



Student Employment Portal User Guide - For Faculty & Staff

1. Introduction

The Student Employment Program is run by the Office of Career Services (OCS), to offer flexible paid work opportunities to students for developing essential work competencies. The Student Employment Portal has been designed to provide an automated solution for all necessary working mechanism of the existing processes as well as new features of the revamped on-campus student employment experience. Please use this user guide to help you navigate the portal.

2. Accessing the Portal

The portal can be accessed by clicking on [Student Employment Portal - Habib University](#).



The Student Employment Program is run by the Office of Career Services (OCS), to offer flexible paid work opportunities to students for developing essential work competencies. To learn more about the program, please review the [Student Employment Policy](#). For any additional queries or assistance, please drop us an email at career.services@habib.edu.pk.

To manage your roles and responsibilities as a student, supervisor or OCS representative please browse the relevant tabs below.

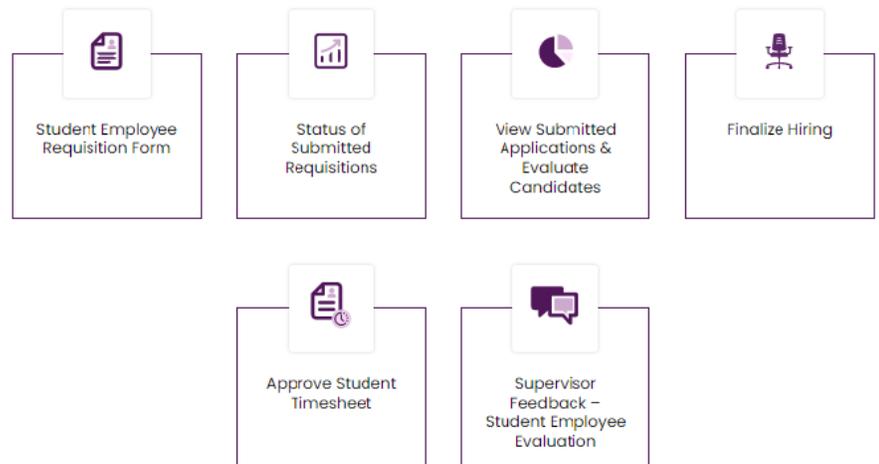
Student Employee

Campus Supervisor

Office of Career Service

Once on the portal, please click on **'Campus Supervisor'** and select the function you would like to perform. If you're not already signed in to your campus ID, you will be prompted to provide your username and password.

The functions available in the **'Campus Supervisor'** view, are as shown here on the right.





3. Submitting a Request to Hire a Student Employee

- Click on '[Student Employee Requisition Form](#)' and fill out your requirements as a hiring supervisor. For your reference, the information required in each field is as below:

Field Name	Required Information
Department Name	Department in which the student employee will be working. Please ensure that this is selected correctly as this will be the department which will be charged for the employment.
Type of Student Employee	Over here you specify if it is a new hiring or if the contract for an existing student employee is being extended.
Semester	Semester in which the employment will be undertaken.
Employment Category	Specify if you're hiring for an academic role i.e., teaching assistant/peer tutor or for an administrative role as a regular student employee
Please specify any specific work timings you would want the student to follow	If a student is required to report for work in a particular timeslot every day, it can be specified over here. This is not a mandatory field.
Supervisor's Name	Your name as the hiring supervisor will be auto-filled by the system.
Supervisor's email address	Your email ID as the hiring supervisor will be auto-filled by the system.
Deadline to Apply	This is the last date by when students can apply for the vacancy for which the requisition is being raised.
Tentative Interview Date	This is the date when you intend to interview potential candidates.
Contract Start & End Date	Please specify the duration of the proposed employment. This timeframe should fall within the duration of the semester for which the requisition is being raised.
Name of the Head of the Department	This will be auto filled with the name of the concerned HoD for the department in which the student employee will be working.
Reason for Hiring Student Employee(s)	A brief description of why the hiring request is being initiated.
List Down Key Tasks in Which Student Employee will be Engaged	Specify the role and responsibilities which will be assigned to the student.
Skills and Abilities Required	Specify skills and abilities a potential candidate should exhibit to successfully deliver on the role.
What are the learning outcomes for this position?	Specify what a student can expect to learn from the employment opportunity.
Please share the orientation and on job learning plan for this student employment.	Briefly share how you intend to orient the hired student about the job role and what your plan will be for ensuring the learning outcomes are achieved.
Do you want to advertise this position?	If you have already selected a candidate for the role, please select 'No' and share their details. Please note that this is discouraged in order to make student employment opportunities accessible to more students.



- Once you submit the [Student Employee Requisition Form](#), the request will be forwarded via email to the HoD of the department in which the student employee will be hired.
- Once the HoD approves the requisition, Office of Career Services (OCS) will be notified of the requirement.
- OCS will publish the job on the portal which will be accessible to the students to apply. You can track the status of your requisition by clicking on '[Status of Submitted Requisitions](#)'

The screenshot shows the top navigation bar of the Habib University SharePoint site. Below the navigation bar, there is a header section with the text "Student Employment Portal" on the left, contact information "Support for administrative services & campus facilities" and "4224 servicedesk@habib.edu.pk" in the center, and a search box on the right. The main content area displays a table titled "Status of Submitted Requisitions" under the heading "Office of Career Services". The table has the following columns: Submission Date, Supervisor's Name, Department Name, Type of Student Employee, Title of Position, HOD Name, HOD Approval Status, and OCS Approval Status.

4. Evaluating & Hiring Potential Candidates

- Every time a student submits an application for an advertised vacancy, as the hiring supervisor you will receive an email notification.
- All applications received can also be viewed by clicking on '[View Submitted Applications & Evaluate Candidates](#)'. Please use this tab to view all applications received for the job role as well as to submit your evaluation of the candidates whom you decide to interview.

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- At the end of the interview evaluation form, you will be prompted to 'Hire', 'Shortlist' or 'Decline' a candidate.



- If you select 'Hire', OCS will be notified of your decision. If you select 'Shortlist' for a certain candidate and later decide to hire the student, please click on '[Finalize Hiring](#)'. Over here you will be able to view the decision you had originally submitted for each of the candidates interviewed. To hire a shortlisted candidate please access the evaluation link under 'Final Decision' and accordingly resubmit the evaluation form.
- OCS will check the conduct status of the students recommended for hiring and issue the final offer letter to the selected students.

5. Approving Timesheets

- Once a student is hired, every month they will be required to log in their work hours between the **27th** to the **30th /31st** (last day of the month). As a supervisor, for approval purposes you will have access to timesheets from the **27th** till the **2nd** of the next month.
- To approve timesheets please click on '[Approve Student Timesheet](#)'. This tab will list the timesheets of all students under your supervision who have submitted their timesheets for you to approve. You will also continue to receive email notifications every time a student submits a timesheet.

6. Sharing Supervisor Feedback

- At the end of every semester, you will have the opportunity to share your feedback on the performance of the hired student employees. Please use the [Supervisor Feedback – Student Employee Evaluation](#) tab to share your feedback for each of the students you supervised. To facilitate you, towards the end of the semester, this page will be automatically populated with the details of students under your supervision who submit their timesheet.

The complete Student Employment Policy can be accessed on the link below:

[Student-Employment-Policy.pdf \(habib.edu.pk\)](#)

If you have any additional queries, please contact career.services@habib.edu.pk

Thank you!