



THE OFFICE OF STUDENT EMPLOYMENT

# Campus Job Board Guide

## Campus Job Board

DePaul's Campus Job Board connects students to campus jobs. Log in today to get started.

\*Incoming students are eligible to apply for on-campus employment after they have met enrollment requirements and can start working once that quarter starts

Student Login

Faculty & Staff Login

The Campus Job Board (CJB) can be accessed through the Office of Student Employment (OSE) website at [studentemployment.depaul.edu](http://studentemployment.depaul.edu). Managers, use your Campus Connect information to access CJB to post an open position. Once the position is submitted, OSE will approve the job within one business day. Positions are set to stay up for 30 days unless closed by the manager beforehand. OSE will send you an email once the position is live and when it is set to close.

If you do not already have a manager profile, you will be prompted to create a CJB profile. After logging in, the website will redirect to the CJB homepage. On this page, current, closed, and saved positions can be viewed. Create a new position by clicking the "Post a Job" button.

## My Jobs Home

Current Positions

Closed Positions

Saved Positions

Tips

View/Edit Job

View Apps

Posted On

Status

Change Status

You currently do not have any jobs in the system.

Navigation icons

Page size: 10

0 items in 1 pages

POST A JOB

Find information about selecting student empl

Learn about the Stude Process

Job Delegation: High positions are those tha

## Job Descriptions

On the job posting page, managers fill out the following information regarding the position. The purpose of the job description is to document a summary of the job, the responsibilities it entails and the requirements a candidate needs to possess in order to apply. This ensures there is a common understanding for the position and lays out some of the initial requirements and expectations of the job. The job description should be reviewed and updated as needed when essential job functions and requirements change or when recruiting a new employee.



To get started, choose from one of the following options:

- Create job from my previous postings  
--SELECT ONE-- [Reset Fields](#)
- OR
- Create Job from a generic job template  
--SELECT ONE-- [Reset Fields](#)
- OR
- Create your own

**Job Title**  
enter job title here

**Description**

General Summary:

Principle Duties, Responsibilities and Other Job Related Information:

Position Requirements (Minimum knowledge, skills, and abilities required):

Position Qualifications (Minimum level of education and/or experience needed to be successful in the position):

Hour requirements/schedule:

**NOTE:** It is advised to copy the job description from a Word document into the Job Description window, as the window will automatically close if left idle for 15 minutes. There is the potential your work will be lost. If there is any issue with formatting, we will be able to edit the job description after you post the position.

## Position Details

**Campus:** Campus Job Board will display which campus the student employee will be working on as well as the department they will be working for in the application.

**Campus**  
--Select to Change--

**Department**  
--Select to Change--

If your department is not listed please [email us](#) to have it added.

--Select to Change--

- Lincoln Park
- Loop
- Lincoln Park / Loop
- Suburban
- Remote**

*Remote: A remote option has been added to the campus drop down list temporarily. If your position is remote, please indicate that on the job posting.*

**Pay rate:** Entering the pay rate for the position is optional. Please note, as of July 1, 2019 minimum wage increased to \$13.00 an hour. The compensation **type**, hourly or stipend, is required for a job to be approved.

**Pay Rate (optional)**  
[Text Input Field]

**Compensation Type**  
--Select One--



**Yes/No and Essay Screening Questions:** Filter applicants to meet your department’s specific needs. You can create up to 5 short answer questions with a maximum of 500 words.

To utilize the screening questions option, construct up to 5 questions relevant to the position. [Click here](#) for commonly used screening questions. **Once a job has received applications on the Campus Job Board, screening questions cannot be modified.**

I would like to use screening questions for this job.

Enter your question below 300 characters left

[Remove](#)

What is the answer?  Yes  No  Short Answer

**Required Documents:** Resumes are required for every position posted on Campus Job Board, but asking for cover letters, along with supplemental documents such as portfolios and writing samples can also help you make better decisions in selecting appropriate applicants.

**Required Documents**

Which documents do you want to require students to submit?

Resume  Cover Letter  Supplemental Document

**Delegation:** You can request access for additional staff to view applications.

**Requested Delegates**

Delegates can be requested at any time by contacting the Office of Student Employment, or by requesting here when the job is first entered.

I would like to request delegates for this job.

First Name	Last Name	DePaul ID	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Remove](#)

[Add another delegate](#)

**On-Hold/Closing a position:** During the interviewing stage of the hiring process, positions can be put on-hold, which means no other applicants can apply. This can be done by navigating to the CJB homepage and going to the “Current Jobs” tab. In the “Change Status” column, the position can be put on hold. Once an offer is made and the student has accepted, follow the same process and choose “close position” from the drop down menu.

Current Jobs		Closed Jobs		Saved Jobs	
	View Apps	Posted On	Status	Change Status	
	9	3/17/2020	Posted	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">                     --Select to Change--                 </div>	



## Contacting Applicants

**Email Candidates by Filtered Categories:** Email applicants based on their status in groups to keep them informed throughout the process.

Email groups of applicants based on their status.

- **Send Email from Outlook** - Opens a new email in Outlook (or your default email program) with your selected recipients. Use Chrome or Firefox for best results
- **Send Email from CJB** - Compose an email from inside CJB to your selected applicants. Emails will be CC'd to the employer sending them.

Applicants: Recipients:

--Show All--

- Show All--
- Best Qualified
- Qualified

General email templates are provided as a guide.

Select a template:

--Select One--

**Download Applicant Information:** Download applicant contact information in Excel if preferred.

Download Applicants

File will download in Excel format.

**Resume Review Feature:** Refer applicants for a resume and cover letter review if they need improvement. Our team will then reach out to encourage each student to come to the Career Center to have their materials reviewed.

Amanda 's Availability			Amanda 's Profile	
Day of Week	Start Time	End Time	Contact Information:	<a href="mailto:amart108@depaul.edu">amart108@depaul.edu</a>
MON	09:00 AM	10:00 AM	College/School:	College of Computing & Digital Media (CDM)
TUE	11:00 AM	03:00 PM	Special Availability:	N/A
			Student Status:	Undergraduate
			Documents:	<a href="#">Resume</a> <a href="#">Cover Letter</a> <a href="#">Supplemental Document</a>