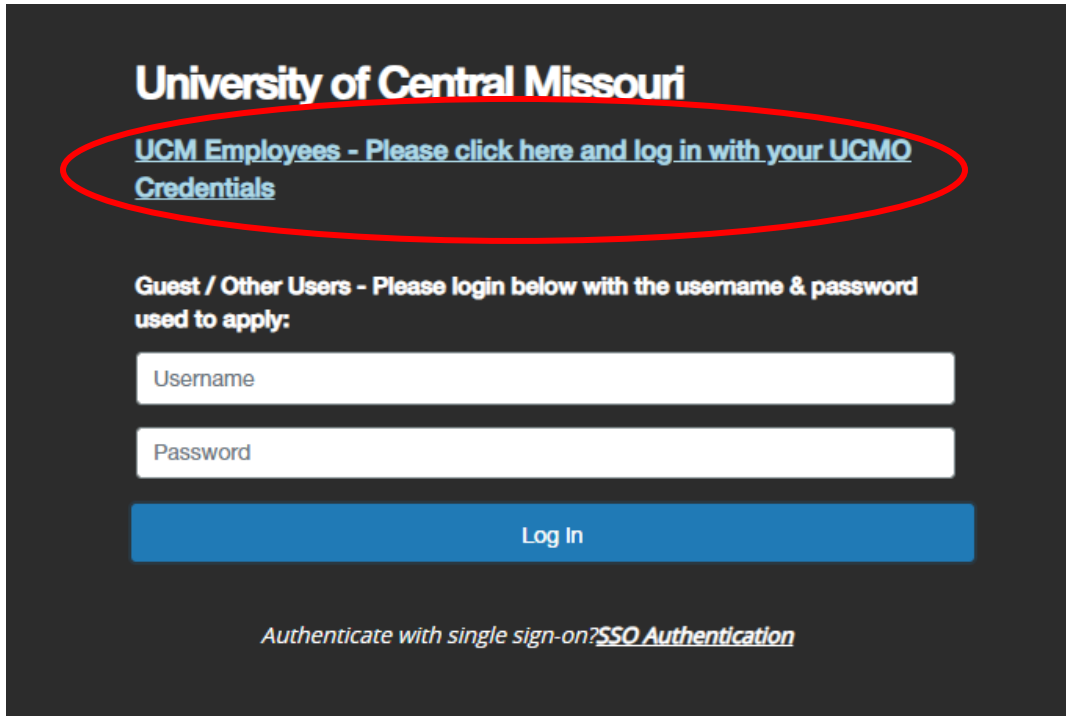


How to Create a Student Job Posting

1. Log into <https://jobs.ucmo.edu/hr/login> by clicking the blue link stating "UCM Employees – Please click here to log in with your UCMO credentials."



University of Central Missouri

[UCM Employees - Please click here and log in with your UCMO Credentials](#)

Guest / Other Users - Please login below with the username & password used to apply:

Username

Password

Log In

Authenticate with single sign-on? [SSO Authentication](#)

2. Log in with your UCM SSO ID and password.
3. After logging in, you will be under the user group "Employee" on the top-right side of the screen. That will need to be changed to "Student Hiring Supervisor."

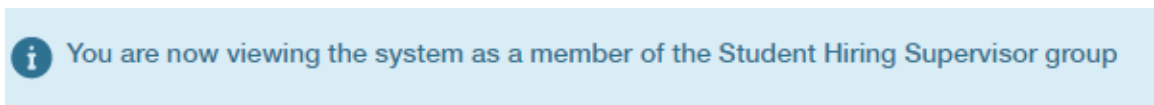


Home Postings Shortcuts

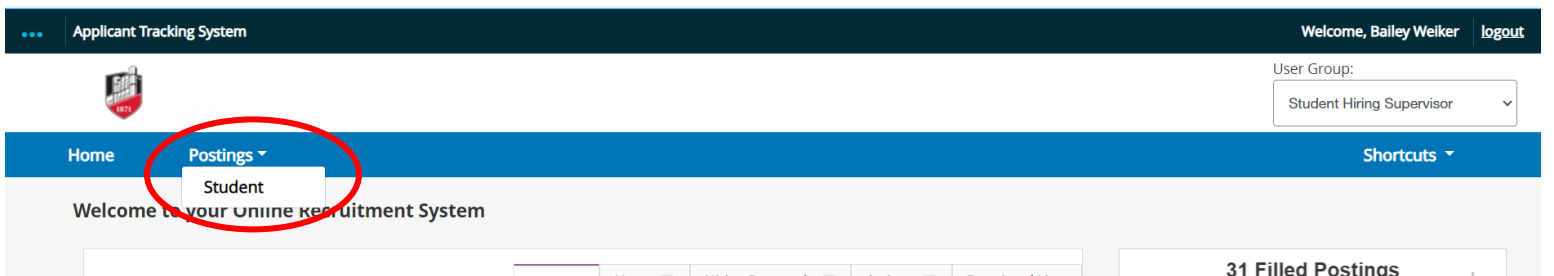
User Group: Student Hiring Supervisor

If you do not have this choice as a user group, contact HR to get access

4. The system will automatically update to reflect your new role and give you a message as indicated below:



5. Directly underneath that you will have a blue toolbar with the choices "Home" and "Postings." Select the "Postings" dropdown and select "Student."



Applicant Tracking System Welcome, Bailey Welker logout

User Group: Student Hiring Supervisor

Home Postings Shortcuts

Student

Welcome to your online recruitment System

31 Filled Postings

How to Create a Student Job Posting

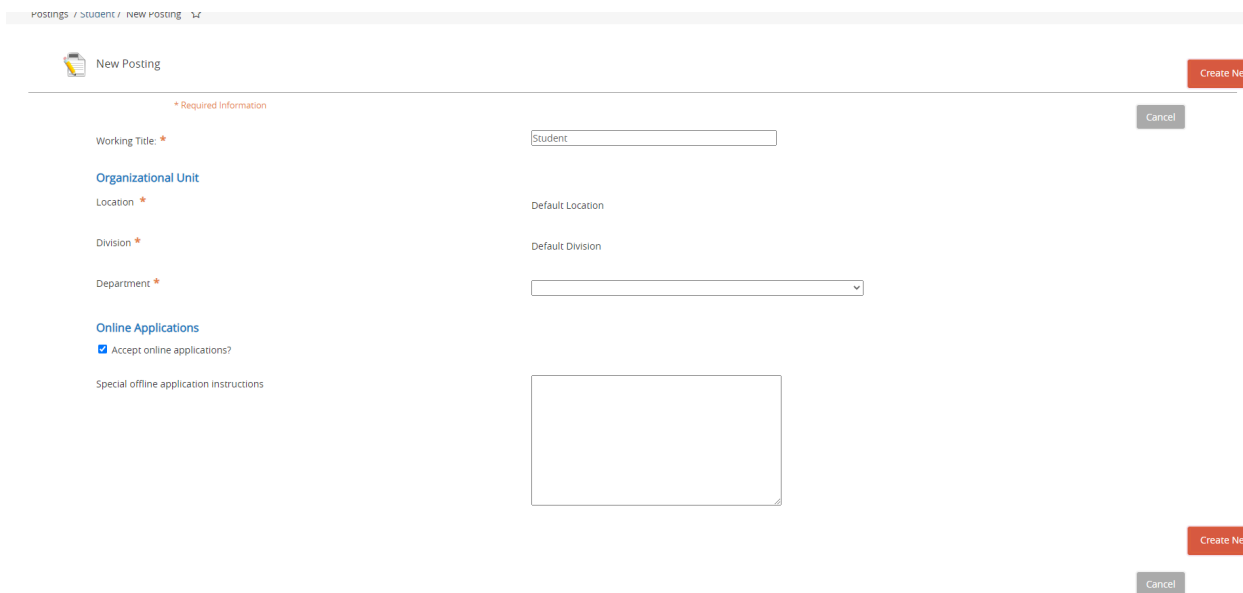
6. If you are new to posting a student job, the next screen should be blank. In the top right there should be an orange button to "Create New Posting." Select that.



7. The following box should then appear:



8. If this is the first time creating this position, you will need to select "Create from Position Type."
8a. When selecting "Create from Posting Type" this screen will appear:



8b. Enter your requested position title in the working title field.

8c. Select the correct department the student will be working in. You should only see the departments that you are responsible for hiring student workers in.

If you do not see the correct department, please contact HR to receive access

8d. Leave the box checked that states, "Accept online applications?"

8e. In all cases, the box for "Special offline application instructions" should be left blank.

8f. Then select the orange "Create New Posting" button to begin the process.

How to Create a Student Job Posting

Create New Posting

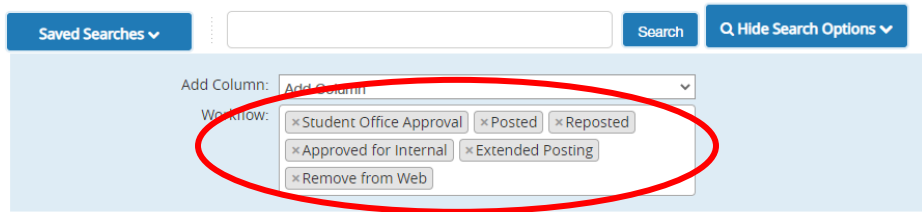
- 9. If this is a re-posting of a job that has been posted previously, select "Create from Posting."
 - 9a. When you click "Create from Posting", no postings may appear. This is usually normal. You will need to change your search parameters by clicking the "More Search Options" button next to the "Search" button

Student Postings



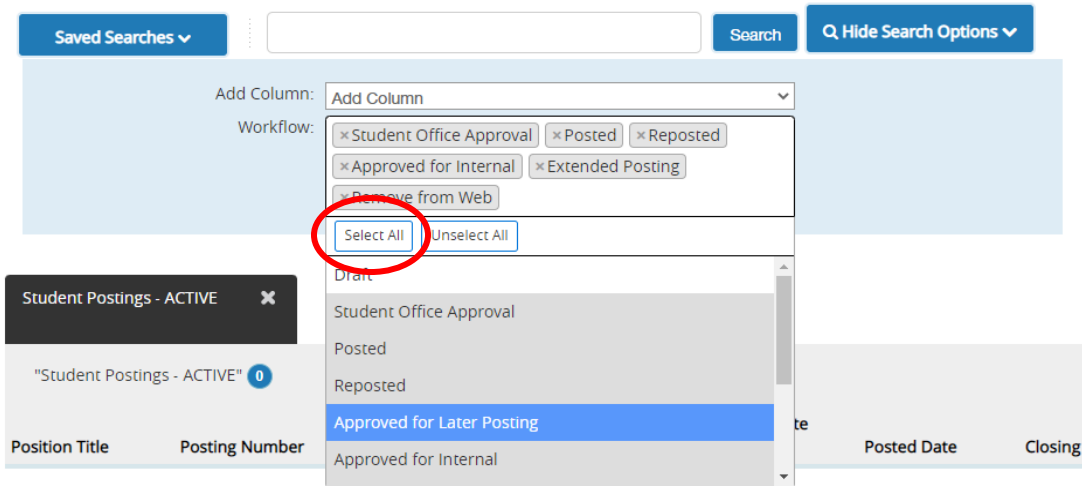
9b. A drop down will appear. Click within the white portion of the workflow box

Student Postings



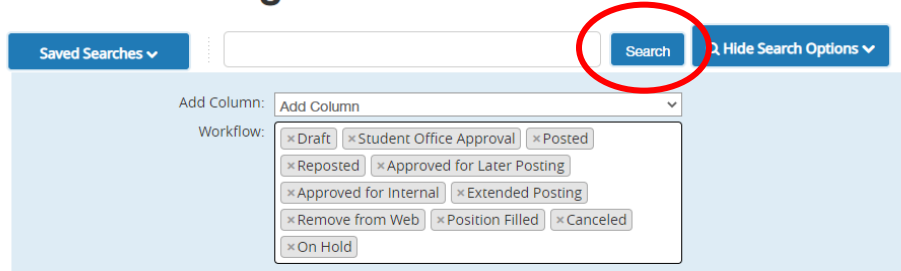
9c. Another drop down will appear. In this drop down, select "Select All"

Student Postings



9d. More grey boxes will appear in the "Workflow" box. Select "Search"

Student Postings



How to Create a Student Job Posting

9e. After hitting search, the positions you have previously posted should appear & you will have the chance to select any of them to pull over & edit to repost.

Posting Details

10. Here you must enter the working title and position title. They should match. Examples include Human Resources Student Worker- Fall 2024, Math Student Worker- Spring 2025, Book Store Student Worker, etc.
11. If you are going to post for internal applicants only then put internal at the end of the title, such as, Math Student Worker- Spring 2022 – Internal
12. The pay rate must be at least the University's minimum wage but can go above. That is up to your department's budget.

Department Information

13. Enter ALL the department information as requested. If information is left out, then contact from an HR office cannot be made. The requested information must be entered.
14. You must enter a "posting date." This is when the job will become available for applicants to apply to at jobs.ucmo.edu. You can choose to put a "closing date." This is the date in which the posting will be removed from jobs.ucmo.edu and no further applicants can apply. If you do not indicate a closing date, it will remain open the entire semester.
15. Define the position purpose. An example would be:

This position will assist the HR office with new employee paperwork, scanning, filing, shredding, and miscellaneous projects. This position is also responsible for serving as a customer service representative and will greet and assist in person and telephone customers. The selected individual will be expected to sign a confidentiality agreement due to the sensitive nature of the material they will handle.

This position will assist the ISS office in Warrensburg with email inquiries from prospective students, financial documents needed for international student applications, and GPA checks for post-graduation work authorization (OPT). This position will also be responsible for serving as a customer service representative and will greet and assist customers in person, on the telephone, and through email. The selected individual will be expected to sign a confidentiality agreement due to the sensitive nature of the material they may handle.

16. Select your education and formal training requirements.
17. Enter your required computer skills; preferred experience; licenses, certificates, registration, and state/federal requirements of the position; special skill, abilities, and knowledge; physical and environmental factors; special working conditions

NOTE: Do not make any changes to the pass and fail messages. Do not enter any information in the notes for applicant's email box.

18. Enter your proposed starting date
19. Once you have entered all of the above information, select the blue, "Save & Continue" button



Required Documents

20. The next section will allow you to choose the documents you would like your applicants to submit with their application. If you choose to have documents submitted, you can only choose to make resume and cover letter optional. Once you have selected, or not selected, your options, again select "Save and Continue."

How to Create a Student Job Posting



Supplemental Questions

This page allows you the option to add a question to the posting that the candidate may be asked. It is rare to use this on a student posting. Please do not use unless the question has been preapproved by HR. Again, "Save and Continue."



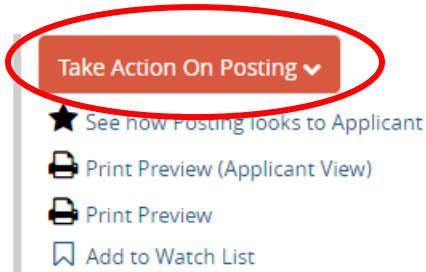
Guest User

21. You may wish to assign this posting to a person that is not within your department and does not have access to the posting. You may set them up as a guest user. Click the button "Create Guest User Account" and follow the instructions. Once the search is over, the guest user you entered no longer has access. Again, "Save and Continue."

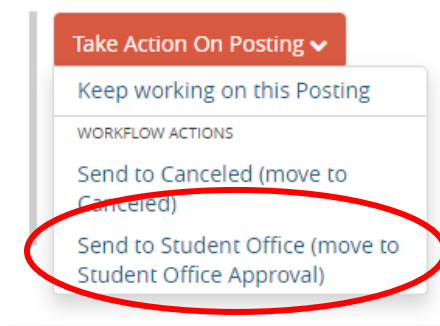


Summary

22. You should now see an entire overview of your posting. This is what HR will see when you submit it for approval. Once you are sure the posting is accurate and you are ready to send it to HR, then select the orange button in the top right "Take Action on Posting."



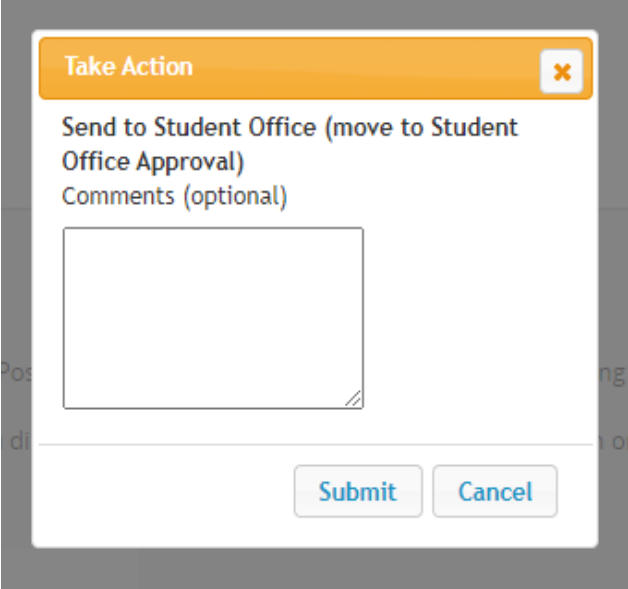
23. You should have the following options to do with the posting:



24. When selecting "Send to Student Office" it will be sent to HR for final review and editing and official posting on the web. Once you have done so you will not be able to make changes to the posting.

How to Create a Student Job Posting

25. After selecting "Send to Student Office" this box will popup:



The image shows a 'Take Action' dialog box with an orange header bar containing the text 'Take Action' and a close button (an 'x' in a square). Below the header, the text reads 'Send to Student Office (move to Student Office Approval)' and 'Comments (optional)'. There is a large, empty rectangular text area for entering comments. At the bottom of the dialog box, there are two buttons: 'Submit' and 'Cancel'.

26. Once HR has received and reviewed your posting, it will be posted to the web on the posting date you indicated earlier.