How to Initiate a Student Job Posting

1. Verify you are logged into the ‘Applicant Tracking’ module (Blue) and the “Student Maintainer” or “Student Final Approver” user group (top right).
2. Locate the ‘Shortcuts’ on the right side of the home page and click on the ‘Create New Student Posting’ link.
3. Select one of the following two options from the dialog box which will appear:
   - Create from Classification – select this option if you wish to create the posting from one of the two student posting templates
   - Create from Posting – select this option if you have a previous student posting that you wish to use as a template (most information will copy in)
4. Locate the desired posting or template, depending on which option you chose in step 2, hover over the ‘Actions’ menu on the right side of the screen and choose ‘Create From’
5. On the following page:
   - Enter an appropriate Working Title and identify in which Responsibility Center and Department this student will be working
   - No action is required for the ‘Applicant Workflow’ or ‘Online Application’ Sections
   - If you wish to collect electronic references on student applicants that reach the final phase of the review process check the ‘Accept References’ box and choose the option ‘Finalist – Solicited References’ from the ‘Reference Notification’ field
6. Click on the ‘Create New Posting’ button at the top or bottom of the page
7. Complete all required fields on each of the pages which are listed on the left side of the screen
8. When you reach the ‘Request Summary’ page hover over the ‘Take Action on Posting’ button at the top right corner of the screen and select the workflow action ‘Send to HR for Review and Posting’
9. When the dialog box appears click on the ‘Submit’ button
10. A green bar at the top of the page indicates it was submitted successfully, a red bar indicates that further action is needed

How to Review Applicant Documents

1. Verify you are logged into the ‘Applicant Tracking’ module (Blue) and the “Applicant Reviewer” user group
2. Hover over the ‘Postings’ menu at the top of the home page and select ‘Student’
3. Locate the desired posting and hover over the ‘Actions’ menu on the right side of the screen and choose ‘View Applicants’
4. To review a single application, click on the applicants name
5. To review multiple applicant documents at one time:
   - Select the check boxes to the left of the applicants names you wish to review
   - Hover over the ‘Actions’ button in the upper right corner of the table and select ‘Download Applications as PDF’
   - If you wish to review the application and all attached documents (resume, cover letter, etc.) select ‘Application and Documents;’ if you wish to only review certain applicant documents, select the appropriate options
   - Click the ‘Submit’ button to generate a pdf of all the applicants and their selected documents

How to Manage Student Applicant Statuses

1. Verify you are logged into the ‘Applicant Tracking’ module (Blue) and the “Applicant Reviewer” user group
2. Hover over the ‘Postings’ menu at the top of the page and select ‘Student’
3. Locate the desired posting and hover over the ‘Actions’ menu on the right side of the screen and choose ‘View Applicants’
4. To change the status of a single applicant, click on the applicants name and then hover over the orange ‘Take Action on Job Application’ box at the top right side of the application and click on the appropriate applicant status
5. To change multiple applicant statuses at one time:
   - Select the check boxes to the left of the applicant names
   - Hover over the ‘Actions’ button in the upper right corner of the table and select ‘Move in Workflow’
   - Change the applicant statuses and click on the ‘Save changes’ button
6. For additional information review, the ‘Student Applicant Status Stepping Guide’ located in the ‘My Links’ section on the Home screen of PittSource

How to Create a Hiring Proposal following a Recruitment

1. Verify you are logged into the ‘Applicant Tracking’ module (Blue) and the “Student Maintainer” or “Student Final Approver” user group
2. Hover over the ‘Job Posting’ menu at the top of the page and select ‘Student’
3. Locate the desired posting and hover over the ‘Actions’ menu on the right side of the screen and choose ‘View Applicants’
4. Click on the applicants name to view the individuals application
5. If the applicant is not already at the status ‘Recommended for Hire,’ you must change their applicant status (see ‘How to Manage Student Applicant Statuses’ section of this guide)
6. Click the ‘Start Hiring Proposal’ link in the upper right corner
7. Complete all required data on each of the pages which are listed on the left side of the screen
8. When you reach the ‘Request Summary’ page, hover over the ‘Take Action on Hiring Proposal’ button at the top right corner of the screen and select the appropriate workflow action.

9. When the dialog box appears, click on the ‘Submit’ button.

10. A green bar at the top of the page indicates it was submitted successfully, a red bar indicates that further action is needed.

How to Approve a Hiring Proposal on a Candidate

1. Verify you are logged into the ‘Applicant Tracking’ module (Blue) and the “Student Maintainer” or “Student Final Approver” user group.
2. On the Home screen, click on the ‘Hiring Proposals’ tab within the inbox.
3. Locate the hiring proposal and click on the job title.
4. You will then be directed to the summary page of the hiring proposal where you can review and make edits by clicking on the ‘Edit’ links next to the appropriate page(s).
5. Review and approve the hiring proposal by:
   • Hovering over the orange ‘Take Action on Hiring Proposal’ box at the top right side of the summary and select the appropriate workflow action.
   • When the dialog box appears, click on the ‘Submit’ button.
   • A green bar at the top of the page indicates it was submitted successfully, a red bar indicates that further action is needed.

How to Locate a Hiring Proposal

1. Verify you are logged into the ‘Applicant Tracking’ module (Blue) and the “Student Maintainer” or “Student Final Approver” user group.
2. Check to see if the hiring proposal is in your watch list on the Home screen.
3. If it is not in your watch list then:
   • Hover over the ‘Hiring Proposal’ menu at the top of the page and select ‘Student’.
   • Click on the ‘More Search Options’ link next to the blank search box at the top of the screen.
   • Ensure that all options in the ‘Workflow State’ field are selected.
   • Enter the ‘Position Number’ or the ‘Candidate Last Name’ into the respective search field and click on the ‘Search’ button.
4. To identify who currently owns the hiring proposal, click on the ‘Posting Number’ and the current owner of the request will be listed at the top of the summary page.
5. To view the full historical details of the request, click on the ‘History’ tab.

Navigational Fundamentals

1. Modules (Top of Screen)
   • Applicant Tracking (Blue)
     o Postings, Applicants & Hiring Proposals
   • Position Management (Orange)
     o Not Applicable for Student PittSource users

2. Student Department User Groups
   • Applicant Reviewer
     o Review student applicant materials
     o Change student applicant statuses
   • Student Maintainer
     o Initiate student postings
     o Initiate a hiring proposal on a student posting
   • Student Final Approver
     o Approves all hiring proposals prior to offer