

NWS Student Employment Posting Workflow

Create Position Number

- Work with Sheliah Moyle in Budget Office to create position number.
- If position is a hourly position, should start with S0. If grant funded with a fund beginning with 5 hourly position, should start with SG
- If position is educational stipend, should start with SC. If grant funded with a fund beginning with 5 educational stipend position, should start with SCG. Educational stipends need to be approved beforehand by HR.

Create Job Posting

- Use quickguide steps to create a Student Employment Posting
- If you would like to post position internally, add - Internal to the title
- Add yourself to Additional Users to receive authorized to work emails.
- Complete and send to Approver 1

Approver 1

- Will review to approve and send to Approver 2 (if applicable) or straight to HR Review.
- If you are unsure of who from the dropdown is the approver, ask your supervisor

HR Review

- HR will review the submitted posting and post to the student job board.
- Will send to Grants if needed.

Post

- Start reviewing applicants as they come in and start hiring proposal for any selected candidates for hire.
- HR will send quick link for any internally posted positions for the students to use to apply.