1. **Accessing PeopleAdmin and Logging In**
   
   You can access PeopleAdmin through myapps.up.edu.

   To log in, select “SSO Authentication.”

2. **Accessing the Applicant Tracking System**
   
   Select the three blue dots in the top right corner, then select “Applicant Tracking System.”

   If you have multiple user groups, you will need to select “Hiring Manager Student” from the User Group drop down option.
3. **Submitting a Student Employment job posting request**
   
   Under the **Posting** drop down menu, select **Student**.

   Select the red “+ Create New Posting” button toward the top corner of the screen.

   To “copy” a previously posted position, select **Create from Posting**.

   To submit a job request with a new student employment job description, select **Create from Position Type**.
4. **Submitting a Student Employment job posting request from “Create a Position Type”**

Complete required categories: **Job Title**, **Branch**, **Division**, and Department.

Select the relevant job alert categories from the bottom of the **Job Alerts** list.

Do not touch the “Online Application” section. Select **Create New Posting**.
Input the required Position Information:

Student Employment will input the **Position Number**.
Select “Student Employment” under **Job Category**.
Example of **Terms and Hours**: “Approx. 5 hours per week”
**Hourly Wage**: “Portland Metro Minimum Wage ($15.45/hour)”

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<tr>
<th>Position Information</th>
</tr>
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<tbody>
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<td><strong>Position Number</strong></td>
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<tr>
<td><strong>Job Category</strong></td>
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The **Job Summary** should be a brief paragraph outlining the purpose of the position, general job descriptions, and supervisor information.
The **Core Duties** should be at least 5 bullet points outlining the job responsibilities of the student employment position. Please use action verbs and be specific.

**NOTE RELATED TO DRIVING**: For a student employment position to be qualified for driving, the driving requirement must be listed in the Core Duties.
The **Minimum Qualifications** should be at least 3 bullet points and can include any schedule availability requirements, academic standing, relevant soft skills, etc.

The **Preferred Qualifications** should be at least 3 bullet points and can include preferred majors, class completion, previous work experience, etc.

The **Physical Requirements** should be as many bullet points as needed. If not applicable, please indicate “N/A,” as the section will still be visible on the job board posting.

**Posting Detail Information**

- **Posting Number** should be left blank as PeopleAdmin will autogenerate this value.
- **Number of Vacancies** is an optional field but gives applicants insight to the hiring manager’s intentions. Providing an approximate estimate of vacancies is acceptable.
- The **Estimated Start Date** is for applicant’s knowledge and is not guaranteed by Student Employment. Complete the remaining required fields. The Estimated Start Date and **Open Date** should not be the same date.

Note, the **Hiring Manager** will be the individual receiving email notifications of the job posting and applicant hiring status.
ADA Checklist:

Please complete the optional ADA Checklist. This information is not displayed on the job board posting but is used for potential student employment accommodation requests. Then press “save and continue” at the bottom of the page.

Budget Information:

Complete the required Budget related fields. Please note, there can only be one Timesheet Approver attached to each job board posting.
Supplemental Questions are optional multiple-choice questions that will be presented to the application as they submit their application. Follow the direction to select a question or add a new question. Supplemental questions are an opportunity to ask applicants about their scheduling availability. Select “Save and Continue.”

Selected the required and optional Documents Needed to Apply. We recommend requiring at least one of the documents. Select “Save and Continue.”
Use the **Search Committee** page to allow additional staff/faculty members to review applications. The **Guest User** option should only be used with approval from Student Employment.

Input the **Minimum** and **Maximum Requests** for References. If left blank, the option to input references will still be presented to applications but will not be required. Recommendation Deadline, Provider Special Instructions, and Confirmation Message to Provide should all be left blank, as the functionality is not relevant to Student Employment.

Select “**Save and Continue**” and review your job submission. Select the pencil icon next to a section to make an edit if needed.
5. Submitting the job posting request to Student Employment for review

Hover your mouse over the “Take Action on Posting” red drop-down menu in the top corner of the screen.

Then selection, “Submit (move to Human Resources – Student Employment)”

Input optional comments, then press “Submit.” Once submitted, you will receive an email confirmation at the submission has been received and is pending for approval.