

VANDERBILT UNIVERSITY®

HireADore

STUDENT EMPLOYEE GUIDE





BENEFITS FOR STUDENTS/APPLICANTS

- Apply for multiple jobs with one online application
- JobMail enables student employees to be notified immediately about jobs that match their job preferences
- Job search skills development
- Accelerated online hiring process
- Eliminated paper forms
- Web accessibility
- 24-hour service





TRAINING AGENDA

- How to login to HireADore
- How to complete a JobMail subscription
- How to find a job
- How to apply for a job
- What is the HireADore 'My Dashboard' feature?



First time visiting HireADore?



Employees Employers & Administrators



Please navigate to the following URL and click the 'Vanderbilt Students' link to access the Student home page.

www.hireadore.com





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HOW TO LOGIN TO HIREADORE

-	STUD	FNTS
1		
The second	Looking for a job? Here are some quick tips:	
S.F.	Search on HireAbore for on campus a on campus opportuniti	es
	3) Complete the application within HireADore	
	 If you are a new student worker please complete the onboard 	Ing requirements
172.5	5) Get Paid!	
	Student Information	Applicant & Employee Tools
	Student Requirements	① User Dashboard
5334	All student employees must have a social security number to work on campus. An I-9 must be completed before you can	Click here to review jobs you've recently applied for and to update your JobMail Subscription.
	begin to work. A W-4 will be required in order to properly process your take home pay. Please review the following:	O Find a lab
and the second	A Catting Baid	Conduct either quick or advanced searches for available
	Click here for Important Payroll Information.	jobs. Submit an online job application.
Barry St.	Watch our how-to video tutorials	Manage JobMail
100	Timekeeping	become available.
		Contact our Office
	Frequently Asked Questions View FAQ's at our <u>Student Employment website</u> .	Please email us at <u>StudentEmployment@Vanderbilt.edu</u> with your questions or concerns.
100		
Sec. 1		
Sec. Market		

• Step I: Click 'User Dashboard' or 'Manage JobMail' link on the Students home page.





HOW TO LOGIN TO HIREADORE

VANDERBILT 🤯 UNIVERSITY
Sign On
USERNAME
PASSWORD
Remember my username
Sign On

• Step 2: Login utilizing your 'VUNet ID' and 'Password'







WHAT IS JOBMAIL?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.







- You may create multiple subscriptions and name them as desired for each Job Type (Federal Work Study, Off-Campus, Institutional Employment, VUMC)
- For each subscription, you may set criteria
 - Desired Departments (a.k.a.
 Employers) you wish to work (e.g.
 Biology & English)
 - Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)



Federal Work Study <u>«?»</u>	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer 0 selected	[View/Modify.]
» Category 0 selected	[View/Modify.]
» Time Frame 0 selected	[View/Madify.]
Off-Campus <u>«?»</u>	[Add New Subscription.]
There are no subscriptions for this job type.	
Institutional Employment <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	
VUMC <u>«?»</u>	[Add New Subscription.]
There are no subscriptions for this job type.	







VANDERBILT VIVERSITY®	
	Welcome, Roy a Rogers1 Logout
Temployees Help	
My JobMail Subscriptions	
The JobMail system sends email to you when jobs of interest are oosted. Add and edit your JobMail subscriptions below to deter	rmine what iobs you will receive lobMail about.
Federal Work Study <u>«?»</u>	[Add New Subscription]
Academic Year	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Off-Campus <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	
Institutional Employment <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	
VUMC <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	

• Click 'View/Modify' to add preferences for each Job Type criterion.



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Employees Help 俞 Choose Employer(s) Selected Items [Remove All My JobMail Subscriptions None selected The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to deter Federal Work Study «?» Academic Year Available Items [Add All Acad and Strategic Affairs: Office of Vice Provost [<u>add]</u> » Employer 0 selected Academic Affairs: Office of the Provost [add [add Academic Programming » Category 0 selected Accounting and Tax [add] Active Student Citizenship [add] [add] [add] [add] [add] [add] [add] » Time Frame 0 selected Administration: Office of the Vice Chancellor Administrative Solutions Off-Campus «?» Advanced Computing Center for Research and Education Advancement Services: Business Affairs African American and Diaspora Studies There are no subscriptions for this job type. Alumni Relations American Economic Association Institutional Employment «?» There are no subscriptions for this job type. [Done] VUMC «?» Add New Subscription There are no subscriptions for this job type.

Click 'add' next to each item you wish to add to your JobMail subscription





Welcome, Roy a Rogers1 | Logout

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Welcome, Roy a Rogers1 | Logout

The Employees Help	Choose Employer(s)	×
My JobMail Subscriptions	Selected Items [Remo	ve All]
The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to dete	Acad and Strategic Affairs: Office of Vice Provost [re Accounting and Tax [re	move] move]
Federal Work Study <u>«?»</u>		
Academic Year	Auritable Theres	
» Employer 0 selected	Academic Affairs: Office of the Provost [a: Academic Programming [a:	
» Category 0 selected	Active Student Citizenship administration: Office of the Vice Chancellor a	<u>dd]</u>
» Time Frame 0 selected	Administrative Solutions [a: Advanced Computing Center for Research and Education [a: Advancement Services: Business Affairs [a	<u>dd]</u> dd]
Off-Campus <u>«?»</u>	African American and Diaspora Studies	
There are no subscriptions for this job type.	American Economic Association [a]	
Institutional Employment <u>«?»</u>	Annual Giving	<u>dd</u>] ▼
There are no subscriptions for this job type.	[Done]	
VUMC <u>«?»</u>		
There are no subscriptions for this job type.		

Your selection(s) will appear in the top under 'Selected Items'.





Employees Help Employees Help Choose Employer(s) Selected Items Selected Items Acad and Strategic Affairs: Office of Vice Provost Accounting and Tax Federal Work Study * Employer 0 selected Mail Subscriptions Academic Year * Employer 0 selected Academic Year Academic Year Academic Year Academic Year Academic Year Academic Year Academic Office of the Provost Academic Mains: Academic Mains: Office of the Provost Academic Mains: Academic Mains: Office of the Provost Academic Mains: Choose Employer Office of the Provost Academic Mains: Academic Mains: Academic Mains: Academic Mains: Academic Mains: Academic Mains: <tr< th=""><th></th></tr<>	
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My JobMail Subscriptions Choose Employer(s) Selected Items Re Acad and Strategic Affairs: Office of Vice Provost Accounting and Tax The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to detern Academic Year Academic Year Academic Year * Employer 0 selected * Employer 0 selected	
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Off-Campus <u>«?»</u> African American and Diaspora Studies	add]
There are no subscriptions for this job type. American Studies American Studies	add] add]
Institutional Employment <u>«?»</u>	add] 🔻
There are no subscriptions for this job type.	
VUMC «?»	
There are no subscriptions for this job type.	

- > When you're finished adding search criteria, click 'Done.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).





VANDERBILT VIVERSITY®	
	Welcome, Roy a Rogers1 Logout
Temployees Help	
My JobMail Subscriptions	
Save Subscription(s) Changes must be saved to take effect.	u will receive JobMail about.
Federal Work Study <u>«?»</u>	[Add New Subscription]
Academic Year	[Delete Subscription]
» Employer 2 selected modified	[<u>View/Modify</u>]
» Category 0 selected	[<u>View/Modify</u>]
» Time Frame 0 selected	[<u>View/Modify</u>]
Off-Campus <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	
Institutional Employment <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	
VUMC <u>«?»</u>	[Add New Subscription]
There are no subscriptions for this job type.	
Save Subscription(s) Changes must be saved to take effect.	

Click one of the 'Save Subscription(s)' buttons to save your subscription.









HOW TO SEARCH FOR A JOB







Quick Search: A search containing pre-defined criteria

VANDERBILT VIVERSITY®					
	Welcome, Roy a Rogers1 Logout				
The Employees Help					
Find Find My JobMail					
Contact Us Ch Manage My Profile ptions below or click on the "Advanced Search" button for n	nore options.				
Quick Search					
Select a quick search.					
Federal Work Study Jobs	Off-Campus Jobs				
Institutional Employment	VUMC Jobs				
Show All Active Jobs	Most Hours per Week				
25 Most Recently Posted Jobs	Fewest Hours per Week				
Jobs by Department					

• Click the 'Find a Job' function from the Applicants Menu.

nextgen7

- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.



Advanced Search: Define your own custom job criteria

- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - Keyword(s) Search
 - Search by Job Type Population (Federal Work Study, Institutional Employment, Off-Campus, VUMC)
 - Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

			Welcome, Roy a Rogers1
Employees Help			
ind A Job			
i) Instructions			
Select Advanced search options, and click se	arch		
[Run a New Search]			
Quick Search	Search		
Federal Work Study Institutional Employee	oyment		
Off-Campus			
Narrow your search with the following option	5.		
Narrow your search with the following option Selecting none for any search criteria implies	s. all.		
Narrow your search with the following option Selecting none for any search criteria implies Keyword(s):	s. all.		
Narrow your search with the following option Selecting none for any search criteria implies Keyword(s):	s. all.		
Narrow your search with the following option Selecting none for any search criteria implies Keyword(s): Click III and III to expand and collapse search	s. all.		
Narrow your search with the following option Selecting none for any search criteria implies Keyword(s): Click B and B to expand and collapse search C categories	s. all.		
Narrow your search with the following option Selecting none for any search criteria implies Keywordty: Click III and III to expand and collapse search Click Categories Select job Category (Up to 3):	s. all. criteria.		
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Narrowyour search with the following option Selecting none for any search criteria implies keyword(); Click III and III to expand and collapse search III Categories Select Collegory (L) to 3); Select Collegory (L) to 3); Select Collegory L. • Select Collegory 3. • •	s. all. criteria.		
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VANDERBILT VINIVERSITY®

HOW TO APPLY FOR A JOB



Vanderbilt University Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more Vanderbilt University Disclaimer statements.
- A Vanderbilt University Disclaimer statement will be presented for each Job Type (Federal Work Study, Institutional Employment, Off-Campus, VUMC) you selected.
- After you've successfully reviewed the applicable Vanderbilt University Disclaimer Statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.







Apply for one or more jobs with one single application!

VANDERBILT W UNIVERS	ITY⊗	
		Welcome, Roy a Rogers1 Logout
The Employees Help		
Find A Job		
<i>i</i> Instructions 1. Please select one or more jobs you wish to ap 2. If a job does not accept online applications, th 3. To view the details of a job click on the Job Titl	ply for by clicking the check box next to the job(s), then click "Apply for selected jobs" but ere is no check box next to the job. Follow the instructions in the job posting to apply. e.	ton.
[Run a New Search]		
Apply for selected jobs	Show All Active Jobs	
Show All results per page you note, swith stroot instructor Wage: \$15.00/hr Openings: 6 Hours: 15 / week	Listed: 04/17/2019 Category: Child Care Job Type: Off-Campus	1 to 97 of Total Rows: 97 Prev Next
 ✓ Job Title: <u>Test Federal Work Study Job - 05/01/19</u> Wage: \$10.00/hr to \$12.00/hr Openings: 4 Hours: 10 to 1911 uns / week 	Employer: Academic Programming Listed: 05/01/2019 Category: Athletics Job Type: Federal Work Study	
✓ Job Title: Test Federal Work Study Job - 05/8/19 Wage: \$7.25/hr to \$8.50/hr Openings: 5 Hours: 10 / week	Employer: Academic Programming Listed: 05/08/2019 Category: Athletics Job Type: Federal Work Study	

- Simply click the box next to one or more jobs you wish to submit an application.
- Then, click the 'Apply for Selected Jobs' link.







Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open',
- Lastly, to submit your application to the hiring supervisors for all the jobs you selected, please click the "Submit" button at the end of the application.



WHAT IS THE MY DASHBOARD FEATURE?

- The My Dashboard feature provides a centralized location to access all your data.
- 'My Dashboard' data includes:
 - Current / Future / Old / Hires
 - Current / Future / Old / Awards
 - Applications (Status, View, Print, Withdraw)
 - JobMail Subscriptions







WHAT IS THE 'MY DASHBOARD' FEATURE?

- To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Applicants menu.
- To access the current/future/old hires, applications, and/or JobMail subscription, simply click the respective tab you wish to view.

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Display: Current/Future
 Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test Federal Work Study Job - 05/8/19	Academic Programming	\$7.25	05/10/2019	06/22/2020	Test On-Campu
Test Federal Work Study Job - 05/01/19	Academic Programming	\$10.00	08/01/2018	06/30/2019	Test On-Campu
- Active - Bending					

Awards

Award Name	Amount	Term
Federal Work Study	\$1,500.00	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)
Graduate Assistant Stipend	\$1,000.00	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)

					Welcome, Roy 4
st Center	W	/age	Start Date	End Date	Supervisor
ademic Programming	\$7	7.25	05/10/2019	06/22/2020	Test On-Campus Superviso
ademic Programming	\$1	10.00	08/01/2018	06/30/2019	Test On-Campus Superviso
Amount		Terr	m		
\$1,500.00)	FW9 (07)	'5 Academic Year 20 '/01/2018 - 06/30/20	18 - 2019 19)	
\$1,000.00)	FW3 (07)	/5 Academic Year 20 //01/2018 - 06/30/20	18 - 2019 19)	
3	Center demic Programming demic Programming Amount \$1,500.00 \$1,000.00	t Center V demic Programming S demic Programming S Amount S \$1,500.00	t Center Wage demic Programming \$7.25 demic Programming \$10.00 Amount Ter \$1,500.00 PW (07 \$1,000.00 FW (07	Center Wage Start Date demic Programming \$7.25 05/10/2019 demic Programming \$10.00 08/01/2018 Amount Term \$1,500.00 FWS Academic Year 20 (07/01/2018 - 06/30/20 (07/01/2018 - 06/30/20 \$1,000.00 FWS Academic Year 20 (07/01/2018 - 06/30/20	Center Wage Start Date End Date demic Programming \$7.25 05/10/2019 06/22/2020 demic Programming \$10.00 08/01/2018 06/30/2019 demic Programming \$10.00 08/01/2018 06/30/2019 S1.500.00 FWS Academic Year 2018 - 2019 (07701/2018 - 06/30/2019) S1.500.00 FWS Academic Year 2018 - 2019 (07701/2018 - 06/30/2019)



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What is the 'My Dashboard' Feature?

VANDERBILT VNIVERSIT	Y®							
						Welcome, Roy a Rogers1	Logout	
Employees Help								
User Dashboard								
Employee Information Applications Job Mail								
Display: Current/Future Employee Information								
Hires								
Job Title	Cost Center		Wage	Start Date	End Date	Supervisor		
Test Federal Work Study Job - 05/8/19	Academic Programming		\$7.25	05/10/2019	06/22/2020	Test On-Campus Supervisor		
Test Federal Work Study Job - 05/01/19	Academic Programming		\$10.00	08/01/2018	06/30/2019	Test On-Campus Supervisor		
= Active = Pending								
Awards								
Award Name		Amount		Term				
Federal Work Study	\$1,500.00		F\ (0	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)				
Graduate Assistant Stipend	Stipend \$1,000.00		F\ (0	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)				

• Current/Future/Old/Pending hire information can be accessed to ensure accuracy of employment history when creating resumes.





Applications

- No more waiting in lines to find out the status (submitted, pending approved) of the applications you submitted for your 'best fit' jobs.
 My dashboard provides real-time self-service access to this information.
- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Please note: If the applicant has already been hired, there will be no red 'X' displayed. Applicant's have two options when withdrawing their application.
 - Withdraw an application and email the department to explain why you're withdrawing your application; OR
 - Withdraw an application without emailing the supervisor.



Congratulations! You're Finished!



What are the next steps?





Next Steps....

Once you receive your "You've been hired" email you will need to complete"

- |-9
- W-4
- Direct Deposit Payroll form
- Click <u>here</u> for more information

YOU MAY NOT BEGIN WORK UNTIL THIS HAS BEEN COMPLETED

and your supervisor authorizes you to begin work.





Questions?



Please email Student Employment at: StudentEmployment@Vanderbilt.edu or call us at: 615-343-4462



