

How to Create a Job Posting

1. On the PeopleSoft hiring page, select “Student Employment Portal.”
2. Once inside the portal, select “Create Job Opening.”



3. In the large text box, type in the job description, employee qualifications, and application instructions.
 - a. BYU requires that all job postings contain the following statements:
 - i. Must have regular and consistent attendance at scheduled shift.
 - ii. REMINDER: Each new employee will need to complete a federal Form I-9. Original, unexpired, and non-laminated documents are required in order to complete this form. A list of acceptable documents can be found here:
<https://hrs.byu.edu/sites/default/files/pdfs/I-9%20List%20of%20Acceptable%20Documents.pdf>
 - iii. BYU is an equal opportunity employer. M/f/Vets/Disability.

Create Job Opening

*Job Category:

*Department:

*Job Code:

*Desired Position Start Date:

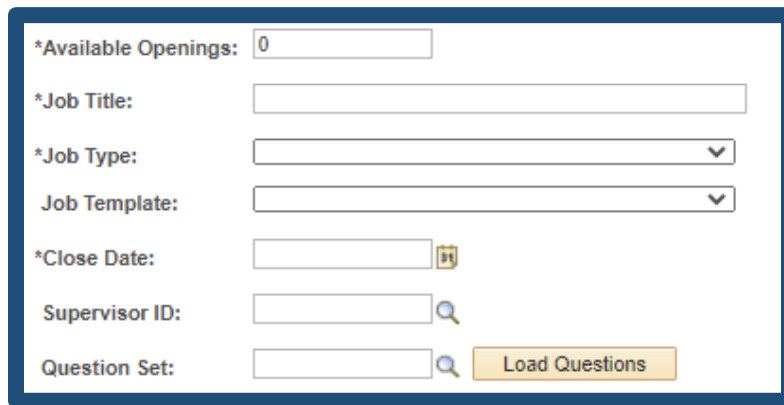
*Shift/Schedule:

*Hourly Wage:

*Available Openings:

4. Use the search function to select the “Job Category” which is used by students to filter their searches on the student job website. Select the category that is most appropriate for the duties of the position.
5. “Department” corresponds to the department that is hiring the student
6. The “Job Code” of a student relates to their level of experience and wage.
Choose a job code and title that most closely relates to the type of work that the student will be performing.
7. “Desired Position Start Date” should be around the time that you would like the student to be available to work.
8. “Shift/Schedule” is the approximate hours or shift that the student will be working.
9. The hourly wage should fall into the required pay range set by the hourly or contract pay scale.
 - a. How to find pay scales: Go to hrs.byu.edu and click the “Managers” tab. Click on “Hiring Students” under the “Employment” section. Here you find the links to the Academic Salary Scale (for contracts) and Hourly Pay Scale and Job Codes (for hourly positions)

10. The “Available Openings” section should indicate the approximate number of students you would like to hire.



A screenshot of a web form for creating a job posting. The form is enclosed in a blue border and contains the following fields and controls:

- *Available Openings: A text input field with the value "0".
- *Job Title: A text input field.
- *Job Type: A dropdown menu with a downward arrow.
- Job Template: A dropdown menu with a downward arrow.
- *Close Date: A text input field followed by a calendar icon.
- Supervisor ID: A text input field followed by a magnifying glass icon.
- Question Set: A text input field followed by a magnifying glass icon and a yellow button labeled "Load Questions".

11. The “Job Title” is what students will see when they scroll through the student jobs website.

12. “Job Type” will generate potential templates for your use as you create the content for your job posting. This is an optional function.

13. The “Close Date” indicates when the job posting will close. Students will no longer be able to apply for the position after the close date.

14. The “Supervisor ID” is the nine-digit ID of the person who will be directly over the student. Student Employment recommends that departments do not assign other student employees as the supervisor for record keeping purposes.

15. A list of “Question Sets” will be generated by selecting any of the links after clicking on the magnifying glass to the right of the “Question Set” box. You can customize your question set using the plus and minus options. This does not have to be used.

Question Set:

☐ Disable Online Application

Questionnaire Personalize | Find | First 1-6 of 6 Last

| Question ID | Description | | |
|-------------|--|----------------------------------|----------------------------------|
| 1 | 1113 Are you Day Continuing? | | |
| 2 | 1208 Relationship Yes/No | | |
| 3 | 1209 Family Relationship | | |
| 4 | 1210 How did you find this job | | |
| 5 | 1632 Ever Been Convicted? | | |
| 6 | <input type="text"/> <input type="button" value="Search"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

Authorized Hiring Managers

| Empl ID | Name | | |
|--|------|----------------------------------|----------------------------------|
| <input type="text"/> <input type="button" value="Search"/> | | <input type="button" value="+"/> | <input type="button" value="-"/> |

Language Skills

| Language | Required | Add/Edit Language | | |
|----------|--------------------------|-------------------|----------------------------------|----------------------------------|
| | <input type="checkbox"/> | Add/Edit Language | <input type="button" value="+"/> | <input type="button" value="-"/> |

Attachments

| *Attachment Description | Required | | |
|-------------------------|--------------------------|----------------------------------|----------------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

16. If you would like the students to apply in a way other than through the student jobs website, you may disable the online application by checking the “Disable Online Application” box. This removes the option for students to apply through the Student Jobs Website. If you would like them to apply in an alternate way, be sure to provide instructions in the job description of how students should apply (for example, by sending their resume to a manager’s email).
17. Authorized hiring managers are those who have access to edit the job posting and view applicants. You can add hiring managers by clicking on the magnifying glass and searching for and selecting the individual’s 9-digit ID number.
18. List any requested documents in the “Attachments” box. If a document such as a resume is required, be sure to check the “Required” box so that applicants

submit the correct documents (If the application is disabled, students are unable to upload documents here).

19. Once everything is filled out, please double check spelling and content and hit “Preview Job Opening”. This allows you to view what the job opening will look like to students.
20. Once you are satisfied with the posting, hit submit and the job posting will be submitted for approval by the Student Employment Office. You will receive an email once the hire has been authorized.