

Student Employment Supervisor Training

Requisitions

How to create

Instructions for creating a requisition for Student or Graduate Assistant employment are detailed below. Most importantly, be sure to start by choosing the appropriate requisition template as instructed. <https://manhattan.teamdynamix.com/TDClient/KB/ArticleDet?ID=15649>

Approval process

In the instructions above you will enter appropriate parties to approve the requisition request, ending with the Office of Financial Aid. You can always check on the status of requisition approval by accessing the ATS and viewing your requisitions (open and pending). You will see all requisitions that you have access to - including Student Employment, Graduate Assistant, and Human Resources.

Posting

Once your requisition request is approved, it will automatically be posted to the campus job boards for the appropriate job type (Federal Work Study, Campus Employment, Graduate Assistant) on the follow web pages: <https://inside.manhattan.edu/offices/financial-aid/student-employment.php>
<https://inside.manhattan.edu/offices/financial-aid/graduate-assistantships.php>

How students apply for a position

Easy! Students access one or more job postings on the pages noted above. After completing the simple online application, student applications are accessible by Hiring Managers (and Authorized Users) via the ATS. Students can apply online to one or more open positions.

ATS - Activating the Onboarding Process - Hiring Manager Training

1. Access the ATS system - ats.manhattan.edu

Upon authenticating the ATS System, you will see the "Requisitions" screen showing your existing requisitions.

When landing on this page, you will notice that there are several drop-down menus above the grid. The drop-down menus, also known as sorting menus, are the defining criteria for the requisitions grid. The Requisitions tab is the starting point for creating a requisition and working with already created requisitions.

2. Click the **Position Title** you want to review. The blue hyperlink will take you to the **Requisition In Box Filter Screen**

From the **Requisition In box** navigate to the **Candidate Tearsheet**.

Select the candidate you wish to hire.

Click on the Forward Button.

Resource Manager (ITS Client Services) Open 105 days

Inbox Req Detail List View **Forward** Flow Log Auto Grading Notes & Emails Interviews

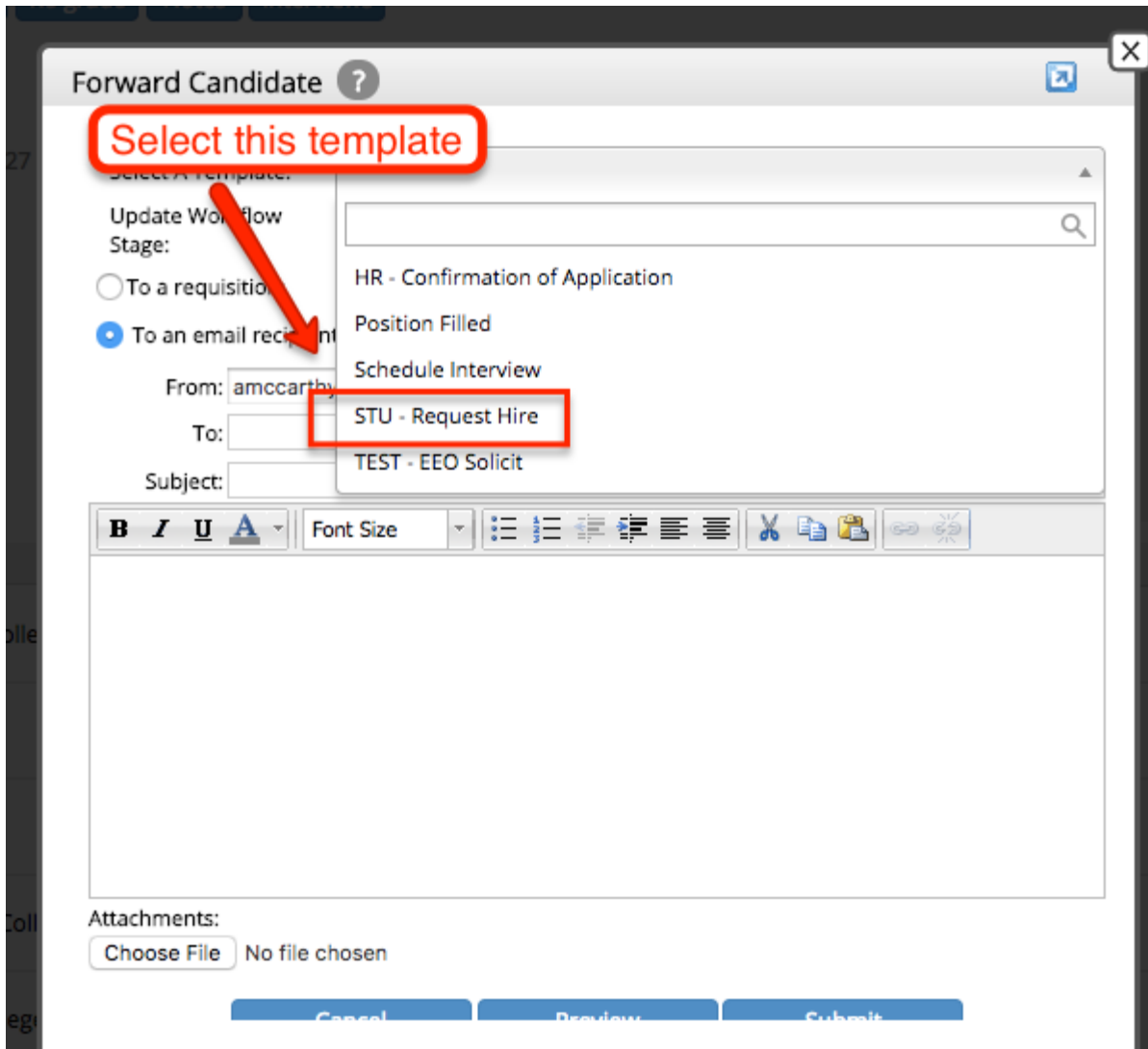
Forward Reply Print + Refresh Forward Reply Print + Calendar Re-grade Notes Interviews

<input type="checkbox"/>	NAME	WORKFLOW	DATE	
<input type="checkbox"/>	Matthew Dilorgi (internal)		Aug 11	Matthew Dilorgi 2 days ago mdiorgi01@manhattan.edu - 2014584127
<input type="checkbox"/>	Veronica Zayonc (internal)		Aug 10	
<input type="checkbox"/>	Sumaiya Sabrina (internal)		Jul 15	
<input type="checkbox"/>	Paul Vianelli (internal)	Interview Complete	Jun 22	
<input type="checkbox"/>	Alexandra		Jun 7	

ATTACHMENTS

- Resume [HTML Resume]
- Initial Application 8/11/2017 @ 9:02 PM
- Initial Application 8/11/2017 @ 9:01 PM
- Initial Application 8/11/2017 @ 8:59 PM
- Initial Application 8/11/2017 @ 8:57 PM
- Initial Application 8/31/2016 @ 11:12 AM
- Initial Application 8/31/2016 @ 11:10 AM
- Initial Application 8/31/2016 @ 11:08 AM
- Initial Application 8/31/2016 @ 11:07 AM

1. **Select A Template** choose **STU - Request Hire** from the drop down



2. Select **Financial Aid** from the drop down menu on the right of the screen

The template that appears will be automatically populated. Please review information for accuracy as this data will be used for the new student employment.

1. Select STU - Template

Select A Template: STU - Request Hire

Update Workflow Stage: STU - Request Hire

To a requisition:

To an email recipient:

2. Select Financial Aid

From: amccarthy01@manhattan.edu

To: finaid@manhattan.edu Office of Financial Aid

Subject: Request to hire candidate for student employment

B I U A Font Size

Dear Office of Financial Aid -

ACTION REQUESTED - Activate Onboarding Workflow

Department: Information Technology Services [2320]

Position: Resource Manager (ITS Client Services)

3. This Template activates the Onboarding Process

Attachments: Choose File No file chosen

Cancel Preview Submit

Final step: Select Submit

Stage:

To a requisition:

To an email recipient:

From: amccarthy01@manhattan.edu

To: finaids@manhattan.edu Office of Financial Aid

Subject: Request to hire candidate for student employment

B **I** **U** **A** Font Size

Dear Office of Financial Aid -

ACTION REQUESTED - Activate Onboarding Workflow

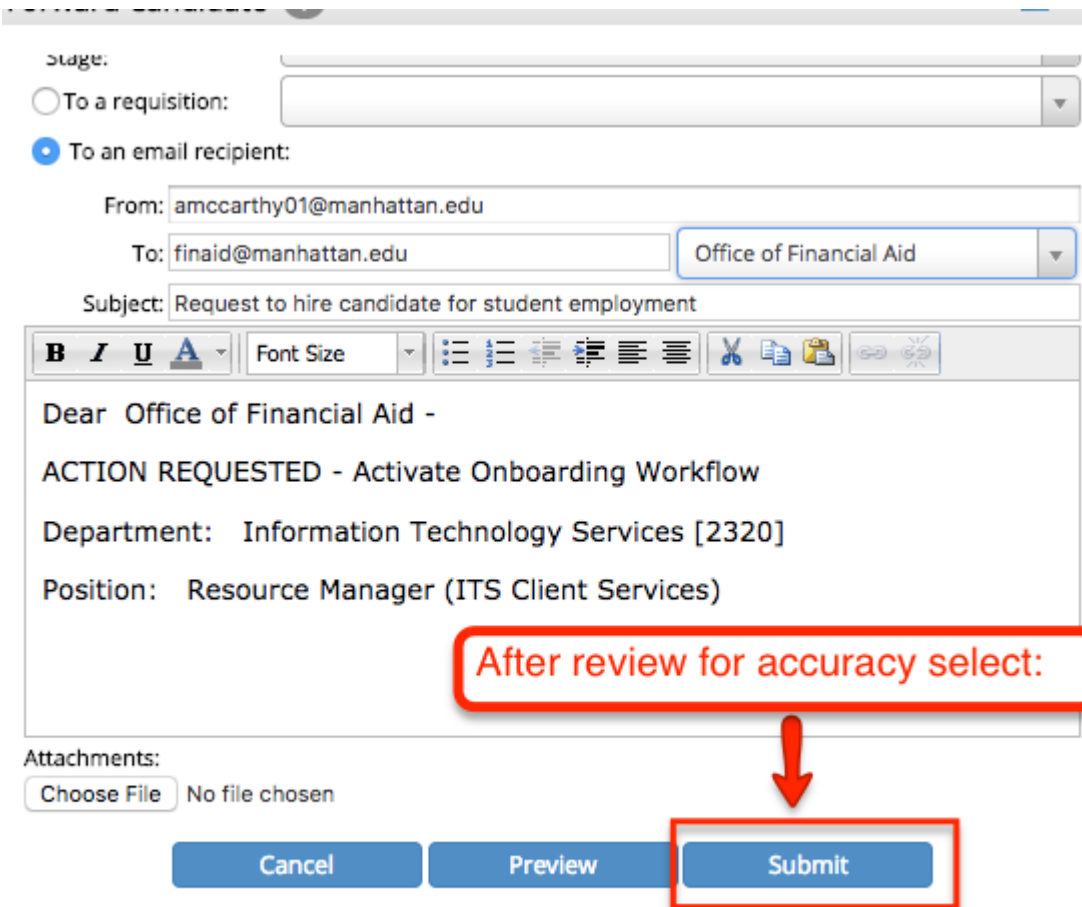
Department: Information Technology Services [2320]

Position: Resource Manager (ITS Client Services)

After review for accuracy select:

Attachments: Choose File No file chosen

Cancel Preview **Submit**



The Office of Financial Aid Administration will contact the student via email to complete all required paperwork online.

How will I know when a student can start working?

Part of the benefit of moving hiring and required paperwork to an electronic workflow is the ability to see the status of each candidate throughout the process.

Email - Once you submit a request to hire a student, all subsequent steps include an email notification. The student will receive an initial email from the Office of Financial Aid Administration with instructions on completing all required paperwork online. Students receive a daily reminder email with links to outstanding required paperwork. Once students have completed all required paperwork and are cleared to work the student and Hiring Manager will receive a confirmation email.

The Hiring Manager can also monitor the progress of the candidate through the **Onboarding** screen. Click on **Tools** and select **Onboarding**.

The screenshot shows the top navigation bar with 'Home', 'Me', 'Team', 'Company', and 'Tools'. The 'Tools' dropdown menu is open, showing 'Recruiting' and 'Onboarding' (highlighted with a red box). Below the menu, there are filters for 'Display only my jobs', 'All De', 'Manh', 'UNITED STATES', 'New York', 'All Days Open', 'Open & Pend. Reqs', 'From: 1/1/2004', and 'To: 8/14/2017'. A 'New Requisition' button is visible on the left.

Detail	Status	Department	Hiring Manager	Recruiter	Office	Position Title	Position Type	Workflow	Total	Req Date	Days Ope
		Information Technology	ITS Client	Office of	Manhattan						

Once a student is approved to work their name will appear in your **My Onboards** screen:

The screenshot shows the 'Onboarding' section with 'My Onboards' highlighted. A calendar for July 2017 is displayed, with the 7th highlighted and a red box containing the text: 'Once a student is approved to work their name will appear in your "My Onboards" screen'. Below the calendar, a table shows 'Starting Jul 2017 : 1 New Hire(s)' with 'Packets: 1 Complete, 0 Incomplete'. The table has columns for 'New Hire', 'Start Date', 'Position Title / Packet', and 'Progress'.

New Hire	Start Date	Position Title / Packet	Progress
Max Power	7/7/2017	Technical Writer STUDENT PACKET	6/6

Click on link [My Onboards](#) for detailed instructions from ATS ClearCompany regarding the Onboards tab.