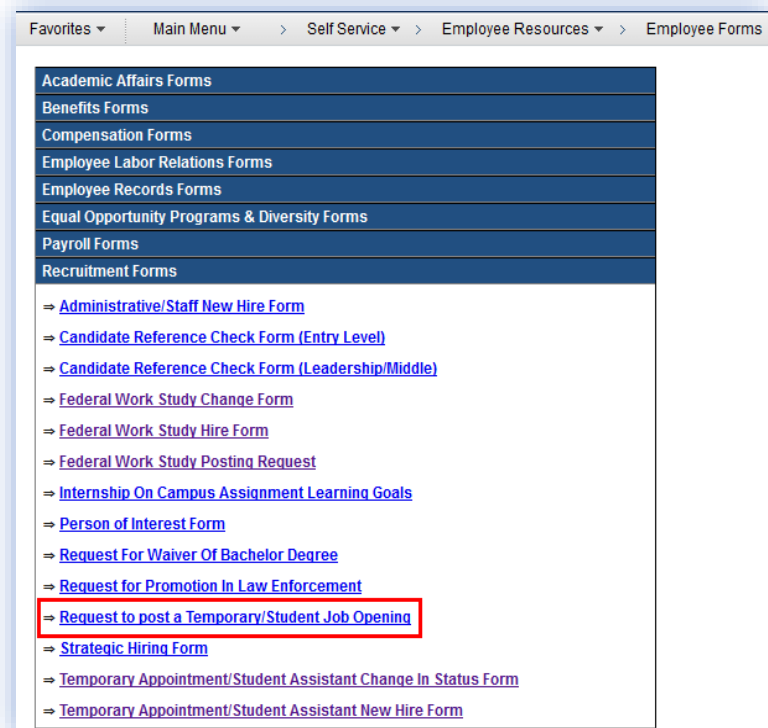


## How to Request to post a Temp/Student Job Opening

- ❖ Please note that if you already have a Candidate to hire, then this waives the posting request requirement and they should just apply to the General Temp/Student Pool so that you can submit the Hire form to start their onboarding process.

1. The Request to post a Temp/Student Job Opening form is located in the **breadcrumbs** pictured below in PantherSoft HR: Main Menu> Self Service or Manager Self Service> Employee Resources> Employee Forms> Recruitment Forms



2. Once the form is completed, please click the “print” button and save it as a PDF file to email to [temps@fiu.edu](mailto:temps@fiu.edu). Do not print it out and scan or it cannot be copy/pasted for posting.
  - You can attach a word document with additional job duties or qualifications.
  - Do NOT submit paper request forms to the HR office.

**Request to post a Temporary/Student Job Opening**

<b>Date Prepared:</b> 07/29/2015	<b>Prepared By:</b> Stephanie Felisme	<b>Extension #:</b> 7-2661
----------------------------------	---------------------------------------	----------------------------

<b>Department:</b> 156002000 - Recruitment Services	<b>Job Code/Title:</b> 9190 - Student Assistant
<b>Working Title:</b> Recruitment Assistant	<b>Requested Rate/Range:</b> \$12.00 to \$15.00
<b>Rate Type:</b> Hourly	<b>Standard Hours:</b> 20
<b>Work Hours:</b> M-F, 8:00AM to 12:00PM	<b>Target Hire #</b> 1
<b>Reports to Supervisor ID:</b> 1398234	<b>Reports to Name:</b> Cheddy Vazquez
<b>REASON FOR TEMPORARY APPOINTMENT:</b> Appointment for the accomplishment of short term assignment	

**JOB DUTIES/RESPONSIBILITIES:**

Will be responsible for filing, answering & Directing phone calls, typing documents & other clerical duties.

<b>For HR Official Use</b>	<input type="checkbox"/> Posting Requirement Waived	<input type="checkbox"/> Required to Post
----------------------------	---	---

- ❖ If you previously posted this Job opening, feel free to submit the email request with the previous Job Opening ID# to mirror and the request form will not be required.

**\*The job opening will be posted on the careers site within 3 to 4 business days of submission.**