

On Campus Student Employment Supervisor Steps to Onboarding

### 1. Accessing Jobspeaker

- a. Single Sign-On with SRJC Credentials
  - i. Problems contact <u>JLongnecker@santarosa.edu</u>

## 2. Posting Guide

- a. On Campus Supervisor Guide to Posting on Jobspeaker
- b. If you want a copy of the application, resume, cover letter please state in the job description what you're looking for.
- c. Be specific about availability needs.
- d. The more specific you are about what you need, the less applicants you will receive (but the more qualified they will be).

## 3. Steps After Posting An Open Position

- a. Applicants
  - All applicants will be screened to ensure current eligibility for enrollment and FWS prior to you receiving the application and/or resume and will have a note from me stating this, like the example below:

In Employer Review - 12/4/19 Jamie Longnecker Hi Josh, Claire has been approved for distribution! Good luck to you both! Warm regards, Jamie

- ii. For additional details see:
  - 1. Applications for On Campus Student Employment Positions Handout

# 4. Inviting a student for an interview or Rejecting a Student

- a. Do not keep the student in limbo too long after the closing date
- b. Best Practices
  - i. Set-up an interview
    - 1. Make the offer via the telephone
    - 2. Input the interview into Jobspeaker as a confirmation of the appointment time.
  - ii. Reject with a reason as soon as possible if you choose not to interview
    - 1. Reasons help the candidate know why they were not selected. It's as simple as availability was not right, position was filled by another candidate, etc.

Longnecker, 03/09/2020

### 5. After offering and conducting an Interview – Jobspeaker Components

- a. Making an Offer
  - 1. Via Jobspeaker, follow-up with email and/or a telephone call.
- b. Rejecting
- 1. Reasons help the candidate know why they were not selected. It's as simple as availability was not right, position was filled by another candidate, etc.

### 6. Next Steps

- a. Complete status updates on Jobspeaker
  - i. See attached chart for status updates
- b. I will no longer be sending emails directly when students are cleared, all communication regarding paperwork will be conducted through Jobspeaker to eliminate duplication of steps
- c. Timesheets will continue to come directly from payroll.
  - i. This process will take approximately 2-4 weeks (depending on workload in the payroll office).

Longnecker, 03/09/2020

Understanding Status Updates that We Will be Using in Jobspeaker:	
In Employer Review	<ul> <li>Applicant has been approved for applying</li> <li>Hiring Department has not yet begun screening</li> </ul>
Interviewing	<ul> <li>An offer for an interview has been extended to the applicant by the hiring department</li> </ul>
Offer Approved and Sent	<ul> <li>Hiring department has decided to invite the applicant to begin their hiring packet and join the department as an On Campus Student Employee</li> </ul>
Paperwork in Progress	<ul> <li>Hiring packet has been picked up, but has not been returned to the Career Hub for verification</li> </ul>
Paperwork Not Completed	<ul> <li>Hiring packet has been returned, but cannot be completed due to specific circumstances (i.e. international student waiting on additional approval, etc.)</li> <li>Students in this category generally can begin working</li> <li>Notes will be submitted about specifics if this happens</li> </ul>
Hired	<ul> <li>All paperwork has been completed by hiring department, student, and Career Hub staff</li> <li>Student can begin working once this ticks to hired</li> </ul>
Rejected	<ul> <li>Hiring department has decided to not pursue hiring the student employee</li> <li>The applicant was unable to be hired for any reason</li> </ul>
Rejected – Changes Requested	<ul> <li>Student applicant did not complete an eligibility application</li> <li>These students will not show up in your application pool on your end (unless you're a Career Hub staff person or an admin on the site).</li> </ul>

Longnecker, 03/09/2020