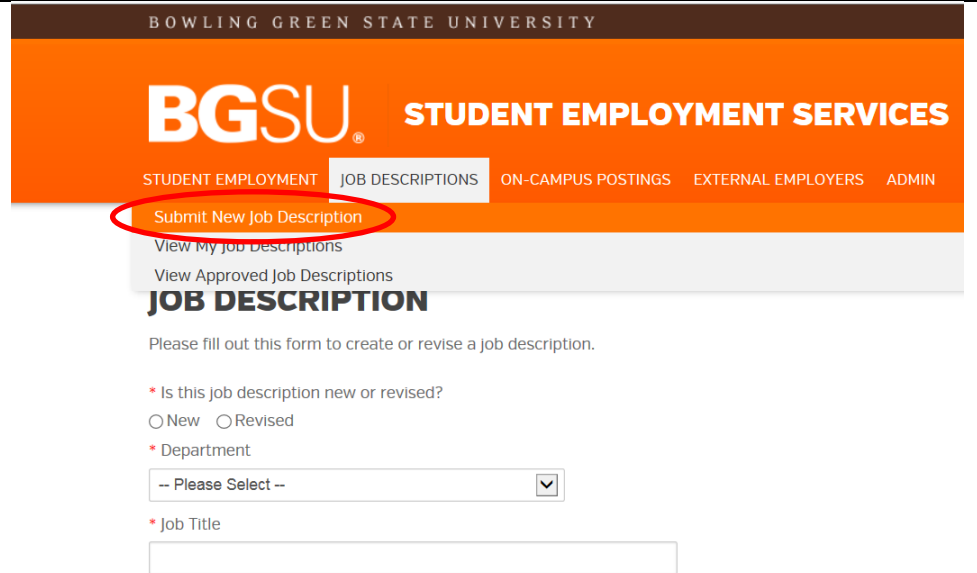
* Key Duties

Student Employment Services – Job Posting Web App

SECTION II CREATING A JOB DESCRIPTION

Step 1:

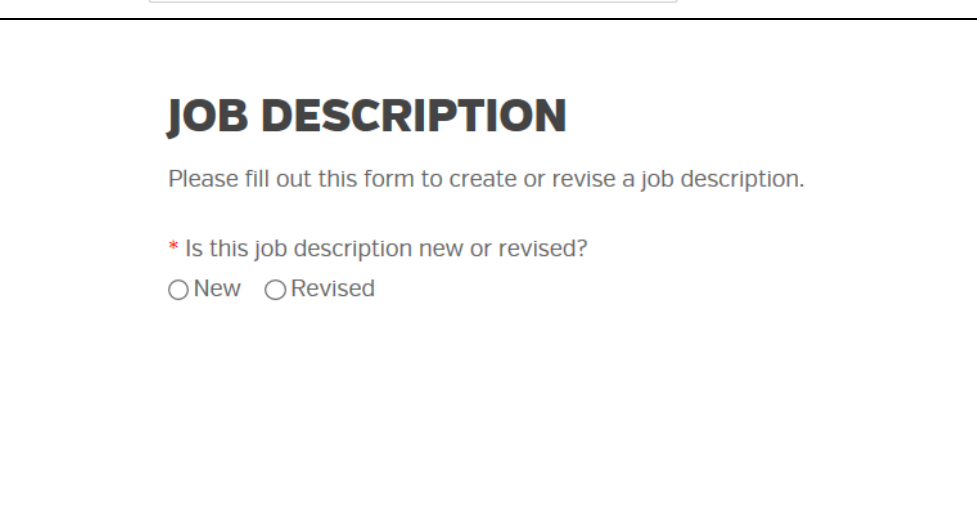
Click “Job Descriptions>Submit New Job Description”



Step 2:

Choose whether this is a New or Revised Job Description:

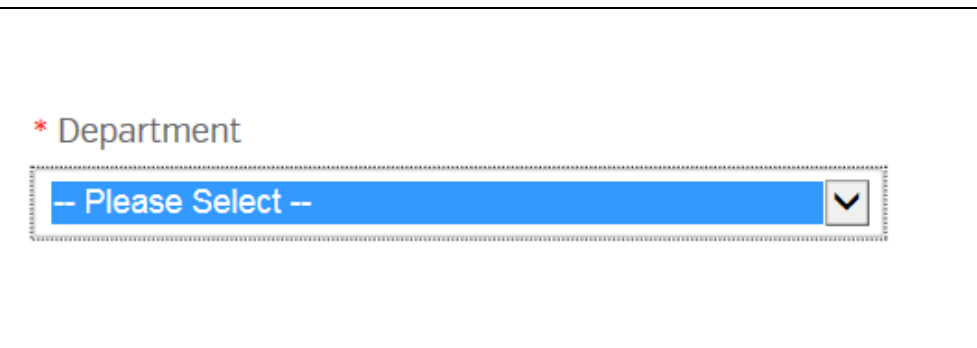
1. If the Job Description is brand new, check “New”.
2. If the Job Description has been assigned a Job Code and Hire Code previously, check “Revised”.



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.



Student Employment Services – Job Posting Web App

<p>Step 4:</p> <p>Enter the Job Title: This field will not be editable once the Job Description is approved.</p> <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 “Student” in the title and do not use any titles that already exist for classified or administrative staff.</p>	<p>Job Title</p> <div>Student Assistant I</div>
<p>Step 5:</p> <p>Enter the Purpose: This field will not be editable once the Job Description is approved.</p> <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>Purpose</p> <div>To support the staff members of Student Employment Services by providing customer service, processing documents, completing clerical tasks and running errands.</div>

Student Employment Services – Job Posting Web App

<p>Step 6:</p> <p>Enter the Key Duties: This field will not be editable once the Job Description is approved.</p> <p>List the key duties performed on a regular basis. Use “action verbs” to write short descriptions. 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>Key Duties</p> <div> <p>Primary Responsibilities:</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 5. Schedule staff and student appointments using Outlook based on established guidelines 6. Assist with Student Employment Services events and programs by organizing event-day materials, posting and distributing promotional materials, setting up and taking down displays, staffing events and running errands <p>Secondary Duties:</p> <ol style="list-style-type: none"> 1. Assist with projects as directed by members of the Student Employment Services staff </div>
<p>Step 7:</p> <p>Enter the Additional Duties: This field is not required and is editable once the Job Description is approved.</p> <p>List additional duties that may change often or are tied to a specific time frame. For example: <i>Required to work SOAR dates in 2016.</i></p>	<p>Additional Duties</p> <div></div>
<p>Step 8:</p> <p>Enter the Qualifications: This field is not editable once the Job Description is approved.</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> <ul style="list-style-type: none"> • General work characteristics. List 	<p>Qualifications</p> <div> <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>

Student Employment Services – Job Posting Web App

<p>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> <ul style="list-style-type: none">• 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>• 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>• 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>	
--	--

Student Employment Services – Job Posting Web App

<p>Step 8:</p> <p>Enter the Additional Information: This field is not required and is editable once the Job Description is approved.</p> <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>Additional Information</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>Step 9:</p> <p>Choose the Compensation Type:</p> <p>Hourly Wage Indicate the base rate for hourly employees. Must be at least minimum wage (\$8.10)</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. This must be approved by Student Employment Services.</p>	<p>* Compensation Type</p> <p><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</p> <div style="border: 1px solid #ccc; height: 20px; width: 150px; margin-bottom: 5px;"></div> <p>Biweekly Compensation Amount</p> <div style="border: 1px solid #ccc; height: 20px; width: 150px;"></div>
<p>Step 10:</p> <p>Click Submit</p> <p>A Job Description Confirmation page will be displayed.</p> <p>Each position will be auto assigned an ID number.</p> <p>SES will review the Job Description. If anything requires revision, you will receive an email from SES asking you to make the revision. You can make revisions to the Job</p>	<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 652. 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</p> <p>Submit another job description</p>

Student Employment Services – Job Posting Web App

Description as long as it is still pending. Once it's been approved, if any changes are needed, you have to submit a new job description and select "revised".

SECTION III VIEWING A JOB DESCRIPTION

Step 1:

Click Job Descriptions>View My Job Descriptions

This will provide you with a list of Job Descriptions that *you have personally entered*.

Use the "Search" box to search by any field.

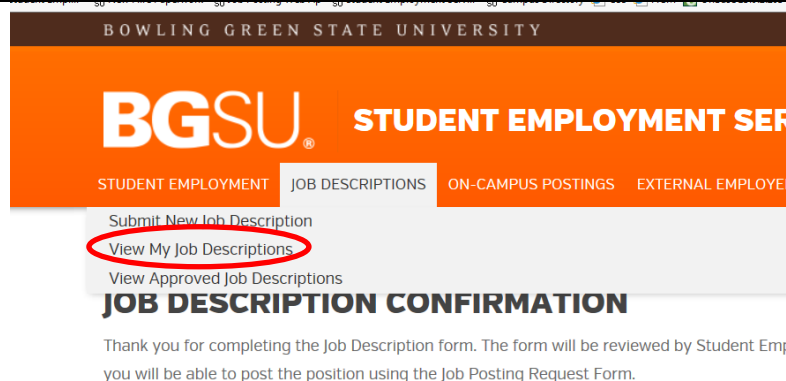
The column on the right indicates the status of the Job Description (Approved, Pending or Denied)

An Approved description can be posted.

A Pending description needs to be reviewed and approved by SES before it can be posted. (Allow 3 business days for approval.

To make changes to a Pending description, click on the "ID" number (in orange). Make changes and click "Save Changes".

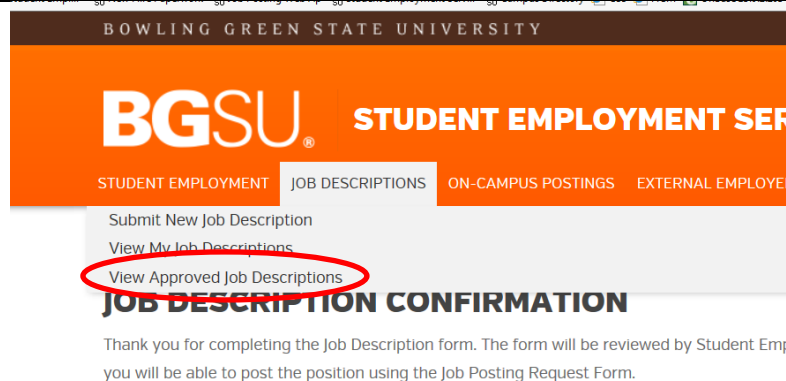
A Denied posting cannot be posted or revised. A new posting must be submitted.



Step 2:

Click Job Descriptions>View Approved Job Descriptions

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



Student Employment Services – Job Posting Web App

Use the “Search” box to search box and search by your Department Name or Department Number and the result will be the department’s “Job Index Listing”. You can also use the search feature to search for a Job Description in another department.

APPROVED JOB DESCRIPTIONS

Show 10 entries CSV Print

Search:

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Status	Approval Expiration
1	LITS - Student Technical Assistant	120501	University Libraries	S61000	12050130	9.60	Approved	11/19/2020
2	C&T - Student Cataloging Assistant	120501	University Libraries	S00001	12050160	8.10	Approved	11/04/2019
3	Arch - Student Supervisor for Micrographics Lab	120501	University Libraries	S00003	12050161	9.45	Approved	02/19/2020
4	Arch - Co-op Position for Archival Collections	120501	University Libraries	S99998	12050149	11.60	Approved	11/01/2020
5	Arch - Student Archival Assistant	120501	University Libraries	S00005	12050150	8.10	Approved	03/21/2017
6	Arch - Student Micrographics Assistant	120501	University Libraries	S51002	12050151	8.35	Approved	03/21/2017
7	POPC - Student Assistant	120501	University Libraries	S00001	12050146	\$8.10	Approved	03/14/2017

To view the Job Description, click on the “ID” number (in orange). Click on “Print” to print your selection or click on the “CSV” box to download the information on the screen into an Excel spreadsheet.

You can only post jobs in your respective department (unless you are working collaboratively with another department – ex. Design and Construction working with Campus Operations)

APPROVED JOB DESCRIPTIONS

Show 10 entries CSV Print

Search:

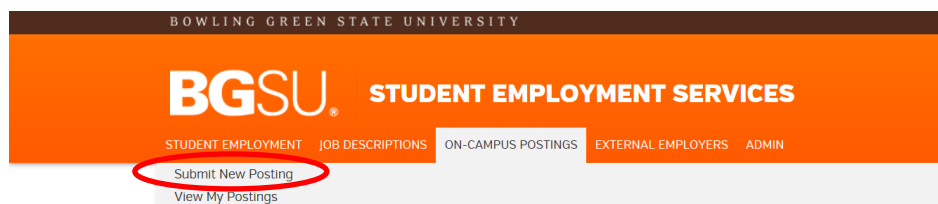
ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Status	Approval Expiration
1	LITS - Student Technical Assistant	120501	University Libraries	S61000	12050130	9.60	Approved	11/19/2020
2	C&T - Student Cataloging Assistant	120501	University Libraries	S00001	12050160	8.10	Approved	11/04/2019
3	Arch - Student Supervisor for Micrographics Lab	120501	University Libraries	S00003	12050161	9.45	Approved	02/19/2020
4	Arch - Co-op Position for Archival Collections	120501	University Libraries	S99998	12050149	11.60	Approved	11/01/2020
5	Arch - Student Archival Assistant	120501	University Libraries	S00005	12050150	8.10	Approved	03/21/2017
6	Arch - Student Micrographics Assistant	120501	University Libraries	S51002	12050151	8.35	Approved	03/21/2017
7	POPC - Student Assistant	120501	University Libraries	S00001	12050146	\$8.10	Approved	03/14/2017

SECTION IV CREATING A JOB POSTING

Step 1:

In order to post a job vacancy, a description of the job, including duties, and desired skills, must already be submitted and approved by Student Employment Services.

Click On-Campus Postings>Submit New Posting



Student Employment Services – Job Posting Web App

This will bring up a list of approved On-campus Job Descriptions. 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 have to submit a new job description for your department.

SUBMIT NEW ON-CAMPUS POSTING

Click 'Create Posting' to request description to be posted on WorkNet. Expired descriptions must be revised and submitted for approval before posting.

Show 10 entries

Print

Search:

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Approval Expiration	
1	LITS - Student Technical Assistant	120501	University Libraries	S61000	12050130	9.60	11/19/2020	Create Posting
2	C&T - Student Cataloging Assistant	120501	University Libraries	S00001	12050160	8.10	11/04/2019	Create Posting
3	Arch - Student Supervisor for Micrographics Lab	120501	University Libraries	S00003	12050161	9.45	02/19/2020	Create Posting
4	Arch - Co-op Position for Archival Collections	120501	University Libraries	S99998	12050149	11.60	11/01/2020	Create Posting

Click "Create Posting" for the job you want to post. Fields with * are required.

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

Click 'Create Posting' to request description to be posted on WorkNet. Expired descriptions must be revised and submitted for approval before posting.

Show 10 entries

Print

Search: 110

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Approval Expiration	
87	Clerical Assistant/ Tour Guide	110300	Chapman Learning Community	S10000	11030009	\$10.00	01/10/2017	Create Posting
94	Teaching and Learning Consultant III	100401	Center for Faculty Excellence	S61001	10040110	\$10.00	03/07/2016	Expired
110	Safety Assistant	302000	Risk Management	S21004	30200002	\$8.10	01/27/2019	Create Posting

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 WorkNet)

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>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 Student Assistant I</p> <p>* Purpose 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 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 (a.n. WorkNet) and University databases (a.n. PeopleSoft) to retrieve information, answer inquiries, process applications and payroll forms </p> <p>Additional Duties</p> <p>* Qualifications 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> <p>Additional Information</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 <input type="text"/></p> <p>* Approximate Hours Per Week <input type="text"/> Students cannot work more than 28 hours per week </p> <p>* Schedule Days and Times <input type="text"/> </p> <p>* Employment Period <input type="text" value="-- Please Select --"/> </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> <ul style="list-style-type: none"> Inquire by phone; phone number entered previously will default. It can be changed if necessary. Inquire in person; address entered previously will default. It can be changed if necessary. Inquire by email; email entered previously will default. It can be changed if necessary. 	<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> <p> <input type="text"/> </p> <p>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.</p>

Student Employment Services – Job Posting Web App

- 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.

Compensation type:

Automatically populates according to Job Description.

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 you would like the posting to start. Allow up to 3 business days for job to be posted.

Posting Expire Date:

Enter the date you would like the posting to end. Jobs must be posted on WorkNet for a minimum of two days. The two-day posting policy is to provide all students reasonable and equal access to job vacancies.

Click Submit:

* Compensation Type

☒ Hourly ☐ Biweekly Compensation

Hourly Wage

\$8.10

☐ Regular employment ☐ Federal Work Study

* Posting Start Date



* Posting Expire Date



SUBMIT ►

Internal Posting Confirmation:

The position has been submitted to SES for approval at this point. It is not available to students on WorkNet until the contact receives the confirmation email from WorkNet.

ON-CAMPUS POSTING CONFIRMATION

Thank you for posting your position.

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.

Once you fill the vacancies for this posting, contact Student Employment Services and request that the job posting be deactivated.

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.

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.

[Review on-campus postings you have submitted](#)

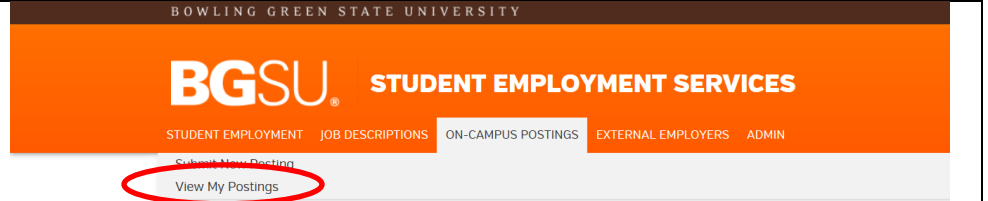
[Submit another on-campus posting](#)

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:

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

MY ON-CAMPUS POSTINGS

Show 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 Previous