Steps for Posting a Position

STEP ONE: POSTING YOUR POSITION ON THE WEB

1. **Contact Human Resources**
   Contact the Human Resources Office when you have an opening for a position. The position description or template will be sent to you to complete or update. If a new job description is needed, please go to **Step One: #2**.

2. **Create an Accurate, detailed job description**
   A well written job description can be used for hiring, evaluating your student employees, and for continuously learning to provide students with the skills that are required to perform the job. If you would like more information on how to conduct a job analysis, contact the Human Resources Office.
   a. If you think your job may require a higher skill set or responsibilities, a job analysis would be conducted by Human Resources
   i. There are three levels of student employment: Basic, Intermediate, and Advanced

3. **Position is the posted on the website**

STEP TWO: INTERVIEW STUDENTS FOR OPENINGS

1. **Students complete online application**
   When a student is seeking employment, they will select jobs of interest and complete the online application provided for each job. These applications are automatically sent to the appropriate supervisor/contact listed within the job description. The online application does not offer a lot of detailed information so it would be perfectly acceptable to use the online application as a means of first contact and follow up with the student asking them to complete another, more in depth application, which you would create. This second application may offer you the ability to make hiring decisions based upon better information.

2. **Follow up with the Student**
   When receiving online applications from students who are applying for your open positions, be sure to follow up with the student within a reasonable amount of time. If you are not interested in hiring a specific student or should their no longer be a need for additional student employees, it is important that you indicate that information to students so they may continue their job search. Students are eagerly awaiting responses and the wages earned through work study or Edgewood Employment may be critical in offering them the ability to afford Edgewood College. Please offer them the same courtesy as you would wish for if you were applying for a job.

STEP THREE: STUDENT IS HIRED

1. **Once you have filled all job openings:**
   Contact the Human Resources Office to have your job posting removed from the website. It is up to the individual supervisors to inform the Human Resources Office that all positions have been filled and the job posting should be taken down.