Student Employment Management System

Hiring Manager User Guide
Introduction:

The Student Employment Management System (SEMS) is a web-based system that supports various aspects of student employment including recruitment, scheduling, performance management, and training tracking.

In order to be a user in the system, managers must maintain a current FERPA certification.

Student Employment Management System Users:

Location Managers vs. Hiring Managers

Location Manager permissions enable users to manage job postings (activate/edit) and process applications.

Hiring Managers permissions enable users to view and process applications including hiring, rejecting or holding students for consideration.

Processing is defined as taking one of the four actions: interview, extend an offer, reject, or hold for consideration.

Expectations:

- Communicating your contact information with students is of utmost importance – they will never receive an email with your contact information unless you enter it in the email templates.

- There is a maximum of 4 weeks for processing an application.

- Students will be held for consideration no longer than one semester.

Students who create an account answer prompts about their current employment, past experience, and previous Purdue experience. All students also answer the question “In your opinion, what does good customer service look like?”

Managers receive the student’s responses automatically on their application.

Also included in student applications are:

- Contact information
- Graduation date
- Availability
- Other organizations they are involved in
Getting Started:

Use **Google Chrome** or **Mozilla Firefox** to access [www.purdue.edu/studentemployment](http://www.purdue.edu/studentemployment)
Sign in using your Purdue Career Account

Managing Job Postings:

Managing job postings consists of **editing** and **posting** positions.

Job description content should include:
- Position Requirements (pre-job training, experience, certifications)
- Job Responsibilities & Tasks
- Hours / Work Period Needed
- Pay rate
- Application Process (if applicable)
- Hiring Manager Contact Information
View Applications:

Viewing applications involves sorting and filtering applications and applicants.

You may search using multiple categories – it is an “and” system; for example, you can search for Amelia’s Café under location and Armstrong Hall under building.

To search for inactive positions as well as those active, select “Yes” under the filter section.

Once you have selected all desired filters, select “Apply Filters,” at the bottom.

From your Dashboard, open the Applications tab.

Filter by location: The functional work areas, for example, Venture Café, or Athletic Dining Room.

Filter by building: The physical building of the location, for example, Amelia’s Café is a location, located inside of Armstrong Hall, which is the building.

Filter by tag: The job is classification, for example, a lab tech or a clerical position.

Filter by availability: You can choose the specific hours you are looking to fill and narrow applicants down that way. For example, if you are looking for a student to work from 9 a.m. to 2 p.m. on Monday, Wednesday, and Friday, you can use the dropdown menus to choose those times and days and it will narrow your search.
You might not find a student who fits the timeframe you need, but that does **not** mean they cannot fill it; they may have not filled out their availability on their profile. If they are a good candidate otherwise, send an email requesting their schedule.

**Filter by application status:** There are four default classifications applications can fall under: submitted, interviewing, offered a position, and offer was accepted. There are other options added when you are further into the process.

Once you select an application to process, read the corresponding **Process Applications** section.
Process Applications:

To view and process an application, select the applicant name.

After review, take action by Interviewing Candidate, Extend Offer, Hold for Consideration, or Reject Candidate.

Interview a student:

To interview a student, click the interview button at the bottom of their application. You will be prompted to send them an email where you will enter text of your choosing into an outlined email stating the student is being offered an interview and they must follow your instructions to proceed.

Offer a Position:

To offer a student the position on the spot or after an interview, click extend offer at the bottom of their application. You will be prompted to send them an email where you will extend your offer and provide any details to the student they will need to know, such as start date and training schedule.

**It is important to remind the student to accept their offer!**

When you offer a student a position, they must accept the offer in the system. Once accepted, you must select Hire Candidate.

Hire Candidate:

Select Hire Candidate and the student will receive an email from the system with instructions on how to complete the hire paperwork.
Withdraw Offer:

After offering a student a position, if you would like to withdraw the offer, select Withdraw Offer. This sends the same email as the Reject Candidate action.

Reject a candidate:

To reject a student from consideration, select Reject Candidate.

Hold for consideration:

If you would like to hold a student’s application for consideration for any reason, click hold for consideration on their application.

This will prompt you to send them an email telling the student why they are being held for future consideration. In the empty text area, tell the student how long they will wait to hear about the position.

Managers may not hold a student for consideration longer than one semester.

Hire All and Reject All:

From the Applications view, check the box to the left of each applicant’s name you would like to hire, then select Hire All at the bottom of the screen. If all available positions are filled, click Reject All at the bottom of the screen.
**Tips to Remember:**

- Legal questions will **ONLY** be seen by the Purdue Human Resources Department.

- Hiring supervisors only see applications and departments in administration.

- You can upload a logo to add to the location of your open positions.

- Once offered an interview, **ADD** a custom message with your email or else students will not know where to reply to because the address comes from a “no-reply” email.

- When you extend an offer, **ADD** an estimated start date in the custom message spot.

- For international students, the extended offer letter counts as their letter the ISS office requires.

- Only the location manager can update job descriptions and can post jobs, the hiring manager cannot.

- Technical questions can be directed to **StudentEmploymentHelp@purdue.edu**.