

## Important Changes to the On Campus Job Posting Policy from the Career Development Center and Student Employment Office

The University of New Haven, as approved by the Officers and Deans, has implemented a new policy regarding on-campus employment for non-Federal Work Study positions (bursary).

Effective January 1, 2019, all on-campus employment positions\* (bursary) will require a ChargerLink Job ID number as part of the approval and funding process managed by the Student Employment Office.

The purpose of this policy is to create a central posting site for on-campus positions, resolving the poor customer service experience reported annually by students around searching and applying for on-campus positions. Students will now have one central site to review available positions and to apply per departmental posting instructions.

The ChargerLink Job ID is created when the position is posted in ChargerLink, the job database managed by the Career Development Center. **A space for the ChargerLink Job ID number will appear in the automated Student Employment authorization process as a required field.**

- Campus departments may continue to utilize other means to publicize for positions, but will be required to post the position in ChargerLink to generate the Job ID number. The process for interviewing and hiring will remain the discretion of campus departments.

**\*Please note the following on-campus employment positions are exempt from this policy:**

- 1. Graduate Assistantships with a tuition support package (i.e. Provost's Graduate Assistantships where you pick from a limited supply of grad students)**
- 2. Grant-funded positions**

Thank you for your compliance in this matter to make the process for students easier and more efficient.

### **Additional features ChargerLink provides to hiring departments:**

1. Ability for students to apply online via the system, eliminating email and phone call applications
2. Ability to review student resumes and profiles right in the system
3. Once a position is posted, it can re-opened for posting annually with the click of a button
4. Hiring managers can message candidates directly through the system
5. Easier ability to manage multiple job postings and applications from one screen

Technical assistance is available in the Career Development Center or via Lisa Scranton [lscranton@newhaven.edu](mailto:lscranton@newhaven.edu) 203.932.7485.

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