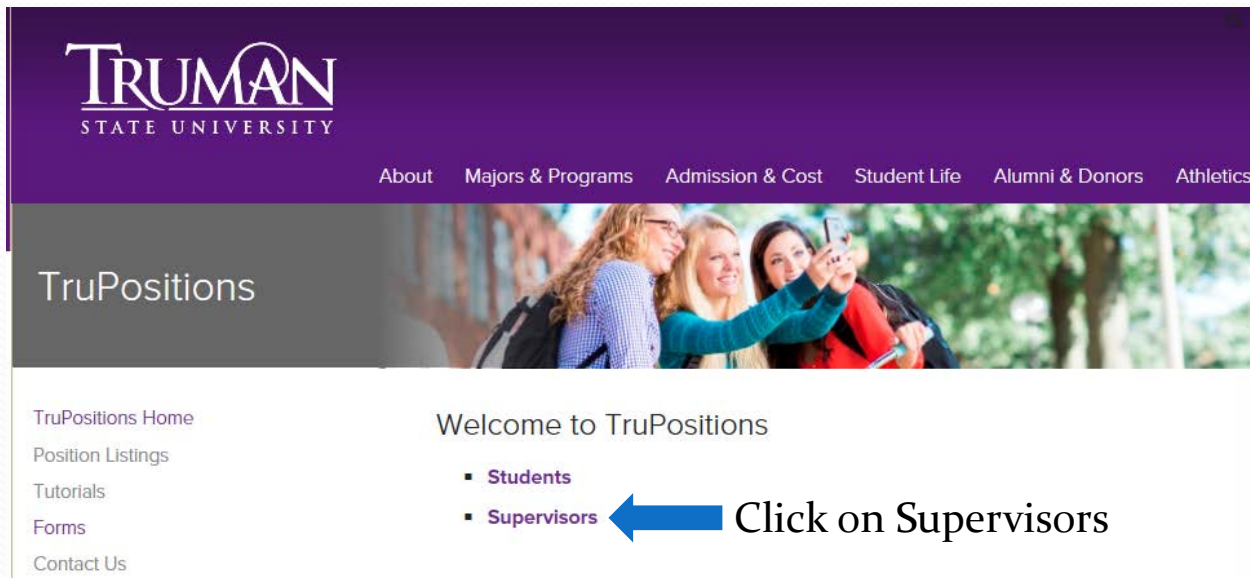


TruPositions

Truman's Centralized Student Employment Website

On-Campus and Off-Campus
Supervisor Instructions

TruPositions



The screenshot shows the Truman State University TruPositions website. At the top is a purple header with the Truman State University logo on the left and a navigation menu on the right containing links for About, Majors & Programs, Admission & Cost, Student Life, Alumni & Donors, and Athletics. Below the header is a banner image of three students taking a selfie, with the word 'TruPositions' overlaid in white text on the left side. The main content area has a white background. On the left is a vertical sidebar with links: TruPositions Home, Position Listings, Tutorials, Forms, and Contact Us. The 'Forms' link is highlighted in purple. In the center, the text 'Welcome to TruPositions' is displayed above a list with two items: 'Students' and 'Supervisors', both preceded by small square bullet points. A large blue arrow points from the text 'Click on Supervisors' to the 'Supervisors' link in the list.

TRUMAN
STATE UNIVERSITY

About Majors & Programs Admission & Cost Student Life Alumni & Donors Athletics

TruPositions

TruPositions Home
Position Listings
Tutorials
Forms
Contact Us

Welcome to TruPositions

- Students
- Supervisors

Click on Supervisors

TruPositions

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TruPositions

TruPositions Home /

TruPositions Home
Position Listings
Tutorials
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Contact Us

Please Login

Truman Faculty & Staff
Login

OR

Off-Campus Supervisors
Email:
Password:


Login

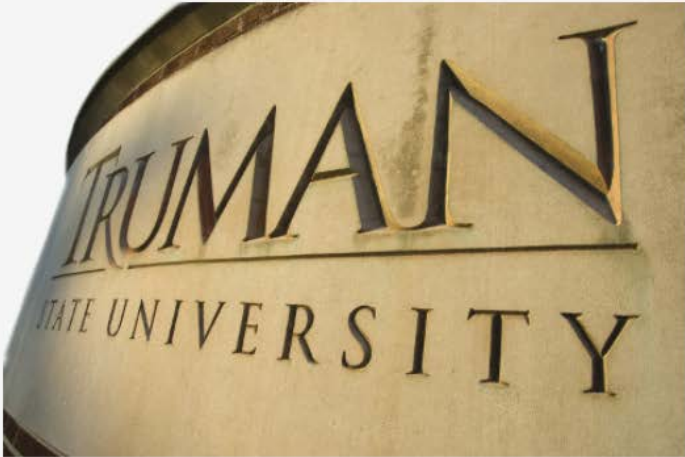
[Forgot Your Password?](#)

Truman Faculty/Staff click Login

Off-Campus supervisors enter
Email and Password

TruPositions






Enter your Username and Password

Username:

Password:

☐ Warn me before logging me into other sites.

[Forgot your password?](#)

 For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your
username
and password

TruPositions



TruPositions Home /

Welcome,

[Preferences](#) [Logout](#)

Student Employment Position Listing

[Add New](#)

[Deactivate All Jobs](#)

Click Add
New to add
a position

Click Deactivate All
Jobs to make all posted
positions inactive

TruPositions

TruPositions

TruPositions Home /

Welcome [Preferences](#) [Logout](#)

Student Employment Position Listing

There are currently 0 applicants for this position.

Position Title:

Position Listing Status:

☐ Active
☒ Inactive

Type of Employment: *Indicate more than one type if needed.*

☐ Institutional Payroll
☐ Scholarship Service
☐ Federal Work-Study

☒ On-Campus ☐ Off-Campus

Department:

Supervisor(s):

Enter a username to add as a supervisor:

Enter Position Title

Change status to Active

Indicate Type of Employment

Choose On or Off-Campus and Department

Enter Network ID if on-campus or
Email if off-campus

TruPositions

Weekly Hours Available for Position(s): *List total number of hours per week per position*

Times of Day Required for Position(s): *List exact hours available such as 8:00 a.m. to noon M-W-F or Hours may vary to suit student class schedule. Be sure to indicate evening and weekend hours.*

Start Date: *Indicate exact date the student employee must begin work or simply ASAP.*

Length of Employment: *Academic Year, Fall Semester, Spring Semester, Summer or exact dates.*

Wage Rate:

Duties and Responsibilities: *Summarize the position responsibilities.*

Qualifications: *List the qualifications necessary to perform the duties and responsibilities of the position.*

All fields are required

TruPositions

Competencies:

Please list skills in any or all of the following areas. Examples are provided.

Communication Skills: *Utilize effective oral communications when answering questions*

Critical/Creative Thinking and Problem Solving: *Resolve needs of clients
Trouble shoot hardware problems*

Computer: *Knowledge of Microsoft Word, Excel and Internet*

Clerical: *Type at least 60 wpm
Ability to multi-task
Excellent filing skills
Maintain accurate records*

Self-Directed Learning: *Work unsupervised, have ability to recognize, initiate and complete various tasks
Maintain a professional, clean lab environment*

Self-Directed Learning: *Work unsupervised, have ability to recognize, initiate and complete various tasks
Maintain a professional, clean lab environment*

Competence in a Discipline: *Apply fundamentals of computer related majors
Assist students enrolled in language courses
Assist faculty with course preparation*

Personal/Social: *Exhibit professionalism and courtesy
Exhibit positive customer relations skills*

Team Work/Team Leading: *Willingness to learn and to train others
Demonstrate ability to work positively with others*

Multicultural: *I have ability to work with diverse campus populations
Understand, accept and appreciate different cultures
Expand general knowledge of foreign cultures*

Competency fields are not required but we strongly encourage you to fill them in so the student will have a greater knowledge of the skills required for the position

TruPositions

Additional Information: *Any additional comments and/or requests pertaining to the position.*



Add Cancel




Click Add to post
your position




Add any additional
information relevant
to the position

TruPositions

[About](#) [Majors & Programs](#) [Admission & Cost](#) [Student Life](#) [Alumni & Donors](#) [Athletics](#)

TruPositions



[TruPositions Home](#) /

Welcome, [Preferences](#) [Logout](#)

Student Employment Position Listing

[Add New](#)[Deactivate All Jobs](#)

Total rows: 1

Clear all

Financial Aid

[v]

[e]

[a]

[al]

[all]

[all]

Position Title	Location	I	S	W	Hours	Active	Applicants	Supervisors
Office Assistant	Financial Aid	√	√	√	20	√	0	

Position is active for
students to apply

TruPositions

Truman State University

About Majors & Programs Admission & Cost Student Life Alumni & Donors Athletics

TruPositions

TruPositions Home /

Welcome, [username] Preferences Logout

Student Employment Position Listing

Add New Deactivate All Jobs

Total rows: 1 Clear all

Position Title	Location	I	S	W	Hours	Active	Applicants	Supervisors
Office Assistant	Financial Aid	√	√	√	20	√	0	

Click on Position Title to make a change to your position

TruPositions

TruPositions

TruPositions Home /

Welcome, _____ Preferences Logout

Student Employment Position Listing

There are currently 0 applicants for this position.

Position Title:

Position Listing Status:

☐ Active
☒ Inactive

Type of Employment: *Indicate more than one type if needed.*

☒ Institutional Payroll
☒ Scholarship Service
☒ Federal Work-Study

☒ On-Campus ☐ Off-Campus

Department:

Supervisor(s):

Enter a username to add as a supervisor:

Weekly Hours Available for Position(s): *List total number of hours per week per position*

Times of Day Required for Position(s): *List exact hours available such as 8:00 a.m. to noon M-W-F or Hours may vary to suit student class schedule. Be sure to indicate evening and weekend hours.*

Start Date: *Indicate exact date the student employee must begin work or simply ASAP*

Personal/Social: *Exhibit professionalism and courtesy
Exhibit positive customer relations skills*


Team Work/Team Leading: *Willingness to learn and to train others
Demonstrate ability to work positively with others*

Multicultural: *Have ability to work with diverse campus populations
Understand, accept and appreciate different cultures
Expand general knowledge of foreign cultures*

Additional Information: *Any additional comments and/or requests pertaining to the position.*

You can make any
changes you want to
your position

When you are finished making
changes, click Update

- 
- Now that your position is posted, you will receive an email when a student has applied for your position.
 - You can then view their application on TruPositions.

TruPositions

Truman State University

About Majors & Programs Admission & Cost Student Life Alumni & Donors Athletics

TruPositions

TruPositions Home /

Welcome, [Preferences](#) [Logout](#)

Student Employment Position Listing

[Add New](#) [Deactivate All Jobs](#)

Total rows: 1 [Clear all](#)

Position Title	Location	I	S	W	Hours	Active	Applicants	Supervisors
Office Assistant	Financial Aid	✓	✓	✓	20	✓	1	

[Add New](#)

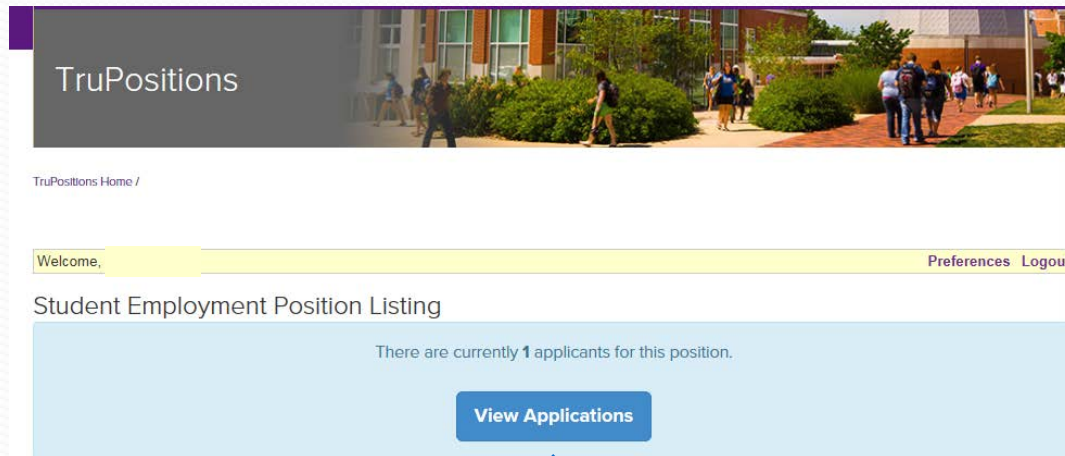
Click on Position
Title to view
applicants



This position is
active and has
one applicant



TruPositions



Click View Applications

TruPositions

Truman
STATE UNIVERSITY

About Majors & Programs Admission & Cost Student Life Alumni & Donors Athletics

TruPositions

TruPositions Home /

TruPositions Home
Position Listings
Tutorials
Forms
Contact Us

Welcome, [Preferences](#) [Logout](#)

Office Assistant Applications

[Delete Selected](#) [Email Selected](#)

Total rows: 1 [Clear all](#)

<input type="checkbox"/>	Name	Term	Hours	Apply Date	Rating
<input type="checkbox"/>		2016-2017 Academic Year	16-20	6/3/2016	-

[Export to Excel](#)

Click on the
applicant's
name to
view their
application.

TruPositions

Office Assistant
Term of Employment: 2016-2017 Academic Year

Hours per Week: 16-20

Personal Data

First Name:

Last Name:

Banner ID:

Local Address:

Home Address:

E-mail:

Home Phone:

Cell Phone:

Have you worked for the University before? No

If yes, where?

List any relatives presently employed at Truman: none

Education

Grade Level: Freshman

Cumulative GPA:

Major(s): Education

Minor(s):

Rate This Application

Rating: -

Notes:

Close

The student's
information will
appear to the left.

You can make
comments and rate the
applicant and they will
be saved when you
click Close in the
upper right hand
corner.

TruPositions

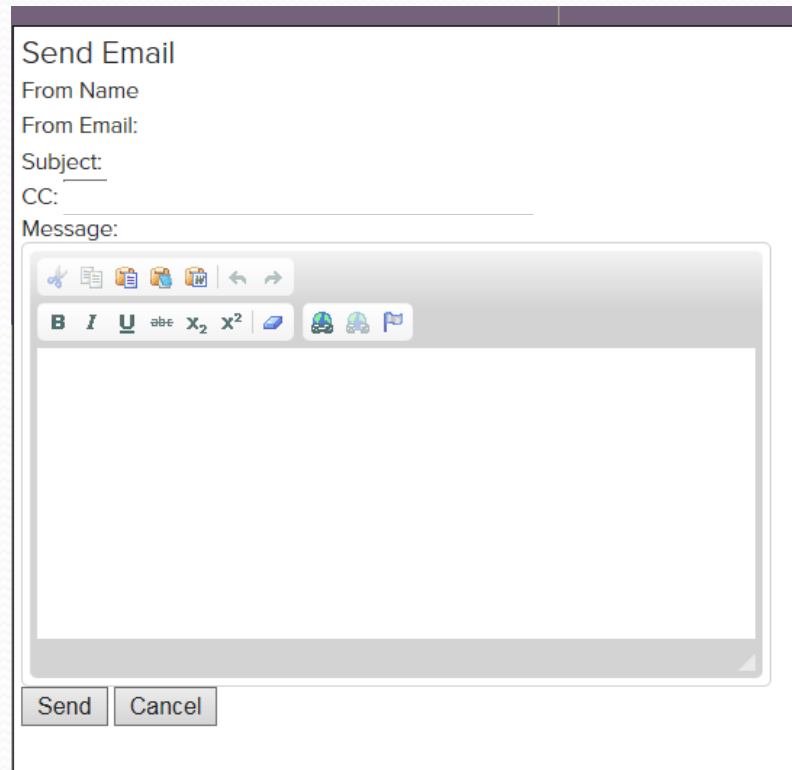
The screenshot shows the TruPositions website for Truman State University. The header includes the university logo and navigation links: About, Majors & Programs, Admission & Cost, Student Life, Alumni & Donors, and Athletics. The main content area is titled 'TruPositions' and features a banner image of students walking on a campus path. Below the banner, there is a sidebar with links: TruPositions Home, Position Listings, Tutorials, Forms, and Contact Us. The main content area displays 'Office Assistant Applications' with a 'Welcome,' message and 'Preferences' and 'Logout' links. Below this, there are 'Delete Selected' and 'Email Selected' buttons. A table shows one application with the following data:

	Name	Term	Hours	Apply Date	Rating
<input type="checkbox"/>		2016-2017 Academic Year	16-20	6/3/2016	-

Below the table, there is an 'Export to Excel' link. A blue arrow points to the 'Email Selected' button, and another blue arrow points to the 'Export to Excel' link.

Send the student an e-mail instantly by selecting their name and clicking Email Selected

TruPositions



The screenshot shows a web-based email composition window titled "Send Email". It includes fields for "From Name", "From Email:", "Subject:", and "CC:". Below these is a large "Message:" text area. Above the text area is a toolbar with icons for copy, paste, undo, redo, bold, italic, underline, text color, background color, and link. At the bottom of the window are "Send" and "Cancel" buttons.

Here you can contact the student for an additional interview or instruct them to fill out the scholarship renewal, institutional clearance, or work-study clearance form.

TruPositions

Truman State University

About Majors & Programs Admission & Cost Student Life Alumni & Donors Athletics

TruPositions

TruPositions Home /

TruPositions Home Position Listings Tutorials Forms Contact Us

Welcome Preferences Logout

Office Assistant Applications

Delete Selected Email Selected

Total rows: 1 Clear all

	Name	Term	Hours	Apply Date	Rating
<input type="checkbox"/>		2016-2017 Academic Year	16-20	6/3/2016	-

Export to Excel

You can delete students from your listing once you have notified them by selecting their name and clicking Delete Selected

A few tips on position listings

- If you are going to use a position in the future, simply make it inactive so you don't have to re-enter it every year.
- Once you delete a position or applicant, it is gone so please be careful when deleting.