



- **How to post an on campus student job?**

Open a web browser (e.g. Safari, Chrome, Internet Explorer) and access the URL shown below:

[Kscope.uchastings.edu](https://kscope.uchastings.edu)

Login using your Hastings email ID (without the “@uchastings.edu”).

- If you have issues logging in, please send an email to the UC Hastings Help Desk (helpdesk@uchastings.edu)

- **Post a Student Job:**

1. From the Home Page, click on **Post a Student Job**.

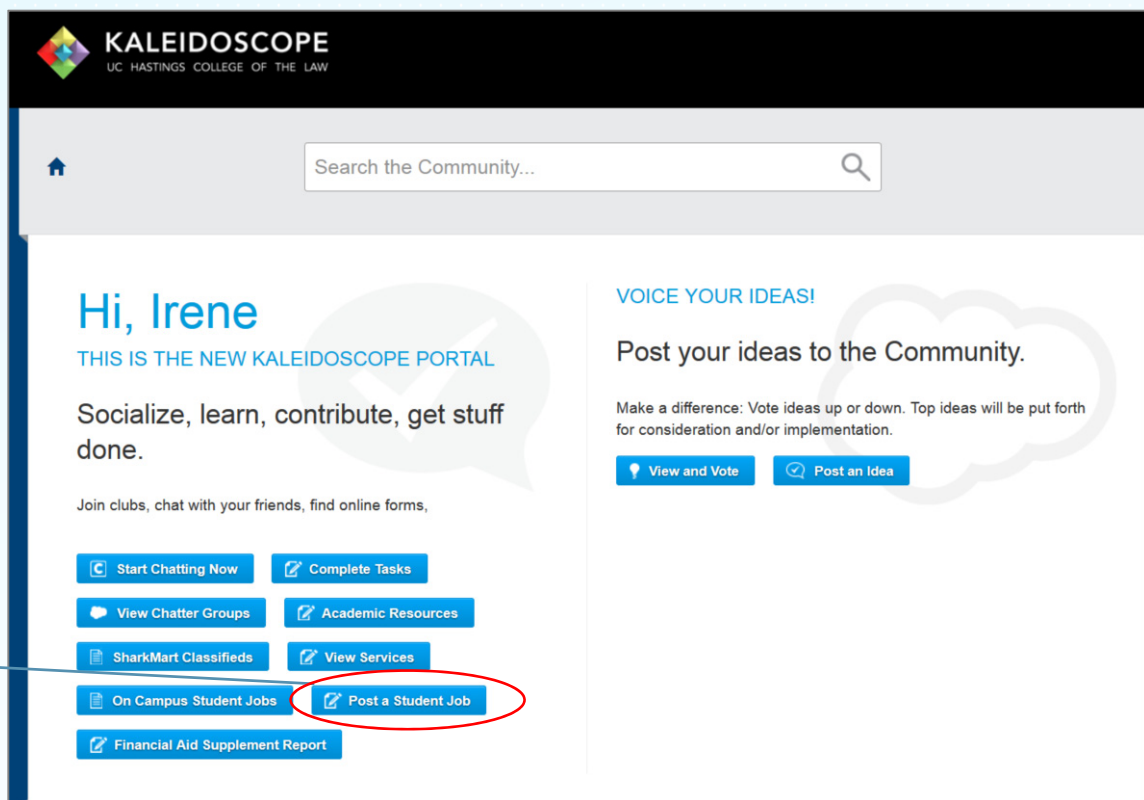


Figure 1- Kaleidoscope Portal Home Page



2. Click on **Create Job**.

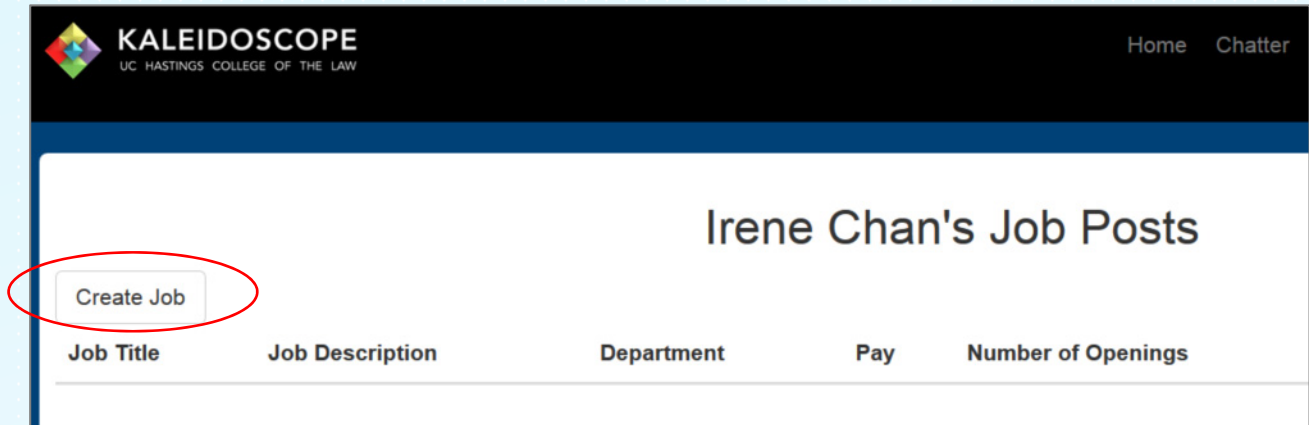


Figure 2 – Create a Job



- **How to Submit New Job?**

1. Complete the information about the job.
2. Scroll all the way down and click on **Submit Job**.

Submit New Job Cancel

* indicates required fields

Post Details

Supervisor * Irene Chan

Secondary Contact

Job Name * Enter Job Title Here

Account Number * 00-00000-0000
In #####-####
or #####-#### format

Department * Academic Dean's Office

Start Date * 7/23/2015
[7/23/2015]

End Date * 5/31/2015
[7/23/2015]

Hourly student positions should end at the end of the Academic Year on May 31st.

Ask for student availability?

Job Description

Pay Rate(s)* 1L: \$11.19/hr, 2L: \$12.42/hr, 3L and LL.M: \$13.06/hr Suggested: 1L: \$11.19/hr, 2L: \$12.42/hr, 3L and LL.M: \$13.06/hr

Check if this is a Stipend, else leave unchecked if this is an hourly wage

Hours per Week 20 Numbers only

Number of Openings * 1 Number only

If you prefer no range, please leave the maximum hours blank

Description * Enter Description Here

Required Documents

Resume Required Yes No

Writing Sample Required Yes No

Other Documents Required Yes No

Application Required Yes No

Submit Job Cancel

Figure 3 – Submit New Job



- **How to view the job post?**

1. Click on **Home** from the menu at the top.
2. Click the **On Campus Student Jobs** button from the Home page and the job should be listed.

Student Job Listing				
Job Title	Job Description	Department	Pay	Openings
LW&R Teaching Assistant - Fall 2015	The LWR Department is now hiring energetic students with excellent writing and research skills to be Teaching Assistants...	LW&R (Legal Writing & Research)/Moot Court	\$300 stipend (pending budget approval in July 2015) (stipend)	60
Library Circulation Desk Assistant	The Law Library is accepting applications from second- and third-year students to staff the Circulation Desk. Schedules ...	Library	13.06/hour	5
Student Computer Support	Student Computer Support employees help other students solve various computer problems. Most commonly, these include ac...	Information Technology	\$18.00/hr/hour	1

This is not a comprehensive list of all jobs available to UC Hastings students. Please continue to check the Weekly while we transition to this new platform.

Figure 4 – Job Listing

- **How to view applications?**

1. From the Kscope **Home** page, click on **Post a Student Job**.
2. Under Job Posts, click on the job title then click on each **App Reference** (under the Application Name column) to view the applications.

Applications				
Application Name	Applicant	Applicant Email	Applicant Phone	Hired Status
App Reference # 0000515	Irene Chan	chan@uchastings.edu		

Figure 5 - View Applications



- **How to hire a student?**

1. Open the application of the student you're hiring and click on the **Hire the Student** button at the bottom.
 - ▶ An email notification will be sent to the student regarding the online forms they have to complete.
 - ▶ You will receive notifications when the student completes the HR forms and when the student is ready to begin work.
 - ▶ Please contact Hastings Human Resources (HumanResources@uchastings.edu) if you have any questions.

Application for HR Test Job

Applicant Information

Name	Alan Lee
Email	leelan@uchastings.edu
Phone Number	
Academic Program	

Student Availability

Day	Start Time	End Time
Click to see Availability Chart		

Uploaded Documents

Document Name	Description
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Work Study (optional response)

Student has not indicated work study eligibility. However, please note that this field is optional and is defaulted to 'not eligible'.

Figure 5 – Hire the Student