HOW TO RECORD YOUR HIRING DECISION IN BUFFJOBS

Once you’ve found the perfect candidate, it’s important to “Report a Hire.” The process is easy! Here’s what you do... First, click the link. (Note: If you simply need to add “Hiring Notes,” please go to the end of this document for a helpful hint!)

Next, fill in the student’s name, and then hit “search.” The screen below will appear next. Now select the student.

Now, link the student with the job:
Next, fill in the pertinent information, including start date (which should be far enough in the future to allow the student’s paperwork to be processed – 2 to 3 business days at the very least!). You must hit “continue” after selecting the date:

Be sure to complete all of the required fields (those starred with a red asterisk) and include your rationale for hiring the student in the “Hiring Notes” area:

There are many reasons why you might hire a student. Please provide succinct, yet meaningful, rationale, such as:

* Applicant possessed relevant skills/experience
* Applicant was well prepared and professional
*Applicant has more experience working in a (non-classroom) laboratory than other applicants
*Applicant scored well on assessments
*Applicant’s schedule met our needs
*Hiring team agreed candidate was the best fit for our department

Note: Student’s status will appear as “Pending” until the Hiring Notes have been views/approved by Career Services. Now that you’ve completed the “Placement Information,” you can hit “FINISH” (at the bottom of the page) to conclude reporting that student’s hiring data. Voila! You’ve successfully completed the process!

HELPFUL HINT

If you’ve already reported your hire, but still need to add your “Hiring Notes,” simply:

1. Log in to BuffJobs.
2. Go to “My Jobs” in the top tool bar and select “Job List.”
3. Click on the job you’re reporting on.
4. Once you’re in the “Profile View” that lists “Position Information,” you’ll see “View Activity” on the left side of the page. Click that.
5. Now select the “Employment Information” tab at the top.
6. You should see the student’s name with the status of “Pending.” Click “View” beside their name.
7. Select the “Placement Information” tab at the top of the page and enter your hiring notes. Hit “Save.” Note: Your student worker’s status will remain pending until Career Services views your Hiring Notes and activates the hire in our system.
8. Enter additional hiring notes by clicking “Activity” in the “bread crumb trail” under the tool bar at the top or “Sign Out” of BuffJobs.