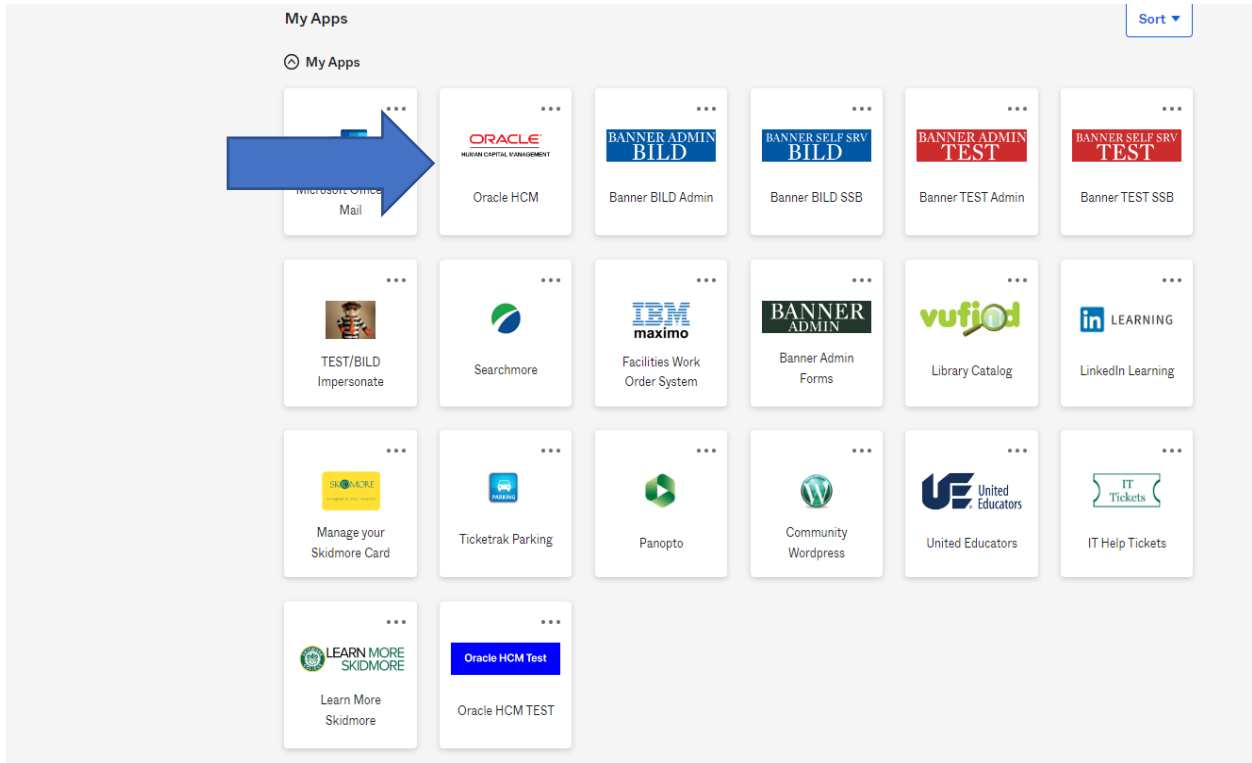
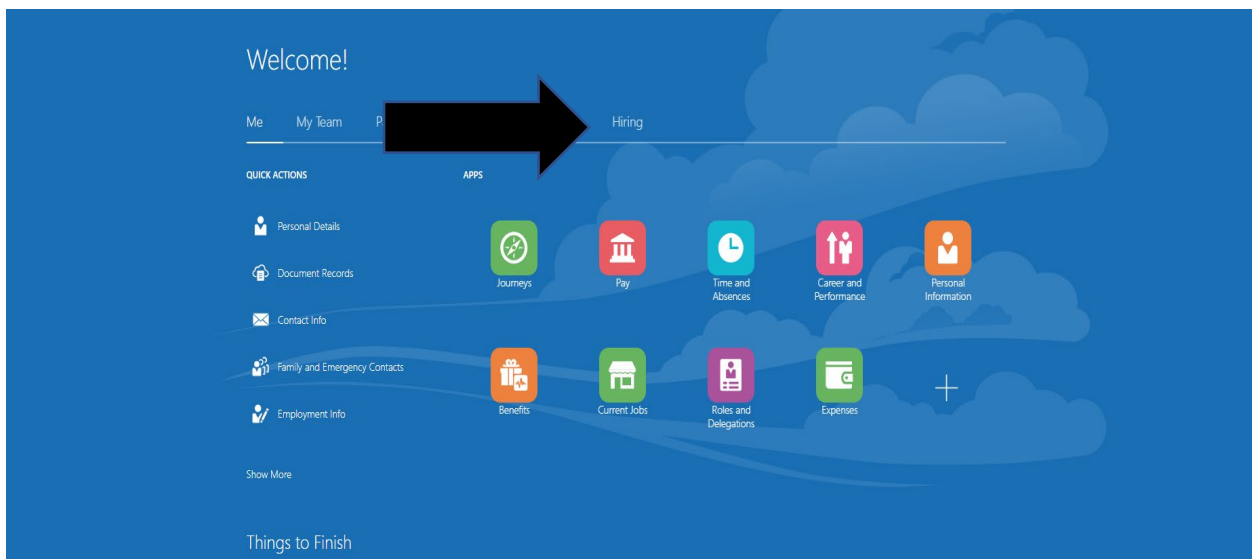


Creating a Requisition/Job Posting in Oracle

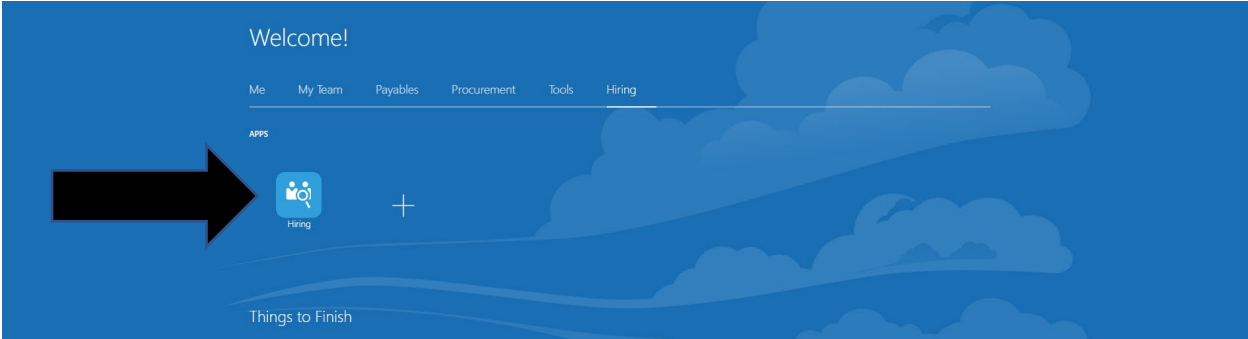
When you reach your Okta screen, click on your Oracle tile.



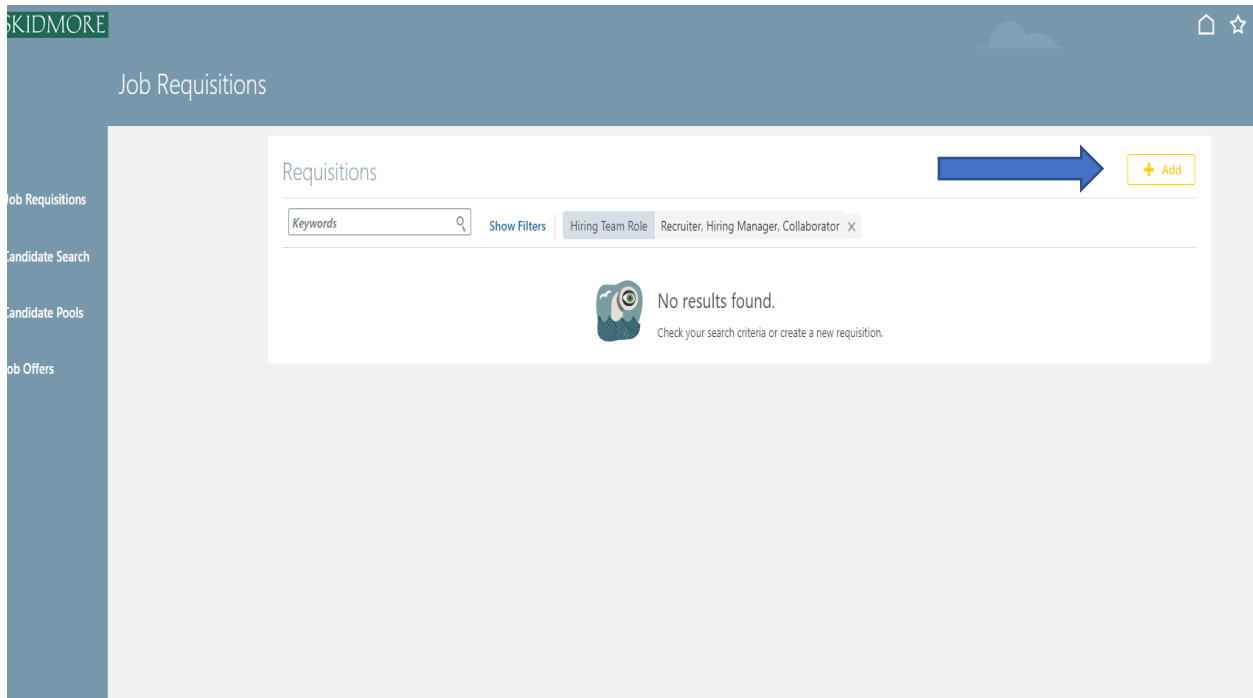
It should bring you to the screen below. Select the word Hiring as shown below.



On this next screen select the Hiring tile.



At this screen click on the “+Add” choice on the top right. (If you do not have the “+Add” option, please contact Human Resources as they provide Supervisor permissions.)

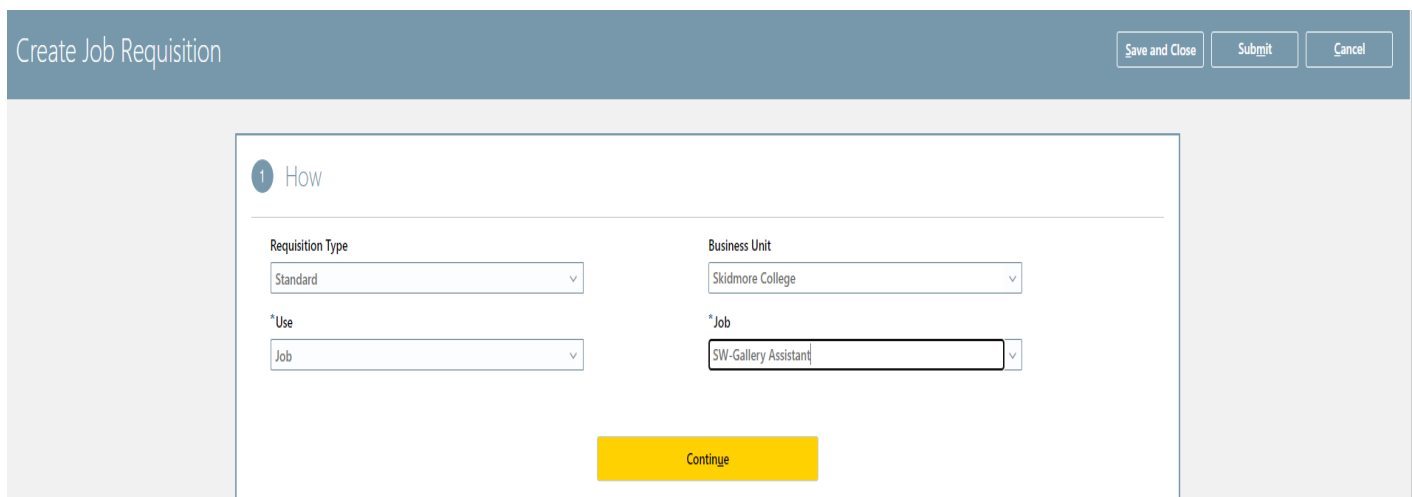


On this next screen, indicate Standard for Requisition Type

Select Job for Use

Business Unit is ALWAYS Skidmore College. Do not select anything else in this field.

And use the drop down box to select your Job. ***Always type in SW so it will filter those jobs for student workers. All Student Worker Jobs will start with SW-.**



Select continue and another screen will appear. See below.

The screenshot shows the 'Create Job Requisition' interface. At the top, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is divided into two steps: '1 How' and '2 Basic Info'. The 'Basic Info' section contains several fields: 'Requisition Type' (Standard), '*Requisition Title' (SW-Gallery Assistant), '*Number of Openings' (Limited, 1), '*Business Justification' (Select a value), and 'Languages' (American English). A red error message box is overlaid on the 'Business Justification' field, indicating that a selection is required. A yellow 'Continue' button is located at the bottom of the form.

You can change or add something to the requisition which we recommend doing if your job is more specific than the auto-populated Job Title. **This is the job title the student will see when they are applying. We suggest in your requisition title that you include your department so the student will see who is hiring for this position. It is very important that you keep the beginning of the title labeled beginning with SW-**

*We suggest under number of openings you always indicate unlimited because if you do not select unlimited and you exceed the number of openings, you would then need to create a whole new requisition (job posting) to hire additional students.

Business Justification=New Position

Select continue and will bring you to next screen

For this next screen you can select who should be the hiring manager and collaborator.

***The hiring manager should be the supervisor who will hiring the student, supervising the student, and approving timesheets.**

The collaborator can be another person who can look at the job posting but they will NOT be able to view or approve timesheets.

Select continue

The screenshot shows a web interface for creating a job requisition. At the top, there is a header bar with the text "Create Job Requisition" on the left and two buttons, "Save and Close" and "Submit", on the right. Below the header, there are three numbered steps: "1 How", "2 Basic Info", and "3 Hiring Team". Each step has an "Edit" button with a pencil icon. The "Hiring Team" section 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:** A dropdown menu with an "x" icon to the right, currently empty.
- Add Another Collaborator:** A text label below the collaborator dropdown.
- Continue:** A prominent yellow button at the bottom center of the section.

On the next screen:

Recruiting Type: Student

Primary Location: Saratoga Springs NY

Organization: select your Department (Students will be able to filter jobs by department)

The screenshot shows the 'Create Job Requisition' form with the following details:

- Header: Create Job Requisition (Save and Close, Submit)
- Progress: 1 How, 2 Basic Info, 3 Hiring Team, 4 Requisition Structure
- Requisition Structure Section:
 - *Recruiting Type: Student
 - *Primary Location: Saratoga Springs, NY, United States
 - *Organization: Select a value (dropdown menu open)
- Organization Dropdown Menu:

Name	Type
Skidmore College	Enterprise
Dean of Admissions and Financial Aid, Skidmore College	Division
Admissions, Dean of Admissions and Financial Aid, Skidmore College	Department
Dean of Admissions and Financial Aid, Dean of Admissions and Financial Aid, Skidmore College	Department
Financial Aid, Dean of Admissions and Financial Aid, Skidmore College	Department
- Next Step: 5 Posting Description

Select Continue

The screenshot shows the 'Create Job Requisition' form with the following details:

- Header: Create Job Requisition (Save and Close, Submit)
- Progress: 2 Basic Info, 3 Hiring Team, 4 Requisition Structure, 5 Details
- Details Section:
 - *Anticipated Start Date: 12-04-2023
 - *Anticipated End Date: 01-25-2024
 - Hourly Rate (academic year): \$12.00
 - *Average Weekly Working Hours: 6
 - Hourly Rate (summer): [Empty field]
- Action: Continue (Yellow button)

Enter anticipated start and end dates, hourly rate, and average weekly working hours and select continue.

For the next screen you are able to enter a job description by checking “enter custom internal posting description.” And then select continue.

The screenshot displays the 'Create Job Requisition' interface. At the top, a blue header bar contains the text 'Create Job Requisition' on the left and 'Save and Close' and 'Submit' buttons on the right. Below the header, a breadcrumb trail shows '5 Details' and an 'Edit' button. The main content area is titled '6 Posting Description'. It features a section for 'Posting Description for Internal Candidates' with a checked checkbox for 'Enter Custom Internal Posting Description'. Below this is a text area with a rich text editor toolbar (including undo, redo, italic, bold, underline, link, and unlink icons) and the text 'Student will work as a research assistant for Professor Smith. Position entails reviewing literature on various subjects'. A character count at the bottom right of the text area reads 'Words: 17 Characters (with HTML): 128'. At the bottom of the section, there is another checked checkbox for 'Same Posting Description for Internal and External Candidates' and a yellow 'Continue' button.

For the next screen you can adjust the delay before posting expires or just keep it as no expiration and select continue.

reate Job Requisition Save and Close Submit

- 4 Requisition Structure Edit
- 5 Details Edit
- 6 Posting Description Edit
- 7 Offer Info Edit
- 8 Configuration

***Candidate Selection Process**
Student Candidate Selection Process - Student Candidate Sel v

***External Application Flow**
Student Job Application Flow - Student Job Application Flow v

Automatically Open Requisition for Sourcing
Yes, posted internally and externally v

Delay Before Posting Expires
No Expiration v []

Continue

This next screen allows you to add questions that the student would need to answer as part of the application process. Notice you are able to check off whether or not the question requires a response from the student.


(If you do not see a standard question and you would like Student Employment to add a question for you to be able to select, please email stuemp@skidmore.edu with this request. Though you would have to ask us to do this before you create the Requisition, otherwise the option will not be available for you to select.)

9 Questionnaires

External Prescreening Questionnaire

Internal Prescreening Questionnaire


Add Question
Select a value


 What is your current major?	Question Classification
Question Code 300000156342862	Prescreening Question Added Automatically
Question Type Text	<input checked="" type="checkbox"/> Requires Response

Maximum Possible Score 0

External Prescreening Questionnaire

Add Question
Select a value

 Banner ID number	Question Classification
Question Code 300000156641836	Prescreening Question Added Automatically
Question Type Text	<input checked="" type="checkbox"/> Requires Response

 What is your current major?	Question Classification
Question Code 300000156342862	Prescreening Question Added Automatically
Question Type	<input checked="" type="checkbox"/> Requires Response

9 Questionnaires

External Prescreening Questionnaire
Internal Prescreening Questionnaire

Add Question

Select a value

Question Text	Question Code	Folder
Do you have experience working with detailed budgets?	300000014379199	Applicant Questions
How many years of experience do you have working in an office environment?	300000014379201	Applicant Questions
Have you supervised staff/interns/students in past positions you have held?	300000014379202	Applicant Questions
Do you have experience working in Residential Life or Student Judicial Affairs?	300000014379203	Applicant Questions
Are you available to work weekends?	300000014379204	Applicant Questions

Banner ID number
Question Code
3000000156641836

Question Classification
Prescreening Question Added Automatically

Question Type
Text

Requires Response

Select continue

You can select save and close if you just want to save job for later or select submit if you would like the job to be reviewed to be listed and available to students. See below.

If you only save and close the job will appear as a draft.

SKIDMORE

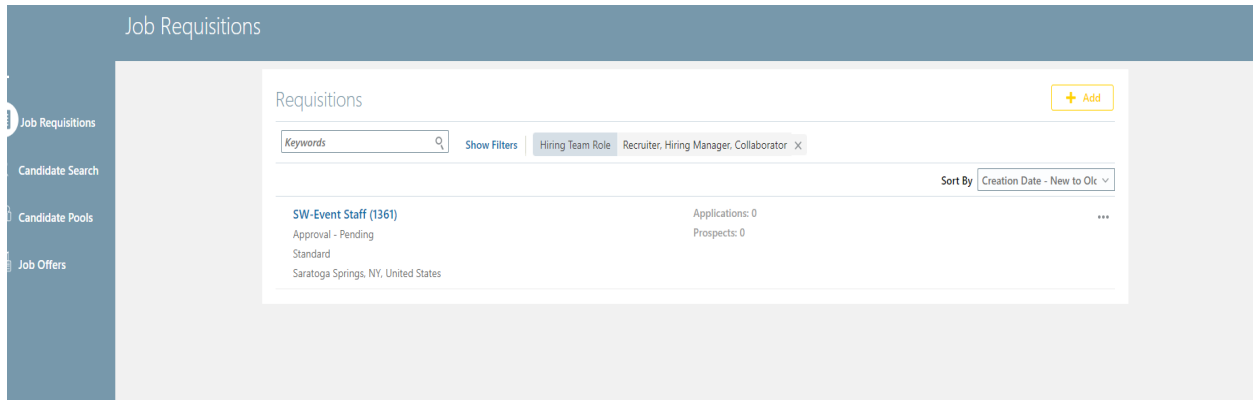
Create Job Requisition

Save and Close Submit Cancel

1 How Edit

2 Basic Info Edit

3 Hiring Team Edit



You'll see your job appear and it shows as approval-pending status.

Student employment will review your job posting and you will receive a bell notification when it has been approved.