# Posting a Student Position in UKG Ready:

This training document should be reviewed by managers or department representatives who have access to post student positions in UKG Ready that will appear on the careers.pace.edu website.

A Job Requisition form is used to request the posting of a position on careers.pace.edu.

1. To begin, login to **Pace Portal** and under the Staff tab, click on the "**UKG Ready: for Hiring Managers**" link in the Manager Resources section.
2. From your UKG Ready dashboard, click on the "**Recruitment**" icon and select "**Job Requisitions**":
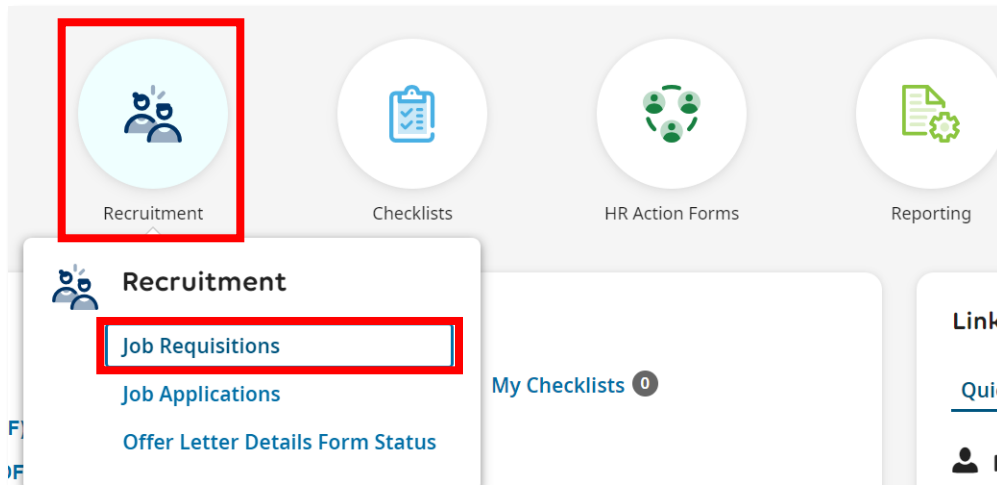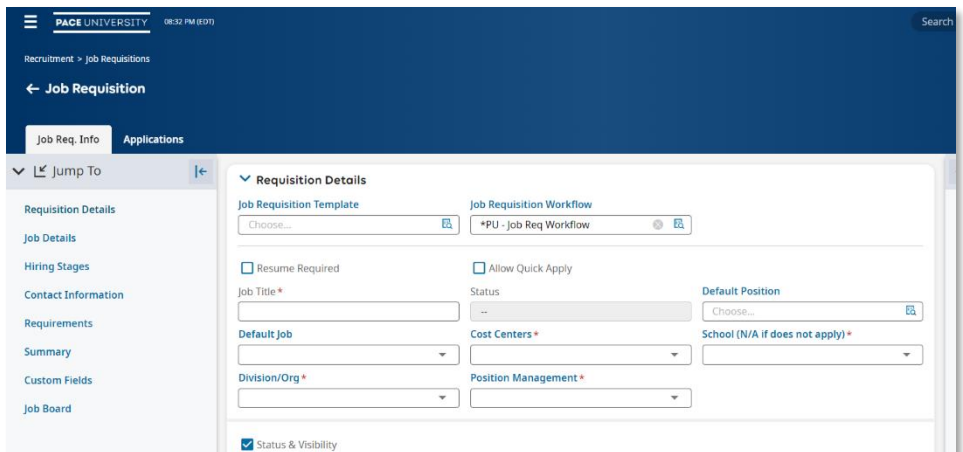

3. Click on the "**Add New**" button in the upper right corner:
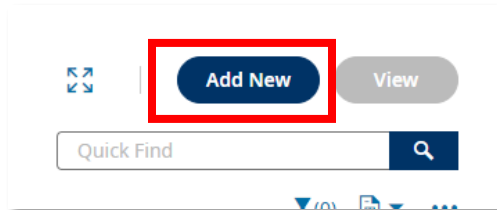
4. The Job Requisition form will open to allow edits.

IMPORTANT: The same form is used for all Employee Types, but later in the form you will have the option to select the specific application type that should be attached to this posting (ie. Staff, Student or Faculty).

5. For Student positions, select the appropriate "**Job Requisition Template**." Click "**OK**" when the Warning message pops up. This will auto-populate certain fields in the form that can later be edited.

> ∨ Requisition Details
>
> Job Requisition Template
>
> | Student Assistant | ⊗ 🔍 |
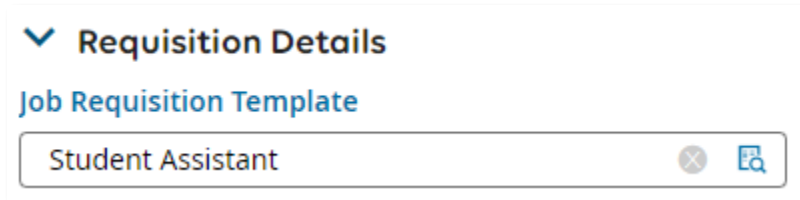
6. Always check the "**Resume Required**" box:

> ☑ Resume Required
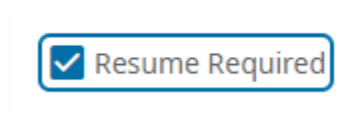
7. Provide the campus location of the position by clicking into the "**Cost Centers**" field and selecting "**Browse**". Search for the campus where this position will be seated (if this position is based in both NYC and Pleasantville then search for the "New York/Pleasantville" option). **TIP**: when searching in the system, set your filter to **"like"** in the dropdown menu. This will allow you to search with keywords.

> Cost Centers
>
> | New York City | ▼ |

8. Once the Cost Center is assigned it will populate the "**Job Location**" address, which will appear on the posting:

> Job Location
>
> | New York | NY | 10038 | United States |
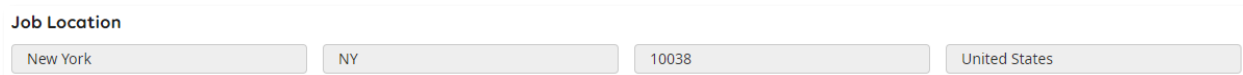
9. Click into the "**Position Management**" and select the "**Student**" option.

10. Click into the "**Org/Division**" field and search by either the name, Org Code or Index Code of your department. Then click on the bubble to the right to select the option.

11. Leave the "**Status & Visibility**" box checked:
    a. Enter "**Visibility Date From**" as this will control the date your position will be posted on the careers.pace.edu webpage.
    b. **"Visibility Date To"** as this will control when your posting is removed from the careers.pace.edu webpage.

☑ Status & Visibility	
Visibility Date From	**Visibility Date To**
07/19/2023 📅	08/18/2023 📅 ⓘ

12. Enter the total number of positions available under "**Number of Openings"** or if this is an ongoing posting, that should not be closed, check the "**Evergreen"** box.

☐ Evergreen

Number Of Openings *

1

13. Populate the fields in the "**Job Details"** section as applicable. **VERY IMPORTANT:** Any fields that are populated will appear in the job posting (visible to applicants).
    a. **"Job Type"** - This controls visibility to the posting. If listed as Internal it can only be viewed by current Pace employees in their UKG Ready portal. If External, it can be viewed by people outside of Pace.
    b. **"Employee Type"-** This is one of the most important fields on the posting form as it will drive workflow. The value will auto-populate from the Job Requisition Template. **IMPORTANT: Please DO NOT update this field.**
    c. **"Travel Required"-this does not apply to Students.**
    d. **"Manage Others"- this does not apply to Students.**

14. The **Description**," field will populate with generic information from the Job Requisition Template. You have full access to edit and update as needed.

15. **"External Applicant Questionnaire"** – "Student Job Related Questions" will auto-populate in the field. This will ensure position appropriate questions are asked in the application process.

16. **"Contact Information"**. The individuals entered on the below fields will have access to the applicants that apply to this requisition.
    a. **"Hiring Manager 1"** - if you are the Hiring Manager, select yourself from the "**Employee Lookup"** icon.
    b. **"Budget Rep"** – This field is very important as this will tell the system where to route your request to for approval. All postings must be approved by your area Budget Rep.
    c. **"Recruiter"** – Enter if applicable. This person can review applications.
    d. **"Other Hiring Managers"** – Enter if applicable. This can be an additional backup Hiring Manager. Please note when searching for an employee you MUST select the option that states "Filter Based."

e. **"Primary Contact"**– <u>VERY IMPORTANT</u>: If information is entered here, the contact will display to candidates on the job posting.

17. Under "**Requirements**" include information as applicable. This field will populate with information from the Job Requisition Template. You will have full access to edit and update as needed.

18. The "**Summary**" field auto-populates with required information for ALL Pace University job postings. **IMPORTANT**: Please DO NOT delete any information here:

19. In the "**Custom Fields**" section, please fill out all required fields (the last field is only used for staff positions and not required). Be sure to check off "**Display to Applicant**" to ensure the

applicant sees this information on the posting. **PLEASE NOTE**: the following question should NOT have "**Display to Applicant**" checked off:

    a. "**Is this a grant funded position?**"

    b. **"Full-Time Percentage (for FT Staff ONLY)"**- this field is used to specify whether this is an 80% or 100% full-time position.

18. The last section of the posting form is the "**Job Board**" section that will be completed by HR. No action is required here. Please note, this section controls the visibility of your posting on Indeed.com.

20. Throughout the process you have the option to click on the "**Preview**" button on the right-hand side to preview how the posting will appear on the Careers website.
21. Select "**Save**" on the right-hand side.
22. Select "**Submit**" once completed. The Job requisition will follow the below workflow:

```
┌──────────────┐      ┌──────────────┐      ┌────────────────────┐
│   Hiring     │─────▶│  Budget Rep  │─────▶│      Talent        │
│   Manager    │      │              │      │   Acquisition      │
│              │      │              │      │ *Posts the position│
└──────────────┘      └──────────────┘      └────────────────────┘
```

Appendix:

I. **UKG Ready Glossary:** Please refer to the below Glossary of terms translated from PeopleAdmin over to UKG Ready terminology.

PeopleAdmin	UKG Ready
Posting	Job Requisition
Campus	Cost Centers
Posted Until Filled	Evergreen
Job Open Date	Visibility Date From
Job Close Date	Visibility Date To