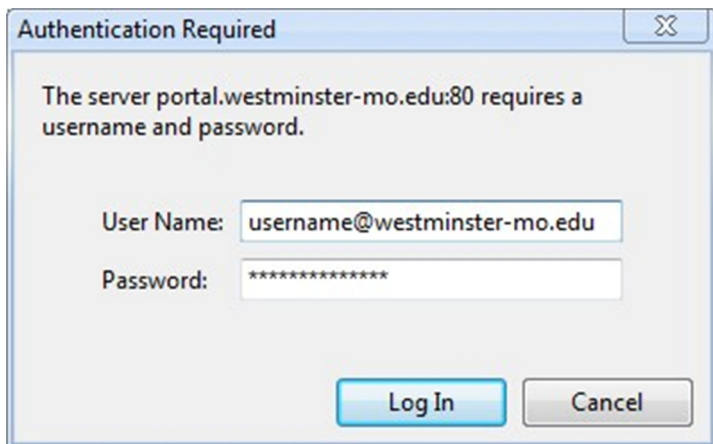


# Campus Employment – Instructions

## Step 1: Login

Go to: <http://portal.westminster-mo.edu/CampusEmployment>

Login using your full email address (FirstName.LastName@westminster-mo.edu)



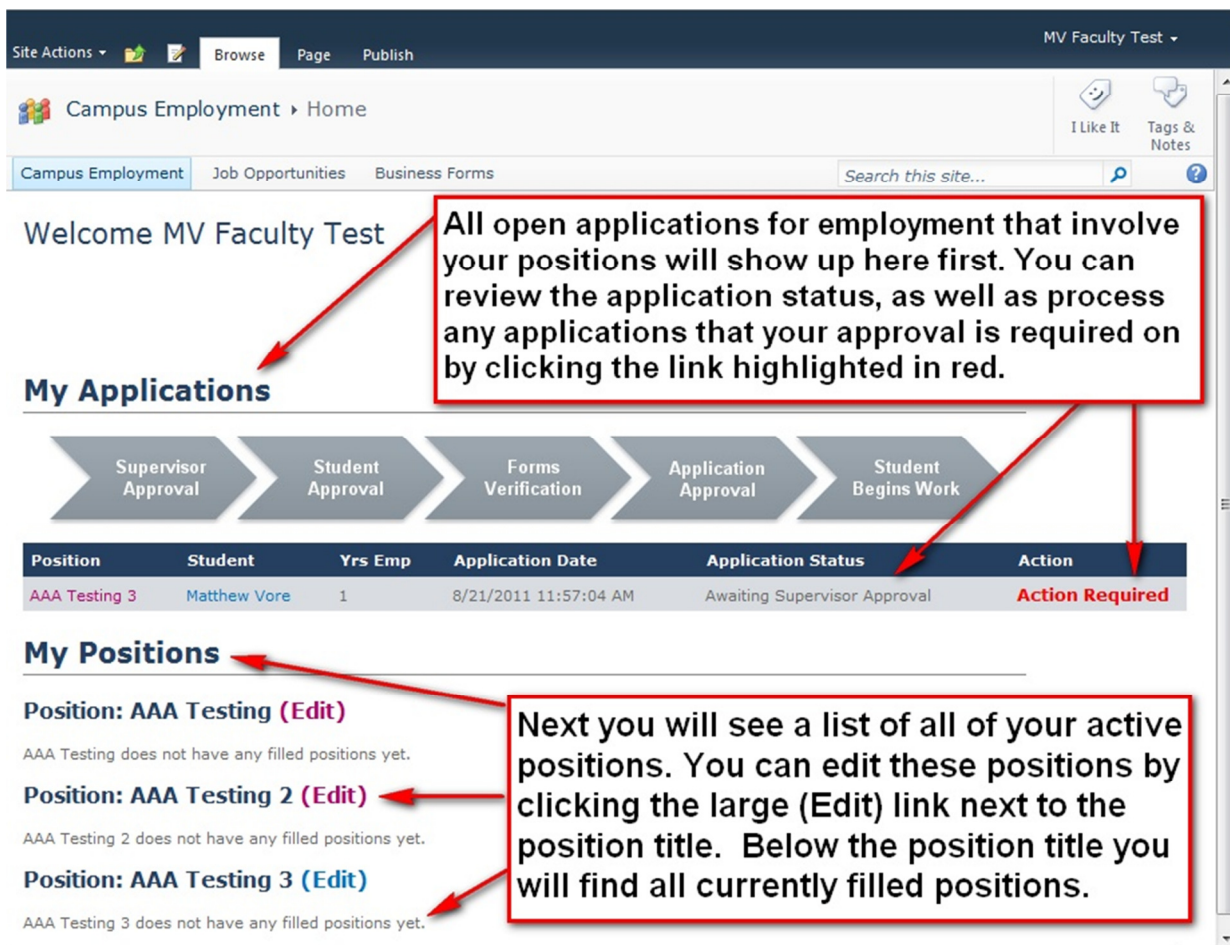
The server portal.westminster-mo.edu:80 requires a username and password.

User Name:

Password:

## Step 2: Review Applications

Below you will find an example of what your home screen might look like. From here you can review / edit all of your positions, and review or process any incoming applications.



Site Actions Browse Page Publish MV Faculty Test

Campus Employment > Home

Campus Employment Job Opportunities Business Forms Search this site...

Welcome MV Faculty Test

**My Applications**

All open applications for employment that involve your positions will show up here first. You can review the application status, as well as process any applications that your approval is required on by clicking the link highlighted in red.

Supervisor Approval → Student Approval → Forms Verification → Application Approval → Student Begins Work

Position	Student	Yrs Emp	Application Date	Application Status	Action
AAA Testing 3	Matthew Vore	1	8/21/2011 11:57:04 AM	Awaiting Supervisor Approval	Action Required

**My Positions**

Position: AAA Testing (Edit)

AAA Testing does not have any filled positions yet.

Position: AAA Testing 2 (Edit)

AAA Testing 2 does not have any filled positions yet.

Position: AAA Testing 3 (Edit)

AAA Testing 3 does not have any filled positions yet.

Next you will see a list of all of your active positions. You can edit these positions by clicking the large (Edit) link next to the position title. Below the position title you will find all currently filled positions.

### Step 3: Process Application

The first step for the application process after the student submits an application (and you receive an email notification), is for you to approve or deny this application. You have 7 Calendar Days from the day the student submitted the application to complete this process, or the student's application is automatically declined to allow the student to apply for other positions. You can click the Student's email from this screen and setup an interview before processing the application. Students are anxious to start working, so do not delay in responding to your applications. You will continue to receive applications until all positions have been filled in your department.

Position Information	
<b>Position Name:</b>	AAA Testing 3
<b>Employer:</b>	Westminster College
<b>Supervisor:</b>	Supervisor Tester
<b>Phone Number:</b>	573.592.5000
<b>Description of Duties:</b>	This is the description of duties, where you explain the functions that your dream employee would be expected to perform.
<b>Preferred Skills:</b>	This is where you post the skills required to perform the duties described above. These would include things like "Type 50 words per minute" for a basic administrative assistant position.

Student Information	
<b>Student Name:</b>	Matthew Vore
<b>Student ID:</b>	124124
<b>Email:</b>	<a href="mailto:mvstudent@westminster-mo.edu">mvstudent@westminster-mo.edu</a>
<b>Years of WC Employment:</b>	1
<b>Max Positions:</b>	2
<b>Current # Positions:</b>	0

Message to Student	
<b>Comments:</b>	<div style="border: 1px solid #ccc; height: 100px;"></div>
<input type="button" value="Accept"/> <input type="button" value="Decline"/>	

## Step 4: Await Application Process

After you have accepted the application, the student will automatically receive an email notification of your acceptance. The approval process will follow the image below starting with Student Approval. Only when the student has accepted your position does an opening become filled. You will receive an email notification confirming the student's acceptance or denial of the job offer you make. Only after you receive a final email notification confirming the student has submitted all of their personnel paperwork to Human Resources in the Business Office can the student begin working and their electronic timecard will be activated in MyWC.



## Other Steps: Edit Position

On this screen you can edit the basic information for your position(s), and see the number of positions and openings you have for the selected position. To increase the number of positions or add new positions, you are required to get an approval from your respective Cabinet member, and they must notify the Financial Aid Office. Financial Aid will automatically update the positions and openings for you when this process has been completed.

Position Information	
Position Name:	AAA Testing 2
Address:	501 Westminster Ave
City:	Fulton
State:	MO
ZIP:	65251
Description of Duties:	This is the description of duties, where you explain the functions that your dream employee would be expected to perform.
Preferred Skills:	<div>This is where you post the skills required to perform the duties described above.&nbsp;   These would include things like &quot;Type 50 words per minute&quot; for a basic administrative assistant position.</div>
Possible Working Hours:	Days: <input type="checkbox"/> True <input type="checkbox"/> Evenings: <input type="checkbox"/> True <input type="checkbox"/> Weekends: <input type="checkbox"/> True <input type="checkbox"/>
Positions: 10	Openings: 6
<input type="button" value="Submit"/>	