

---

## 1<sup>ST</sup> STEP TO HIRING A STUDENT WORKER

---

**YOU MUST** Request a Requisition Number prior creating a job posting by emailing: [payroll-services@iup.edu](mailto:payroll-services@iup.edu).

Please provide the following information when sending the email.

- Division:
- Department:
- Title – Student Worker:
- Who will be the hiring manager?
- Do you want anyone else to access the req to view applicants and edit the posting?
- Will this position have contact with minors\*? (See definition of minors below)
- Does this apply to all future students who apply?
- Is federal work study required for this role?

*\*Who's considered a minor: Background clearances are required for your student worker if he/she will provide care, supervision, guidance/control or have routine interaction with a minor. For this purpose, a minor is defined as someone under the age of 18 who is NOT enrolled as a full-time student at the university working to earn a degree and IS enrolled as a full-time student in K-12 school or not of school age.*

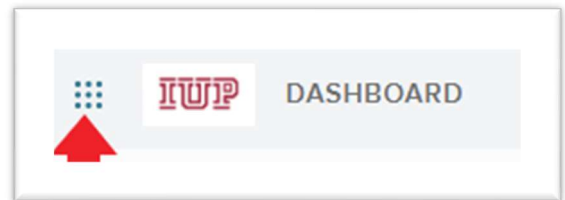
---

## CREATING JOB POSTING

---

1. Log into your NeoEd account at <https://login.neoed.com/signin?sitecode=US&returnUrl=https://unified.neoed.com/dashboard>

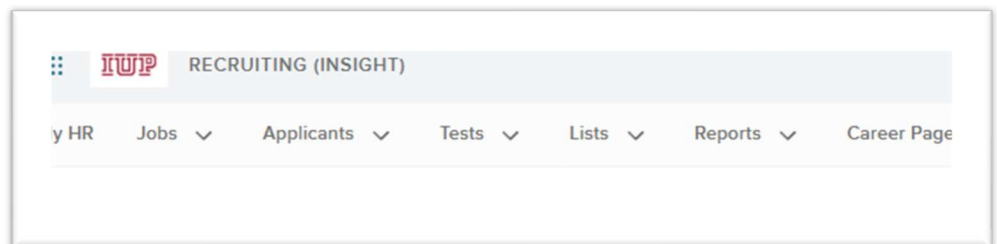
2. At the top left of the screen, navigate to Dashboard – select *the dots navigation icon*



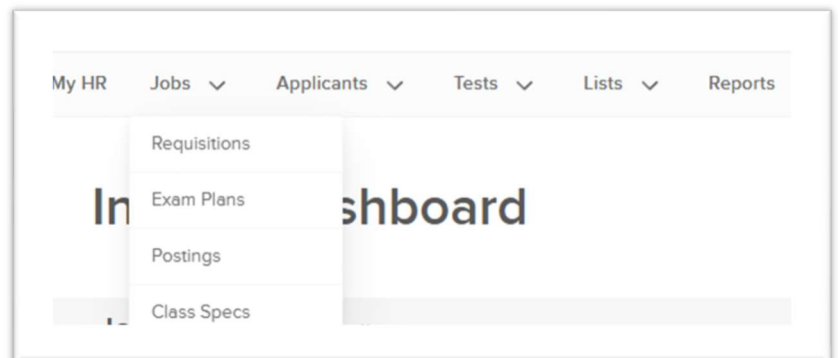
3. Under Talent Acquisition – select *Recruiting (Insight)*



4. Select *jobs*



5. Under jobs – select *Exam plans*



6. Enter your requisition number in *Exam plan #* search box

7. Select *Add Job Posting*

There is no job posting associated with this Exam Plan.  
Add a job posting using the button below.

[Add Job Posting](#)

8. Decide your time frame of the post. You can make the post active in 2 different ways.

- a. **Continuous** – You will have to go back into the post, uncheck continuous and put it into draft to pull it down from the website.
- i. Uncheck draft and select continuous.

Job Status

☐ Draft ☐ Archived ☒ Accept Online Applications ☒ Show Closing Date/Time ☒ Continuous

OR

- b. **Time Frame for Post to be Active** – You won't have to go back in and pull the posting down as it will come down on the date you enter.
- i. Uncheck draft (do not check *continuous*) and in the body of the posting,
- ii. Put the date you want the posting to go live in the **Advertise From** box
- iii. Put the day you want the posting to come down in the **Advertise To** box

Advertise From

\* Advertise To

Time

9. Verify pre-populated items are correct (*Department* can be left blank; *Job Number* is the requisition number)

10. Complete any blank \* asterisks

11. *Job Title* – This will be the same as the requisition that was sent to you from HR or Payroll-Services

12. *Job Type* - **Student**

\* Division

Department

Active Exam Plans [Bulk Actions](#)

<input type="checkbox"/>	Exam Plan #	Exam Plan	Job #
<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>	<input type="text" value="Q Search"/>

13. **Job List – Transfer Jobs (this is a crucial step)**

14. *Exam Type* – **Open**

15. *Advertise From* – This is the date the posting will go live on the Hire-a-Hawk website.
16. *Advertise To* will not appear if you choose “continuous”
17. *Enable Maximum Number of Applicants* – Do NOT check
18. *Category* – **Student Employment**
19. *Reapply Period (Days)* – Pre-populates
20. *Location on Job Posting Display* – **Indiana Main Campus**
21. *Physical Address* – Use 1011 South Dr., Indiana, PA 15705

<p>* Job List</p> <div>Transfer Jobs</div>	<p>* Exam Type</p> <div>Open</div>
<p>* Advertise From</p> <div>04/03/2025</div>	<p>* Advertise To</p> <div>04/03/2025</div>
<p><input type="checkbox"/> Enable Maximum Number of Applicants ⓘ</p>	
<p>* Category</p> <div>Student Employment</div>	<p>* Reapply Period (Days)</p> <div>1</div>
<p>* Location on Job Posting Display</p> <div>Search</div>	<p>Physical Address</p> <div></div> <p><a href="#">+ Add an additional address</a></p>

- 
22. *EEO / Census Data Template* – Leave blank
  23. *Advertise Remote Employment* – Leave blank
  24. *Application Template* – **Student**
  25. *Assigned To* – Hiring Manager’s name
  26. *Position Summary & Description* – Type in job description

<p>EEO / Census Data Template ⓘ</p> <div>Search</div>	<p>Advertise Remote Employment</p> <div>= Select =</div>
<p>* Application Template</p> <div>Student</div>	
<p>⚠ Assigned To is required.</p>	
<p>* Assigned To</p> <div>Search</div>	
<p>Position Summary &amp; Description <a href="#">Populate From Class Spec</a></p> <div> <div> B i U A: [align icons] [link icon] [image icon] [video icon] [table icon] </div> <div>Press Alt + F10 to move to the toolbar</div> </div>	

27. Complete *Position Qualifications, Essential Functions, and Special Instructions to Applicants*.

- a. Use can select **Populate From Class Spec** for standard posting language.

28. Complete *Education Level & Minimum Qualifications*. Choose from the drop-down boxes

If bilingual, which language is desired?

==None

Work Schedule

Article 29 Complete Date

MM/DD/YYYY

Minimum Qualifications ⓘ

\* Education Level ⓘ  
⚠ Field is required  
== Select ==

\* Experience Level ⓘ  
⚠ Field is required  
== Select ==

29. Under Salary Information...

- a. **Uncheck** *Auto Update*
- b. Type wage in *Minimum Salary*
- c. \* *Per* – **Hourly**
- d. \* *Based On* – Leave what pre-populates
- e. \* *Show Salary Breakdown* – Leave **Hourly** checked & **Uncheck** *Annually*
- f. Show Alternate Salary Text – Leave off
- g. Alternate Salary Text – Leave blank

Salary Information

Auto Update  
☐ Automatically update salary range information from Class Spec

\* Minimum Salary  
15.00

\* Maximum Salary  
Enter Maximum Salary

\* Per  
Hour

\* Based On  
2080 hours per year

\* Show Salary Breakdown

☒ Hourly  
☐ Daily  
☐ Weekly  
☐ Biweekly  
☐ Semi-Monthly  
☐ Monthly  
☐ Annually

Show Alternate Salary Text  
OFF ☐ ON

Alternate Salary Text  
== Select ==

30. *Supplemental Questions* –

**LEAVE OFF**

31. *Will overtime be paid....* –

Leave unchecked

32. **Save & Close**

Supplemental Questions

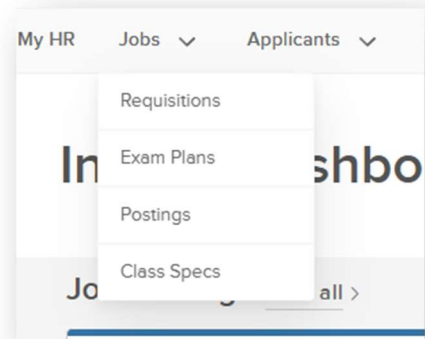
OFF ☒ ON

☐ Will overtime be paid until job is filled ?

**Save & Close** [Reset](#)

## Referring Students to be Hired

1. On your Dashboard, click on **Jobs** and then select Exam **Plan**.



2. Input your requisition number in the Exam Plan# field and choose the corresponding position under Exam Plan.

Exam Plans			
Active Exam Plans		Bulk Actions	
	Exam Plan #	Exam Plan	Job #
	01784	Search	Search
<input type="checkbox"/>	01784	<a href="#">Student Worker - Summer 25 - Special Project - Hum</a>	01784

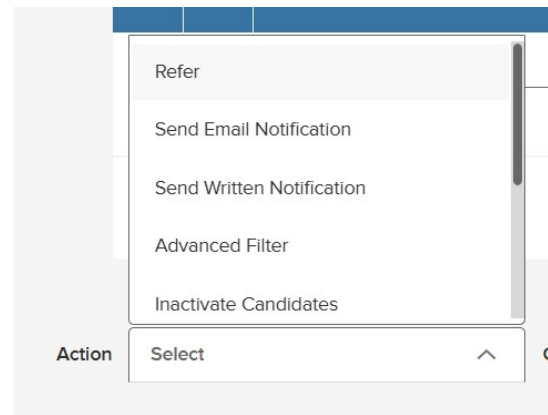
3. Go to the **Eligible Lists** section
4. Select **View Candidates**

Eligible Lists						<a href="#">Show Archived Eligible Lists</a>	<a href="#">+ Add New</a>
List Name	List Type	Expiration Date	Total	Active	Action		
Search	Normal	12/31/2025	75	27	<a href="#">Edit</a> <a href="#">View Candidates</a> <a href="#">Audit Trail</a>		
<a href="#">Default List</a>							

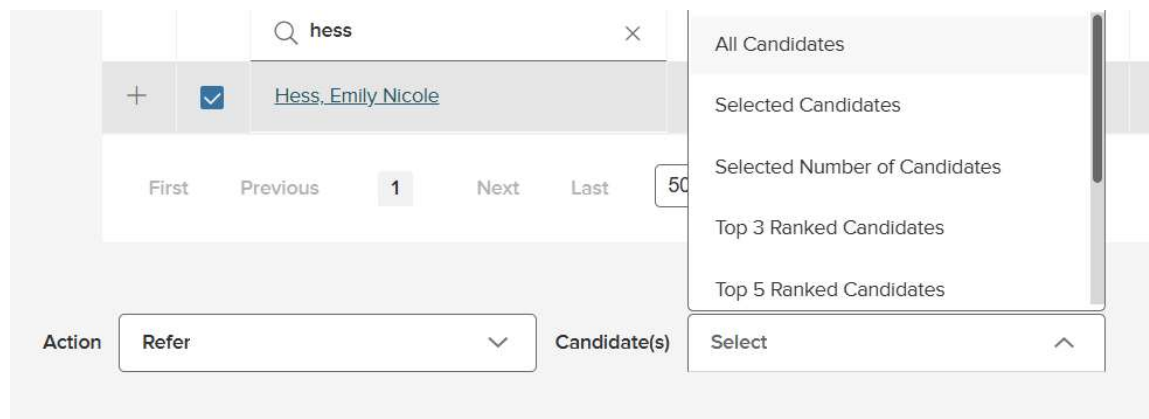
5. Select student(s) you are hiring

1 record(s) are selected.											<a href="#">Clear Selection</a>
	✓	Name	Date Received	Date Eligible	Notices	Exam Score	Email Notify	Status	Expires	Comments	List Type
	<input checked="" type="checkbox"/>	hess	03/28/2025	03/28/2025		0.00		Hired	12/02/2030	<a href="#">Add</a>	Normal
First Previous 1 Next Last 50 Items per page Showing 1 of 1 items											
Action	Select		Candidate(s)		Select						

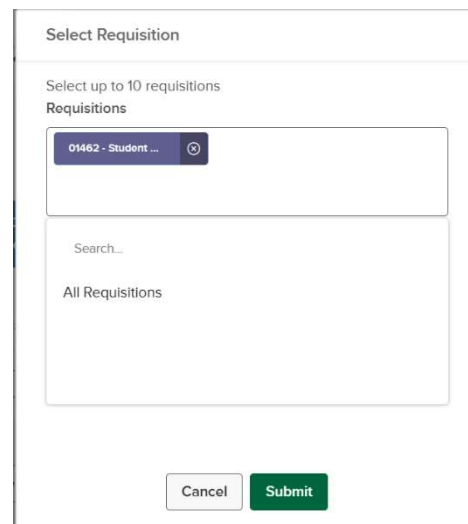
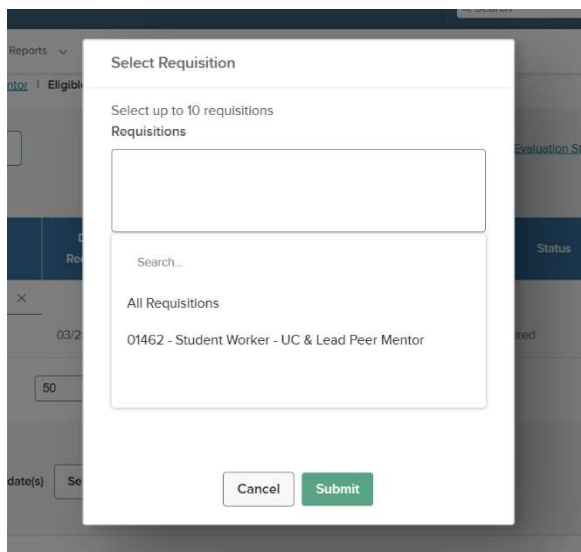
6. Scroll to the bottom of the list and from the *Action* drop-down menu select **Refer**



7. Select the arrow on the *Candidates* and from the drop-down menu select **Selected Candidates**



8. Select Go
9. From the pop-up box, select the requisition you are hiring under and **Submit**

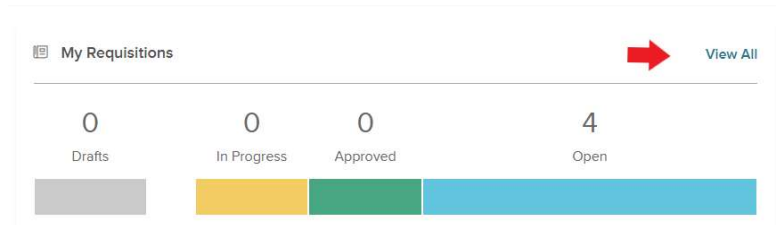




## Hiring a Student Worker

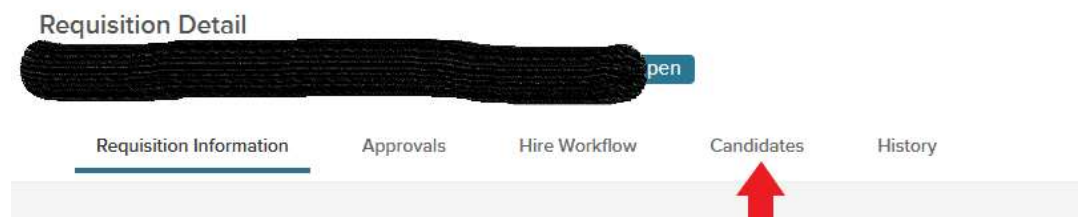
1. Log into your NeoEd account at <https://login.neoed.com/signin?sitecode=US&returnUrl=https://unified.neoed.com/dashboard>

2. Next to My Requisitions, click View All

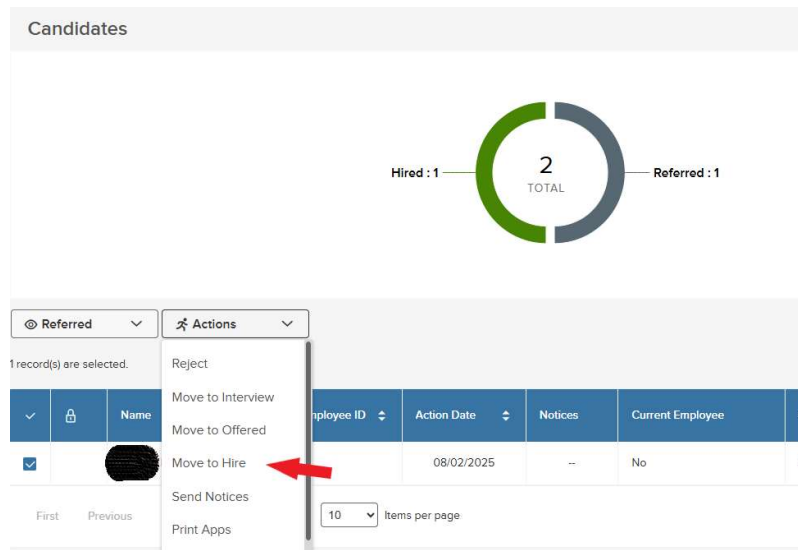


3. Select the requisition you are hiring for by clicking on the title of the position

4. Click Candidates



5. Click in the box of the student you want to hire, click the arrow next to Actions, and choose Move to Hire



6. Complete the information as shown below.

There are three pages of the hire form. For **HIRE INFORMATION**:

1. Position – **STUDENT WORKER (55555555)**
2. Offer Date – **Date you offered the student the position.**
3. Date Offer Accepted – **Date the student verbally accepted the job offer.**
4. Start Date – **Date the student is expected to start employment and date by which the student must have applied for all background clearances if applicable.**
5. Campus/Work Location: **Indiana, Punxsutawney, etc.**
6. Hire Date – **Same date as start date.**
7. BARG UNIT – **Student**

Click **SAVE & CONTINUE TO NEXT STEP**

Hire Form

Church, Sarah (Person ID: 54906526)

Cancel Save & Close Save & Continue to Next Step

1. HIRE INFORMATION
2. APPROVALS
3. ATTACHMENTS

**Hire Information**

\* Required fields are marked with an asterisk

**1** Position Preview

Student Worker (55555555) v

**2** Offer Date

08/08/2024 v

**3** Date Offer Accepted

08/08/2024 v

Offer Amount

\$

Bonus Amount

\$

**4** Start Date

08/08/2024 v

Orientation Date

MM/DD/YYYY v

First Date

MM/DD/YYYY v

Is the candidate a current retiree under SBRS, PBRS or ASPT?

☐ HR  
☐ NO  
☒ Other (specify)

Maximum Hours

Hourly or Salary Rate

Payment Amount

SAP Cost Center

**5** Campus Location or Work Location

Indiana v

**6** Hire Date

08/08/2024 v

Position End Date (if applicable)

Home Dept Org

**BARG UNIT**

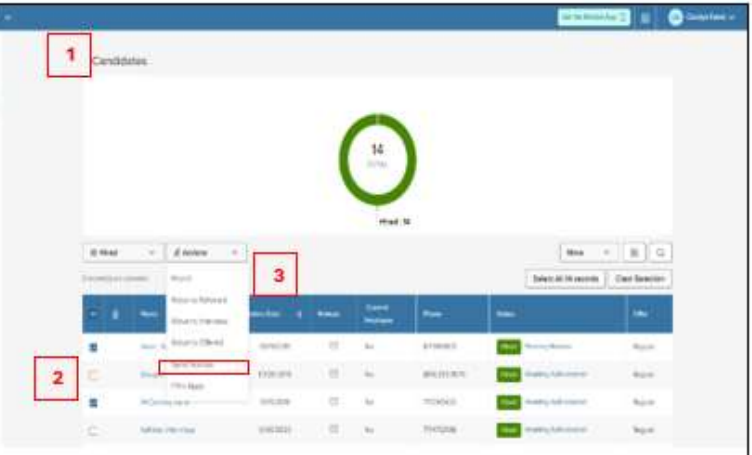
☐ JPSOBS  
☐ JPSOUP - Coach  
☐ JPSOUP - Faculty  
☐ JGRT  
☐ OREN  
☐ Other  
☐ SCUA  
☐ BWRN  
☒ Student

**7** SAP Position #

7. Add approval group – add Human Resources (Req)
8. Add approvers – Add Tina Kinter, Cindy Sisko, and Heather Hood
9. Click the green add approval step
10. Click Save and Continue to Next Step
11. Click Save and Submit on the attachment page (no attachments are required).

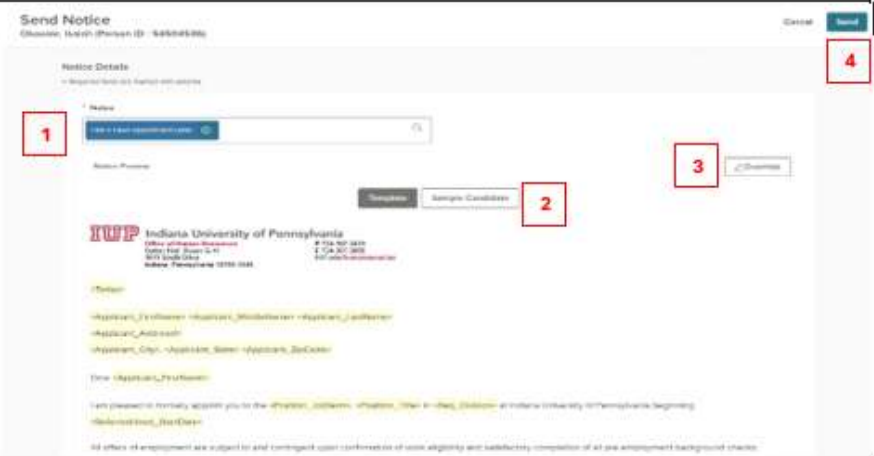
## 12. Send the hire notice to your student worker

1. Return to the **CANDIDATES** page from earlier and ensure you're looking at **HIRED** candidates in the dropdown.
2. Check the boxes next to the candidate(s) you've been moving through the hire process.
3. Select the **ACTIONS** dropdown and choose **SEND NOTICES**.



The screenshot shows the 'Candidates' page in the IUP system. A circular progress indicator shows '14 HIRED'. Below it, a table lists candidates with checkboxes in the 'Select' column. The 'ACTIONS' dropdown menu is open, showing 'SEND NOTICES' as an option. Red boxes highlight the 'Candidates' header, the 'Select' checkboxes, and the 'SEND NOTICES' option in the dropdown.

1. Type "**Hire a Hawk Appointment Letter**" in the box at the top and select it.
2. Click **SAMPLE CANDIDATE** to preview the appointment notice that your student will receive. Verify the information on the letter is correct.
3. Click **OVERRIDE** if any changes are needed.
4. Click **SEND** to send it to the student's email.



The screenshot shows the 'Send Notice' page. At the top, a search box contains 'Hire a Hawk Appointment Letter'. Below it, a 'SAMPLE CANDIDATE' button is visible. The main content area shows a preview of the appointment letter from Indiana University of Pennsylvania. A 'SEND' button is located at the top right. Red boxes highlight the search box, the 'SAMPLE CANDIDATE' button, the 'OVERRIDE' button, and the 'SEND' button.

13. Payroll Services will begin onboarding your student worker. Please have them watch their IUP email for a notification from [DoNotReply@NeoEd.com](mailto:DoNotReply@NeoEd.com) to activate their NeoEd account

14. Once the student has completed their onboarding, a work authorization email will be sent. **STUDENTS MAY NOT BEGIN WORKING UNTIL THIS EMAIL HAS BEEN SENT.** Once you, the supervisor, receive this email, please complete the profile sheet, which can be found on MyIUP, in the "Hiring a Student Worker" card.

15. Once they have been hired, the student will be able to access ESS to enter their time. Please direct your student to the Student Employment Guide with any questions. This guide can be found on the [Student Employment](#) webpage.