OVERVIEW OF DEPARTMENT USER MENU: Used to edit job descriptions, request to hire and end (terminate) employment of students
- **Job Descriptions** – Update job descriptions.
- **Current Student Employee Roster** – Student employee list for the current year.
- **Current Student Applicants for positions requiring interviews** – Contains a list of students from Freshmen Pre-Registration & General Registration who wish to interview for available jobs.
- **Tentative Student Employee Roster** – available only during upper class pre-registration through July, used to build employee roster for the next academic year.
- **Upper class Pre-Registration Interview Requests** - List of upper class students who pre-registered (February) and wish to interview for available jobs.

JOB DESCRIPTIONS
The first step in ensuring that your department attracts suitable students is to have a complete and accurate job description for each available position in the department. It is important that each department reviews job descriptions regularly to ensure they reflect the work that is expected of the students. Departments can edit the following fields: Hours, Duties & Responsibility, Requirements, Skills they will acquire and Qualification. If Pay Rate, Interview Status, Student Count or Freshmen Appropriate need to be changed, contact the Student Employment Office.

THE REGISTRATION AND HIRING PROCESS USING DEPARTMENT ROSTERS

**USING THE “CURRENT ROSTER” FRESHMEN PRE-REGISTRATION, FALL AND SPRING JOB REGISTRATION**

When the department rosters become available for the academic year (mid-August), the students on the department rosters are either students who chose to self-place (non-interview position) during the upper class and freshmen pre-registrations, or were interviewed and were chosen by your department.

Fall registration will begin on the first day of class in the fall. Financial Aid students will have a two week priority to register and secure a job before the registration opens to the general student body. Students can choose any open self-place position for which they are qualified or can apply for interviews positions. Students will contact the position supervisor to request an interview. As departments interview and decide who they wish to hire, departments use the Current Student Employee Rosters to request the interviewed students. Students not on CWS/ISEP work study cannot be added to the department roster until the third week of the semester, unless the position is Fin/Aid exempt.
Spring registration is used for filling any open positions left open by JYA or other leaves. All other students remain in their positions unless they wish to change jobs or stop working. The Spring Registration process works the same as the Fall Registration.

**“Current Student Employee Roster” Button:**

This roster will be the roster used for the entire academic year – end of August to mid May, including the fall and spring term job registrations. Departments can view, add and remove students on the current roster. The student registration board remains open the entire year so if an opening becomes available, students can apply or self-place.

1. Departments communicate student change requests to the Student Employment Office by selecting to click the **Hire** button to add or the **Remove** button to remove a student to/from a position.
2. Once a department adds a student to the roster a request is sent to Student Employment where a student’s work study status (if applicable) and other conditions are verified. If the student is cleared to work, Student Employment will enter him/her into BANNER, which will propagate to the department roster. If a student is not cleared to work, SEO will notify the department contact.
3. **Important:** *Students who have chosen self-place positions during upper class and freshmen pre-registration will be listed here in the position they chose. They cannot be removed by the department unless it is due to scheduling conflicts or work performance. Departments cannot accommodate a previous employed student who “forgot to pre-register or register.” All upperclassmen were warned that if they did not pre-register, then they may risk losing their current job.*

**“Current Student Applicants for positions requiring interview” Button:**

Departments can view a list of students who registered for interview positions. In mid August the names on the list will be the incoming freshmen requesting interviews. As all students select interview jobs during the general fall registration their names will be added to the list. It is the student’s responsibility to email the department to request an interview. If the department wishes to hire any student from this list, then click the **Hire** button next to the student’s name or add the student through the “Current Student Employee Roster” (above) to send the request to Student Employment.

**USING THE “TENTATIVE ROSTER”**

**UPPER CLASS PRE-REGISTRATION**

*Freshmen Pre-Registration is accessed through the “Current Rosters” beginning in August.*

Pre-registrations are for the next academic year and opens around Feb/March for upperclassmen and in July for incoming freshmen. Pre-Registrations are for returning or new work study eligible students only or non-work study students returning to their Research Assistant positions. The process gives financial aid students priority.

During Pre-Registration students select in order of preference up to 5 self-place or interview positions.

*Upperclassmen currently in a position, whether interview or not, who wish to return still need to register and will receive priority for that position. Departments have the discretion to waive the interview for these students.*
Upper Class Pre-Registration: All students are emailed their next year job placements and/or the contact information for their preferred interview positions. Students may then contact the departments to request an interview. In April, departments conduct interviews and add the hired students to their “Tentative Student Employee Roster.” Student Employment contacts students who have been accepted for more than one position to identify which position they intend to keep for the Fall semester. If a student decides to take another position, he/she will be removed from your roster and you will be notified.

“Tentative Student Employee Roster” Button:
Departments can view, add and remove students from their roster for next year. It is used the same manner as the “Current Student Roster”
- Follow Steps 1-3 under “Current Student Roster” button
- Through the Tentative Student Employee Roster, departments will continue to make necessary add and change requests to finalize the department roster by mid-May.
- Any job vacancies that exist after this point will be open for freshmen/transfer pre-registration (if job appropriate) and Fall open registration.

“Upper Class Applicants Pre-Registration Interview Requests” Button:
Departments can view a list of upper class students who pre-registered for interview positions.
- Students currently in interview positions are not automatically placed in the position again for next semester and are included on this interview request list. Departments have the discretion to waive interviews for these students
- It is the student’s responsibility to email the department to request an interview.
- If the department wishes to hire any student from this list, they can click the Hire button next to the student’s name or add the student through the “Tentative Student Employee Roster” (above) to send the request to Student Employment.

The above Tentative and Upper class Pre-Registration buttons are only for the NEXT academic year and will open in Feb/March when Upper Class Pre Registration begins and will end in July. Departments will then use the Current Term Rosters beginning in August for the new academic year.