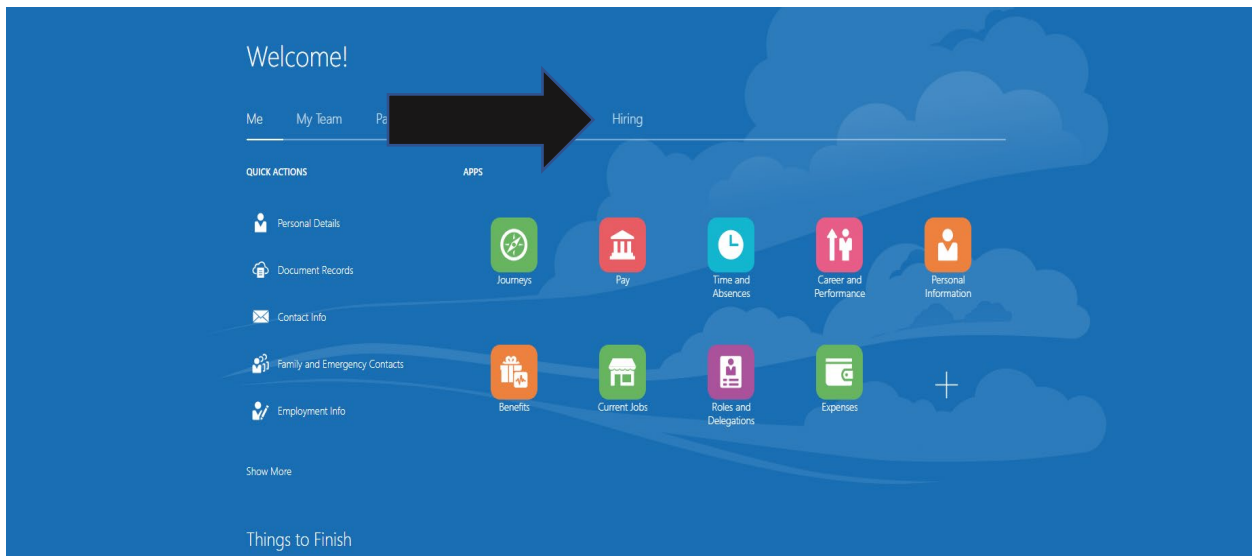
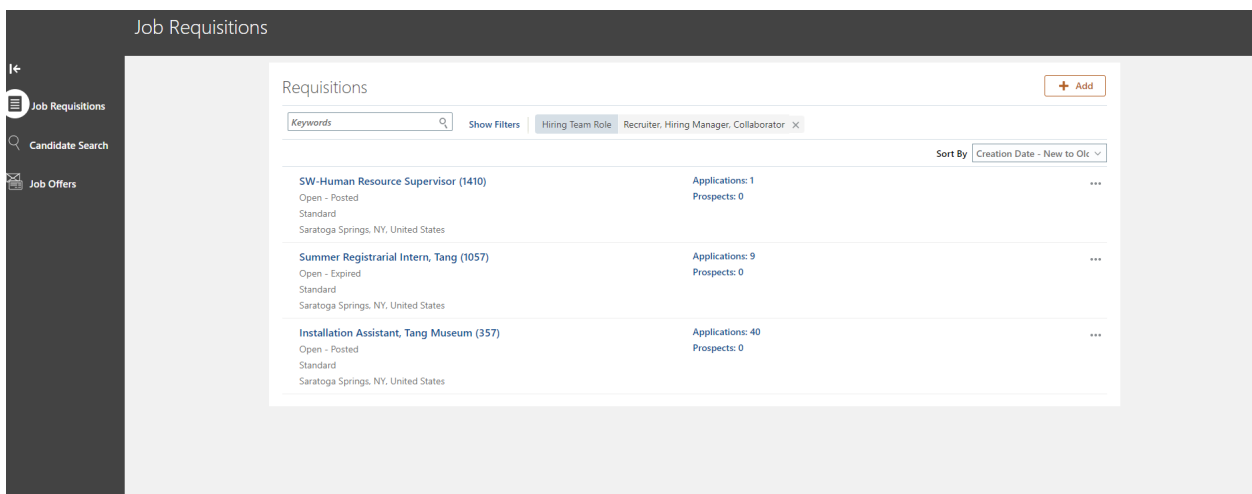
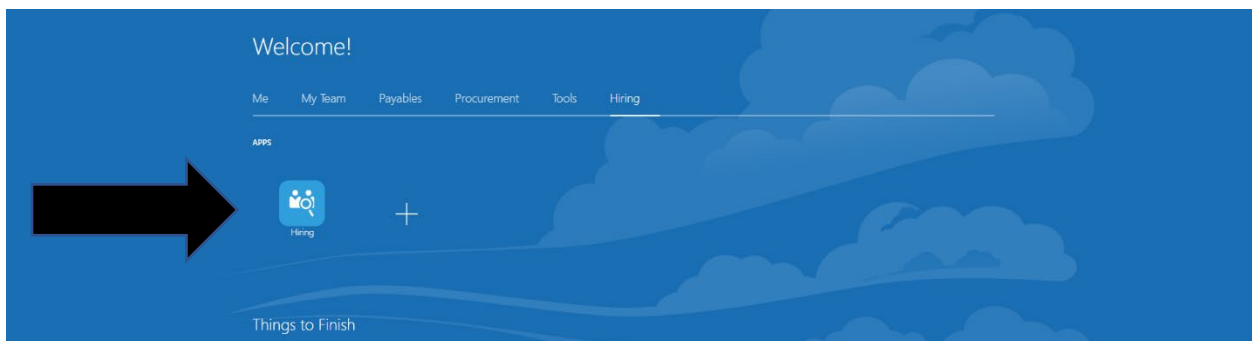


Reviewing Applications and Hiring Students

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



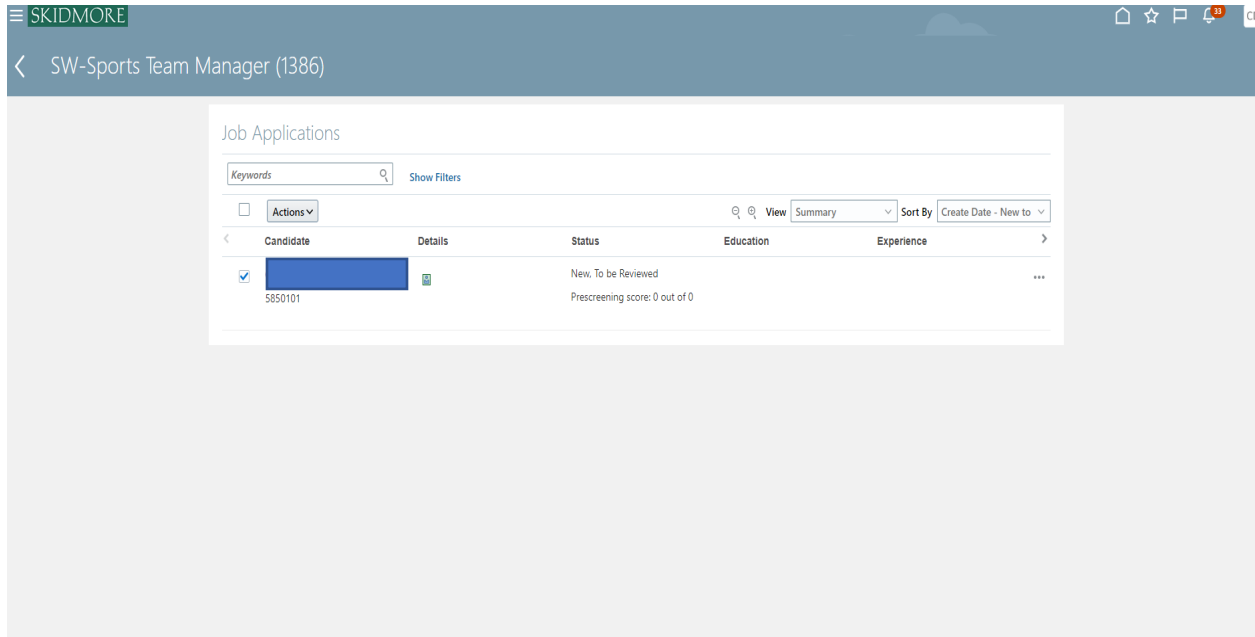
Select the word Hiring as shown above and then select the Hiring tile as shown below.



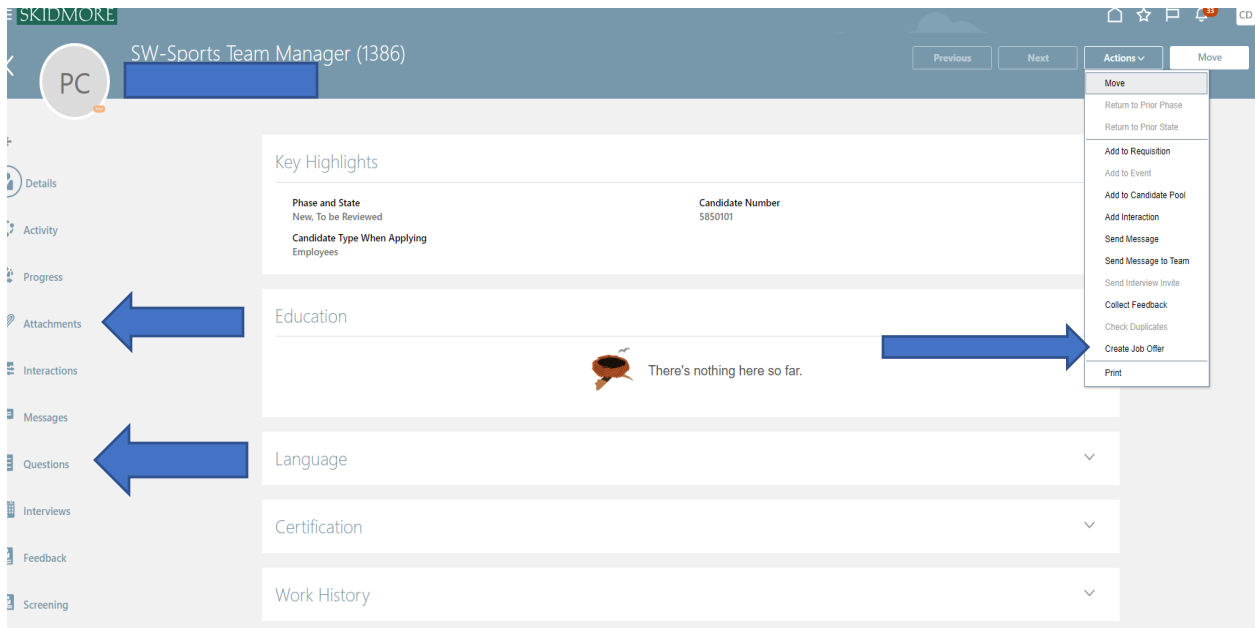
This screen above shows all of your jobs and their current status. It gives their job status and if you want to receive applications, please make sure your job is in a posted status.

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.

What would you like to do while working on this job offer?

<input type="checkbox"/> Offer Team	<input type="checkbox"/> Salary
-------------------------------------	---------------------------------

And then select continue.

What would you like to do while working on this job offer?

<input checked="" type="checkbox"/> Offer Team	<input checked="" type="checkbox"/> Salary
--	--

On this next screen add the following information:

*Please Note: below you will be asked to select add assignment under action. If the add assignment option is not available, do not continue with the job offer. You will need to contact the student and ask them to click on the following link so a student employee base record can be set up first. Once the student has just clicked on the link, wait two hours and then go in and make sure you can choose add assignment in the action field.

https://app.skidmore.edu/student_hiring_gateway/

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

PLEASE ALWAYS CHECK YOUR START DATE ON YOUR JOB OFFER AND MAKE SURE IT IS THE DATE YOUR STUDENT STARTED WORKING BEFORE SENDING THE JOB OFFER FOR REVIEW. WE ARE UNABLE TO CHANGE START DATES AFTER THE FACT AND THIS WILL RESULT IN YOU HAVING TO BUILD A NEW JOB REQUISITION AND NEW JOB OFFER WITH THE CORRECT DATES IN ORDER FOR THE STUDENT TO BE PAID. START DATES AFFECT TIMECARD DATES SO IF THIS INCORRECT, YOUR STUDENT MAY NOT BE ABLE TO ADD TIME WORKED UNDER THE APPROPRIATE DATES. THE SYSTEM DEFAULTS TO THE DATE YOU ARE CREATING THE JOB OFFER, SO PLEASE ALWAYS DOUBLE CHECK.

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

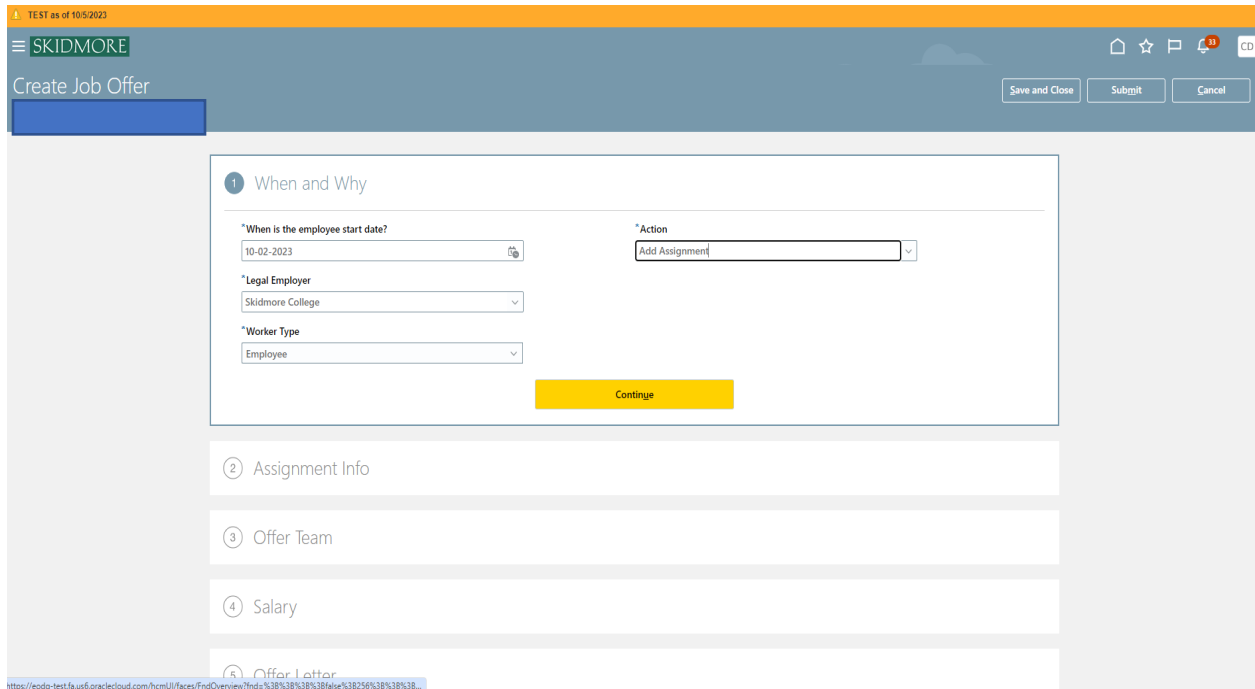
First day of class/first day students can start work is 9/4/24

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.

The screenshot shows a web interface for creating a job offer. The header includes the Skidmore logo and the text 'Create Job Offer'. In the top right corner, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into two steps: '1 When and Why' and '2 Assignment Info'. The 'Assignment Info' section contains several fields:

- Proposed Person Type:** Student Worker
- Reporting Establishment:** Skidmore College
- *Business Unit:** Athletics, Fitness and Recreation 5210
- *Location:** Athletics, Fitness and Recreation-Sports Center
- *Projected End Date:** 05-09-2024
- Assignment Category:** Part-time temporary
- Job:** SW-Sports Team Manager
- *Hourly Paid or Salaried:** Hourly
- Business Title:** SW-Sports Team Manager
- Working Hours:** 10 Weekly
- Department:** Athletics, Fitness and Recreation

A yellow 'Continue' button is located at the bottom center of the 'Assignment Info' section.

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.**

***Please make sure Brian Zink is selected as a collaborator (you can have multiple collaborators) and please make sure Karlene Kunigiel is selected as recruiter.**

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.

The screenshot shows the 'Create Job Offer' form, specifically the 'Offer Team' section. The form is titled 'Create Job Offer' and has three buttons at the top right: 'Save and Close', 'Submit', and 'Cancel'. The form is divided into four steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, and 4. Salary. Each step has an 'Edit' button. The 'Offer Team' section contains the following fields:

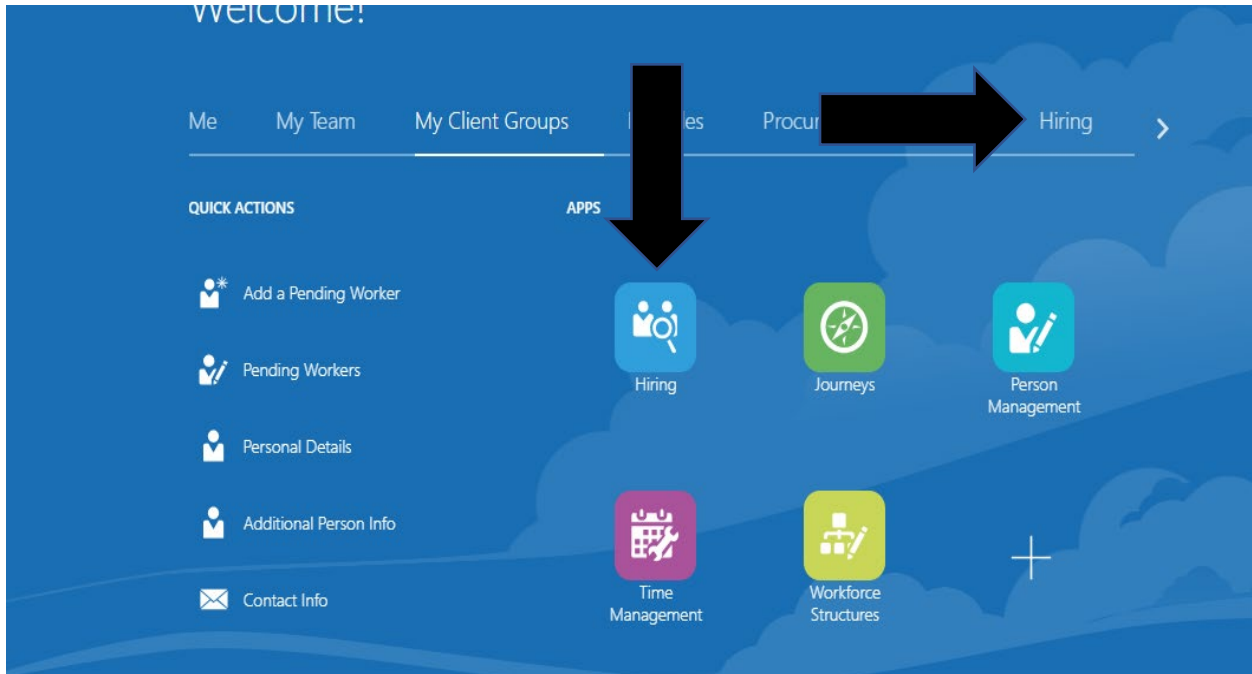
- Hiring Manager:** A dropdown menu with 'Coleen DaBiere Administrative Assistant' selected.
- Recruiter:** A dropdown menu with 'Karlene Kunigiel Assistant Director' selected.
- Add Collaborator Type:** A dropdown menu.
- Collaborator:** Two dropdown menus with 'Emily DeLorenzo Student Employment/Office Coordinator' and 'Joanne Lorenc Financial Aid Coordinator' selected. Each dropdown has a small 'x' icon to its right.
- Add Another Collaborator:** A link below the collaborator dropdowns.
- Continue:** A yellow button at the bottom of the section.

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.

The screenshot shows the 'Create Job Offer' interface in the SKIDMORE system. The top navigation bar includes the SKIDMORE logo, the title 'Create Job Offer', and buttons for 'Save Draft', 'Submit', and 'Cancel'. A blue arrow points to the 'Submit' button. The main content area is divided into four numbered steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, and 4. Salary. Each step has an 'Edit' button. The 'Salary' step is active and contains a dropdown menu for 'Salary Basis' set to 'Hourly', a text input for 'Salary Amount' with the value '12.75' and the unit 'USD Hourly', and a 'New Salary' display showing '12.75 USD Hourly'. A yellow 'Continue' button is located at the bottom of the salary section.

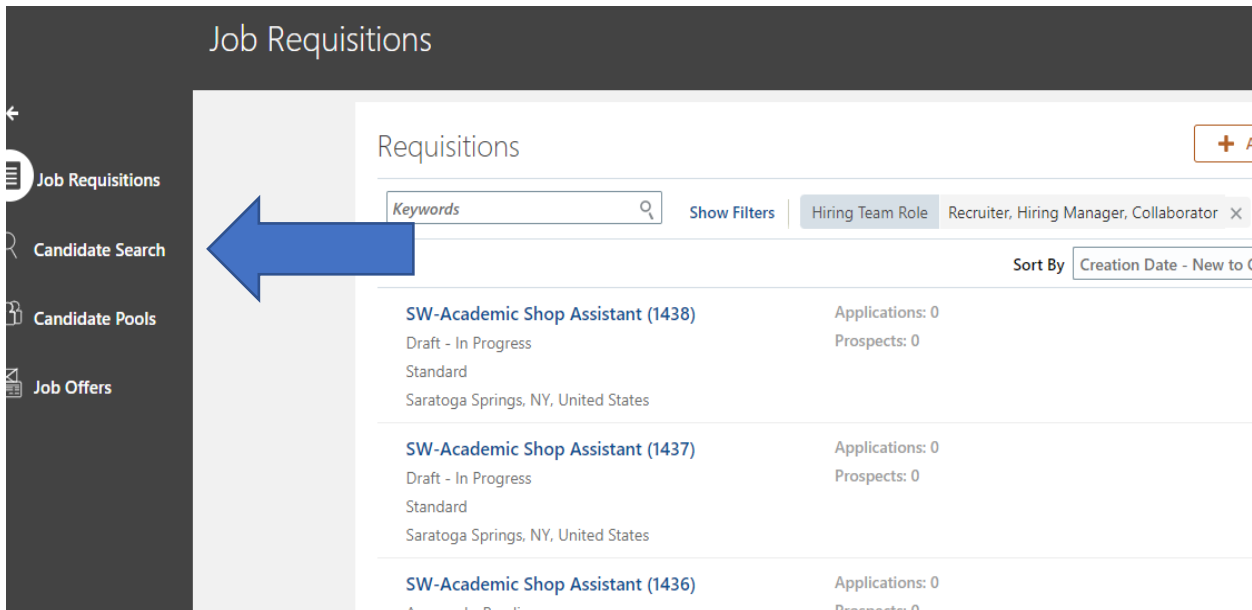
Select submit. That completes the job offer process. Be aware of any bell notifications through the hiring process.

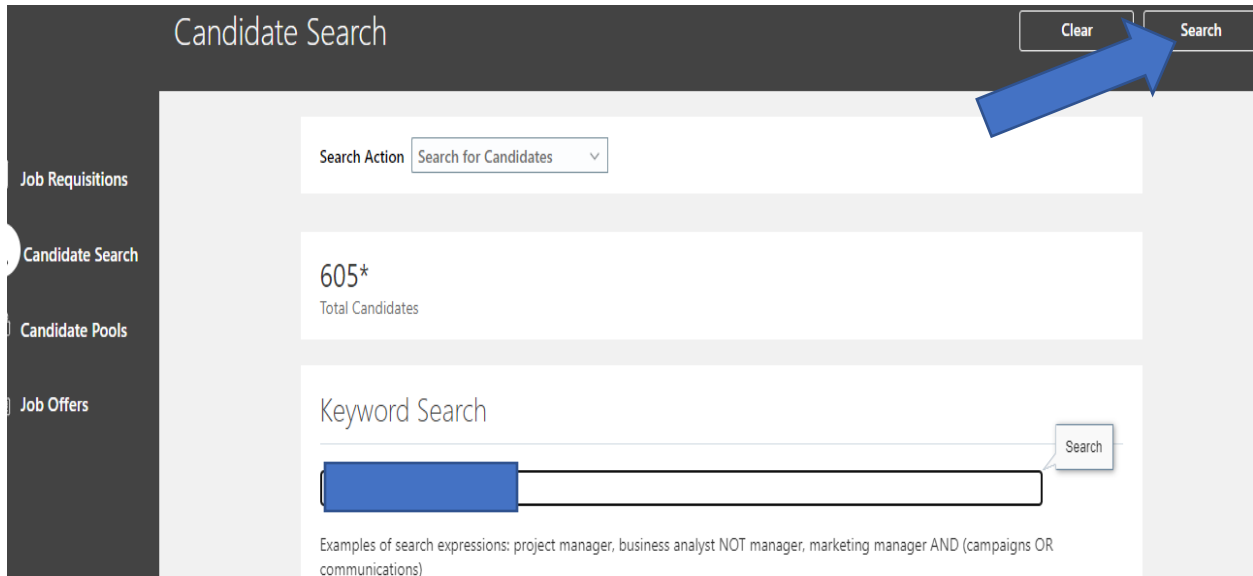
If you already know the student you want to hire and they have not applied for the job, use the following steps to hire the student without having them apply.



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

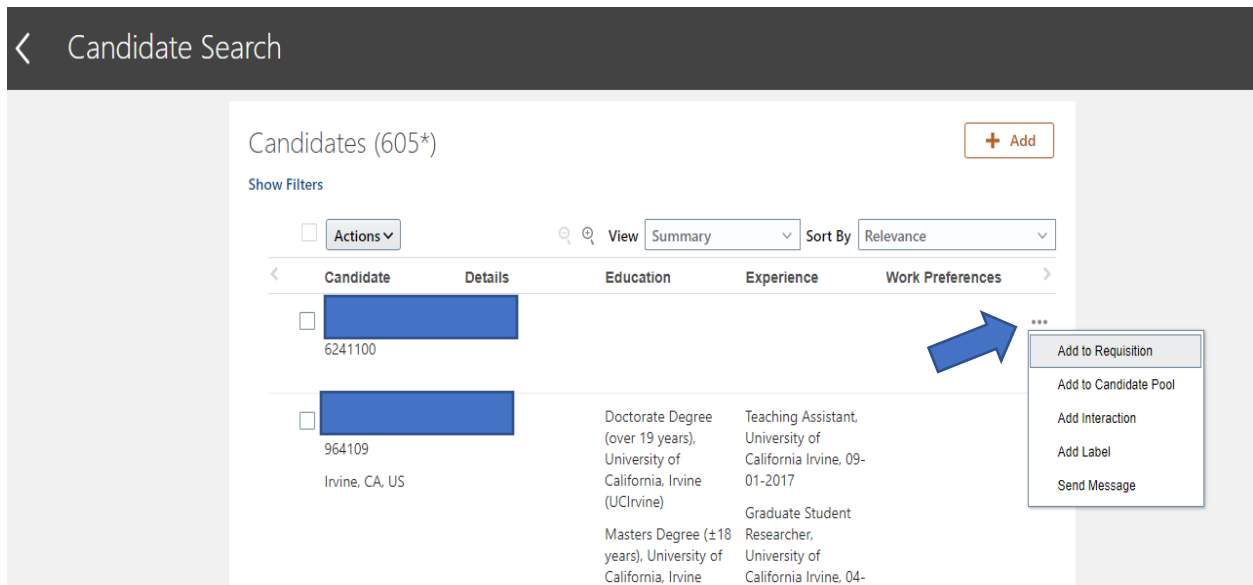
On the next page, click on candidate search.





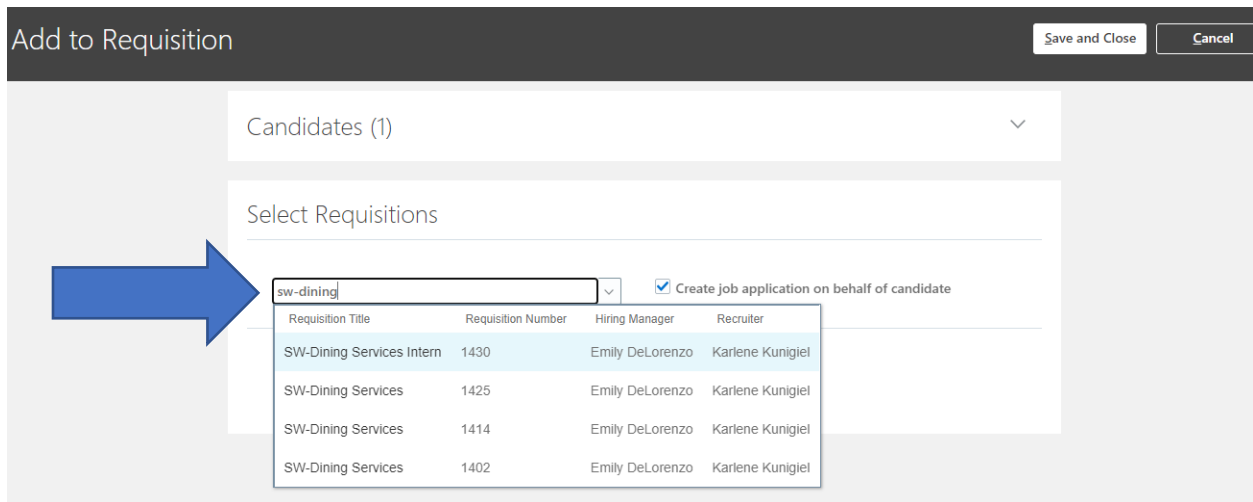
On this screen enter the student’s first and last name and click on the search button on the top upper right.

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.

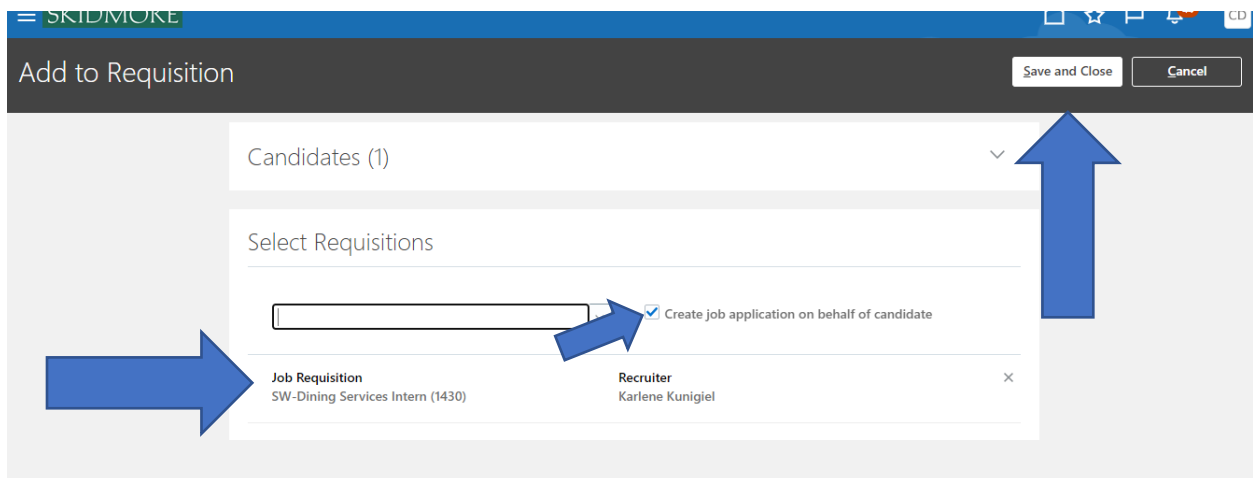


Click on add to requisition. It will then bring you to the following screen.

You’ll need to search for the job requisition you would like to hire this student for. As you can see below in our example we enter SW-Dining and it brings a drop-down box with choices. Start your search with that SW.



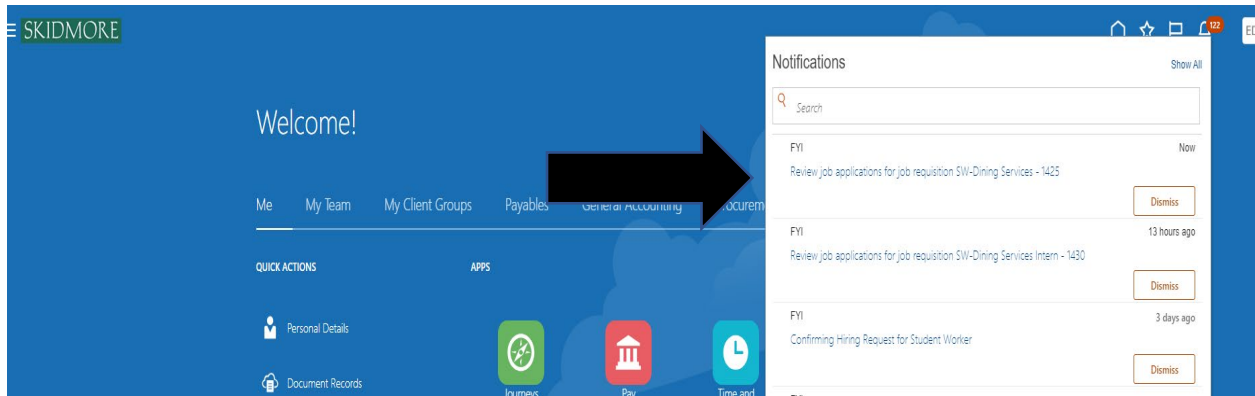
After you select the job you should see a screen that looks like this.



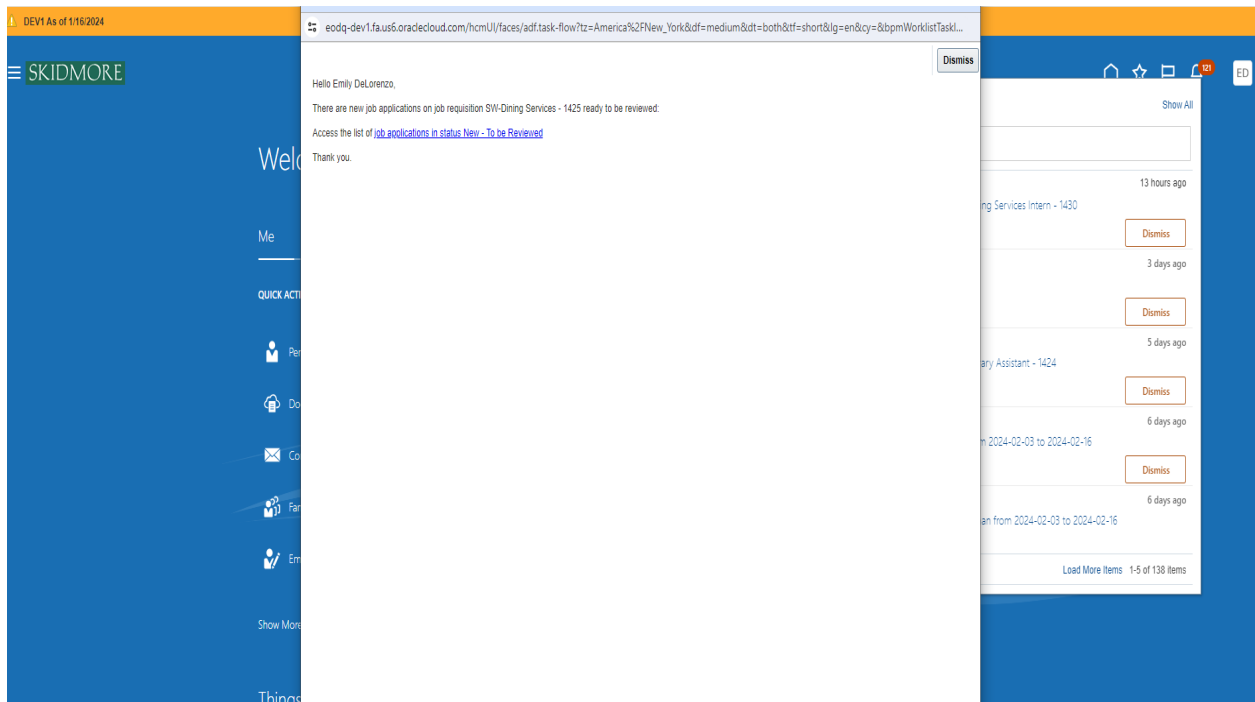
Check the box next to create job application on behalf of candidate and then click on save and close.

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

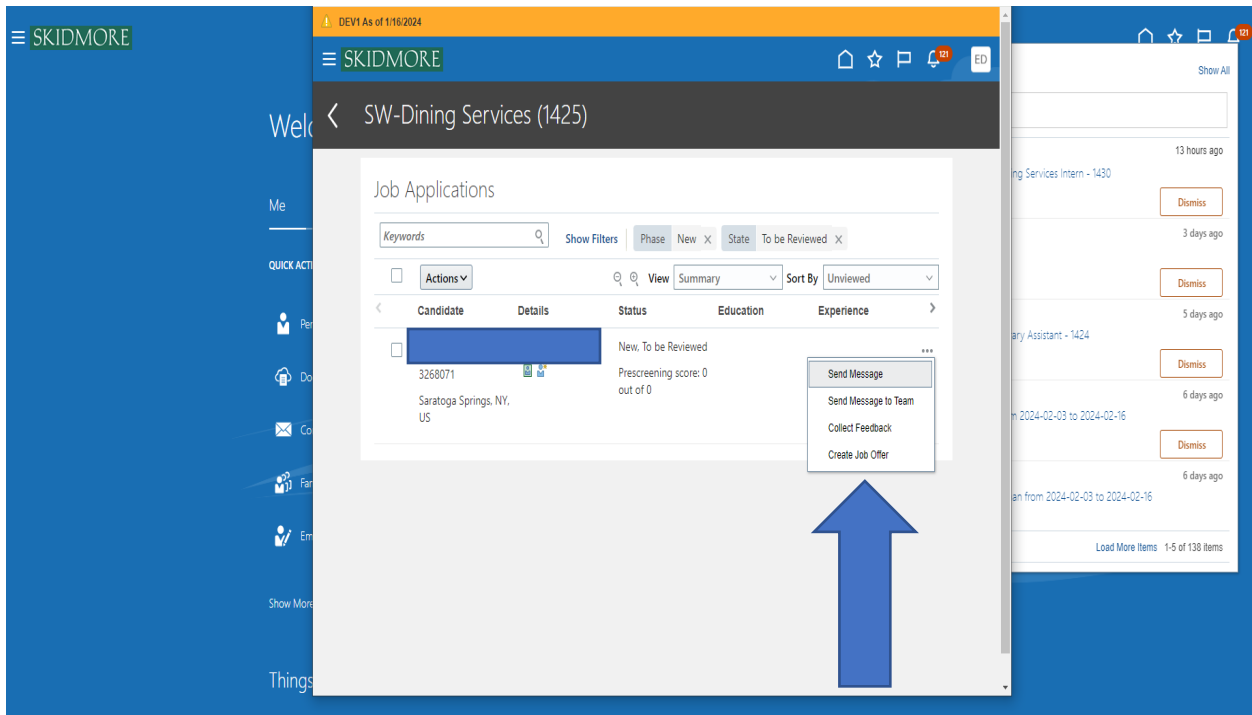
In a few minutes you should receive a bell notification asking you to review job application for the job requisition that you're hiring for. See below.



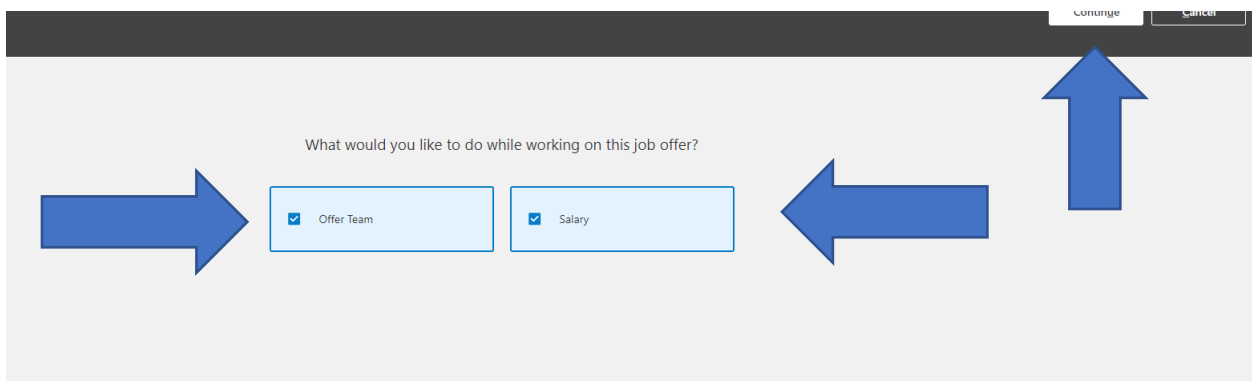
Click on “review job applications for job requisition...” You should then have a pop up box appear. Click on the text in blue print in this example “job applications in status New-To be reviewed”.



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.

Next:

PLEASE ALWAYS CHECK YOUR START DATE ON YOUR JOB OFFER AND MAKE SURE IT IS THE DATE YOUR STUDENT STARTED WORKING BEFORE SENDING THE JOB OFFER FOR REVIEW. WE ARE UNABLE TO CHANGE START DATES AFTER THE FACT AND THIS WILL RESULT IN YOU HAVING TO BUILD A NEW JOB REQUISITION AND NEW JOB OFFER WITH THE CORRECT DATES IN ORDER FOR THE STUDENT TO BE PAID. START DATES AFFECT TIMECARD DATES SO IF THIS INCORRECT, YOUR STUDENT MAY NOT BE ABLE TO ADD TIME WORKED UNDER THE APPROPRIATE DATES. THE SYSTEM DEFAULTS TO THE DATE YOU ARE CREATING THE JOB OFFER, SO PLEASE ALWAYS DOUBLE CHECK.

****For the 2025-26 academic year the dates are as follows:**

First day of class/first day students can start work through student employment is 9/3/25 (If you have special approval from the head of your department to have students return early for their Academic Year job, then please list their first day of work instead.)

Last day of fall semester is 12/18/25

First day of spring semester is 1/20/26 (If you have special approval from the head of your department to have students return early for their Spring Semester job, then please list their first day of work instead.)

Last day of academic year/last day students can work is 5/7/26

If your student employee(s) will be working the entire Academic Year, then please hire them for the entire Academic Year, rather than by each semester.

***Please Note: below you will be asked to select add assignment under action. If the add assignment option is not available, do not continue with the job offer. You will need to contact the student and ask them to click on the following link so a student employee base record can be set up first. Once the student has just clicked on the link, wait two hours and then go in and make sure you can choose add assignment in the action field.**

https://app.skidmore.edu/student_hiring_gateway/

On this next screen add the following information:

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

TEST as of 10/5/2023

SKIDMORE

Create Job Offer

Save and Close Submit Cancel

1 When and Why

*When is the employee start date? 10-02-2023

*Action Add Assignment

*Legal Employer Skidmore College

*Worker Type Employee

Continue

2 Assignment Info

3 Offer Team

4 Salary

5 Offer Letter

<https://eodq-test.fa.us6.oraclecloud.com/hcmUI/face/FndOverview?find=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B...>

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.

SKIDMORE

Create Job Offer

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info

Proposed Person Type Student Worker

Reporting Establishment Skidmore College

*Business Unit Athletics, Fitness and Recreation 5210

*Location Athletics, Fitness and Recreation-Sports Center

*Projected End Date 05-09-2024

Assignment Category Part-time temporary

Job SW-Sports Team Manager

*Hourly Paid or Salaried Hourly

Business Title SW-Sports Team Manager

Working Hours 10 Weekly

Department Athletics, Fitness and Recreation

Continue

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.

The screenshot shows a web interface for creating a job offer, titled "Create Job Offer". At the top right, there are buttons for "Save and Close", "Submit", and "Cancel". The interface is divided into four numbered steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, and 4. Salary. Each step has an "Edit" button. The "Offer Team" step is currently active and contains the following fields:

- Hiring Manager:** A dropdown menu with "Coleen DaBiere Administrative Assistant" selected.
- Recruiter:** A dropdown menu with "Karlene Kunigiel Assistant Director" selected.
- Add Collaborator Type:** An empty dropdown menu.
- Collaborator:** Two dropdown menus, each with an "x" icon to the right. The first has "Emily DeLorenzo Student Employment/Office Coordinator" selected, and the second has "Joanne Lorenc Financial Aid Coordinator" selected.
- Add Another Collaborator:** A blue text link.
- Continue:** A prominent yellow button at the bottom center of the step.

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.

The screenshot shows the 'Create Job Offer' interface in the SKIDMORE system. The top navigation bar includes the SKIDMORE logo, the title 'Create Job Offer', and buttons for 'Save and Close', 'Submit', and 'Cancel'. A progress indicator shows four steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, and 4. Salary. The 'Salary' step is currently active and contains the following fields:

- *Salary Basis:** A dropdown menu with 'Hourly' selected.
- *Salary Amount:** A text input field containing '12.75' with a tooltip that says 'Salary Amount'. Below the input, it reads 'USD Hourly'.
- New Salary:** A summary line displaying '12.75 USD Hourly' in blue text.
- Continue:** A yellow button at the bottom right of the form.

Select submit. That completes the job offer process. Be aware of any bell notifications through the hiring process.