Student Employment Management System

Hiring Manager User Guide

Last Updated: 10/3/17
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.

Expectations:

- All applications should be processed to completion within 4 weeks of the submitted date or at the conclusion of the search.
- Job postings should be deactivated when the position is filled or a sufficient candidate pool has been achieved.
- Applications Held for Consideration should be cleared after one semester has passed.

Getting Started:

Sign in using your Purdue Career Account

Note: Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible

User Note: A current FERPA WebCert is required to access SEMS Recruitment features.

Create / Edit Job Posting:

1. Select ‘Departments’ from dashboard

2. Navigate to desired posting by:
   - Selecting the correct Department, Category, and Location
3. You can now:

Add or Edit Posting:
- Select ‘Add Posting’ or ‘Edit Posting’
- Blurb: Job description
- Posting Details: Job requirements

Add Questions:
- Select ‘Posting Settings’
- Default questions are displayed
- If you wish to add more, click ‘Add Question’ at bottom of page
- Select a question from the drop down list
- If a desired question is not available, type it in the request box

Activate/deactivate postings

View Applications:
Viewing applications involves sorting and filtering applications and applicants.
1. Select ‘Applications’ from dashboard
2. Use filters to find desired applications
   - Location, building, tag, status, availability, name, or Purdue alias

Example:
To search filter applications in varying steps in the hiring process, filter by status
Once you have selected all desired filters, select “Apply Filters,” at the bottom.

**Note:** If you deactivate a position before clearing applications, you will have to select the “Include Inactive Positions” filter in order to view and clear them.

Once the desired filters are applied the application statuses will appear to the right:
Process Applications:

1. Select the applicant name.

2. Take action by Interviewing Candidate, Extend Offer, Hold for Consideration, or Reject Candidate.

Emails are sent through the system (not personal emails), so if you wish for candidates to reply a contact needs to be provided.

Interview Candidate:

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.

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

Hire Candidate:

Once candidate has accepted their offer, you will be able to 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:

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.

**Remember to deactivate posts when hiring process is complete**