Yale-NUS College Student Associate Program

Student Associate Hiring Guide for Hiring Managers

1. How to Post a Student Associate Job on Symplicity

1) Go to https://yale-nus-csm.symplicity.com/employers/.
2) Log in. Enter your Yale-NUS email address as BOTH your username and password. Example:
   Username: firstname.lastname@yale-nus.edu.sg
   Password: firstname.lastname@yale-nus.edu.sg
   After your first login, you can change your password by clicking on your name in the top right corner and selecting Change Password.
3) Select Jobs -> Job Postings in the blue menu on the left.
4) Click on "Post a Job" at the bottom.
5) Check the box "Student Associate".
6) Enter the job specifics. Some things to note:
   - **Title:** For consistency, enter the title as follows: Student Associate – XYZ, where XYZ is the department or the main job scope, or a combination of both. Examples:
     Student Associate – Cell Biology Research
     Student Associate – CIPE
     Student Associate – Division of Sciences (Cell Biology Research)
     Student Associate – CIPE (Photography)
   - **Job Description:** Include responsibilities, any specific goals the Student Associate should achieve, expected number of hours per week, projected start date and end date, and duration of the appointment.
   - **Salary Information:** Enter \$9/hr, \$12/hr or \$20/hr. Use the Student Associate Pay Rate Guidelines to determine which rate would be most appropriate.
   - **Expiration Date:** The posting will be viewable until midnight on the expiration date you set.
   - **Additional vs Required Documents:** If you want a certain document to show as required, check the box for that document type both in "Additional Documents" and in "Required Documents".
   - **Desired Class Level:** If you limit to certain years, students from other years can still apply.
   - **Attachments:** Can be used for photos or other materials related to the job.
   - **CV Receipt:** If you select "Accumulate Online", the system will collect the applications for your review. "E-mail" sends them to an email address that you set. "Other" lets you choose a different method. Our recommended default option is "Accumulate Online".
7) Click "Submit".

IMPORTANT NEXT STEP

After you hit “Submit”, please inform your departmental contact point for the Student Associate Program that you have posted a new job, and ask them to approve it on Symplicity. Find your contact point in the List of Departmental Contact Points for SAP.

Approving the job posting is **essential**. If the posting is not approved, students cannot view it or apply for it.

2. How to Review Applications for a Student Associate Job on Symplicity

1) Select Jobs -> Student Resumes in the blue menu on the left.
2) Click on the title of the position whose applications you want to review. You will see the names of all students who applied.
3) To review the students' applications, you have two options.
   - **Option 1.** View every student's documents separately. This method works fine when there are only a few applicants.

     1. Under every student's name, there are two links – Resume and Cover/Application Letter. If the student submitted extra materials, there is also an Other Documents link.
     2. Click on each of those links and the document will display in a new tab in your browser. If you want to save the document to your computer as a PDF file, hover over the lower right corner while the file is open to find the Save button.

   - **Option 2.** Generate a PDF booklet with all applications – works great if there are many applicants.

     1. When you are on the page with all the applicants, check the box next to Batch Options. The Batch Options button will turn blue and all student names will be checked.
     2. Click on Batch Options -> Generate Book. A new page will open.
     3. Enter a name for the booklet – e.g. "Student Associate – Arts Applications Packet".
     4. If you'd like to send the booklet to an email address, enter that address in the Cc box.
     5. In "Which document types to include in the packet", check Resume, Cover/Application Letter and Other Documents, to make sure that everything the students submitted will be included.
     6. Choose your preferred option for the Table of Contents.
     7. You can leave the number 100 below as it is, unless you expect over 20, multi-page applications – in that case, you can increase the page limit.
     8. Submit request.
     9. Wait a few seconds and click on CV Books -> Publication Requests on the left.
     10. A new page will open, where at the top you will see the booklet with the name that you requested, and the label "complete" under "Status".
     11. Click on the PDF icon under "View" to view and download the booklet.

3. How to Hire Student Associates

After reviewing the applications, please email the student applicants to arrange an interview and/or to let them know the outcome.

When you would like to hire a student, send the following information to your [departmental contact point for the Student Associate Program]:
1. The name(s) of the student(s) that you would like to hire;
2. A brief job description, or the position title on Symplicity (from where they can extract the job description);
3. The pay rate ($9/hr, $12/hr or $20/hr);
4. The position's start and end date. Please give a contract start date that is a week or more after the day you are writing to the contact point, so that they have enough time to prepare the Student Associate contract, and to give you and the student time to sign it.

The departmental contact point will then prepare the SA contract, and email you and the student to sign it. After signing, the student can begin working as a Student Associate.

4. How to Review and Approve Student Associate Payment Claims

By the 1st working day of every month, your Student Associate must bring you the previous month's payment claim in hard copy for approval.

First-time claiming – WBS number. Before the student submits their very first claim for work with you, you can give them the WBS number for the research grant or departmental budget from which you will pay them. Then they can enter the WBS on the timesheet before printing it.

A claim consists of a Request for Payment form (RFP) and a timesheet.

When you receive a claim, you only need to review and sign the timesheet, as follows:
1. Review the shifts that the SA has listed, to ensure that the number of hours is accurate.
2. Check that the pay rate selected is correct ($9, $12 or $20 per hour).
3. Write your name, sign and put the date at the bottom of the timesheet, under "Supervisor Name, Signature, and Date."
    - If you are overseas, the student will send you a soft copy of their timesheet, which you can approve in an email reply to the student.
4. Return the claim to the student, who will pass it to the departmental contact point for SAP.

The RFP form will be reviewed and verified by the departmental contact point.