On Campus Student Employment Supervisor Steps to Onboarding

1. **Accessing Jobspeaker**
    a. Single Sign-On with SRJC Credentials
        i. Problems – contact JLongnecker@santarosa.edu

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
        i. 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.

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).

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