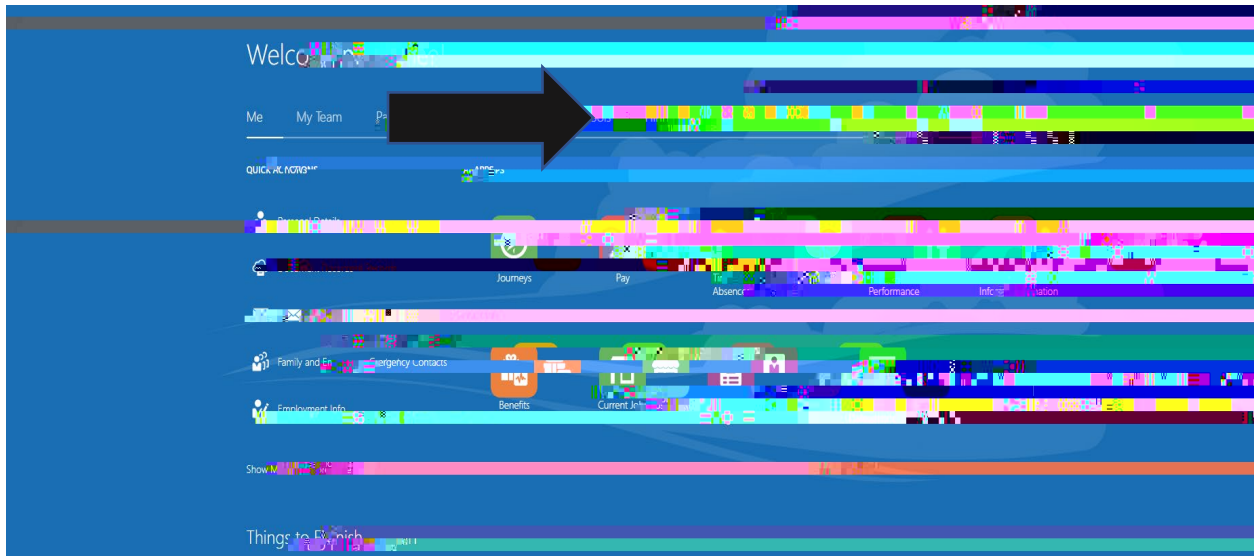
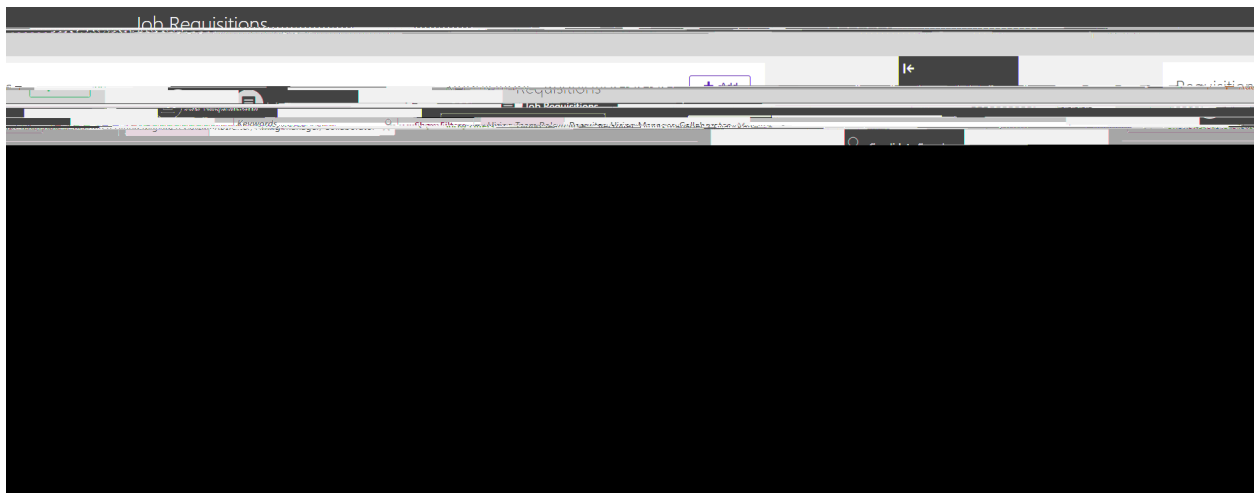
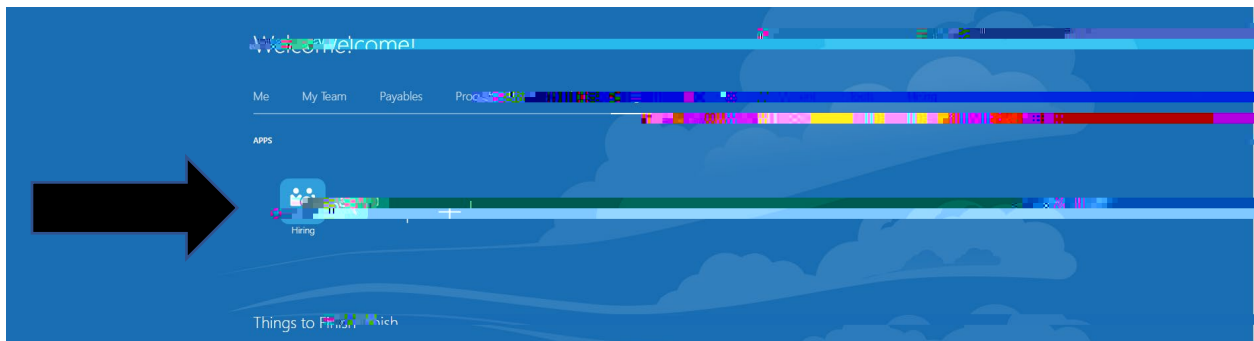


Reviewing Applications and Hiring Students

Sign into your Okta account and then select your Oracle tile. It should then bring you to this home page.



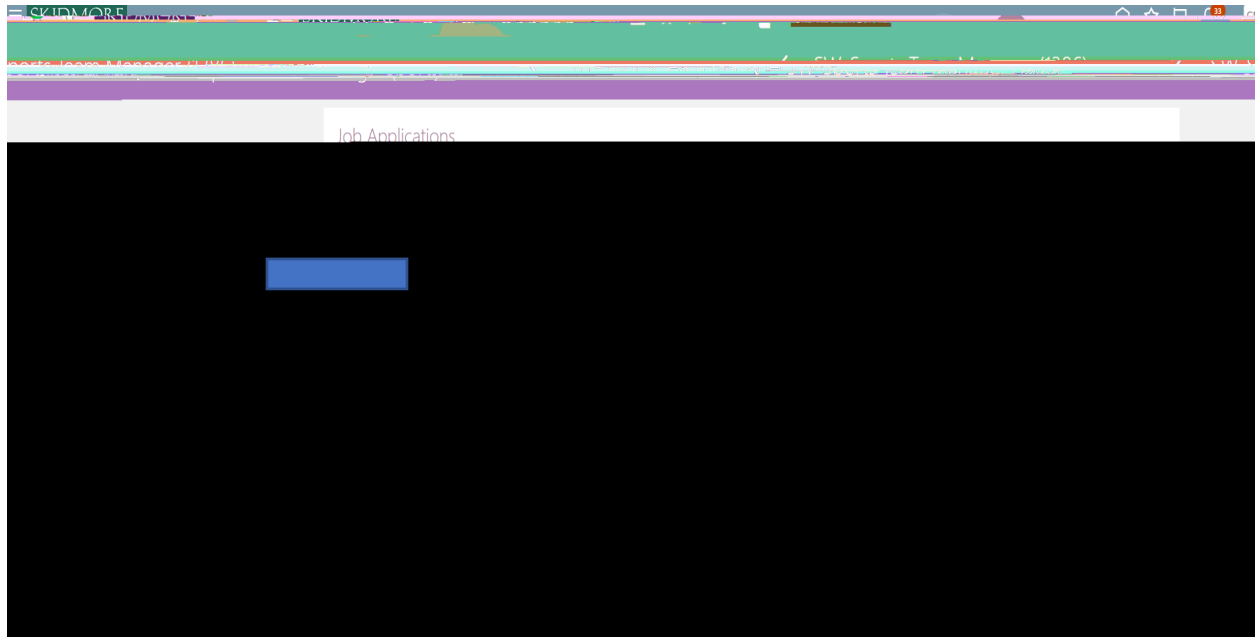
Select the word Hiring as shown above and then select the Hiring tile as shown below.



This screen above shows all of your jobs and their current status. It gives their job status and if you want to receive applications, please make sure your job is in a posted status.

In this example I see that someone has applied for the Sports Team Manager job.

Go ahead and click on the students name and then if you choose to hire that student click on actions and then create job offer. (Student's name hidden for privacy.)



On this next screen use the navigation menu to the right and click on attachments and questions. Attachments could be used if the student attached a resume. If you asked questions in your Job Requisition when you posted the job, under questions you should find the student's answers.



If after reviewing the application you would like to hire the student, use the actions drop down box and select create job offer.

At this next screen go ahead and check the two boxes: offer team and salary.

On this next screen add the following information:

Employee start date, leave Skidmore College as legal employer, worker type is employee, and under action select add assignment. Select continue.

****For the 2024-25 academic year the dates are as follows:**

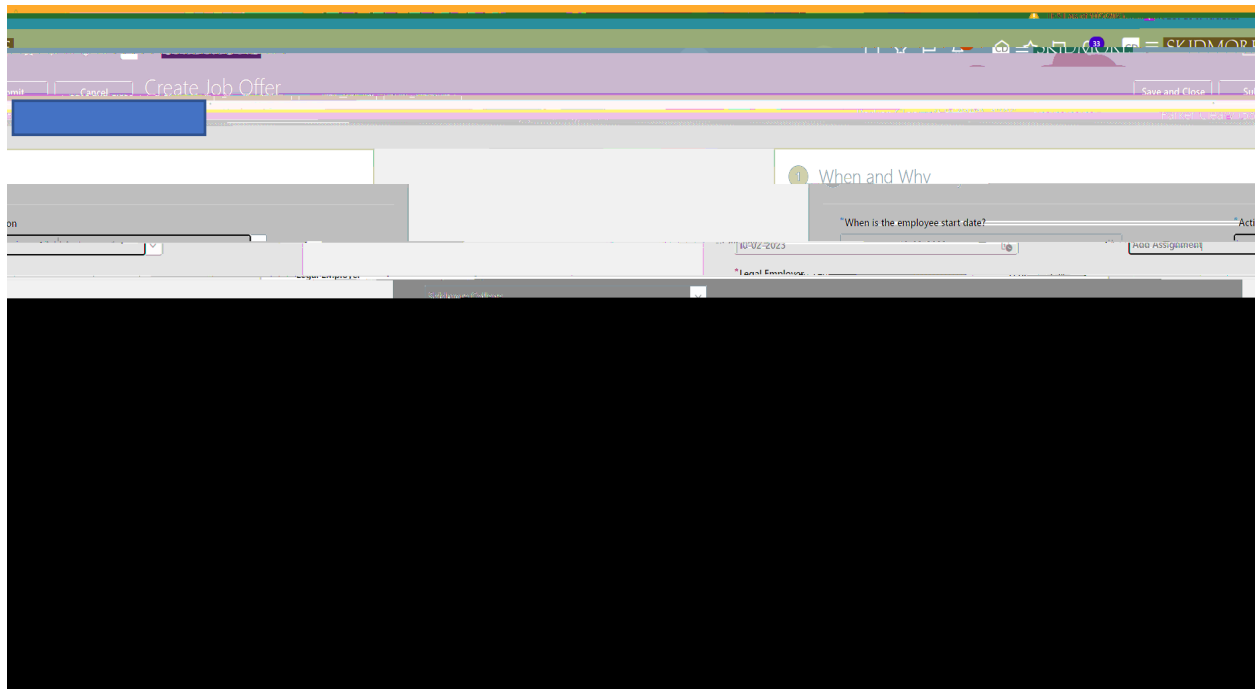
First day of class/first day students can start work is 9/4/24

Last day of fall semester is 12/19/24

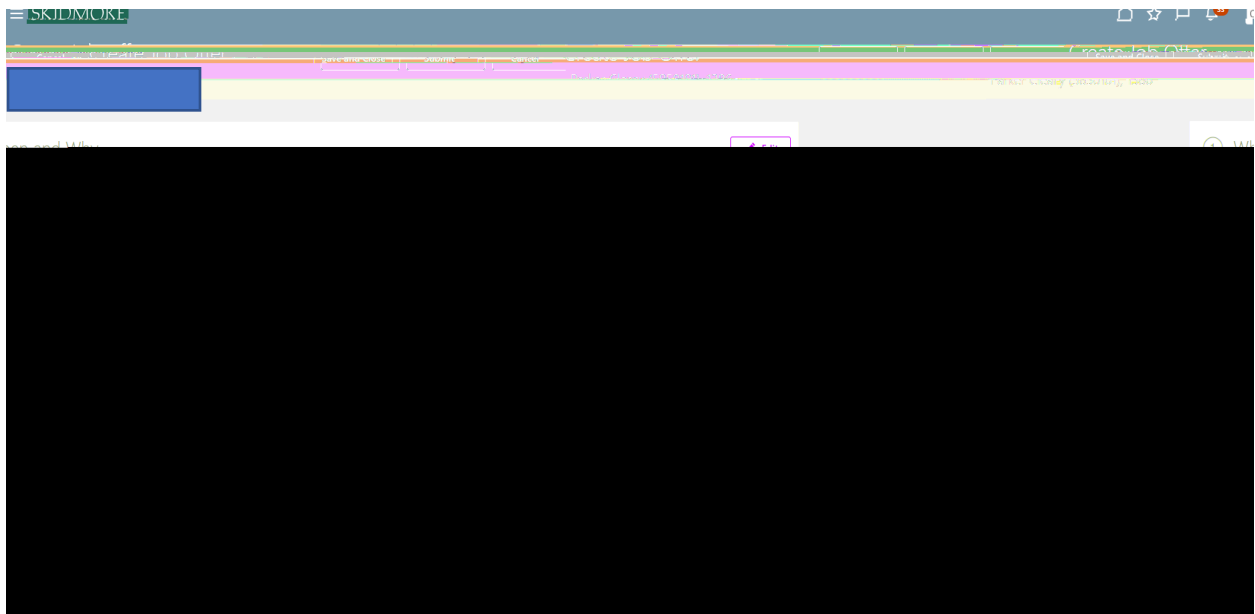
First day of spring semester is 1/21/25

Last day of academic year/last day students can work is 5/8/25

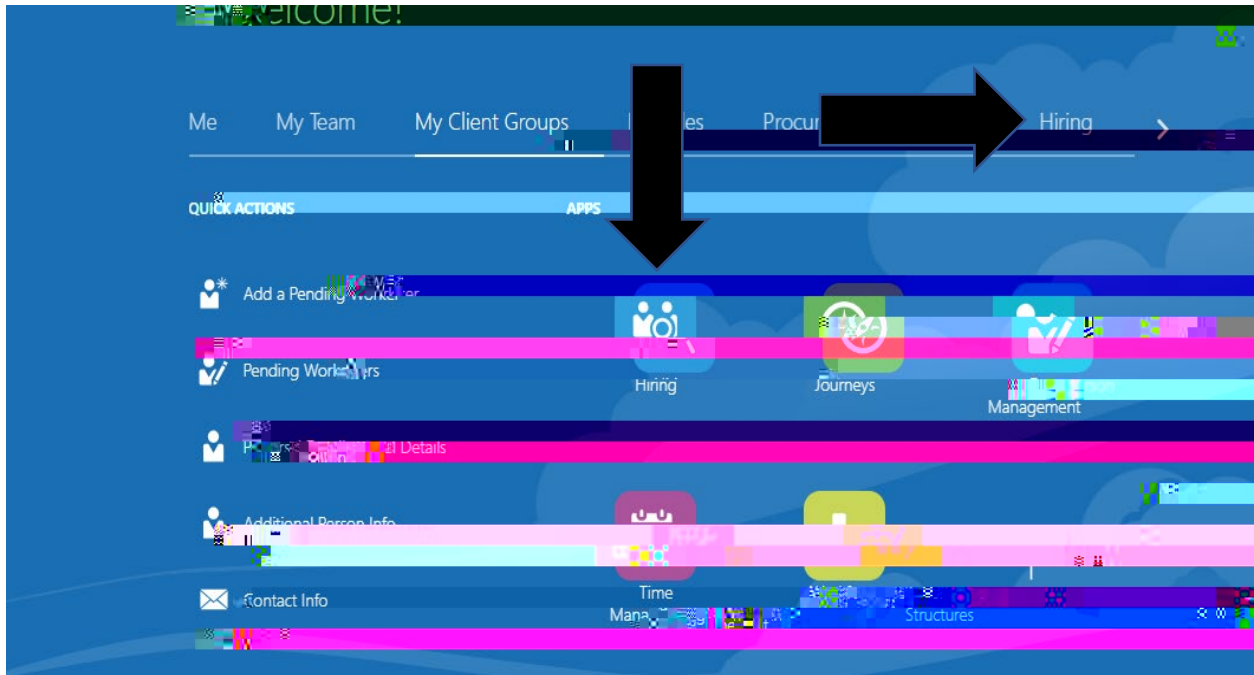
You may set up your job for the semester or for the entire academic year.



Under the next window, Assignment Info, Proposed Person would be student worker, under business unit select your department (it is extremely important to select the correct department so that they student wages are charged correctly to your department account), indicate the projected end date. Select your department and also under location select your department. Assignment category would be part-time temporary. Select hourly paid and change the number of hours weekly to reflect working 10 hours or less and then continue.

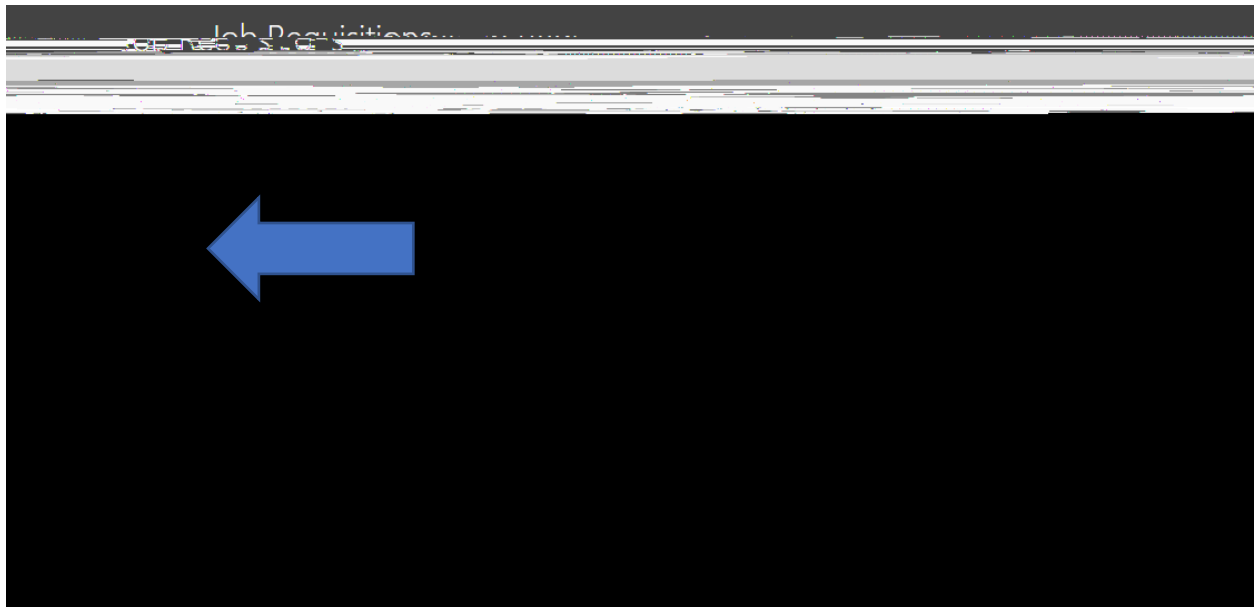


If you already know the student you want to hire and they have not applied for the job, use the following steps to hire the student without having them apply.



In your Oracle page click on the word Hiring and then the Hiring tile.

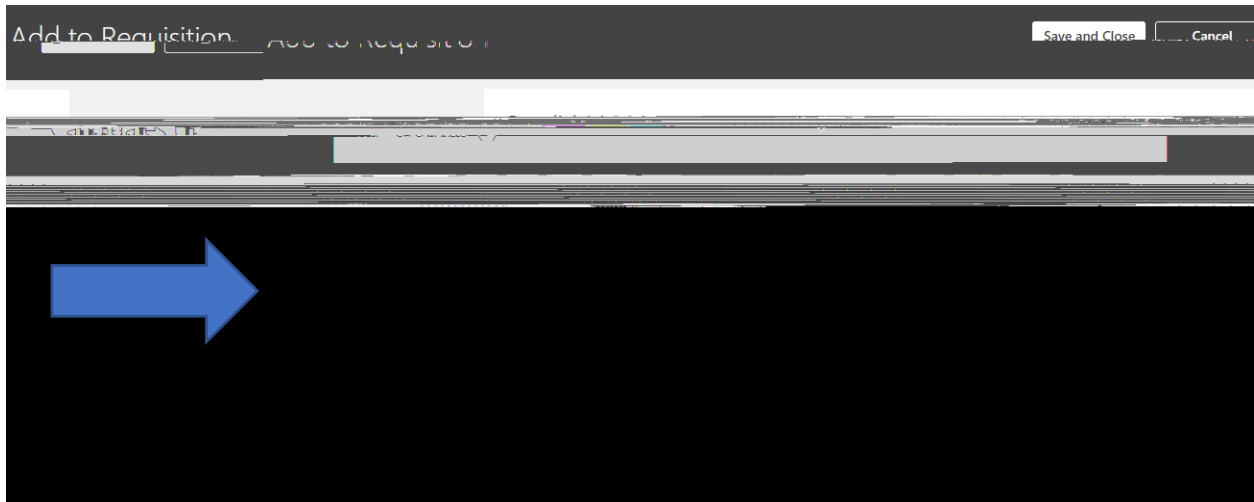
On the next page, click on candidate search.



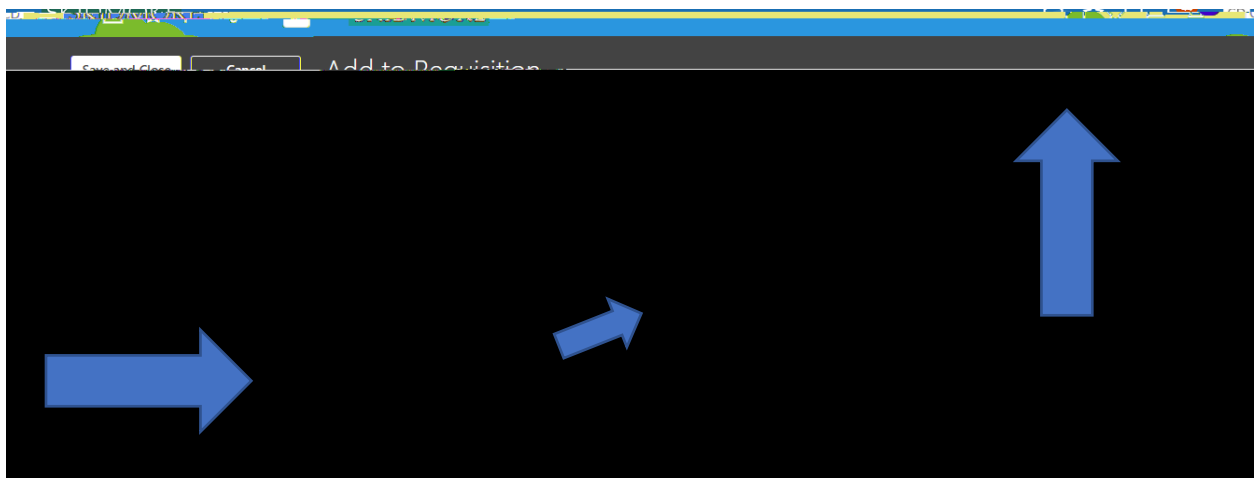
On this screen enter the student's first and last name and click on the search button on the top upper right.

The student's name will appear on the next screen. When you locate the student, to the right of work preferences you'll see three dots. Click on those three dots and a drop down box should appear.

Click on add to requisition o.2 (s)i5dTc 0 Tw 39 (b)-09 (br2 Td()Tj1th)2.2 ((o)62 Td(re)-3 is)-1.3 Tc 0 Se876i5dTc 0 Tn8.1t



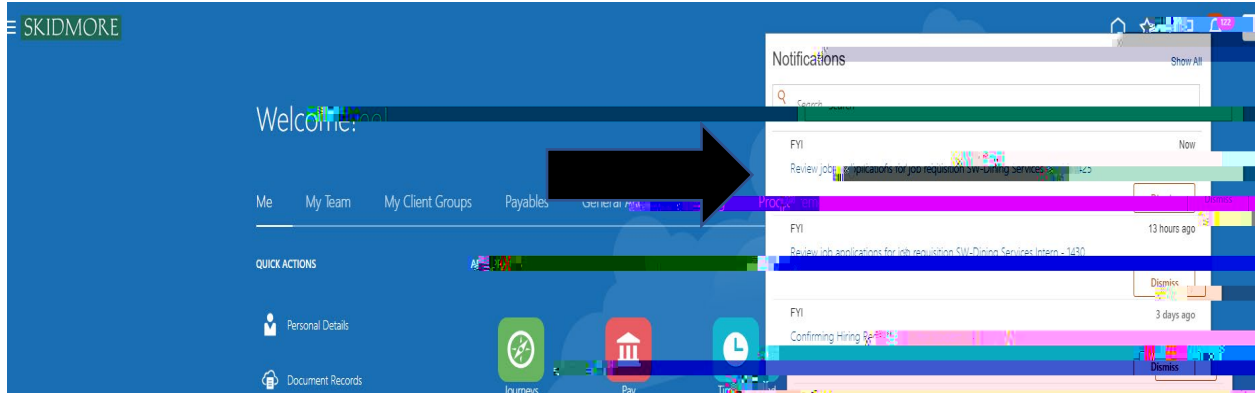
After you select the job you should see a screen that looks like this.



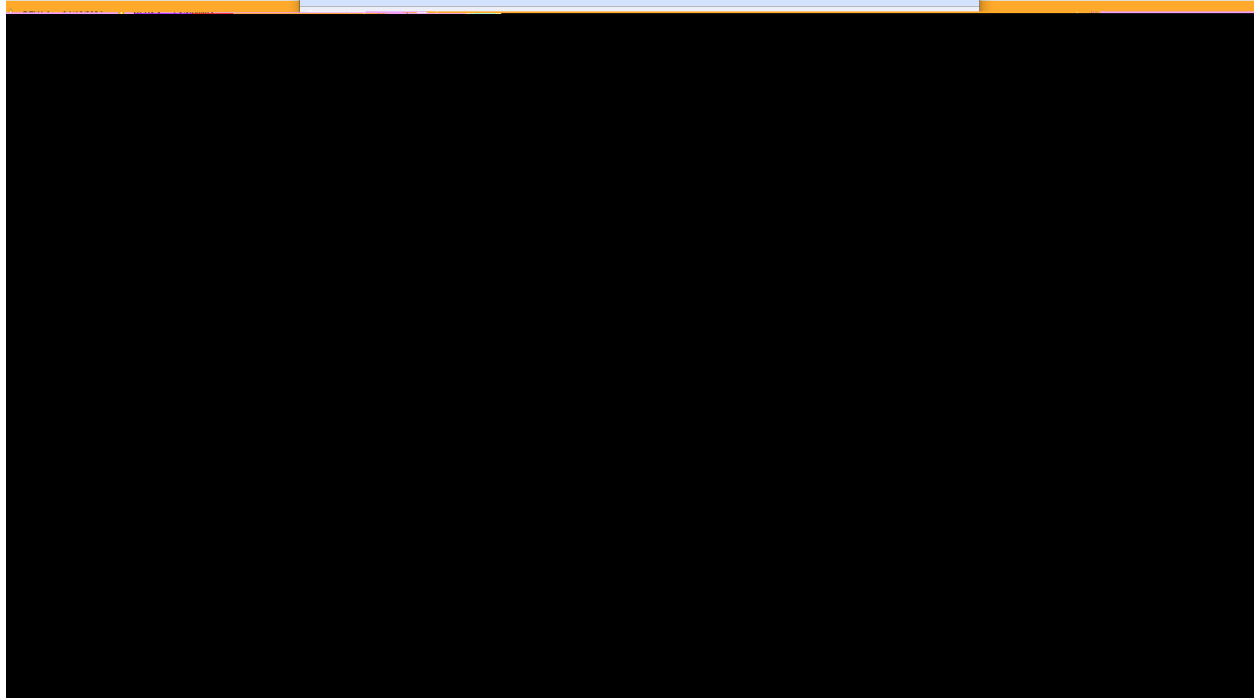
Check the box next to create job application on behalf of candidate and then click on save and close.

A pop-up box should appear for a few second indicating that the student has been added to that job requisition.

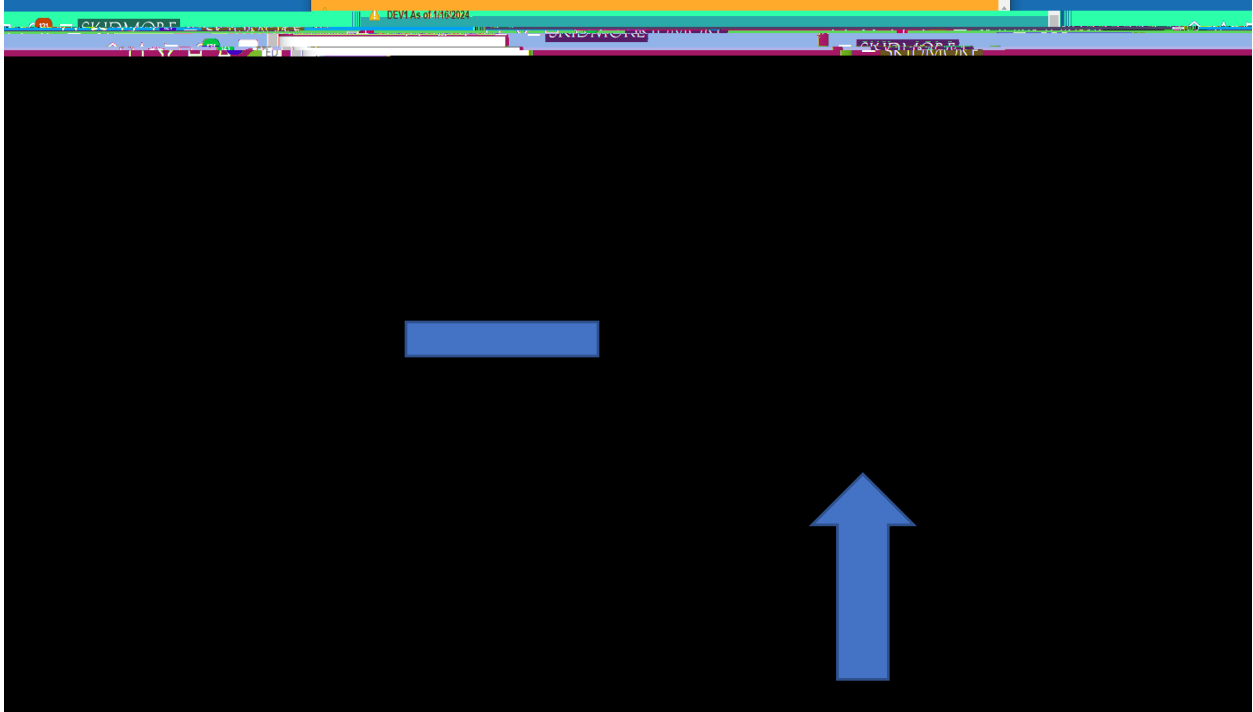
In a few minutes you should receive a bell notification asking you to review job application for the job requisition that you're hiring for. See below.



Click on “review job applications for job requisition...” You should then have a pop up box appear. Click on the text in blue print in this example “job applications in status New-To be reviewed”.



You’ll then see the student’s name you are attempting to hire. On the right hand side you will see three dots (...). Click on that and a drop-down box should appear. See below.



When that drop down box appears click on create job offer. It will then bring you to the following screen.



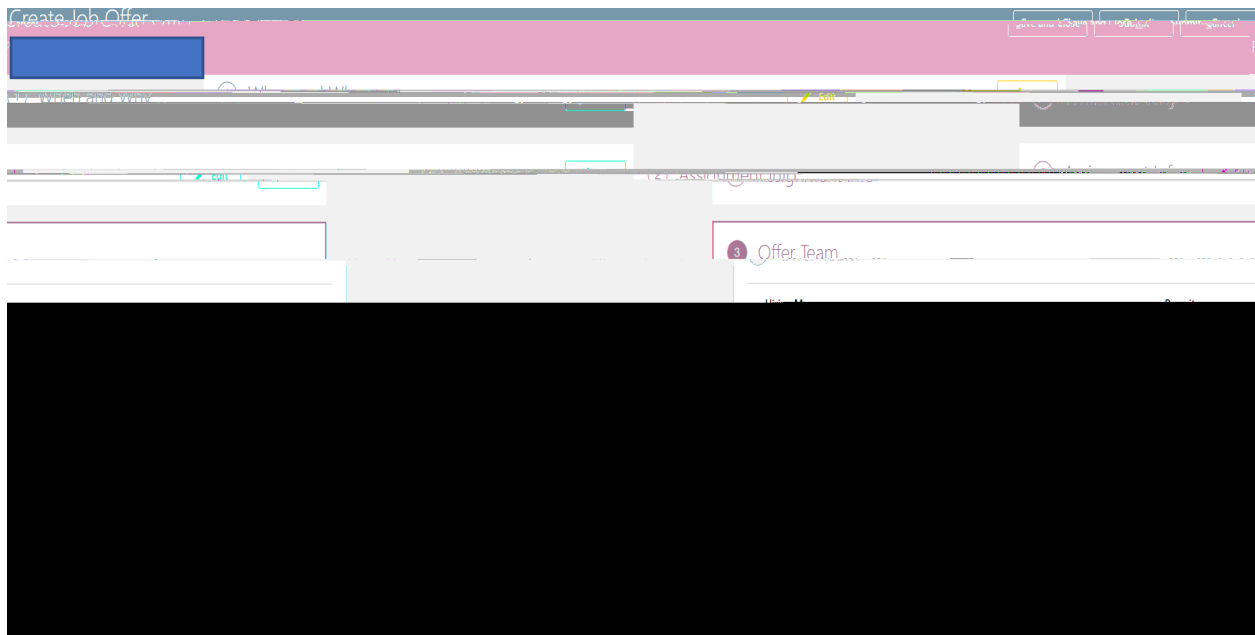
Go ahead and check the boxes for offer team and salary and then select continue.

On this next screen add the following information:

On the next screen you can edit who the hiring manager and collaborator are.

****Please note: You can have only one hiring manager and the hiring manager would be the person that will hire students and approve timesheets so this should be the person that is supervising student workers.**

A collaborator is another person who can look at job postings. This person will NOT be able to see and approve timesheets. Complete and select continue.



On the next screen under salary basis select hourly and then add the salary amount. The Salary amount should always be the lower rate unless your Student Employee is a Student Supervisor, directly Supervising other employees. Select continue.