The SEO Job Board: A Supervisor’s Step-By-Step Guide To Using the Student Employment Database
Contents

Table of Figures ................................................................................................................................................. 2
How to Register and Become a Supervisor ........................................................................................................ 4
How to Change your Password: ....................................................................................................................... 7
How To Post a Job ............................................................................................................................................... 10
  Student Employment Jobs .............................................................................................................................. 10
  Federal Work-Study Jobs .................................................................................................................................. 15
How to Request a Student Employee as a Hire .................................................................................................. 19
Other Helpful Features: ....................................................................................................................................... 22
  How To Send Out Mass E-mails ....................................................................................................................... 22
  How to Delete/Remove Jobs from the Job Board ............................................................................................. 24
  How to Copy Jobs ............................................................................................................................................. 24
  How To Look Up Past Employees and their Information ................................................................................ 25
  How to Use the Referral Process ................................................................................................................... 28
Table of Figures

Figure 1: New Employer Registration Link ................................................................. 4
Figure 2: Finding your organization ........................................................................ 5
Figure 3: Chart Strings .............................................................................................. 6
Figure 4: Go to the Student Job Board ..................................................................... 7
Figure 5: Enter your UVM Net ID ........................................................................... 7
Figure 6: Confirmation of resetting password .......................................................... 7
Figure 7: Email confirmation and log in link ............................................................. 8
Figure 8: Home page of Student Job Board ............................................................. 8
Figure 9: Contact Information shown ....................................................................... 8
Figure 10: Contact information editing box ............................................................. 8
Figure 11: Save Button .............................................................................................. 9
Figure 12: Create New Job at My Student Employment Jobs ................................... 10
Figure 13: Fill the required information .................................................................. 11
Figure 14: Posting Information ............................................................................... 12
Figure 15: Critical Information Fields ..................................................................... 13
Figure 16: Screen by Majors box ............................................................................ 14
Figure 17: Create New job at My Student Employment Jobs ................................... 15
Figure 18: Create New job at My Student Employment Jobs ................................... 16
Figure 19: Posting information important fields ...................................................... 16
Figure 20: Posting information ............................................................................... 17
Figure 21: Screen by majors box ............................................................................ 18
Figure 22: Student Work Job board log-in page ....................................................... 19
Figure 23: Request a student employee hire- Students Work Job Board home page ............................................................................ 19
Figure 24: Search students engine ......................................................................... 20
Figure 25: Status of my jobs .................................................................................. 21
Figure 26: Work information .................................................................................. 21
Figure 27: Student Search- Student work job board homepage ................................ 22
Figure 28: selecting the appropriate information .................................................... 22
Figure 29: Email receiver list .................................................................................. 23
Figure 30: check box- email receiver list .................................................................. 23
Figure 31: Email creating page ............................................................................... 24
Figure 32: bottom of the receiver check list ............................................................ 24
Figure 33: Copy Job - Homepage ............................................................................ 25
Figure 34: Student Search- Homepage .................................................................... 25
Figure 35: Student Employee Search Results ......................................................... 26
Figure 36: Profile View ............................................................................................ 27
How to Register and Become a Supervisor

In this section of the mini-manual we will be teaching you how to register and become a supervisor in our Job Board so you can post jobs and request hires (among other great features). Please follow along and pay close attention to the notes about combo codes.

**Step 1:** Navigate to the Student Employment Office Website: [http://www.uvm.edu/sfs/seo](http://www.uvm.edu/sfs/seo)

**Step 2:** Scroll down to find the “Campus Employers & Supervisors” section in the main body of the webpage, and click the link below that says “New Employer Registration”

![Figure 1: New Employer Registration Link](image)

**Step 3:** Search for and Select your Department (see Figure 2), and then click “Continue”.

If your Department does not appear, you will need to create it by clicking “Can’t Find Your Organization?”
Step 4: Fill in all fields with a red asterisk, including your PeopleSoft EmplID/Supervisor ID, Job Board Password, Department's Overage Combo Code, Department's Overage Chartstring, Direct Line Phone, and UVM E-mail.

PeopleSoft EmplID/Supervisor ID:
This number can be found at the top of your paycheck in PeopleSoft. If you are unsure of this number or you do not have your previous paystub, you can contact UVM Human Resources at 802-656-3150.

Job Board Password:
You will need to create a password for this system. Please do not use the same password as your UVM password.

Department's Overage Combo Code:
Should be a 42 digit number grouped in a 5 2 5 3 6 3 6 4 4 4 format, each group of digits separated by spaces.
Ex: 55210 33 34567 223 123456 123 123456 0000 0000 0000

More information about Chart strings can be found in the image below:

Figure 3: Chart Strings

Direct Line Phone:
This number must be your direct phone line so that we can contact you directly. Please use the format of 802-656-xxxx in this field.

UVM E-mail:
If your E-mail is incorrect, then you will not be able to login.
How to Change your Password:

How to reset a password as an employer on the Student Works Job Board:

**Step 1:** Proceed to [http://uvm.edu/sfs/hirestudents](http://uvm.edu/sfs/hirestudents) in order to log in to the Student Works Job Board.

![Login Screen](image)

**Figure 4: Go to the Student Job Board**

**Step 2:** Click on “Forgot your password?”

You will be asked to give your UVM NetID (letters that make up your UVM email address) that correspond to your account you’ve already made. A temporary, randomized password will be sent to the email that goes with your account.

![Reset Password Screen](image)

**Figure 5: Enter your UVM Net ID**

**Step 3:** Click on “Reset Password” and if a computer generated email is sent, you will see this screen.

![Confirmation Screen](image)

**Figure 6: Confirmation of resetting password**

Your email should look like this (see Figure 7):
**Step 4:** Follow the link on the bottom and log in to the Student Job Board like normal, but with the new password given in the email.

**Step 5:** To reset this randomly generated password into a personal password (recommended), go in the “My Profile” tab found in the upper left on the home screen (see Figure 8).

Under the section “Contact Information”, click on “Edit”. (see Figure 9).

**Step 6:** Your Job Board Password will contain the randomly generated password the computer has assigned. To change it, simply delete these numbers and apply your own. You should pick a password that is easy to remember and something that can’t be guessed easily.
Student Employment Office  
Department of Student Financial Services  
The University Of Vermont  
237C Waterman Building  
85 South Prospect Street  
Burlington, VT 05405  
Website: http://www.uvm.edu/sfs/seo  
Phone: 802-656-5705  
student.employment@uvm.edu

Step 7: Once you have the “Contact Information” section filled out, press the **Save** button on the top or bottom to make these changes permanent.

Once you have completed making changes click **Save** at the bottom.

Figure 11: Save Button
How To Post a Job

In order to hire students, you’ll need to post jobs in the Student Job Board. Students will then view the jobs and will be able to apply for the job. In this section of the mini-manual, we will show you how to set up a job.

Student Employment Jobs

To hire Student Employees, you will need to create job postings

Step 1: Start logging in at [www.uvm.edu/sfs/hirestudents](http://www.uvm.edu/sfs/hirestudents) using your netID and your chosen password (which should be different from your usual UVM password)

![Create New Job at My Student Employment Jobs](image)

Step 2: Hover over “My Student Employment Jobs” and in the drop down menu click on “Create New Job”

Step 3: Fill in all fields denoted with a (*) red asterisk. Start with the “Position Information” section, and continue on to “Posting Information” section:

Some information to note:

- Pay rate cannot be below $8.60 or above $13.00 per hour.

* Minimum wage will be increasing from $8.60 to $8.73 effective January 1st, 2014. If you’re paying students the minimum wage amount of $8.60 this will automatically be changed by Payroll Services to $8.73. If you’re presently paying a student $8.70, the difference of $.03 will automatically be added, for example. Anything over $8.73 will remain the same, but you may choose to give your student employees a pay raise.
• Start date cannot be before 8/26 of the fall semester of the academic year, and cannot be after 5/9 of the spring semester of the academic year
• In the job description be as detailed as possible what you’d like to have your students doing. It is in everyone’s best interests to match the right students with the right jobs.
• Provide a preferred method of communication. Providing multiple ways to be contacted is fine, but please somehow specify which method is preferred.

Figure 13: Fill the required information
Figure 14: Posting Information

Step 4: Scroll down and fill in the **Posting Information**
Some Information to note:

- Selecting “1314” in this case is the 2013-2014 academic year’s financial aid award (applicable to work study students).
- For a Student Employee, your Posting information section in the red box should be identical to what is shown here, except for the text which reads “9-digits”. This should be filled with the 9 digit Student Employee Combo Code. If you do not have this information, please contact your Business Manager. The Student Employment Office does not have access to this information.
- IMPORTANT: If you only want students who meet specific requirements to only be able to view the job, you must also select the corresponding “Screen by” fields under Screening Options.
- For example, if you choose the Accounting major in this job and do not choose “Screen by major,” then an Accounting major is merely your preference. Students with other majors will be able to see your job and will have access to easily contact you. However, if you do choose “Screen by major,” then only those students who meet that requirement will be able to review your posted job.
• To narrow down by major, click the “Add/Remove” button below the “Majors” field. When the prompt appears (pictured below), click the plus box to expand and show all majors. Now you can select specific majors you prefer to reply to your posting. Scroll down and press continue. To remove majors from the list, follow the same process but deselect the undesired majors. Remember that if you want to screen for these selected majors, you have to go down below and select “Screen by Majors”

![Screen by Majors box](image.png)

• Finally, the last field where it asks you to specify whether or not you would like students to apply online. Select “yes” if you would like to review submitted applications in the Job Board, or “no” if you’d like to review them offline, or if you have your own application template.

**Step 5:** Click “Save”. Now you can see the job posting as it appears in our database. If you need to change some of the information you have posted, click the blue [Edit] button in the upper right of any given box of information you’d like to edit.

At this point, the SEO will review the job posting for consistency, and contact you if the posting/job needs further editing. A system generated e-mail will be sent upon approval.
Federal Work-Study Jobs

Creating a Federal Work-Study Job is very similar to creating a Student Employment job, but there are some differences. Please pay attention to the combo code and applicant type sections noted below.

**Step 1:** Start by logging in at [www.uvm.edu/sfs/hirestudents](http://www.uvm.edu/sfs/hirestudents) using your netID and your chosen password (which should be different from your usual UVM password)

**Step 2:** Hover over “My Student Employment Jobs” and in the drop down menu click on “Create New Job”

![Figure 17: Create New Job at My Student Employment Jobs](image)

**Step 3:** Fill in all fields denoted with a (*) red asterisk. Start with the “Position Information”, and continue on to “Posting Information”:

Some information to note:

- As of January 1st, 2014 pay rate cannot be below $8.73 or above $13.00 per hour.
- Start date cannot be before the first day of classes in the fall semester of the academic year, and cannot be after the last day of final exams in the spring semester of the academic year.
- In the “Job Description” field be as detailed as possible what you’d like to have your students doing. It is in everyone’s best interest to match the right students with the right jobs.
- Provide a preferred method of communication. Providing multiple ways to be contacted is okay, but please specify which method is preferred.
Figure 18: Create New Job at My Student Employment Jobs

**Step 4:** Scroll down and fill in the “Posting Information”

Some Information to note:

Figure 19: Posting information important fields
Selecting “1314” in this case corresponds to the 2013-2014 academic year’s financial aid award (applicable to work study students with Federal Work Study Awards).

For a Student Employee, your Posting information section in the red box should be identical to what is shown here, except for the text which reads “9-digits”. This should be filled with the 9 digit Student Employee Combo Code.
• IMPORTANT: If you only want students who meet specific requirements to be able to apply for this job, you must also select the corresponding "Screen by" fields under Screening Options. For example, if you choose the Accounting major in this job and do not choose "screen by major," then an Accounting major is merely your preference. Students with other majors will be able to apply. However, if you do choose "screen by major," then only those students who meet that requirement will be able to apply.

• To narrow down by major, click the “Add/Remove” button below the “Majors” field. When the prompt appears (pictured below), click the plus box to expand and show all majors. Now you can select specific majors you prefer to reply to your posting. Scroll down and press continue. To remove majors from the list, follow the same process but deselect the undesired majors. Remember that if you want to screen for these selected majors, you have to go down below and select "Screen by Majors"

Step 5: Click “Save”. Now you can see the job posting as it appears in our database. If you need to change some of the information you have posted, click the blue [Edit] button in the upper right of any given box of information you’d like to edit.

At this point, the SEO will review the job posting for consistency, and contact you if the posting/job needs further editing. A system generated e-mail will be sent upon approval.
How to Request a Student Employee as a Hire

Once you have created your job, you will need to hire students using the Job Board. This step-by-step guide will show you exactly how to select students to fill specific jobs, so we here at the Student Employment Office can review the submissions for placement.

**Step 1:** Start by logging in at [www.uvm.edu/sfs/hirestudents](http://www.uvm.edu/sfs/hirestudents) using your UVM NetID and your chosen password (which should be different from your usual UVM password)

![Student Work Job board log-in page](image)

**Step 2:** Once logged in, click on “Request a Student Employee Hire” in the left hand navigation bar.

![Request a student employee hire- Students Work Job Board home page](image)
Step 3: You will be brought to this page, where you can search for a student by name. Type in the student’s first and last name and click “Search”. Be as careful with spelling and use the student’s full name in your search. If you cannot remember the spelling of the name, the Job Board search engine will also work with parts of names too.

Step 4: Once you have searched for and found the student, click on “Select Student.”

Step 5: Next, you select the job you want to hire the student for. Do this by clicking on “Select Job” in the row that corresponds with the correct job ID and title. If the student does not have Federal Work Study, make sure you are hiring them to a job with a 0998-Student Employee applicant type.
Step 6: Once you select the job, you will be brought to a page where you fill out information such as the start date, end date, and pay rate for the student. Every option that has an asterisk next to it should be filled out. When you are done, click “Finish” at the bottom of the page.

Step 7: This will submit the hire request to the Student Employment Office. There, the information you submitted is reviewed and approved within two business days. Once the placement or hire has been approved, an email will be sent to the supervisor and the student with the next steps to completing the process, such as filling out an I-9 form.
Other Helpful Features:
In this section of our guide we’ll include some other helpful features of CSO, which would be useful to look at if you are making multiple hires or attempting to post multiple jobs in the database.

How To Send Out Mass E-mails
In this section we will go over how to send out mass e-mails to UVM students

**Step 1**: Go to [http://www.uvm.edu/sfs/hirestudents](http://www.uvm.edu/sfs/hirestudents)

**Step 2**: Login to your account

**Step 3**: Click on “Student Search”(figure 27).

**Step 4**: Select the appropriate criteria of students (Class, Applicant Type, and Degree type) that you want the email to be sent to, then click on “search”

![Figure 27: Student Search- Student work job board homepage](image)

![Figure 28: selecting the appropriate information](image)
Step 5: Scroll down to the bottom of the page, and click on “Send Mass Email”.

![Email receiver list](image)

Figure 29: Email receiver list

Step 6: Read through the “Review List”, and choose the students to be excluded by checking the boxes on the right hand side.

![Check box - email receiver list](image)

Figure 30: check box - email receiver list
Step 7: Scroll down and click on “Continue”

Figure 32: bottom of the receiver check list

Step 8: Follow the instruction to confirm the selection

Step 9: Compose your email and click on “Send Email” when you have finished

How to Delete/Remove Jobs from the Job Board

You cannot delete or remove jobs from the Job board as a supervisor. If you want to have a job removed from the job board, please contact the Student Employment Office at 802-656-5705 StudentEmployment@uvm.edu. In your e-mail, please include your name, phone number, and the job id of the job you wish to be taken down.

How to Copy Jobs

In this section we will teach you how to copy a job you’ve already created. This is useful to know because you can reactivate an old job posting by copying an old job and updating the information, and you can also create a “Federal Work Study Job” from a “Student Employee Job”, or vice versa.

Step 1: Start by going to http://www.uvm.edu/sfs/hirestudents and logging in. Once you are logged in and you can see the home screen, hover over the “My Student Employment Jobs” and in the drop down menu select “Jobs List”.

Phone: 802-656-5705
student.employment@uvm.edu
How To Look Up Past Employees and their Information

At the beginning of a hiring period, or before an interview, you may want to look up a student’s profile in the database in order to get a little more information about their Award Amount, Class Schedule, I-9 status, and Federal Work Study Program Eligibility.

Step 1: Start by going to http://www.uvm.edu/sfs/hirestudents and logging in.

Step 2: Click on the “Student Search” tab.

Figure 33: Copy Job - Homepage

Step 4: Now you have successfully copied the job. Keep in mind for copying federal work study jobs and/or student employee jobs, you will still have to go into the new job and change the “Federal Work Study Combo Code” and “Student Employee Combo Code” information, the “Applicant Type”, and perhaps the “Aid Year” (if copying jobs from a previous academic year).
Step 3: Enter in the criteria for the student you are searching for, and execute the search by clicking either search button on the top or bottom of the page. If you are unsure of the spelling of the name, just enter in a portion of the name and press submit. If you are entering in the correct criteria and the student is not showing up, it is likely they have no work history at UVM and/or they have not activated their CSO account yet.

Step 4: Select the student you are looking for from the list by clicking on their name.
Step 5: Review desired information (Figure 36). For example, some important pieces of information to consider would be the Student’s Award Amount, $1,600 (for the year), the Applicant Type, which is Student Employee, Federal Work Study Student (meaning this student can work as either a Student Employee or a Work Study Employee). Underneath that is the student’s schedule, and whether or not the student has filed their I-9 Form yet.
How to Use the Referral Process

In this section we will teach you how the referrals function works in CSO. The referrals system is only activated if you answered Yes when answering the question *Allow Students To Inquire About This Job Online* when you created your listing. If you would like to activate this feature, just go back into your job posting, scroll to “Posting information” and click [Edit].

**Step 1:** Start by logging in at [www.uvm.edu/sfs/hirestudents](http://www.uvm.edu/sfs/hirestudents) using your netID and your chosen password (which should be different from your usual UVM password).

**Step 2:** Hover over “My Student Employment Jobs” and in the drop down menu click on “Jobs List”.

**Step 3:** Review your jobs list to check for new Referrals. When you have a new Referral, the blue "R" will be bolded as you see in the picture below. You can click this “R” to take you to the referrals page for this particular job.

**Step 4:** Now you can see all of the referrals for your job. For this particular job (figure 38), two students have sent applications through the job boards website. You can see the date the application was submitted, whether or not they have a resume on file, and the graduation date of the student. If you go to the far right of the entry, you can click “view” to view included statements by the student about their application.

**Step 5:** Review your job posting, and submit.
Thank you for using our step by step guide. We hope you found it helpful. We also know that this guide may not answer all of your questions so feel free to call us with questions 802-656-5705 or contact us via e-mail student.employment@uvm.edu.