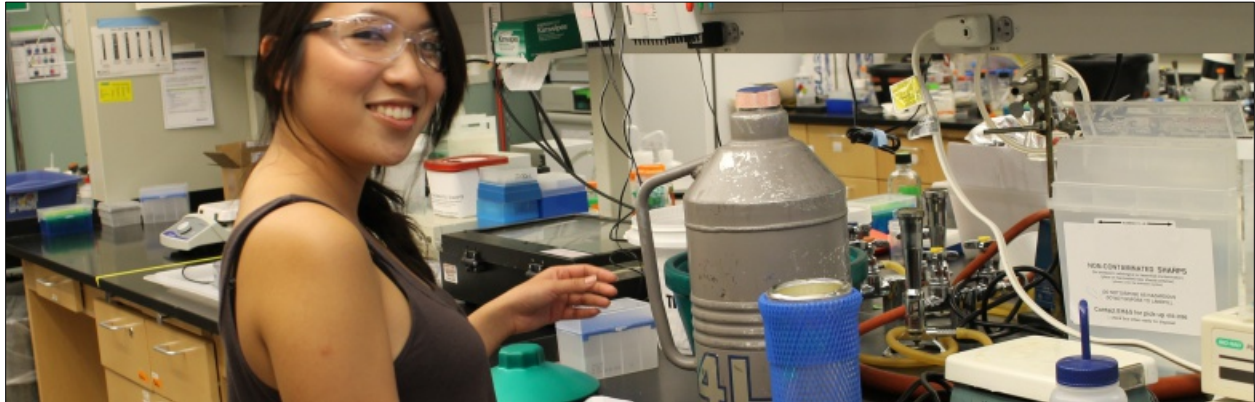


New Employer Quick User Guide

CAREER CENTER

EMPLOYEE REQUEST SYSTEM





Login

Please enter your user name and password. If you do not have a user name and password, please contact your [Service Team](#). Use the "Help and Information" link below for more detailed information.

User Name:

Password:

[Career Center Home](#)[Problems and Comments](#)[Help and Information](#)

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.

[New ER](#)[Search ERs](#)[Hires](#)[Applications](#)[Resumes](#)[login / logout](#)

Welcome to the Student Employee Request System

Welcome!

Contact your [Service Team](#) for help posting jobs and hiring students.

Work-study Information

Expire ERs: To remove a job posting from student listings, look up the ER and click the "**Expire**" button. This is the best way and also notifies your service team.

Be sure to Log Out when you are done using the system.

[Career Center Home](#)[Problems and Comments](#)[Help and Information](#)

Home, sweet home! Click on the "New ER" link above.



New Employee Request

When you are finished entering the information, click the 'Save' button at the bottom of the form.
Required fields are blue with an asterisk.

Staff Contact Information

Service Team Off Campus

SHR Contact * Bailey, Makaida ☐ Notify when application submitted

Unit Contact * Camicia, Christine ☐ Notify when application submitted

Reports To * Your Name Here ☐ Notify when application submitted

Supervision Level ☒ Minimal
☐ Moderate
☐ Close

Makaida Bailey should always be the **SHR Contact**. Your name should be in the "Reports To" drop-down menu. Choose the **Supervision Level** and click the box next to your name if you want to be notified about applications.

Employment Type and Schedule

Recruitment Type * ☒ Workstudy
☐ Non - Workstudy

Off Campus? ☒

Community Service? ☒

UCPath ERN Code REG -Not Community service

Job Classification * Off Campus

Comp Rate * \$ 13 . 00

Job Code 004000 (Automatically determined by Job Classification)

Start Date * ☐ ASAP

☒ Start On:

September 26 2020

End Date June 10 2021

Hours Per Week * 10-19

Weekly Schedule M-F or Weekends...

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

Start Date needs to be September 26, 2020 or later. **End Date** needs to be June 10, 2021. Finally, indicate the number of **Hours Per Week** you'd like the student to work (make sure this is a numerical value). Provide typical weekly schedule.

Hiring Specifications	
Working Title *	<div>Title of the Job</div> <div>This information will be added for you.</div>
Payroll Account Number (Reference only)	Entering funding information on the ER is informational only and for departmental use. FOAPALs entered on the ER will not feed into UCPATH. Funding information must be entered in UCPATH in order for a position to be funded.
The Child Abuse and Neglect Reporting Act (CANRA) requires some employees to be identified as Mandated Reporters. More Information	
CANRA Mandated Reporter? *	Yes <input type="radio"/> No <input type="radio"/>
Does this position contain critical functions which necessitate a Background Check? *	Yes <input type="radio"/> No <input checked="" type="radio"/> Always click "NO" on this selection. If a background check is required, add to the "Job Qualifications and Description" section below.
Critical positions require a background check. More Information (page 12)	
Certain positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More Information	
E-Verify Required? *	Yes <input type="radio"/> No <input type="radio"/>
HR Department *	<div>SC3538 (6 characters)</div>
Mail Recharge Code *	<div></div> (for background check only) This information will be added for you.
Number of Positions *	<div>1</div>
Residential Staff Perquisite Amount	<div></div> . <div></div>
<hr/> When to Post * <input type="radio"/> Do Not Post <input type="radio"/> Post ASAP <input checked="" type="radio"/> Post On : <div>September</div> <div>26</div> <div>2020</div> Post on this date or later.	
When To Auto-Expire * <input type="radio"/> No Auto-Expire Date <input type="radio"/> Auto-Expire On : <div>June</div> <div>1</div> <div>2020</div> Please use this date or earlier for Auto-Expire	
Number of Applications Received Before Mandatory Expire* <input type="radio"/> 15 <input checked="" type="radio"/> 25 <input type="radio"/> 50 <input type="radio"/> 75 <input type="radio"/> 100 <input type="radio"/> 500 (If job is posted, it will always expire after this many student applications are received.)	

Working Title is the descriptive title of the position. **Number of Positions** is 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. Otherwise, please use the date suggested.

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: If you're uncertain about filling out any of these fields, contact the Career Center.

Job Qualifications and Description

Computer	<input type="checkbox"/> Keyboarding	Filing	<input type="checkbox"/> Alpha
	<input type="checkbox"/> Macintosh		<input type="checkbox"/> Numerical
	<input type="checkbox"/> Windows		<input type="checkbox"/> Color
	<input type="checkbox"/> Unix	Driving	<input type="checkbox"/> Car
	<input type="checkbox"/> HTML		<input type="checkbox"/> Van
	<input type="checkbox"/> Word Processing		<input type="checkbox"/> Truck
	<input type="checkbox"/> Spreadsheet	Other	<input type="checkbox"/> Lifting
	<input type="checkbox"/> Databases		<input type="checkbox"/> Fingerprinting Required
	<input type="checkbox"/> Other		<input type="checkbox"/> Hazardous Substances (specify)
	<input type="text"/>		<input type="text"/>

Skills Knowledge and Abilities Required *

*If this job requires a background check, please add this wording to the top of this section:

To qualify for this job you must pass a background check.
Then list the skills and abilities required for the job.

Skills Knowledge and Abilities Preferred

Upper Division Courses Required

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.

Statement of Duties	
% of Time	Duties
<input type="text"/> %	<div>The primary duties of this position. The majority of the time.</div>
<input type="text"/> %	<div>Additional duties of this position. Less frequent than primary responsibilities.</div>
<input type="text"/> %	<div>The additional responsibilities of this position.</div>
<input type="text" value="5"/> %	<div>Other duties as assigned.</div>

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.

Comments, Notes and Auto-Email
<p>Comments for Students (viewable to students on job postings)</p> <div><p>*If this job requires a background check, please add this wording to the top of this section:</p><p>To qualify for this job, you must pass a background check. Add additional steps needed to be considered for review. Let students know how they will be contacted and by whom? Provide an email address if the student has questions.</p></div>
<p>Optional Auto Response Email Message sent to every student who applies to this ER if they have a valid email address:</p> <div></div>
<p>To send the above message, you must choose a sender.</p> <p>Sender: Do Not Send Auto Response</p>
<p>Notes for Career Center</p> <div></div>
<p>Notes for Service Team</p> <div></div>
<div><div>Save</div><div>Approve</div><div>Cancel</div></div>

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. Your name will be in the drop-down menu.

Once you click "Save", the ER is forwarded for review and correction, if needed. Once approved, the position posts into the ER System.

Congratulations! You're done!