• **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

  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](image-url)
2. Click on Create Job.
How to Submit New Job?

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

![Figure 4 – Job Listing](image)

• **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.

![Figure 5 - View Applications](image)
• **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](mailto:HumanResources@uchastings.edu)) if you have any questions.

![Application for HR Test Job](image-url)