



جامعة قطر  
QATAR UNIVERSITY

# **New Student Employment Services System**

## **Supervisor's User Manual**

Student Employment Section

Fall 2023



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## Supervisor’s Guide to the New Student Employment Services System

The Student Employment Section has updated the current Student Employment Services System for students applying for a job within the university premises with updated user interface and ease of use. This guide aims to show the supervisors how to access and navigate this new services system conveniently and efficiently.

This also includes the updates system for supervisors to efficiently seek, hire, and manage students under their supervision, along with creating job postings for students to see, and their department’s budget, among other things.

## General Overview on the Supervisors’ New Student Employment Service System

1. Log in to the QU Banner using your QU ID and password.
2. Navigate to “QU Services” and then click on “Student Employment Services”.



Welcome, [Name] to myBanner Self Service

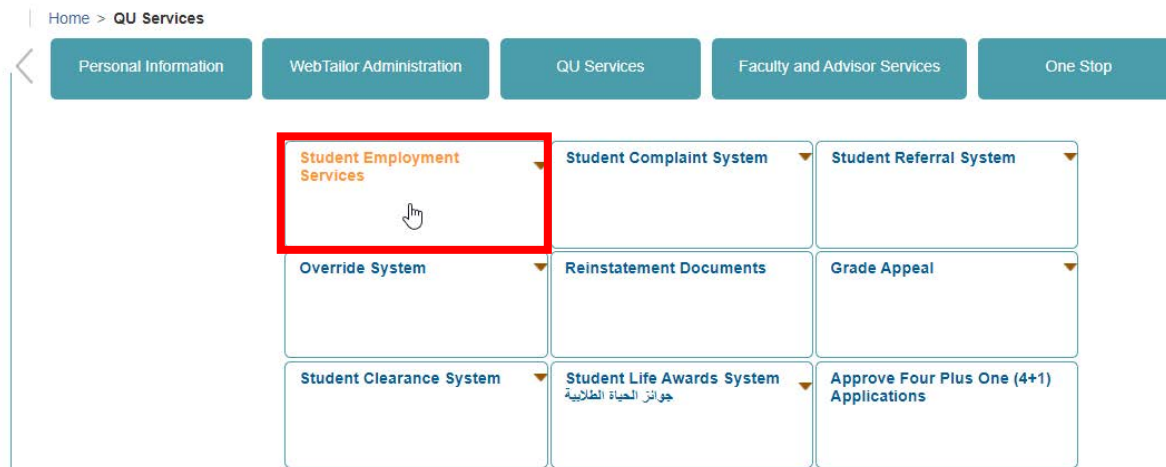


Figure 1 – QU Banner Dashboard

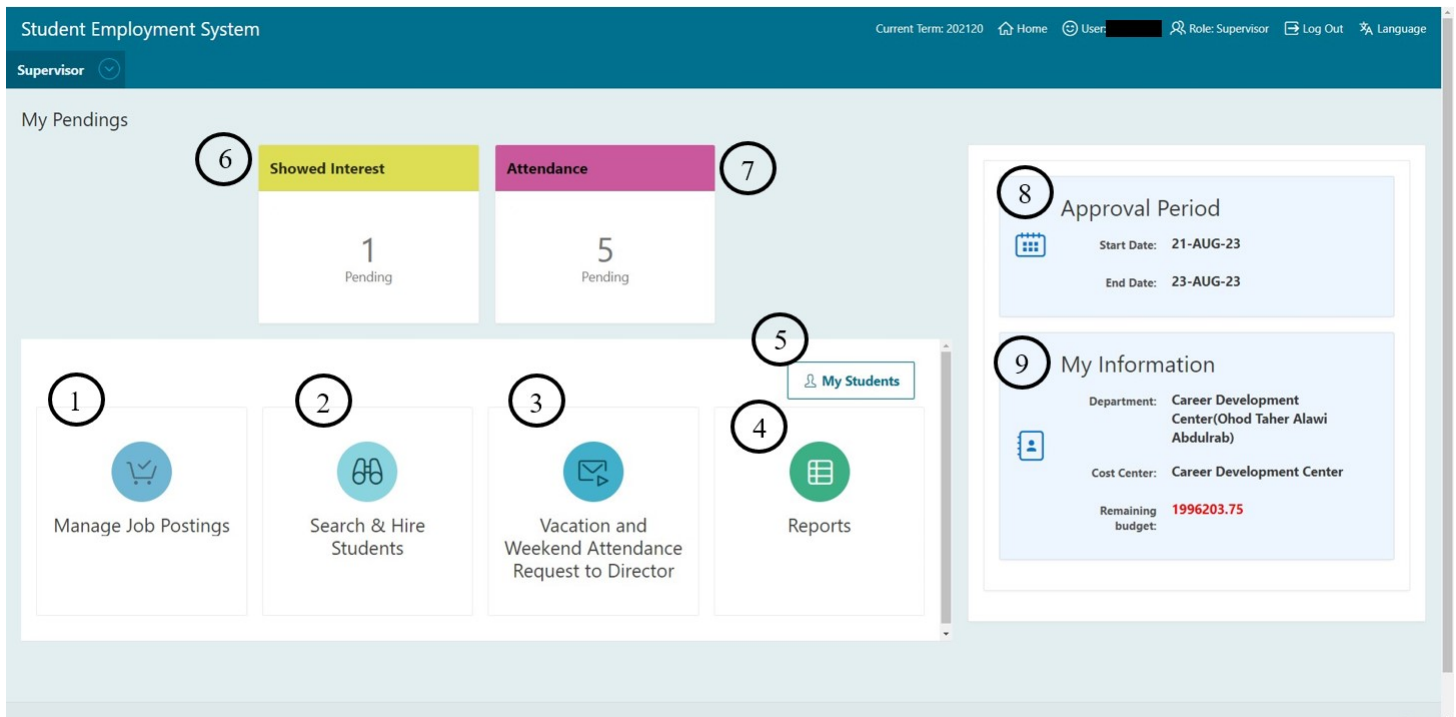


Figure 2 – New Student Employment Services System Main Dashboard for Supervisors

After you have entered your credentials, you are now in the new Student Employment Services System. This is the new and updated Student Employment Services Program featuring new functions that will be gone through one by one after this step. The overview of these functions is as shown:

1. **“Manage Job Postings”** – Here is where you will create, publish, and manage job postings.
2. **“Search & Hire Students”** - Here is where you search for specific students that are available for hiring in terms of their availability, skillset, and other factors suiting your job posting’s nature.
3. **“Vacation and Weekend Attendance Request to Director”** – In some cases students need to work during official holidays or weekends, supervisors can cater to that need through this function along with the director’s approval.
4. **“Reports”** – This is where you can view, create, and manage reports pertaining to the student employees under your management.



5. **“My Students”** – Here you can see all the student employees under your supervision, where you can also approve or deny their application to work for you in whatever job posting they are interested in.
6. **“Showed Interest”** – Here you can see students who are interested in the job posting you published.
7. **“Attendance”** – Here you can see the work hours attended by the student and can approve or deny their work hours.
8. **“Approval Period”** – This is the period of time where you can approve the working hours of all the student employees under your name.
9. **“My Information”** – Here you can view the important information about your department, your cost center, and the budget allowed to you by your department.

## Steps on How to Use Each Function in the Student Employment Services Platform

With regards to hiring students, there are two ways for you to do so, which is creating the job posting through the “Manage Job Postings” function, or the “Search & Hire Students” function.

### **A. Manage Job Postings**

1. Click on “Manage Job Postings” (next page).

Student Employment System

Current Term: 202120 Home User Role: Supervisor Log Out Language

Supervisor

My Pending

Showed Interest 1 Pending

Attendance 5 Pending

Approval Period

Start Date: 21-AUG-23

End Date: 23-AUG-23

My Information

Department: Career Development Center(Ohod Taher Alawi Abdulrab)

Cost Center: Career Development Center

Remaining budget: 1996203.75

Manage Job Postings

Search & Hire Students

Vacation and Weekend Attendance Request to Director

Reports

My Students



2. This is the main dashboard for the “Manage Job Postings” Function. Here you can create and activate as many job postings as you might need at a given time. To create a job posting, click on “Add New Job Posting” at the top right of the dashboard.

Student Employment System

Current Term: 202120 Home User: [Redacted] Role: Supervisor Log Out Language

Supervisor

### Manage Job Postings

Search: [Input] Go Actions

**Add New Job Posting +**

Department: 00853 - Career Development Center(Ohod Taher Alawi Abdulrab)

Posting Code	Job Title	Type	Campus	Applicant Gender	Expiry Date	Active / Shown on job market ?	Needs deactivation
P0036	J002 - Graphic Designer	On Campus	Not Specified	Male and Female	31-AUG-23	<input checked="" type="checkbox"/>	No
P0038	J027 - Marketing Coordinator	Not Specified	Not Specified	Not Specified	31-AUG-23	<input type="checkbox"/>	No
P0034	J033 - Receptionist	On Campus	Not Specified	Male and Female	31-JUL-23	<input checked="" type="checkbox"/>	Yes
P0035	J002 - Graphic Designer	On Campus	Not Specified	Male and Female	31-JUL-23	<input type="checkbox"/>	No

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3. This is where you can create your job postings with the availability of many tools for flexible job creation.
  - a. Start by selecting your job title first from among the list of jobs provided by the Student Employment Section. It will also automatically decide if it is a Grade 1 or Grade 2 Job.
  - b. Select your Job Type, whether it is on campus, remote, or both.
  - c. Select the campus where the job will be located.
  - d. Select the Gender.
  - e. Select the necessary skills that is required to do the job as expected by you.
  - f. Click whether you want to activate it now as soon as you publish it or publish it later at the main job posting dashboard.
  - g. Set the expiry date of this job posting by setting a date either by matching the approval date or your own expiry date.



- h. Here is where you write the job description of the job posting you want to publish to students. Make sure that the job is well-described with the skills needed for the job along with other important remarks that the student should know before taking the job (See Figure 2b).

Student Employment System

Current Term: 202120 Home User Role: Supervisor Log Out Language

Supervisor

### 1. Add New Job Posting Details

Job Title: \*  **a**

Grade:

Job Type:  Not Specified  Blended  Remote  On Campus **b**

Campus:  Not Specified  Main  QU- Female Buildings  QU- Male Buildings **c**

Gender: \*  Female  Male  Male and Female **d**

Department: \* 00853 - Career Development Center(Ohod Taher Alawi Abdulrab)

Reporting to: \* Ohod Taher Alawi Abdulrab

Active Post? \*  **f**

Expiry Date: \*  **g**

Job Description Summary:

### 2. Add Skills

**e** \* Skills

- English- Weak  English- Average
- English- Excellent  Bilingual
- Translation  Typing English
- Typing Arabic  Microsoft Excel
- Microsoft Access  Editing
- Microsoft Word  Microsoft Power Point
- Arabic Calligraphy Skill  Web Designing
- Computer Programing  Advertising Design
- Graphic design  Illustrator
- Adobe Photoshop  Painting skill
- Photography skill  Videography skill
- Content Creator  Social Media
- Writing and reporting  Communication skill
- Presentation skill  Secretariat
- Customer Services  Dealing with Special Needs
- Teamwork  Organizing Events
- Data Entry  SPSS
- Tutoring  Poetry
- Athletics Training Skill  QU Club Member/Organization
- Career  Acting

Figure 3a – Job Posting Form



- Once done, check the settings once more, then once satisfied, click on “Publish to Job Market”. Your job posting will now appear in the student’s Job Market function.

Student Employment System

Current Term: 202120 Home User: [Redacted] Role: Supervisor Log Out Language

Supervisor [Dropdown]

Job Description Summary:  
(Please use Times New Roman, Size 14)

Cancel

3 Publish to Job Market

Figure 3b – Job Posting Form

Here is an example of a fully filled form for job market posting about Graphic Designer (See Figure 3a and 3b).

1. Add New Job Posting Details

Job Title: J002 - Graphic Designer

Grade: Grade Level 1

Job Type:  Not Specified  Blended  Remote  On Campus

Campus:  Not Specified  Main  QU- Female Buildings  QU- Male Buildings

Gender:  Female  Male  Male and Female

Department: 00853 - Career Development Center(Ohod Taher Alawi Abdulrab)

Reporting to: Ohod Taher Alawi Abdulrab

Active Post?: Yes

Expiry Date: 31-Aug-23

Job Description Summary:

2. Add Skills

\* Skills

<input type="checkbox"/> English- Weak	<input checked="" type="checkbox"/> English- Average
<input type="checkbox"/> English- Excellent	<input checked="" type="checkbox"/> Bilingual
<input type="checkbox"/> Translation	<input checked="" type="checkbox"/> Typing English
<input checked="" type="checkbox"/> Typing Arabic	<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Editing
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Power Point
<input type="checkbox"/> Arabic Calligraphy Skill	<input type="checkbox"/> Web Designing
<input type="checkbox"/> Computer Programming	<input type="checkbox"/> Advertising Design
<input checked="" type="checkbox"/> Graphic design	<input checked="" type="checkbox"/> Illustrator
<input checked="" type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Painting skill
<input type="checkbox"/> Photography skill	<input type="checkbox"/> Videography skill
<input type="checkbox"/> Content Creator	<input type="checkbox"/> Social Media
<input type="checkbox"/> Writing and reporting	<input type="checkbox"/> Communication skill
<input type="checkbox"/> Presentation skill	<input type="checkbox"/> Secretariat
<input type="checkbox"/> Customer Services	<input type="checkbox"/> Dealing with Special Needs
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Organizing Events
<input type="checkbox"/> Data Entry	<input type="checkbox"/> SPSS
<input type="checkbox"/> Tutoring	<input type="checkbox"/> Poetry
<input type="checkbox"/> Athletics Training Skill	<input type="checkbox"/> QU Club Member/Organization

Figure 4a - Sample Job Posting Form





Job Description Summary:  
(Please use Times New Roman , Size 14 )

Responsible for the concept, design, and production of innovative, high-quality print and digital artwork, including logos, advertisements, brochures, and websites.  
Develop compelling graphics and layouts for use on websites, social media, and print materials.

Required Skills:

- Bilingual (Arabic and English)
- Proficient in Adobe Illustrator and Photoshop

Cancel 3. Publish to Job Market

Figure 4b – Sample Job Posting Form

- Do not forget to deactivate the job posting once the position of your job offering has been filled so that all others will be rejected automatically by simply clicking on the button marked with a red circle on the main job posting page.

Student Employment System

Current Term: 202120 Home User: [redacted] Role: Supervisor Log Out Language

Supervisor

### Manage Job Postings

Search: [input] Go Actions

Add New Job Posting +

Department: [dropdown] Needs Deactivation

Department : 00853 - Career Development Center(Ohod Taher Alawi Abdulrab)

Posting Code	Job Title	Type	Campus	Applicant Gender	Expiry Date ↓↑	Active / Shown on job market ?	Needs deactivation
P0036	J002 - Graphic Designer	On Campus	Not Specified	Male and Female	31-AUG-23	<input checked="" type="checkbox"/>	No
P0038	J027 - Marketing Coordinator	Not Specified	Not Specified	Not Specified	31-AUG-23	<input type="checkbox"/>	No
P0034	J033 - Receptionist	On Campus	Not Specified	Male and Female	31-JUL-23	<input checked="" type="checkbox"/>	Yes
P0035	J002 - Graphic Designer	On Campus	Not Specified	Male and Female	31-JUL-23	<input type="checkbox"/>	No

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## B. Search and Hire Students

### 1. Click on “Search & Hire Students”

The screenshot shows the 'Student Employment System' interface. At the top, it indicates the current term is 202120 and the user is a Supervisor. The main dashboard area is titled 'My Pendings' and contains two cards: 'Showed Interest' with 1 pending item and 'Attendance' with 5 pending items. Below these are four main action buttons: 'Manage Job Postings', 'Search & Hire Students' (highlighted with a red box), 'Vacation and Weekend Attendance Request to Director', and 'Reports'. On the right side, there is a 'My Information' panel showing the user's department as 'Career Development Center (Ohod Taher Alawi Abdulrab)' and a remaining budget of 1996203.75.

2. Here you can search for specific students that match with the required skillsets that you are seeking for your job posting. With the filter settings on the right, you can select either the student him/herself using the student's ID (1), the gender (2), the current semester (3), the free time you need for the student to be available in (4), and the set of skills you are looking for in a student (5). After clicking on “Search”, a list of students matching your description will appear on the right (6).

The screenshot shows the search and filter interface. On the left, there are five numbered filter sections: 1. Student ID (All Students), 2. Applicant Gender (All), 3. Free time in Term (Spring 2023), 4. Free Time (From) and Time (To) (0900 and 1500), and 5. Skills (English - Excellent, Microsoft Access, Microsoft Word, etc.). A 'Search' button is located at the bottom of the filter section. On the right, a table displays search results with columns: Student ID, Name, Gender, College, Major, Level, GPA, Contact No., Application No., Career excellence, Details, and Hire student. A note at the top indicates 'Budget Remaining: 1996203.75'.

Student ID	Name	Gender	College	Major	Level	GPA	Contact No.	Application No.	Career excellence	Details	Hire student
		Male	Engineering	Engineering Management	Master	3.76		1	No	View Skills	Hire Student
		Female	Health Sciences	Public Health	Master	3.66		1	No	View Skills	Hire Student
		Female	Business and Economics	Marketing	Master	3.5		1	No	View Skills	Hire Student
		Female	Law	Public Law	Master	3.78		1	No	View Skills	Hire Student
		Male	Engineering	Civil Engineering	Master	3.75		1	No	View Skills	Hire Student
		Female	Health Sciences	Public Health	Master	3.64		1	No	View Skills	Hire Student
		Female	Engineering	Computing	Master	3.94		1	No	View Skills	Hire Student
		Male	Engineering	Civil Engineering	Master	3.5		1	No	View Skills	Hire Student
		Female	Engineering	Environmental Engineering	Master	3.75		1	No	View Skills	Hire Student
		Female	Arts and Sciences	Gulf Studies	Master	3.6		1	No	View Skills	Hire Student
		Female	Engineering	Engineering Management	Master	0		1	No	View Skills	Hire Student
		Male	Engineering	Mechanical Engineering	Master	4		1	No	View Skills	Hire Student
		Male	Pharmacy	Pharmacy	Master	3.02		1	No	View Skills	Hire Student
		Female	Law	Private Law	Master	3.61		1	No	View Skills	Hire Student



- To continue from Step 2, after filtering your search with the given filters, you can see the list of students, their colleges, their GPA, and other credentials. Look through the list and choose your students. After having done so, click on “View Skills” (See Figure 4) if you want to know more about the student, otherwise click on “Hire Student” (See Figure 5) to hire the student to take on the job position.

Student ID	Name	Gender	College	Major	Level	GPA	Contact No.	Application No.	Career excellence	Details	Hire student
[REDACTED]	[REDACTED]	Male	Engineering	Engineering Management	Master	3.76	[REDACTED]	1	No	<a href="#">View Skills</a>	<a href="#">Hire Student</a>
[REDACTED]	[REDACTED]	Female	Health Sciences	Public Health	Master	3.66	[REDACTED]	1	No	<a href="#">View Skills</a>	<a href="#">Hire Student</a>

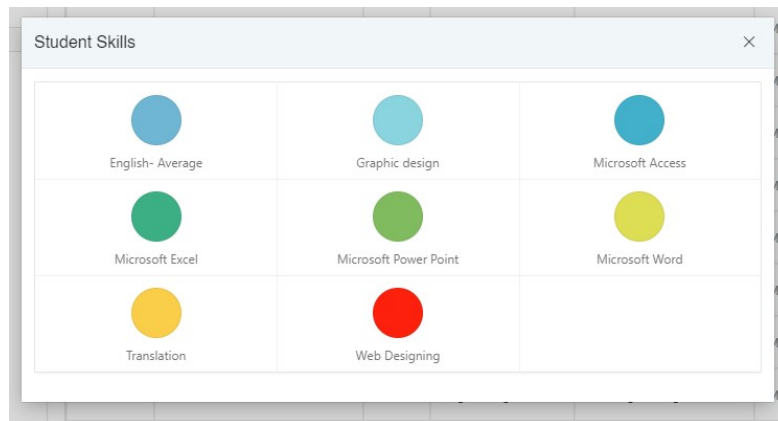


Figure 5 – This is what will appear when you click on “View Skills”. The student’s skillset can be seen here.

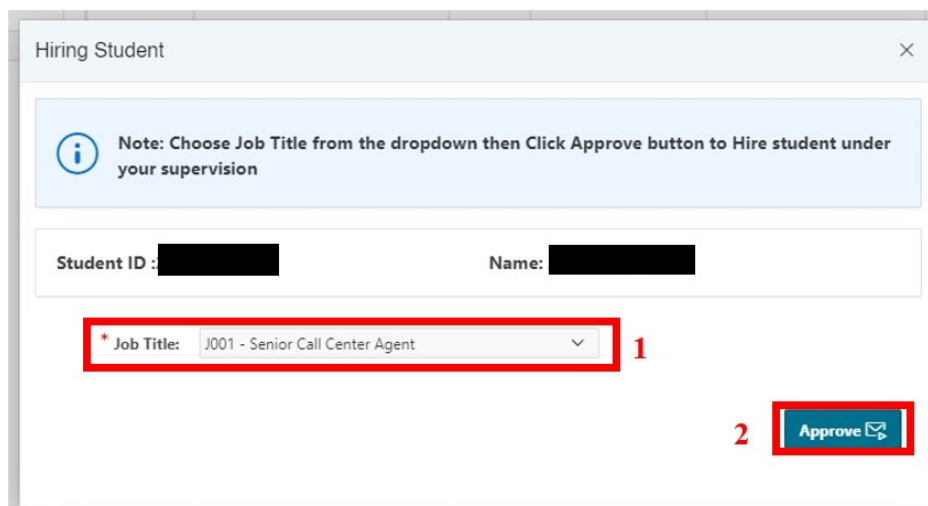
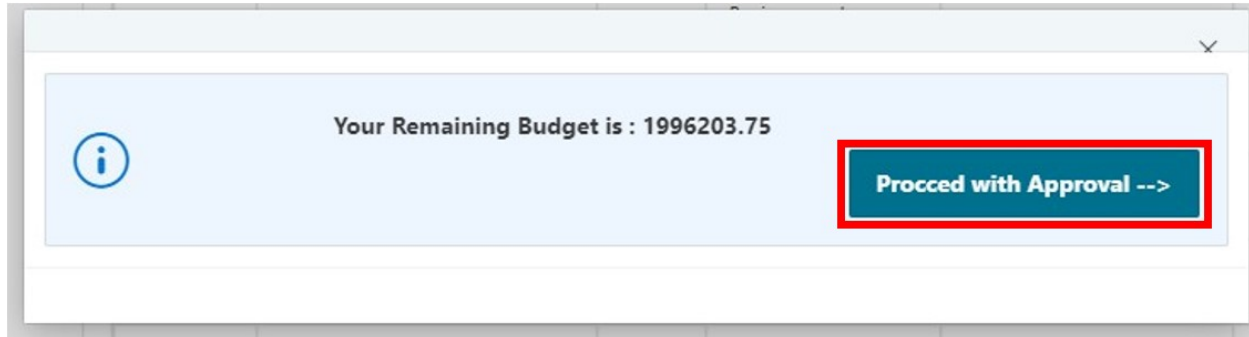


Figure 6 – This is what will appear when you click on “Hire Student”. Select the job you want the student to take (1), then click on “Approve” (2).



- After having clicked on “Hire Student”, selected what job position you want the student to work in and approved, it will remind you once more of your budget. If you are okay with the budget allowance and the student to work for you, click “Proceed with Approval”. The student is now hired and under your supervision. You can view this student in the “My Students” button at the home dashboard (See Figure 6).



**Information:**  
This report shows data about all currently active students

Report: All Active Students for Supervisor

ID	Student Name	App #	Application Term	Job title	Level	Nationality	College	Gender	Department	Cost Center	Email Address	Last Attendance	Total Working Hrs
		3	Spring 2022		Undergraduate	Qatar	Business and Economics	Female	00853 - Career Development Center(Ohod Taher Alawi Abdulrab)	160401 - Career Development Center		15-JUN-23	14
		2	Spring 2022		Undergraduate	Qatar	Business and Economics	Female	00853 - Career Development Center(Ohod Taher Alawi Abdulrab)	160401 - Career Development Center		25-JUL-23	19.75
		3	Spring 2022	J003 - Research Assistant	Undergraduate	Qatar	Business and Economics	Female	00853 - Career Development Center(Ohod Taher Alawi Abdulrab)	160401 - Career Development Center		09-AUG-23	19.75
		2	Spring 2022	J033 - Receptionist	Undergraduate	Palestine	Dental Medicine	Female	00853 - Career Development Center(Ohod Taher Alawi Abdulrab)	160401 - Career Development Center		15-AUG-23	4
		5	Spring 2022		Undergraduate	Pakistan	Arts and Sciences	Female	00853 - Career Development Center(Ohod Taher Alawi Abdulrab)	160401 - Career Development Center		20-AUG-23	0

Figure 7 – The “My Students” Dashboard. This is where you will view the students that you hired and are under your supervision along with their details and work hours.



### C. “Showed Interest” Function

1. To view those students who are interested in the job offer you posted, click on “Showed Interest”.

Student Employment System

Current Term: 202120 Home User Role: Supervisor Log Out Language

Supervisor

My Pendings

**Showed Interest** 1 Pending

**Attendance** 5 Pending

Approval Period  
Start Date: 21-AUG-23  
End Date: 23-AUG-23

My Information  
Department: Career Development Center(Ohod Taher Alawi Abdulrab)  
Cost Center: Career Development Center  
Remaining budget: 1996203.75

Manage Job Postings Search & Hire Students Vacation and Weekend Attendance Request to Director Reports

2. Here you can see a list of students who are interested in the job offer you posted and are waiting for you to hire them. To view their skills, click on “View Skills” (See Figure 4, p.8), otherwise click on “Hire Student” (See Figure 5, p.8) to hire the student. The student will receive an automatic email notification indicating that he/she is hired for the job.

Take/Hire Student

Note: Budget Remaining: 1996203.75

Search: [ ] Go Actions

Job description Posting Code

Job description : Receptionist, Posting Code : P0034

Student ID	Name	College	Major	Level	Contact No.	Email	Department	Reporting to	Job Type	Campus	Details	Action
201901427	Zena Khaled Moussa Abouzenad	Dental Medicine	Dental Medicine	Undergraduate	66146764	za1901427@student.qu.edu.qa	00853 - Career Development Center(Ohod Taher Alawi Abdulrab)	15675 - Ohod Taher Alawi Abdulrab	Campus	-	View Skills	Hire Student

1 - 1

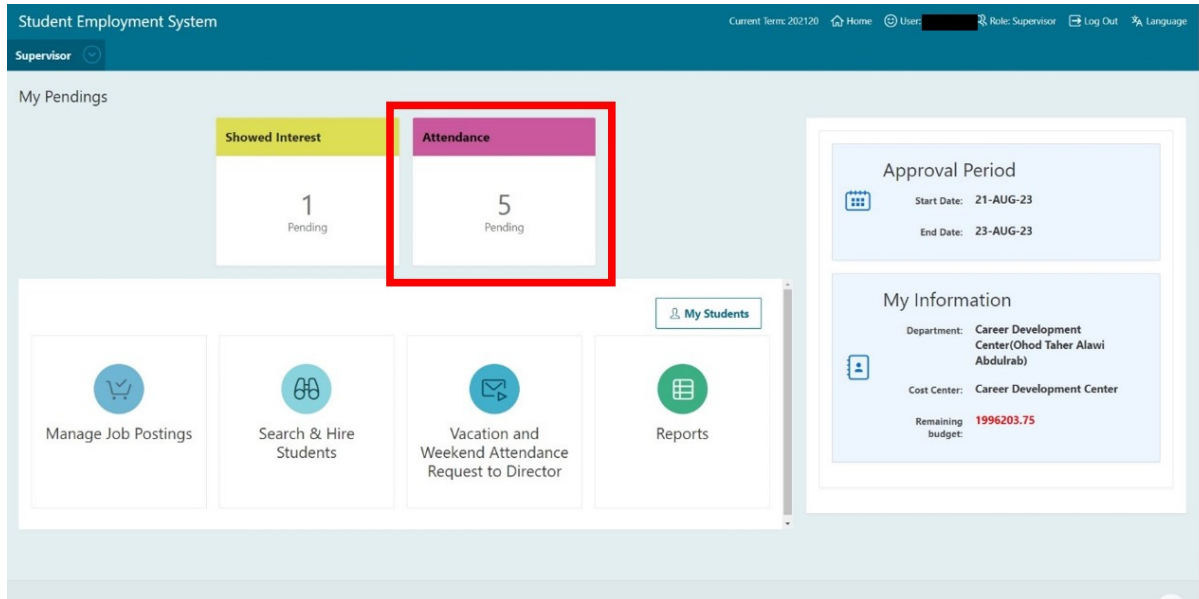
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After having completed the hiring process either by posting a job posting or searching for the students yourself, you now have a set of students under your supervision. To manage your students' attendance and work hours, here are the following functions along with their steps on how to use them:

## D. Attendance

### 1. Click on “Attendance”



2. Here you will see the students under your supervision, along with their attendance year, application number, pending days, and their approval. To check and approve their attendances, select the student you want to check and click “Next” under the “Click Next to Approve” column.

The screenshot shows the 'Pending Attendance Approval' table. It has a search bar for 'Student' and a table with the following columns: Student, Attendance Month(s), Attendance Year, Application No., Pending Day(s), and Click Next to Approve. The 'Next' button in the 'Click Next to Approve' column of the first row is highlighted with a red border.

Student	Attendance Month(s)	Attendance Year	Application No.	Pending Day(s)	Click Next to Approve
[Redacted]	APRIL	2016	3	1	Next
[Redacted]	MARCH	2016	4	1	Next
[Redacted]	APRIL	2019	6	1	Next
[Redacted]					



3. Here you will see the time attendance of the student who he/she submitted when recording their work hours. This page will also show the student's total work hours in the days of the month, your budget, and the student's salary as well.
  - a. If you do not agree with the student's student work hours, feel free to reject the work hours, then the work hours will disappear from the student's work hour list.
  - b. If you agree with the student's work hours, choose the level of performance (1) that the student did, along with adding justification (2). Once done, click "Submit" (3), and your budget should be deducted the same amount of money to the student's salary.

1. Click Reject button to reject attendance day.  
2. Click SUBMIT button to give approval on all un-rejected attendance with monthly performance.

1996203.75  
Remaining Budget

70  
Salary

2  
Hours

2  
Total Working Hours

Attendance Month : MARCH

	Attendance day	From (1)	To (1)	From (2)	To (2)	From (3)	To (3)	
<b>Reject</b>	03-MAR-16	1230	1430	-	-	-	-	1

Click this if you do not agree with the student's submitted work hours.

Back

Monthly Performance

Performance Exceeded Expectations

Justification The student did good work with the job he was given with surpassing results, henceforth exceeding expectations.

3 Submit

release 1.0 Set Screen Reader Mode On



## E. Vacation and Weekend Attendance Request to Director

1. Click on “Vacation and Weekend Attendance Request to Director”.

The screenshot displays the 'Student Employment System' interface for a Supervisor. The top navigation bar includes the system name, current term (202120), home, user profile, role (Supervisor), log out, and language options. The main content area is titled 'My Pending' and features two summary cards: 'Showed Interest' with 1 pending request and 'Attendance' with 5 pending requests. Below these is a row of action buttons: 'Manage Job Postings', 'Search & Hire Students', 'Vacation and Weekend Attendance Request to Director' (highlighted with a red box), and 'Reports'. A 'My Students' link is also visible. On the right, a sidebar provides 'Approval Period' (Start Date: 21-AUG-23, End Date: 23-AUG-23) and 'My Information' (Department: Career Development Center, Cost Center: Career Development Center, Remaining budget: 1996203.75).

2. Here (next page) you can see both pending requests on the left, as well as adding a new request for students to work on official holidays or weekends. To add a new request:
  - a. Select the month and year where the weekend/vacation day is in.
  - b. Select the student who will work during those times.
  - c. Select the application number, meaning the department the student works in
  - d. Select the starting and ending dates.
  - e. Select the approval type, whether it is a weekend or an official holiday.
  - f. Provide justification as to why the student should work on those days.
  - g. Once done, click “Submit Request” and it will appear on the Pending Requests tab on the left side of the dashboard.





**Pending Requests**

Select Year: 2023 | Select Month: AUGUST

Student ID	Name	Approval type	Start date	End date	Director Approval	CDC Approval
		Weekend	25-AUG-23	26-AUG-23	Pending	Pending
		Weekend	11-AUG-23	12-AUG-23	Approved	Approved
		Weekend	14-AUG-23	19-AUG-23	Approved	Approved
		Weekend	04-AUG-23	05-AUG-23	Approved	Approved

Pending requests will appear here.

**Add New Request**

a \* Year: 2023 | \* Month: AUGUST

b \* Student ID: [Redacted]

c \* Application No.: 3-Career Development Center(Hamda Rashid A A Al-Maadeed)

d \* Start Date: 25-Aug-23 | \* End Date: 26-Aug-23

e \* Approval Type: Weekend

f \* Justification: Student needs more time to work due to tight schedules and deadlines.

g Submit Request

3. Your request will remain pending until the director sees it and approves it. Once the director approves the request, only then will the student be allowed to work during the weekends or official holidays.