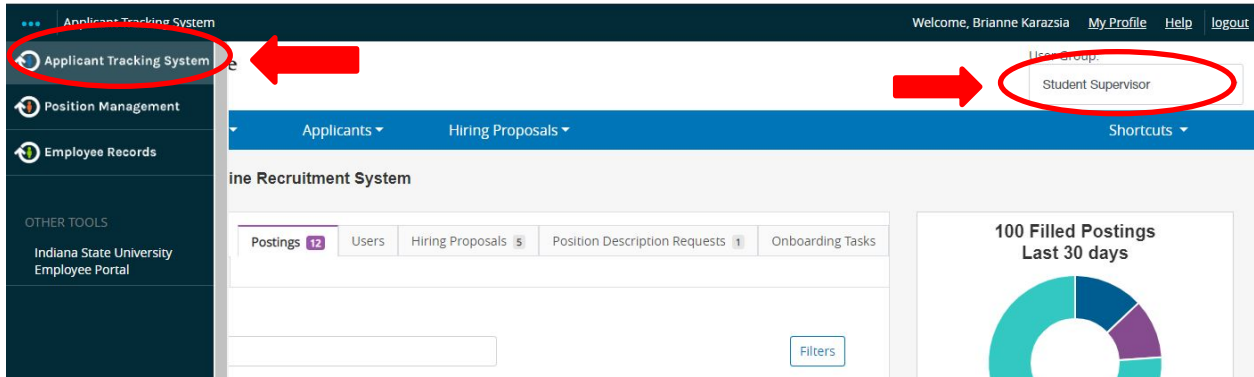


Processing Graduate Assistantships and Hiring Proposals

1. Login using your ATS log in and password. <https://jobs.indstate.edu/hr/sessions/new>
2. Make sure that you are on the Applicant Tracking side, or **Applicant Tracking System** tab (blue header) of the Applicant Tracking System.
3. Check to be sure that your User Group is set to **Student Supervisor**.



4. Select the posting you would like to work on from **Postings** and select **Student**.
5. Select the name of the posting you want to hire the student for.

When moving items in bulk, please restrict your search to the workflow states you'd like to move items *from*. This will enable the bulk move feature. For example, Search Managers might restrict their search to "Under Review by Hiring Manager" and "HR Approved for Phone Interview" states in order to move candidates to "Recommend for On Campus Interview". Please click on "more search options" below to restrict the search.

Job Title	Notice of Vacancy Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
Listening Library Student Assistant	171773	School of Music	1	Filled	August 01, 2018 at 11:13 AM	Actions
STATE Works KRS Student Office Assistant	ST171774	Kinesiology Recre & Sport	1	Filled	July 20, 2018 at 01:37 PM	Actions
Scott College of Business Student Assistant	ST171783	Dean, Scott College Of Business	3	Hidden During	July 11, 2018 at 09:35 PM	Actions

6. Select the **Applicants** tab, located inside the posting.

7. Select the **applicant's last name** whose status you would like to change.

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

When moving items in bulk, please restrict your search to the workflow states you'd like to move items *from*. This will enable the bulk move feature. For example, Search Managers might restrict their search to "Under Review by Hiring Manager" and "HR Approved for Phone Interview" states in order to move candidates to "Recommend for On Campus Interview". Please click on "more search options" below to restrict the search.

Saved Searches ▾ [Search Box] Search 🔍 Hide Search Options ▾

Add Column: Add Column ▾
Active/Inactive: Active
Workflow State: Workflow State
Draft Application?:

Active Applications ✕

"Active Applications" 2 ✕ Delete this search? Selected records 0 ✕ Clear selection? Actions ▾

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input type="checkbox"/>	Wimmer		ST171823	Under Review by Student Supervisor	August 03, 2018 at 08:36 AM	Actions ▾

8. Select **Take Action on Job Application**. You can choose the following options.

- a. **Keep working on this job application** - Use this option if you haven't made a decision regarding the student.
- b. **Interviewing** - Use this option if you are going to interview the student.
- c. **Not Selected- Email Now** - Use this option if you know you are not going to hire this student for the position and you want an email sent to the student now. You will have to provide a reason for not selecting the student. *If you choose this option you cannot go back and hire the student later using this posting*
- d. **Not Selected-Email when posting is filled** - Use this option if you know you are not going to hire this student for the position and you want an email sent to the student after the job has been filled. You will have to provide a reason for not selecting the student.
- e. **Recommend for Hire** - Use this if you are going to hire the student. An interview must occur prior to selecting this option. **An interview MUST occur prior to selecting this option.**

9. After you have chosen your action select **Submit**. If you chose **Recommend for Hire**, proceed to the remaining steps.

10. Select **Start Graduate Assistantship Hiring Proposal**. This must be completed, in order to get the student hired and on payroll.

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / MAPS Student Assistant (Posted) / Applicant Review / [Redacted]

Search Results:

Job application [Redacted]

Current Status: Recommend for Hire
Application form: Student Employment Application

Full name: [Redacted] Created by: [Redacted]
Address: [Redacted] Owner: Student Supervisor

Username: [Redacted]

[Redacted]

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- ➕ Start Student Hiring Proposal
- ➕ Start Graduate Assistantship Hiring Proposal
- 🔄 Reactivate

11. Select **Start Graduate Assistantship Hiring Proposal**.

Applicant Tracking System Welcome, Kyle Harris My Profile Help logout

Indiana State University User Group: Student Employment

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / Applicant Review [Redacted] Recommend for Hire) / New Hiring Proposal

Starting Graduate Assistantship Hiring Proposal

Applicant: [Redacted]

Posting: Bayh College of Education Graduate Assistant

Start Graduate Assistantship Hiring Proposal

12. Enter the **Direct Supervisor's Name**.

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Summary

Hiring Proposal

[Check spelling](#)
* Required Information

Applicant Information

First Name [REDACTED]
Middle Name [REDACTED]
Last Name [REDACTED]
Email [REDACTED]
Student ID - 991 [REDACTED]

Position Information

Job Title Bayh College of Education Graduate Assistant
Job Summary
Banner Position Title (Short Title) Graduate Assistant
Position Class Code B1225 Grad Assistant -Other
E-Class GS
Stipend Masters [REDACTED] PhD [REDACTED] Academic Year
Banner Position Number GR3500
Banner Position Suffix 05
Index SCED
Org Number 3500
Current FTE 1.0

Does this position work directly with minors, in financial areas, or areas with access to sensitive electronic information? If yes, a background check is required for every student hired.

Yes

* Direct Supervisor's Name
This field is required.

13. Enter the following information:

- f. Proposed Start Date. Graduate Assistants cannot begin until the Thursday before classes start for each semester. Please refer to the academic calendar for those start dates.
- g. Proposed Award Amount. Please enter what the annual award will be.
- h. Appointment Term. Please select if this is for the Full Academic Year or specific semester/term only.
- i. Appointment Hours. Please enter the hours that the Graduate Assistant will work.
- j. Does the student need to complete a Criminal Background Check (CBC) form in Student Employment?
Select Yes or No
- k. Intramural Voucher Expense Account Code. Enter **70270** to reimburse Human Resources for CBC expense, put **None** if not requesting a CBC.
 - i. Approvals. Enter the Student Supervisor Name and the current date.

Hiring Information

Hiring Proposal Number

Proposed Start Date 
This field is required.

Actual Start Date ("Personnel Date")

Job End Date 05/13/2022

Proposed Starting Stipend
This field is required.
Please do not use comma's. For salary positions only. If not a salary position write 0.00.

Approved Starting Stipend
Please do not use comma's

Appointment Term 
This field is required.


Appointment Hours
This field is required.

Does the student need to complete a Criminal Background Check (CBC) form in Student Employment?
This field is required.

Intramural Voucher Expense Account Code 
This field is required.

Approvals

Student Supervisor
This field is required.

Date 
This field is required.

Department Authorization

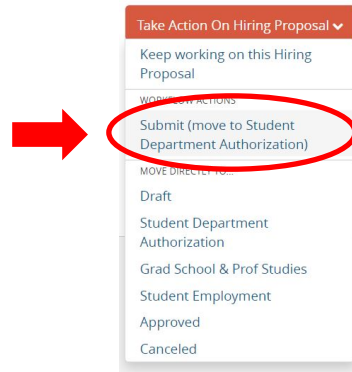
Date

Student Employment Staff

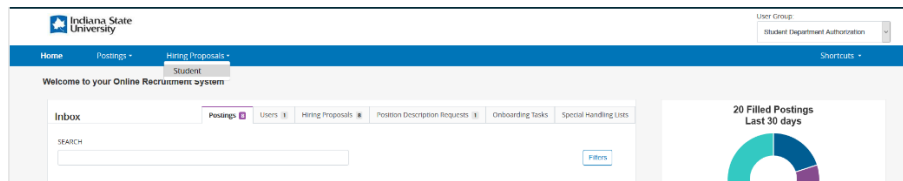
Date

- l. After all information has been entered select **Save & Continue**.

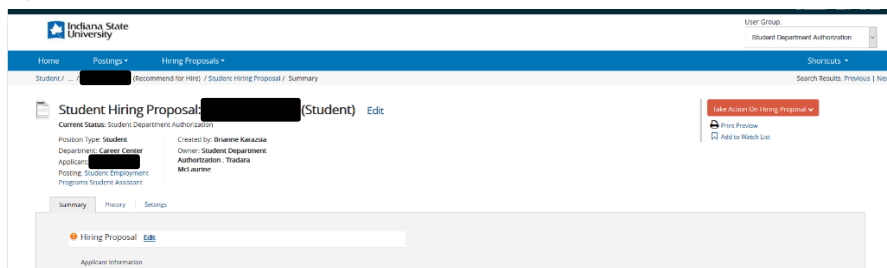
14. Select **Take Action on Hiring Proposal** then select **Submit (move to Student Department Authorization)**. This will then be sent to the individual in your department who has Student Department Authorization Access. If you have Student Department Authorization access, follow the steps below.



15. If you have Student Department Authorization access, you will need to approve the Hiring Proposal before it is sent to Student Employment Programs. Set your User Group to Student Department Authorization. Select **Hiring Proposals**, then **Student**.



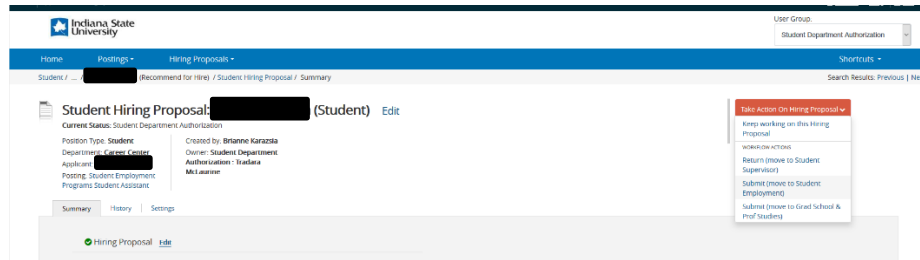
16. Select the last name of the student whose Hiring Proposal you want to approve. If you see an orange exclamation point that means that something is missing on the Hiring Proposal. It is missing your name and date. Select the blue, under-lined text that reads **Edit**.



17. Scroll to the bottom of the Hiring Proposal. All of the student information will have been completed by the Student Supervisor. If all information in the Hiring Proposal is correct, enter your name in the Department Authorization field and the current date. Click Save & Continue.

The image shows the "Approvals" section of the Hiring Proposal form. The "Department Authorization" field is highlighted in red with the text "This field is required." below it. The "Date" field is also highlighted in red with the text "This field is required." below it.

18. If there is a green check mark next to the words Hiring Proposal, then it can now be sent to Student Employment Programs. Click **Take Action on Hiring Proposal** and then **Submit (move to CGPS {College of Graduate & Professional Studies})**. If there is an error on the Hiring Proposal, you can click **Return (move to Student Supervisor)** and the supervisor can make any needed corrections.



19. Once this Hiring Proposal is approved by CGPS and Student Employment Programs, students who have never worked on campus will receive an email with instructions on how to complete their new hiring/onboarding paperwork electronically. They will also receive instructions on which pieces of identification they will need to bring to the Student Employment Programs Office before their first day of employment. If a student will be working remotely and are unable to physically come into our office, please contact isu-student-employment@indstate.edu to receive instructions on how they can submit their pieces of identification via mail. Keep in mind, this will delay the hiring process because students will need to get copies of their documents notarized.

Once they have completed their paperwork and brought in their documents, the student, along with the supervisor, will receive an Employment Verification Slip via email to show that they have been approved to begin working.

If a student has previously worked on campus, they, along with the supervisor, will receive an Employment Verification Slip via email to show that they have been approved to begin working.

Students are not permitted to begin working until the start date that you listed on the Hiring Proposal and an Employment Verification Slip has been sent to you.