Quick User Guide for the

EMPLOYEE REQUEST SYSTEM

CAREER CENTER
Navigate to https://www.careercenter.ucsc.edu/ers/ersstaff/login/index.cfm and log in with the username and password you were issued from the Career Center.

Home, sweet home! Click on the “New ER” link above.
Christopher Arends should always be the **SC Staff Name**. Choose the **Supervision Level** and click the box next to your name if you want to be notified about applications.

Choose “Workstudy” for the **Recruitment Type** and “Off-Campus” for the **Job Classification**. The **Pay Rate** and **Title Code** will auto-populate, though you can change the **Pay Rate** as you see fit.

You need to at least select a **Start Date**, though having an **End Date** is always helpful. Finally, indicate the number of **Hours Per Week** you’d like the student to work (make sure this is a numerical value).
**Working Title** is the descriptive title of the position. **Number of Positions** is, well, the number of positions you’re hiring for.

**When to Post**: if you choose Do Not Post, then the ER will be active but not visible to the public. Use this option only if you have a particular student in mind that you want to hire.

**When to Auto-Expire**: when you want the ER to be removed from public listing. As mentioned above, the ER will still be active.

**Number of Applications Received Before Mandatory Expire**: this option allows you to limit the number of applications you receive so that you’re not deluged with a thousand prospects.

*Note: most of the greyed-out fields will be filled in by the Career Center. If you’re uncertain about filling out any of these fields, contact the Career Center.*
Skills, Knowledge, and Abilities Required: this is a text field where you can specify in detail what you’re looking for in a student employee.
This is an optional section, but most employers (and applicants) find it useful, as it breaks down the duties into discrete chunks. Try to be as thorough as possible.
Almost there! All of these fields are optional. Some employers will activate the Auto Response Email Message to thank the student for applying and let them know about any additional details about the job.

Once you click “Save”, the ER is forwarded to Monica for review and correction, if needed. Then she sends it off to Chris, who makes a final review and then posts the ER.

Congratulations! You’re done!