Student Employment Automation (Campus Job Opportunity)

Student Training Session

(for students being rehired in the same job for Summer 2019)

Things You Need to Know

- Jobs are for upcoming "Summer 18/19"

- Student employees returning to their previous jobs for Summer 18/19, need to apply through the Student Job Board system

How You Access the System

- Anchor Access
- Student
- LSSU Student Employment Opportunities

Student

Registration
Used to register for classes, view registration status, view hol

Academic Information
View your student information, Academic transcript, midterm

Student Resources
Contains printable forms & guides, A-Z Faculty Search, and a

Tuition & Billing

Textbook Information

LSSU Vehicle Registration & Ticket Information

LSSU Employment Opportunities
View available jobs (if eligible), Apply for jobs.

Next Steps

- "View Student Jobs"

- Select "Summer 18/19"

- Look for your job – which you will be returning to, from last year. NOTE the Job Dept and Job ID Number

- "Return to Student Job Page"

To Apply for the Job

- "Apply for Jobs" from Student Job Page
- Select "Summer 18/19"
- Select your employment Department (noted from the job board in previous step)
- Select your Job (noted from job board in previous step)

To Apply for the Job

- Download the LSSU Employment Application (Word version preferred but not required)
- Fill in your name and just type "REHIRE"

  - no need to fill out the application any further if you are applying for your previous position

- Save on your computer with a file name different from your first application and upload

- "Apply for Job"

What Next?

- Wait for your employment Department to respond by making you an "offer" if they intend to rehire you

- Check your LSSU email for this notification and/or "Review Job Applications" on Student Job Page

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Review Job Applications

Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	StatusDat
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor NC Admin	1069001	27-APR-1
No Match	No Match	Academic 1112	Admissions	Student Labor Admissions	1057001	27-APR-1
Offer Rescinded	Offer Rescinded	Academic 1112	Audio Visual	Student Labor A/V	1041201	27-APR-1
[⌄]	Offer	Academic 1112	Learning Center	Student Labor Learning Ctr	**1048001**	27-APR-1
Accept Decline	Terminated	Academic 1112	Financial Aid Admin	Student Labor Financial Aid	1052002	27-APR-1
	Applied	Academic 1112	Business Office Administration	Student Labor Business Ofc	1061001	27-APR-1

Process Status

You need to accept or decline the offer and select "process status"

Next Step

- An "offer" needs your response
- At "Review Job Applications", either accept or decline the offer from Status Pull Down Menu
- "Process Status"
- Your Status should become "Accept/ Authorized" – if so, you're done!

Display Applications

Display Student Applications

View the current status of the jobs you have applied for.

Check your LSSU email regularly for notification from job supervisors.

Instruction on how to access your LSSU email was provided to you by the Admissions Office with your letter of admission and will

If you are offered a position, you will be required to provide a W-4 and I-9 employment forms, unless we already have them.

Direct links and instructions for the W4 & I9 will be sent to your LSSU email, if needed, when an offer is made. Your status must e work.

Status Pull Down	Current Status	Job Category	Job Dept	Job Title
Applied	Applied	Academic 1112	Norris Center Administration	Student Labor
Accept, Not Authorized	Accept, Not Authorized	Academic 1112	Audio Visual	Student La
Not Authorized, Offer Revoked	Not Authorized, Offer Revoked	Academic 1112	Admissions	Student Labor
Interview	Interview	Academic 1112	Financial Aid Admin	Student Labor

- If your status is <u>not</u> authorized, check your email. We need some paperwork and the email will direct you.

To Begin Working Next Fall

- Your "status" must be <u>Accept,Authorized</u>

Status Pull Down	Current Status	Job Category	Job Dept	Job Title	Job ID	StatusDate
Accept, Authorized	Accept, Authorized	Academic	1112 Admissions	Student Labor Admissions	**1057001**	27-APR-12

Return to the Student Job Page

What If……

- You prefer a different job, & don't want to return to your previous employer
  - Please send your previous employer an email and let them know. They may be holding a place for you.

- You need to "Apply for Jobs" – fill out the LSSU employment application <u>fully</u>, and apply for jobs from the Job Board. Follow steps as previously outlined. Your status must eventually be "accept/authorized" in order to be authorized to begin work.

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Questions?

- My Contact Information

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