

FAQ's

FAQ's for Supervisors/Timekeepers about HireFresnoState Job Board

Q: Where can I find the link to log in to the online recruiting system HireFresnoState, to post my student position?

A: The link for departmental user login page is: <http://www.fresnostate.edu/HireFresnoState>. Be sure to select the EMPLOYER button to begin your login process. Remember, the system requires your "full" email @..... and the password you use will never change as it is NOT tied to the PeopleSoft system. You can also log in to HireFresnoState by going to www.fresnostate.edu/careers and click on the HireFresnoState logo in the middle of the home page.

Q: I am having trouble logging into the Online Recruiting System, who can I contact for help?

A: If you are having trouble logging in, make sure you are using your full email and the password you used when you set up your profile. If you continue to experience trouble logging in, phone the Career Development Center at (559) 278.2381 for assistance.

Q: I already know who I want to hire, do I have to post my student position on HireFresnoState?

A: Yes – all student positions are to be posted on HireFresnoState. Public posting of student job vacancies ensures broader access to a wider range of potential applicants and is in line with the University's policy making it fair and equitable for all students.

Q: I need help creating a posting; who do I contact for assistance?

A: You may always ask Sheila Gallagher-Price at sheilag@csufresno.edu or x2381 for help and support when creating a job posting.

Q: How long does a student position need to be posted via HireFresnoState?

A: Student positions need to be posted for a minimum of one (1) day.

Q: Although my student position will be posted via HireFresnoState, I don't want applicants to apply through the system. Can I use the system to post the job and then do the receiving of applications through my department?

A: Yes, you can use another application process other than HireFresnoState to receive your applicant's resumes.

Q: I created a posting for a student position and it has not posted to HireFresnoState - why is that?

A: The posting may still be under review by the Student Employment Approver. If it has been more than 24-48 hours, please contact the Career Development Center.

Q: I need clarification with posting a position, who should I contact?

A: If you need technical assistance, contact the Career Development Center at 278.2381. If you have questions about the position or process, contact Sheila Gallagher-Price at sheilag@csufresno.edu.

Q: I want to post a student job, but want to designate that it is a work study position. Is there a way to note this in the posting?

A: Yes. When creating the posting, check the “On Campus – Work Study” in the position type section. Please keep in mind that this does not prevent all students from applying. At this time there is no way of restricting position postings from being viewed by all students.

Q: I want to post a student job, and want it to be open to ALL qualified applicants including those eligible for work study. Is there a way to note this in the posting?

A: Yes. When creating the posting, select “On Campus Student Assistant” and “On Campus Work Study” in the position type section.