Jobs.messiah.edu

STREAMLINING THE RECRUITMENT & HIRING PROCESS FOR MESSIAH COLLEGE

What is Jobs.messiah.edu?

- The Student Employment Office implemented in spring 2014 to streamline processes and improve consistency and compliance for position management, recruitment & hiring
- Office of Human Resources & Compliance also implemented in fall 2013 for administrative, faculty, staff and temporary positions
- Jobs.messiah.edu = PeopleAdmin

Primary Objectives

- Develop and maintain a system that balances compliance, pay equity and uniform student access to position openings without creating a process which contains unnecessary steps that do not support these objectives
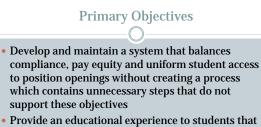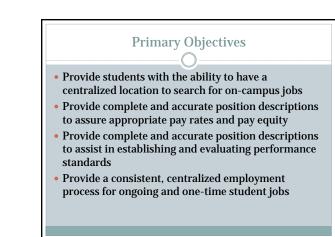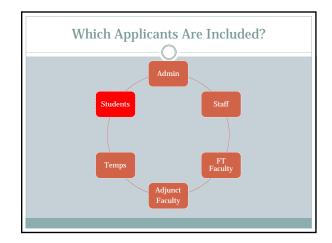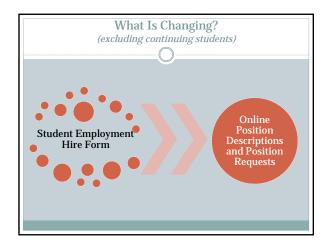- Provide an educational experience to students that teaches the typical process/requirements when applying for employment opportunities

Primary Objectives

- Provide students with the ability to have a centralized location to search for on-campus jobs
- Provide complete and accurate position descriptions to assure appropriate pay rates and pay equity
- Provide complete and accurate position descriptions to assist in establishing and evaluating performance standards
- Provide a consistent, centralized employment process for ongoing and one-time student jobs
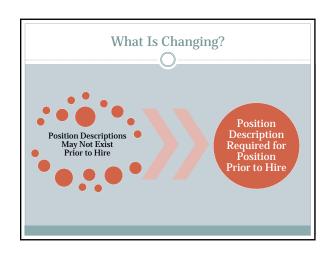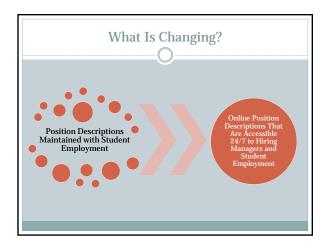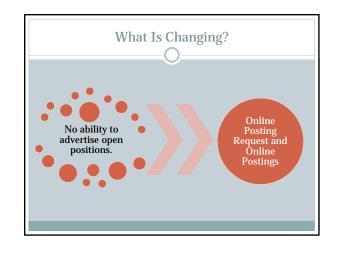
Primary Objectives

- Improve and ensure compliance with I-9 regulations such that all students are determined to be eligible to work prior to beginning the assignment
- Improve state labor law compliance such that student employees are paid timely for all hours worked
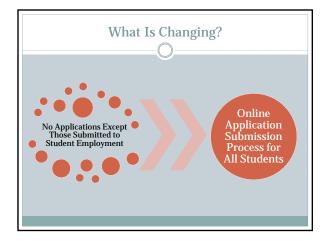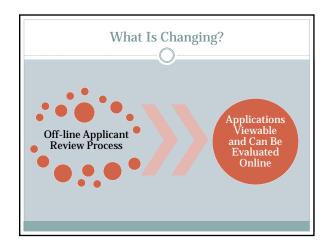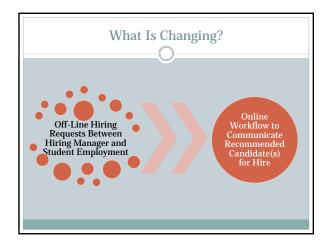
Which Applicants Are Included?

Admin

Students

Staff

Temps

FT Faculty

Adjunct Faculty

What Is Changing?
(excluding continuing students)

Student Employment Hire Form

Online Position Descriptions and Position Requests

What Is Changing?

Position Descriptions May Not Exist Prior to Hire

Position Description Required for Position Prior to Hire

What Is Changing?

Position Descriptions Maintained with Student Employment

Online Position Descriptions That Are Accessible 24/7 to Hiring Managers and Student Employment

What Is Changing?

No ability to advertise open positions.

Online Posting Request and Online Postings

What Is Changing?

No Applications Except Those Submitted to Student Employment

Online Application Submission Process for All Students

What Is Changing?

Off-line Applicant Review Process

Applications Viewable and Can Be Evaluated Online

What Is Changing?

Off-Line Hiring Requests Between Hiring Manager and Student Employment ➤ Online Workflow to Communicate Recommended Candidate(s) for Hire

What Is Changing?

Student Employment Master Hire Form ➤ Online Hiring Proposal Replaces Master Hire Form for New Hires

What Is Changing?

Assignment Start Date at Discretion of Hiring Manager ➤ Student May **Not** Start Assignment Until Hiring Proposal Completed (I-9 Completed)

What Is Changing?

Work Authorization Card ➤ Hiring Proposal Eliminates Need for Work Authorization Cards

What Is Changing?

One-Time Pays via One-Time Pay Form Only ➤ Students in One-Time Pay assignments must apply and be hired through system

One-Time Student Payments

- Departments may hire a student for a one-time job
- What is the process in Jobs.messiah.edu?
  - Position Description → Student Hiring Manager submits
  - Posting → job must be posted, but may be "not visible"
  - Applications → students must apply for these assignments
  - Hiring Proposal → Student Hiring Manager must submit
- Recommendation: Consider having a "temp pool" if your department is a frequent user of short-term assignments among many student employees
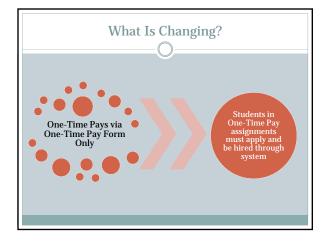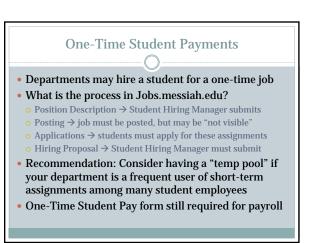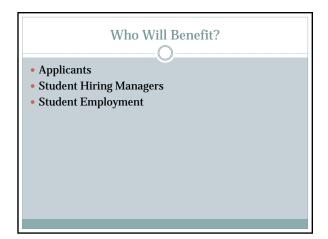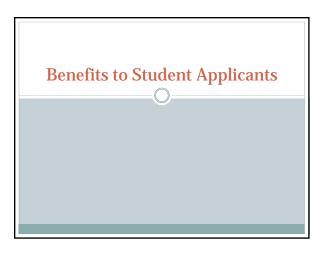- One-Time Student Pay form still required for payroll

Academic Year vs. Summer Assignments

- **Two Separate Job Descriptions**
  - Academic Year
  - Summer
- **Multiple Active Postings**
  - Current Academic Year & Summer
  - Summer & Next Academic Year
  - Current Academic Year & Next Academic Year
- **Closing Active Postings**
  - Only open for one academic year or summer period

Academic Year vs. Summer Assignments

- **Applying to Job Openings**
  - New Hire for Academic Year
    - Will NOT need to reapply for subsequent academic year
    - Handled via current bulk rollover process *(discussed later)*
  - New Hire for Academic Year
    - WILL need to apply for summer
  - New Hire for Summer
    - WILL need to apply for next academic year

Who Will Benefit?

- Applicants
- Student Hiring Managers
- Student Employment

Benefits to Student Applicants

Benefits to Student Applicants

- Centralized source to view all posted openings
- Ability to view the job requirements of any posted position prior to applying to the position
- May apply online 24/7 from any location where internet access is available
- Informed of all required application materials and alerted to any missing items prior to submission, thus ensuring a complete application is submitted

Benefits to Student Applicants

- Will receive an automated, personalized notification upon submission
- Application information is retained in the system for use in future positions
- Will receive an automated e-mail notification if not selected for a position

Benefits to Student Hiring Managers

Benefits to Student Hiring Managers

- Online, electronic position descriptions eliminates paper and multiple versions *(restricted to appropriate Student Hiring Manager)*
- Complete, up-to-date job descriptions ensures pay appropriateness and pay equity
- Provides complete and accurate position descriptions to assist in establishing and evaluating performance standards
- Online position requests and job postings

Benefits to Student Hiring Managers

- Ability to have posted and unposted openings
- Visibility gives potential for increased applicant pool
- Online routing/approval process
  - Reduces routing wait time
  - Allows authorized users to check on the status and location of requests and approvals at any time
- Online routing of applications upon submission provides immediate access to hiring managers
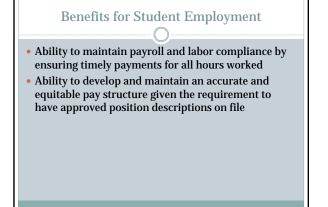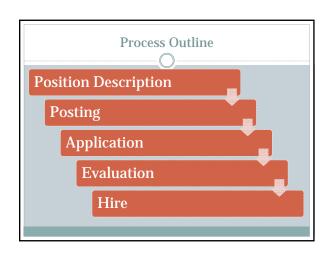
Benefits to Student Hiring Managers

- Online repository of applications, resumes, and similar items will reduce or eliminate the need for maintaining paper copies
- Automated e-mail notifications to notify approvers when action is required
- Notifications from Student Employment when students have completed paperwork and may begin work
- One system for all hires for those hiring managers who are also responsible for administrative, faculty or staff positions

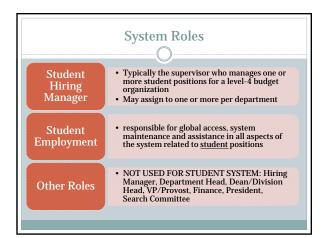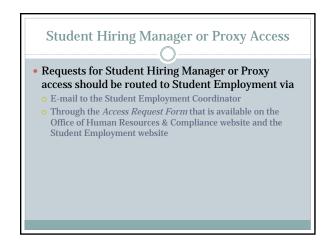# Benefits for Student Employment and Messiah College
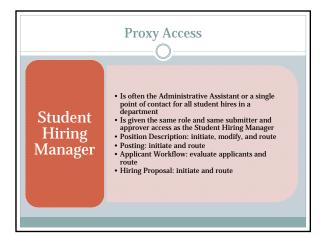
Benefits for Student Employment

- Immediate access to all applications
- Ability to provide immediate confirmation on applications to the applicant
- Ability to approve all requested hires prior to starting work assignment
- Ability to maintain I-9 compliance by ensuring students are authorized to work prior to beginning the work assignment

Benefits for Student Employment

- Ability to maintain payroll and labor compliance by ensuring timely payments for all hours worked
- Ability to develop and maintain an accurate and equitable pay structure given the requirement to have approved position descriptions on file

Process Outline

Position Description

Posting

Application

Evaluation

Hire

System Roles

Student Hiring Manager	• Typically the supervisor who manages one or more student positions for a level-4 budget organization • May assign to one or more per department
Student Employment	• responsible for global access, system maintenance and assistance in all aspects of the system related to student positions
Other Roles	• NOT USED FOR STUDENT SYSTEM: Hiring Manager, Department Head, Dean/Division Head, VP/Provost, Finance, President, Search Committee

Student Hiring Manager or Proxy Access

- **Requests for Student Hiring Manager or Proxy access should be routed to Student Employment via**
  - E-mail to the Student Employment Coordinator
  - Through the *Access Request Form* that is available on the Office of Human Resources & Compliance website and the Student Employment website

Proxy Access

Student Hiring Manager	• Is often the Administrative Assistant or a single point of contact for all student hires in a department • Is given the same role and same submitter and approver access as the Student Hiring Manager • Position Description: initiate, modify, and route • Posting: initiate and route • Applicant Workflow: evaluate applicants and route • Hiring Proposal: initiate and route

What Will Not Change

- Bulk hiring process for new student employees in larger departments (i.e., Dining Services and Campus Events)
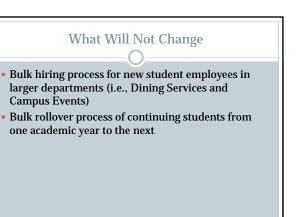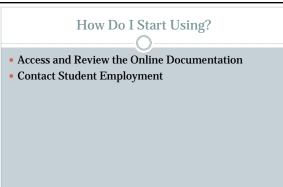- Bulk rollover process of continuing students from one academic year to the next

What Will Not Change

- Requirement for each student to be authorized to work before beginning a work assignment
- Requirement to notify Student Employment of all student terminations on a timely basis
- Requirement for a position description on **all** student positions

Is Documentation Available?

- Documentation is on the Student Employment website (http://www.messiah.edu/studentemployment)
- Link also added to the PeopleAdmin site under My Links (https://jobs.messiah.edu/hr)
- For most up-to-date documentation, please utilize the above links

Handouts

- User Guides
- Sample Position Description, Posting, Application, and Hiring Proposal

How Do I Start Using?

- Access and Review the Online Documentation
- Contact Student Employment

What If I Need Help?

- Belinda Conrad (x. 2900)
  - Position description development and modifications
  - Postings and hiring process
  - One-time payments
- Don Lerew (x. 2030)
  - Technical questions

What If I Have Suggestions/Concerns?

- Please communicate to Belinda or Don
- Include screenshots and/or a detailed explanation whenever possible

Questions???