

Create Job Offer - Student

Steps

- 1 Log in as a Hiring Manager.
- 2 Navigate to 'My Team,' then 'Hiring' under APPS.
- 3 Go to the navigation bar at the bottom of the page and click on the 'Requisition' tab.
- 4 Locate the Requisition and click on the number of 'Applications.'
- 5 Check the box to the left of a Candidate's name.
- 6 Click the Move Application button.
- 7 Phase drop down - Select 'Offer.'
- 8 State - Select 'To be created.'
- 9 Click on 'Move' at the bottom.

10 Check the box to the left of a Candidate's name.

11 Click on the three dots to the right and select 'Create Job Offer.'

12 Select 'Offer Team.'

Click 'Continue.'

13 When and Why

1. Enter the Start Date, which is a 'projected' start date and is subject to change.
2. Legal Employer is Tulane University
3. Worker Type is Employee
4. Action is 'Add Pending Worker' if the student is a new hire. If the student is a current student worker, the Action will be 'Add Assignment.'
5. Click 'Continue.'

14 Assignment Info

1. Update the 'Proposed Person Type' to Student Worker (VERY IMPORANT).
2. Business Unit is 'Tulane University.'
3. Position will prepopulate.
4. Update the 'Business Title' if desired.
5. Department and Location will carry over from position.
6. Indicate 'yes' if working from home (remote) or 'no' if onsite.
7. Assignment Category should be 'Student.'
8. Indicate Work Study Type, if applicable
9. Click 'Continue.'

15 Offer Team

1. Hiring Manager – Your name will automatically populate. Update if appropriate.
2. Recruiter – Should be Jessica Love (Jackson) in Student Employment.
3. Add Collaborator Type – Click the drop down menu to add anyone who needs access to the requisition and candidates.
4. Select Collaborator. Type in name.
5. Click 'Continue.'

16 Payroll Info

1. Payroll Frequency - select 'BiWeekly.'
2. Time Card Required for Payroll - Select 'Yes' for positions paid hourly. Select 'No' for positions paid by stipend.
3. Click 'Continue.'

17 Salary

1. Salary Basis - Select 'Hourly 37.5' for hourly AND Stipend positions.
2. Select Components - SKIP.
3. Salary Amount - Enter an hourly rate for hourly positions; \$0 for stipends. Stipends will be entered as 'ICP's' once the student completes the hiring process.
4. Skip 'Next Salary Review Date.'
5. Click 'Continue.'

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Comments and Attachments

1. Add any comments or attachments as appropriate.
2. Scroll to the top and 'Submit'