

Ohio Wesleyan Student Assistantship Program

2017-2018 / SUPERVISOR POSITION POSTING INSTRUCTIONS (For New StAP Supervisor Applicants)

Please print a copy of these application instructions

1. Sign in to **BishopLink** (<https://www.myinterfase.com/owu/employer/>)
 - a. **If you are new to StAP**, please click on 'Click here to register!' to set up an account.
 - i. Type in 'Ohio Wesleyan University' in the box under 'Find Your Organization'.
 - ii. Fill in the rest of your information on the registration page. Click on 'Register' when you're done

NOTE: Under 'Branch/Division Locations', please fill out your Department.

 - iii. Your account will be activated as soon as it is approved by the StAP administrator. Once registered, you will receive a confirmation email regarding access to BishopLink

*Once you **RECEIVE THE REGISTRATION MESSAGE**, YOU MAY PROCEED WITH THE FOLLOWING STEPS:

2. **Submit a new StAP position proposal** by doing the following:
 - a. Select 'My Jobs' at the top of your screen, select 'Job'
 - b. Fill in details of your new StAP position proposal by referring to the [StAP Supervisor Guidelines](#).

PLEASE NOTE:

 - i. Under 'Hours per Week' please enter 6 F&S to indicate the position is 6 hours a week for both semesters.
 - ii. Under 'Wage/Salary' type '1500'
 - iii. Under 'Position Type', please scroll down and select 'StAP'
 - iv. Please select '3/10/2017' under 'POST DATE' and '4/7/2017' under 'Expiration Date'.
 - c. Once you've completed the job description and qualifications, please click on 'Save' to save / submit the proposal

NOTE: The proposal will not be posted instantly; it will be approved by the StAP administrator at a later date.
3. You can review your posted StAP position(s) by doing the following:
 - a. Select 'My Jobs' at the top of your screen, select 'Job List'.

*UPON **APPROVAL OF YOUR POSITION**, YOU MAY PROCEED WITH THE FOLLOWING STEPS:

4. Beginning March 10th 2017, you may begin to receive applications from current students.

NOTE: Students must submit the following documents in order to apply for a StAP position:

- i. Resume
- ii. StAP Application

5. To review applications:

- a. Select **'My Jobs'** at the top your screen, select **'Job List'**
- b. Click on **'R'** under **'Activity'** for the job you would like to review applications for.
- c. Click on **'View'** under **'Action'** to open application you would like to review.
- d. You will need to send a message to the student to acknowledge receipt of his or her application materials and to schedule an interview. To do so, please click on **'Referral Message'** tab and enter your message, then submit by clicking **'Save'**

NOTE: You must extend an interview offer to EVERY student that applies for your position.

- e. To review the documents attached to the application, click on **'View Documents'** under the **'Page Functions'** on the left of the page.

NOTE: There will be **TWO** tabs (Resume & StAP application) on the top left of the document reader.

- f. After the deadline has passed for student application both the supervisors and students will be asked to rank positions (please keep track of your rankings until that time).