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”

Step 2.
Click on “Sign In” to create or update your profile, OR you may look at opportunities first and sign in later.
Step 3.
In the opportunity, you will click the “Apply Online” button.

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.
Step 5.
For first time users only
Create New User Login Details.
Press ‘Register’
• Please use your TCNJ student email address.

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#.
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.

Step 8.
Education Section: list highest level of education.
(For most students this is High School.)
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.

Step 10.
1. Please compete the optional Diversity Survey. This information is hidden in the system, and not viewable.
2. Press the ‘Save and Continue’ button
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 a 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.
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!