

GUIDE TO HIRING FWS, GA-FWS, AND GA STUDENTS, 2023-2024

(JULY 1, 2023- JUNE 30, 2024)

Office of Student Finance Student Employment

Phone: 888.NLU.TODAY (658.8632), Ext. 5868

Phone/Fax: 847.947.5868

Alternative Fax: 847.465.5894

Email: FWS@nl.edu

Website: www.nl.edu



Contents

Hiring and Rehiring Federal Work-Study (FWS) and Graduate Federal Work-Study (GA-FWS) Students and Students for the Graduate Assistantship Program (GAs)	2
FWS or GA-FWS Student Employment:	2
GA Student Employment:	2
Pay Rates:	2
FWS Student Pay Rate:	2
GA-FWS Student Pay Rate:	2
GA Student Pay Rate:	3
Deadline to Submit GA Timesheets:	3
Steps to Hire a New FWS or GA-FWS Student:	3
Next Steps to Hire a New FWS or GA-FWS Student:	3
Steps to Rehire a FWS or GA-FWS	4
Next Steps to Rehire a FWS or GA-FWS Student:	4
Steps to Hire a New GA Student:	5
Next Steps to Hire a New GA Student:	5
Steps to Rehire a GA	5
Next Steps to Rehire a GA Student:	6
Important Reminders	6
Handshake (HS) – Creating the ATE/Job Posting	7
How to Access HS:	7
How to Create an ATE/Job Posting	10
Basics Tab	10
Details Tab	11
More on the Job Description:	11
Supplemental Questions for FWS and GA-FWS	13
Supplemental Questions - GA Only	14
Job Preferences	14
Applicant Package Recipients Must Be Completed – It Is NOT Optional	16
Pro Tips	16
Create a New ATE/Job Posting Using an Old Posting as a Template	16
Preview Your ATE/Job Posting:	17
Sample ATE/Job Posting	18
Next Steps	18

Hiring and Rehiring Federal Work-Study (FWS) and Graduate Federal Work-Study (GA-FWS) Students and Students for the Graduate Assistantship Program (GAs)

Please follow the steps below to hire a new student or rehire a student who worked for you during the last academic year, 2022-2023. If you wish to rehire a student who worked for you prior to 2022-2023, please treat them as a new student and follow the process to hire a new FWS, GA-FWS, or GA student. Please note that both FWS and GA-FWS are federally funded. The GA student is funded through NLU and has a different set of guidelines from the federally-funded programs. We have noted those differences throughout this guide.

If you are looking to hire a student, please ensure that we receive your Authorization to Employ (ATE)/Job Posting as soon as possible but no later than **Friday, May 24, 2024**.

Eligibility Criteria:

FWS or GA-FWS Student Employment:

- must be registered at least part time (6 hours UG; 3 hours GR)
- if working in Summer, must be registered at least part-time in the Summer OR Fall
- must have a valid 2023-2024 FAFSA on file
- all missing documents completed and reviewed
- financial need as determined on the FAFSA
- must maintain satisfactory academic progress

GA Student Employment:

- must be a graduate student
- must be registered at least part-time (3 hours) for regular coursework at the graduate level in courses that are required for degree completion. **Only courses being charged the full, per hour, graduate tuition rate are considered.** Student already receiving reduce tuition are ineligible for the GA program.
- must maintain satisfactory academic progress
- International GA students must have either a social security number (SSN) or ITIN confirming that they are eligible to work in the U.S.

Pay Rates:

Please note that student employees may not work more than twenty hours per week.

FWS Student Pay Rate:

Eligible students are paid \$17.00 per hour and may earn \$3,300.00 each term, with a maximum of \$13,200.00 for the 2023-2024 academic year. Students must complete an online timesheet and are paid bi-weekly via a paycheck.

GA-FWS Student Pay Rate:

Eligible students are paid \$23.00 per hours and may earn \$4400.00 each term, with a maximum of \$17,600 for the 2023-2024 academic year. Students must complete an online timesheet and are paid bi-

weekly via a paycheck.

GA Student Pay Rate:

Eligible students will be awarded \$1,800.00 per eligible term with a maximum of \$7,200.00 for the academic year. Students must complete a paper timesheet each month. Once processed, a tuition credit is placed on the student's account. They do not receive a paycheck.

Deadline to Submit GA Timesheets:

GA student employees are required to complete and submit the monthly timesheet for their previous month's hours worked by **Friday of the first week of the new month**. For example, if submitting hours for the month of July, the student must submit their timesheet to their supervisor to sign. The supervisor must submit the timesheet to FWS@nl.edu by the first Friday in August.

Steps to Hire a New FWS or GA-FWS Student:

- 1) To hire a NEW FWS student employee, please go online to Handshake to complete the *Authorization to Employ* (ATE) for each position for which you want to hire a student.
- 2) Create your Authorization to Employ (ATE) Job Posting in Handshake using the instructions in the **Handshake – Creating the ATE/Job Posting** section > **Applicant Package Recipients**. Place your ATE in “pending status” and add **Federal Work Study Team, NLU** under the **Applicant Package Recipients option** to your posting.

Applicant package recipients (Optional)

IMPORTANT: This is NOT optional.
This is how you send the posting to
FWS to review and finalize.

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Federal Work Study Team, National Louis University

You may use last year's job description as a template to create this year's ATE.

- 3) Email FWS@nl.edu to review and approve your posting.
- 4) FWS@nl.edu will let you know when your posting is live and online for students to begin applying.

Next Steps to Hire a New FWS or GA-FWS Student:

- 1) Eligible NEW students who want to apply for a student position may do so in [Handshake](https://nl.joinhandshake.com/login) at <https://nl.joinhandshake.com/login>.
- 2) FWS@NL.EDU vets the applicants and lets supervisor know whether eligible for employment.
- 3) Supervisor interviews eligible student.
- 4) Supervisor lets FWS@nl.edu know if they want to hire a student by emailing the student's name and ID
- 5) FWS@NL.EDU sends new hire paperwork to student and supervisor to complete and sign
- 6) Student and supervisor Complete Student Authorization to Employ (SEA) form and other hiring paperwork and return to FWS@nl.edu
- 7) FWS@NL.EDU makes sure all documents are complete and gets the student setup through the Payroll Office.
- 8) FWS@NL.EDU sends the “Congratulations You’ve Been Hired” email to student and supervisor

- 9) At this point student may begin work
- 10) Note: The student must stop work according to the end date listed on the SEA which will likely change once the student registers for their final term of the academic year. The last date student can work ultimately is the date their last class ends for the academic year.

Steps to Rehire a FWS or GA-FWS

Note: The student must have worked for you during the 2022-2023 academic year; otherwise, please treat them as a new student and follow the process to hire a new FWS or GA-FWS student.

- 1) To rehire a FWS student employee(s), please go online to [Handshake](#) to complete the *Authorization to Employ* (ATE) for each position for which you want to rehire a student. The ATE is required whether or not the job description and/or duties have changed. The student does not need to 'apply' for the job but the job must be posted.
- 2) Create your Authorization to Employ (ATE) Job Posting in Handshake using the instructions in the **Handshake – Creating the ATE/Job Posting** section> **Applicant Package Recipients** . Place your ATE in “pending status” and add **Federal Work Study Team, NLU** under the **Applicant Package Recipients option** to your posting.

You may use last year's job description as a template to create this year's ATE.

- 3) Email FWS@nl.edu to review and approve your posting.
- 4) Email FWS@nl.edu with a list of student names and IDs of those you want to rehire

Next Steps to Rehire a FWS or GA-FWS Student:

- 1) FWS@NL.EDU vets the student and lets supervisor know whether eligible for rehire and if so sends rehiring paperwork to student and supervisor to complete and sign.
- 2) Student and supervisor must complete the Student Authorization to Employ (SEA) form and return to FWS@nl.edu.
- 3) FWS@NL.EDU sends the “Congratulations You’ve Been Rehired” email to student and their supervisor.
- 4) At this point the student may begin to work
- 5) Note: The student must stop working according to the end date listed on the SEA which will likely change once the student registers for their final term of the academic year. The last date student can work ultimately is the date their last class ends for the academic year.

Steps to Hire a New GA Student:

- 1) To hire a NEW GA student employee, please go online to Handshake to complete the *Authorization to Employ* (ATE) for each position for which you want to hire a student.
- 2) Create your Authorization to Employ (ATE) Job Posting in Handshake using the instructions in the **Handshake – Creating the ATE/Job Posting** section > **Applicant Package Recipients** . Place your ATE in “pending status” and add **Federal Work Study Team, NLU** under the **Applicant Package Recipients** option to your posting.

Applicant package recipients (Optional)

IMPORTANT: This is NOT optional.
This is how you send the posting to
FWS to review and finalize.

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Federal Work Study Team, National Louis University

You may use last year's job description as a template to create this year's ATE.

- 3) Email FWS@nl.edu to review and approve your posting.
- 4) FWS@nl.edu will let you know when your posting is live and online for students to begin applying.

Next Steps to Hire a New GA Student:

- 1) Eligible NEW students who want to apply for a GA student position may do so in [Handshake at https://nl.joinhandshake.com/login](https://nl.joinhandshake.com/login).
- 2) FWS@NL.EDU vets the applicants and lets supervisor know whether eligible for employment.
- 3) Supervisor interviews eligible student.
- 4) Supervisor lets FWS@nl.edu know if they want to hire a student by emailing the student's name and ID.
- 5) FWS@NL.EDU sends new hire paperwork to student and supervisor to complete and sign.
- 6) Student and supervisor complete the Student Contract form and other hiring paperwork and return to FWS@nl.edu.
- 7) FWS@NL.EDU makes sure all documents are complete.
- 8) FWS@NL.EDU sends the “Congratulations You’ve Been Hired” email to student and supervisor.
- 9) At this point student may begin work.
- 10) Note: The student must stop work according to the end date listed on the SEA which will likely change once the student registers for their final term of the academic year. The last date student can work ultimately is the date their last class ends for the academic year.

Steps to Rehire a GA

Note: The student must have worked for you during the 2022-2023 academic year; otherwise, please treat them as a new student and follow the process to hire a new GA student.

- 1) To rehire a GA student employee(s), please go online to [Handshake](#) to complete the *Authorization to Employ* (ATE) for each position for which you want to rehire a student. The ATE is required whether or not the job description and/or duties have changed. **The student does not need to ‘apply’ for the job but the job must be posted.**

- 2) Create your Authorization to Employ (ATE) Job Posting in Handshake using the instructions in the **Handshake – Creating the ATE/Job Posting** section> **Applicant Package Recipients** . Place your ATE in “pending status” and add **Federal Work Study Team, NLU** under the **Applicant Package Recipients option** to your posting.

Applicant package recipients (Optional)

IMPORTANT: This is NOT optional. This is how you send the posting to FWS to review and finalize.

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

x Federal Work Study Team, National Louis University

You may use last year's job description as a template to create this year's ATE.

- 3) Email FWS@nl.edu to review and approve your posting.
- 4) Email FWS@nl.edu with a list of student names and IDs of those you want to rehire

Next Steps to Rehire a GA Student:

- 1) FWS@NL.EDU vets the student and lets supervisor know whether eligible for rehire. If eligible FWS@NL.EDU sends GA Continued Placement Application and rehiring paperwork to student and supervisor to complete and sign.
- 2) Student and supervisor must complete the rehire paperwork and return to FWS@nl.edu.
- 3) FWS@NL.EDU sends the “Congratulations You’ve Been Rehired” email to student and supervisor.
- 4) At this point student may begin work
- 5) Note: The student must stop working according to the end date listed on the SEA which will likely change once the student registers for their final term of the academic year. The last date student can work ultimately is the date their last class ends for the academic year.

Important Reminders

- ✓ Be sure to discuss your student employment needs with your supervisor/budget head for their approval, prior to submitting the request. Supervisors/Budget heads generally keep track of placements within the areas they oversee. It is also to keep them informed. In some cases if your student uses all of their FWS or GA-FWS funds, they must either stop working or you would need to get approval from your supervisor/budget head to use departmental funds to pay your student employee.
- ✓ All students seeking FWS or GA-FWS employment must complete the 2023-2024 Free Application for Federal Student Aid (FAFSA) application at www.fafsa.gov and must be eligible for financial aid, including FWS. **Student must have a complete financial aid file and not have any outstanding required documents. Students must also be eligible to participate in NLU's Student Employment Program.**

Note: GA students are not required to complete a FAFSA.

- ✓ Eligible FWS or GA-FWS students that wish to continue working in Summer 2023 and/or Fall 2023 terms must pre-register for the next academic year. The *Student Employment Authorization (SEA) form must also be completed and returned. ***Students cannot begin working during the academic year until the SEA form has been received, processed and confirmation of approval has been sent. Continued eligibility must be determined by the Student Finance Office.***

Note: GA students may NOT work during any term in which they are not enrolled.

- ✓ Student employees can only hold one position within the academic year. If a student runs out of FWS or GA-FWS funding they *cannot* be switched to a GA-FWS or GA position and vice versa.
- ✓ **FWS or GA-FWS:** When both the ATE and SEA forms are received and processed, eligible student employees and supervisors will be notified as to when the student can begin working.

GAs: When the GA Program Contract (for new GAs) or the GA Continuing Placement Application (for rehires) and all other hiring forms are received and processed, eligible GA student employees and supervisors will be notified as to when the student can begin working.

- ✓ Employees who work more than 5 but less than 7.5 hours in a given day are required to take one 15 minute paid break. Employees who work 7.5 or more hours in a given day are required to take two 15 minute paid breaks and a 30 minute unpaid meal break. The two 15 minute paid breaks may not be used to shorten the work day. The 30 minute unpaid meal break should be scheduled midway through the work day. With approval from a supervisor, the two 15 minute break periods may be added to the 30 minute meal period to yield a one hour meal break. All schedule changes must have prior approval by the supervisor.

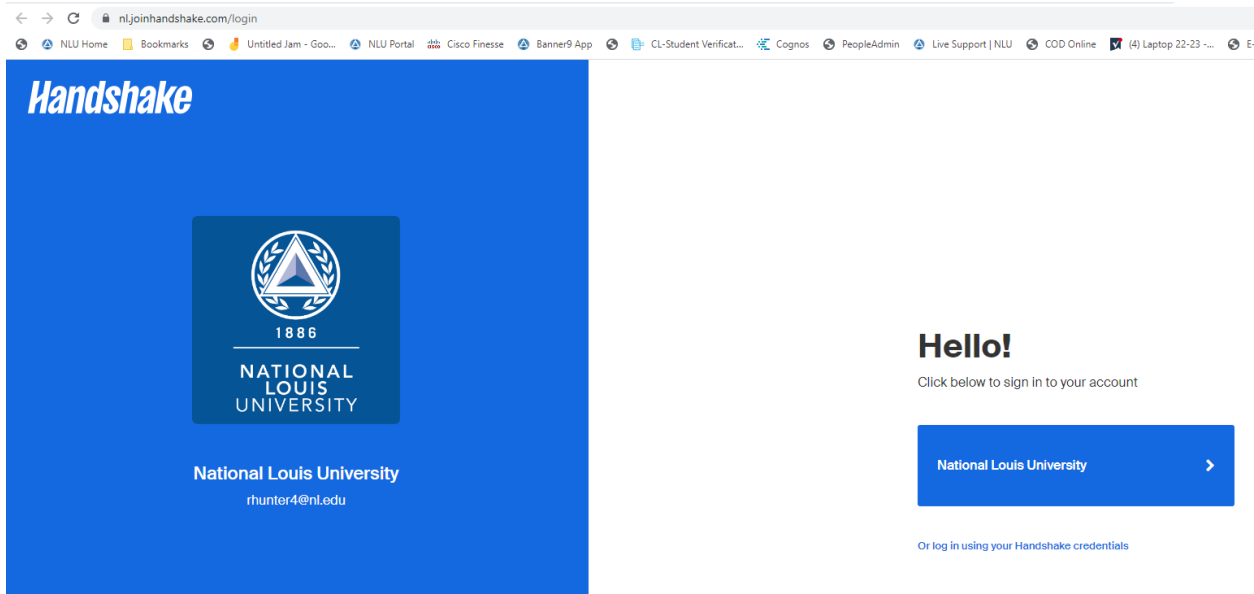
Handshake (HS) – Creating the ATE/Job Posting

Please note that the Authorization to Employ (ATE) and Job Posting are synonymous throughout the student employment process.

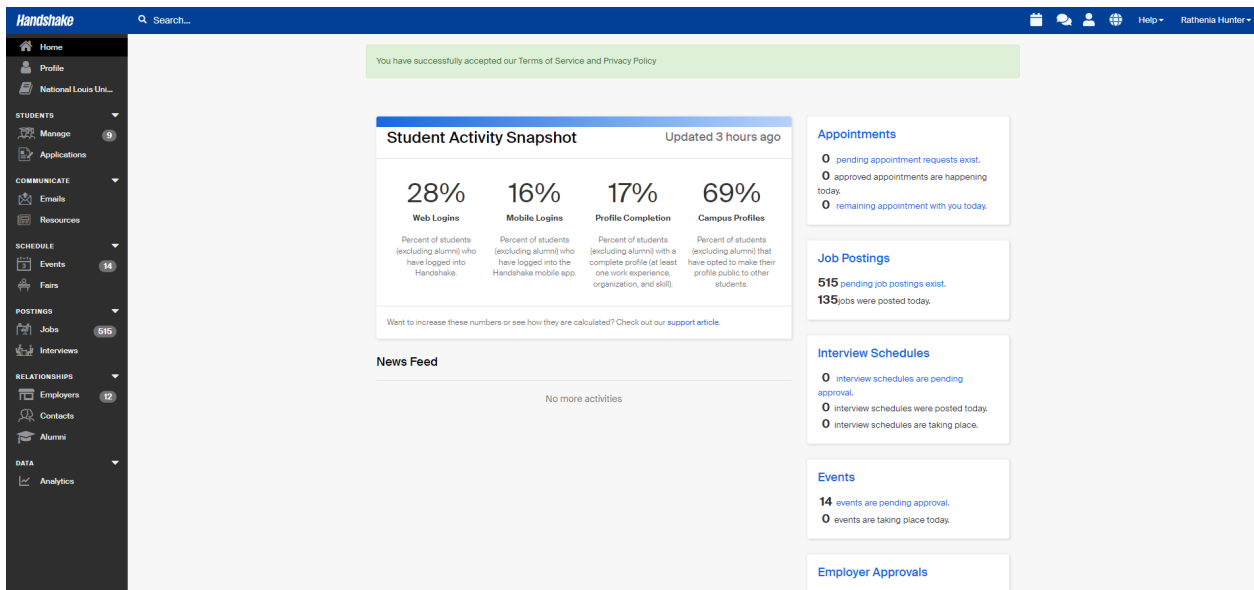
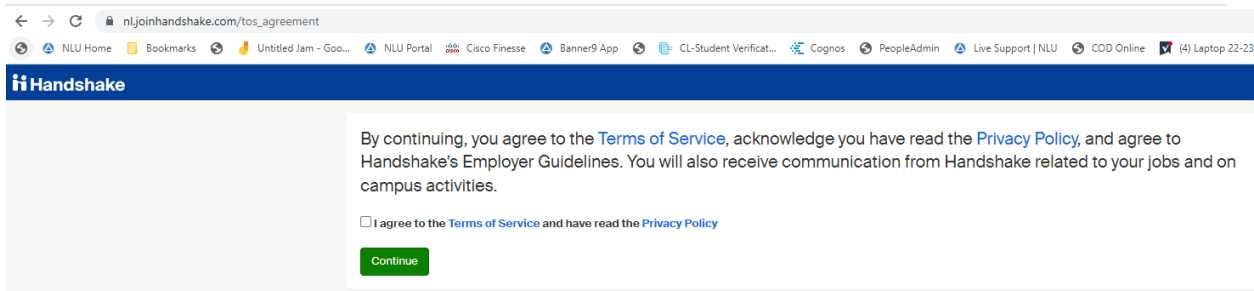
How to Access HS:

- 1) Sign into NLU Employee Portal
- 2) go to Faculty Staff link on left hand NAV bar
- 3) Scroll down until you find the Handshake link and click on it
- 4) Login to Handshake using the blue NLU link

The screenshot displays the National Louis University Portal. On the left is a dark blue navigation bar with icons and text for various services. The main content area has a blue header with the text 'NATIONAL LOUIS UNIVERSITY PORTAL'. Below the header, there are several sections: 'Student Finance' with links to guides and recordings, 'Career Bridge, Student Experience, and Ombudsman' with links to guides and presentations, 'Additional Materials' with links to alert definitions and navigation, and 'Troubleshooting' with contact information for Pathways and Undergraduate/Graduate questions. On the right side, there is a 'Handshake' section with the Handshake logo, the title 'Office of Teaching and Learning', a paragraph about the partnership, and a list of features that Handshake allows students and alumni to do, such as accessing job recommendations, registering for career fairs, and managing on-campus interviews.



5) Agree to Terms of Service & read Privacy Policy> Continue



6) Go to JOBS – towards bottom in black NAV bar to left

7) Click on Approved and type National Louis University in the Search Field. Our jobs come up.

The screenshot shows the Handshake 'Job Postings' page. The 'Pending' tab is selected, showing 520 jobs. The left sidebar contains navigation links for Home, Profile, National Louis University, STUDENTS, COMMUNICATE, SCHEDULE, and POSTINGS. The main content area has a 'Filters' section on the left and a table of job postings on the right.

ID	Name	Job Type	Employer	Trust Score	Posted	Expires
7035200	(Remote) Sales Consultant/Benefits Representative/Manager	Job	Vena Agency	88%	09/28/22	10/18/22
7120488	Professional Nurse-Journey	Job	East Carolina University - Human Resources	93%	10/17/22	10/18/22
7120469	Dental Assistant-Journey	Job	East Carolina University - Human Resources	93%	10/17/22	10/18/22
7120045	Lead HR Consultant-Classification & Compensation	Job	East Carolina University - Human Resources	93%	10/17/22	10/19/22
7120245	ECU Staff Nurse	Job	East Carolina University - Human Resources	93%	10/17/22	10/19/22

The screenshot shows the Handshake 'Job Postings' page with the 'Approved' tab selected. The search field in the filters section contains 'National Louis University'. The table displays four job postings from National Louis University.

ID	Name	Applied	Job Type	Employer	Interviews	Posted	Starts	Expires
7033292	NLU Store Sales Associate	—	Job	National Louis University	Interested	09/23/22	09/23/22	06/30/23
7049307	Events Front of House Student Worker	—	On Campus Student Employment	National Louis University	Interested	09/28/22	09/28/22	06/30/23
7059983	PACE Program Student Aide - FWS (Student)	—	Job	National Louis University	None	09/30/22	09/30/22	06/01/23
7033221	Kendall College Student Worker	—	On Campus Student Employment	National Louis University	Interested	09/23/22	09/23/22	06/30/23

8) Save Filter for use next time.

The screenshot shows the Handshake 'Job Postings' page with the 'Approved' tab selected. A 'Save These Filters' dialog box is open in the center, allowing the user to save the current filter settings. The dialog box has fields for 'Name' and 'Description', and 'Cancel' and 'Save' buttons.

Save These Filters

Name: NLU Jobs

Description:

Cancel Save

How to Create an ATE/Job Posting

Click **Jobs** from the left navigation bar to access the Jobs page, then click the blue button **Create Job Posting** in the upper-right corner of the page.

The screenshot shows the Handshake 'Job Postings' page. On the left is a navigation menu with options like Home, Profile, National Louis University, STUDENTS, COMMUNICATE, SCHEDULE, and POSTINGS. The 'POSTINGS' section is active, showing a list of job postings. The list has columns: ID, Name, Applied, Job Type, Employer, Interviews, Posted, Starts, and Expires. Three job postings are visible: 7033292 (NLU Store Sales Associate), 7049307 (Events Front of House Student Worker), and 7059983 (PACE Program Student Aide - FWS). At the top right, there are buttons for 'Download Job Postings' and 'Create Job Posting'.

Complete the **Basics**, **Details**, **Preferences**, and **Schools** tabs in the job form as outlined below to successfully post the job. All fields are required unless specified otherwise.

Basics Tab

Job Title	Fill in the appropriate title in this text field. <u>If FWS:</u> list job title and add the following to the end '-- FWS (Student)' <u>If GA-FWS:</u> list job title and add the following to the end 'GA/FWS (Student)' <u>If GA:</u> list job title and add the following to the end 'GA (Student)'
- Job Type - Employment Type - Duration	- On Campus Student Employment - Job (if Off-Campus position) - Part-Time - Select Temporary / Seasonal
Is this a Work Study Job?	Select Yes when FWS or GA-FWS. Select No when GA
Are you open to speaking with interested candidates? (<i>choose Yes or No</i>) Yes, I want interested candidates to reach out to me for a conversation.	Please indicate NO here. Once Student Finance vets the student to determine if eligible, we will notify the hiring manager. At that point you can interview/hire student(s).
Message me on Handshake Schedule a virtual info chat based on my availability	Recommend you indicate NO here, as well. Once Student Finance vets the student to determine if eligible, we will notify the hiring manager. At that point you can interview/hire student(s).

No, I'd rather candidates apply without contacting me	
Status ☐ Approved ☒ Pending	Please indicate "Pending" here. Once Student Finance vets the student to determine if eligible, we will notify the hiring manager/supervisor. At that point you can interview/hire student(s).
Apply start 2022-10-18 2:10 When students will be able to begin applying to this job. Expiration date 2023-01-02 2:05 When would you like the current active posting at your school to expire?	Indicate today's date as 'Apply Start'. Indicate your expiration date or May 12, 2022, whichever comes first. Important: Please make sure your applicants have applied by 5/12/22 so that Student Finance has ample time to process paperwork as the end of the Spring term approaches.

Details Tab

Add your job description here:

Description

Heading 1 ▾
 B
I
U
A

You can copy and paste a description directly from your website – we'll retain all the formatting.

More on the Job Description:

FWS & GA-FWS Positions	GA Only Positions
Details - Add a Description for your job - If you copy and paste a description from your own website, the formatting will remain the same. Copy/Paste the following, verbatim to the end of the description box	Copy/Paste the following, verbatim to the end of the description box
For FWS or GA-FWS positions	For GA positions:
Required Qualifications * Complete the 2023-2024 Free Application for Federal Student Aid online at www.fafsa.gov. * Have a complete financial aid file (submit all required documents for processing financial aid).	Required Qualifications Although students are not required to complete the Free Application for Federal Student Aid at www.fafsa.gov, they must have either a valid Social Security Number for required IRS reporting or a Taxpayer Identification Number (TIN). - Must be enrolled at NLU at least half-time for classes needed toward your degree. - Maintain Satisfactory Academic Progress.

* Must be enrolled at NLU at least half-time for classes needed toward your degree. * Maintain Satisfactory Academic Progress. Important Note: Students are only eligible to receive one NLU resource per academic year. The only exception to this policy is students who are awarded one of our institutional merit-based donor scholarships.	• Demonstrated ability to work independently • Proficient with common technology tools (Word, Excel, etc.) • Demonstrate internet search and research skills • Important Note: Students are only eligible to receive one NLU resource per academic year. The only exception to this policy is students who are awarded one of our institutional merit-based donor scholarships. •
• How many students do you expect to hire for this position?	• Type a number in the field, or click the up and down arrows to add a number.
• Estimated Salary	• Select Paid, enter a number, not a range. Click the field to the right of the amount to toggle per hour, year, or month. • Specifying a salary value • FWS or GA-FWS = \$17.00 per hour • GA-FWS = \$23.00 per hour • GA - \$1,800.00/TERM TUITION CREDIT ONLY
• Job Location 122 South Michi Job location 18 South Michig Job location 1000 Capitol Dri Job location 850 Warrenville Job location 5110 Sunforest t + add another location ☐ Allow remote workers	• As you start typing the address, a few suggestions will appear in the address field — you must choose one rather than manually typing it in. • This can be a specific office location, or a general city like "Chicago, USA" • If the job is remote, enter the location for your main location, then click the box next to Allow remote workers. • If this position is located in multiple locations, you can choose Add Another Location. When posting a job with multiple locations, create one posting and indicate the locations in the Job location field in the Details tab. This will allow you to manage the posting more effectively and prevent individual postings for the same job.
• Does this position require U.S. work authorization?	Select YES for FWS, GA-FWS, and GA positions • Select NO to the supplemental questions: If you choose "yes", additional fields will appear:

	• Would you sponsor a work visa for the right candidate? Select NO • Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job/internship under OPT/CPT): Select NO International GA students must have either a social security number (SSN) or ITIN confirming that they are eligible to work in the U.S.
Required documents for the job application	• Resume - select • Cover Letter - optional • Transcript (should probably never select)

Required documents (Optional)

- ☒ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☒ Other Document (e.g. work sample, course schedule, or other misc documents)

Describe what other document the student should submit with their application

[<](#)
[Basics](#)
[Details](#)
[Preferences](#)
[Preview](#)
[Next >](#)

• Other Document (e.g. work sample, course schedule, or other misc. documents) There are two sets of supplement questions, one for FWS & GA-FWS Job Postings and another set for GA Only Job Postings. Copy and paste the appropriate one to the end of your job description.	ALWAYS SELECT OTHER and copy/paste our Supplemental Questions that must be a part of any FWS, GA-FWS, and GA job posting Supplemental Questions for FWS and GA-FWS Required fields are indicated with an asterisk (*). 1. * Are you legally eligible for employment in USA? ☐ Yes ☐ No 2. * Are you currently enrolled (or soon to be enrolled) student at National Louis University and/or Kendall College? ☐ Yes ☐ No 3. * What is your Student ID Number? 4. * Have you completed your 2023-2024 Free Application for Federal Student Aid (FAFSA)? ☐ Yes
--	---

	☐ No 5. * In Which term have you registered/enrolled (or plan to register/enroll) in at least half-time status? ☐ Summer 2023 ☐ Fall 2023 ☐ Winter 2024 ☐ Spring 2024
Other Document - CONTINUED (e.g. work sample, course schedule, or other misc. documents) There are two sets of supplement questions, one for FWS & GA-FWS Job Postings and another set for GA Only Job Postings. Copy and paste the appropriate one to the end of your job description.	Supplemental Questions - GA Only Required fields are indicated with an asterisk (*). 1. * Are you legally eligible for employment in USA? ☐ Yes ☐ No 2. * Are you currently enrolled (or soon to be enrolled) student at National Louis University and/or Kendall College? ☐ Yes ☐ No 3. * What is your Student ID Number? 4. * In Which term have you registered/enrolled (or plan to register/enroll) in at least half-time status? ☐ Summer 2023 ☐ Fall 2023 ☐ Winter 2024 ☐ Spring 2024

Job Preferences

Leave all preferences blank except “Applicant Package Recipients” at the bottom.

i Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA, and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.

Preferences Graduation date range for your job by specifying the earliest and latest graduation date for qualified applicants. - choose a School Year	SKIP This Section
---	-------------------

• Freshman • Sophomore • Junior • Senior • Masters • Doctorate • Postdoctoral Studies • Alumni • Masters of Business Administration • First Year Community / Technical College • Second Year Community / Technical College • Certificate Program • Add a Minimum GPA value	
• Major Categories would make a student qualified for your job. • Agriculture, Food, & Horticulture • Arts & Design • Business, Entrepreneurship & Human Resources • Civics & Government • Communication • Computer Science, Information Systems & Technology • Education • Engineering • General Studies • Health Professions • Humanities & Languages • Life Science • Manufacturing, Production, and Skilled Trades • Math & Physical Sciences • Natural Resources, Sustainability & Environmental Science • Social Sciences • Technologies & Technicians	SKIP This Section
• Colleges • Required Labels	SKIP both
Applicant Package Recipients: IMPORTANT: This is NOT optional. This is how you send the posting to FWS to review and finalize. Configure your Applicant Packages Recipients, and frequency of notifications. Note: if you haven't marked at least one document type (in the "Required documents for the job"	1) Choose Recipient = Federal Work Student Team, NLU 2) Select Email every time a new student applies 3) Select Send all applicants

application” area as required by applicant, this option won't appear.

Applicant Package Recipients Must Be Completed – It Is NOT Optional

Applicant package recipients (Optional)

IMPORTANT: This is NOT optional. This is how you send the posting to FWS to review and finalize.

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

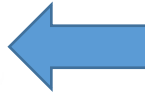
✕ Federal Work Study Team, National Louis University

☐ Email a summary of all applicants once my job expires

☒ Email every time a new student applies

☒ Send all applicants

☐ Only send applicants who match all preferences



Pro Tips

- When posting a job with multiple locations, create one posting and indicate the locations in the **Job location** field in the **Details** tab.
- This will allow you to manage the posting more effectively and prevent individual postings for the same job.
- When choosing majors or majors groups in the **Major categories** field in the **Preferences** tab, select the most appropriate majors or major groups for the position instead of choosing all majors.
- The majors or major groups selected should correlate with the information provided in the description field.
- Choosing the most appropriate majors or major groups will ensure that qualified students view the job on their feed.

While **School years** is an optional field, you may select the preferred school year(s) for the job listed to narrow down your candidate pool.

Create a New ATE/Job Posting Using an Old Posting as a Template

- 1) Locate and open old job posting.
- 2) Click button at left “Duplicate this Job”.
- 3) Follow the prompts and complete the same info as with a new job posting.

Actions

- Add an Applicant
- View & Add Notes
- No Applicants
- Duplicate this Job
- Expire Posting Now
- Pin Item
- Flag this Employer

Preview Your ATE/Job Posting:

Check to confirm that all of the information is correct. If you're satisfied with the job preview, click **Save** in the lower right corner to save the job and send your posting to the schools selected for review.

New Job

Postings Ne

i This preview no longer accurately represents the candidate experience

You can still use this preview to see that your information has been entered correctly, but due to changes in the candidate-facing experience, it's no longer 100% reflective. We'll be working to update this preview in the future to match the current experience.



NATIONAL LOUIS UNIVERSITY



Rathenia's Test Job Posting

National Louis University

 122 South Michigan Avenue, Chicago, Illinois 60603, United States

 Higher Education

 Part-Time On Campus Student Employment

 250 - 1,000 employees

 \$17 per hour

 No on-campus interviews

Applications open on October 18th, 2022 at 2:25 pm

Apply

Job Description

Share Job

Edit/Make any needed changes> SAVE

Sample ATE/Job Posting



Rathenia's Test Job Posting

National Louis University

📍 122 South Michigan Avenue, Chicago, Illinois 60603, United States

🏛️ Higher Education

👥 250 - 1,000 employees

💰 \$17 per hour

💬 No on-campus interviews

Applications open on October 18th, 2022 at 2:25 pm

[Apply](#)

Job Description

test

Share Job



About National Louis University

Headquarters	Website	Division
122 S Michigan Ave, Chicag...	nl.edu	No division

Our main campus is located in downtown Chicago on Michigan Avenue. National Louis University was established over 130 years ago, and is one of the oldest and most progressive universities in Chicago. We feature a second campus in Tampa, Florida that was established in 1988 and located in one of Tampa's major business districts. NLU's Florida Regional Center

[See More](#)

[<](#)

Basics

Details

Preferences

Preview

[Next >](#)

Job Description

test

Share Job



About National Louis University

Headquarters	Website	Division
122 S Michigan Ave, Chicag...	nl.edu	No division

Our main campus is located in downtown Chicago on Michigan Avenue. National Louis University was established over 130 years ago, and is one of the oldest and most progressive universities in Chicago. We feature a second campus in Tampa, Florida that was established in 1988 and located in one of Tampa's major business districts. NLU's Florida Regional Center serves students in 13 counties in central Florida.

We offer more than 70 undergraduate and graduate degree programs through four colleges: the National College of Education, the Graduate College of Business, the College of Psychology and Behavioral Sciences, the Kendall College of Culinary Arts and Hospitality Management and the Undergraduate College. We are one of the most diverse universities in the Midwest, helping students of all ages and backgrounds achieve their personal and professional goals.

[<](#)

Basics

Details

Preferences

Preview

[Next >](#)

[Save](#)

Next Steps

Email FWS@NL.EDU to review and post the job.

Once posted you will have a set of blue buttons on the left. Per Career Bridge, it's best that you not use these buttons.

FWS@NL.EDU will review/edit job posting if needed. Once approved you will receive an email from FWS@nl.edu to let you know the job is posted.

Don't use the button on left NAV bar to Interview

The screenshot shows a vertical sidebar with four main sections:

- Label:** A section with the text "No labels have been added." Below it is a dropdown menu labeled "Select a label..." and a blue button labeled "Create New Label".
- Preview Link:** A section showing a URL "https://nl.joinhandshake.com/jobs/" with a copy icon to its right.
- Actions:** A section containing a vertical stack of blue buttons: "Add an Applicant", "View & Add Notes", "No Applicants", "Duplicate this Job", "Expire Posting Now", "Pin Item", and "Flag this Employer".
- Attachments:** A section with a blue button labeled "New Attachment".

Log into HS to view your job and obtain link to job posting to give to students or once student completes a profile in HS, they can see all student job postings.

You can mark your job as a favorite for easier access

#7127471 Rathenia's Test Job Posting at National Louis University [Favorite Job](#)

#7127471 Rathenia's Test Job Posting at National Louis University [Favorited](#)

IMPORTANT: Also, reference the additional details in these two sections of this document:

- 1) Next Steps To Hire a Student
- 2) Next Steps To Rehire a Student