



RECRUITING SOLUTIONS FOR STUDENT EMPLOYMENT:

Interested in following along to create a student position posting during training?

Make sure you have the following information on hand:

- Confirm you have access to Recruiting Solutions as a Hiring Manager.
 - Access can be confirmed by logging into Manager Self-Service and confirming you have the "Recruiting Activities" tile.
 - If you do not have access:
 - Confirm with your department head access is needed, then, e-mail und.studentemployment@und.edu with your name, employee ID, department, and confirmation you have completed UND Data Privacy training.
- Identify a student position number to hire under (Job Code begins with 88): _____
- Confirm the position title you are using: _____
- Create a short position description:
 - Duties & Responsibilities

 - Requirements & Competencies

 - Hours & Schedule

 - Pay: \$_____ per (hour/month/year)
- Confirm position funding:
 - Is this a Federal Work Study Funded Position? Yes/No
 - Background Check Needed? Yes/No
 - Background Check Fund: _____
- Confirm the hiring team:
 - Interviewers: _____
 - Direct Supervisor: _____

QUESTIONS?

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