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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