EMPLOYER USER GUIDE

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Getting Started

The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process – including University paperwork – all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

Features for Employers

- **Post jobs**: build online applications; quickly add multiple positions for the same job; designate multiple University employees to manage a job; submit a job posting for admin review
- **Review applications**: receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email students
- **Hire students online**: automatically check I-9/W-4/work-study status; submit job hiring requests; process University hiring paperwork online
- **Manage old jobs**: store lists of students interested in job postings; save job postings for re-use

Features for Students

- **Search for jobs**: use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University’s student employment needs
- **Apply online**: enter information and instantly submit it to prospective employers
- **Complete paperwork**: download I-9/W-4 forms; submit University forms online; contact the Student Employment Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:  

The instructions contained in this document will explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to Administrator at seo@brynmawr.edu.

To begin using the website, type the following address into your Internet browser’s address bar.

http://studentemployment.brynmawr.edu
Request Log-In Permission

Students can search and apply for jobs without a user account, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head) must request an account and password to access the system:

1. Point your browser to http://studentemployment.brynmawr.edu
2. Click Information for Employers from the left-side navigation bar.
3. Click Request Log-In Permission from the left-side navigation bar.
4. Select On Campus from the pull-down menu in the middle of the screen, then click Go to Next Step.
5. Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters. You will also be able to designate a different mailing address for each job posting; this information is simply to help an administrator identify you.

If you administer jobs in more than one department or if your department is not listed, please write that in the Notes space. Feel free to add any additional notes there as well.

When finished, click Submit.

6. The application process is complete, but YOU DO NOT YET HAVE ACCESS to the site. The SEO will review your information, and upon approval, you will receive a confirmation email with additional instructions.
Log In

You will receive an email from an SEO administrator once your account has been approved. In order to access any employer function of the website, you must log in.

1. Point your browser to http://studentemployment.brynmawr.edu
2. Click Information for Employers from the left-side navigation bar.
3. Click Log in from the left-side navigation bar.
4. Enter your Bryn Mawr email address and the password you selected when applying for log-in permission, then click Log in.

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In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click Log out from the left-side navigation bar, or have not used the Web site for over 20 minutes.

All of the following directions assume that you are logged in first.
My Control Panel

Once you have logged in, you can access My Control Panel. On this page you can perform nearly all tasks related to your jobs.

1
Welcome, Michael Avidor Talis
Friday, June 04, 2004

Filter Employers:  
Biology Department  
☐ Only show "my" jobs  
☐ Show all jobs within selected employer(s)

Add a new job for Biology Department

:: CURRENTLY LISTED JOBS

<table>
<thead>
<tr>
<th>Ref#</th>
<th>Count</th>
<th>Edit Job</th>
<th>Manage Job</th>
<th>View Applicants (5)</th>
<th>Hire a student</th>
<th>Listed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>685</td>
<td>Amoeba</td>
<td></td>
<td></td>
<td>(5 New)</td>
<td></td>
<td>5/10/2004</td>
</tr>
</tbody>
</table>

:: Review Mode Jobs

<table>
<thead>
<tr>
<th>Ref#</th>
<th>Job posting editor</th>
<th>Edit Job</th>
<th>Manage Job</th>
<th>View Applicants (0)</th>
<th>Hire a student</th>
</tr>
</thead>
<tbody>
<tr>
<td>665</td>
<td>editor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

:: Jobs in Storage

No jobs are currently in storage.

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the Filter Employers drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user shown above, Michael Talis, is assigned to multiple employers and has selected to see his jobs in the Biology Department.

Next to the Filter Employers drop-down, you can also select whether to view only “My” Jobs or all jobs within the selected employer(s). “My” Jobs only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

Some users who manage a lot of jobs may also see the Choose Jobs to View options on their screen.

Choose Jobs to View:

- View Listed Jobs (Jobs: 4)  
- View Jobs Pending Approval (Jobs: 0)  
- View Jobs in Review Mode (Jobs: 5)  
- View Jobs in Storage Mode (Jobs: 0)
**Listed, Pending Approval, Review, and Storage...**

A job's status is defined in one of four ways:

- **Listed** – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.

- **Pending Approval** – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to **Listed**. Any change made to the job prior to its approval must be resubmitted to an administrator.

- **Review** – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into **Review** mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in **Review** mode may be re-posted, though changes must be resubmitted for approval.

- **Storage** – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into **Storage** after hiring is completed and a job is closed. A job in **Storage** may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each semester.
Post a New Job

Posting a new job is a three-step process. First you create the job profile, then edit the job’s application if desired (based on the University’s standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

1. From My Control Panel, click Add a new job for [Employer Name]. The Job Profile form will open for you.
   
   NOTE: If you are assigned to more than one employer, you must first select an employer from the Filter Employer pull-down menu, and then the Add a job link will appear. If you are assigned to only one employer, this link will already be visible.

2. Complete the Job Profile. Examples of the form and descriptions of the form fields are provided below.

   Category – Pick a category that best describes the type of job you are posting. Students search for jobs by category.

   Job Title – Pick a specific job title.

   Describe the Job – Describe the job and set proper expectations for the work you intend for the student.

   Requirements for the Job – List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here.

   Number of Available Openings – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.

   Hours per Week – Indicate how many hours per week you expect the student to work. If you are flexible, fill in a range of hours you need help.

   Start/End Date/Timeframe – Indicate to students when you need help. Start/End Date provides specificity for the timeframe selected and may be actual dates or strings of text, like “ASAP.” Students search by timeframe.
(continued)

**Wage** – Select a wage that is most appropriate to the job. If you have questions or concerns about the wage, leave a note for the administrator in the open text box.

**Primary Contact Person** – Select yourself as the contact person unless you are posting the job for someone else. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and students who apply online. If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with the current department.

**Secondary Contact Person** - If there are other people in your department whom students may contact if they have questions about the job, indicate so here by selecting one or more names and adding them to the list. Secondary contact people will also receive notification email if a student applies to the job online.

**Phone/Fax/Email/Location** - Enter this information only if you would like it to be available to students.

**Collect online applications** - This system is designed to take advantage of online applications. If you choose to not receive online applications, students will be instructed to contact you directly.

3  Click **Submit**. The **Review Job Application** page will load.

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Campus pay rates are established by the Treasurer’s Office. Pay rates should be determined by the skill level necessary to perform the job. It is the supervisor’s responsibility to hire students at the approved hourly rate and to adhere to the limits of the departmental budget. Departments may request a student position that exceeds the maximum pay rate; the Treasurer’s Office must approve these positions.

**Skill Level I**, $7.10/hour.

Student must remain at work site during hours of employment for purposes of:

- [Add more text]

Choose One:
- **Skill Level I**, $7.10/hour
- **Skill Level II**, $7.60/hour
- **Skill Level III**, $7.85/hour
- **Skill Level IV**, $8.10/hour
- Undergraduate Teaching Assistant, $8.50/hour
- Exception Rate - Grad Students Only, $0.00/hour *(If you select this choice, you must include a statement in the text box below justifying why the student should be paid at this pay rate.)*
- Salary / Stipend, $0.00/hour *(If you select this choice, you must include a statement in the text box below justifying why the student should be paid at this pay rate.)*

If you wish to submit any notes or messages to the student employment office about your job, you may do so in the following space.

**Budget to Charge Job**

**Community Service?**  No  

**Every job must have one primary contact person. It may also have any number of secondary contact people.**

**Contact Person**  Choose one...

**Secondary Contact People**  Add >>>  <<< Remove

**Phone Number**  Leave blank if you do not wish students to see this information.

**Fax Number**  Leave blank if you do not wish students to see this information.

**Email Address**  Leave blank if you do not wish students to see this information.

**Location**

Do you wish to collect online applications for this job?  
- Yes
- No

**Submit**
4. Review the job application, then click the Finished button at the top or bottom of the page.

**NOTE:** The Student Employment Office requires that questions with gray backgrounds be asked of students (and those with red asterisks be answered).

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Pending Job Application - Biology Department - Beaker Cleaner

If you are ready: [Click Here when finished]

**Note:**
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

1. First Name

2. Middle Name

3. Last Name

4. Email Address

5. Student ID

Insert: [New Element: Single Line] [Insert]

[Click Here when finished]

Depending on your permission level, you may be able to add questions, which will then be approved by an administrator. To do so, select a type of question from the drop-down menu (located below the last question), then click Insert. The page will reload and you can then enter the question itself, along with a number of other options.

For multiple-choice questions, please note that Options should be a comma-separated list, as seen to the right.
The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, then click Click here to finish! Explanations of the questions are provided below.

**NOTE:** Depending on your permission level, some of the following questions may not appear.

### Biology Department - Beaker Cleaner

Your job will have to be approved because you can't post jobs without permission AND you edited the application.

1. When do you want the job and application to be reviewed for approval?
   - As soon as possible

2. Do you want the job listed immediately after it is approved?
   - Yes, immediately

3. Do you want JobMail to be sent when the job is listed?
   - Yes, send JobMail

4. For how many days do you want the job to be listed on the site?
   - Until I close the job

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- **Question 1** – (As Soon As Possible; Later) If ASAP is selected, the job will be submitted immediately to an administrator for approval. If Later is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.

- **Question 2** – (Immediately; Send to Storage) If Immediately is selected, the job will post once it is approved. If Storage is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.

- **Question 3** – (Yes; No) Students sign up for JobMail, and it automatically emails them when a job matching their interests is posted.

- **Question 4** – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

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Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting View Jobs Pending Approval from My Control Panel. If you need to change details of the job you have submitted before it is approved, you can do so by selecting Edit Job.
Review Student Applications

Now that you have posted a job for your department, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to My Control Panel.

1. From My Control Panel, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click View Applicants.

   NOTE: Depending on how many jobs you manage, you may first have to choose Currently Listed Jobs from the Choose Jobs to View list, not shown here.

2. Each row of the table provides functionality for one particular job. Click View Applicants next to the job for which you want to review applications, in this case “Beaker Cleaner.” A new page will load, and a screen similar to the following will display:

   Applications
   
<table>
<thead>
<tr>
<th>App Date</th>
<th>Last Name</th>
<th>First Name</th>
<th>E-mail</th>
<th>Preview</th>
<th>View</th>
<th>Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>New!</td>
<td>Squarepants Spongebob</td>
<td><a href="mailto:sbob@underwater.com">sbob@underwater.com</a></td>
<td>Preview</td>
<td>View</td>
<td>Hire</td>
<td></td>
</tr>
<tr>
<td>New!</td>
<td>Neutron Jimmy</td>
<td><a href="mailto:jimmy@spaceworld.com">jimmy@spaceworld.com</a></td>
<td>Preview</td>
<td>View</td>
<td>Hire</td>
<td></td>
</tr>
</tbody>
</table>

3. Applications are initially displayed in descending order by date/time. New applications are designated by “New!” in the left-hand column. Click one of the column headings, such as Last Name, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.

4. Click either Preview or View next to the application you wish to review. Both links will display the application in exactly the same manner except that Preview will not eliminate the “New!” designation. This is to help you organize your applications, similar to the “Mark as Read” function in email programs.

   After clicking Preview/View, the student’s application will appear:
Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version. (A new window will open from which you can print.)

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click Greeting or Rejection, located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.

To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the From address.

Subject – The system provides a standard subject line, but you can edit it at will.

Body – The system provides a standard message based on whether you selected Greeting or Rejection, but you can edit it at will.

Click Send when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the From address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the From address.
Hire a Student

After you have finished interviewing for your job, you must begin the University hiring process through the Student Employment website. The website allows you to hire students who have applied either online or in person.

1. To begin the process, click Hire a Student from any number of locations:
   - My Control Panel
   - Manage Job
   - View Applicants

   A page similar to the following will display:

   There is one opening for this position. Please select one applicant to fill this job.

<table>
<thead>
<tr>
<th>Hire On-line Applicants</th>
<th>Hire candidates who did not apply On-line.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Jimmy Q Neutron</td>
<td></td>
</tr>
<tr>
<td>Spongebob Squarepants</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Middle Initial</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
</tbody>
</table>

   Go to step 2

2. Select the student(s) you wish to hire or fill in the name of paper-copy applicant, then click Go to Step 2. (If you reached this step from the View Applicants page, your student will already have a checkmark next to his/her name.) The following screen will load:

3. Confirm the student’s ID number so that it may be cross-checked with a list of students eligible to work. Click Check Student ID to move to the next step:

4. Review the validation results returned by the system. If your applicant checks out okay, the system will instruct you to move on to the next step by clicking Continue. Otherwise, the system may prevent you from hiring this student.
The above screen confirms information gathered from your initial job posting and the student's application. Review the information, make any changes necessary, then click Submit Request. This is the hiring info that will be submitted for approval.

The system will confirm that your job request has been submitted, and depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

- **Close the Job**: This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. However, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example.
  - You will have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.

- **Re-list the Job**: Use this option if you wish to continue looking for applicants for this job.

- **Keep the Job in Review Mode**: Use this option if you are not positive that you are ready to close the job, but also don't want to re-list the job immediately. This way, if you need to in the near future, you can re-list the job at any time with the current set of job applications and listing information still saved.

After selecting one of the three options, you have completed the hiring process!
**Edit a Job**

The Student Employment website allows you to revise the details of a posted job (e.g. description, time frame, location, etc.) through the Edit Job function.

1. From My Control Panel, click Edit Job next to the job you want to revise. A new page will load, which will be identical to the job detail page you saw when initially posting the position. **NOTE:** Depending on how many jobs you manage, you may first have to choose Currently Listed Jobs from the Choose Jobs to View list, not shown here.

<table>
<thead>
<tr>
<th>Ref#</th>
<th>Position</th>
<th>Edit Job</th>
<th>Manage Job</th>
<th>View Applicants (2) (2 New)</th>
<th>Hire a student</th>
<th>Listed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>590</td>
<td>Becker Cleaner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5/11/2004</td>
</tr>
<tr>
<td>570</td>
<td>Count Alumni</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4/5/2004</td>
</tr>
<tr>
<td>505</td>
<td>Ameoba</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5/10/2004</td>
</tr>
</tbody>
</table>

2. Edit the details of the job, then select one of the following options at the bottom of the page, and click Submit.

   You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

   - Keep this job listed on the site so students can still search for it, apply for it, and so on. It will be listed in the old form until the changes you just made are approved. When the changes you just made are approved, they will be immediately reflected in the listing.
   - Remove this job from the website so students may not search for it, until the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the website.

3. Your changes will be submitted to an administrator for approval, and you will receive an email about the job’s status.

**NOTE:** The details of jobs in Storage and Review modes can be edited in the same way as posted jobs, but those changes will not be submitted for approval until the job’s status is changed to Listed. This is done through the Manage Jobs page, which is explained in the next section of this document.
Manage a Job

The Manage Job page provides a number of different functions from one central location, including:

- Updating a job’s status – e.g. from Listed to Review, or Storage to Delete.
- Manage a job’s online application.
- Editing a job’s details (also accessible from My Control Panel).
- Viewing applications (also accessible from My Control Panel).
- Hiring a student (also accessible from My Control Panel).

**NOTE:** The latter three functions of the Manage Job page are explained earlier in this document and will not be covered again here.

To access these functions, click Manage Job from My Control Panel, and the following screen will load with that particular job’s details.

### Manage Job

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker Cleaner</td>
<td>Biology Department</td>
<td>Listed</td>
</tr>
</tbody>
</table>

**Additional details about this job’s status:**

- This job is currently listed on the site.
- It will not de-list until it is manually taken down.

### Update Job Status

To change a job’s status, click the target status link (e.g. Listed, Review, Storage) from the Update Status portion of the window.

**NOTE:** For an explanation of the different statuses, please see page 5 of this document, under the heading, “What do all these terms mean?”

If moving a job from Review or Storage to Listed, you may be required to resubmit it for approval, particularly if you have made changes to the job’s details.
Delete a Job

If a job is already in Storage, a link to [Delete this Job] will be visible. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details and applications.

Manage an Online Application

To view, edit or remove a job’s online application, click View or Remove the Online Application from the upper right-hand corner of the Manage Job table. The Manage Job Application screen will load and present you with a preview of the current application. If the job is currently Listed, you will also see this window:

You may not edit the application for this job while it is listed. To edit the application, first place the job in Review Mode.

- To discontinue accepting applications for this job: [click here]

**Note:** You should only do this if you really want to cancel the application for this job. If you just want to prohibit students from applying for a period of time, you should de-list the job from the site.

You can update the job’s status: [Here]

As the window explains, a job must first be placed into Review mode before the application can be edited. Do so by clicking the link [Here] at the bottom of the window. Once the application is edited and the job status is returned to Listed, the job and its new application will be submitted for approval by an administrator.

To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the Manage Job page.

**Note:** By changing the online application and resubmitting the job for approval, you will not lose any of your current applications.