

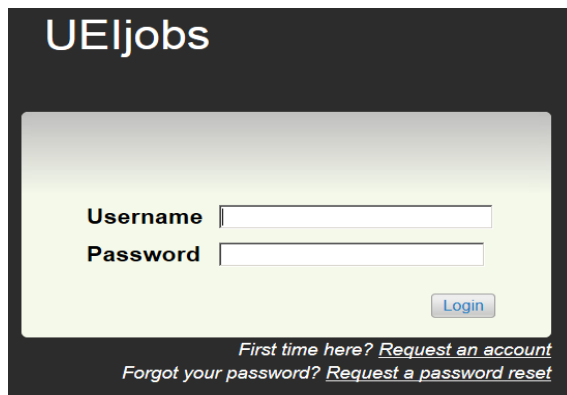
# UEIjobs

## How to Post a Job



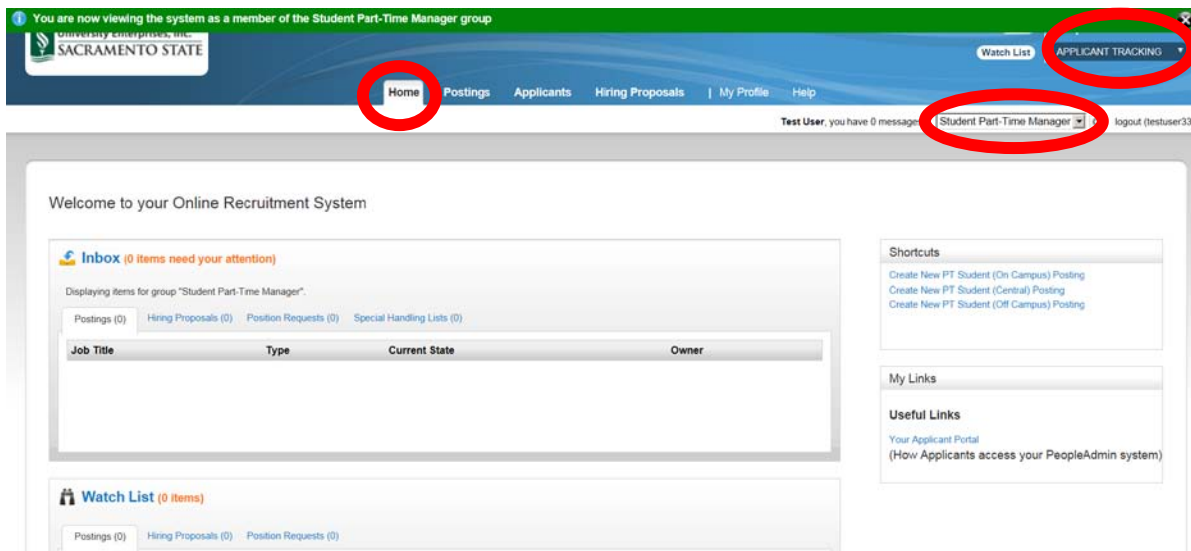
To access the applicant tracking system go to [www.ueijobs.com](http://www.ueijobs.com)

Select "Supervisors".

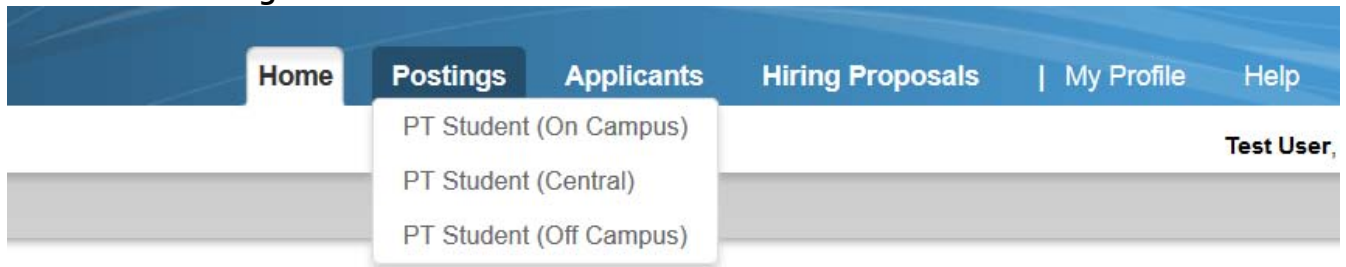


You will be taken to a login page. Type in your Username and password and select "Login".

When you log in, the "Home" page defaults to the "Applicant Tracking" module. This is the module which you will work in for your role as "Student Part-Time Manager".

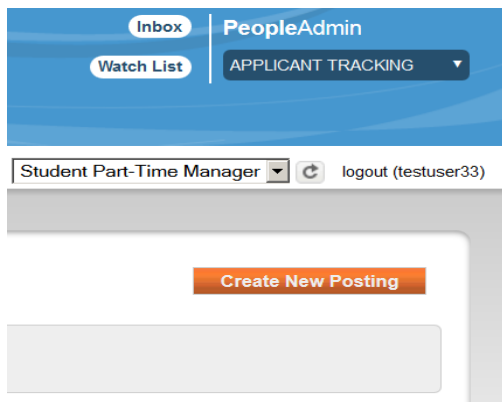


## Create New Posting



On the menu bar, select "Postings" and select one of the following posting types:

- **PT Student (On Campus)** — Select this option if you are recruiting students or part time casual employees for either the University Union/WELL or UEI grant funded projects.
- **PT Student (Central)** — Select this option if you are recruiting students or part time casual employees for either Dining Services or UEI 3rd floor departments.
- **PT Student (Off Campus)** — Select this option if you are a CAIN client recruiting student assistants/ interns to work off campus at a CA State Agency, City, County, or Business.



Select the orange "Create New Posting" button located to the right of the screen.

Select from the following two options:

- **Create from Position Type** — Use this option if you do not have a previous posting. You will be creating your posting from scratch.
- **Create from Posting** — Use this option if you have a prior posting in the current system. You will be able to edit fields to make changes.

**NOTE: Postings from our prior system will not be transferred over with this upgrade.**



Fill in the job title on the "New Posting" page.

- Job titles are typically expressed as "Student Assistant", "Graduate Student Assistant" or "Student or Graduate Student Assistant" followed by a title descriptor. For example "Student Assistant – Accounting".
- UEI Human Resources will review the job title to ensure consistency which results in better searches and more applicants.

Select either of the orange "Create New Posting" buttons located to the right of the screen.

NOTE: Make sure the "Accepted Application Forms" box at the bottom of the page is checked.

The screenshot displays the 'New Posting' page in the PeopleAdmin system. The page is titled 'New Posting' and is part of the 'PT Student (Off Campus)' section. The form includes several sections:

- Required Information:** A text input field for 'Job Title' is circled in red.
- Organizational Unit:** A dropdown menu for 'Location' is set to 'External'. Other options include 'Private' and 'Sutter Health'.
- Online Applications:** A checkbox for 'Accept online applications?' is checked.
- Accepted Application Forms:** A checkbox for 'Student\_External' is checked and circled in red.

Two orange 'Create New Posting' buttons are circled in red, one at the top right and one at the bottom right. A 'Cancel' button is also visible next to each 'Create New Posting' button.

Complete all of the fields in the job posting template and select "Next". Not all fields are required in the job posting; however, completing all fields enhances the posting and typically increases the quality of the applicant pool.

Note: A Job Posting Field Definition document and a sample Job Description Library can be found online at [www.ueijobs.com](http://www.ueijobs.com). Both documents can be a helpful resource for creating your job posting.

The screenshot shows the 'Job Details' page in the University Enterprises, Inc. job posting system. The page is titled 'Editing Posting' and includes a navigation menu on the left with options: Job Details, Applicant Documents, Supplemental Questions, Guest User, and Summary. The main content area is titled 'Job Details' and contains a 'Check spelling' link and a 'Required Information' section. The 'Job Information' section includes fields for Job Title (Student Assistant - Accounting), Student Classification (Please select), Job Code, Posting Type (Please select), and Posting Number. Below these is a 'Job Description Summary' text area with a placeholder instruction: 'Please provide a brief explanation of the job being posted. A job description summary typically includes the basic purpose of the job including typical job duties.' At the bottom, there is a 'Conditions of Employment' section with a text area containing a disclaimer: 'This is a part-time, temporary, non-benefited, student position. Employment in all positions with University Enterprises, Inc. is dependent upon the mutual consent of University Enterprises, Inc. and the employee. This means that either University Enterprises, Inc. or the employee can, at any time, terminate the employment relationship at will, with or without cause.'

## Applicant Documents

Select from the list of documents that applicants should submit. You can designate them as either Optional or Required. You can rearrange the order by changing the corresponding number.

Select "Next" to continue.

Posting was successfully updated.

University Enterprises, Inc.  
SACRAMENTO STATE

Home Postings Applicants Hiring Proposals My Profile Help

Watch List APPLICANT TRACKING

Test User, you have 0 messages. Student Part-Time Manager logout (testuser33)

Postings / PT Student (Central) / Student Intern - Graduate Studies (Draft) / Edit: Applicant Documents

**Editing Posting**

- Job Details
- Applicant Documents**
- Supplemental Questions
- Guest User
- Summary

**Applicant Documents** Save << Prev Next >>

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	List of References	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Writing Sample	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Portfolio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

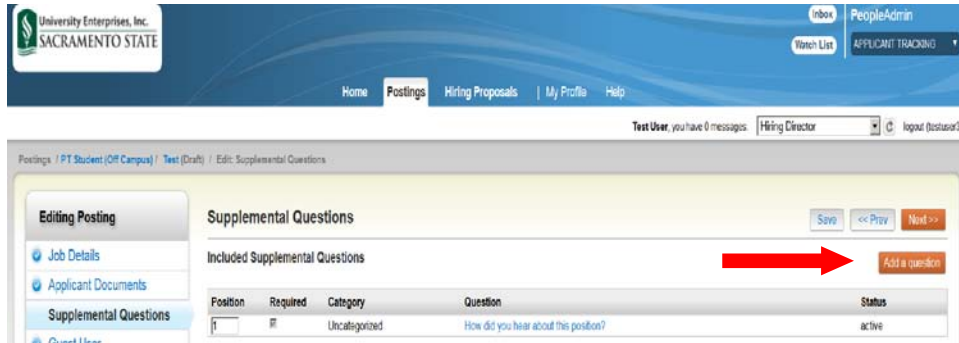
Save or Cancel Save << Prev Next >>

## Supplemental Questions

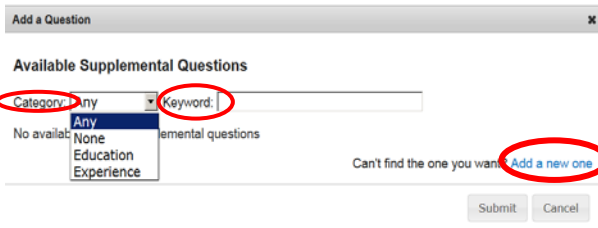
To help easily screen applicants, use supplemental questions; while optional, they greatly enhance the recruitment process.

Supplemental questions should relate to the minimum qualifications for the position and are categorized as either “educational based” or “experience based”. Questions can be open or close ended with a point value assigned for screening purposes and disqualification.

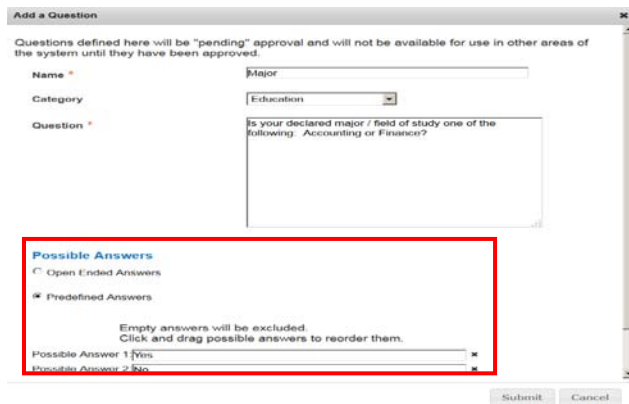
See the Sample Job Description Library at [www.ueijobs.com](http://www.ueijobs.com) for examples of job postings that contain supplemental questions.



Select the “Add a question” button.



You can search for available supplemental questions by Category or Keyword or you can “Add a new one” and then select “Submit”.



Name your question, select the appropriate category and add the question in the question field.

Select “open ended” if it’s an open ended question or “predefined” if it’s a “closed ended” answer.

If using a “predefined” question be sure to include possible answers (i.e. “Yes” or “No”) and select “Submit”.



To add points and/or disqualifiers, click on the question to see the predefined answers.

Add points and check the disqualifying box. Applicants that do not meet the criteria will be automatically disqualified. To make the question required, be sure to select the “Required” box to the left of the question. Select ‘Next’. Your question will be in pending status until approved. UEI Human Resources reviews and approves all supplemental questions and will contact you with questions.

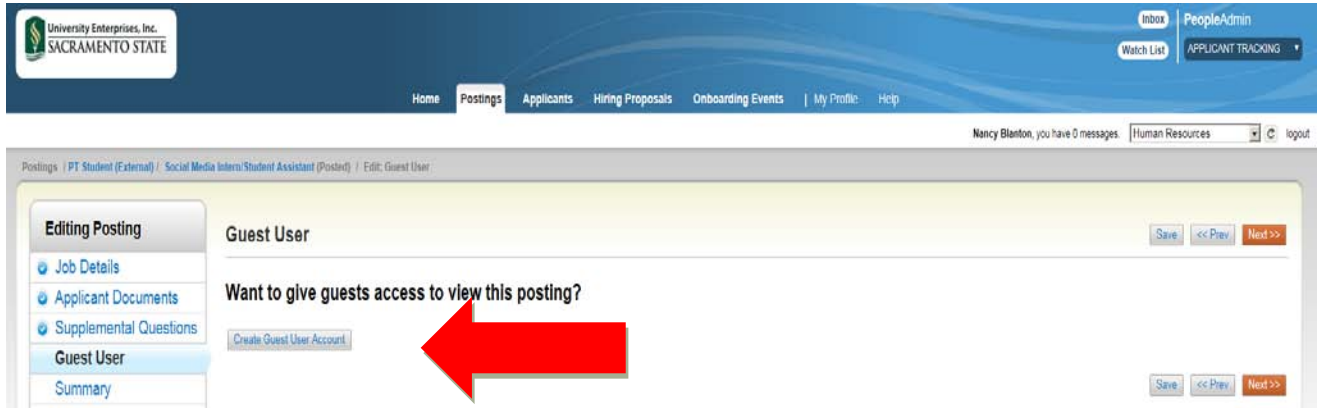
## Guest User

You can create a Guest User Account which will allow someone who doesn't normally use the system the ability to access the job posting and applicant pool.

Select "Create Guest User Account" to activate this feature.

The system will auto-generate a guest user name and you create the password. The guest user will need the username and password along with the site URL to log in. Their access will be 'view only'.

Select "Next" to continue.



The screenshot displays the PeopleAdmin web interface. At the top, there is a navigation bar with the University Enterprises, Inc. Sacramento State logo on the left and user information (Nancy Blanton, you have 0 messages) on the right. The main navigation menu includes Home, Postings, Applicants, Hiring Proposals, Onboarding Events, My Profile, and Help. The current page is titled "Guest User" and features a sidebar with options: Job Details, Applicant Documents, Supplemental Questions, Guest User (highlighted), and Summary. The main content area asks, "Want to give guests access to view this posting?" and includes a "Create Guest User Account" button, which is pointed to by a large red arrow. Navigation buttons for "Save", "<< Prev", and "Next >>" are visible at the top and bottom of the main content area.

## Summary

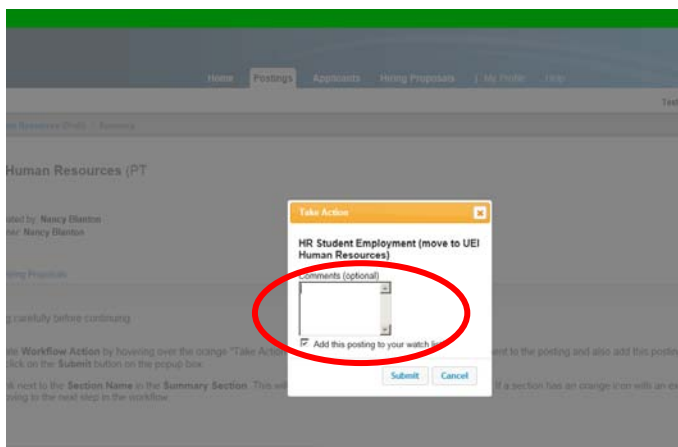
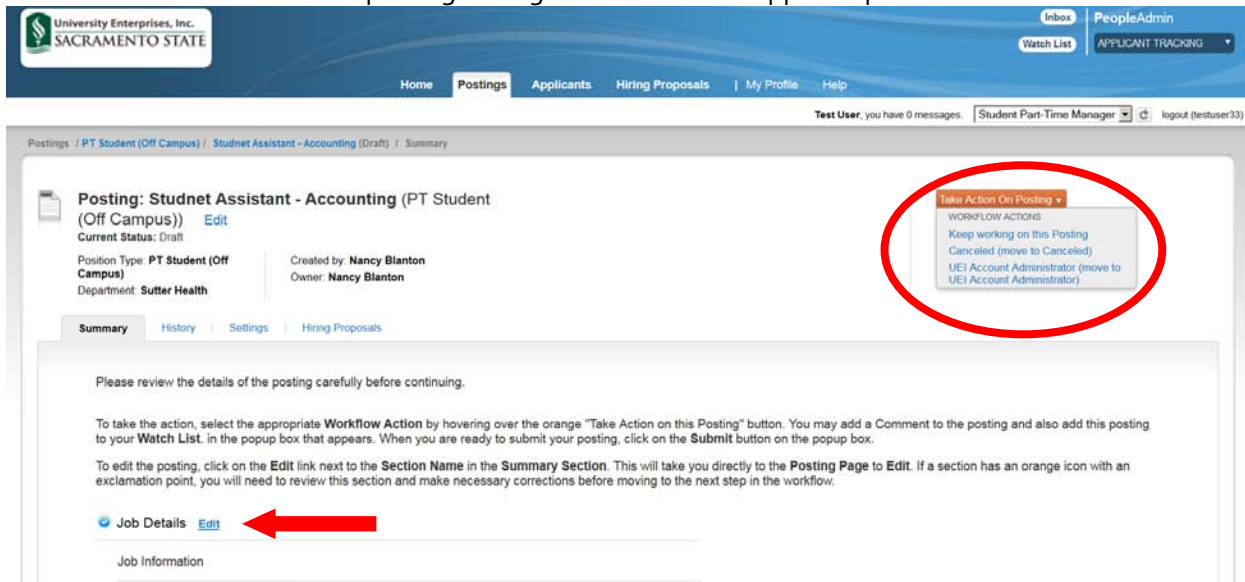
The summary page is your opportunity to review the details of the posting and make any necessary edits before continuing.

Select "edit" to make any changes to the posting.

After reviewing the posting summary, select "Take Action on Posting". From the drop down, select the appropriate action based on your posting type:

- **PT Student (On Campus)** — Select "UEI Account Administrator". This will move the posting to your UEI Account Administrator for review.
- **PT Student (Central)** — Select "UEI Human Resources". This will move the posting to UEI Human Resources for review. If you have approval to hire a Casual Employee or a Temporary Appointment, select "Hiring Director". This will move the posting to the Department Director for approval.
- **PT Student (Off Campus)** — Select "UEI Account Administrator". This will move the posting to your UEI Account Administrator for review.

NOTE: This action moves the posting through the automated approval process.



You have the option to add a comment to UEI before your posting is routed for approval. You can also select to add the posting to your "Watch List". The "Watch List" is optional, The "Watch List" provides quick access on your home page to items you've placed a priority on.

UEI Human Resources, and when applicable, your UEI Account Administrator will review and approve your job within 48 hours. You will be contacted if there are any questions. You will receive an auto generated email once the job is posted and available for the applicants to review and apply.

If you have questions about your job posting, please contact UEI Human Resources.