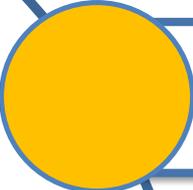




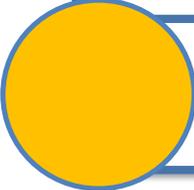
Application Steps for the Student

Step-by-Step Instructions: Applying for a TCNJ Job

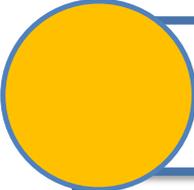
Before You Start



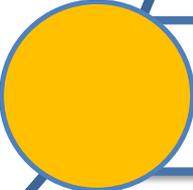
Take a few minutes to consider when you are available to work, and what you would like to do in your student position.



Before you apply to student positions please visit:
[Student Employment Website](#) to review student resources & guidelines



A resume may be needed to apply to a position. If required, is it ready?



FYI: IF you had a student position on 12/5/2019 you have an existing account: Please double-check if this is a possibility; so you don't create a duplicate account.

The Recruiting and Hiring Process

Please
Allow
Time:

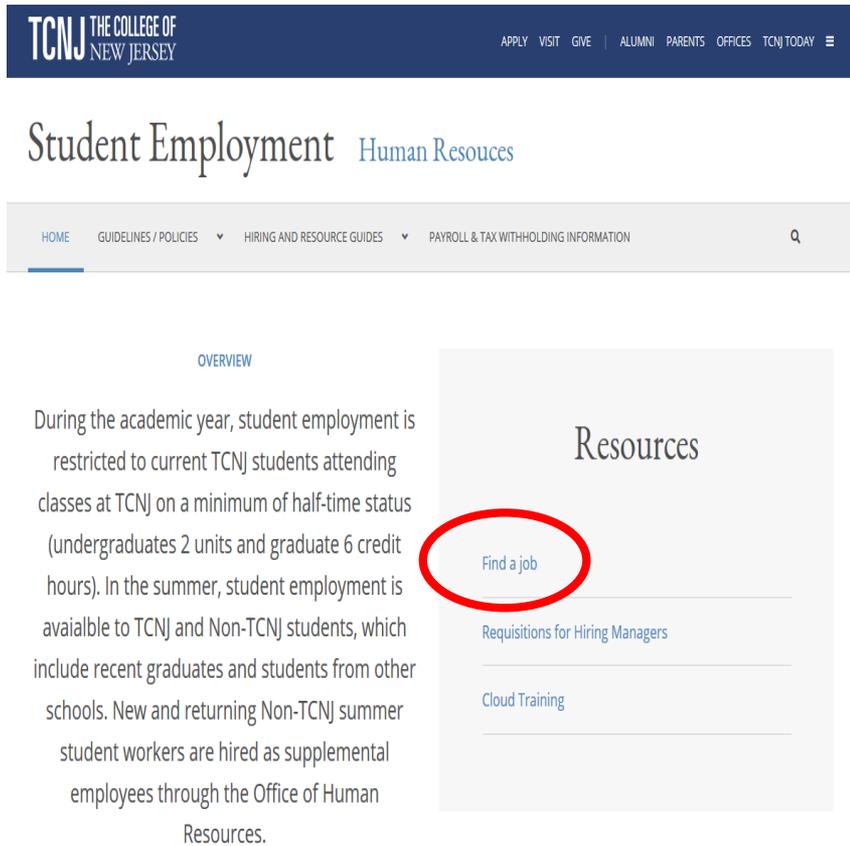
- Student applies
- Interview is scheduled and completed
- Offer is extended and accepted in Taleo
- After offer acceptance, if first TCNJ position, student verifies Name in Taleo
- If first TCNJ position, student enters birthdate and Social Security number
- If required as per job, background check is initiated
- If first TCNJ position, I-9 must be completed
- Human Resources enters student's information into the HCM Cloud
- Student logs onto Oracle HCM Cloud to enter direct deposit account details and Form W-4 withholding election
- Newly hired student will log into the timesheet system (IF student has an hourly schedule)

Step 1.

On the TCNJ Student Employment webpage:

<https://studentemployment.tcnj.edu/>

Click on “Find a job”



TCNJ THE COLLEGE OF NEW JERSEY

APPLY VISIT GIVE | ALUMNI PARENTS OFFICES TCNJ TODAY

Student Employment

Human Resources

HOME GUIDELINES / POLICIES HIRING AND RESOURCE GUIDES PAYROLL & TAX WITHHOLDING INFORMATION

OVERVIEW

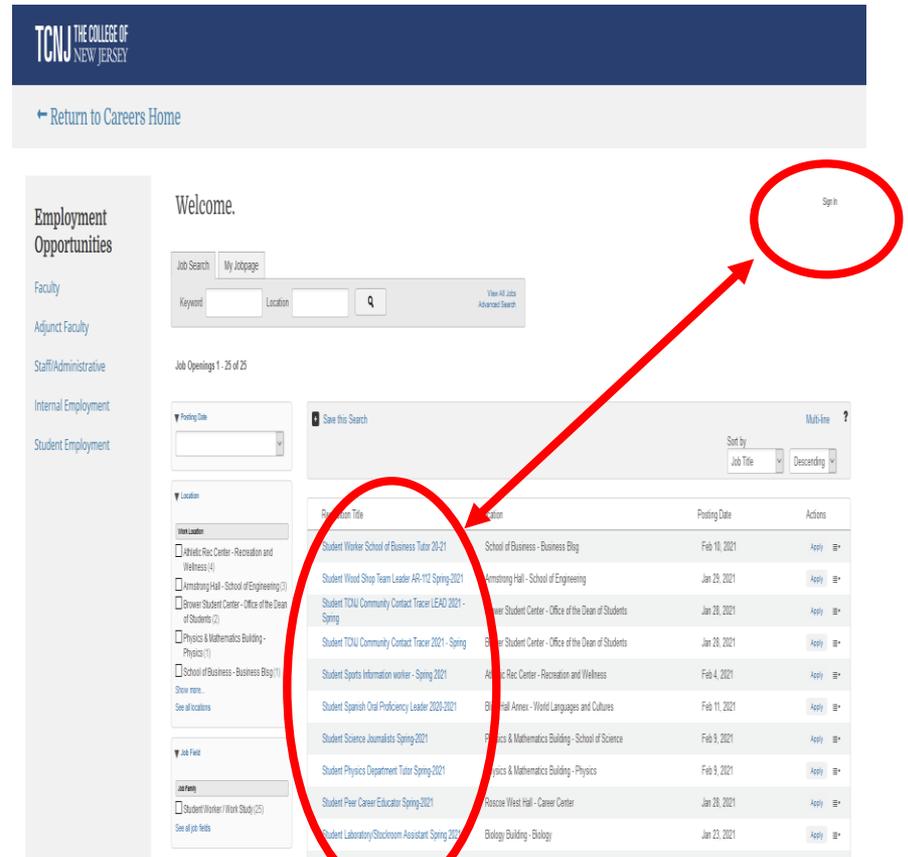
During the academic year, student employment is restricted to current TCNJ students attending classes at TCNJ on a minimum of half-time status (undergraduates 2 units and graduate 6 credit hours). In the summer, student employment is available to TCNJ and Non-TCNJ students, which include recent graduates and students from other schools. New and returning Non-TCNJ summer student workers are hired as supplemental employees through the Office of Human Resources.

Resources

- [Find a job](#)
- [Requisitions for Hiring Managers](#)
- [Cloud Training](#)

Step 2.

Click on “Sign In” to create or update your profile, OR you may look at opportunities first and sign in later.



TCNJ THE COLLEGE OF NEW JERSEY

Return to Careers Home

Employment Opportunities

Welcome.

Job Search My Account

Keyword Location

Job Openings 1 - 25 of 25

Posting Date

Save this Search

Sort by Job Title Descending

Posting Title	Location	Posting Date	Actions
Student Worker School of Business Tutor 20-21	School of Business - Business Bldg	Feb 10, 2021	Apply
Student Wood Shop Team Leader AR-112 Spring 2021	Armstrong Hall - School of Engineering	Jan 29, 2021	Apply
Student TCNJ Community Contact Tracer LEAD 2021 - Spring	Center Student Center - Office of the Dean of Students	Jan 28, 2021	Apply
Student TCNJ Community Contact Tracer 2021 - Spring	Center Student Center - Office of the Dean of Students	Jan 28, 2021	Apply
Student Sports Information worker - Spring 2021	Atkins Rec Center - Recreation and Wellness	Feb 4, 2021	Apply
Student Spanish Oral Proficiency Leader 2020-2021	Briggs Hall Annex - World Languages and Cultures	Feb 11, 2021	Apply
Student Science Journalists Spring 2021	Physics & Mathematics Building - School of Science	Feb 9, 2021	Apply
Student Physics Department Tutor Spring 2021	Physics & Mathematics Building - Physics	Feb 9, 2021	Apply
Student Peer Career Educator Spring 2021	Russcoe West Hall - Career Center	Jan 28, 2021	Apply
Student Laboratory/Stockroom Assistant Spring 2021	Biology Building - Biology	Jan 23, 2021	Apply

Step 3.

In the opportunity, you will click the “Apply Online” button

The screenshot shows the TCMJ careers portal. At the top, there is a navigation bar with the TCMJ logo and a link to 'Return to Careers Home'. Below this is a sidebar with 'Employment Opportunities' and various categories like Faculty, Adjunct Faculty, Staff/Administrative, Internal Employment, and Student Employment. The main content area displays a job listing for 'Student Fitness Center Associate Spring 2021-(20001493)'. The 'Apply Online' button is circled in red. The job description includes a welcome message, a description of the role, and a list of main responsibilities.

Main Responsibilities:

- Providing excellent customer service through interaction with users of this building while working in weight room and front desk
- Know and enforce rules based on the Fitness Center Employee Handbook and (include any Covid mandates)
- Attend all staff orientations and in-service trainings
- Attend to any incidents or accidents, record any and all information that is important
- Be punctual and conduct yourself in a professional manner
- Perform other duties as assigned

Front Desk Responsibilities:

- Responsible for issuing and collection of equipment
- Assist patrons in filling out membership

Step 4.

If you are working for the 1st time, you will need to click the New User button to create a username and password.

- REMEMBER if you had a prior position Do Not create a new profile: please Login in with your existing credentials.
- This username/password is separate and for Taleo only.

The screenshot shows the TCMJ careers portal login page. At the top, there is a navigation bar with the TCMJ logo and a link to 'Return to Careers Home'. Below this is a sidebar with 'Employment Opportunities' and various categories. The main content area displays a login form with fields for 'User Name' and 'Password'. A red box highlights the 'New OR Returning' button, with red arrows pointing to the 'New User' and 'Login' buttons. The login form also includes links for 'Forgot your user name?' and 'Forgot your password?'. There are also social media icons for Google+ and Facebook.

Step 5.

For first time users only

Create New User Login Details.

Press 'Register'

- Please use your TCNJ student email address.

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Mandatory fields are marked with an asterisk.

* User Name

* Password

* Re-enter Password

Email Address

Re-enter Email Address

or Sign in with:



Step 6.

Fill in Personal Details (several short pages).
You must complete all required fields with [*]
red asterisks. And ALSO add your PAWS ID =
ID#.

Personal Information

Source Tracking

Please indicate how you heard about this job.

* Source Type

* Online

Personal Information

Please enter all relevant personal information in the fields below.

* Prefix

* First Name

Middle Name

* Last Name

* Street Address (line 1)

Step 7.

There is a NEW “Place of Residence” Personal Information field. Please Filter by State, then choose the closest major City/Town to your home address (if your town is not listed). Continue to complete required fields with red asterisks.

Location Selector

Country	State/Province	Region
United States	New Jersey	Atlantic City
United States	New Jersey	Atlantic Highlands
United States	New Jersey	Basking Ridge
United States	New Jersey	Bergenfield
United States	New Jersey	Berkeley Springs
United States	New Jersey	Camden
United States	New Jersey	Cherry Hill
United States	New Jersey	Elizabeth
United States	New Jersey	Fredrick

18 locations available

Enter State. Press the selector button. Find closest town to you. Press Select.

Step 8.

Education Section: list highest level of education.

(For most students this is High School.)

Applying for: TCNJ Adjunct Faculty (Job Number: 20000320)

Step 4 out of 10 | Print

Resume Upload | Personal Information | Job Specific Questions | **Education** | Employment History | Certifications and Licenses | References | File Attachments | Diversity Survey | Review and Submit

Save and Continue | Save as Draft | Quit

Education

Adding education entries

To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Removing education entries

To remove an education from the list, identify it, then click "Remove Education".

Reordering education entries

To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Education

List the educational experiences below, starting with the most relevant education.

Education 1

* Institution
The College of New Jersey (Select

* Program
Human Resources (Select

Education Level (Achieved)
High School Diploma/GED (±11 yrs

Step 9.

Employment Section: You only are required to enter your most recent position.

In Certifications and Licenses: You may skip IF they are not required.

The screenshot shows the 'Employment History' section of a job application. At the top, there are navigation tabs for 'Job Search' and 'My Jobpage'. Below them, it says 'Applying for: TCNU Adjunct Faculty (Job Number: 20000320)'. A horizontal menu contains several steps: Personal Information, Job Specific Questions, Education, Employment History (highlighted in blue), Certifications and Licenses, References, File Attachments, Diversity Survey, and Review and Submit. Below the menu are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The main content area is titled 'Employment History' and 'Work Experience'. It instructs the user to list work experiences starting with the most relevant one. Under 'Work Experience 1', there are fields for 'Employer' (with a dropdown menu showing 'Wendy's'), 'Job Function' (with a dropdown menu showing 'Cashier'), 'Start Date' (with month and year dropdowns), and 'End Date' (with month and year dropdowns). There is also a checkbox for 'Current Job' and a text area for 'Achievements'. At the bottom left, there is a 'Remove Work Experience' link.

Step 10.

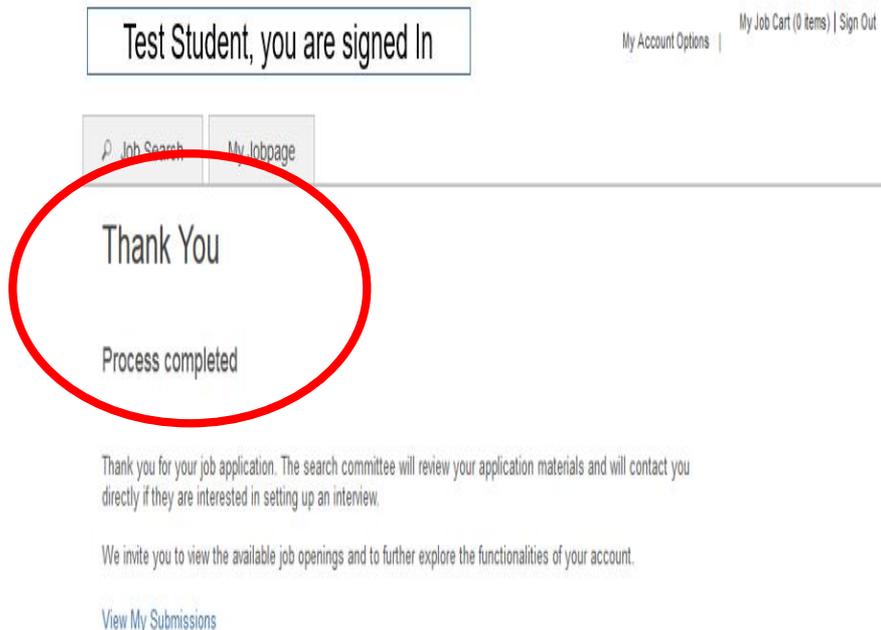
1. Please complete the optional Diversity Survey. This information is hidden in the system, and not viewable.
2. Press the 'Save and Continue' button

The screenshot shows the 'Diversity Survey' section of a job application. At the top, there are navigation tabs for 'Job Search' and 'My Jobpage'. Below them, it says 'Applying for: TCNU Adjunct Faculty (Job Number: 20000320)'. A horizontal menu contains several steps: Personal Information, Job Specific Questions, Education, Employment History, Certifications and Licenses, References, File Attachments, Diversity Survey (highlighted in blue), and Review and Submit. Below the menu are buttons for 'Save and Continue' and 'Save as Draft'. The main content area is titled 'Diversity Survey' and 'Diversity'. It asks the user to provide information regarding diversity. There are six numbered questions, each with a dropdown menu: 1. Ethnicity, 2. Race, 3. Gender, 4. Vietnam Era Veterans and Other Veterans, 5. Special Disabled Veterans, and 6. Individuals with Disabilities (Do you consider yourself an individual with a disability?). At the bottom, there are buttons for 'Save and Continue' and 'Save as Draft'. The 'Save and Continue' button is circled in red.

Step 11.

A Thank You message will appear to confirm submission is complete.

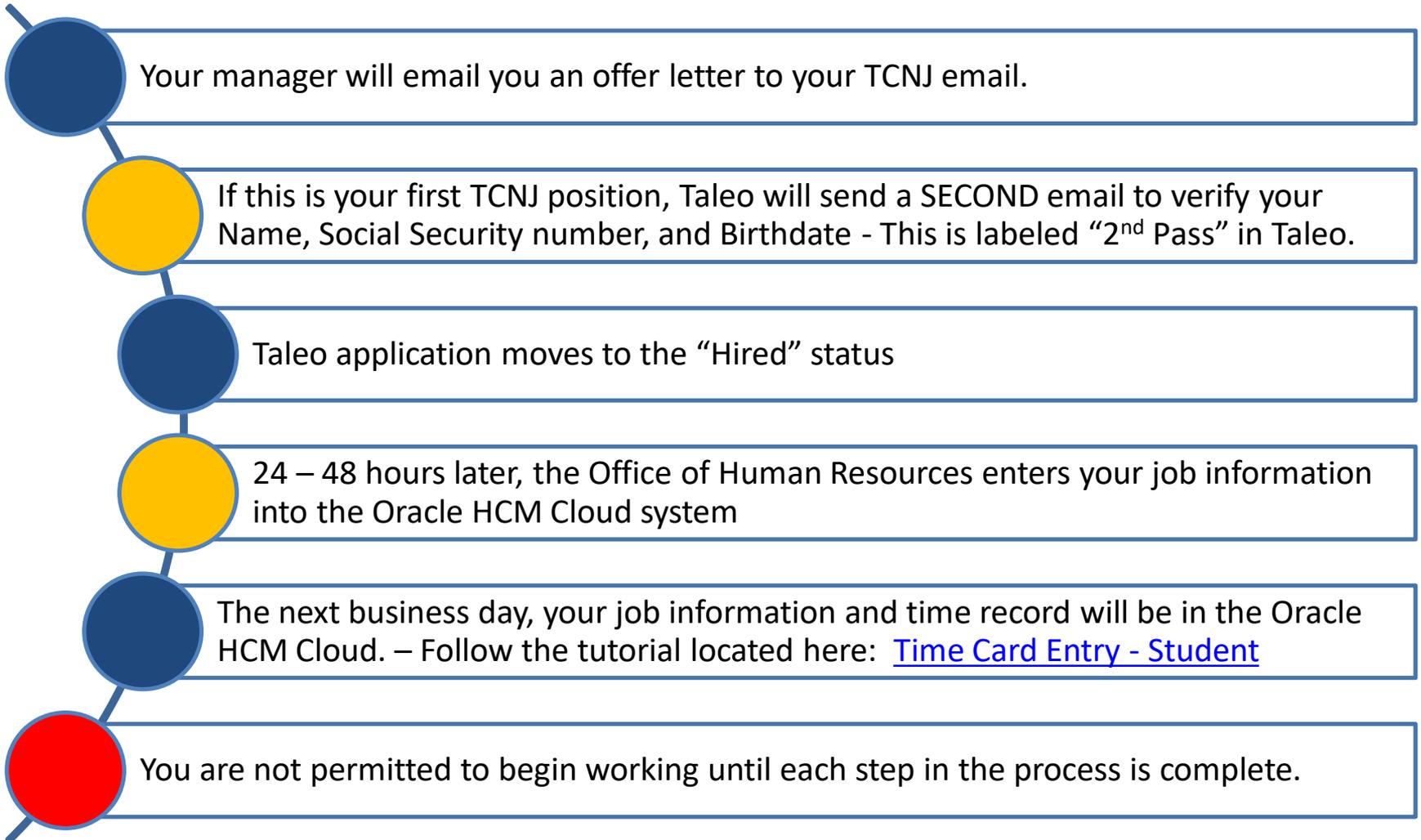
(If you do not receive this message your profile is NOT completed and your application is not submitted.)



The next two steps.

- There is an business-day overnight process to verify that you are a TCNJ student and taking the required minimum units.
- The next business day your application is opened for your manager to view. You will see your Taleo profile move to the “Interview” status: this means you are ready to Interviewed (NOT that you are selected yet for an interview).
- As Steps are completed your Taleo Status will be updated.
- Once the position is filled, you will received an email notification.

What are the Next Steps if You are Hired?



Your manager will email you an offer letter to your TCNJ email.

If this is your first TCNJ position, Taleo will send a SECOND email to verify your Name, Social Security number, and Birthdate - This is labeled “2nd Pass” in Taleo.

Taleo application moves to the “Hired” status

24 – 48 hours later, the Office of Human Resources enters your job information into the Oracle HCM Cloud system

The next business day, your job information and time record will be in the Oracle HCM Cloud. – Follow the tutorial located here: [Time Card Entry - Student](#)

You are not permitted to begin working until each step in the process is complete.

Thank You!

