

Hire Touch Student Hiring Manual

wpunj.hiretouch.com/admin

Revised: June 08,2022

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HIRE TOUCH ADMIN SITE

Go to Hire Touch Admin Site. wpunj.hiretouch.com/admin/ . Authenticate through WP Connect.

WILLIAM PATERSON UNIVERSITY

Authentication Required

You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.

Username
highsmithd [Forgot your password? >>](#)

Password
..... [Need Help? >>](#)

[Login](#)

BEFORE YOU BEGIN

*****Students cannot be hired without first ensuring availability of funds.**

- For questions regarding your availability of funds, contact Niti Baldwin at baldwinn1@wpunj.edu.
- For questions regarding your availability of grant funds, contact Tamar Lamour at lamourt@wpunj.edu
- For questions regarding Financial Aid/Federal Work Study Positions, contact Financial Aid at Stu-employment@wpunj.edu

Please follow the below structure for creating Position Titles:

Department / Position Duties / Funding Source

Example:

Department	Brief Description of Position	Federal or Non-Federal Work Study
Business Services	Office Assistant	Federal Work Study
Sample Posting Title: Business Services Office Assistant Federal Work Study		

Non-Federal Work Study

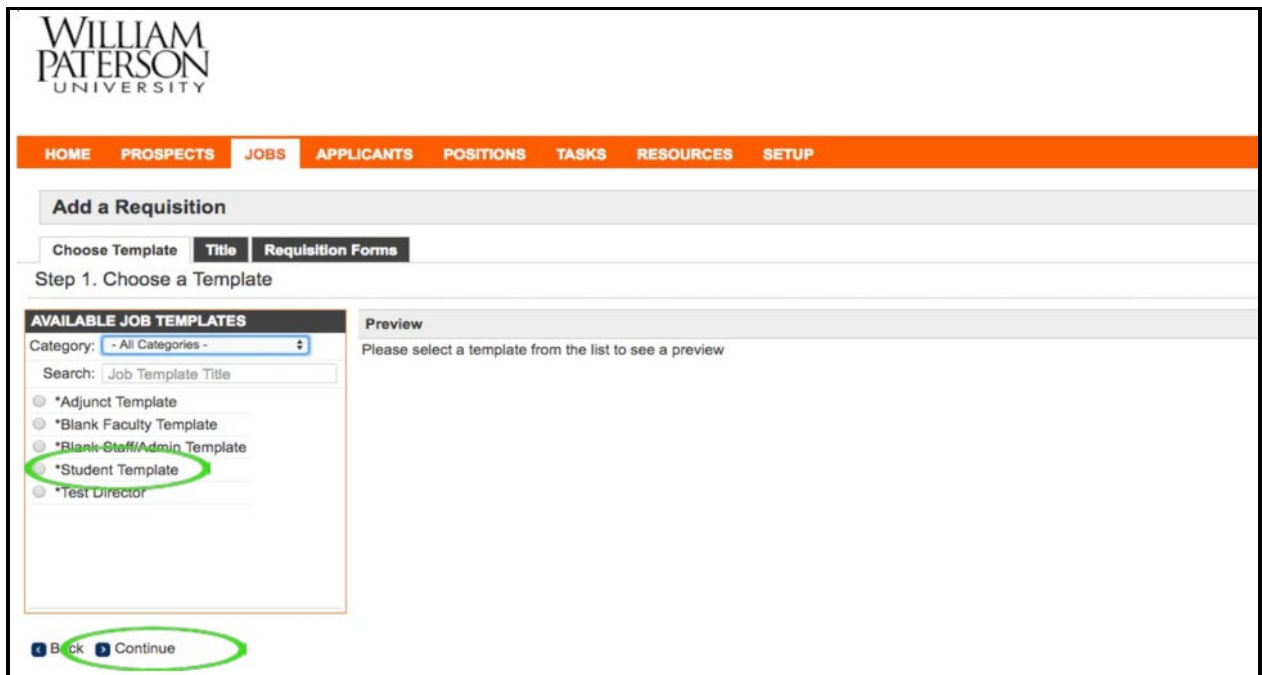
Federal Work Study

CREATING JOB POSTING FOR REGULAR AND GRANT FUNDED POSITIONS (Non-Federal Work Study)

1. Click on the **JOBS Tab**, then click on Create Adjunct or Student Posting.



2. Select the student Template and click continue.



3. Type the functional title for the position and click continue.

The screenshot shows a web interface for job details. At the top, a dark grey header contains the text "Step 2. Please provide a title". Below this, a breadcrumb trail reads "Job Details > *Student Template". A text input field labeled "Title:" contains the text "Payroll Office Asst Federal Work Study" and is highlighted with a yellow background. Below the input field, the text "(Functional Title)" is displayed. The main area is divided into two columns: "Available" and "Selected". The "Available" column contains a list of requirements such as "Degree Requirements - Diversity & Inclusio", "Degree Req - EOF", "Years of Experience - Student Enrollment", "Degree Requirements - Admissions Counsil", "Years of Experience - Admissions Counsel", "Degree Requirements - Bachelor's Degree", "Years of Experience - Annual Giving", "Experience-Financial Analyst", "WPU FT Employee-Career Services", "Degree Requirements - Financial Analyst", "Degree requirement-Finance Mgr", "Years of experience-Finance Mgr", and "Degree Requirement - Admin Assist". Between the columns are four orange buttons with arrows: ">>", ">", "<", and "<<". The "Selected" column is currently empty. A yellow arrow with a red outline points from the "Selected" column towards the "Title:" input field. At the bottom, a dark grey bar labeled "Additional Information" contains two buttons: "← Back to Template" and "→ Continue". The "Continue" button is highlighted with a yellow circle.

4. You must select the check box for “Onboarding Package – 01 Student NON FWS” before clicking “continue”.

Form Packages

Applicant Related Form Packages

Name	Description
<input checked="" type="checkbox"/> Employment Application - Student	
<input checked="" type="checkbox"/> Job Offer	
<input checked="" type="checkbox"/> Pre-Screening	
<input checked="" type="checkbox"/> HRAF - Student	
<input type="checkbox"/> Availability Form	
<input type="checkbox"/> Background	
<input type="checkbox"/> Desk Assistant	
<input type="checkbox"/> Employment Application - Faculty/Adjunct	
<input type="checkbox"/> Employment Application - Internal	
<input type="checkbox"/> Employment Application - Staff/Admin	
<input type="checkbox"/> Hiring Addendum - Supervisor	Student: Attaches at the same time as the student onboarding package.
<input type="checkbox"/> HRAF	
<input type="checkbox"/> HRAF - Adjunct	
<input type="checkbox"/> Onboarding Package	
<input checked="" type="checkbox"/> Onboarding Package - 01 Student NON FWS	
<input type="checkbox"/> Onboarding Package - 02 Student FWS	Federal Work Study

Job Related Form Packages

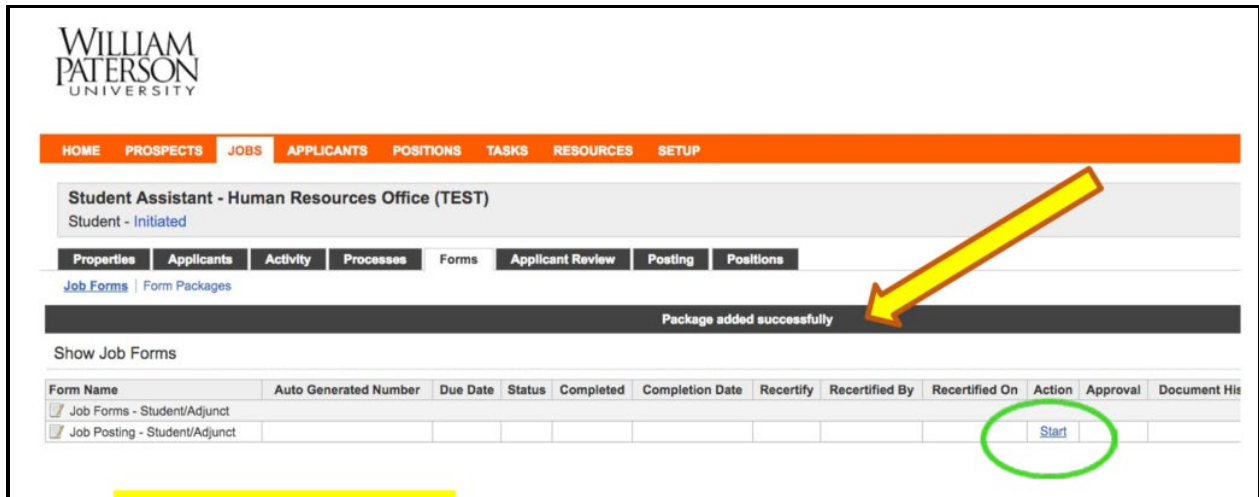
Name	Description
<input checked="" type="checkbox"/> Job Forms - Student	
<input type="checkbox"/> Job Forms	
<input type="checkbox"/> Job Forms - Adjunct	

Position Related Form Packages

Name	Description
<input checked="" type="checkbox"/> PEF	Student Position Extension Form
<input type="checkbox"/> Position	

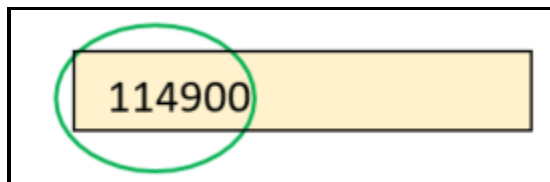
← Back to Settings → Continue

5. Click **START** to begin the job posting.



6. **** IMPORTANT **** Students cannot be hired without verifying that Budget or Grant Funds are available and that you are using the correct FOAP. After the Budget or Grant funding is secured and the FOAP is correct, select “Yes”.

7. Select Position Number: 114900: Department Funded:



8. Select Department from the Drop Down



Job Posting - Student

Posting Details (STEP 1 OF 1)

*I certify that I have verified: 1. The availability of funds (Department Funded, Grant Funded or Federal Work Study). 2. The correct FOAP for this position from the Budget, Grants or Financial Aid Office 3. The Position Number. If you have not received this information, please contact Budget (Niti Baldwin: baldwin1@wpunj.edu), Grants (Tamar Lamour: Lamourt@wpunj.edu) or Financial Aid at Studentemployment@wpunj.edu

Yes No

9. Select Hiring Manager using the Lookup function

a. Click on the person lookup

Position #:	114900
Department:	Payroll & Employee Benefits
Hiring Manager:	Evans, Jeannine (evansj24@wpunj.edu)

b. Type the First Name and Last Name. Click on the email address and press “Select User”

User Lookup: Hiring Manager

Search Existing Users | Add a User

First Name: jeannine Last Name: evans

Email: User Name:

Evans, Jeannine (evansj24@wpunj.edu)

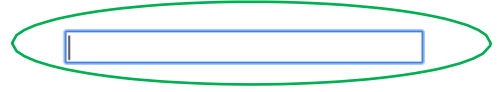
Select User Close

10. Enter the Overview of Position (position description) and Basic Responsibilities:

The image shows a web form with two text input areas. The top area is labeled "Overview of Position:" and the bottom area is labeled "Basic Responsibilities:". Each area is followed by a rich text editor toolbar with options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Color, Font Size, Styles, Format, and Size. Two yellow arrows with black outlines point from the text labels to the top-left corners of the rich text editors.

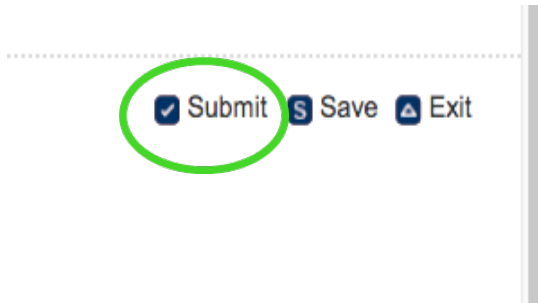
11. Enter Preferred Work Hours.

Preferred Work Hours/Availability:



- i. Example: Tues & Thurs 6:30pm – 8:30pm
- ii. Example: Flexible schedule

12. Click Submit at the bottom right of the page



13. Click on Initiated.

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES SETUP

**** TEST - Student Assistant - TEST ****
Student: **Initiated**

Properties Applicants Activity Processes Forms Applicant Review Posting Positions

[Job Forms](#) | Form Packages

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
<input checked="" type="checkbox"/> Job Forms - Student/Adjunct												
<input checked="" type="checkbox"/> Job Posting - Student/Adjunct	1900177		Approved	<input checked="" type="checkbox"/>	Thu, 4/25/19 at 10:39 AM	Recertify			View Re-generate PDF Edit		View History	Remove

14. From the drop down select: POSTED INTERNAL, then click Save.

(If you do not select Posted Internal, it will post to the public site and you could get many outside applicants for the position).

Job Status History		
STATUS	DATE	USER
Recruitment Approved	Wed 8/22/18 at 11:21 AM	Jeannine Evans
Initiated	Wed 8/22/18 at 10:51 AM	Jeannine Evans

Update Status

Status: **Posted Internal**

15. Your position is now posted.

Students will be able to view the positions through the internal URL:
<https://wpunj.hiretouch.com/internal-jobs>

Secure | <https://wpunj.hiretouch.com/internal-jobs>

Google HireTouch » Dashb... JobTarget.com WPUNJ WPConne... Home - William Pat... Job Ops HT- Job Opportun... Login - Teamphoria TM Recruiting Travel Civil Service

WILLIAM PATERSON UNIVERSITY Academics Admissions Campus Life About Us

WPU Jobs Home
Search Jobs
View All Jobs
Applicant Login

Please note, if you navigate away from this page and want to return, you will need to access again through your intranet.
Adjunct, Student, and other internal positions

Records 1-2 of:

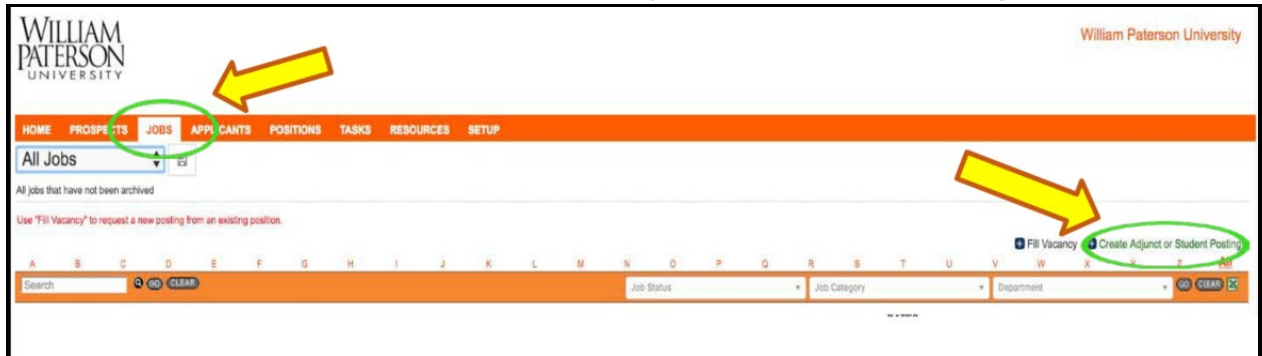
Internal Positions

Student

- *Student Template 7/10/18 LS
- Student Assistant - Human Resources Office (TEST)**

CREATING JOB POSTING FOR FEDERAL WORK STUDY POSITIONS

1. Click on the **JOBS Tab**, then click on Create Adjunct or Student Posting.



2. Select the student Template and click continue.

Add a Requisition

Choose Template **Title** Requisition Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category:

Search:

- *Adjunct Template
- *Blank Faculty Template
- *Blank Staff/Admin Template
- *Student Template
- *Test Director

Preview

Please select a template from the list to see a preview

3. Enter the position title.

Note: All **Federal Work Study Positions** must include “Federal Work Study Position” in position/job title followed by your office’s specific position title designation. Example: FEDERAL WORK STUDY POSITION – Office Assistant

Add a Requisition

Choose Template | **Title** | **Requisition Forms**

Step 2. Please provide a title

Job Details > FEDERAL WORK STUDY POSITION – Office Assistant TEST JM

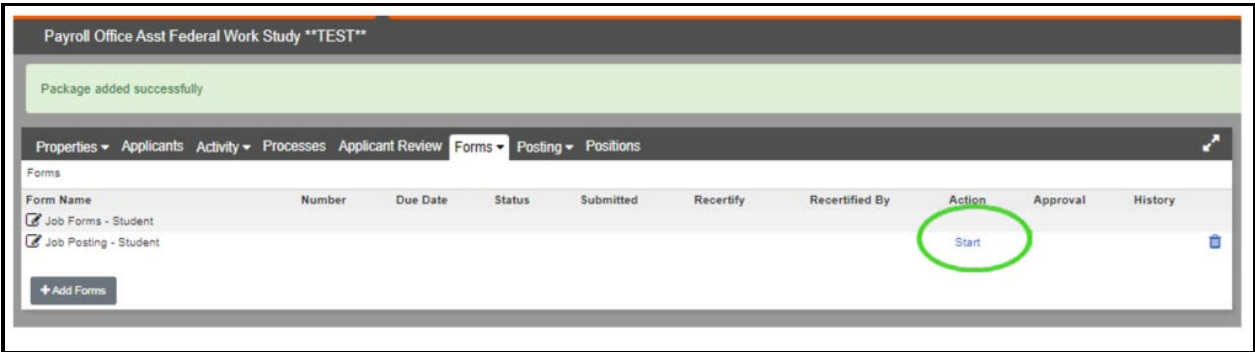
Title: **FEDERAL WORK STUDY POSITION – Office Assistant**
(Functional Title)

4. You **must** select the check box for “Onboarding Package – 02 Student FWS - Student forms” and “Onboarding package- 03 Student FWS – Supervisor form” before clicking “continue”.

The screenshot displays a web interface titled "Form Packages" with a sub-section "Applicant Related Form Packages". It contains a list of form packages, each with a checkbox and a name. The following table represents the data shown in the screenshot:

Form Package Name	Selected
Employment Application - Student	Yes
Job Offer	Yes
Pre-Screening	Yes
HRAF - Student	Yes
Availability Form	No
Background	No
Desk Assistant	No
Employment Application - Faculty/Adjunct	No
Employment Application - Internal	No
Employment Application - Staff/Admin	No
HRAF	No
HRAF - Adjunct	No
Onboarding Package	No
Onboarding Package - 01 Student NON FWS	No
Onboarding Package - 02 Student FWS - Student forms	No
Onboarding Package - 03 Student FWS - Supervisor form	No

5. Click **START** to begin the job posting.



Job Posting - Student

Posting Details (STEP 1 OF 1)

*I certify that I have verified: 1. The availability of funds (Department Funded or Federal Work Study). 2. The correct FOAP for this position from the Budget or Financial Aid Office 3. The Position Number. If you have not received this information, please contact Niti Baldwin: baldwin1@wpunj.edu or Financial Aid at Stu-employment@wpunj.edu

Yes No

6.

**** IMPORTANT **** Verify this is an approved FWS position. After confirming with the Financial Aid Office, select “Yes”.

7. Select Position Number:

Position #:

11290N

Financial Aid Students Only use 11290N

8. Select Department from the Drop Down

Department:

Payroll & Employee Benefits

9. Select Hiring Manager using the Lookup function

a. Click on the person lookup

Position #:

11290N

Department:

Payroll & Employee Benefits

Hiring Manager:

Evans, Jeannine (evansj24@wpunj.edu)

b. Type the First Name and Last Name. Click on the email address and press “Select User”

User Lookup: Hiring Manager

[Search Existing Users](#) | [Add a User](#)

First Name: Last Name:
Email: User Name:

Evans, Jeannine (evansj24@wpunj.edu)

Select User


10. Enter the Overview of Position (position description) and Basic Responsibilities. IMPORTANT: Please include the below language in the body of your job description:

*****All Students must be eligible for Financial Aid and have attended a Student Employment Workshop.**

The screenshot displays a web-based form for entering job description information. It is divided into two main sections: 'Overview of Position' and 'Basic Responsibilities'. Each section has a rich text editor with a toolbar containing options for bold, italic, underline, font color, background color, text color, font size, and text alignment. In the 'Overview of Position' section, the text 'ALL STUDENTS MUST BE ELIBILBLE FOR FINANCIAL AID AND HAVE ATTENDED A STUDENT EMPLOYMENT WORKSHOP' is highlighted in yellow, and a yellow arrow points to it from the left. Below this, the text 'Provide administrativbe siupport to the Payroll and Employee Benefits Department' is visible. The 'Basic Responsibilities' section contains a list of duties: 'Greet walk-ins', 'Answer Phones', 'Copying', 'Filing', and 'Other duties as assigned'.

11. Enter Preferred Work Hours.

Preferred Work Hours/Availability:



- a. Example: Tues & Thurs 6:30pm – 8:30pm
- b. Example: Flexible schedule

12. Click Submit at the bottom right of the page



13. Click on Recruitment Approved.

Job Details	
Status:	Recruitment Approved
Department:	Payroll & Employee Benefits
Job Category:	Student
Created:	01/13/2021
Budget Control #:	2100354
Position #:	11290N
Workflow Configuration:	Student/Adjunct
View Position Records	

14. From the drop down select: POSTED INTERNAL, then click Save.
(If you do not select Posted Internal, it will post to the public site and you could get many outside applicants for the position).

Job Status History		
STATUS	DATE	USER
Recruitment Approved	Wed 8/22/18 at 11:21 AM	Jeannine Evans
Initiated	Wed 8/22/18 at 10:51 AM	Jeannine Evans

Update Status

Status: **Posted Internal**

15. Your position is now posted.

Students will be able to view the positions through the internal URL:
<https://wpunj.hiretouch.com/internal-jobs>

WILLIAM PATERSON UNIVERSITY

Academics Admissions Campus Life About Us

WPU Jobs Home
Search Jobs
View All Jobs
Applicant Login

Please note, if you navigate away from this page and want to return, you will need to access again through your intranet.
Adjunct, Student, and other internal positions

Records 1-2 of:

Internal Positions

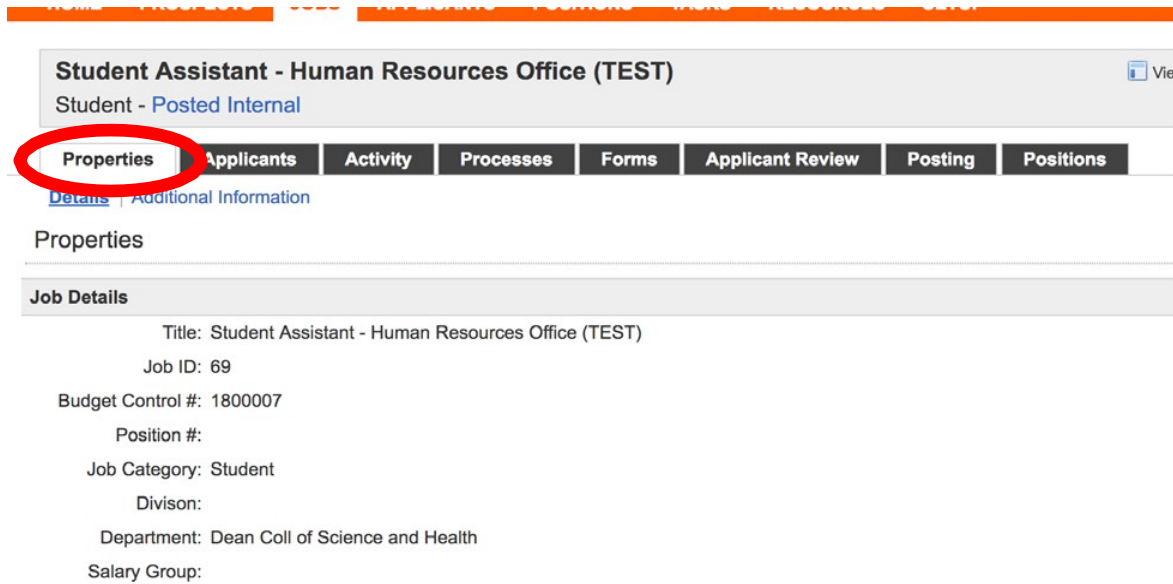
Student

- *Student Template 7/10/18 LS
- Student Assistant - Human Resources Office (TEST)**

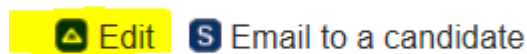
GIVING OTHERS PERMISSION TO VIEW APPLICANTS

If additional people will need to view candidates you must give them permissions.



1. Click on the **PROPERTIES** tab for the job







2. Scroll to the bottom of the page and click **EDIT**.





3. Click the next  to the appropriate row

Contact:  

Hiring Manager:  

Committee Chair:  

Position Admins:

4. Enter the first or last name and the list will filter according to your entry. Click on the correct name and click Select User.

Shift Type:
Degree Type:
Salary Type:
Contact:
Hiring Manager:
Committee Chair:
Position Admins:
Committee Members:
Workflow Configuration:
Reference Notification Setting:
Send Reference Notification: Manually only (either from a bulk action or from the applicants reference list page)
 On the 'Send Reference Notification' trigger function (must be attached to a trigger for this to fire) or manually

User Lookup: Committee Members

[Search Existing Users](#) | [Add a User](#)

First Name: Last Name:
Email: User Name:

- Torres, Aileen (torresa72@wpunj.edu)
- Torres, Johanna (torresj55@wpunj.edu)
- Torres, Myra (torresm7@wpunj.edu)**

Select User Close

5. Scroll to the bottom of the page and click Save

S Save

REVIEWING APPLICANTS

Click on the job name. You will see a list of applicants in the Applicants tab.

The screenshot displays a web interface for reviewing applicants. At the top, there are navigation tabs: HOME, PROSPECTS, JOBS, and APPLICANTS. The main heading is "Assistant Director - Plant Engineer" with a sub-heading "Administrative and Professional - Posted". Below this, there are tabs for Properties, Applicants, Activity, Processes, Forms, Applicant Review, and Positions. The "Applicants" tab is active, showing "My Committee Applicants - Faculty".

A search bar is present with a "SEARCH" button and a "CLEAR" button. Below the search bar is a table of applicants. The table has columns for NAME, USER STATUS, BULK DOCS, APPLICATION, COVER LETTER, RESUME, and OTHER. The data is as follows:

NAME	USER STATUS	BULK DOCS	APPLICATION	COVER LETTER	RESUME	OTHER
Arisman, Scott	Submitted					
Bidey, Edward	Submitted					
Citon, Steve	Submitted					
D'Angelo, Angelo	Submitted					
Fischer, Christopher	Submitted					
Grbic, Stan	Submitted					
Kvares, Anatoly	Submitted					
Kresselst, David	Submitted					
Lechtraler, Paul	Submitted					
Lindenbaum, Herman	Submitted					
McCann, Thomas	Submitted					
McLeer, Dermot	Submitted					
Mandonez, Peter	Submitted					
Schpakow, Gregory	Submitted					

At the bottom of the table, there is a pagination bar: "Records 1-14 of 14: First Previous Next Last Per Page 25 1".

On the right side of the interface, there are sections for "Actions" (Edit Questions, Upload a Document, Attach a Note), "Processes" (Posting Approval: Not Started, 11/30/17), and "Job Details" (Created: 11/03/2017, Job Category: Administrative and Professional, Status: Posted, Position #: 0152985, Workflow: Search, Configuration: Search, Positions Filled: 0 of 2).

A callout box on the left side of the screenshot contains the text: "Click on applicant name to open profile."

Interpreting Status

1. **INCOMPLETE** – Applicant did not submit all of the required application materials.
2. **SELF ELIMINATE** – Applicant failed the pre-screen (did not meet minimum qualifications for consideration).
3. **SUBMITTED** – These applicants passed the pre-screen and have fully completed all application requirements

NAME	STATUS	DATE APPLIED	SCREENING		
			APPLICATION	REGRET SENT	COMMITTEE REVIEW
<input type="checkbox"/> Vedagiri, Anu	Incomplete	03/14/2018	●		
<input type="checkbox"/> Hyun, Lena	Incomplete	03/15/2018	●		
<input type="checkbox"/> Matos, Patricia	Incomplete	03/15/2018	●		
<input type="checkbox"/> Colwell, Tess	Incomplete	03/18/2018	●		
<input type="checkbox"/> Zlotowitz, Andrea	Incomplete	03/19/2018	●		
<input type="checkbox"/> Gomez, Melanie	Self Eliminate	03/13/2018	●	●	
<input type="checkbox"/> Kirk, Melissa	Self Eliminate	03/16/2018	●	●	
<input type="checkbox"/> Booker, Christopher	Self Eliminate	03/14/2018	●	●	
<input type="checkbox"/> Arnold, Leala	Self Eliminate	03/14/2018	●	●	
<input type="checkbox"/> Reiss, Meredith	Submitted	03/14/2018	●		●
<input type="checkbox"/> Liddy, Brandon	Submitted	03/12/2018	●		●
<input type="checkbox"/> Lanier, Ashlee	Submitted	03/12/2018	●		●
<input type="checkbox"/> Solu, San	Submitted	03/13/2018	●		●
<input type="checkbox"/> Bray, Carrie	Submitted	03/13/2018	●		●
<input type="checkbox"/> Garside, Heather	Submitted	03/13/2018	●		●
<input type="checkbox"/> Zahemski, Jami	Submitted	03/16/2018	●		●
<input type="checkbox"/> Faris, James	Submitted	03/18/2018	●		●

Applicant Profile

- Click to open category to view page content.
- Click on uploaded documents to open and view

Scott Arisman (sarisman@optonline.net)
Assistant Director - Plant Engineer - Submitted

Demographics | **Job** | Activity | Processes

Addresses | Contact Information | Education | Employment | References | Skills

Demographics

Demographics

Name: Scott Arisman
Address: 12 Highland Terrace
Wayne, New Jersey 07470
Home Phone: 201-206-5154
Email: sarisman@optonline.net
Current Employee: No
Education Level: High School Diploma or GED
Registered: December 6, 2017 at 9:41 PM
Last Updated: December 6, 2017 at 10:25 PM

Education (3) Last Updated: 12/06/2017 at 9:49 PM

New Jersey State Real Estate License [?] 01/01/2016 - 01/01/2018
NJ State Black Seal Boilers License [?] State of NJ Black Seal Boilers License 01/01/2013 - 01/01/2013
Suffern High School [?] 01/01/1978 - 01/01/1981

Employment (5) Last Updated: 12/06/2017 at 10:09 PM

References (3) Last Updated: 12/06/2017 at 10:23 PM

Skills (0)

Correspondence (0)

Documents (3) Last Updated: 12/06/2017 at 10:25 PM

Employment Application [?] (type: Application) Wed 12/06/17 at 10:25 PM
William Paterson University docs [?] (type: Cover Letter) Wed 12/06/17 at 10:12 PM
scott_arisman_resume1.docx [?] (type: Resume/CV) Wed 12/06/17 at 10:11 PM

Notes (0)

None

Alternate way to view applicants

- Click on jobs
- Click on Applicant Review
- Click on Tiles

1

2

3

NAME	USER STATUS	BULK DOCS	APPLICATION	COVER LETTER	RESUME	OTHER
Arisman, Scott	Submitted	📄	📄	📄	📄	
Billey, Edward	Submitted	📄	📄	📄	📄	
Citron, Steve	Submitted	📄	📄	📄	📄	
D'Angelo, Angelo	Submitted	📄	📄	📄	📄	
Fischer, Christopher	Submitted	📄	📄	📄	📄	
Grbic, Stan	Submitted	📄	📄	📄	📄	
Kvares, Anatoly	Submitted	📄	📄	📄	📄	
Kweselait, David	Submitted	📄	📄	📄	📄	
Lechthaler, Paul	Submitted	📄	📄	📄	📄	
Lindenbaum, Herman	Submitted	📄	📄	📄	📄	
McCann, Thomas	Submitted	📄	📄	📄	📄	
McLear, Dermot	Submitted	📄	📄	📄	📄	
Mendonasz, Peter	Submitted	📄	📄	📄	📄	
Schpakow, Gregory	Submitted	📄	📄	📄	📄	

Records 1-14 of 14 | First | Previous | Next | Last | Per Page 25

Applicants will be organized in a tile format

- Click on drop down to open or view content
- Rate applicants (only you can see your rating)
- Create notes (Other committee members can see the notes. But the applicant cannot see them)

Assistant Director - Plant Engineer
Administrative and Professional - Posted

[View Posting](#)
[View Position Record](#)

Properties Applicants **Activity** Processes Forms Applicant Review Positions

My Committee Applicants - Faculty



Schpakow, Gregory ★★★★★

Documents: [Employment Application](#)

Employment: **Hvac service - PPPL**
Since 7/01/13

Skills: No skills supplied

Education: **Washtenaw Community College**
Associates: Construction Supervision



Mendonez, Peter ★★★★★

Documents: [Employment Application](#)

Employment: **Facilities Manager - St. Peter's University Hospital**
From 9/01/99 to 1/01/00

Skills: No skills supplied

Education: **New Jersey Institute of Technology**
Master of Science



McLeer, Dermot ★★★★★

Documents: [Cover Letter](#)

Employment: **Maintenance/Production Supervisor - Ford Motor Company**
From 2/01/96 to 1/01/99

Skills: No skills supplied

Education:



McCann, Thomas ★★★★★

Documents: [Employment Application](#)

Employment: **Assistant Project Manager - Middlesex County College**
From 1/01/99 to 3/01/01

Skills: No skills supplied

Education: **Building Owners & Managers Institute**

CORRESPONDENCE TO STUDENTS

Students applying to your position will receive the below communication:

Dear [[Applicant First Name]] [[Applicant Last Name]],

Congratulations on being selected for the position of [[Job Title]]!

Please note there are limits to how many hours a student can work per week. In addition, students with more than one job must coordinate work schedules with their Supervisors to ensure they do not exceed working hour limit requirements. For questions regarding working hour limit requirements for Federal Work Study positions, students should contact Financial Aid at Stu-Employment@wpunj.edu.

***** If you are already working or have worked on campus within the past three years, you do not need to complete the below Onboarding process. *****

**YOU MAY NOT BEGIN WORK AND WILL NOT BE PAID UNTIL THESE STEPS ARE COMPLETED AND DOCUMENTS SUBMITTED.
PLEASE COMPLETE THE STEPS IN ORDER**

Step 1:

Complete and return the below forms via email to your hiring manager or department designee.

**** COMPLETED PDF's MUST BE SAVED TO YOUR LOCAL DEVICE BEFORE FORWARDING ****

- a. [Personal Information Form](#)
- b. [Work-Related Injury Form](#)

Step 2: Form I-9 (must be completed before moving to Step 3)

Please check your email for a message from notifications@empforce.com to complete the I-9 form electronically (see attached instructions as you will need to upload your ID documents(s). If you do not receive the email, please check your spam folder.

- a. Please note this **must be completed within 3 days of your hire date**, failure to do so will delay your employment start date.
- b. Please be prepared to upload your identification to complete the online I9 process.
- i. See attachment for the list of Acceptable Documents required to complete the I9.
- c. In addition, as required by law you must also **bring the original documentation to the hiring manager or their department designee** for verification. **This process ("c" only) has been temporarily suspended.**

Step 3: (only after both Section 1 and Section 2 of the Form I-9 are completed)

When all sections of the I-9 Form are complete, you will be granted access to the Employee Tab in WPconnect. This access allows you to complete the Direct Deposit and Federal / State Tax Forms (W4). You will receive a WPconnect notification when your access has been granted. Once you receive this notification, please complete the Federal and State Tax and Direct Deposit forms as soon as possible. *If you do not submit a Federal or State Tax form deductions will be withheld from your pay check based on IRS and State regulation.*

******FEDERAL WORK STUDY POSITIONS ONLY ******

In addition to the above you must also do the following:

1. Log back into [HireTouch](#) to complete the 3 required Financial Aid Forms:
 - a. Onboarding - Student Employment Handbook
 - b. Onboarding - Student Confidentiality Agreement
 - c. Onboarding Hiring Addendum - Student
2. Navigate to "Forms to Complete" and scroll down to the position you are hired into. Under "Onboarding Package – Student FWS" > Action > click "Start"
3. Step by step instructions for completing these forms are attached.

For inquiries regarding new hire paperwork please email talent@wpunj.edu.

For inquiries regarding payroll matters (i.e. time and attendance) contact the Payroll Office via email at payroll@wpunj.edu.

Sincerely,
Human Resources

HIRING

(Optional) To schedule a student interview through the applicant tracking system: go to JOBS Tab and click on the desired job.

1. Applicants Tab, click on the green arrow in the Interview column. If you are scheduling interviews outside of the ATS system, skip to # 3.

Student Assistant - Human Resources Office (TEST) [View Posting](#)
Student - [Posted Internal](#)

Properties **Applicants** Activity Processes Forms Applicant Review Posting Positions

All Job Applicants - Student or Adjunct

Student or Adjunct

+ Add an Applicant

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search GO CLEAR Advanced Search Date Applied

Applicant Status GO CLEAR

NAME	STATUS	DATE APPLIED	APPLICATION	INTERVIEW	STUDENT HRAF	ONBOARDING	DISPOSITION
TEST, HR	Submitted	08/08/2018	●	+			

- Bulk Actions - Records 1-1 of 1 | First | Previous | Next | Last | Per Page 25

2. Enter the appropriate scheduling information. Click Save and Send to send the interview information to the candidate. To simply record the date/time of the interview click Save only.

The screenshot shows a web-based event scheduling interface. At the top, there are navigation tabs: Demographics, Jobs, Activity, Duplicates, Processes, Evaluations, and DataScreening Background Checks. Below these are links for Alerts, Correspondence, Documents, Events, Notes, Tasks, and Trigger History. The main section is titled 'Events' and contains several sub-sections:

- Event Details:** Includes a dropdown for 'Type' (set to '1st Interview'), a text field for '*Name' (set to '1st Interview - HR TEST'), and a dropdown for 'Status' (set to 'Interview Scheduled').
- Schedule Event:** Includes date and time pickers for '*Start Date' (08/09/2018, 1:00 PM) and '*End Date' (08/09/2018, 2:00 PM). It also has a 'Meeting Description' text area, a 'Send Reminder' dropdown (set to 'Don't send reminder'), and a 'Recurrence' section with radio buttons for 'Does not recur', 'Daily', 'Weekly', 'Monthly', and 'Yearly'.
- Event Participants:** Includes an 'Attendees' list with 'Highsmith, Desyra' and buttons for '+ Attendees' and 'x Remove Attendees'.
- Event Location:** Includes text fields for 'Address', 'City', 'Postal Code', and dropdown menus for 'State/Province/Region' and 'Country'.

At the bottom of the form, there are three buttons: 'Save & Send', 'Save', and 'Back'. The 'Save & Send' and 'Save' buttons are circled in orange.

3. Indicate the candidates who have confirmed interviews for the job. Click the box(es) to the left of their name(s).



W

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES SETUP

Student Assistant - Human Resources Office (TEST) View Posting

Properties Applicants Activity Processes Forms Applicant Review Posting Positions

Applicant status updated successfully

All Job Applicants - Student or Adjunct +

Student or Adjunct

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search Advanced Search

NAME	STATUS	DATE APPLIED	APPLICATION	INTERVIEW	STUDENT HRAF	ONBOARDING	DISPOSITION
<input checked="" type="checkbox"/> TEST, HR	Submitted	08/08/2018	●	➕			

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 25

4. Open the Bulk Actions menu at the bottom of the page and select scheduled. The green arrow in the interview column will change to black circle ●

Disposition Code
Update Disposition Code
Position
Attach to Position(s)
Schedule Evaluation
Schedule Evaluation
I9 Verification - Process Status
Not Started
Verified
Pending
Phone Screening - Process Status
Not Started
Qualified: Proceed
Less Qualified/No Interview
Scheduled
Application - Process Status
Not Started
In Process
Completed
Regret Sent - Process Status
Yes
No
HR Review - Process Status
Not Started
Qualified: Proceed
Did Not Meet Minimum
Met Minimum: Not Interviewed
Committee Review - Process Status
Not Started
Qualified: Proceed
Did Not Meet Minimum
Interview - Process Status
Not Started
Qualified: Proceed
Scheduled
Complete / No Longer Considered
Interview 2 - Process Status
Not Started
Qualified: Proceed
Scheduled
Complete / No Longer Considered
References - Process Status
Not Started

POSITIONS TASKS RESOURCES SETUP

Student Assistant - Human Resources Office (TEST) View Posting

Forms Applicant Review Posting Positions

Applicant status updated successfully

All Job Applicants - Student or Adjunct +

Student or Adjunct

I J K L M N O P Q R S T U V W X Y Z All

NAME	STATUS	DATE APPLIED	APPLICATION	INTERVIEW	STUDENT HRAF	ONBOARDING	DISPOSITION
<input checked="" type="checkbox"/> TEST, HR	Submitted	08/08/2018	●	➕			

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 25

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5. After the interview click on the black circle in the Interview column to indicate if, the candidate is Qualified or No Longer Considered for the position, then click Save.

Interview Process

STATUS	DATE	USER
Scheduled	Thu 8/9/18 at 12:10 PM	Desyra Highsmith
Not Started	Thu 8/9/18 at 12:09 PM	Desyra Highsmith

Update Status

Status: Not Started Qualified: Proceed Complete / No Longer Considered

S Save **Close**

6. Once you have selected the student(s) you want to hire, click on the green arrow in the Student HRAF column.

WILLIAM PATERSON UNIVERSITY

William Pa

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

Student Assistant - Human Resources Office (TEST)
Student - Posted Internal

Properties Applicants **Activity** Processes Forms Applicant Review Posting Positions

All Job Applicants - Student or Adjunct

Student or Adjunct

Search [] GO CLEAR Advanced Search Date Applied Applicant Status GO CLEAR

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
<input type="checkbox"/>	NAME																									
<input type="checkbox"/>	TEST, HR		In Process		08/08/2018																					

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 25



7. Click START to initiate the HRAF.

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

J Evans Test 2 Evans 2 (evansj24@wpunj.edu)
** TEST - Student Assistant - TEST ** - In Process

J Evans Test 2 Evans 2 Prospect Record

Demographics **Jobs** Activity Duplicates Processes Evaluations DataScreening Background Checks

Offers | Questions | **Forms**

Forms

Form Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Employment Application - Student										
Employment Application - Student	Tue, 4/30/19						Start			Remove
Applicant EEO Survey	Tue, 4/30/19						Start			Remove
Voluntary Self-Identification of Disability	Tue, 4/30/19						Start			Remove
HRAF - Student										
Human Resources Action Form - Student							Start			Remove

8. Make sure to provide the necessary information: Supervisor Name, Start Date, End Date, Hourly Rate of Pay, Hiring Department Org Number, Timesheet Approver 2 digit code and FOAP Number.

Human Resources Action Form - Student

Human Resources Action Form (HRAF) (STEP 1 OF 1)

Section 1: Demographic Information

Job Title: ** TEST - Student Assistant - TEST **
 Department: Payroll & Employee Benefits
 Division:

Supervisor Name

Indicate supervisor who will approve timesheet:
 Yes No

I have verified that there are sufficient funds for the duration of this position.

Applicant
 Last Name: Evans 2 First Name: J Evans Test 2 Middle Name:
 Street Address:
 City: State: Zip Code:
 Primary Phone:
 Banner Number:

Section 2: Assignment Details

Position Title: ** TEST - Student Assistant - TEST **
 Position Number: 11200N

Start Date:

04/25/2019 Today

End Date:

Today

Hourly Rate of Pay:

Hiring Department Org Number

Timesheet Approver 2-digit Code

Enter the TimeLocation code from the Part-Time Employee Supervisor link found in WP Connect.

Enter **FOAP NUMBER** Received from Budget or Financial Aid Office From Which Student Will Be Paid
TO VERIFY THE CORRECT FOAP # PLEASE CLICK HERE: https://wpconnect.wpsu.edu/finance/foap_of_accounts.htm

	Fund	Org	Acct	Program
Totals				

Add Row

Comments

(Optional)

Section 3: Federal Work Study Jobs Only

Maximum hours per week

Maximum total hours

Total Federal Work Study Amount

When selecting the "Student Employee Payroll" approver, use the "Group Approval" default and do not select and individual user. Selecting an individual users will hold up the approval process.

Submit and Continue to Approvals Save Exit

9. Click Submit and Continue to Approvals.

Section 3: Federal Work Study Jobs Only

Maximum hours per week

Maximum total hours

Total Federal Work Study Amount


When selecting the "Student Employee Payroll" approver, use the "Group Approval" default and do not select an individual user. Selecting an individual user will hold up the approval process.

Submit and Continue to Approvals

10. Form Approvers:

a) Non-Federal Work Study Positions:

Please remove Financial Aid from the default Approvers:

- i. Click Edit Approvers
- ii. Click on Financial Aid Student Hires
- iii. Click the Left Arrow 
- iv. Click Save
- v. Click Save AND Send Task

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES SETUP

Jeannine Evans (evans.jeannine@gmail.com)
*Student Template Test JME 08222018 - In Process

Demographics Jobs Activity Duplicates Processes Eval

Offers Questions Forms

Form Approvers

Form: Human Resources Action Form - Student
Form Originator: Evans, Jeannine

Title	Approver
Student Employee Payroll	Group Approval

Form Approval Positions

Positions: Available

- AA/EEO
- Associate Provost
- Budget Office
- Budget Office Final
- Div. VP/Provost
- Financial Aid Student Hires
- Human Resources
- Payroll
- Supervisor/Director/Dean
- SVP Admin and Finance

Selected

- Financial Aid Student Hires
- Student Employee Payroll
- HR Student Approvals



UP DOWN

Save Close

1 2 3

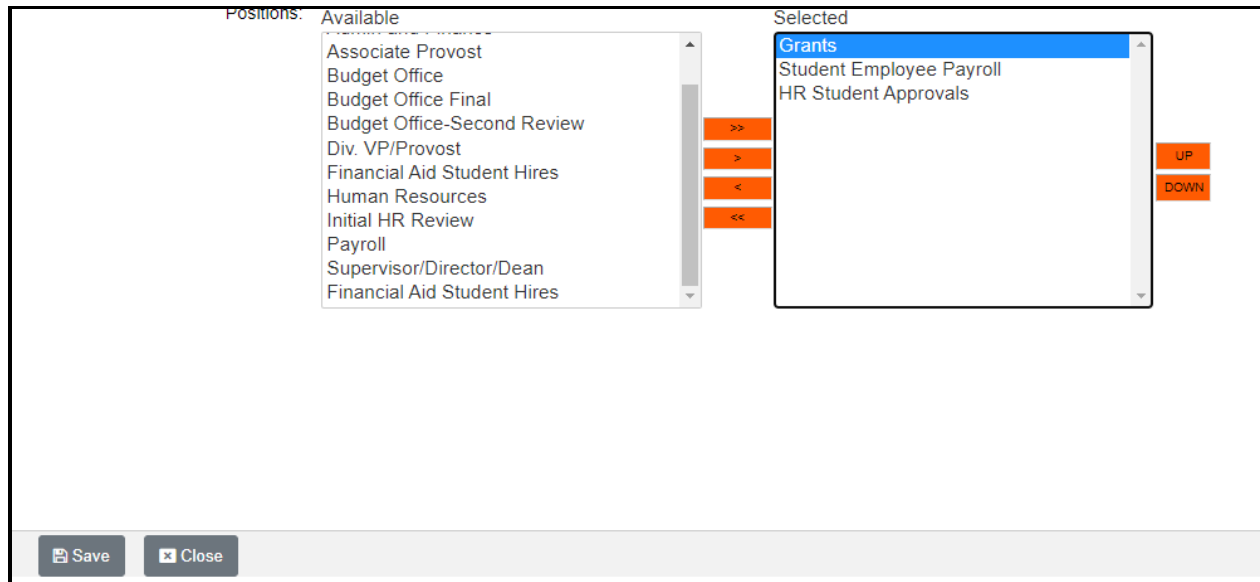
b) Grant funded student assignments

Please remove Financial Aid from the default Approvers and add Grants:

- i. Click Edit Approvers
- ii. Click on Financial Aid Student Hires
- iii. Click the Left Arrow 
- iv. Select Grants from the left box and click on the right arrow  to move them to the selected approvers. Then click on 'UP' twice so that 'Grants is the first approval category.



- v. Click Save
- vi. Click Save AND Send Task



c) Federal Work study Positions:

The default approvers are Financial Aid, Payroll then HR.

- i. Click Save
- ii. Click Save AND Send Task

Important: Students will not be paid until they complete the W-4 form and the I-9 verification processes. An automatic e-mail is sent to the student once a HRAF is entered instructing them of this requirement. For FWS positions, students also have to log in to Hire Touch and complete the onboarding forms - Hiring Addendum, Student Employment Handbook and Confidentiality Agreement.

Once the student completes the Hiring Addendum – Student, Supervisor will receive an email notification to complete the Supervisor Hiring Addendum.

Click on continue.

William Paterson University Prospects Jobs Applicants Positions Tasks Resources

J Test Evans Test

Demographics ▾ Jobs ▾ Activity ▾ Duplicates Processes Evaluations DataScreening Background Checks

Forms

Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History
Pre-Screening								
Pre-Screening Survey			1/27/21 12:54 PM	Recertify		View Re-generate PDF Edit		View History
Employment Application - Student								
Employment Application - Student	2/1/21		1/27/21 12:55 PM	Recertify		View Re-generate PDF Edit		View History
Applicant EEO Survey	2/1/21		1/27/21 12:55 PM	Recertify		View Re-generate PDF Edit		View History
Voluntary Self-Identification of Disability	2/1/21		1/27/21 12:55 PM	Recertify		View Re-generate PDF Edit		View History
HRAF - Student								
Human Resources Action Form - Student			1/27/21 2:36 PM	Recertify		View Re-generate PDF	Approvals (0/2)	View History
Onboarding Package - 01 Student NON FWS						Start		
Onboarding - Student Employee Handbook								
Onboarding - Student Confidentiality Agreement						Start		
Onboarding Package - 02 Student FWS								
Onboarding - Student Employee Handbook			1/27/21 2:42 PM	Recertify		View Re-generate PDF Edit		View History
Onboarding - Student Confidentiality Agreement			1/27/21 2:43 PM	Recertify		View Re-generate PDF Edit		View History
Onboarding Hiring Addendum - Student			1/27/21 2:43 PM	Recertify		View Re-generate PDF Edit		View History
Hiring Addendum - Supervisor								
Onboarding Hiring Addendum - Supervisor						Continue		


+ Add Forms

The hiring Addendum will have the student's class schedule that you can click on to view.

Onboarding Hiring Addendum - Supervisor

Supervisor Hiring Addendum (STEP 1 OF 1)

Addendum



Student Employment
HIRING ADDENDUM

Student ID#: 855123456 Student Name: J Test Student Phone: 802-777-0000
 Department: Dept. Supervisor: Jeannine Evans Student's Job Title: Payroll Test 02262021

Term: Fall Spring Summer I Summer II

Class Schedule Upload

Please review the student's class schedule before completing the student's work schedule with your Department, in order to avoid scheduling conflicts.
To view the student's class schedule, click the uploaded document link "Class Schedule from WEB" (below), then proceed to fill in the student's work schedule in the "Time" column.


NAME	TYPE
J E Schedule	Class Schedule from WEB

Complete the form with the schedule for the student employee, sign, date and Submit.

Onboarding Hiring Addendum - Supervisor

Supervisor Hiring Addendum (STEP 1 OF 1)

Addendum



Student Employment
HIRING ADDENDUM

Student ID#: 855123456	Student Name: J Test Evans Test	Student Phone: 802-777-0000
Department:	Dept. Supervisor: Jeannine Evans	Student's Job Title: Payroll Test 02262021

Term: Fall Spring Summer I Summer II

Class Schedule Upload

Please review the student's class schedule before completing the student's work schedule with your Department, in order to avoid scheduling conflicts.
To view the student's class schedule, click the uploaded document link "Class Schedule from WEB" (below), then proceed to fill in the student's work schedule in the "Time" column.

NAME	TYPE
J E Schedule	Class Schedule from WEB

Section B: Student Work Schedule (To be completed by Supervisor)

Day of the week:	Enter start and end time (i.e. 10am - 12pm)
Monday	[]
Tuesday	[]
Wednesday	[]
Thursday	[]
Friday	[]
Saturday	[]
Sunday	[]

Agreement

Student Employment Handbook: <https://www.vpsu.edu/financial-aid/assets/Student-Employment-Handbook-2021.pdf>

I acknowledge to have received, read, and agree to the conditions in the William Paterson University, Student Employment Handbook.

I understand that students are not permitted to work during their assigned class schedules.

*Supervisor Signature:

*Today's Date:

Student ID#: 855123456	Student Name: J Test Evans Test	Student Phone: 802-777-0000
Department:	Dept. Supervisor: Jeannine Evans	Student's Job Title: Payroll Test 02262021

Term: Fall Spring Summer I Summer II

Class Schedule Upload

Please review the student's class schedule before completing the student's work schedule with your Department, in order to avoid scheduling conflicts.
To view the student's class schedule, click the uploaded document link "Class Schedule from WEB" (below), then proceed to fill in the student's work schedule in the "Time" column.

NAME	TYPE
J E Schedule	Class Schedule from WEB

Section B: Student Work Schedule (To be completed by Supervisor)

Day of the week:	Enter start and end time (i.e. 10am - 12pm)
Monday	1-4pm
Tuesday	[]
Wednesday	[]
Thursday	[]
Friday	[]
Saturday	[]
Sunday	[]

Agreement

Student Employment Handbook: <https://www.vpsu.edu/financial-aid/assets/Student-Employment-Handbook-2021.pdf>

I acknowledge to have received, read, and agree to the conditions in the William Paterson University, Student Employment Handbook.

I understand that students are not permitted to work during their assigned class schedules.

*Supervisor Signature:

*Today's Date:

Once submitted, financial aid office will review and approve the HRAF.

William Paterson University									
Prospects Jobs Applicants Positions Tasks Resources									
J Test Evans Test									
Demographics Jobs Activity Duplicates Processes Evaluations DataScreening Background Checks									
Forms									
Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History	
<input checked="" type="checkbox"/> Pre-Screening									
<input checked="" type="checkbox"/> Pre-Screening Survey			2/26/21 7:05 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> Employment Application - Student									
<input checked="" type="checkbox"/> Employment Application - Student	3/3/21		2/26/21 7:07 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> Applicant EEO Survey	3/3/21		2/26/21 7:07 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> Voluntary Self-Identification of Disability	3/3/21		2/26/21 7:07 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> HRAF - Student									
<input checked="" type="checkbox"/> Human Resources Action Form - Student			2/26/21 7:08 PM	Recertify		View Re-generate PDF	Approvals (0/3)	View History	
<input checked="" type="checkbox"/> Onboarding Package - 02 Student FWS - Student forms									
<input checked="" type="checkbox"/> Onboarding - Student Employee Handbook			2/26/21 7:09 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> Onboarding - Student Confidentiality Agreement			2/26/21 7:09 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> Onboarding Hiring Addendum - Student			2/26/21 7:10 PM	Recertify		View Re-generate PDF Edit		View History	
<input checked="" type="checkbox"/> Onboarding Package - 03 Student FWS - Supervisor form									
<input checked="" type="checkbox"/> Onboarding Hiring Addendum - Supervisor			3/1/21 10:38 AM	Recertify		View Re-generate PDF Edit		View History	
+ Add Forms									

Note: Financial office will approve the HRAF only after all the onboarding forms are completed by the student and the supervisor.

SENDING REGRETS LETTERS TO APPLICANTS

- Once a final candidate has been selected, and an offer accepted, regret letters must be sent to all applicants.
- This should be done by the committee chair, or the hiring manager if there was not a committee involved in the search process.

1. Go to the Applicants tab
2. Select the applicants to receive regret letters
3. Select Regret Letters from the Bulk drop down menu

HOME **JOBS** **APPLICANTS** POSITIONS TASKS SETUP

Assistant/Associate Professor, Communication Disorders and Sciences
Faculty - Filled

BULK ACTION REGRET LETTERS

1

Properties Applicants Activity Processes Forms Applicant Review Positions

My Applied Applicants - Faculty

Hiring Administrator's View: AFT/NTP/Higher Ed Managers

A B C D E F G H I J K L M N O P Q R S									
Search [GO] [CLEAR] Advanced Search Date Applied									
NAME	STATUS	DATE APPLIED	SCREENING			INTERVIEW		REFERENCES	HRAF
			APPLICATION	REGRET SENT	COMMITTEE REVIEW	1	2		
Abbassi, Ensie	Submitted	12/13/2017	●		+				
Als Salman, Ola	Submitted	01/10/2018	●		+				
Bonaventura, Patrizia	In Process	01/28/2018	●		●	+	+		
Dargin, Troy	In Process	10/22/2017	●		●	+	+		
Frisch, Stefan	Submitted	11/05/2017	●		+				
Gregory, Kyomi	Submitted	03/08/2018	●		+				
Kornisch, Myriam	Incomplete	12/01/2017	○						
Li, Qiang	In Process	10/21/2017	●		●	+	+		
Mlawski, Elisabeth	Submitted	11/03/2017	●		+				
Park, Eunsun	In Process	10/20/2017	●		●		●	●	○
Regis, Theodore	Submitted	02/03/2018	●		+				
Yoo, Hyunjoo	Submitted	12/17/2017	●		+				
Yoo, Hyunsoo	Submitted	11/30/2017	●		+				

Regret - General Letter

3

Records 1-13 of

Assistant/Associate Professor, Communication Disorders and Sciences

Faculty - Filled

- Properties
- Applicants
- Activity
- Processes
- Forms
- Applicant Review
- Positions

My Applied Applicants - Faculty

- ✓ - Bulk Actions -
 - Correspond
 - Application - Started 'Thank you for your interest'
 - Application Incomplete - 5 Day
 - Approval Form Rerouted
 - Employment Request Form Approval Rejected
 - Job Offer Response
 - Job Posted
 - Job Requisition ready for posting
 - Reference Received to Hiring Admin/Committee Chair'
 - References Not Received
 - Regret - General Letter**
 - Reference Notification
 - Send Reference Notification
 - Change Status
 - Incomplete
 - Self Eliminate
 - Inc. Forwarded
 - Disposition Code
 - Update Disposition Code
 - Position
 - Attach to Position(s)
 - Phone Screening - Process Status
 - Qualified: Proceed
 - Less Qualified/No Interview
 - Committee Review - Process Status
 - Qualified: Proceed
 - Did Not Meet Minimum
 - Interview - Process Status
 - Qualified: Proceed
 - Scheduled
 - Complete / No Longer Considered
 - Interview 2 - Process Status
 - Qualified: Proceed
 - Scheduled
 - Complete / No Longer Considered
 - References - Process Status
 - In Process
 - Approved

	SCREENING			INTERVIEW		HIRING		
	APPLICATION	REGRET SENT	COMMITTEE REVIEW	1	2	REFERENCES	HRAF	OFFER
	●		➕					
	●		➕					
	●		●	➕	➕			
	●		●	➕	➕			
	●		➕					
	●		➕					
	●		➕					
	●		●	➕	➕			
	●		➕					
	●		●	●	●	●	○	
	●		➕					
	●		➕					
	●		➕					

Records 1-13 of 13 | First | P

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Other bulk actions can be selected from the menu as needed to apply action to selected candidates at once.

The Correspondence page will open to allow you to customize the general message if you desire.

Applicants

Q Search

Ensie Abbassi - enabbassi@gmail.com

Ola Alsalman - olaalsalman@outlook.com

Patrizia Bonaventura - patbonavent@gmail.com

Troy Dargin - troydargin@yahoo.com

Stefan Frisch - stefanafrisch@gmail.com

Kyomi Gregory - kyomig1983@gmail.com

Myriam Kornisch - myriam.kornisch@mcgill.ca

Qiang Li - liqiangdl@gmail.com

Elisabeth Mlawski - mlawmom@verizon.net

Theodore Regis - teo.regis@yahoo.com

Hyunjo Yoo - hijoo29@gmail.com

Hyunsoo Yoo - hyunsooyoo@gmail.com

Correspondence Details

Select Merge Template:
Regret - General Letter

From:
talent@wpunj.edu

To:
[[Applicant Email Text]]

CC:

BCC:

Attachments:
Choose Files no files selected

Subject:
Thank you for your application for [[Job Title]]

Message:

Source | Cut | Copy | Paste | Undo | Redo | Find | Spell | Text | Document | Print | Link | Unlink | Table | Table of Contents | Source Code

B I U S x₂ x² | **¶** | **☰** | **☷** | **☹** | **☺** | **A** | **A** | Styles | Format | Size

Thank you for applying to our opening for the [[Job Title]] with [[Job Department]]. At this point, we are proceeding with the interview process with candidates who more closely meet the needs for this position. Should the department decide to re-evaluate your application for this posting, they will contact you directly. In the meantime, we encourage you to continue to monitor our website for other opportunities that may better fit your skills and experience.

Good luck and thank you for your interest in [[Enterprise Name]].

Human Resources

The 'Applicants' you selected will be listed on the left side of the page.

If you click 'Send to All', each candidate would receive an *individual* correspondence. (They would not *all* be copied on one email.

If you want to change the message for select recipients for any reason, you can click 'Send' and the list would only send to the applicant highlighted to the left. Once sent, that applicant will be removed from the list and you may continue sending individually, or to all.

The screenshot shows a user interface with a list of applicants on the left and a 'Send All' dialog box on the right. The 'Applicants' list includes names and email addresses, with 'Ensie Abbassi - enabbassi@gmail.com' highlighted. The 'Send All' dialog box asks 'Send 6 emails?' and provides instructions on how to personalize each email. It has 'Confirm' and 'Cancel' buttons.

Applicants

Q Search

Ensie Abbassi - enabbassi@gmail.com

Ola Alsalman - olaalsalman@outlook.com

Patrizia Bonaventura - patbonavent@gmail.com

Troy Dargin - troydargin@yahoo.com

Stefan Frisch - stefanafrisch@gmail.com

Kyomi Gregory - kyomig1983@gmail.com

Myriam Kornisch - myriam.kornisch@mcgill.ca

Qiang Li - liqiangdl@gmail.com

Elisabeth Mlawski - mlawmom@verizon.net

Theodore Regis - teo.regis@yahoo.com

Hyunjoo Yoo - hjyoo29@gmail.com

Hyunsoo Yoo - hyunsooyoo@gmail.com

Send All

Send 6 emails? (Any changes made will appear on every email. To personalize each individual email use the 'Send' button and then select the next record from the list on the left.)

Confirm Cancel

When you are sending to all and confirm the message above you will see the below screen.

The screenshot shows a 'Sending Email(s)' dialog box with a close button in the top right corner. The text inside the dialog box informs the user that emails are being sent and provides instructions on what to do next. It has an 'Ok' button at the bottom left.

Sending Email(s)

Email(s) are being sent. This may take a moment, feel free to switch back to the tab you used to open bulk correspondence.

Once email(s) have been successfully sent this tab will close automatically.

If any emails are not sent (i.e. missing recipient), this tab will remain open for review.

Ok

ADDING AN ONBOARDING PACKAGE AFTER POSTING A JOB

If you are trying to add a new form package to a currently open job posting or missed adding one of the form packages while creating the job posting, please follow these steps to add the additional form package:

1. Navigate to the job>select “Forms” > “Form packages”
2. Select the addition onboarding packages and use the right facing arrow to move the packages to the right hand box. Scroll down and press save.

The screenshot displays the 'Form Packages' configuration page. At the top, a navigation bar includes 'Properties', 'Applicants', 'Activity', 'Processes', 'Applicant Review', 'Forms', 'Posting', and 'Positions'. The 'Forms' menu item is circled in red. Below the navigation bar, a yellow warning message states: 'Only the packages selected below will be available for this job and it's applicants on triggers and add/remove form pages.' The main content area is divided into two sections: 'Prospect Form Packages' and 'Applicant Form Packages'. Each section contains two columns: 'Available' and 'Selected'. In the 'Applicant Form Packages' section, the 'Available' list includes items like 'Availability Form', 'Background', 'Desk Assistant', and 'Onboarding Package'. The 'Selected' list includes 'Job Offer', 'Pre-Screening', and 'Onboarding Package - 02 Student FWS - S'. The right-facing arrow between the two 'Onboarding Package' items is circled in red.

CLOSING THE POSITION


It is important to close the position as soon as possible.

Please follow the below steps to close the position:

1. Locate the JOB ID in HireTouch

a. My Dashboard -> My Active Jobs

b.



Title ▲	Job ID	Category
NON - Federal Work Study: Football Team Manager	521	Student

2. Draft an email to Human Resources

a. Subject Line: CLOSE JOB ID# (insert number)

b. Message: Please close the above referenced position in HireTouch.

3. Human Resources will send confirmation once the position is closed