



SNAP Job

Assistance for Employers



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1. [HOW TO CONTACT THE SNAP JOB OFFICE](#)

Phone: x2-3463

Fax: x2-5810

Email: snapjob@uta.edu

Box: 19175

Website: www.uta.edu/jobs

Address: 1225 W. Mitchell Street (Wetsel Building), Suite 101, Arlington, TX 76019

2. [HOW TO REGISTER](#)

A department representative should submit a written request to the SNAP Job Office at snapjob@uta.edu to gain access. Employees posting their departments' job positions will need to be registered to have access to post & view positions. Some departments may have multiple employees registered within the SNAP Job system. When requesting access, please include the person needing access name, job title, extension and email address. The SNAP Job Office will send you a user name and temporary password. Please change your temporary password as soon as possible.

3. [HOW TO LOGIN](#)

- a. Go to www.uta.edu/jobs
- b. Click on **Employer SNAP login**
- c. Enter your user name & password

4. [HOW TO EDIT A PROFILE/CHANGE PASSWORD](#)

Log into your SNAP Job account

- a. Click **My Profile** from the blue menu bar
- b. Click **Edit** to change desired fields
- c. Click **Save**

5. [HOW TO GAIN VIEWING ACCESS TO A POSITION](#)

- a. Submit a written request to the SNAP Job office at snapjob@uta.edu
- b. In your request please include: employees name, job title, extension, & email address
- c. You will receive an email with the access information once access has been granted



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6. HOW TO POST A NEW POSITION

Important: All SNAP positions must be posted for minimum of five (5) business days and a maximum of thirty (30) days. Returning students, who have worked in the department in the previous semester, can be hired directly without posting the position. Please do not make any changes to a previously posted job.

- a. Log into your SNAP Job account
- b. Select **My Jobs** from the blue menu bar at the top of the page
- c. From **My Jobs** drop down menu, select **New Job**
- d. Read directions carefully and complete all required fields
- e. Click **Save** located at the top or bottom of the page
- f. Your position will become pending within the SNAP Job System
- g. You will receive an email confirmation notifying you that your position has been approved

7. HOW TO POST A BRAND NEW POSITION (Never existed)

- a. Follow the step to post a new position
- b. Place x's in the space for the position ID; however
- c. A create/modify position form will be required at some point
- d. Action create (no posting)
- e. Compensation department will email a position ID; will be required

8. HOW TO REPOST/DUPLICATE AN EXISTING POSITION

If you would like to use an old posting as a template to repost a new student position, please submit a written request identifying the old Job ID with any changes to the SNAP Job office at snapjob@uta.edu. The job will be posted with a new Job number and you will be notified of the new job id.

***Important:** Once the position is posted, do not change anything on the posting yourself because the position will become pending (inactive) again. If you have changes, please submit a written request to the SNAP Job office at snapjob@uta.edu and the posting will be amended. Please do not make any changes to a previously posted job.

9. HOW TO CLOSE A POSITION

Jobs close at midnight on the specified closing date. SNAP Job positions must remain open for a minimum of five (5) business days. If your position has been open for more than five (5) business days and you wish to close it before the initially specified closing date, please submit a written request to the SNAP Job office at snapjob@uta.edu to close the position. May close position any time after 5:00 pm on the fifth full business day.

10. HOW TO REQUEST SNAP TRAINING

Training and interactive demo sessions are available upon written requests received through snapjob@uta.edu

11. HOW TO VIEW APPLICANTS FOR A POSITION

- a. Log into your SNAP Job account
- b. select **My Jobs** from the blue menu
- c. Select **Job List** from the drop down menu
- d. Look in the job list for the Job ID of the position you wish to view the referrals for
- e. Click on the **Job ID#** or **Position Title**
- f. Click **View Activity**
- g. Scroll down; there will be a list of students who have applied for the position.
- h. Click the **PDF logo** to view the resume and class schedule of the student



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12. BACKGROUND CHECK INFORMATION/RETURNING STUDENTS

Departments may have a student return to the same position after a winter or summer break in service without posting the position.

Student positions are based on an academic year which is nine (9) months. Months not worked during the summer are not counted against the student(s). If a student works the fall semester, take a break and doesn't return until the following fall semester will need to have a criminal background check conducted; as well as the processing of a new application (apply for the position). If additional information is needed pertaining to returning students and processing, please contact Verta Brown in the Records Department.

13. HOW TO HIRE/PLACE A STUDENT INTO A POSITION

***Important:** Students must be hired through the SNAP Job System and be in the Referral List for that particular job. Please make sure that the student(s) being placed is in your Referral List; if not, the student cannot be hired.

- a. At the employer homepage, click on **Report a Hire** under Quick Links
- b. Enter the student first and last name and click **Search**
- c. Click **Select Student** under Action column for the student you want to hire
- d. Click **Select Job** under Action column for the job the student is being hired for
- e. Complete all the required **Placement Information** and click **Finish**
- f. Send an email to snapjob@uta.edu with the name of the student hired
- g. Create an assignment in UT Flow; include the Job ID in the remarks section of the assignment
- h. If a student is accidentally added to the placement list, that student can be removed by contacting the SNAP Job office with an email request at snapjob@uta.edu

14. HOW TO SEND A REGRET AND OFFER LETTER AFTER A POSITION CLOSES

Departments are responsible for sending out their regret letters; as well as conducting reference checks. Please visit the "Hiring Toolkit" on the Human Resources web page for samples and more information on these topics.

- a. Log into your SNAP Job account
- b. Select **My Jobs** and click the job # of preference
- c. Click **View Activity**
- d. At the bottom of this page, you will see three (3) options: **select all, create packets and mass email**
- e. Select **mass email**; a list of students will appear
- f. Check the box of the student(s) you would like to receive the email and click continue
- g. Follow the prompts as instructed.

15. HOW TO RETRACT/DELETE AN OFFER OF EMPLOYMENT

- a. Log into your SNAP Job account
- b. Select **My Jobs**
- c. Select the job # of preference
- d. Click **View Activity**
- e. Click **Placement tab**
- f. Click the box next to the student you would like to Retract an offer of employment to
- g. Click **Delete**



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16. HOW TO CREATE A STUDENT E-MAIL PACKET

- a. Log into your SNAP account, then select *My Jobs* from the blue menu bar
- b. Select *Job List* from the drop down menu
- c. From the job list, select the *position Job ID* you wish to view referrals for
- d. Select *R* in the activity column
- e. Click or check the box(es) of students you are interested in hiring
- f. Click *check to email packet to self* (otherwise the packet will create a new window)
- g. Click *create packets* to send the packet to your email account

17. HOW TO EXTEND A STUDENT(S) EMPLOYMENT TERMINATION DATE

For both Work Study & Non Work-Study students contact Verta Brown on x2-4213 or verta@uta.edu

18. HOW TO PLACE STUDENTS FOR TEMPORARY/INTERNSHIP POSITIONS

- a. SNAP Job does not recruit or advertise students for internships
- b. SNAP Job does not recruit or advertise for GTA's (graduate teaching assistance)
- c. SNAP Job does not recruit or advertise for GRA's (graduate research assistance)
- d. SNAP Job does not recruit or advertise for Fellows
- e. SNAP Job does not recruit or advertise for Post Docs
- f. A student can be placed in an internship position without posting the position through UT Flow ONLY if the job duration is less than 4½ months
- g. A CBC (criminal background check) would need to be conducted on the student(s)

19. NEW HIRE PAPERWORK SESSION

Employee paperwork sessions are Monday through Friday at 9:00am in the Office of Human Resources Department. No appointments needed.

20. HOW TO USE THE SNAP CALENDAR

- a. Log into your SNAP account
- b. Click *Calendar*
- c. Click on the *Day* & the *Time* you would like to schedule
- d. Fill in the *Subject, Description, Start Time, & End Time*; then click *Save*
- e. Event is scheduled

FYI: Current student workers (through SNAP) are not considered employees of UTA and are unable to apply to full time positions within any department.