

# ISU Applicant Tracking System

## Instructions for Employers

### How to Post Jobs for Student Workers

Go to the ATS web page for employers: <http://www.indstate.edu/student-employment/> and select 'Supervisors' on the left of the screen. Next, select 'ISU Applicant Tracking System'.

#### **ATS Login:**

**Previous Users** - If you have an account established because of your involvement in hiring staff for your department, use the same username and password.

**New Users** - If you are new to the ATS, click on 'Create User Account' on the left. (The Systems Administrator should contact you with authorization to proceed.)

**NOV (Notice of Vacancy)** - Under the ATS, student jobs will be created and posted by the department. Instead of using a four-digit code tied to the department org code as we have done in the past, the ATS jobs are established using templates and are assigned an NOV (Notice of Vacancy) number to differentiate it from all other jobs. The first two digits of the NOV indicate the current year. The remaining digits are sequentially assigned as new jobs are created.

#### **Create a New Posting**

To create a new posting, select '**From Template**' under the heading '**Create Position Request**' on the menu on the left of the screen. Under the domain of Student Employment, there are four templates:

1. *Default Graduate Assistant* – for departments granting assistantships to Grad students and who want to gather applications
2. *Default Student Worker* – for departments seeking a student to work part-time
3. *Default Student Worker (Federal Work Study)* – for departments who will only consider hiring students who have a Federal Work Study award
4. *Default Student Worker (FWS)* – same as above only abbreviated  
**NOTE:** #3 and #4 are the same category. The only difference is that FWS is abbreviated in #4.

Scroll through the templates until you find the one that applies to your need. Click on Create.

Click on: **Continue to Next >>**

#### **Blue Bar of Options at the top**

<b>Job Posting /Position Request Form</b>	Advertis ing	Assess- ment	Search Committee	Template Level Questions	Posting Specific Questions	Qualifying	Hiring Steps	Guest User
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Each tab of the blue bar at the top of the page has to be clicked on sequentially. After selecting **Continue to Next >>** at the bottom of each tab, the information will be underlined. After a blue tab is underlined, then, you will be allowed to skip back and forth among the tabs.

## Required Fields – Job Posting/Position Request Form

Required fields are designated with a **red asterisk** on the Applicant Tracking System. If you try to move to the next page and a required field has not been satisfied, the system will stop you from proceeding and will highlight in yellow the field that needs to be addressed.

## Non-Required Fields – Job Posting/Position Request Form

Some of the non-required fields are helpful for the student to determine if they want to apply for a job; others are associated with the hiring processes for Support or EAP staff and are irrelevant for students and can be skipped.

The following is a field by field commentary with the required fields showing in red print:

### Job Description Form

**Job Title:** 'Student Worker' is the default.  
Please change default to 'Student Assistant', then, add your department name, or an activity that characterizes the job. (i.e.: CIRT Student Assistant)

**Department:** This must be 'Student Employment' in order for the system to work correctly.

**Student Employment Department (if applicable):** Select your department from the drop down list

**Reports to (Title)** Optional – You Can Skip

**Basic Purpose & Scope** Optional - Use this if your department has some uncommon characteristics the applicants need to be aware of.

**Responsibilities:** Include all activities that the student will be expected to be involved in both day-to-day and occasionally.  
You may copy and paste this information from a Word document.

**Required Education:** One requirement that you can key is: 'Must be enrolled at ISU'

**Note:** To be eligible to work, a student must be enrolled in at least six (6) credit **on-campus class** hours during the fall and spring semesters. An exception would be a student who is enrolled in the last semester of studies and needs fewer than 6 credit hours to graduate. There are no minimum credit hour requirements for a student to work during the summer.

<b>Required Skills</b>	Include minimum capabilities you are willing to consider.
<b>Required Experience</b>	Skip if none is required
<b>Preferred Education</b>	Can be skipped
<b>Preferred Skills</b>	Can be skipped
<b>Preferred Experience</b>	Can be skipped
<b>Preferred Certification/Licensing</b>	Can be skipped
<b>Employees Supervised</b>	Can be skipped
<b>Impact on the University</b>	Can be skipped
<b>Job Complexity</b>	Can be skipped
<b>Working Relations – Internal Contacts</b>	Can be skipped
<b>Working Relations – External Contacts</b>	Can be skipped
<b>Budget Accountability \$</b>	Can be skipped
<b>Equipment Used</b>	Can be skipped

**Work Schedule:** Let students know the days and times that your office is open so that they will know when they could possibly have to work. Do you need to fill specific time slots? Is so, put in the day(s) and time(s) that you are looking for. Let students know that the department will select an applicant based upon his/her class schedule.

<b>Working Conditions</b>	Use this if your department has unique physical challenges.
<b>Place Within the University</b>	Skip

### Position Request Form

**New/Replacement Position:** Select **'New'** if this is a new position, otherwise, select **'Replacement'**.

**Notice of Vacancy Number** Skip – This will fill in automatically when job is submitted. Use the NOV number when referring to the job. (i.e.: ST09-001)

**Department:** Select – **'Student Employment'**

**Desired Start Date** Date you would like to have someone hired by

**Job Category:** Always select – **'Student'**

**Job Type:** Select **'Federal Work Study Student Jobs'** if this job requires that the applicant has a Federal Work Study Award.  
 Select **'Regular Student Jobs'** if work study is not required.  
 Select **'Graduate Assistantship'** if you are offering an assistantship.

**Hours per week:** Enter the maximum number of hours you would like the student to be available to work.

Fall and Spring semester: 20 hours/week max

Summer, spring & winter break: 37.5 hours/week max

**Position Status:** Select **'Temporary'**

**Length of Service:** Enter 'Academic Year' or key in semester needed to work.  
 If hiring for summer only, key in 'Summer'.

**Responsible Hiring Manager:** Select person and move to 'Selected' box on right.

**Responsible Search Committee Chair:** Click on person's name showing in drop-down box.

**Extension Number:** Enter your 4-digit phone number extension.

Format: x0000

**Banner Position Number:** Enter 'NA'

**Department Index:** Enter 'NA'

**Banner Org:** Enter your department's four-digit Org Code.

**Salary Grade:** Use the default: '999'

**Salary Range:** Key in dollar amount per hour.

**Budgeted Amount:** Key hourly wage rate

**Source of Funds:** If you do not know, select 'Operating'. Most students are paid within the "Operating" or "Grant" category

**If other source of funds, indicate source** Skip

**Previous or Present Incumbent:** Enter 'NA'

**Date Leaving** Skip

**Responsible Dean/Administrator:** Select person and move to 'Selected' box on right.

**Pay Basis** Skip

**Internal Posting Only** Skip

**Job Open Date** Skip

**Job Close Date** Skip

**Comments to Applicants** Use this to make the applicants aware of any special terms, conditions, or circumstances that have to do with the work that has not been noted elsewhere in the posting.

**Documents which can be associated with this posting**

Defaults to: Cover Letter/Letter of Application  
Resume/Curriculum Vitae  
References

Uncheck those that you do not want or need.

**Application Types Accepted:** Select 'Student Employment Application' (default) and deselect any other types.

**Position Request Form Notes** Skip

**Special Notes to Applicants** Select: 'This position open to students only.'

**Click on:**

**NOTE:** If any errors or omissions have been made, they will show up in yellow. Correct them, then click on "Continue to Next".

Job Posting /Position Request Form	Advertising	Assessment	Search Committee	Template Level Questions	Posting Specific Questions	Qualifying	Hiring Steps	Guest User
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**'Advertising' section** Skip if the posting appearing on the ATS is sufficient

**Click on:**

**'Assessment' section** Skip

**Click on:**

**'Search Committee section'** Skip

Click on: [Continue to Next >>](#)

**'Template Level Questions' section**

Questions for student to answer such as:  
Are you eligible for federal work study?  
Are you currently enrolled in classes?

Click on: [Continue to Next >>](#)

**'Posting Specific Questions' section**

Skip

Click on: [Continue to Next >>](#)

**'Qualifying' section**

Skip

Click on: [Continue to Next >>](#)

**'Hiring Steps' section**

Skip - Roy Boissy will edit the 'Hiring Steps'.

Click on: [Continue to Next >>](#)

**'Guest User' section**

Activate if you wish for a guest to be allowed to view the applicants. This is valid only for the current posting.

## View Position Request Summary

The next screen is a summary of the position with the information you have put in the required fields.

**Edit:** Review the information for revisions you might need to make.

**Position Status – Click on either 'Save w/o submit' or 'Extended Open'**

### Save w/o submit

- Tells the ATS that you have reviewed the position and are ready to save it.
- This feature also allows the employer to continue where you left off should you not be able to complete the process during the first attempt.
- While in the **'Saved'** position, job can be edited.
- Can be found in the **'View Pending'** group.

### Extended Open

- Tells the ATS to save and allows Student Employment to review and release it for applicants to view and apply for job.
- Job **CANNOT** be edited in Extended Open position status.
- Can be viewed in the 'View Open' group once it has been reviewed by Student Employment.

Click on: [Continue](#)

**NOTE:** When you have filled the position(s), it is very important to take the job off of the ATS because students continue to apply for positions when they can view them on the ATS. Roy Boissy will delete the job from the ATS once he is e-mailed with a request to do so. Also include in your e-mail the NOV number, the job title, and the name of the applicant(s) you have hired.