



University Process Improvement Student Job Posting Process

The Student Job Posting team was formed to review current policies, hiring process, job postings and selection of student workers. Goal was to streamline the process by creating a centralized website for students to search for open positions, provide information for students and department on the hiring process and encourage all departments to post student positions using the Tigerlink/Handshake software.

Team began meetings in May of 2021 and project went live August 2021.

Improvements include:

- Improve communication to students on positions available and reduced their time walking across campus in search for positions available.
- Created new centralized website for students and departments with information relating to the hiring process and applying for jobs (<https://www.memphis.edu/studentemployment>).
- Streamlined information by eliminating six websites and outdated information.
- Policy SA8010 updated to reflect current information for student employment.
- Standardization use of Tigerlink/Handshake.
 - Developed a standardized departmental job posting webform.
 - Encourage departments to post jobs in the system.
 - Encouraged departments to remove job postings from their websites.
 - Encourage students to complete application, resume and apply for jobs.
 - Included Chartwells and Follett job postings.
- Provost send campus communication encouraging departments to comply with the new process.

Future Recommendations:

- Include incoming freshmen and transfer students into Tigerlink/Handshake system two weeks prior to semester start date to allow them the opportunity to apply for positions.
- Host an 'on campus' job fair in the fall.