



How to Post a Student Worker Job to HireHendrix

1. Login to your HireHendrix account at <https://hendrix-csm.symphlicity.com/employers/>.
2. Click on “Jobs” in the menu along the left side of your home page, and then select “Job Postings” from the expanded drop-down menu.
3. Click the orange “Post a Job” button to open the job postings form.
4. **If you are posting new jobs that have never been in the system, proceed to step 5.** If you want to repost similar jobs from past years, you may pull information from those archived positions to create this year’s postings. This saves you time from having to reenter job descriptions, qualifications, etc. *If you are new to a role that typically hires student workers, **email us** and we can attempt to merge your account with the previous employee who posted/hired students. This can give you access to archived jobs.*
 - In the **“Copy Existing”** section at top of the job posting form, click the white “show archived” button and then select the archived job that has the information you wish to duplicate from the drop-down list that appears. (The higher the job number next to the archived job in the list, the more recent the job.) The form pre-populates with the old information from that posting.
 - **Please scroll through and update information in each section.** The system merely reloads all the information from your past job posting, so you will need to carefully review contact information, dates, etc. Also, double-check the Hourly Wage field as minimum wage may have since increased.
 - **Click the orange “submit” button**, or you can select “save and finish later” to complete the form later.
5. **JOB POSTING INSTRUCTIONS:** Throughout the jobs posting form, we have tried to provide you with helpful tips and additional information for filling out the fields to get the best results. Reading those notes, in addition to what’s included below, should be helpful to you as you enter information.
 - **Position Type:** **Before you do anything, check the box for School Year Student Worker in this field. This is important!** Your screen will refresh with a form that’s unique to student worker positions and separate from the form our off-campus employers use to post jobs and internships for students.
 - **Job Title:** Enter a SPECIFIC job title for this position (e.g., Registrar’s Office Student Worker or WAC Front Desk Attendant) instead of just “Student Worker”.
 - **Student Employment Type:** Your departmental budget should tell you this information. If you only have Federal Work Study (FWS) funds available, click the first box. If you could hire a FWS eligible or a Hendrix Work Program student, click the second. For questions about your budget or which type of funding you have, contact [Christina Norman](#) in the Business Office or your area’s budget supervisor.
 - **Number of Positions:** Enter the TOTAL NUMBER of positions for this job posting, including those that are still available and those that have already been filled.
 - **Posting Date:** Regardless of when the position is accepted in the system, it will not go live for students to see on HireHendrix until the date you enter here.
 - **Expiration Date:** This acts as the students’ application deadline. Your position will come off the live website on this date, though you will still see it in your list of job postings. If you need to remove it earlier, you can; information on how to do this will be sent via email once your job is approved. Jobs will automatically archive 30 days after the expiration date, but you will receive an email alerting you to this with instructions for extending the deadline (or reposting, if it’s already expired) if you are still hiring.

- **Job Description & Duties:** Be as specific as you can. Financial aid needs this information for their audit files with Federal Work Study. Must include a description of tasks or general work to be done.
- **Qualifications & Skills:** Do applicants need to have completed a certain course in the department? With a certain GPA? *List it here.* Do you need someone who is CPR certified? *List it here.* You can be as thorough or as vague as you'd like in order to whittle down or increase your applicant pool.
- **Duration:** Read the note for this field carefully and **pick only one** of the provided options to type in the box. Note that if you enter "Fall Only" but end up wanting to retain the student for the spring, you will have to submit a new posting for "Spring Only" and rehire the student using the new Job ID# in December/January. Select Full Academic Year if you intend to keep the student for the entire year.
- **Desired Start Date:** Remember that the earliest students can begin work is the first day classes.
- **Hendrix Account Code:** We only need the MIDDLE FOUR DIGITS of your account code.
- **Hourly Wage:** **NEW RATE starting August 2022: \$10.25/hr.**
- **Hours Per Week:** Timecards are built from this information, please be as accurate here as you can be. Only enter **a SINGLE number**, not a range. If hours differ per week, contact [Financial Aid](#) for directions.
- **Required Work Schedule:** If you need workers during certain timeframes, or only on certain days, here is the place to include that information.
- **Resume Receipt:** Choose how you would like to receive student resumes – and other requested documents – for your position. You may select more than one option.
 - *EMAIL:* Students submit documents through the HireHendrix system. You receive an email notification at the email address you specify letting you know the student has applied. The requested documents are also attached to the email.
 - *ACCUMULATE ONLINE:* Students submit requested documents through the system and those resumes are "held" in your HireHendrix account. When you login, there will be an alert message on your home page letting you know someone has applied, and you'll be able to view/download the documents at your convenience.
 - *OTHER:* This is a free-text option where you can instruct students to apply however you wish. Via sign-up sheet at the area assistant's door, great! Via dropping a resume off at your office between set hours, perfect! Via email to a certain Hendrix email address, fine! Choose whatever application process works best for you.
- **Additional Documents:** Select any documents you request/require in addition to a resume here.
- **Requested Document Notes:** Notes to students about what you require for whichever additional documents you requested in the immediate step above should go here
- **Display Contact Information to Students:** If you check this box, students will be able to see your contact information (including name, email address and phone number).
- **Desired Skills:** You may add specific skills you are seeking in applicants, if you wish.
- **Attachments:** If you have a separate questionnaire, application, or document (such as office policies), you can add it here for students to view/download.
- **Click the orange "submit" button,** or you can select "save and finish later" to complete the form later.

USEFUL WEBSITES:

www.hendrix.edu/HireStudentWorker (supervisor information for **faculty/staff**)

Use the hiring form on this website to submit your chosen student's information to so a time card may be created. Once you submit the student's information, you'll be taken to an information page that will show you how to deactivate your job in HireHendrix so no more students can view/apply for it. Don't forget this step!

www.hendrix.edu/GetCampusJobs (information for **students**)

Once you've selected a student for your position, direct them to this website to download the paperwork they may need to complete and turn into the Financial Aid Office or Human Resources in order to begin working.

If you have questions about the process or need assistance, please email studentemployment@hendrix.edu and the most appropriate committee member will respond.