

Interview Exchange for Hiring Managers

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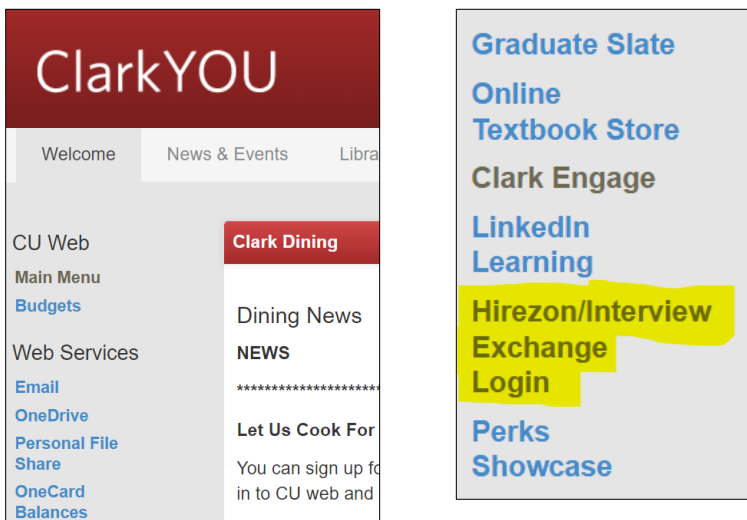
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Setting Up an Interview Exchange Account

If you have already used Interview Exchange with Clark's HR Department, you can skip this step.

The link for Interview Exchange is on Clark You:



If you click this link and receive the below error message, please contact oncampusemployment@clarku.edu to be set up as a user.



After you have contacted Student Employment to set up your account, please check your email for a message titled “HR Software Account Created - Clark University” from info@interviewexchange.com:

Welcome to the **Clark University** online employment system powered by the Interview Exchange. Your account has been created by Savannah Plante, your HR Administrator.

To begin using the system please [login](#) to your account to complete the registration process.

Single Sign-On Users:

If you are a Single Sign-On User please click [here](#). If your email client does not support hyperlinks please copy and paste the following URL into your browser - <https://sso.interviewexchange.com/clarku/sso.jsp>

For any questions or clarifications, please contact Clark University Human Resources.

For any technical or system assistance, please contact us via the online [Help Desk](#) at Interview Exchange.

Thank you for using the Interview Exchange system.

Interview Exchange Support

Interview Exchange is equipped with Single Sign-On, so follow the link in the email to enter your information and set up your account:

The screenshot shows the 'User Registration' page on the Hirezon Exchange system. The page has a header with 'Hirezon Exchange' and 'Clark University Sign Out'. A sidebar on the left contains navigation links: 'User Registration', 'User Manual', 'Instructions', 'Help Desk', and 'Sign out'. The main content area is titled 'User Information' and contains the following fields:

- Prefix: * (dropdown menu)
- First Name: * (text input)
- M.I. (text input)
- Last Name: * (text input)
- Title: * (text input)
- Street Address: * (text input)
- Address Line 2: (text input)
- City: * (text input)
- State: * (dropdown menu with 'Select One' text)
- Country: (dropdown menu with 'United States' text)
- Postal Code: * (text input)
- Office Phone: * (text input with a small 'x' icon)
- Mobile: (text input with a '+1' dropdown menu)
- Fax: (text input)

Below the 'User Information' section is the 'Login Information' section:

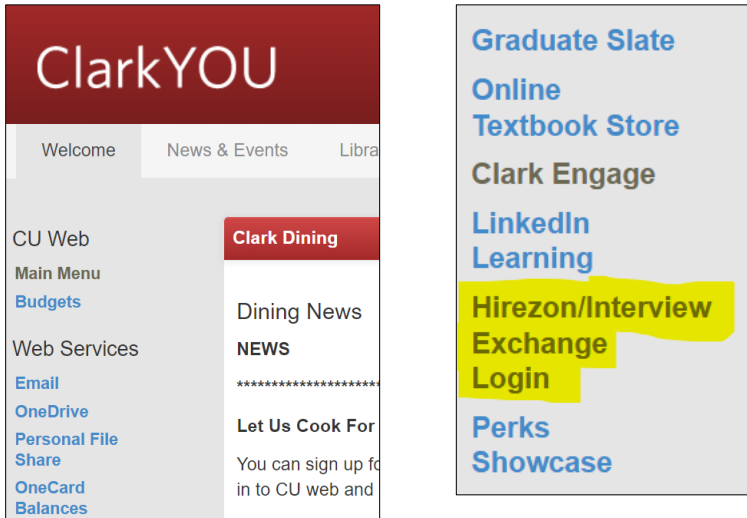
- E-mail: * (text input with 'ogahin@clerku.edu' text)
- SSO Enabled: (checkbox)

At the bottom of the form, there is a checkbox labeled 'I have read and understand the Terms and Conditions' and two buttons: 'Next' and 'Cancel'.

Once you complete this screen and hit the Next button, you should be taken to your dashboard.

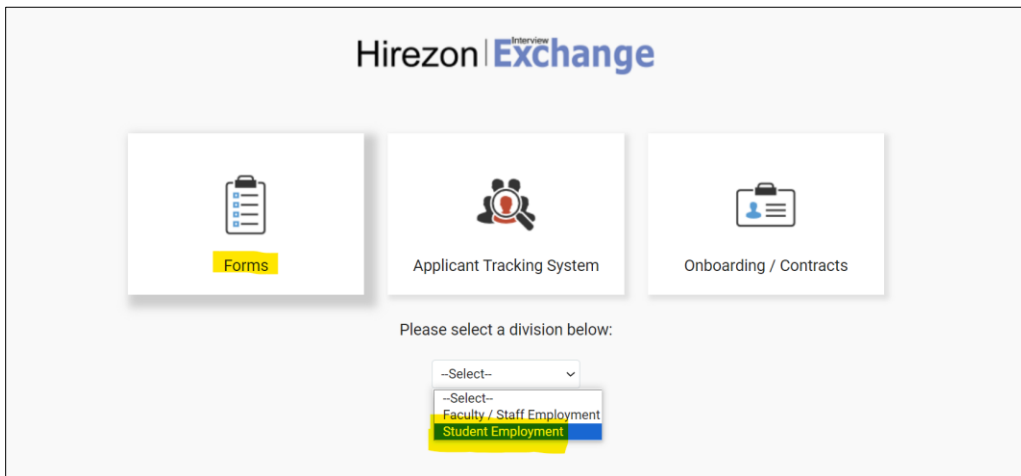
Submitting a Hire Form

The link for Interview Exchange is on Clark You:



Hire Forms are located in the Forms module. Once you click on Forms, you will be prompted to select a division. Faculty/Staff Employment goes to the Human Resources Office, so please select Student Employment.

If you do not see the Student Employment option, please contact oncampusemployment@clarku.edu to be added to our division.



You will enter into your Dashboard and can return here by selecting Dashboard at the top of the screen at any time. The “Created by me” tab will be the most used tab view for hiring managers. When viewing under the “Created by me” tab, you can see:

- **Incomplete Forms:** Forms created by you and have not yet been sent for approval or completed.
- **Completed Forms:** Forms created by you which are now completed – students in this area are approved to work!
- **Published Forms:** Forms created by you which are pending task completion or routing review and approval.
- **Waiting for Form Approval:** Forms created by you and waiting for approval from others.
 - We will be using Task Approval, so it is unlikely forms will end up here.
- **Waiting for Task Approval:** Forms created by you and have tasks waiting for approval from others.
- **Guest Reviews:** User can view forms in read-only mode with no action required by them.

- This feature is useful if you are submitting a hire form on behalf of the person who will be supervising the student. This way, the guest can monitor the progress of the hire form and know when the student is approved to work.

The screenshot shows the Hirezon Interview Exchange DEMO dashboard. At the top, there is a navigation bar with the logo, user name 'John Boston', notifications, and other utility links. Below the navigation bar, there are two main tabs: '2 Created by me' and '3 Assigned to me (Guest Reviews)'. A '+ Start New Form' button is visible in the top right. The dashboard is divided into six main sections, each with a table of records:

- Incomplete Forms:** Contains two records:

| ID | Title | Originator | Template | Updated |
|-------|-------------------------|-------------|-----------------------------|------------|
| 37189 | Jack will | John Boston | Faculty Contract - Probatio | 04/20/2020 |
| 37186 | Media Support Assistant | John Boston | Request to Fill Demo (2011 | 04/20/2020 |
- Completed Forms:** Contains one record:

| ID | Title | Originator | Template | Updated |
|------|-----------------|-------------|----------------------------|------------|
| 6870 | HR Assistant II | John Boston | Personal Requisition Requi | 09/05/2018 |
- Published Forms:** No records found.
- Waiting for Form Approval:** No records found.
- Waiting for Task Approval:** No records found.
- Guest Reviews:** Contains one record:

| ID | Title | Originator | Template | Updated |
|------|-----------------|-------------|----------------------------|------------|
| 6870 | HR Assistant II | John Boston | Personal Requisition Requi | 09/05/2018 |

The “Assigned to me” tab will be the most used view for budget approvers. When viewing under the “Assigned to me” you will see:

- **Task Assigned to Me:** Forms created by other users and tasks assigned to you for completion.
- **Waiting for Task Approval:** Forms created by other users with tasks pending review and approval by you.
 - Hire forms waiting for your approval will likely live here as we are using Task Approval functionality.
- **Waiting for Form Approval:** Forms created by other users and are pending review and approval by you.
- **Guest Reviews:** Forms available to you in read-only mode with no action required.
- **Note:** You can view all completed Forms/Tasks by clicking the “Show Completed” check box.

Hirezon|Exchange Hirezon/Interview Exchange DEMO Dashboard John Boston Notifications (1) Help Instructions Logout

2 Created by me 3 Assigned to me (Guest Reviews) + Start New Form

Tasks Assigned to Me Show Completed

| ID | Title | Originator | Template | Updated |
|-------|-----------------|---------------------|------------------------|------------|
| 32539 | Liz Watson | HR Super Admin User | Promotion Tracking Fo | 12/17/2019 |
| 14556 | John Boston | HR Super Admin User | Faculty Promotion | 09/06/2018 |
| 6670 | HR Assistant II | John Boston | Personal Requisition R | 09/05/2018 |

1 to 3 of 3 Records Page 1

Waiting for Form Approval Show Completed

| ID | Title | Originator | Template | Updated |
|------------------|-------|------------|----------|---------|
| No Records Found | | | | |

No Records Found Page 1

Waiting for Task Approval Show Completed

| ID | Title | Originator | Template | Updated |
|-------|---------------------------------------|---------------------|----------------------|------------|
| 22478 | Assistant Professor, English Educatio | HR Super Admin User | Request to Fill Demo | 05/24/2019 |
| 11511 | HR Assistant II | HR Super Admin User | Request to Fill Demo | 06/11/2018 |
| 11465 | AVP of Academic Affairs (Workforce | HR Super Admin User | Request to Fill Demo | 06/10/2018 |

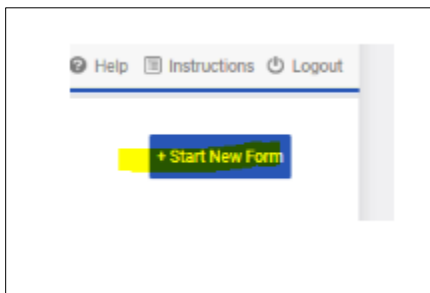
1 to 3 of 3 Records Page 1

Guest Reviews Show Completed

| ID | Title | Originator | Template | Updated |
|------------------|-------|------------|----------|---------|
| No Records Found | | | | |

No Records Found Page 1

When you are ready to begin your hire form, click “+Start New Form” in the top right corner.



On the “Start New Form” page, you will be required to complete four fields:

- **Department:** This is the department/Org # you will be using for this position.
 - If your department/Org # is not listed, please contact oncampusemployment@clarku.edu for it to be added.
 - You will be prompted with a message asking you to confirm your department choice. Please hit “OK” and continue.
- **Category:** Select “Student Employment Forms”
- **Template:** There will be 4 different types of hire forms you can select:
 - **Student Worker – New:** hire form for students who *have not* worked on-campus before
 - **Student Worker – Previously Employed:** hire form for student who *have* worked on-campus before
 - If you are unsure which students you are hiring have worked on-campus before, please reach out to oncampusemployment@clarku.edu and we can assist!
 - **External Grant Payroll Authorization Form:** hire form for a student position that is funded by an external grant – this form gets routed through Grants Accounting for approval
 - **One Time Pay:** hire form for students working 1 or 2 days – please ignore for now
- **Title/Name:** similar to SmartBuy, please name your hire form in this format: Student First Name and Last Name – Position Title (i.e., Taylor Swift – Office Assistant).

Once these four fields have been completed, hit the “Create Form” button.

Start New Form ?

Department: OSE - Student Employment 3113

Category: Student Employment Forms

Template: Student Worker - New

Title/Name: ? Taylor Swift - Office Assistant

Create Form

Now the form has been started! If you need to exit out of the screen at this point, the form will appear in the “Incomplete Forms” section on your dashboard.

Once in the form, you can:

- Click the form name that you submitted in the last screen if you need to make edits
- Click the green “Student Worker Form” link to open the form entry box
- **Please note: the discussion field does not notify anyone when a message is created. If you need to contact us about your hire form, please email oncampusemployment@clarku.edu.**

Taylor Swift - Office Assistant

Form ID: 184259

Student Worker - New

Savannah Plante

Student Hire Form

Student Worker Form

Discussions

Start New Discussion

Send for Next Action

If you need to make edits to the form name, be sure to click the check mark to save the update!

lor Swift - Office Assistant

Once you have clicked on the green “Student Worker Form” link, you will see entry fields very similar to the hire forms on Smart Buy Plus. This form will automatically save drafts for you as you enter. This form is separated into four sections:

Student Information

| Student Information | | |
|--------------------------------|------------------------------|---|
| *Student First Name: Taylor | *Student Last Name: Swift | *Student Clark ID (include the "C"): C70258585 0 of 9 characters remaining. |

Please enter the student's first name (preferred is fine), last name, and C#. Be sure to include the C and the remaining 8 digits to help us with speedy entry!

Position Information

| Position Information | | |
|--|--|--|
| *Is this job funded by an external grant? <i>(All external grants start with 23XXX, 24XXX, 25XXX, or 2 followed by a letter.)</i> <i>If this job is funded by external grant, please discontinue use of this form and complete the Student External Grant Payroll Authorization Form instead.</i> No | *Is this a union position? If unsure, please contact oncampusemployment@clarku.edu . No | *Handshake Job ID: 98765431 |
| *Position Title: Taylor Swift - Office Assistant | *Position Class: Hourly | *Hourly Rate or Salary Per Pay Period: 15 |
| *Hours per Pay Period: 15 | *Start Date: 11/17/2023 | *End Date: 05/20/2024 |
| *Total Budget: 3000 | *Fund: 10OPER 94 of 100 characters remaining. | *Org: OSE - Student Employment 3113 |

External Grant question: You must answer "No" to the question. If your Fund begins with a 23, 24, 25, or a 2 followed by a letter, please submit the Student External Grant Payroll Authorization Form instead. This is a different template located on the Start New Form page.

Union Position Question: Please answer yes or no. If you are unsure, please reach out to oncampusemployment@clarku.edu and we will assist!

Handshake Job ID: If you are hiring a new student from a job that you posted on Handshake, please enter the Job ID so it can help us cross reference applicants and hire forms. If you are rehiring a student to a position they had previously held, please enter N/A.

- If you are hiring a student and never posted the position on Handshake, please email oncampusemployment@clarku.edu for our training video on equitable hiring practices.

Position Title: This information will carry over from the Start New Form page.

Position Class: Please select hourly or salary. If you select salary, the Timesheet Approver section will not be fillable because timesheets will not be used.

Hourly Rate or Salary Per Pay Period: Enter how much this position will make hourly or how much this position will receive bi-weekly based on the salary. *Reminder:* Minimum wage is \$15 per hour in the state of Massachusetts!

Hours per Pay Period: Enter the number of hours the student intends to work per pay period (e.g., if the student is working 10 hours a week, please enter 20).

Start and End Date: Enter the start and end date information here. *Reminder:* the last date students are authorized to work during the school year is Commencement! Visit [our Hire a Student page](#) for the exact date of commencement.

Total Budget: Enter the total budget amount authorized for this position.

Fund and Org #s: Enter your department’s fund number. The Org number will carry over from the Start New Form page. We have removed the account number on our new hire forms as we determine that information on the backend depending on several factors.

Timesheet Approver Information

| Time Sheet Approver Information | |
|--|---|
| *Timesheet Approver Clark ID: (include the "C") C70265656 | *Timesheet Approver Full Name: Joan Jett <small>91 of 100 characters remaining.</small> |

Please enter the timesheet approver’s C# and full name. Be sure to include the C and the remaining 8 digits to help us with speedy entry!

If you selected Salary as the position class, this section will not be fillable.

Requester Information

| Requestor Information | | |
|--|------------------------------------|----------------------|
| * <input checked="" type="checkbox"/> By submitting this form, I acknowledge that by law, students cannot work until their paperwork has been completed. I will be notified when a student has been approved to work and I agree not to allow a student to work until I receive this approval. | | |
| *Requestor Electronic Signature: Joan Jett | *Requestor Full Name: Joan Jett | *Date: 10/05/2023 |

As the requestor of the form, we ask that you sign off that you understand students cannot work until you have received a notification that they have completed their paperwork. Clark University is required to follow federal employment law policies and we are requesting your help to keep the University in compliance.

Once the form has been completed, click the “Save & Submit” button at the bottom.

If you have forgotten any required fields, you will be required to go back and complete them before moving on.

The system will ask you to confirm the form before continuing. Check the form over and select “Edit” to make any changes or “Continue” to move forward.

After clicking “Continue,” the Hire Form pop-up box will disappear and you will return to the Form page. The checkbox next to the green “Student Worker Form” link will be filled with a green check box.

Next step: Task Routing!

Task Routing will be used for any approvers who are needed for the hire form. Even if you do not need to add any individuals to the task routing section, you are still required to click on it. The standard task routing will appear as shown below in a pop-up box – student employment staff will be hard coded as the final step in the approval process.

| Approver Title | User | Status | Actions |
|----------------------------|-----------------|---------------|---------|
| Budget Approver (optional) | | | |
| Student Employment | Savannah Plante | Not Initiated | |
| | Julie Bolduc | Not Initiated | |

Note: Task is enabled for routing users to be optional.

[Show Add/Edit Routing](#)

[Show Routing History](#)

If this task routing is okay for your department, close out of the task routing box.

Budget Approver: If your department requires you to obtain permission from a budget approver, click on the pencil icon next to Budget Approver. Enter your Budget Approver’s name in the user field and click the pop-up to add them to the

task routing. Select “Save Routing” when complete and click the X on the top right of the box to exit back to the form screen.

| Approver Title | User | Status | Actions |
|----------------------------|-----------------|---------------|---------|
| Budget Approver (optional) | | | |
| Student Employment | Savannah Plante | Not Initiated | |
| | Julie Bolduc | Not Initiated | |

Note: Task is enabled for routing users to be optional.

[Show Add/Edit Routing](#)

Approver Title: User: Permission:

Instructions (optional):

[Save Routing](#) [Cancel](#)

[Show Routing History](#)

Once the form and the task routing are complete and you are back on the forms screen, select the “Send for Next Action” button to get the approval process going!

Taylor Swift - Office Assistant

Form ID: 184259

[Student Worker - New](#)

[Task Routing](#) [Actions](#)

Student Hire Form

Student Worker Form

Discussions

[Start New Discussion](#)

[Send for Next Action](#)




Once it is that person’s turn to approve the form, they will receive an email to view the form. As the form creator, you will be able to see who has yet to approve the form and where it may be stalled.

How to check the status of your hire form:

From the “Created by me” tab on your dashboard, you will be able to see your “Published Forms” and “Waiting for Task Approval” queues. They’ll likely have all the same forms listed. Below are some forms being tested by Grants Accounting.




6 Created by me 0 Assigned to me 0 Guest Reviews

Published Forms

| ID | Title/Name | Originator | Template | Updated |
|--|-------------------------------|-----------------|-----------------------------|------------|
|  183885 | Ronald Weasley - GPA Test 3 | Savannah Plante | External Grant Payroll Auth | 10/04/2023 |
|  183884 | Hermione Granger - GPA Test 2 | Savannah Plante | External Grant Payroll Auth | 10/03/2023 |
|  183880 | Harry Potter - GPA Test 1 | Savannah Plante | External Grant Payroll Auth | 10/04/2023 |

1 to 3 of 3 Records Page 1

Waiting for Task Approval

| ID | Title/Name | Originator | Template | Updated |
|--|-------------------------------|-----------------|-----------------------------|------------|
|  183885 | Ronald Weasley - GPA Test 3 | Savannah Plante | External Grant Payroll Auth | 10/04/2023 |
|  183884 | Hermione Granger - GPA Test 2 | Savannah Plante | External Grant Payroll Auth | 10/03/2023 |
|  183880 | Harry Potter - GPA Test 1 | Savannah Plante | External Grant Payroll Auth | 10/04/2023 |

1 to 3 of 3 Records Page 1

Find the student’s name you are looking to check in on and click on the “Edit” pencil on the left side. This will bring you back to the Forms page. Click on Task Routing to see the status of the hire form.

Ronald Weasley - GPA Test 3

Form ID: 183885

External Grant Authorization

Savannah Plante

External Grant Authorization

External Grant Payroll Authorization

Discussions

Start New Discussion

Task Routing

Close Form

Guests

All Tasks

Because this example is an External Grant Payroll Authorization, there a few more steps in the process:

| Task Routing | | | |
|---|-----------------|---------------------------------------|---------|
| Approver Title | User | Status | Actions |
| Budget Approver (optional) | N/A | | |
| Staff Accountant | Thomas Lanson | Complete [10-04-2023 02:38 PM EDT] | |
| | Katie George | - | |
| | Benjamin Bedard | - | |
| Associate Controller | Tammy Hearnlaye | In Progress [10-04-2023 02:38 PM EDT] | |
| | Anne Randall | In Progress [10-04-2023 02:38 PM EDT] | |
| Student Employment | Savannah Plante | Not Initiated | |
| | Julie Bolduc | Not Initiated | |
| Note: Task is enabled for routing users to be optional. | | | |
| Show Add/Edit Routing | | | |
| Show Routing History | | | |

Here you can see that no budget approval was needed for this form. Thomas Lanson approved this form on October 4th at 2:28pm and it is now waiting for an Associate Controller to approve the form before it goes to Student Employment for processing.

Once satisfied with the progress of the form, click the dashboard button at the top to close out of the form.

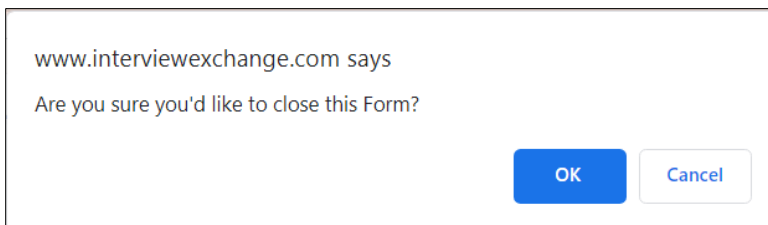
How do I cancel a Hire Form before it's approved?

From the Forms page, edit the hire form name to "CLOSED Taylor Swift – Office Assistant". Click the "Close Form" button on the top right.



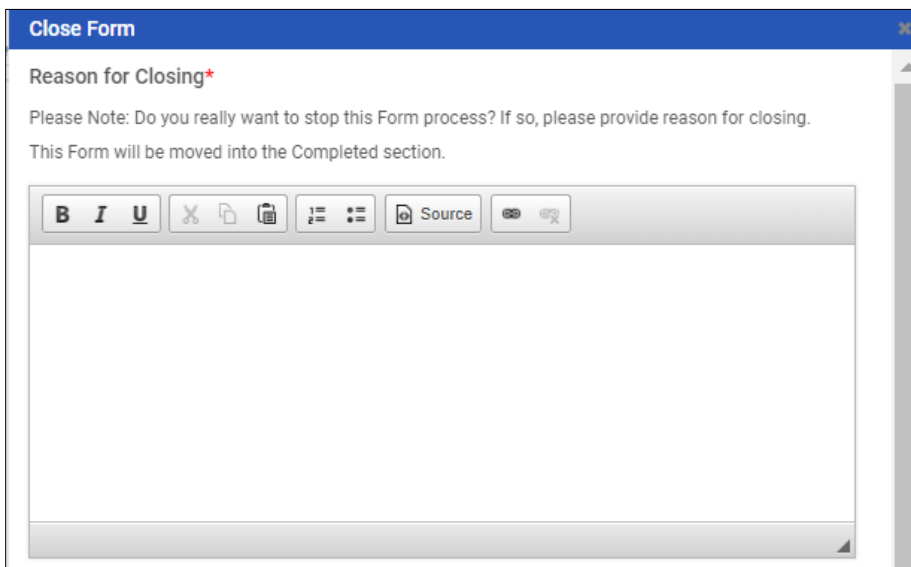
The screenshot shows a web interface for a form titled "CLOSED Taylor Swift - Office Assistant". The form ID is 186113. The form is currently in a "Review Task" state, assigned to Savannah Plante. The form title is highlighted in yellow. A "Close Form" button is highlighted in yellow in the top right corner. The form content includes a "Student Worker - New" section with a "Review Task" button. Below this, there are two form types: "Student Hire Form" (marked with a red asterisk) and "Student Worker Form" (checked). A "Discussions" section is visible at the bottom, with a "Start New Discussion" button.

A pop-up will ask you to confirm that you would like to close the form (i.e., cancel the form). Select "OK."



The pop-up dialog box contains the text "www.interviewexchange.com says" and "Are you sure you'd like to close this Form?". At the bottom, there are two buttons: "OK" (blue) and "Cancel" (white).

Another pop-up box will ask you for a reason for closing the form. Enter your reason for closing the form (e.g., student took a position elsewhere), select "Close Form" at the bottom of the pop-up box, and you are all set!



The "Close Form" dialog box has a title bar "Close Form" and a close button. The main content area is titled "Reason for Closing*" and includes a "Please Note: Do you really want to stop this Form process? If so, please provide reason for closing. This Form will be moved into the Completed section." Below this is a rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Underline (U), Undo, Redo, Bulleted List, Numbered List, and Source. The text area is currently empty.

What do I do if a Hire Form is denied?

If a form has been denied by someone within the task routing, you will receive an email. Click the “account” link within the body of your email to be brought to Interview Exchange to see the reason.

Denied Form - Taylor Swift - Office Assistant [Student Worker - New]

Interview Exchange <info@interviewexchange.com>
To Savannah Plante

Thu 10/5/2023 2:42 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hirezon | Interview Exchange

10/05/2023
Clark University - Student Employment

Dear Savannah,

Savannah Plante has denied Task: Student Worker - New during the review of the form below.

Form Title/Name: Taylor Swift - Office Assistant [ID: 184311]
Template: Student Worker - New
Initiated by: Savannah Plante

Please login to your **account** and review the reason for denial via the Task Routing option on this task. If needed, you can then revise the task and re-send it for approval. Please contact your Administrator for assistance.

For any Forms related assistance, please contact your HR Administrator or for any technical assistance please contact us via the online [Help Desk](#).

Interview Exchange Support

You'll need to click through the main module screen before being brought to the hire form.

Hirezon | Interview Exchange

Forms Applicant Tracking System Onboarding / Contracts

Please select a division below:

--Select--
--Select--
Faculty / Staff Employment
Student Employment

Click “Task Routing” to see the denial reason.

Taylor Swift - Office Assistant

Close Form Guests All Tasks

Form ID: 184311

Student Worker - New Savannah Plante

Task Routing Actions

The Task Routing box will appear and you will be able to see who rejected the form and for what reason.

| Task Routing | | | |
|---|-----------------|----------------------------------|---------|
| Approver Title | User | Status | Actions |
| Budget Approver (optional) | N/A | | |
| Student Employment | Savannah Plante | Denied [11-17-2023 11:44 AM EST] | |
| Note: Task is enabled for routing users to be optional. | | | |
| Show Routing History | | | |

Oops! In this example, there must be a typo in your Org code. Let's resubmit the form! Close out of the Task Routing box by hitting the X on the top right corner. You'll be brought back to the Forms page. Select "Actions" on the right side.

Taylor Swift - Office Assistant Close Form Guests All Tasks

Form ID: 184311

✖ Student Worker - New Task Routing *** Actions

Savannah Plante

From the pop-up menu here, select "Mark As Incomplete." You will receive a pop-up asking you to confirm this. Select "OK". This will remove the denial from the hire form allowing you to make edits.

Hirezon | Exchange Notifications (60) Help Instructions Logout

Taylor Swift - Office Assistant Close Form Guests All Tasks

Form ID: 184311

✖ Student Worker - New Task Routing *** Actions

Savannah Plante

IMPORTANT - Please confirm this action as it may delete data in any completed EForms on dependent tasks to reflect any changes made on EForms on this task. Are you sure you would like to mark this task as incomplete?

OK Cancel

Guests

← Mark As Incomplete

Copy Data To New Form

Once the denial has been removed, click "Actions" again and select "Republish."

Taylor Swift - Office Assistant Close Form Guests All Tasks

Form ID: 184311

➔ Student Worker - New Task Routing *** Actions

Savannah Plante

* Student Hire Form

Student Worker Form

Discussions Start New Discussion

Republish

Copy Data To New Form

From here, you'll be able to get back into the hire form to make the edits and resubmit through the task routing process as before!

Tasks Assigned on Taylor Swift - Office Assistant

Form ID: 184311

[View Complete Form](#)

Please complete all the tasks below and click Send for Next Action once completed.

→ Student Worker - New Task Routing

Savannah Plante

- * Student Hire Form
- Student Worker Form

Discussions ↻ ✕

-

[Start New Discussion](#)

How do I know when a student is approved to work?

From your Created by Me dashboard, you will see approved students in the Completed Forms box:

Completed Forms Include Archived (?)

| ID | Title/Name | Originator | Template | Updated |
|--------|---------------------------------|-----------------|-----------------------------|------------|
| 186032 | Taylor Swift - Office Assistant | Savannah Plante | Student Worker - New | 10/23/2023 |
| 183880 | Harry Potter - GPA Test 1 | Savannah Plante | External Grant Payroll Auth | 10/20/2023 |

1 to 2 of 2 Records Page 1 ▾

You will also receive an email:

Form Completed - Taylor Swift - Office Assistant [Student Worker - New]

Interview Exchange <info@interviewexchange.com>
To: Savannah Plante Mon 10/23/2023 11:37 AM

[↶ Reply](#) [↶ Reply All](#) [→ Forward](#) [⋮](#)

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hirezon | Exchange

10/23/2023
Clark University - Student Employment

Dear Savannah,

The form below has been completed.

Form Title/Name: Taylor Swift - Office Assistant [ID: 186032]
Template: Student Worker - New
Initiated by: Savannah Plante

Please login to your [account](#) to view this form.

For any Forms related assistance, please contact your HR Administrator or for any technical assistance please contact us via the online [Help Desk](#).

Interview Exchange Support

How to clone a Hire Form

To save time and copy data from one form to another, you can use the **Copy Data to a New Form** function.

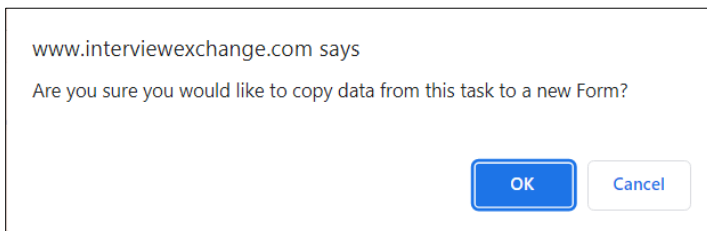
Please note: This can only be used within the same template (e.g., new hire forms can copy to new hire forms; previously employed to previously employed). If a hire form format is edited from one year to another by the Office of Student Employment, this function will not work when copying the previous years for as the code has changed.

From the Forms page of the hire form you would like to copy, click the Action button and select Copy Data to New Form.



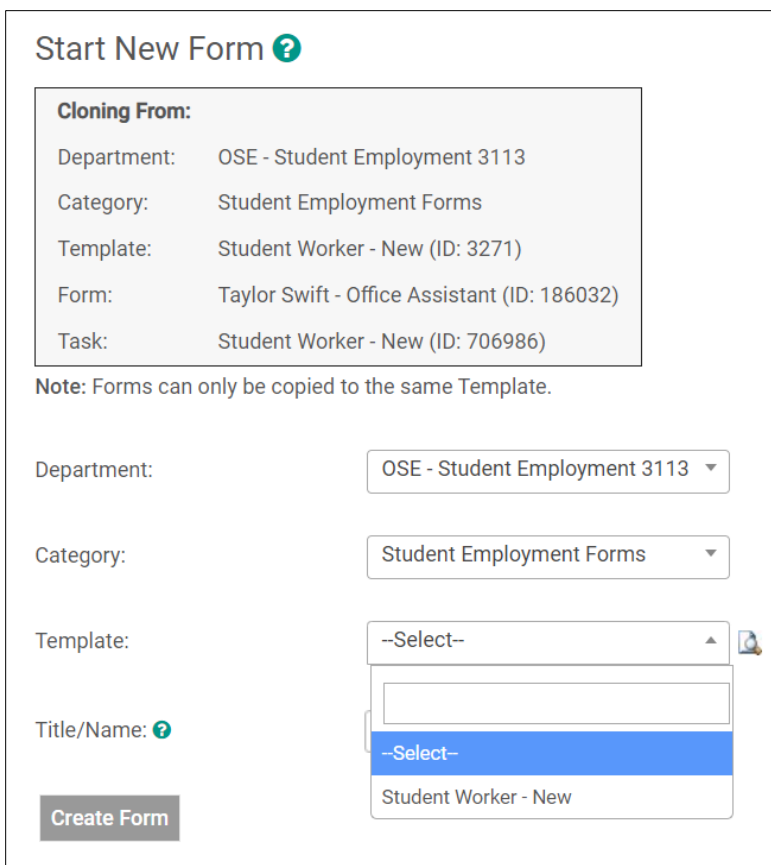
The screenshot shows a form titled "Taylor Swift - Office Assistant" with Form ID: 186032. The form is currently in a "Student Worker - New" state, assigned to Savannah Plante. In the top right corner, there are buttons for "Task Routing" and "Actions". The "Actions" menu is open, showing options for "Guests" and "Copy Data To New Form".

A pop up will ask if you are sure you'd like to copy data to a new form, select OK.



The dialog box contains the text: "www.interviewexchange.com says Are you sure you would like to copy data from this task to a new Form?". At the bottom, there are two buttons: "OK" and "Cancel".

The information from the cloning hire form will be brought over to the Start New Hire Form Page. You will only be able to select the previously selected template (Taylor's hire form was a new template, so the new hire form must be a new template).



The "Start New Form" page displays the following cloning information:

- Cloning From:
- Department: OSE - Student Employment 3113
- Category: Student Employment Forms
- Template: Student Worker - New (ID: 3271)
- Form: Taylor Swift - Office Assistant (ID: 186032)
- Task: Student Worker - New (ID: 706986)

Note: Forms can only be copied to the same Template.

The form creation fields are:

- Department: OSE - Student Employment 3113
- Category: Student Employment Forms
- Template: --Select--
- Title/Name: ?

A dropdown menu for the Template field is open, showing the following options:

- Select--
- Student Worker - New

A "Create Form" button is located at the bottom left.

Once on the Forms page, Scooby Doo's new packet for his detective job will have all the same information from Taylor's hire form. Go into the hire form and edit the student's name, C#, and position title.

Scooby Doo - Detective Student Worker Form

Form ID: 188820

→ Student Worker - Previous Savannah Plante

* Student Hire Form
□ Student Worker Form

Discussions

CLARK UNIVERSITY

Student Worker Form

Student Information

*Student First Name: Taylor
*Student Last Name: Swift
*Student Clark ID (include the "C"): C12345678

Position Information

*Is this job funded by an external grant? (All external grants start with 23XXX, 24XXX, 25XXX, or 2 followed by a letter.)
If this job is funded by external grant, please discontinue use of this form and complete the Student External Grant Payroll Authorization Form instead.
No

*Is this a union position?
If unsure, please contact oncampusemployment@clarku.edu.
No

*Handshake Job ID: 98765431

*Position Title: Taylor Swift - Office Assistant
*Position Class: Hourly
*Hourly Rate or Salary Per Pay Period: 15

*Hours per Pay Period:
*Start Date:
*End Date:

Save & Submit

Once all the necessary edits are made to the hire form, continue through the hiring form submission process as usual.

Updated 11/20/23