

JobConnection Manual

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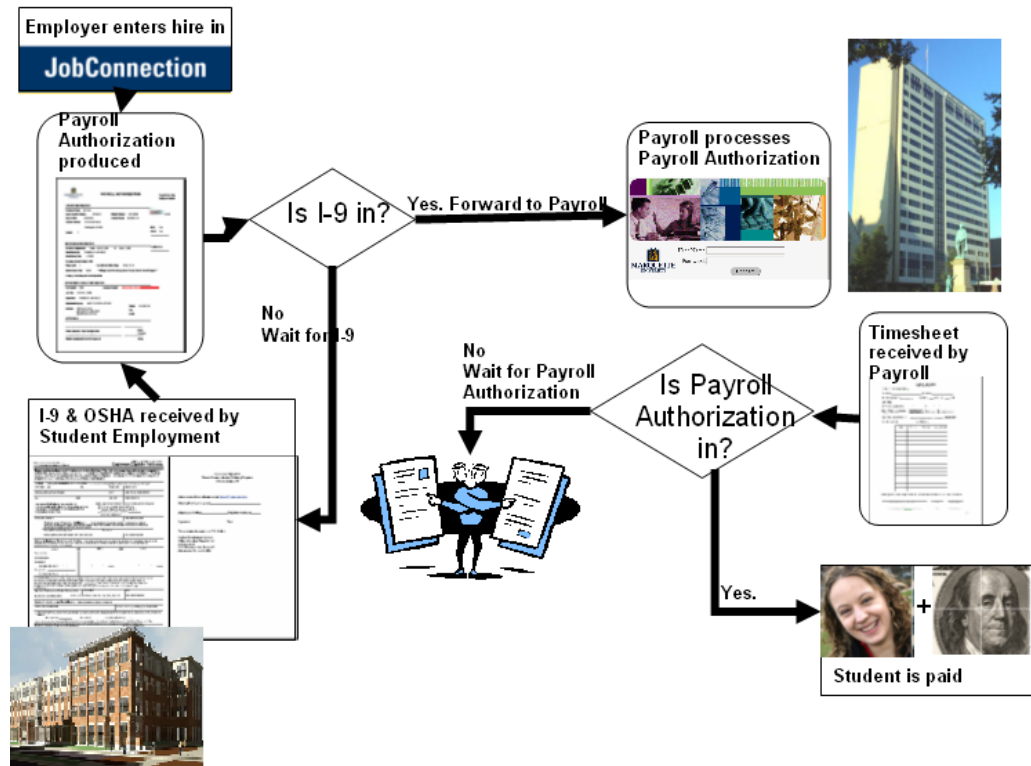
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JobConnection Manual

First time users will need to attend training and obtain a user name and password from Student Employment Services Office of Student Financial Aid.

Contact: studentemployment@marquette.edu or 288-4000.

Student Employment Process



How to Access JobConnection

- Go to JobConnection <http://jobconnection.mu.edu/>

The screenshot shows the homepage of the Marquette University JobConnection Student Employment Services. The header features the Marquette University logo on the left and the text 'JobConnection STUDENT EMPLOYMENT SERVICES' on the right. Below the header, there are three login buttons: 'Marquette Student Login', 'Marquette Faculty/Staff Login', and 'Off-campus Employers Login'. To the right of these buttons, there is a 'JobConnection' description, a 'Privacy Information' section, and two links: 'Non-discrimination Policy' and 'Student Employment Services'. A 'NOTE' is also present, warning about the volume of jobs and the need for caution. The footer contains the Marquette University logo and the copyright notice '© 2010 Marquette University'.

- Click on *Marquette Faculty/ Staff Login*.
- Enter your Employer User Name and Password.

The screenshot shows the 'Employer Login' page. It starts with the heading 'Employer Login' and a welcome message: 'Welcome to the Marquette University's Student Employment System.' Below this, there are three bullet points: 'Registered Users' (instructions to enter username and password and click LOGIN), 'Your User Name is your e-Marq user name (e.g. 9187jonest)' and 'Your Password is your birth date month, day and the last four digits of your MUID (e.g. if your birth date is July 4th and the last four digits of your MUID are 9999, your password would be 07049999)', and 'New Users' (instructions to contact the Office of Student Employment at (414) 288-4000). An 'Important:' section follows, with three bullet points: 'Using a PC?' (recommend Internet Explorer version 6.0 or higher), 'Using a Mac?' (recommend Firefox version 1.5 or higher), and 'You should disable any popup blocker when using this site.' Below this, there is a message: 'For further assistance, please contact our office at (414) 288-4000.' At the bottom, there are two input fields: 'Username:' and 'Password:', followed by a 'Login' button.

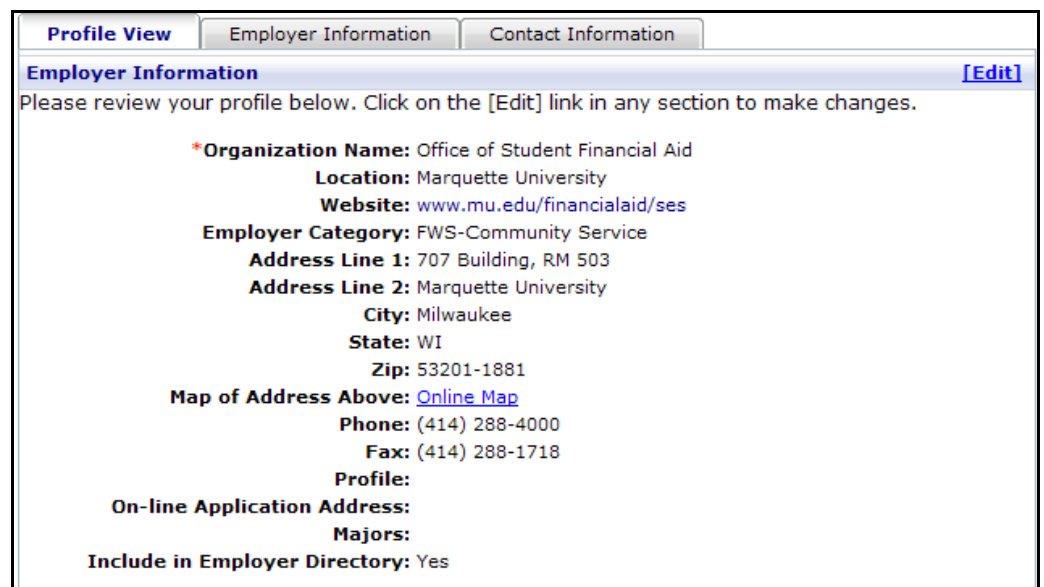
- Click the *Login* button.

Update Your User Profile

- Click *My Profile* on the main menu bar.



- Update information that is inaccurate or incomplete by clicking the Edit button next to each information section.



Contact Information	[Edit]
*First Name: Annette	
Middle Initial: M	
*Last Name: D'Amato	
Department: Student Employment Services	
Address Line 1: 1250 W. Wisconsin Ave	
Address Line 2: MARQUETTE UNIVERSITY	
City: Milwaukee	
State: WI	
Zip: 53201-1881	
Map of Address Above: Online Map	
Phone: (414) 288-4000	
Alternate Phone:	
Fax: (414) 288-1718	
Email: annette.damato@marquette.edu	
Allow Student Viewing in Employer Directory:	No

- Click Save in each section you update.

Save	Cancel
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- If you choose to have students view your employer profile in the searchable employer directory select: Yes.
- On-campus employers please put Marquette University in the second address line in the address information section.

Address Line 1: 1250 W. Wisconsin Ave
Address Line 2: MARQUETTE UNIVERSITY
City: Milwaukee
State: WI
Zip: 53201-1881

Manage Your Existing Jobs

- Click on *My Jobs* on the main menu bar.



- Click on the Job ID you want to update.

The screenshot shows a table of job listings. A red arrow points to the Job ID 86206. The table has columns for Job ID, Job Title, Applicant Type, Status, Expiration Date, and Activity. The data rows are as follows:

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
85047	Student Employment Clerk I		Pending	3/13/2009	P R
86206	Student Employment Clerk III		Inactive	1/15/2010	P R
86492	New Test Position		Pending	2/14/2010	P R

- Edit each section. Make sure to save at the end of each section.
- Click Save in each section you update



Position Information –

Position Information	[Edit]
Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.	
Click the [View Activity] link above to view all activity for this job posting.	
<p>*Job ID: 86206</p> <p>*Job Title: Student Employment Clerk III</p> <p>Job Reference Num:</p> <p>Organization Name: Office of Student Financial Aid</p> <p>No of Openings: 1</p> <p>Work Schedule:</p> <p>Hours per Week: 8-10</p> <p>Hourly Wage: 8.25</p> <p>Employment Start Date: ASAP</p> <p>Employment End Date:</p> <p>Supervisor: Annette D'Amato</p> <p>*Job Description: PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.</p> <p>Qualifications: MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL, TYPING, AND COMMUNICATION SKILLS. PREFERANCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.</p> <p>Application Instructions: COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu</p> <p>On-line Application Address:</p>	

Job ID – This number cannot be changed.

Job Title – Can be updated.

Job Reference Number – This is the old Job ID number. It is important for the Federal Fund/Account Number in the Posting Information section below. Cannot be updated.

Organization Name – Name of department. Cannot be updated.

Number of Openings – Can be updated.

Work Schedule – Can be updated or left blank.

Hours per Week – Can be updated or left blank.

Hourly Wage – Can put in a dollar amount, a range, negotiable, or leave blank.

Employment Start Date – It is recommended that this field is updated when a job is opened.

Employment End Date – It is recommended that this field is updated when a job is opened.

Supervisor – Can be updated.

Description – Review and update.

Qualifications – Can be updated.

Application Instructions – Inform students how to contact you if they are interested in the job. It is recommended to complete this section even if allowing students to apply on line through the system.

On-line Application Address – Can be updated by going to My Profile and editing the Employer Information Section. If you have a separate on-line application process, indicate web link here. This field can be left blank.

Contact Information –

Contact Information	[Edit]
<p>First Name: Annette Middle Initial: M Last Name: D'Amato Address Line 1: 1250 W. Wisconsin Ave Address Line 2: Marquette University City: Milwaukee State: WI Zip: 53201-1881 Map to Address Above: Online Map Phone: (414) 288-4000 Fax: (414) 288-1718 Email: annette.damato@marquette.edu Website:</p>	

First Name – This is the name students will be able to view.

Middle Initial – This is the name students will be able to view.

Last Name – This is the name students will be able to view.

Address – On campus employers please put Marquette University on the second address line in this section.

<p>Address Line 1: 1250 W. Wisconsin Ave Address Line 2: Marquette University City: Milwaukee State: WI Zip: 53201-1881</p>
--


Phone – Needs to be listed with dashes, ex. 414-288-4000.

Fax – Needs to be listed with dashes, ex. 414-288-1718.

Email – This is the address the students will be able to view. It is a hyperlink. This field can be left blank.

Website – This is the address the students will be able to view. This field can be left blank.

Posting Information –

Posting Information	[Edit]
Job Location: On-Campus	
Job Category: FWS-On Campus Federal Work Study	
Position Type: Office/Data Processing/Clerical	
Classification: Freshman Sophomore	
Majors (click Add):	
Screen Graduation Range: No	
Screen Classification: Yes	
Screen Majors: No	
Post Date: 7/22/2009	
Expiration Date: 1/15/2010	
Show Contact Info: No	
Allow Online Referrals: No	
Federal Fund/Account  : 01-07550-00000-6065-86206	

Job Location –Marquette employers select On-campus. Students can search based on this field.

Job Category - A drop down menu. Students can search based on this field.

FWS-Community Service
FWS-Off Campus
FWS-On Campus Federal Work Study
FWS-Tutor
Off-Campus JLD
SWO-Student Work Opportunity

Position type – A scroll box... Highlight one if applicable. Examples would be Educational/Tutor or Security/Law Enforcement. Students can search based on this field.

Accounting/Finance
Child Care/House Care
Communication
Community Service
Computer/Technology
Custodial/Janitorial
Delivery/Messenger/Attendant
Educational/Tutor
Engineering
Food Service/Bartender/Server
General/Maintenance/Paint
Grounds/Trucking
Internships/Co-ops/Research Ass't.
Journalism/Public Relations
Lab Assistant/Research Technician
Laborer/Mechanic/Warehouse
Legal Service/Law Clerk
Library
Marketing
Media/AV/Photography
Medical/Hospital/Extended Care
Office/Data Processing/Clerical
Rec Sports Instructors
Rec Sports Lifeguards
Rec Sports Officials
Sales/Retail Clerk/Customer Service
Security/Law Enforcement
Statistical Analysis/Programming
Summer/Camps
Teaching Assistant
Telemarketing/Marketing
Temporary Employment/Misc
Ticket Sales

You can screen students for your jobs based on the following:

- Classification, i.e. Freshman, Senior
- Majors
- Graduation Range


Graduation Range:		Month	Year
From	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Month	Year	
To	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification:	<input type="text" value="Freshman"/> <input type="text" value="Graduate"/> <input type="text" value="Junior"/> <input type="text" value="Senior"/>		
Majors (click Add):	<input type="text"/>		
	Add/Remove		
Screening Options:	<input type="checkbox"/> Screen Graduation Range <input checked="" type="checkbox"/> Screen Classification <input type="checkbox"/> Screen Majors		

Example – You only want to hire a freshman
 Choose: Freshman in the **Classification** box **and** check the **Screen Classification** box.

Classification:	<input type="text" value="Freshman"/> <input type="text" value="Graduate"/> <input type="text" value="Junior"/> <input type="text" value="Senior"/>		
Majors (click Add):	<input type="text"/>		
	Add/Remove		
Screening Options:	<input type="checkbox"/> Screen Graduation Range <input checked="" type="checkbox"/> Screen Classification <input type="checkbox"/> Screen Majors		

Student will see preference based on this job.

Note: If you select Freshman in Classification and check the ‘Screen Classification’ box, only Freshmen will be able to view the job and apply for it.

<p>Post Date: 7/22/2009</p> <p>Expiration Date: 2/28/2010</p> <p>Show Contact Info: No</p> <p>Allow Online Referrals: No</p> <p>Federal Fund/Account  : 01-07550-00000-6065-86206</p>

Post Date – Fill in date you are opening the position. This field must be completed with a valid date for the job to be viewable on the website.

Expiration date – This date reflects how long you want this job to be on the website. This date needs to be in the future for a job to become Active and for students to view.

Show Contact Info – Select *Yes* if you want students to view your contact information on-line.

Allow Online Referrals – Select *Yes* to give students the ability to review your job on-line. You will then have the option of receiving a copy of their personal data sheet on-line, eliminating the need for the student to contact you via telephone, conventional mail or fax.

Federal Fund/Account number – example is 01-07550-00000-6065-10521.

01 - Fund Account Always 01

07550 – Responsibility Center (RC) Also known as Department Account Number.

00000 – Restriction For example 40000 are Current Funds, 80000 are Endowment Funds and 70000 are Grant Funds.

6065 – Natural For on-campus always 6065.

10521 – Job ID Must be five digits.

Example – Use job reference number if it exists

Example – new job reference number 5579

Use job reference number = 05579

If no Job Reference Number exists, use Job ID

Control Information –

Online Referrals Notify Employer: Yes ▾ Wage Category: Level IV \$7.70 - \$12.00 ▾ Status: Active <div style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>

Online Referrals Notify Employer – Choose ‘Yes’ to be notified via email when a student does an online referral for this job.

Wage Category– Select appropriate wage category. Note: Hourly wage for hires to this job must fall within the range for the wage category you select.

Status– Anytime you edit a job, the status is automatically set to ‘Pending.’

All pending jobs are sent to Student Employment Services for approval. The process of reviewing a pending job and activating it usually takes 1 to 2 business days. You could also email studentemployment@marquette.edu to request your job be activated.

Change Your Existing Job’s Federal Fund Account

There are times that the special grant or endowment accounts tied to your job can change. This change results in it being necessary to use a different Federal Fund Account to pay student workers out of. The Federal Fund Account Number **MUST NEVER** be changed once a student is hired under that Job ID.

Instead, you will need to create a new job. Make sure to update:

- Job Title
- Federal Fund Account

*Failure to follow the above procedure will prevent payroll from loading correctly, hence preventing your students from being paid from the correct account.

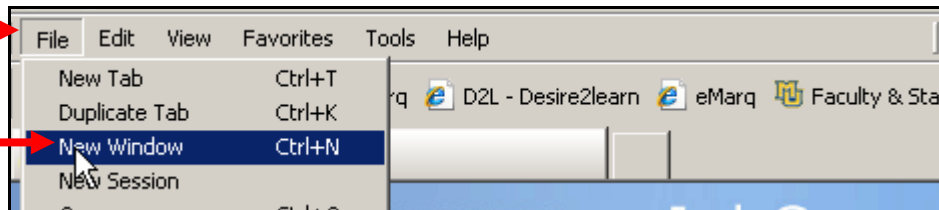
- Click on *My Jobs* on the main menu bar.



- Click on the Job ID you want to update.

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
85047	Student Employment Clerk I		Pending	3/13/2009	P R
86206	Student Employment Clerk III		Inactive	1/15/2010	P R
86492	New Test Position		Pending	2/14/2010	P R

- Open New Window (Ctrl + N) in Internet Explorer.



In the new window:

- Click on *My Jobs* on the main menu bar.
- Click on New Job.



- Copy the information from each section into the new job.
 - Make sure the new title is unique to help differentiate between jobs.

To do this: Look at both screens at the same time. It is best to use copy and paste to prevent having to retype everything.

Need more detail? See Create New Job Posting section.

Viewing Job: 86206/Student Employment Clerk III

Profile View | Position Information | Contact Information | Posting Information | Control Information

Position Information [Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.
Click the [View Activity] link above to view all activity for this job posting.

***Job ID:** 86206
***Job Title:** Student Employment Clerk III
Job Reference Num:
Organization Name: Office of Student Financial Aid
No of Openings: 1
Work Schedule:
Hours per Week: 8-10
Hourly Wage: 8.25
Employment Start Date: ASAP
Employment End Date:
Supervisor: Annette D'Amato
***Job Description:** PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.
Qualifications: MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL, TYPING, AND COMMUNICATION SKILLS. PREFERENCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.
Application Instructions: COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu
On-line Application Address:

Position Information

***Job Title:** Student Employment Clerk IV
Job Reference Num:
***Organization Name:** Office of Student Financial Aid
No of Openings: 1
Work Schedule:
Hours per Week: 8-10
Hourly Wage: 8.25
Employment Start Date: ASAP
Employment End Date:
Supervisor: Annette D'Amato
***Job Description:** PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.
 Spell Check
Qualifications: MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL, TYPING, AND COMMUNICATION SKILLS. PREFERENCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.
 Spell Check
Application Instructions: COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu
 Spell Check

- Once you enter details in the Position Information and Contact Information sections, save this new job, the system will give you a new job ID.
- This **New Job ID** should be the last 5 digits of the Federal Fund Account Number. Click on Edit in the Control Information section to enter this.

Position Information [Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link above to view all activity for this job posting.

***Job ID:** 86495
***Job Title:** Student Employment Clerk IV

Job Reference Num:
Organization Name: Office of Student Financial Aid
No of Openings: 1
Work Schedule:
Hours per Week: 8-10
Hourly Wage: 8.25
Employment Start Date: ASAP
Employment End Date:
Supervisor: Annette D'Amato

***Job Description:** PROCESS STUDENT I-9 FORMS, PROCESS SALARY AUTHORIZATIONS, MAINTAIN STUDENT EMPLOYMENT FILES AND RECORDS, SPECIAL PROJECTS. Must have work study for this position.

Qualifications: MUST HAVE FWS. DATA ENTRY EXPERIENCE IS REQUIRED. EXPERIENCE WITH MS OFFICE PREFERRED. MUST BE DETAIL ORIENTED AND HAVE GOOD ORGANIZATIONAL SKILLS, AND COMMUNICATION SKILLS. PREFERENCE GIVEN TO STUDENTS WHO CAN WORK IN THE SUMMER.

Application Instructions: COMPLETE AN APPLICATION FORM LOCATED UNDER THE "FORMS TO DOWNLOAD SECTION" OF THE STUDENT EMPLOYMENT WEBSITE. EMAIL YOUR COMPLETED APPLICATION TO: studentemployment@maquette.edu

On-line Application Address:

Job Location: On-Campus

Job Category: FWS-Community Service
 FWS-Off Campus
FWS-On Campus Federal Work Study
 FWS-Tutor

Position Type: Accounting/Finance
 Child Care/House Care
 Communication
 Community Service

Graduation Range: Month Year
 From: Month Year
 To: Month Year

Classification: Freshman
 Graduate
 Junior
Senior

Majors (click Add):

Screening Options: Screen Graduation Range
 Screen Classification
 Screen Majors

Post Date: 2/4/2010

Expiration Date: 3/6/2010

Show Contact Info: No

Allow Online Referrals: No

Federal Fund/Account: 01-07550-0000

- Verify changes needed to Federal Fund Account.

Old Job:

Posting Information	[Edit]
Job Location: On-Campus	
Job Category: FWS-On Campus Federal Work Study	
Position Type: Office/Data Processing/Clerical	
Classification: Senior	
Majors (click Add):	
Screen Graduation Range: No	
Screen Classification: Yes	
Screen Majors: No	
Post Date: 7/22/2009	
Expiration Date: 2/28/2010	
Show Contact Info: No	
Allow Online Referrals: No	
Federal Fund/Account ⓘ : 01-07550-00000-6065-86206	

New Job:

Posting Information	[Edit]
Job Location: On-Campus	
Job Category: FWS-On Campus Federal Work Study	
Position Type: Office/Data Processing/Clerical	
Classification: Senior	
Majors (click Add):	
Screen Graduation Range: No	
Screen Classification: Yes	
Screen Majors: No	
Post Date: 2/4/2010	
Expiration Date: 3/6/2010	
Show Contact Info: No	
Allow Online Referrals: No	
Federal Fund/Account ⓘ : 01-07550-00000-6065-86495	

- Continue transferring all information from one job to new job. Make sure to save after each section.
- Next, go to Hire a Student section if students will work under new account number.

Create a New Job Posting

- Click *My Jobs* on the main menu bar and choose *New Job*.



- Enter information in each section. Make sure to save at the end of each section.

Position Information –

Position Information

***Job Title:**

Job Reference Num:

***Organization Name:** Office of Student Financial Aid

No of Openings:

Work Schedule:

Hours per Week:

Hourly Wage:

Employment Start Date:

Employment End Date:

Supervisor:

***Job Description:**

Qualifications:

Application Instructions:

Job ID – Will be assigned when Position and Contact Information sections are completed and saved. Note: This ID will be important when entering the Federal Fund/Account Number in the Posting Information section below.

Job Title – Enter unique job title.

Job Reference Number – This field is no longer used.

Organization Name – Name of department. Cannot be updated.

Number of openings – Enter number of openings. Can be left blank.

Work Schedule – Can be entered or left blank.

Hours per week – Can be entered or left blank.

Hourly wage – Can put in a dollar amount, list a range, or leave blank.

Employment Start Date – It is recommended that this field is entered when a job is opened.

Employment End Date – It is recommended that this field is updated when a job is opened.

Supervisor – Can be entered.

Description – Enter a thorough description.

Qualifications – List minimum qualifications.

Application instructions – Inform students how to contact you if they are interested in the job. It is recommended to complete this section even if allowing students to apply on line through the system.

On-line Application Address – Can be updated by going to My Profile and editing the Employer Information Section. If you have a separate on-line application process, indicate web link here. This field can be left blank.

Contact Information -

Contact Information	
First Name:	<input type="text" value="Annette"/>
Middle Initial:	<input type="text" value="M"/>
Last Name:	<input type="text" value="D'Amato"/>
Address Line 1:	<input type="text" value="1250 W. Wisconsin Ave"/>
Address Line 2:	<input type="text" value="MARQUETTE UNIVERSITY"/>
City:	<input type="text" value="Milwaukee"/>
State:	<input type="text" value="WI"/>
Zip:	<input type="text" value="53201-1881"/>
Phone:	<input type="text" value="(414) 288-4000"/>
Fax:	<input type="text" value="(414) 288-1718"/>
Email:	<input type="text" value="annette.damato@marquette.ed"/>
Website:	<input type="text"/>

First Name – This is the name students will be able to view.

Middle Initial – This is the name students will be able to view.

Last Name – This is the name students will be able to view.

Address – On campus employers please put Marquette University on the second address line in this section.

Address Line 1:	<input type="text" value="1250 W. Wisconsin Ave"/>
Address Line 2:	<input type="text" value="MARQUETTE UNIVERSITY"/>
City:	<input type="text" value="Milwaukee"/>
State:	<input type="text" value="WI"/>
Zip:	<input type="text" value="53201-1881"/>

Phone – Needs to be listed with dashes, ex. 414-288-4000.

Fax – Needs to be listed with dashes, ex. 414-288-1718.

E-mail – This is the address the students will be able to view. It is a hyperlink. This field can be left blank.

Website – This is the address the students will be able to view. This field can be left blank.

Posting Information -

Job Location:	On-Campus	
Job Category:	FWS-Community Service FWS-Off Campus FWS-On Campus Federal Work Study FWS-Tutor	
Position Type:	Medical/Hospital/Extended Care Office/Data Processing/Clerical Rec Sports Instructors Rec Sports Lifeguards	
Graduation Range:	Month	Year
From		
To		
Classification:	Freshman Graduate Junior Senior	
Majors (click Add):	<input type="text"/> <input type="button" value="Add/Remove"/>	
Screening Options:	<input type="checkbox"/> Screen Graduation Range <input type="checkbox"/> Screen Classification <input type="checkbox"/> Screen Majors	
Post Date:	2/6/2010	
Expiration Date:	3/8/2010	
Show Contact Info:	Yes	
Allow Online Referrals:	Yes	
Federal Fund/Account ? :	<input type="text"/>	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Job Location – Please select On-Campus.

Job Category – A drop down box. Choose FWS-On Campus Federal Work Study. If you cannot hire FWS students choose MSE-Marquette Student Employment. Students can search based on this field.

FWS-Community Service
FWS-Off Campus
FWS-On Campus Federal Work Study
FWS-Tutor
Off-Campus JLD
SWO-Student Work Opportunity

Position type – A scroll box. Highlight one if applicable. Examples would be Educational/Tutor or Security/Law Enforcement. Students can search based on this field.

Accounting/Finance
Child Care/House Care
Communication
Community Service
Computer/Technology
Custodial/Janitorial
Delivery/Messenger/Attendant
Educational/Tutor
Engineering
Food Service/Bartender/Server
General/Maintenance/Paint
Grounds/Trucking
Internships/Co-ops/Research Ass't.
Journalism/Public Relations
Lab Assistant/Research Technician
Laborer/Mechanic/Warehouse
Legal Service/Law Clerk
Library
Marketing
Media/AV/Photography
Medical/Hospital/Extended Care
Office/Data Processing/Clerical
Rec Sports Instructors
Rec Sports Lifeguards
Rec Sports Officials
Sales/Retail Clerk/Customer Service
Security/Law Enforcement
Statistical Analysis/Programming
Summer/Camps
Teaching Assistant
Telemarketing/Marketing
Temporary Employment/Misc
Ticket Sales

You can screen students for your jobs based on the following:

- Classification, i.e. Freshman, Senior
- Majors
- Graduation Range

The screenshot shows a form with the following sections:

- Graduation Range:** Contains two rows of dropdown menus. The first row is labeled "From" and the second "To". Each row has a "Month" dropdown and a "Year" dropdown.
- Classification:** A vertical list box with four options: "Freshman", "Graduate", "Junior", and "Senior".
- Majors (click Add):** An empty text input field with an "Add/Remove" button below it.
- Screening Options:** Three checkboxes: "Screen Graduation Range", "Screen Classification", and "Screen Majors".

Example – You only want to hire a freshman:

Choose Freshman in the **Classification** box **and** click in **Screen Classification** box.

Note: This means only Freshmen will be able to view this Job Posting, all other students will not see this posting when they search for jobs.

This screenshot shows the same form as above, but with the following changes:

- The **Classification** dropdown menu is open, and "Freshman" is selected.
- The **Screening Options** checkbox for "Screen Classification" is checked.

Students will see preferences based on this job.

Post Date – Fill in date you are opening the position.

Expiration date – Fill in date you are closing the position. This date needs to be in the future for job to become Active and students to view.

Show Contact Info – Select *Yes* if you want students to view this posting's contact information on-line.

Allow On-line Referrals – Select *Yes* to give students using the system the ability to review your job on-line. You will then have the option of receiving a copy of their

personal data sheet on-line, eliminating the need for the student to contact you via telephone, conventional mail or fax.

Federal Fund/Account number – Example is 01-07550-00000-6065-10521.

01 - Fund Account Always 01

07550 – Responsibility Center (RC) Also known as Department Account Number.

00000 – Restriction For example 40000 are Current Funds, 80000 are Endowment Funds and 70000 are Grant Funds.

6065 – Natural For on-campus always 6065.

10521 – Job ID Must be five digits.

Example – Use job reference number if it exists

Example – New job reference number 5579

Use job reference number = 05579

If no Job Reference Number exists, use Job ID

Control Information –

Online Referrals Notify Employer:	Yes
Wage Category:	Level IV \$7.70 - \$12.00
Status:	Active
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

On-line Referrals Notify Employer – Inform employer via email when students do on-line referrals (inquiries.)

Wage Category– Select which wage category the job is classified as.

Wage Category:	
Status:	*
	Level I \$7.25 - \$8.25
	Level II \$7.30 - \$9.00
	Level III \$7.40 - \$9.80
	Level IV \$7.70 - \$12.00
	Level V \$8.20 - \$15.00

Status– Once a change is made the status changes of the job to Pending. (see below)

Once you have updated all sections of the job listing it is automatically transferred to Student Employment Services for approval (should take 1-2 business days). You could also email studentemployment@marquette.edu to request your job be activated.

How to Re-Activate/Edit an Expired or Closed Job

- Click *My Jobs* on the main menu bar.



- Find the job you wish to reactivate and click its *Job ID*. Make the necessary update to each section (such as post and expiration dates) and click *Save* in each updated section.

Job ID	Job Title	Applicant Type	Status	Expiration Date
86492	New Test Position		Client Inactivated	2/6/2010
86495	Student Employment Clerk IV		Pending	3/6/2010

A red arrow points to the Job ID '86492' in the first row of the table.

- **NEVER** change the Federal Fund/Account Number once a student is hired.
- The status for the job will be set to Pending. Once Student Employment Services reviews the job the status will be changed to active. Email studentemployment@marquette.edu to let Student Employment know that you have a job that is pending activation.

Control Information

Online Referrals Notify Employer: No

Wage Category: Level II \$7.30 - \$9.00

*** Status: Pending**

View On-line Referrals from students

- Click *My Jobs* on the main menu bar.



- Click on the bold R in the Activity column

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Pending	2/6/2010	P R
86495	Student Employment Clerk IV		Pending	3/6/2010	P R

- Click on the *View* button in the Action column

New Student Referral	Date	Student	Referral Type	Employer Response	Action
	1/15/2010	[REDACTED]	Student Self-Referral		View

- You will see:

Link Information

Please review the information contained in this referral. Click on the [View Resume] link to view the applicant's resume.

Student: [REDACTED]
Organization Name: Office of Student Financial Aid
Job: Student Employment Clerk III
***Date:** 2/7/2010

Referral Message [Edit]

The Message section below indicates that this referral was submitted directly by an applicant. You may review the applicant's message and complete the Employer Response and Employer Message fields to respond directly to this applicant.

Once you have completed making changes click **Save** at the bottom.

Student Message: I am interested in this position. Can we please meet to discuss the details? Thank you!

Employer Response:
Employer Message:

Control Information [Edit]

Referral Type: Student Self-Referral

You can:

- ✓ Read the Student Message
- ✓ Update Employer Response
- ✓ Type an Employer Message

To type an employer response, click on the *Edit* button in the *Referral Message* section. Remember to click *Save* once you have entered an employer response and message.

Options in the Employer Response drop down box include:

New Inquiry
Not Qualified
Please Contact Us
Position Filled

Employer Response:	Please Contact Us ▼
Employer Message:	Please stop by Student Employment Services in Zilber Hall to complete an application.
	<input type="button" value="Spell Check"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

The student will be able to see your comments and respond back.

How to Close a Job That You Have Filled

- Click *My Jobs* on the Main Menu Bar.



- Click on *Job ID* of job you want to close

Page 1 of 1, items 1 to 5 of 5

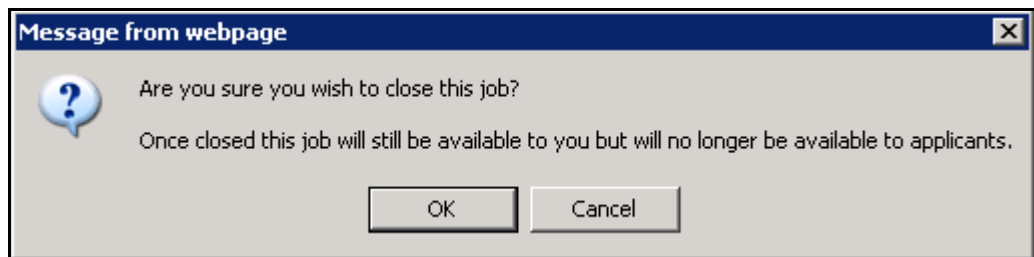
Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Active	2/28/2010	P R
86495	Student Employment Clerk IV		Pending	3/6/2010	P R

A red arrow points to the '86495' Job ID in the table.

- Once you click on the job you are trying to close, click on the *Close Job* link in the left hand menu under *Page Functions*.



- You will receive the following prompt. Click on OK.



- You will see job has been closed.

Viewing Job: 86206/Student Employment Clerk III
This job has been successfully closed.

- Status of the job in the Control Information section will immediately change to Inactive.

Control Information

Online Referrals Notify Employer: Yes
Wage Category: Level IV \$7.70 - \$12.00
*** Status:** Inactive

Hire a Student

- In the left menu, click on the *Report a Hire* link.



- Enter the student's first and/or last name. Click on the Search button.

Search Students

First Name: Last Name:

- Student name(s) will appear. You can sort the students by First Name, Last Name, User Name.

Search Students

First Name: Last Name:

If the results did not return the student you hired, [click here](#) to enter student information.

First Name	Last Name	Email	Action
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student
[REDACTED]	Ray	[REDACTED]@marquette.edu	Select Student

- Click on *Select Student* for the student you want to hire. Upon clicking on *Select Student* you will be prompted to select which of your jobs you are creating a hire for. Click *Select Job* for the appropriate job.





My Jobs

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Job ID	Job Title	Applicant Type	Expiration Date	Action
86492	New Test Position		2/7/2010	Select Job
86495	Student Employment Clerk IV		3/6/2010	Select Job
86496	Test Job 2		3/8/2010	Select Job
85047	Student Employment Clerk I		3/13/2009	Select Job
86206	Student Employment Clerk III		2/28/2010	Select Job

1

- Once you click *Select Job* a hire record is created so it is **very important** to complete the entire hire process in one sitting. Failure to do so will create a “ghost hire” and will prevent you from hiring the student at a later time. Ask the student for their Emarq User Name to assist in the hiring process.

Placement Information	
Job Title:	New Test Position
* Start Date:	2/1/2010 
* End Date:	4/15/2010 
* Hourly Wage:	8.00
Estimated Hours per Week:	10
Work Information	
Supervisor:	Annette D'Amato
Address Line 1:	1250 W. Wisconsin Ave
Address Line 2:	MARQUETTE UNIVERSITY
City:	Milwaukee
State:	WI 
Zip:	53201-1881
Country:	
Phone:	(414) 288-4000
Fax:	(414) 288-1718
Email:	jessica.ray@marquette.edu

- In the Placement Information section
 - Complete Start Date
 - Complete End Date
 - Complete Hourly Wage
 - Estimated Hours per Week (optional)
- In the Work Information section
 - Add Supervisor Name
- Click on *Finish*.

Finish	Cancel
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Printing a Job Placement Form

When you create a new hire, check to see if the student you are hiring has an I9 (using the Search for I9 information section below). If the student you are hiring doesn't have an I9, you must send the student to Student Employment Services to complete an I9 form on their first day of employment.

The student will need to bring the Job Placement form for the hire you have created along with other supporting documentation (see I9 form information on the SES website) to Student Employment in order to complete an I9. Follow procedures detailed below to print a Placement Form.

- Click *My Jobs* on the Main Menu Bar.



- Click on *P* in the Activity column for the job that you are trying to find a placement for.

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Active	2/28/2010	P R
86495	Student Employment Clerk IV		Pending	3/6/2010	P R

- Locate the placement for the student and click *View* to view the student's placement.

The following placements have been submitted for this job posting.

- **View placement details** - click the [View](#) link next to the desired placement.
- **Sort the list of placements** - click on any column heading.
- **Create a resume packet** - check the box of the applicants you are interested in or click **Select All** to include the resumes of all applicants in your search results then click **Create Packets**.

NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.

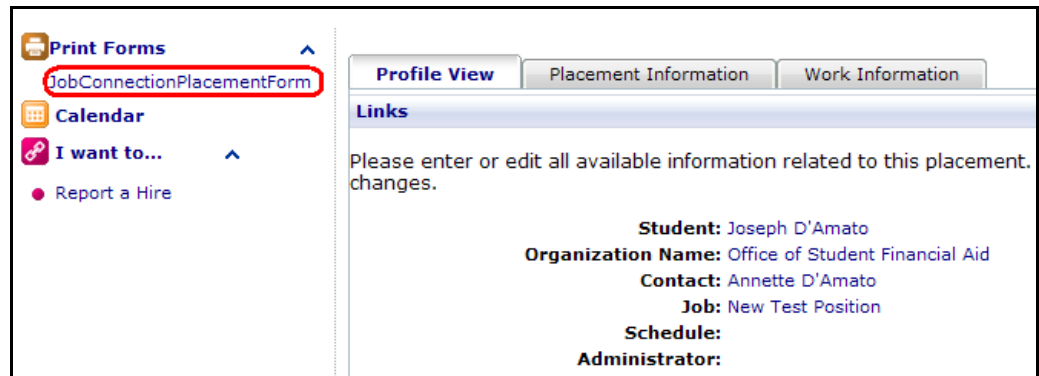
[\[View All\]](#)

Student	Email	Start Date	End Date	Action
[REDACTED]	[REDACTED]@marquette.edu	1/13/2010	5/5/2010	View
[REDACTED]	[REDACTED]@marquette.edu	1/13/2010	5/5/2010	View
[REDACTED]	[REDACTED]@marquette.edu	1/21/2010	5/5/2010	View
[REDACTED]	[REDACTED]@marquette.edu	1/21/2010	5/5/2010	View
[REDACTED]	[REDACTED]@marquette.edu	1/28/2010	5/5/2010	View
[REDACTED]	[REDACTED]@marquette.edu	1/28/2010	5/5/2010	View

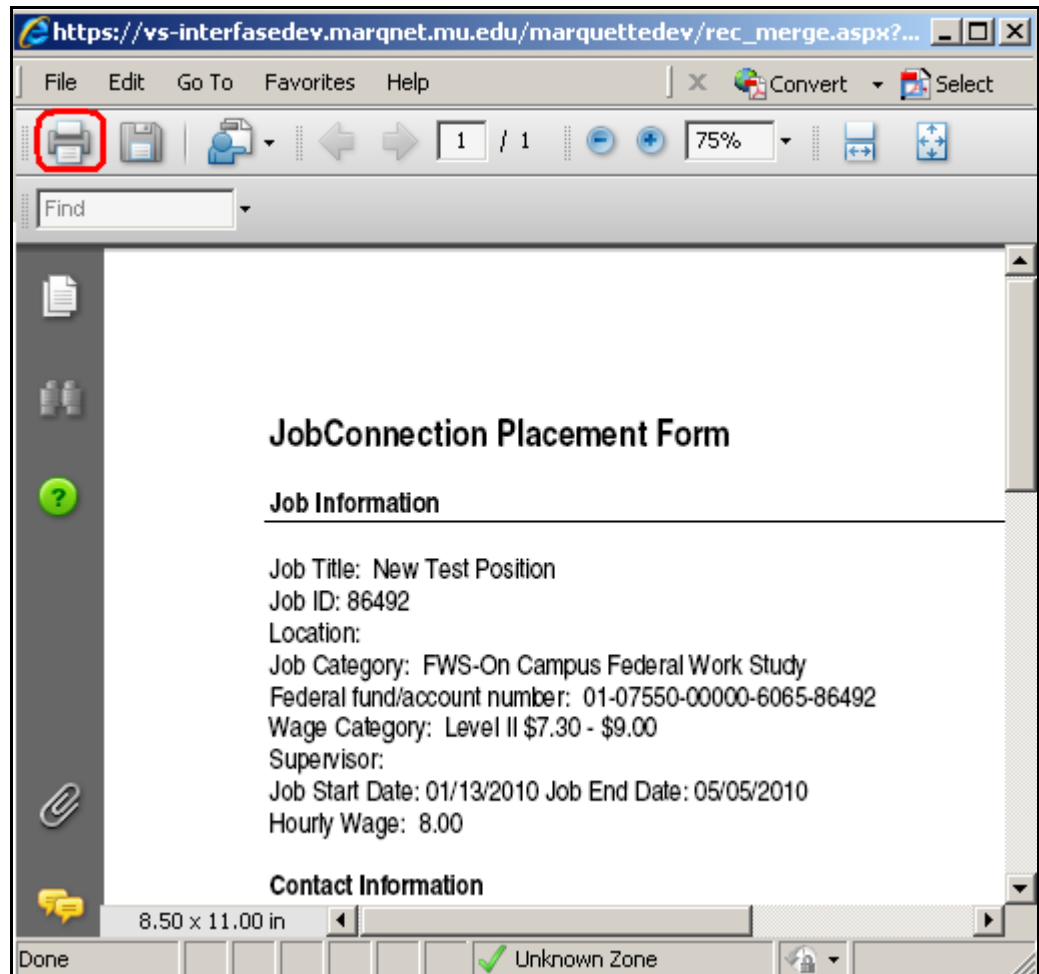
- Click the down arrow next to *Print Forms* to make the *JobConnection Placement Form* link appear.



- Click the *JobConnection Placement Form* link to open the JobConnection Placement Form. This will open in a new window. You can then print this form.



- The JobConnection Placement Form will open in a new window. You can then print this form.



View Existing Placements –

- Click *My Jobs* on the Main Menu Bar.



- Click on *P* in the Activity column for the job that you are checking placements for.

Job ID	Job Title	Applicant Type	Status	Expiration Date	Activity
86492	New Test Position		Active	2/28/2010	P R
86495	Student Employment Clerk IV		Pending	3/6/2010	P R

- You will see a list of placements for this job. Click on the Start Date twice to bring your most recent placements to the top.

The following placements have been submitted for this job posting.

- View placement details** - click the [View](#) link next to the desired placement.
- Sort the list of placements** - click on any column heading.
- Create a resume packet** - check the box of the applicants you are interested in or click **Select All** to include the resumes of all applicants in your search results then click **Create Packets**.

NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.

[\[View All\]](#)

Student	Email	Start Date	End Date	Action
[Redacted]	[Redacted]@marquette.edu	1/13/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/13/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/21/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/21/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/28/2010	5/5/2010	View
[Redacted]	[Redacted]@marquette.edu	1/28/2010	5/5/2010	View

- You can **Sort** the list of placements by: Click on column heading.
 - Student
 - Email
 - Start Date
 - End Date
- To view placement details click on **View** next to the desired placement

[Redacted]	[Redacted]@marquette.edu	1/21/2010	5/5/2010	View
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Giving a Raise

- Locate the placement for the student you want to give a raise to and click on *View* in the Action column next to that student.



- Click on the *Edit* in the Placement Information Section

A screenshot of a 'Placement Information' section. The title 'Placement Information' is at the top left, and an 'Edit' button is at the top right, circled in red. The information displayed is:

- Job Title:** New Test Position
- * Start Date:** 1/21/2010
- * End Date:** 5/5/2010
- * Hourly Wage:** \$8.00
- Estimated Hours per Week:** 10

- Change the End Date to the day **before** you want the raise to go into effect. It is recommended to have the End Date match with a Payroll Period End Date so the raise goes into effect at the Beginning of a Payroll Period Begin Date. Note: If you do not choose an End Date corresponding to a Payroll Period End Date, you will need two timesheets for that student for that pay period, one for each pay rate.
- Click on Save

A screenshot of the Placement Information form with input fields. The information displayed is:

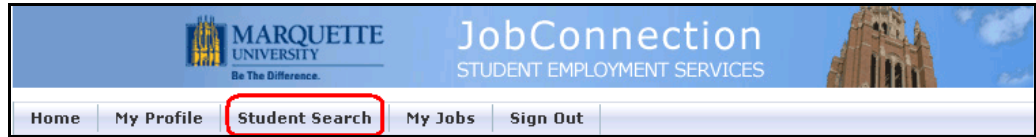
- Job Title:** New Test Position
- * Start Date:** 1/21/2010
- * End Date:** 2/15/2010
- * Hourly Wage:** 8.25
- Estimated Hours per Week:** 10

 The 'End Date' field, the 'Save' button, and the 'Cancel' button are circled in red.

- Hire student at the increased rate > See **Hire a Student**
- Following the procedures above to hire a student is the only way a Payroll Authorization will be created. THIS IS MANDATORY for the student to get paid.

Search for Student with Specific Skills

- Click *Student Search* on the main menu bar.



- Select the desired criteria. For example, from the type (work-study or non work-study) and job preference (technology, dental) lists.

The screenshot displays the 'Student Advanced Search' form. It features several search criteria fields:

- Keyword(s):** Text input field.
- First Name:** Text input field.
- Last Name:** Text input field.
- Expected Graduation:** Two sets of 'Month' and 'Year' dropdown menus labeled 'From' and 'To'.
- Majors (click Add):** Text input field with an 'Add/Remove' button below it.
- Skills:** Text input field with an 'Add/Remove' button below it.
- Job Preference:** A dropdown menu with options: Accounting/Finance, Arts and Sciences, Business Administration, and Communication.
- Classification:** A dropdown menu with options: Freshman, Graduate, Junior, and Senior.
- Applicant Type:** A dropdown menu with options: Non work-study, Other, and Work-study. A red arrow points from the text above to this menu.
- Degree:** A dropdown menu with options: Certificate, DDS, JD, and Associates.

 At the top right and bottom right of the form are 'Search' and 'Reset' buttons. A red arrow also points from the text above to the 'Search' button at the top right.

- Click *Search* button.
- To search for **all** available students just click *Search* button and leave all options blank.
- If you search for a student and they do not show up in the search results, this could be because they have selected 'No' to the 'Allow Employer Viewing' option on their profile – this does not mean you cannot hire this student.

Search Results –

- Select the student you wish to view.
- The box means that the student has a résumé or cover letter available

Page 1 of 2, items 1 to 15 of 16

First Name	Last Name	Applicant Type	Classification	Expected Graduation
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Ashley	[REDACTED]	Non work-study	Senior	May 2005
Ashley	[REDACTED]	Non work-study	Senior	May 2007
Ashley	[REDACTED]	Non work-study	Senior	May 2007
Ashley	[REDACTED]	Non work-study	Senior	May 2007
Ashley	[REDACTED]	Non work-study	Senior	May 2009
<input type="checkbox"/>	Ashley	Non work-study	Senior	May 2009
	Ashley	Non work-study	Senior	May 2008
	Ashley Michelle	Non work-study	Senior	May 2008

- Click on the student's name to view student details.
- Click on the *View Resume* button or click on *View Resume* in the left menu to see résumé if available
- Scroll down to view all sections

Student Search > Student Profile

Page Functions

- View Resume
- Calendar
- I want to...
 - Report a Hire

View Resume

Profile View

Personal Information

Below you will find detailed information for this student. Click [View Resume] above to view this student's resume.

NOTE: To quickly send an e-mail to this student, click the student's e-mail address.

***First Name:** Ashley
Middle Name: [REDACTED]
***Last Name:** [REDACTED]
Home Address Line 1: [REDACTED]
Home Address Line 2: [REDACTED]
Home City: Milwaukee
Home State: WI
Home Zip: [REDACTED]
Phone: [REDACTED]
***Email:** [REDACTED]@marquette.edu
WebSite: [REDACTED]

Student Federal Work-Study Awards

Scroll down to Student Awards Section

Student Awards				
▸ denotes current award period				
Award Period	Federal Award	Federal Balance	Work-study Eligible Start Date	Work-study Eligible End Date
▸ 12/31/2009 - 05/05/2010	\$0.00	\$0.00	12/31/2009	5/5/2010
08/13/2009 - 12/30/2009	\$0.00	\$0.00	8/13/2009	12/30/2009
07/01/2009 - 08/12/2009	\$0.00	\$0.00	7/1/2009	8/12/2009

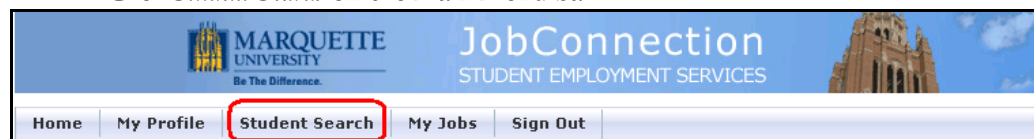
This is an example of a student with no Federal Work Study Award.

Student Awards				
▸ denotes current award period				
Award Period	Federal Award	Federal Balance	Work-study Eligible Start Date	Work-study Eligible End Date
▸ 12/31/2009 - 05/05/2010	\$1,500.00	\$1,500.00	12/31/2009	5/5/2010
08/13/2009 - 12/30/2009	\$1,500.00	\$522.13	8/13/2009	12/30/2009
07/01/2009 - 08/12/2009	\$0.00	\$0.00	7/1/2009	8/12/2009

This is an example of a student with a Federal Work Study Award \$1500 in Spring 2010.

Search for Student I-9 Information

- Click *Student Search* on the main menu bar.



- Search by student's name
- Click Search
- Click on student's First Name

First Name	Last Name	Applicant Type	Classification	Expected Graduation
Elise		Non work-study	Freshman	May 2011

Scroll down to Miscellaneous Information

Miscellaneous Information
Date I-9 Completed: 9/28/2007
Date I-9 Expires:
OSHA Complete Y/N: Yes

- Scroll Down to the Miscellaneous Information Section

- Date I-9 Completed
 - If Blank - Student needs to submit I-9 information to SES.
 - Date indicates when the I-9 has been completed and processed by SES.
- Date I-9 Expires
 - If Blank - the I-9 doesn't expire.
 - International students will have an I9 expiration date.
 - If the expiration date is within range of hire, the student needs to submit an updated confirmation letter from OIE to Student Employment.
- OSHA Complete Y/N
 - If Yes - OSHA Complete
 - If No or blank - Student needs to submit OSHA information to SES.

Once You Have Completed Your Session

- Click Sign Out on the main menu bar

