

# Application Steps for the Student

Step-by-Step Instructions: Applying for a TCNJ Job

# Before You Start

Take a few minutes to consider when you are available to work, and what you would like to do in your student position.

Before you apply to student positions please visit:

Student Employment Website to review student resources & guidelines

A resume may be needed to apply to a position. If required, is it ready?

FYI: IF you had a student position on 12/5/2019 you have an existing account: Please double-check if this is a possibility; so you don't create a duplicate account.

# The Recruiting and Hiring Process

- Student applies
- Interview is scheduled and completed
- Offer is extended and accepted in Taleo
- After offer acceptance, if first TCNJ position, student verifies Name in Taleo
- If first TCNJ position, student enters birthdate and Social Security number
- If required as per job, background check is initiated
- If first TCNJ position, I-9 must be completed
- Human Resources enters student's information into the HCM Cloud
- Student logs onto Oracle HCM Cloud to enter direct deposit account details and Form W-4 withholding election
- Newly hired student will log into the timesheet system (IF student has an hourly schedule)

Please Allow Time:

### Step 1.

On the TCNJ Student Employment webpage:

https://studentemployment.tcnj.edu/

Click on "Find a job"

TCNJ THE COLLEGE OF New Jersey	APPLY VISIT GIVE   ALUMNI PARENTS OFFICES TCNJTODAY 🗮
Student Employment Human R	Lesouces
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OVERVIEW During the academic year, student employment is restricted to current TCNJ students attending classes at TCNJ on a minimum of half-time status (undergraduates 2 units and graduate 6 credit hours). In the summer, student employment is avaialble to TCNJ and Non-TCNJ students, which include recent graduates and students from other schools. New and returning Non-TCNJ summer student workers are hired as supplemental employees through the Office of Human	Resources Find a job Requisitions for Hiring Managers Cloud Training
employees through the Office of Human Resources.	

# Step 2.

Click on "Sign In" to create or update your profile, <u>OR</u> you may look at opportunities first and sign in later.

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### Step 3.

In the opportunity, you will click the "Apply Online" button

### Step 4.

If you are working for the 1<sup>st</sup> time, you will need to click the New User button to create a username and password.

, please identify yourself by providing the information requested in the fields being, then click "Legin". If you are not registered yet, click "New user" and follow the instructions to create an account

New OR

Returning

or Sign in with:

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- REMEMBER if you had a prior position <u>Do Not</u> create a new profile: please Login in with your existing credentials.
- This username/password is separate and for Taleo only.

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# Step 5.

# For first time users only Create New User Login Details. Press 'Register'

• Please use your TCNJ student email address.

# New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

\*User Name

Your Username

\* Password

•••••

\*Re-enter Password

.....

Email Address

@tcnj.edu

Re-enter Email Address



Step 6.

Fill in Personal Details (several short pages). You must complete all required fields with [\*] red asterisks. <u>And ALSO add your PAWS ID =</u> <u>ID#.</u>

# Personal Information

Source	Tracking
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Please indicate how you heard about this job.

\* Source Type

Online	•

*	Onlin	е		
	TCNJ	Career	Website	(Internal (

#### Personal Information

or Sign in with:

Please enter all relevant personal information in the fields below.

•

* Prefix		
Mrs.		
* First Name	Middle Name	* Last Name
Test		TestLastName
* Street Address (line 1)	_	
## Your Street		
	г	
<u>Employee ID#</u> (Your PAWS ID#)		

# Step 7.

There is a <u>NEW</u> "Place of Residence" Personal Information field. Please Filter by State, then choose the closest major City/Town to your home address (if your town is not listed). Continue to complete required fields with red asterisks.

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# Step 8.

Education Section: list highest level of education.

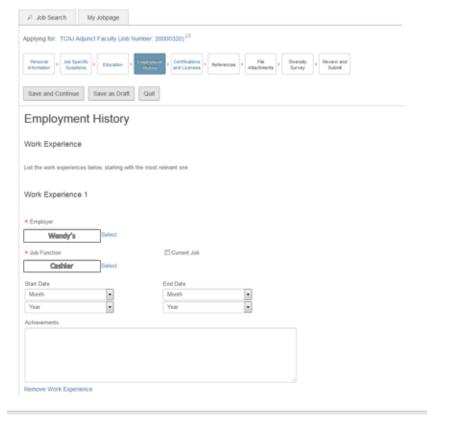
(For most students this is High School.)

#### Applying for: TCNJ Adjunct Faculty (Job Number: 20000320) Step 4 out of 10 Print Resume Personal Job Specific Employment Certifications File Diversity Review and References ) Upload Information Questions History and Licenses Attachments Survey Submit Save and Continue Quit Save as Draft Adding education entries Education To create one education, click "Add Education". A new section including blank fields appears. Enter any Education relevant information. Removing education entries List the educational experiences below, starting with the most relevant education. To remove an education from the list, identify it, then click "Remove Education" Education 1 Reordering education entries To reorder education entries, click "Move Up" or "Move Down" next to Institution each entry until the relevant education The College of New Jersey ( Select reaches the desired position. \* Program Human Resources Select Education Level (Achieved) High School Diploma GED (±11 ye \*

### Step 9.

Employment Section: You only are required to enter your most recent position.

In Certifications and Licenses: You may skip IF they are not required.



# Step 10.

- 1. Please compete the optional Diversity Survey. This information is hidden in the system, and not viewable.
- 2. Press the 'Save and Continue' button

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Applying for	r: TCNJ Adjunct Faculty (Job Number: 20000320)
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5. Specia	al Disabled Veterans
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Save and C	Continue Save as Draft

# Step 11.

A Thank You message will appear to confirm submission is complete.

(If you do not receive this message your profile is NOT completed and your application is not submitted.)

Test Student, you are signed In	My Job Cart (0 items)   Sign Out
A Job Search My Jobpage	
Thank You	
Process completed	
Thank you for your job application. The search committee will review your applicat directly if they are interested in setting up an interview.	tion materials and will contact you
We invite you to view the available job openings and to further explore the function	nalities of your account.

#### View My Submissions

The next two steps.

- There is an business-day overnight process to verify that you are a TCNJ student and taking the required minimum units.
- The next business day your application is opened for your manager to view. You will see your Taleo profile move to the "Interview" status: this means you are ready to Interviewed (NOT that you are selected yet for an interview).
- As Steps are completed your Taleo Status will be updated.
- Once the positon is filled, you will received an email notification.

# What are the Next Steps if You are Hired?

Your manager will email you an offer letter to your TCNJ email.

If this is your first TCNJ position, Taleo will send a SECOND email to verify your Name, Social Security number, and Birthdate - This is labeled "2<sup>nd</sup> Pass" in Taleo.

Taleo application moves to the "Hired" status

24 – 48 hours later, the Office of Human Resources enters your job information into the Oracle HCM Cloud system

The next business day, your job information and time record will be in the Oracle HCM Cloud. – Follow the tutorial located here: <u>Time Card Entry - Student</u>

You are not permitted to begin working until each step in the process is complete.

# Thank You!

