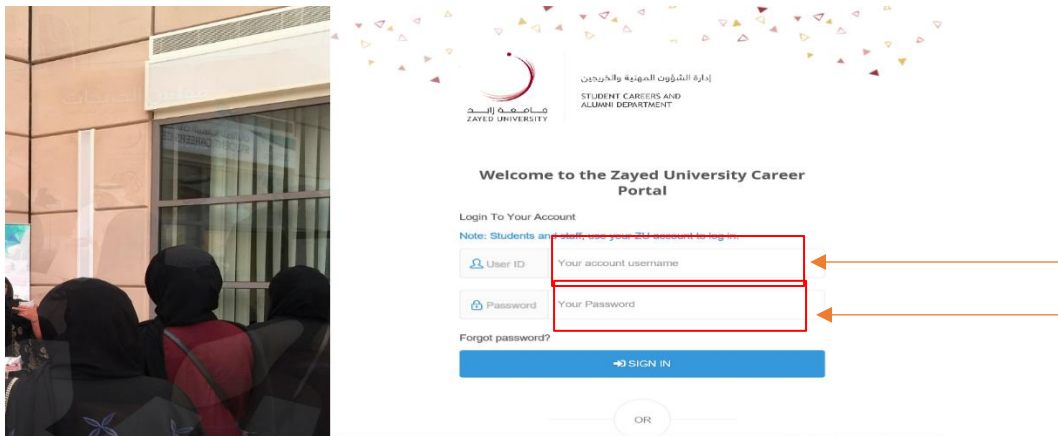


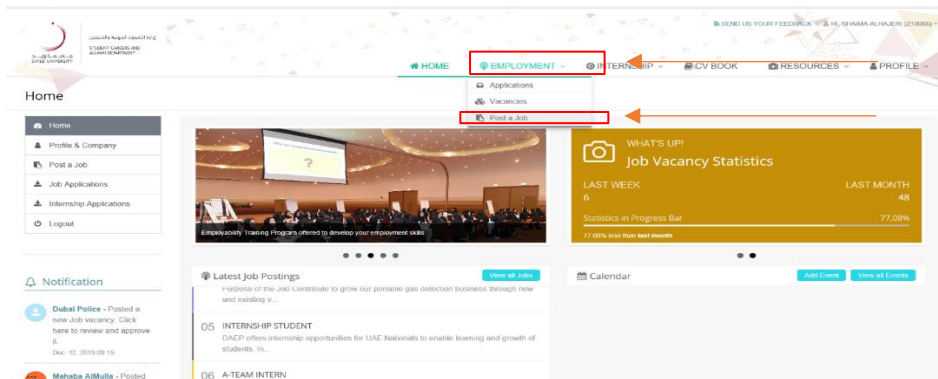
New hiring process – ONCE program

Post a new ONCE opportunity.

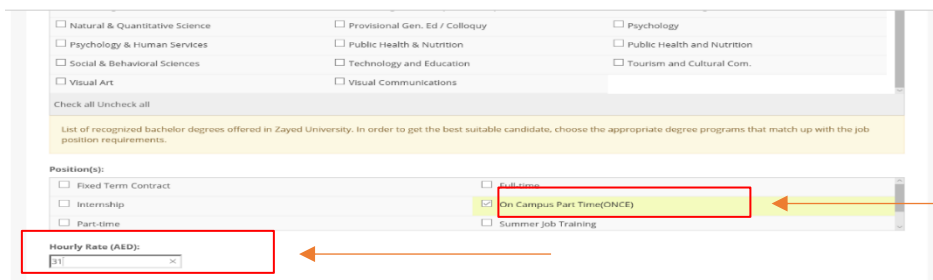
1. Enter your ZU ID and Password to register in Career portal. <https://careers.zu.ac.ae/>



2. Select employment then Post a Job



3. After you fill all sections on this page, please make sure to Select On Campus Part Time (ONCE) and add the hourly payment Rate.



- Select the location (Dubai or Abu Dhabi campus) or you can write online if the job is remotely then save and submit the vacancy.

Emirate(s) - Job sites:

- Abu Dhabi
- Dubai
- Ras Al Khaimah
- Ajman
- Fujairah
- Sharjah

Work Location:

Work Location:

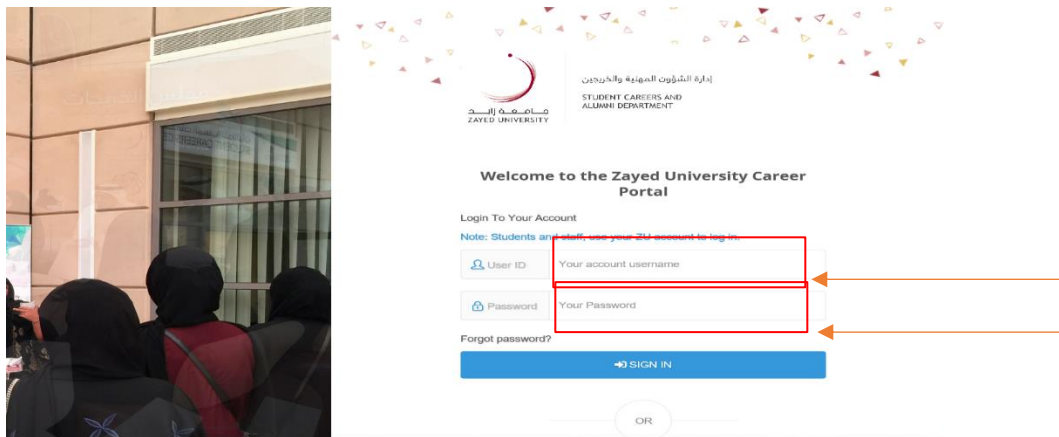
Posting Start Date:

Posting End Date:

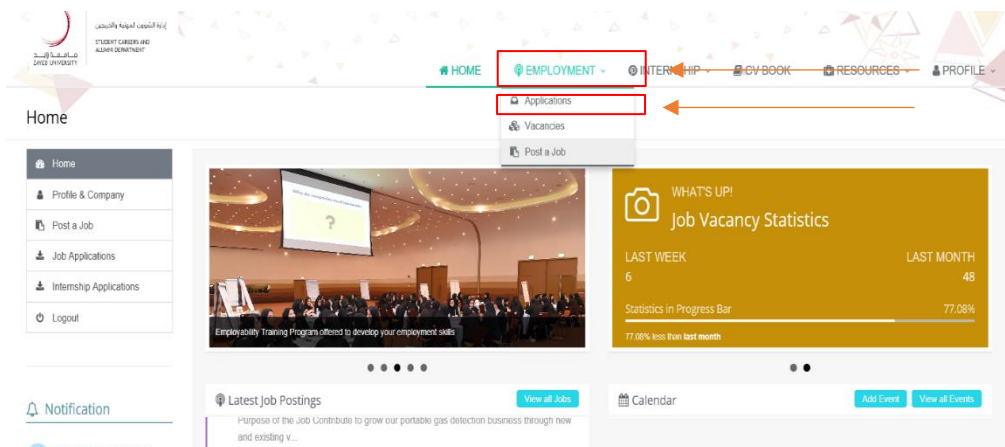
Buttons: Save, Save and Submit, Back to the list

Complete the hiring process.

- Enter your ZU ID and Password to sign in Career portal.




- Select employment then Applications and you will be able to view list of students who applied to your ONCE vacancy post.



6. After you review all the students CV, click on action next to the student name you want to hire.

| | | | | | | | | |
|---|-----------|---------------------------------------|--------------------------------|------|--|---|------|---------------------|
|  | 201401391 | Manal Abedrabo Ahmed Husain Almessabi | Comm. and Media Sciences | 2.66 | manal.abed.mussbi@gmail.com | Volunteers for Environment Agency - Abu Dhabi | Seen | Fet 23, 2020 10: PM |
|  | 201331787 | Munira Mir Muhammad | Environment Sci/Sustainability | 2.72 | 201331787@zu.ac.ae | Volunteers for Environment Agency - Abu Dhabi | Seen | Fet 23, 2020 11: PM |

7. Click on Hire the student! A small message box will be shown (you can't undo this step once it is done).



Manal Abedrabo Ahmed Husain Almessabi
 Student ID: 201401391
 Major: Comm. and Media Sciences
 GPA: 2.66
 Campus: AUH - Women's Campus
 Email: manal.abed.mussbi@gmail.com
 Mobile number: 0503231805

Applying for Application Status: **Seen**

Volunteers for Environment Agency - Abu Dhabi


Shortlisted: 0 Hired: 0 Vacancies: 10

Click to Shortlist
Click to HIRE!

Curriculum Vitae (CV)
Academic Transcript

Download CV file

Download the Student's Curriculum Vitae

CV File:  Download

careers.zu.ac.ae says

Congratulations! We're glad that you have found the one from ZU!

Please note that, once marked as hired, it cannot be undone.

Click OK to proceed otherwise click CANCEL.

OK
Cancel

8. Once you click hire student, A new pop-up form will be shown to you asking you to fill the required details (Such as Attendance Approver, Contract Start/End dates and comments) click on "Send to Student" button.

Attendance Approver

Contract Start date

Contract End Date

9. Student will receive an email from (ZU AC Systems) informing them that they need to take an action to complete the hiring process by clicking in a link to view the job agreement details and click approve on “Student’s responsibilities”.

10. After the student approval, the supervisor will receive a notification email from (ZU AC Systems) informing them that student have accepted the job agreement & student’s responsibilities and the supervisor need to take an action to complete the hiring process by clicking in the link to approve “Supervisor’s responsibilities”.

Supervisor Responsibilities

- I will provide a clear and detailed role description for the employee student.
- I will provide guidance, direction and mentoring for the employee student.
- I will give appropriate orientation and training so that student is fully aware of the Unit/Department’s expectations and on-the-job requirements.
- I will provide constructive and substantive feedback regarding the student’s job performance in a timely manner.
- I will understand the student’s academic responsibilities and commitments outside of work.
- I will ensure to approve all the hourly time-sheet e-forms in timely manner to avoid any delay
- I will ensure the student abides by the expected working hours of the ONCE Program
- I will provide written feedback to Student Careers and Alumni Department if a problem occurs where I can no longer employ the student
- I will provide equal opportunities for all students.

I agree to be committed to my responsibility during my supervision for ONCE employee students

11. Dean/Director of the supervisor will receive an email notification from (ZU AC Systems) to take an action by clicking in link to approve the ONCE job application.
12. Student Careers staff will receive email notification to give the final approval after the Dean/Director approval.
13. After Student Careers Staff approval, student and supervisor will receive an email that student is hired with a link to download the agreement form. (Click print to download the agreement form).

