HIRING MANAGER’S USER’S GUIDE

Southeastern Louisiana University
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INTRODUCTION

Welcome to the Southeastern Louisiana University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:
• Create and submit Position Descriptions to HR
• View Applicants to your Postings
• Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:
• Faster processing of employment information
• Up-to-date access to information regarding all of your Postings
• More detailed screening of Applicants’ qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser
The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser’s “Back”, “Forward” or “Refresh” buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data
To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.
GETTING STARTED

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:

Log in with your Southeastern username and password.
This is the default home page that shows the Active Postings.

This page is designed to help you keep track of the active posting/recruitments that are currently going on by you or your department.

You will perform actions by clicking on the links on the left side of the screen.

Active Postings – Shows the current postings that are currently in the recruitment process
- Posted – Posted to the web and accepting applications
- Closed/Removed from Web – Removed from the web and no longer accepting applications at this time

CREATING A POSITION DESCRIPTION

Position Description options are broken down into different Requests in the online system. The Position Description section on the left navigation menu is where you will be performing most of your functions/actions.
To start/initiate any action in the system you will click on “Begin New Action”

Typical other Request options are:

- Create a New Position Description
- Modify a Position Description
- Advertise and Replace for Existing Unclassified & Faculty Positions
- Advertise and Replace for Existing Classified Position
- Advertise and Replace for Existing Graduate Assistant

To begin a position description request, click the “Begin New Action” link in the Job Description section of the navigation bar. Your Request choices will then appear.

### New Position Description

Click on Start Action under the action you wish to use. In the following example, “Establish a New Position” was selected. There are several tabs across the top of the screen.

### Proposed Classification

When you click Start Action, you will be in the “Proposed Classification Title” tab. This screen allows you to associate a specific classification title with the Position Description being created.
In the example below select a title from the list by clicking **Select and Continue** under the title.

![Create New Position Description](image)

Once you choose your title, click on “**Continue to Next Page**”. There are several tabs across the top of the screen; the first one is the “**Copy Position**”. If you wish to copy an existing position, follow the steps listed below, otherwise, choose the button that says:
Position Details

The position details tab will include all details about the job description. Any field with a red asterisk is a required field. You will need to enter information in each required field. The larger text areas will hold approx. 3900 characters of text (including spaces, is about a page and a half). The smaller text areas (like Justification for Position) are a 1200 character limit.

If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.

Create New Position Description

<table>
<thead>
<tr>
<th>Proposed Classification</th>
<th>Position Details</th>
<th>Proposed Duties</th>
<th>Physical Requirements</th>
<th>Supplemental Documentation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<< RETURN TO PREVIOUS       CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Position Details

<table>
<thead>
<tr>
<th>Type of Request:</th>
<th>No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Job Code Title:</td>
<td>Accountant</td>
</tr>
<tr>
<td>Business Title:</td>
<td></td>
</tr>
<tr>
<td>Source of Funds:</td>
<td>No Response</td>
</tr>
<tr>
<td>Position Number:</td>
<td></td>
</tr>
<tr>
<td>Job Code:</td>
<td>500020</td>
</tr>
<tr>
<td>EEO Code:</td>
<td>Other Professionals</td>
</tr>
<tr>
<td>Job Group:</td>
<td>Accounting &amp; Auditing</td>
</tr>
</tbody>
</table>
Once you click search, you should see a screen like the one listed below. You will choose “Select and Continue”. After you click this option, you may continue through each tab of the Position Description and modify any of the fields that are copied in from the Position.

**Proposed Job Duties**
After continuing to the next page, you will be on the “Job Duties” tab.

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.
To begin entering each individual duty, click the **Add New Entry** button. Enter each percent of time and duty, and click the **Add Entry** button. Percentages must add up to 100%.

To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link.
To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

---

**Create New Position Description**

<table>
<thead>
<tr>
<th>Proposed Classification</th>
<th>Position Details</th>
<th>Proposed Job Duties</th>
<th>Physical Requirements</th>
<th>Supplemental Documentation</th>
<th>Comments</th>
</tr>
</thead>
</table>

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.

To begin entering each individual duty, click the **Add New Entry** button. Enter each percent of time and duty, and click the **Add Entry** button. Percentages must add up to 100%.

You may copy and paste from another document. Do not include duties which constitute less than 5%.

To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link.
To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

No Records Found

- **ADD NEW ENTRY**
- **<< RETURN TO PREVIOUS**
- **CONTINUE TO NEXT PAGE >>**
- **SAVE AND STAY ON THIS PAGE**
After clicking the “Add New Entry” button, you should see a form similar to the following:

You will be able to add as many duties as needed for this particular position. For each duty you add, you should add a description of the duty, and the estimated percent of time spent performing the duty. Typically the duty percentages will total 100%. The Duties field will hold about 3900 characters.

Once you are finished entering your duties, click on the button that says “Add Entry”. You’ll see a screen similar to the following:
### Physical Requirements

Please check the frequency for each Activity noted below. Any **physical job** requirements not identified on this form should be noted in the Comments Section.
Create New Position Description

<table>
<thead>
<tr>
<th>Proposed Classification</th>
<th>Position Details</th>
<th>Proposed Job Duties</th>
<th><strong>Physical Requirements</strong></th>
<th>Supplemental Documentation</th>
<th>Comments</th>
<th>HR Use Only</th>
</tr>
</thead>
</table>

<< RETURN TO PREVIOUS | | CONTINUE TO NEXT PAGE >>

Please check the frequency for each Activity noted below. Any physical job requirements not identified on this form should be noted in the Comments Section. Questions regarding how to properly complete this form should be directed to the Human Resources Benefits Office at (985) 549-5651.

*Required information is denoted with an asterisk.

1. Body Positions

<table>
<thead>
<tr>
<th>Sitting:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>○ Never</td>
<td>○ Occasional (1%-33%)</td>
<td>○ Frequent (34%-66%)</td>
<td>○ Continuous (67%-100%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Documentation

Attach the Organizational Chart and any other appropriate documents.

Create New Position Description

<table>
<thead>
<tr>
<th>Proposed Classification</th>
<th>Position Details</th>
<th>Proposed Job Duties</th>
<th>Physical Requirements</th>
<th>Supplemental Documentation</th>
<th>Comments</th>
<th>HR Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach</td>
<td>Attach</td>
<td>Attach</td>
<td>Attach</td>
<td>Attach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>Comments/Memo</td>
<td>Other Documents</td>
<td>Not Attached</td>
<td>Not Attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL
PREVIEW ACTION

Comments

You may enter comments to other approvers in the comments section. This is also where you will review any comments from other approvers in the event your position request is returned for review.

Create New Position Description

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Hiring Manager Comments:

Department Head Comments:
Saving/Submitting the Position

After clicking the **Continue to Next Page** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

**View New Position Description Summary**

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm**.
**Search Actions**

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

<table>
<thead>
<tr>
<th>Search Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Official Job Code/Title:</strong></td>
</tr>
<tr>
<td><strong>Position Number</strong></td>
</tr>
<tr>
<td><strong>Employee First Name</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Business Title</strong></td>
</tr>
<tr>
<td><strong>Employee ID Number</strong></td>
</tr>
<tr>
<td><strong>Employee Last Name</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
</tbody>
</table>

Check All  Clear All
- Sent to Dept Head
- Sent to Dean/Director
- Sent to AVP
- Sent to Sponsored Research/Grant
- Sent to Dean of Graduate School
- Sent to VP
- Sent to President
- Action Saved Not Submitted
- Sent to HR for Initial Review
- Sent to VP for Final Approval
- Sent to Hiring Manager
- Sent to HR for Final Review & Approval
- Action Canceled (Final)
- Approved (New Position Description)
- Approved for Posting (New Position Description)
- Approved (Position Description Modified)
- Approved for Posting (Position Description Modified)
- Approved (User or Employee Changed)
- Position Description Inactivated
Once you search for your position request, you should see a table that shows you the position and its current status in the “Status” column. You may click the view link to review details or comments from other approvers.

**Pending Actions**

If you have saved without submitting your position, or if your position request has been returned or submitted for review, you can click on “Pending Actions”. Click the view link under the title to open your request back up and make changes or submit to the next level approver.

**Modify Existing Position**

Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions. Whether this involves a change in classification or not, we are still just updating the official position description with new information. Click on **Begin New Action** to modify a position.
Select the request you wish to begin. For this example, Modify Existing Position Description has been selected.

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:

**Modify Existing Position Description**

[Image of a form with fields for search conditions and action buttons]
Once you have found the position you would like to update, click the 'Start Action' link below the position title.

This tab displays the present title associated with this Position Description, if applicable. New positions will not have a current title.

*Required information is denoted with an asterisk.

You will be able to either click the tab you wish to modify or you can go through each page and update anything that has changed on the position.

**NOTE:** the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.
Request to Fill a Position

Begin New Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Position Description</td>
<td>Use this action to request a new position.</td>
</tr>
<tr>
<td>Start Action</td>
<td></td>
</tr>
<tr>
<td>Modify Existing Position Description</td>
<td>Use this action to request an update or reclassification of an existing position.</td>
</tr>
<tr>
<td>Start Action</td>
<td></td>
</tr>
<tr>
<td>Advertise and Replace for Existing</td>
<td>Use this action to request to advertise and replace an existing unclassified or faculty position.</td>
</tr>
<tr>
<td>Unclassified &amp; Faculty Positions</td>
<td>Start Action</td>
</tr>
<tr>
<td>Advertise and Replace for Existing</td>
<td>Use this action to request to advertise and replace an existing classified position.</td>
</tr>
<tr>
<td>Classified Positions</td>
<td>Start Action</td>
</tr>
<tr>
<td>Advertise and Replace for Existing</td>
<td>Use this action to request to advertise and replace an existing graduate assistant position.</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>Start Action</td>
</tr>
</tbody>
</table>

Select the request you wish to begin. For this example, Advertise and Replace for a Classified Position has been selected.

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:

Advertise and Replace for Existing Classified Positions

Search Positions to Begin Action On

- Official Job Code Title: Any
- Business Title
- Position Number
- Employee ID Number
- Employee First Name
- Employee Last Name

Search Clear Results Cancel Action
Search for the position you are requesting to advertise and select Start Action under the Official Job Code Title column.

### Advertise and Replace for Existing Classified Positions

<table>
<thead>
<tr>
<th>Official Job Code Title</th>
<th>Business Title</th>
<th>Job Code</th>
<th>Employee Id</th>
<th>Employee Last Name</th>
<th>Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant 1</td>
<td>Accountant 1</td>
<td>150180</td>
<td>Naquin</td>
<td>Position Description Template in System (Needs Update)</td>
<td></td>
</tr>
</tbody>
</table>

You will have several tabs across the page that will allow you to view the position details. Continue through each page to view the detail of the position until you reach the Requisition Form.

*Note: You can click on the tab column name to skip to different tabs. This will be the case when there is no required information that will need to be filled out.

### Create Advertise and Replace for Existing Classified Positions

<table>
<thead>
<tr>
<th>Current Classification</th>
<th>Position Details</th>
<th>Proposed Job Duties</th>
<th>Physical Requirements</th>
<th>Supplemental Documentation</th>
<th>Requisition Form</th>
</tr>
</thead>
</table>

This tab displays the present title associated with this Position Description, if applicable. New positions will not have a current title.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Official Job Code Title:</th>
<th>Accountant 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Group:</td>
<td>Accounting &amp; Auditing</td>
</tr>
</tbody>
</table>
The Posting and Close date fields are dates you can enter to allow the system to automatically post your job on the web for applicants to begin applying. The Close Date (unless Open Until Filled is checked) will automatically close your job on the date entered.

<table>
<thead>
<tr>
<th>Current Classification</th>
<th>Position Details</th>
<th>Proposed Job Duties</th>
<th>Physical Requirements</th>
<th>Supplemental Documentation</th>
<th>Requisition Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting date:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM/DD/YYYY – MM-DD-YYYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Closing date:**      |                  |                     |                       |                           |                 |
| MM/DD/YYYY – MM-DD-YYYY |

<table>
<thead>
<tr>
<th><strong>Search Chair/Committee Members:</strong></th>
</tr>
</thead>
</table>

*Required information is denoted with an asterisk.*

Optional Applicant Documents:
- Resume
- Cover Letter
- Curriculum Vitae
- Teaching Philosophy
- Letter of Reference 1
- Letter of Reference 2
- Letter of Reference 3
- Transcript 1
- Transcript 2
- Transcript 3
- Other Document (Refer to special instructions on job posting)
The Optional and Required Applicant Documents fields will allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under options, applicants will have the option to attach, but are not forced to attach. By checking a document under required, applicants will be forced to attach these documents before they can complete applying to your job.

The “Other” document type can be anything you may need for your position. You will need to enter the details for what type of document an applicant should attach here in the “Special Instructions to Applicants” field.

Enter in the Department’s Role, Scope, and Mission for this request. You can also list other advertising sources where you would like to post this job.
Saving/Submitting the Position

After clicking the **Continue to Next Page** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

**View Advertise and Replace for Existing Classified Positions Summary**

To change the status of this action, choose from the statuses below:

- **Edit**
- **Printer-Friendly Version**

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm**.
Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.

If you are not adding any Screening Questions, click the Continue to Next Page button.

To add a Screening Question to this Posting, click on the Add a Question button, which returns the following page:

The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click Search, the system will return a list of all questions.
that have been entered previously by Human Resources or Hiring Managers for other Postings. Select one of the questions from the list if it is appropriate for this Posting. Click the View/Add link to the right of the question in order to add it to your posting.

**Search Existing Questions:**

<table>
<thead>
<tr>
<th>Search by Keyword:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[SEARCH]  [CANCEL]

**Search Results**

16 Records

<table>
<thead>
<tr>
<th>Question Text</th>
<th>View/Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a bachelor’s degree?</td>
<td></td>
</tr>
<tr>
<td>What is the highest level of education attained?</td>
<td></td>
</tr>
<tr>
<td>Are you willing to travel to job related conferences?</td>
<td></td>
</tr>
<tr>
<td>Why Do you want to work for this organizaiton?</td>
<td></td>
</tr>
<tr>
<td>Describe any work experience relevant to this Posting:</td>
<td></td>
</tr>
</tbody>
</table>

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

**Create a Question**

After clicking the **Create a Question** button, the following screen will appear:
Step 1: **Please enter question text:** Enter the text of the question you wish to ask all candidates who will apply to this Posting.

Step 2: **Please select answer type:** select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.

### Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

*Do you have experience working in an office environment?*
Possible Responses: Yes or No
After selecting the “Closed Ended” radio button, enter the answer choices that candidates can choose from in the boxes labeled “Possible Responses”. In this case, you would enter:

1. Yes
2. No
Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

*Describe any work experience relevant to this position.*

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select Short Text. Otherwise, select Long Text (Text > 50 characters). If a phone or a date is the required response, select the Phone or the Date options.

In the following example, Long Text was selected as the answer-type for the open-ended question.

![Open Ended Question Example](image)

The next step is to click on the Submit Question button at the bottom of the screen. This attaches the question to the Posting, and every applicant who applies to this Posting will be asked this question.
After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the “Required” status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.

When you have finished adding screening questions for this Posting, click the **Continue to Next Page** button.
Assigning Disqualifying/Points

In order to assist you in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the Continue to Next Page button.

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: “Do you have a bachelor's degree?”

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>DISQUALIFYING</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Response</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

To disqualify a candidate based on a particular answer, click the corresponding box under the word “DISQUALIFYING”. In the above example, when a candidate answers “No” to this question, the system would disqualify them for further consideration for this Posting. The candidate would receive the “Fail Message” for this position and be classified as “Inactive”.

To specify how many points the applicant should receive for each response, enter a number in the “SCORE” column. For example, an applicant answering “Yes” to this question would receive 50 points.

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>DISQUALIFYING</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Response</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the Recalculate button.

Clicking the Reset button returns all the Screening Question point values to 0.

When all the points and disqualifiers are set to your satisfaction, click the Continue to Next Page button.
VIEWING APPLICANTS TO YOUR POSTINGS

After logging in to the system, if you have a Posting that is currently accepting applications, you will see a screen that looks similar to the following:

**Active Postings**

To view the position details, click on the “View” link below the Title. To sort by any column, click on the arrow next to the column title.

<table>
<thead>
<tr>
<th>Official Job Code Title</th>
<th>Business Title</th>
<th>Posting Number</th>
<th>Apps In Process</th>
<th>Job Open Date</th>
<th>Job Close Date</th>
<th>Department</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Coordinator 3</td>
<td>View</td>
<td>0600069</td>
<td>1</td>
<td>06-10-2008</td>
<td>Center for Student Excellence</td>
<td>Posted</td>
<td></td>
</tr>
</tbody>
</table>

**Active Postings**: Postings that are Active are either:
- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

**Historical Postings**: Postings that are filled or cancelled will be here.

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the relevant title. This will bring you to a screen similar to the following:
You will notice the posting data is divided into tabs, listed across the top, starting with "Applicants". This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status
Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

### Active Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton, Denise</td>
<td>100</td>
<td></td>
<td>09-26-2007</td>
<td>Under Review by .....</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Manager Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stewart, David</td>
<td>Res</td>
<td>0</td>
<td>09-19-2007</td>
<td>Under Review by .....</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Manager Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Diane</td>
<td>100</td>
<td></td>
<td>09-19-2007</td>
<td>Under Review by .....</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Manager Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cargill, Jennifer</td>
<td>100</td>
<td></td>
<td>09-19-2007</td>
<td>Under Review by .....</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Manager Change Status</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.
You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.
## Inactive Applicants

### 6 Records

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>A Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill, Jennifer</td>
<td>Res</td>
<td>100</td>
<td>09-11-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covers, B</td>
<td>Cur, Ltr</td>
<td>100</td>
<td>09-11-2007</td>
<td>Interviewed/Not Hired, Send</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Email Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooks, Carol</td>
<td></td>
<td>100</td>
<td>09-13-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kempella, Cami</td>
<td></td>
<td>100</td>
<td>09-14-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dombrowski, Tonot</td>
<td></td>
<td>100</td>
<td>09-14-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td>Change Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mroczek, Patricia</td>
<td></td>
<td>100</td>
<td>09-16-2007</td>
<td>Hired</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CHANGE MULTIPLE APPLICANT STATUS

#### Refresh

- Minimum Score: 100

#### View Multiple

- VIEW MULTIPLE APPLICATIONS
  - Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Viewing and Printing Applications

To view and print a single application, click the link “View Application” under the applicant’s name from the “Active Applicants” screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser’s menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant’s signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the “View Applicants” screen).

To view and print multiple applications at the same time, perform the following steps:
  1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the “All/None” link). These boxes are located on the right side of the page. (See top of next page.)
  2. Click the View Multiple Applications button.
  3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
  4. Select File > Print from your browser’s menu to print the application(s).
Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents’ formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled “Documents” from the “Active Applicants” screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the “X” in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Posting” screen).

To view and print multiple documents at the same time, perform the following steps:
1. Check the boxes next to the corresponding applicants you wish to print (or click the “All/None” link). These boxes are located on the right side of the page.
2. Click the View Multiple Documents button.
3. Select File>Print from the Adobe Acrobat menu.
Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled Change Multiple Applicant Statuses.

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill, Jennifer</td>
<td>Res</td>
<td>100</td>
<td>09-11-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td>☑</td>
</tr>
<tr>
<td>Covars, B</td>
<td>Cyr, Ltr</td>
<td>100</td>
<td>09-11-2007</td>
<td>Interviewed/Not Hired, Send Email</td>
<td>In Progress</td>
<td>☑</td>
</tr>
<tr>
<td>Brooks, Carol</td>
<td></td>
<td>100</td>
<td>09-13-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td>☑</td>
</tr>
<tr>
<td>Kempella, Cami</td>
<td></td>
<td>100</td>
<td>09-14-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td>☑</td>
</tr>
<tr>
<td>Dombrowski, Tonia</td>
<td></td>
<td>100</td>
<td>09-14-2007</td>
<td>Not Interviewed Not Hired</td>
<td>In Progress</td>
<td>☑</td>
</tr>
<tr>
<td>Mroczek, Patricia</td>
<td></td>
<td>100</td>
<td>09-16-2007</td>
<td>Hired</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

CHANGE MULTIPLE APPLICANT STATUSES
After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

![Change Applicant Status](image)

To change the status of all applicants at once, click in the section titles “Change for All Applicants”.

Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status, and then you should see them change for all applicants in the table.
Click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the Request. Select the **Cancel** button to return to the previous screen to edit your changes.

### Change Applicant Status

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Status</th>
<th>Selection Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill, Jennifer</td>
<td>Res</td>
<td>Interview Pending</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covers, B</td>
<td>Cvr Ltr</td>
<td>Interview Pending</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td>Res</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooks, Carol</td>
<td></td>
<td>Interview Pending</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kempella, Cami</td>
<td></td>
<td>Interview Pending</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dombrowski, Tonot</td>
<td></td>
<td>Interview Pending</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTINUE TO CONFIRM PAGE >>**  **RESET TO ORIGINAL STATUS**

**CANCEL**
HIRING PROPOSAL

When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this candidate and send through the electronic approval process built in to your site. To start a Hiring Proposal, click on the “Change Status” link under the candidate you wish to hire.

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill, Jennifer View Application</td>
<td>Res</td>
<td>100</td>
<td>09-11-2007</td>
<td>Under Review by Manager Change Status</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

Once you click change status, you will need to select the “Recommend for Hire” option. Click on Continue to Confirm Page and Save Status Changes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Status</th>
<th>Selection Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill, Jennifer View Application</td>
<td>Res</td>
<td>Recommend for Hire</td>
<td>Choose Option Below:</td>
</tr>
</tbody>
</table>

CONTINUE TO CONFIRM PAGE >>  RESET TO ORIGINAL STATUS  CANCEL

A link will appear under the applicant that says “Begin Hiring Proposal”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cargill, Jennifer View Application</td>
<td>Res</td>
<td>100</td>
<td>09-11-2007</td>
<td>Recommend for Hire</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

Click the Begin Hiring Proposal link and you should see a screen with two types of Hiring Proposal selection choices. The options are:
Hiring Proposal for Different Position Description: You will use this if you have one posting, but more than one open position. You can hire applicants from the “Master” posting into the open position descriptions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Proposal for Different Position Description</td>
<td>Use this action to request a candidate for hire into a position other than the position listed below. Note: you will have the opportunity to search all positions.</td>
</tr>
</tbody>
</table>

Hiring Proposal for Position Description Listed Below: You will use this to hire the applicant selected directly into the position description that you see at the bottom of the page. See below:
Once you choose your Hiring Proposal selection, click "Start Action". You will see an open form where you can specify the detail about the candidate you wish to hire. Once you complete the Hiring Proposal, choose Continue to Next Page.

Once you choose your Hiring Proposal selection, click “Start Action”. You will see an open form where you can specify the detail about the candidate you wish to hire. Once you complete the Hiring Proposal, choose **Continue to Next Page**.

*Required information is denoted with an asterisk.*
Choose which option you wish to take on your request. You may either:

a) Save without Submitting  
b) Submit to Vice President  
c) Submit to Second Level Supervisor

Make your selection and click on

CONTINUE

Always click on “Confirm”.

SEARCHING HIRING PROPOSAL

To check the status of your Hiring Proposal, you may search for it at any time. Click on the left hand side of the screen “Search Hiring Proposals”.

You will be able to search using any of the specified criteria on the search page. Click search once you have marked your search criteria.
Once you locate your Hiring Proposal, you may click View under the title to either:

a) Submit to your next level approver after you saved it.
b) View the Hiring Proposal as it is being approved.
c) Approve a Hiring Proposal that has been sent to you for approval.
d) Edit a Hiring Proposal that was returned to you.

View Hiring Proposals
Logging Out

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.