PLEASE NOTE!

ALL STUDENT EMPLOYMENT JOBS (INCLUDING GRANTS) ARE TO BE POSTED PRIOR TO ANY STUDENT BEING OFFERED A PROMISE OF EMPLOYMENT. OUR SYSTEM IS DESIGNED TO HELP STREAMLINE THE HIRING PROCESS FOR YOU BY ADVERTISING THE JOB, ALLOWING YOU TO COLLECT APPLICATION MATERIALS (INCLUDING ANY DOCUMENTS YOU WANT IN ADDITION TO THE STUDENT EMPLOYMENT APPLICATION), REVIEW, INTERVIEW AND "ACCEPT" OR "DECLINE" APPLICANTS.

DOING THIS PROVIDES THE APPEARANCE OF TRANSPARENCY AND IMPARTIALITY AS WELL AS BEING LESS LITIGIOUS FOR THE UNIVERSITY.
Polar Careers is both the name of our office, the undergraduate career center which provides career development services to all students except those enrolled in the College of Law, as well as the shortened name of our online data management system. Formally that system is called Polar Careers powered by Symplicity. It is how we manage employing organizations (employers), their contacts (recruiters), their job postings and student/alumni resources and their documents (resumes, references, portfolio artifacts, etc.). As you move forward in this guide, anytime you see Polar Careers in color, know it is referring to the online database. Commands are in red. Text for your use is in blue.

Polar Careers is also the system we use to assist you, the HIRING MANAGER, to post and manage your STUDENT EMPLOYMENT OPPORTUNITIES for ALL STUDENTS on campus, including those in the College of Law and Sodexho.

To start using Polar Careers, it’s important to understand if you are an existing Hiring Manager (in our system) or if you are a NEW Hiring Manager. What you do first, is determined by your status.

If you are a NEW Hiring Manager, keep reading. If you are an existing Hiring Manger, go to Step #9.

New Hiring Managers

1. To begin, go to the Polar Careers website, 
   http://www.onu.edu/student_life/career_services

2. Find the Polar Careers powered by Symplicity icon.

3. Click on the icon. It will take you to the login page. Select “Employer”.

4. Here you select....

   Register And Post Job
5. The first time you use Polar Careers, you will be asked to set up your employer account information. This is the information about ONU. You will add information unique to you, the Hiring Manager, further down the page. You will see fields marked with an asterisk (*), these are required fields.

**Organization Name** – Please use “Ohio Northern University – Student Employment”

Leave these fields blank:
- Description
- Website

6. **Services** – Uncheck “Careerfair”

7. **Contact Information** – add these fields:
- Name
- Title
- Division = Department
- Email
- Phone
- Address = 525 S. Main St.
- City = Ada
- State = Ohio
- Zip = 45810

8. Type in the generated image to go to the next screen. If you have not completed a field correctly, you will be re-directed to review that field in a memo box at the top of the screen.
9. If all your information was entered correctly, you will get this screen next.

Select “Post to This School Only”.

NOTE! Save your work as you go by clicking on “Done” or “Save and Finish Later”. CLICK “Submit” WHEN YOU HAVE FINISHED ENTERING ALL THE JOB POSTING INFORMATION.

• CURRENT HIRING MANAGERS:
If you need to re-activate and update an archived job, contact our office, ext. 2145. We can un-archive a job and you can update any out-of-date fields to repost the same job. No re-typing!

10. In this screen add the details about the student employment job.

• Position Type – It is very important that you select Student Employment.

• NOTE! The screen will update here and you will see the next screen.

11. Complete the required fields (*).

• Restrict Applications = No

• Title – Add the name of your student job.

• Description – Add a job description here.

Continue completing the form following directions on the next page.
It helps if you understand employers outside of ONU also use this same form for posting their jobs. Accordingly, where an outside employer would request a resume, ONU Hiring Managers will receive a Student Employment Application instead.

12. Resume Receipt – Select how you wish to accumulate applications: Email or Accumulate Online.

Accumulating applications online and reviewing them is easy and is discussed under # 33.

13. Additional Documents – Select “Other” if you also want the student to also submit a resume or other application materials to you. Otherwise, leave blank.

14. Requested Document Notes – If you are seeking resumes, the language you add here will depend on how you want to accumulate applicants’ information. This will help students understand what they need to do. If you wish to receive them:

- **By email**, add language similar to this, “Email resumes to my_email_address@onu.edu”
- **Online**, add language similar to this, “Submit your resume as the Document Type ‘Other’ AND include it with your Student Employment Application. Upload ALL requested documents FIRST, THEN add to your application at the same time! Once you apply, you cannot re-access your application to load missing requested documents!”

15. Posting Date – This is the date you would like for students to be able to view your job posting. You can set this date for today or for some time in the future when you wish the job to become viewable to students.

16. Expiration Date – This is the date you want your job posting to close so students can no longer view it. You can extend or shorten this date at any time while the job posting is active.

**BEWARE! Once you close your job posting, you cannot see your applicants!** If you are reviewing applicants online, do NOT close your job posting until you have finalized all of your student candidate selections.

17. Work Period – Select which work period you wish to hire for.

18. Class Level – Select multiple class levels by holding down the Control key on your keyboard and clicking on each Class Level title. Include as many classifications as possible. Use any of the following Class Level titles:

- Freshman
- Sophomore
- Junior
- Senior
- Pharmacy-First Year
- Pharmacy-Second Year
- Pharmacy-Third Year
- Pharmacy-Fourth Year
- Pharmacy-Fifth Year
- Law-First Year
- Law-Second Year
- Law-Third Year
- Masters

**ADDITIONAL DOCUMENTS:** If you have your own application documents you wish students to use, Polar Careers can assist you with uploading them for students to access electronically. This will help eliminate you needing to track hard copy documents.

See language to use for this purpose below.
19. Desired Major – Select one or multiple majors by using Control/Click.

20. Hours Per Week – Estimate how many hours -OR- provide a range of hours a student would be expected to work.

21. Hourly Wage – Insert the current rate for the position.

22. Duration – Indicate how long you anticipate this job to last. Duration can range from one hour to the entire academic year -OR- summer.

23. On Campus = Yes

24. Required Work Schedule – Include any hours that you know you need to have covered by the candidate filling this position.

25. Click “Done” or Submit”.

26. If you have been successful in completing your job posting, you will get this screen.

Now that you have completed your job posting, click on the Home tab. This will be your landing page the next time you log into Polar Careers.

STOP!

If you opted to manage student employment applications by email, you can stop here except for Step # 35. Also, it’s recommended that you communicate with applicants about their status for your job; we recommend using email to do so. On page 11 you will find a couple sample email messages you can use to communicate. This will help reduce the number of follow-up phone calls you receive as students wait to hear from you about your selections.

Learn how to manage your student employment applications online starting on the next page.
Skip the Personal Profile tab. That information only needs updated if you change positions/departments and/or phone numbers. If you work in two different departments/offices and expect to post jobs for both, consider adding the phone number where you can be reached to each job posting you create.

27. Account tab/Password Preferences – You can change your password at any time to something that is easier for you to recall.
   - Accessible Mode – Do not change.

REMINDER! If you make any changes on any screen at any time, be sure to click “save” to keep working and “Submit” before changing screens/moving to another tab.

28. Account tab/Document Library – This is where you can find online help documents. Documents which will help you the most can be found under the Tag, Student Employment.

29. Calendar tab – This tab is not in use.

30. Personal Profile tab – Please do not make changes here. It refers to ONU-Student Employment as an employer; the information is universal for all Hiring Managers.

31. Jobs tab – This is where you will spend most of your time when logged into Polar Careers.

32. Jobs tab/Job Postings – You will find the stats about your current job postings here. As long as the job is active (not expired), you can click on it and make changes to it if needed.

Continue learning about this section on following page.
33. Jobs tab/Student Resumes - If you indicated that you wish to have applications accumulate online, this is where you will find them. Here you manage the applicants for each position you have posted.

- Position – If you have multiple jobs currently active, click on the dropdown arrow and pick the job for which you want to review applicants.
- Status – This dropdown list allows you to manage your applicants, once you have reviewed them.
- Click “Search” to narrow the choices which result below.
- The resulting fields near the end of the page provide you with an overview of your applicants. Those fields with a “Δ” can be sorted. For example, you may want to sort your applicants by “Date Submitted” to review them in the order they were received. Students who saw the posting and applied early are typically on-task and genuinely interested.
- Under “Documents”, click on the “E” to view the Employment Application. The document will open as a PDF file and can be saved or printed if you wish. You must have Adobe Reader to view PDF files. If you do not have it, you can download a **FREE Adobe Reader** app to your computer at this URL: [https://get.adobe.com/reader/](https://get.adobe.com/reader/)
- After reviewing the applicant’s documents, indicate the applicant’s status for your job: Reviewed, Declined, Accepted, on the far right. This will help you keep track of who you have reviewed and what you thought of them as a candidate. **NOTE: Indicating status is a tool for your use; it does NOT send the candidate any messages.**

34. If others are involved in the selection process, you may find these additional tools on this same screen helpful.

- These fields allow you to take action on all or selected student applicant records by placing a check mark in front of the record.
  - Mail to Checked – Allows you to send a customized and personalized email through the Polar Careers system to multiple individuals. How to do this will be explained in Step # 38.
  - Save as Excel – Allows you to save applicant records to an Excel spreadsheet. The spreadsheet does NOT include the applicants’ application; it does include a link to the application which only YOU can access when logged into Polar Careers.
  - Generate Book – Allows you to create a book of student applications. An email will tell you when the book is ready for downloading (typically, it only takes a few minutes). You will need to be logged into Polar Careers to access, download and save the book. This is especially helpful if others are involved in the review process.
35. Job tab/Archived Jobs – Here is where you will find jobs after they expire. You can open them and view them but you cannot take action on them. In order to re-activate them, contact the Office of Polar Careers. We can un-archive them for you so you can update them. This saves a lot of work year after year when you re-post the same jobs. **NOTE:** When updating your job posting for the next hiring season, make sure to delete old applications.

36. Job Postings/Publication Requests – This is where you will find the books of applications you request when you “Generate a Book”. **Click on the PDF symbol and the packet will open.** You can then save the packet and send it to others to review the applicant pool. **NOTE:** When updating your job posting for the next hiring season, make sure to delete old publications.

37. You can send the same Email to multiple applicants through Polar Careers. Select the student records you wish to email. **Click “Mail to Checked”**. **Continued instruction on next page.**
38. Job Postings/Mail to Checked – Start composing your email to student applicants.

- Target = Student
- Content = BLANK
- Subject = Type in a subject
- From = Auto-filled with your email address.
- CC: Use this SPARINGLY! It sends a copy of EVERY email message you sent to the person you designate. You can end up sending LOTS of email copies to another person!
- BC = BLANK
- Send Copy To = Use this field instead of CC. It sends a copy of the first email to a group of applicants to the person you designate.
- HTML Format = No
- Message Body = Type the message you want to send. Use the AVAILABLE FIELDS on the right to personalize your message. The most commonly used field is [fname] which inserts the student’s first name in your message for each student.

It is recommended that you communicate with your applicants letting them know what their status is for your job posting.

On the following page are some sample email texts you may want to use in communicating with the students.

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DOING THIS PROVIDES THE APPEARANCE OF TRANSPARENCY AND IMPARTIALITY AS WELL AS BEING LESS LITIGIOUS FOR THE UNIVERSITY.
**Applicant Reviewed**

Dear [fname],

Your application is being reviewed for the following position: (you insert your job title here).

PLEASE NOTE! This does NOT mean you have been hired. You will receive a separate email from ONU Human Resources confirming your hiring.

Sincerely,

**Applicant Declined**

Dear [fname] --

Thank you for your recent application for (you insert your job title here). After reviewing the applications received, yours was not selected for further consideration.

I/We appreciate the time you invested in your application. Please feel free to apply for future job postings in my/our department for which you qualify.

I/We wish you success with your job search.

Sincerely,

**Applicant Accepted**

THIS EMAIL WILL BE SENT BY ONU HUMAN RESOURCES.