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.

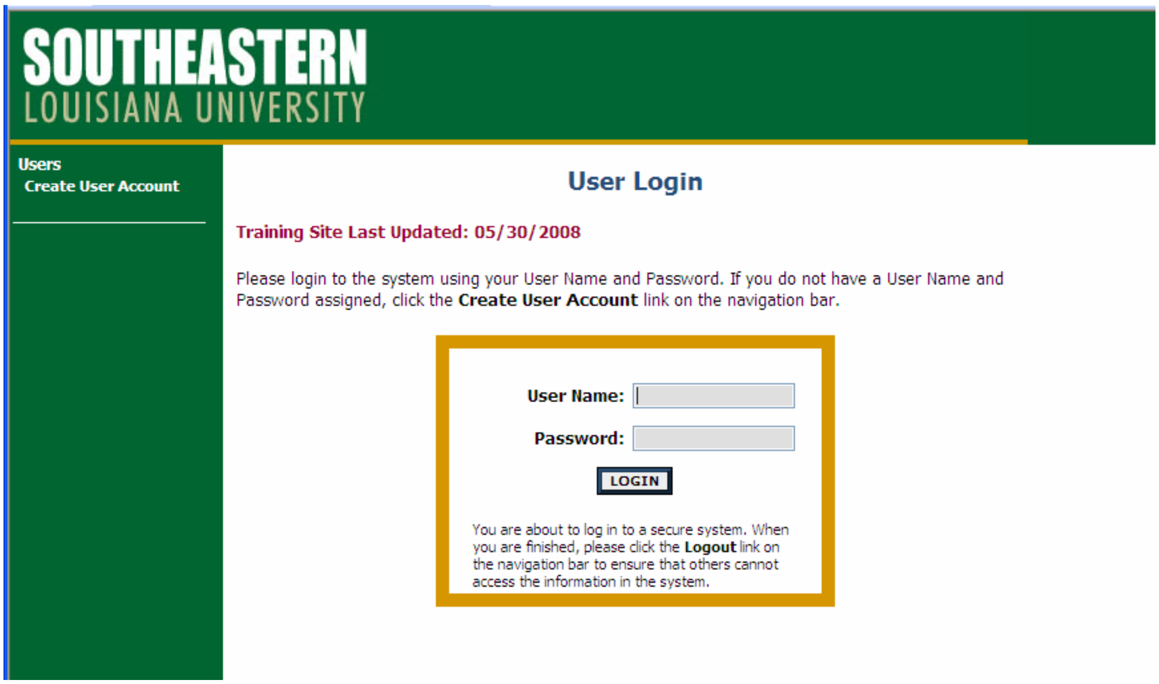
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

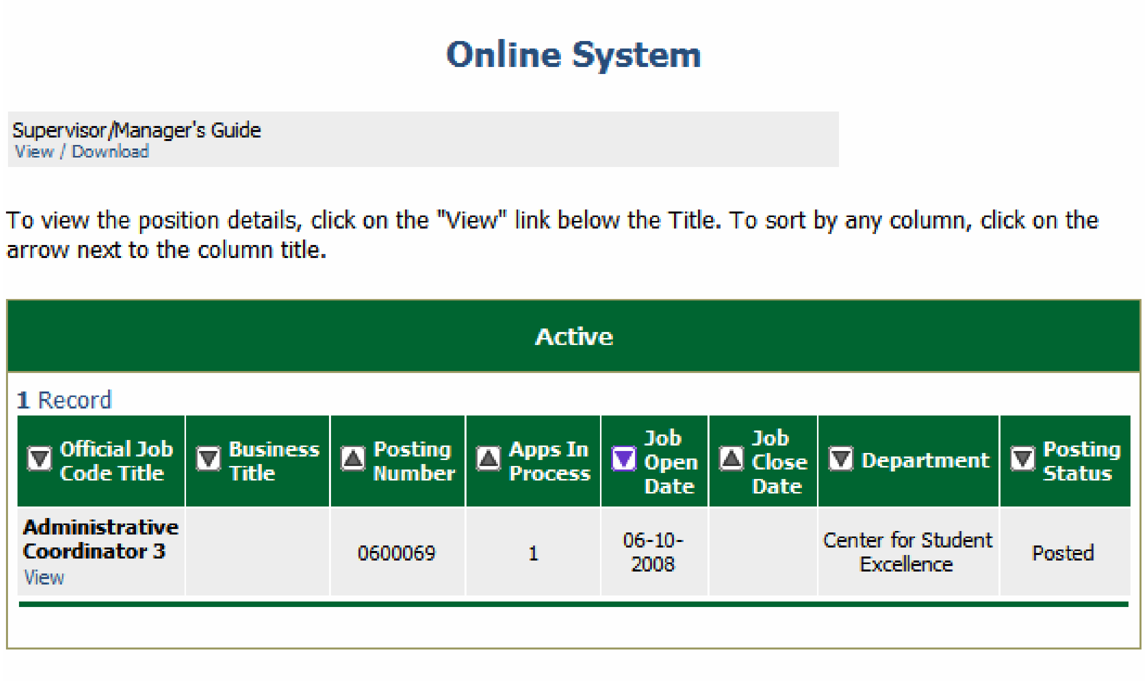
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link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



Online System

Supervisor/Manager's Guide
View / Download

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.

Active

1 Record

Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Administrative Coordinator 3 View		0600069	1	06-10-2008		Center for Student Excellence	Posted

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.

Position Descriptions
- Begin New Action
- Search Actions
- Pending Actions
- Search Positions

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.

Begin New Action

Begin New Action

5 Records

Action	Description
New Position Description Start Action	Use this action to request a new position.
Modify Existing Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassifed or faculty position.
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classifed position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.

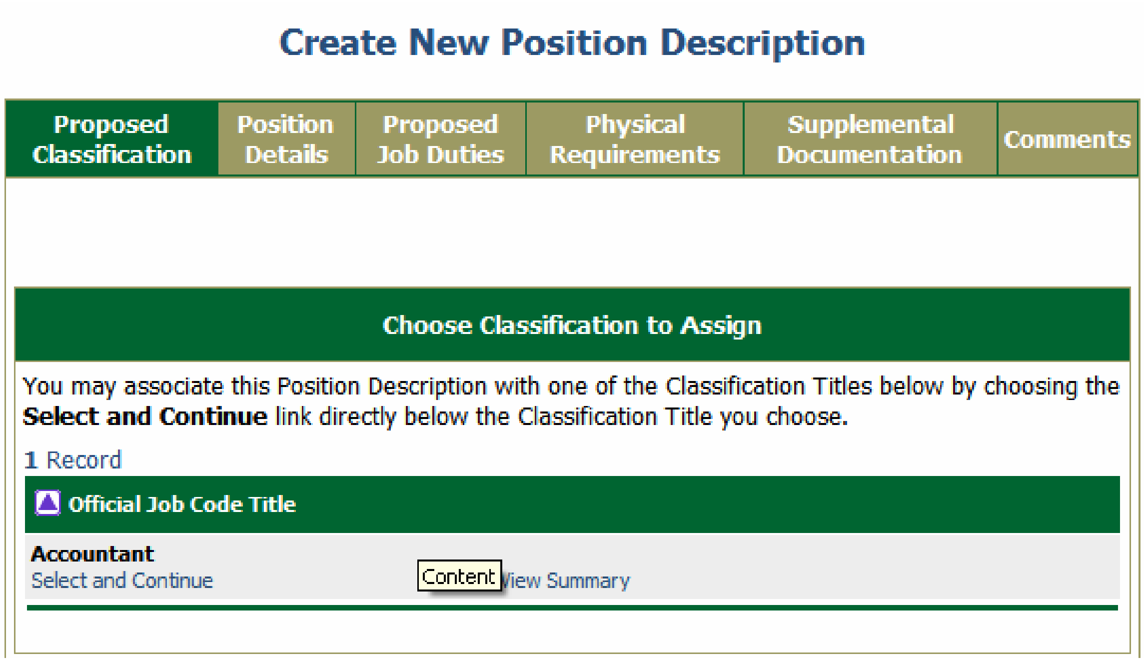
New Position Description

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.

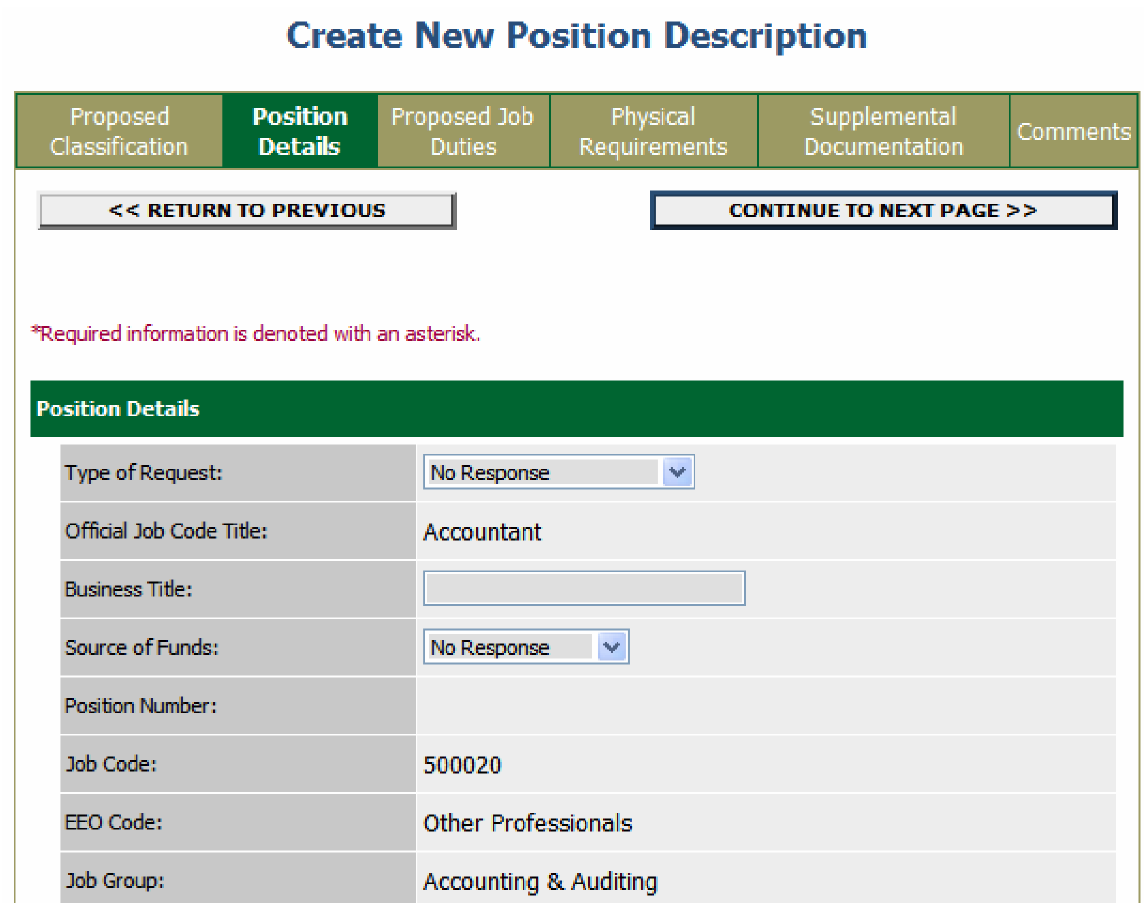
In the example below select a title from the list by clicking **Select and Continue** under the title.



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.



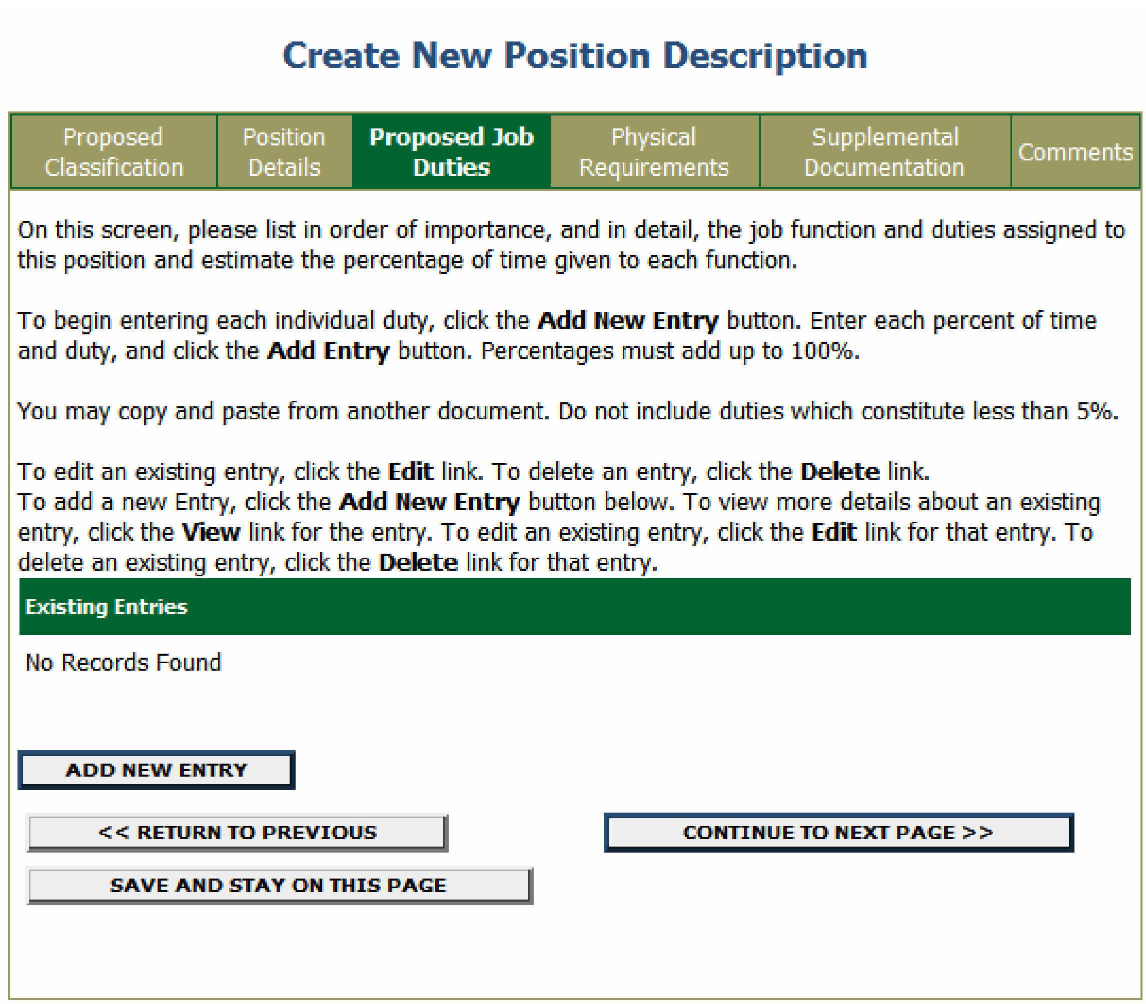
Once you click search, you should see a screen like the one listed below. You will choose "**Select and Continue**". After you click this option, you may continue through each tab of the Position Description and modify any of the fields that are copied in from the Position.

Proposed Job Duties

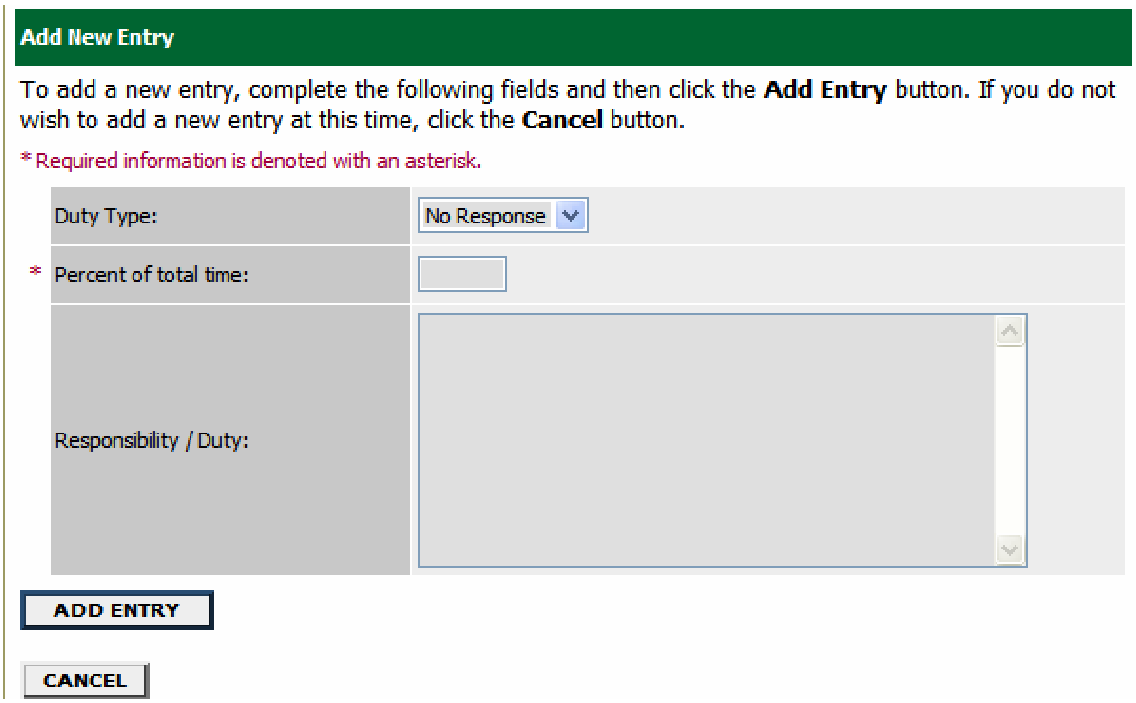
After continuing to the next page, you will be on the "Job Duties" tab.

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.



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:

ADD NEW ENTRY

Existing Entries

Percent of Duty Total: **10**

1 Record

% of Time	Responsibility / Duty
10 View || Edit Delete	Must be able to multi-task

You may click the "**Continue to Next Page**" button to go to additional tabs.

CONTINUE TO NEXT PAGE >>

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

Proposed Classification	Position Details	Proposed Job Duties	**Physical Requirements**	Supplemental Documentation	Comments	HR Use Only

<< 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.

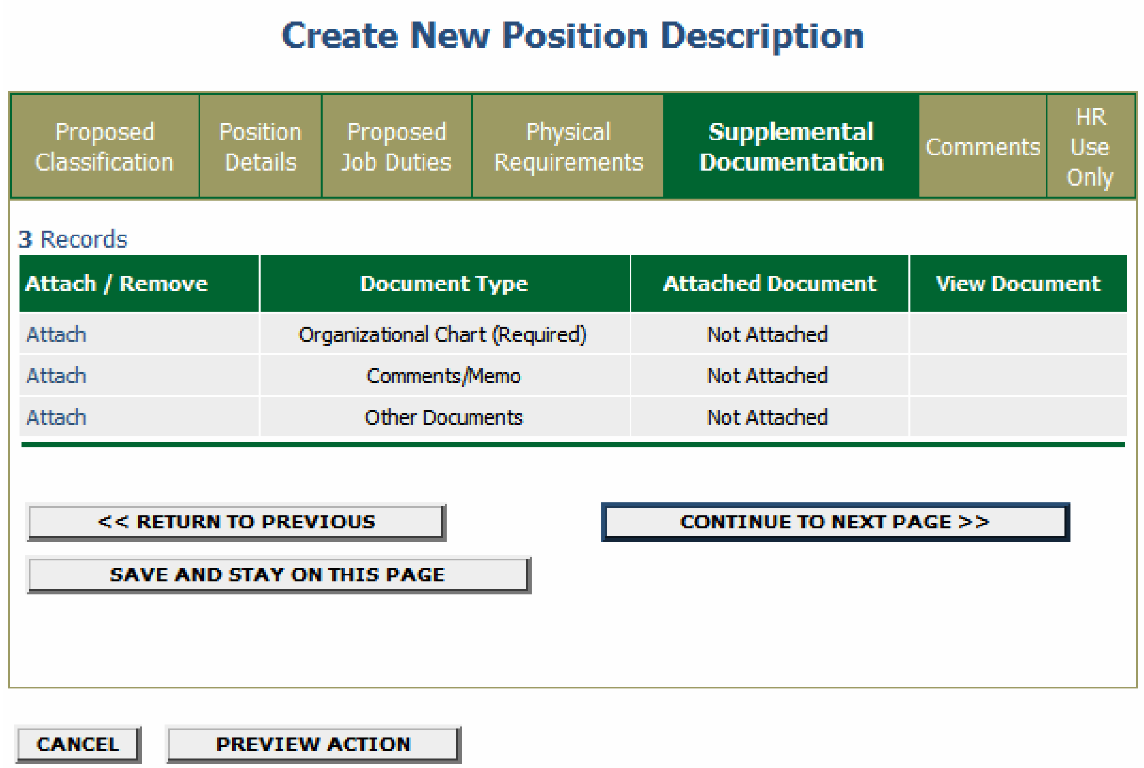
*Required information is denoted with an asterisk.

1. Body Positions

Sitting:	◯ Never ◯ Occasional (1%-33%) ◯ Frequent (34%-66%) ◯ Continuous (67%-100%)

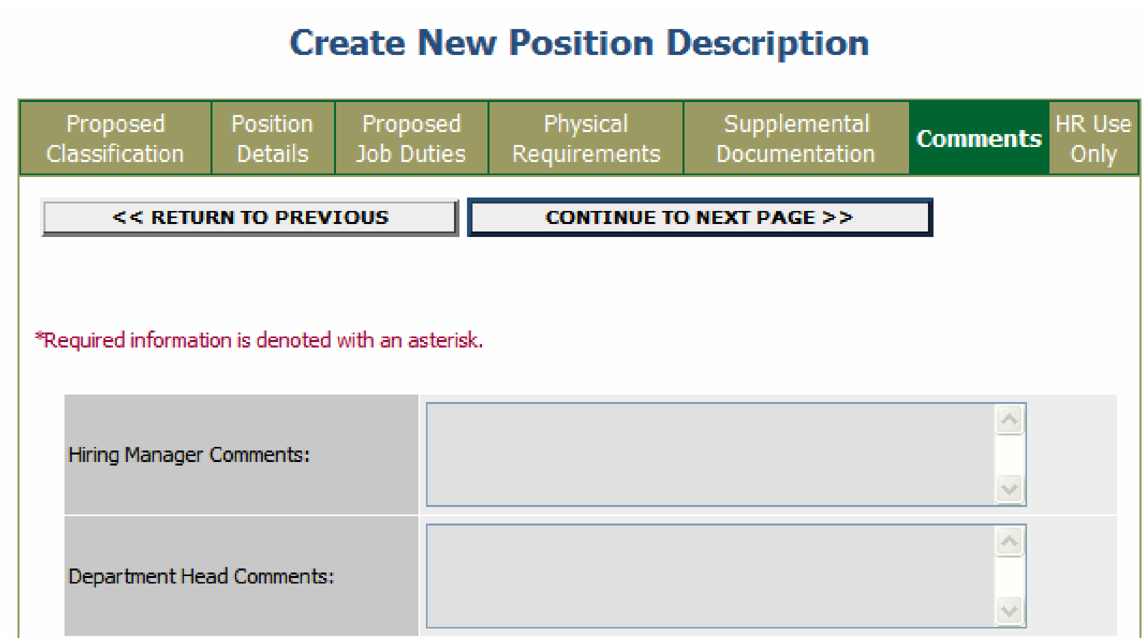
Supplemental Documentation

Attach the Organizational Chart and any other appropriate documents.



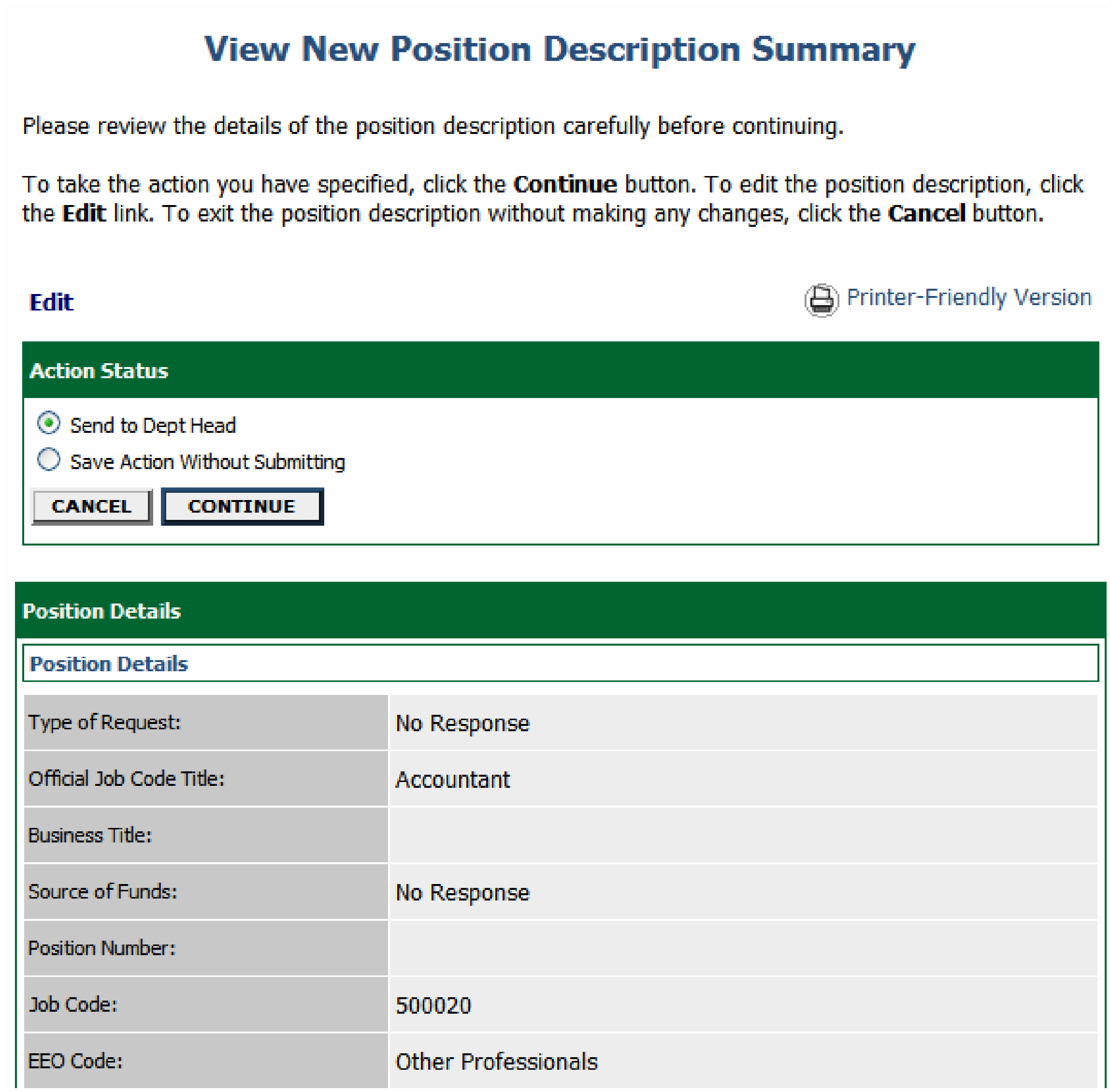
Comments

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.

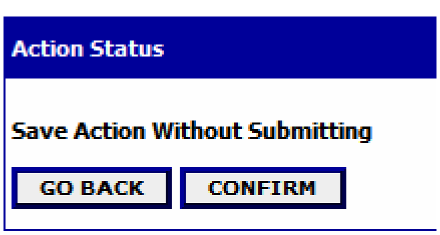


Saving/Submitting the Position

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.

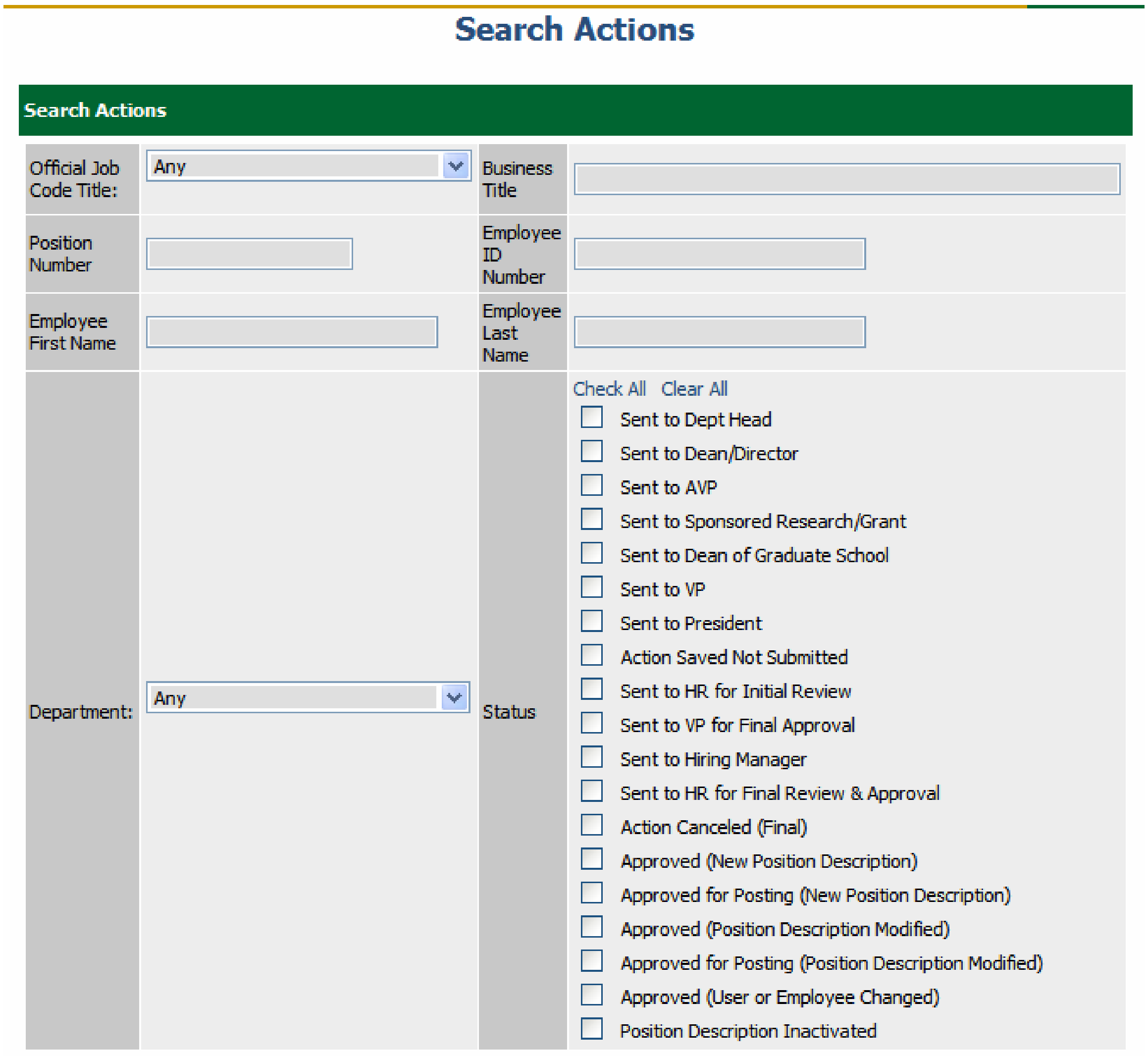


The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm.**



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.



Search Actions

Search Actions

Official Job Code Title:	Any	Business Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	
Department:	Any	Status	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.

View Actions

View Actions

1 Record

Official Job Code Title	Business Title	Status	Action Type	Action Number	Position Number	Employee Last Name	Date of Last Action	Date Approved
Accountant View || View Summary		Action Saved Not Submitted	New Position Description	000189		VACANT	06-11-2008	

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.

Pending Actions

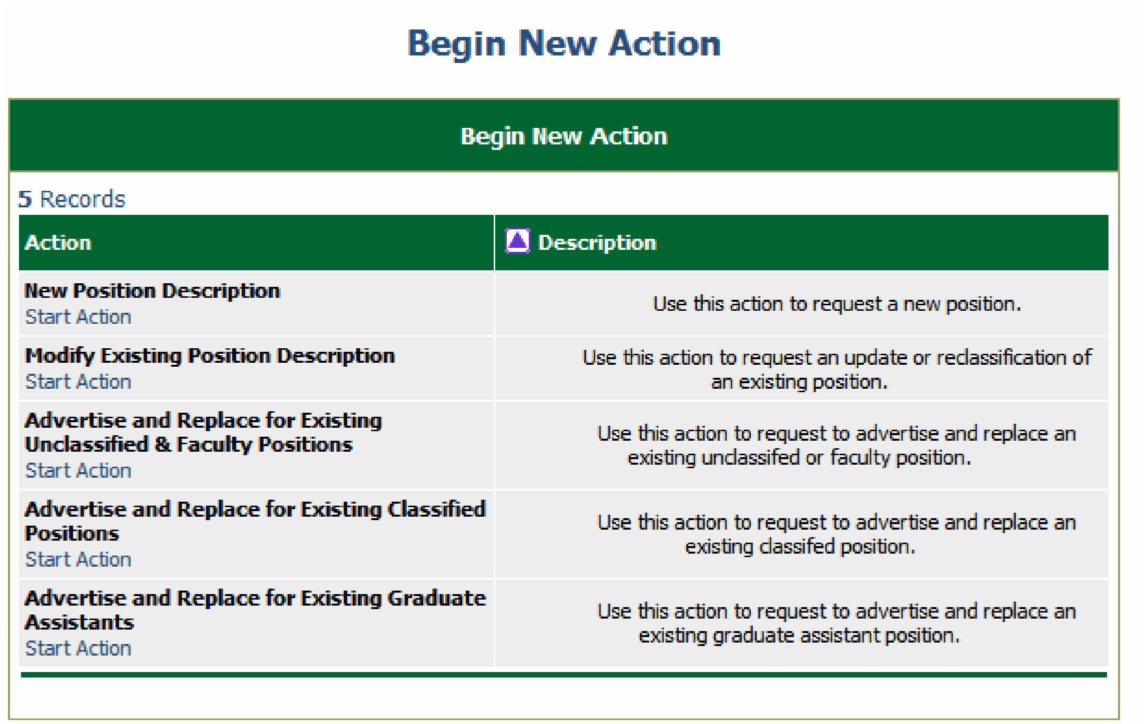
Pending Actions

1 Record

Official Job Code Title	Business Title	Action Number	Status	Action Type	Date of Last Action
Accountant View		000189	Action Saved Not Submitted	New Position Description	06-11-2008

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.



Begin New Action

Begin New Action

5 Records

Action	Description
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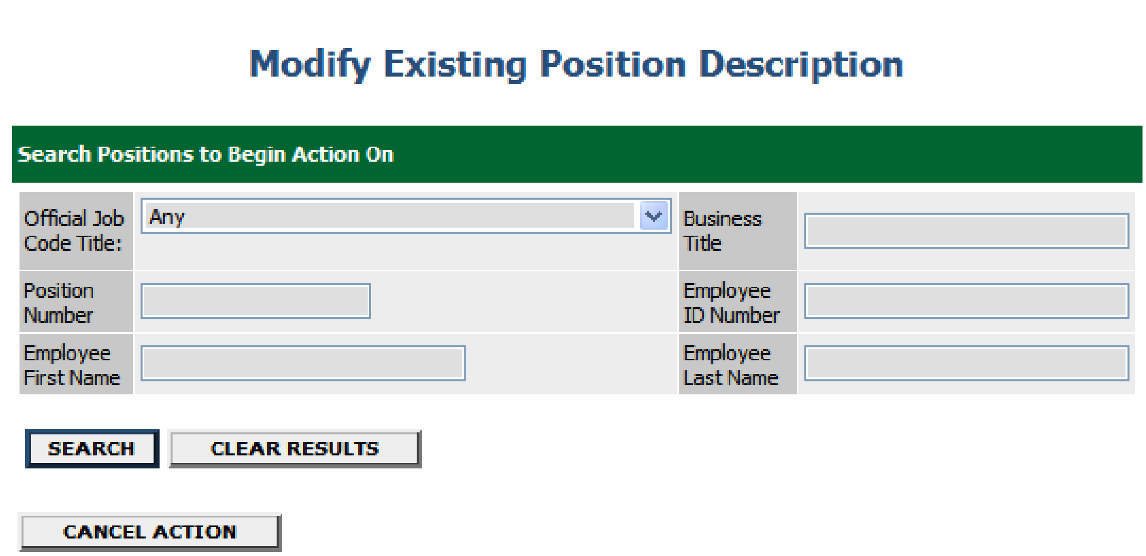
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classifed position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant 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

Choose Position Description to Begin Action On

3 Records

Official Job Code Title	Business Title	Job Code	Employee Id	Employee Last Name	Last Action
Accountant Start Action || View Summary	Grants Accountant	500020	0192236	Aydell	Position Description Template in System (Needs Update) View History

Once you have found the position you would like to update, click the '**Start Action**' link below the position title.

Create Modify Existing Position Description

Current Classification	Current Job Description	Proposed Classification	Position Details	Proposed Job Duties	Physical Requirements	Supplemental Documentation	Comments

CONTINUE TO NEXT PAGE >>

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

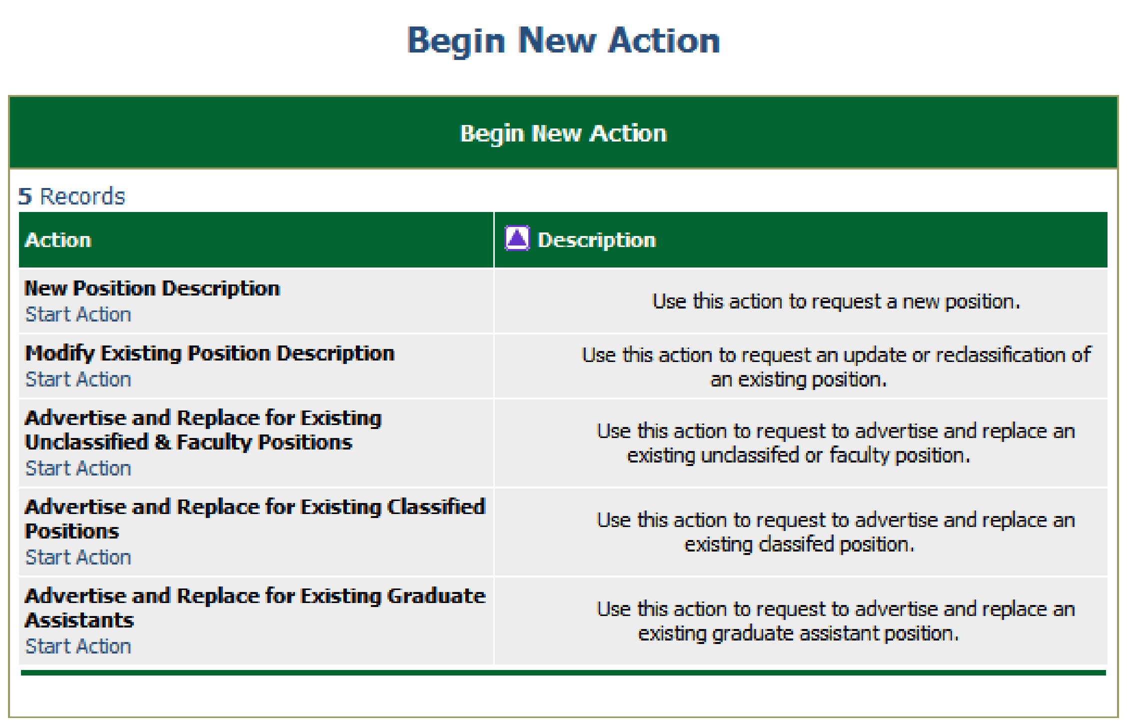
*Required information is denoted with an asterisk.

Official Job Code Title:	Accountant
Job Group:	Accounting & Auditing
EEO Code:	Other Professionals

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

Begin New Action

5 Records

Action	Description
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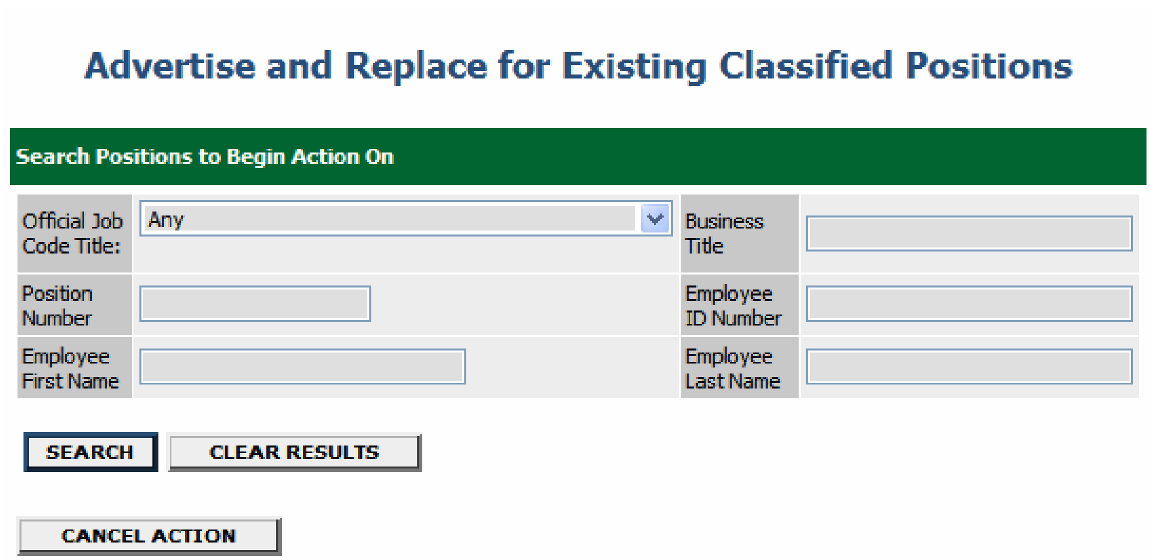
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classifed position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.

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

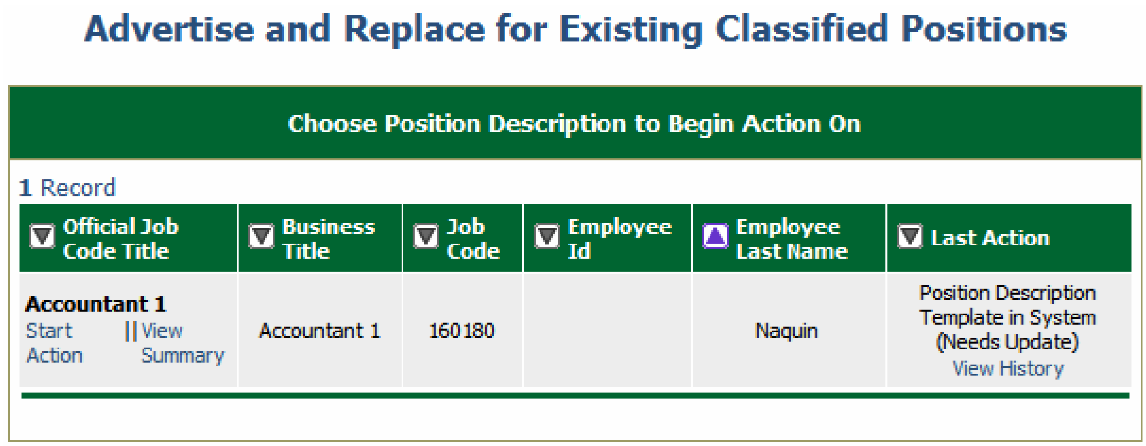
Search Positions to Begin Action On

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

SEARCH | CLEAR RESULTS

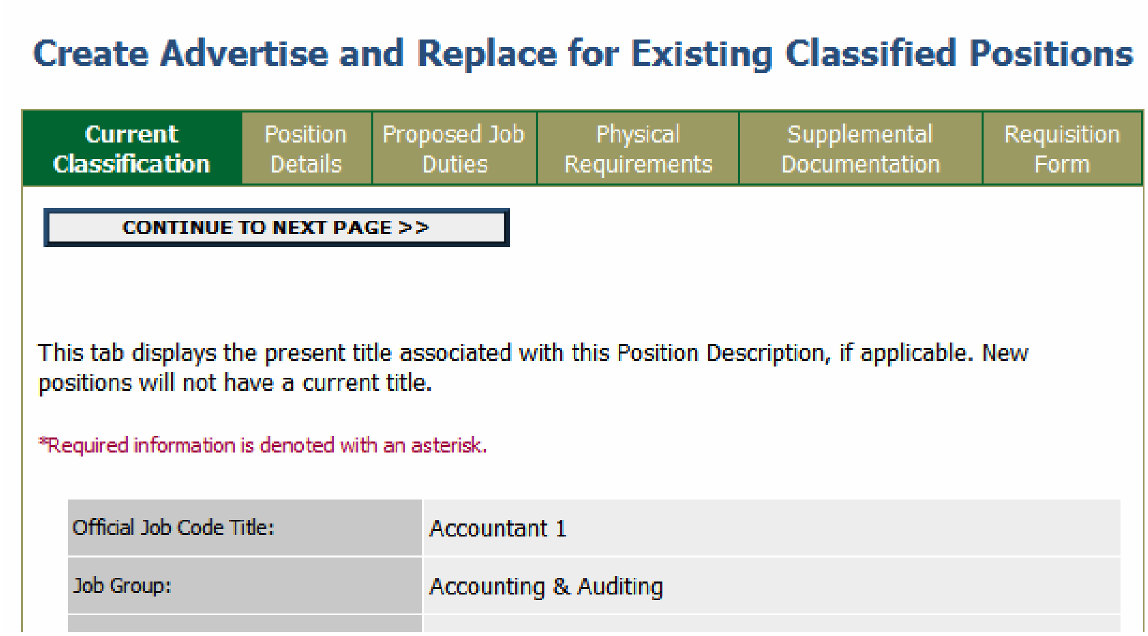
CANCEL ACTION

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



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

Current Classification	Position Details	Proposed Job Duties	Physical Requirements	Supplemental Documentation	**Requisition Form**

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

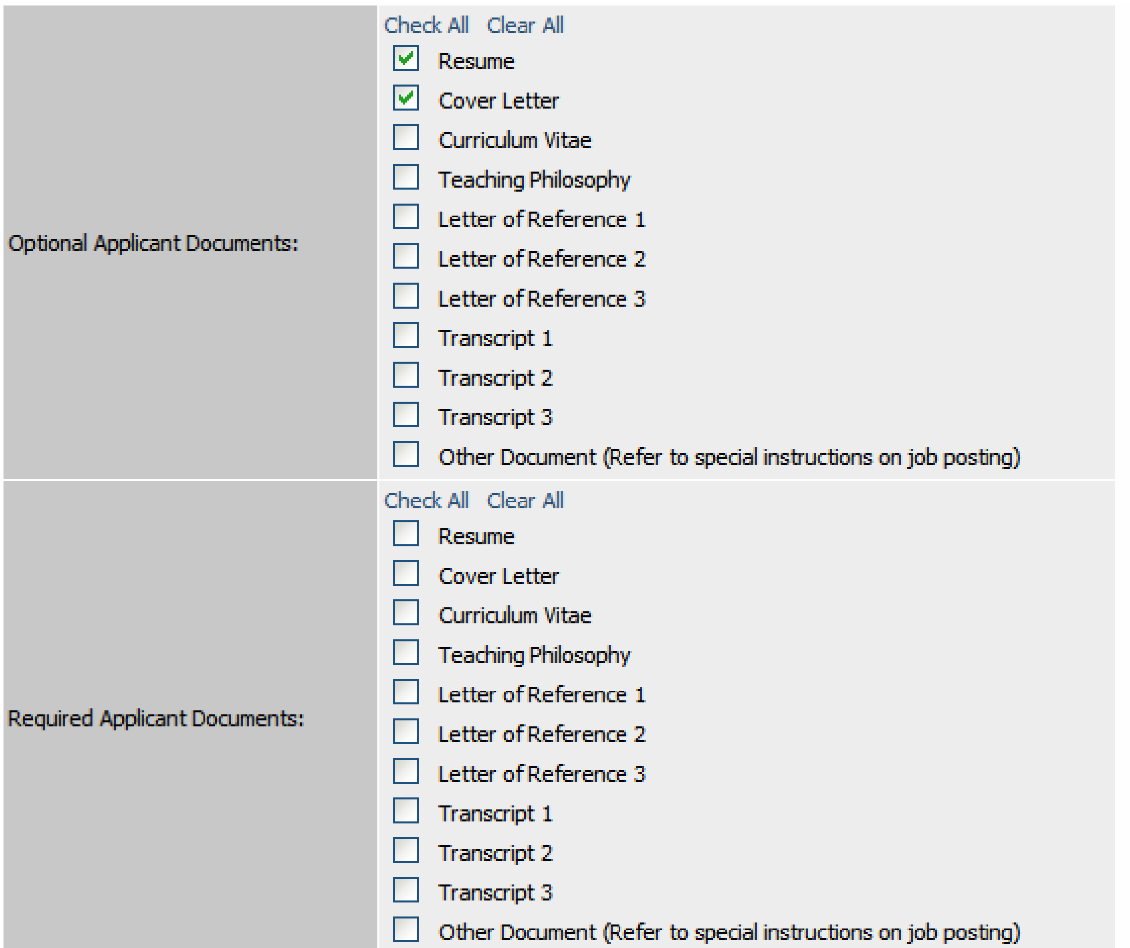
*Required information is denoted with an asterisk.

Posting date:	MM/DD/YYYY -or- MM-DD-YYYY
Closing date:	MM/DD/YYYY -or- MM-DD-YYYY ☐ Open Until Filled
Search Chair/Committee Members:	
Optional Applicant Documents:	Check All Clear All ☑ 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)

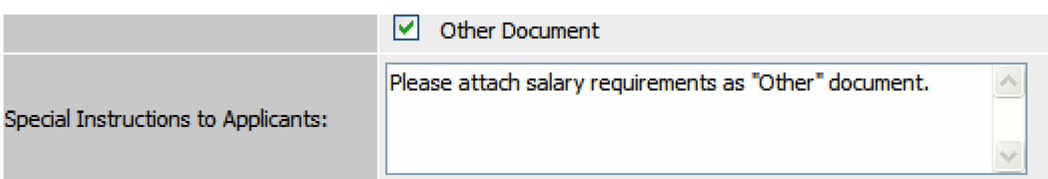
The Posting and Close date fields are dates you can enter to allow the system to automatically post your job on the web for applicants to begin applying. The Close Date (unless Open Until Filled is checked) will automatically close your job on the date entered.

Posting date:	MM/DD/YYYY -or- MM-DD-YYYY
Closing date:	MM/DD/YYYY -or- MM-DD-YYYY ☐ Open Until Filled

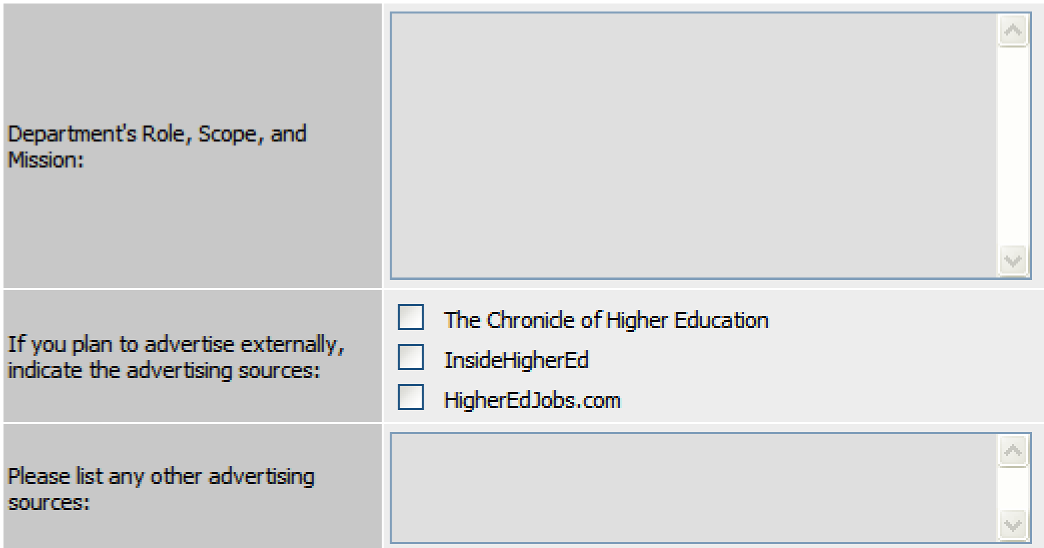
The **Optional** and **Required Applicant Documents** fields will allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under options, applicants will have the option to attach, but are not forced to attach. By checking a document 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.

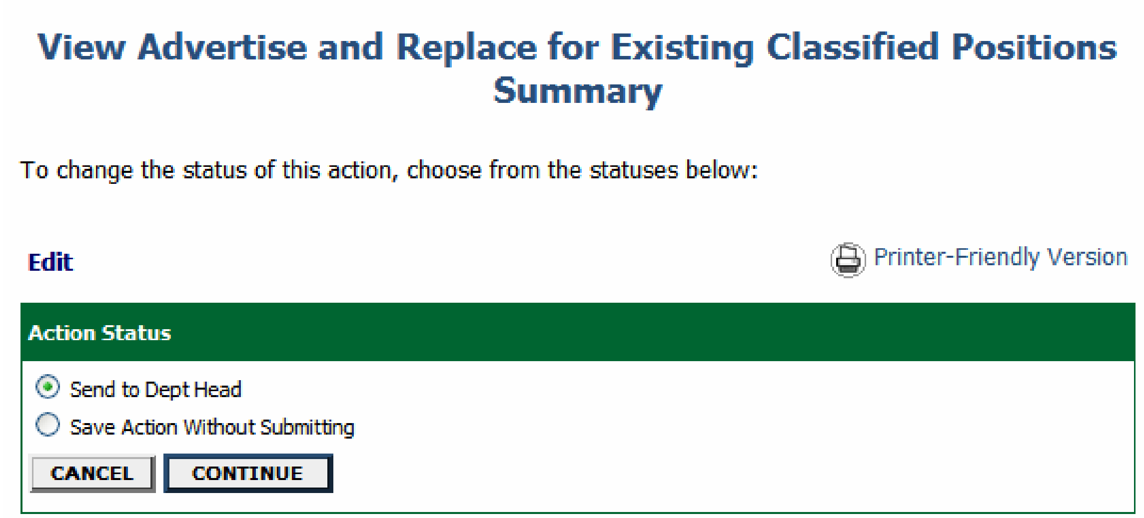


Enter in the Department’s Role, Scope, and Mission for this request. You can also list other advertising sources where you would like to post this job.

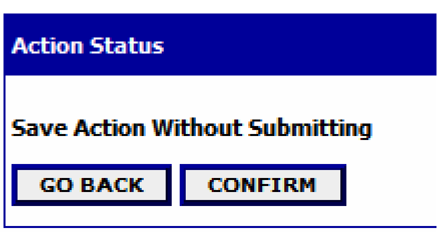


Saving/Submitting the Position

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.

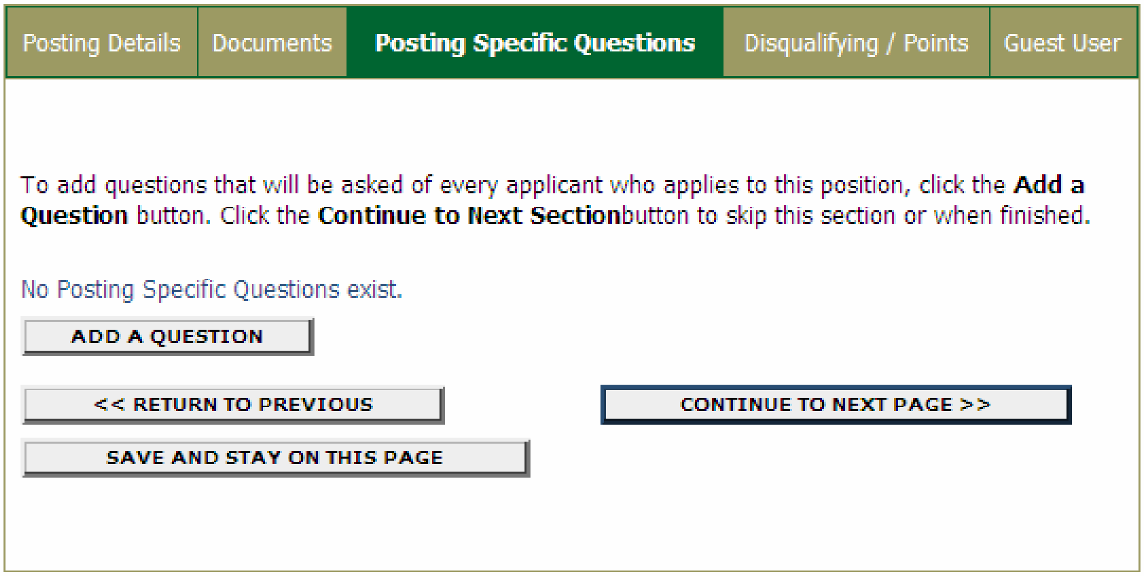


The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm.**



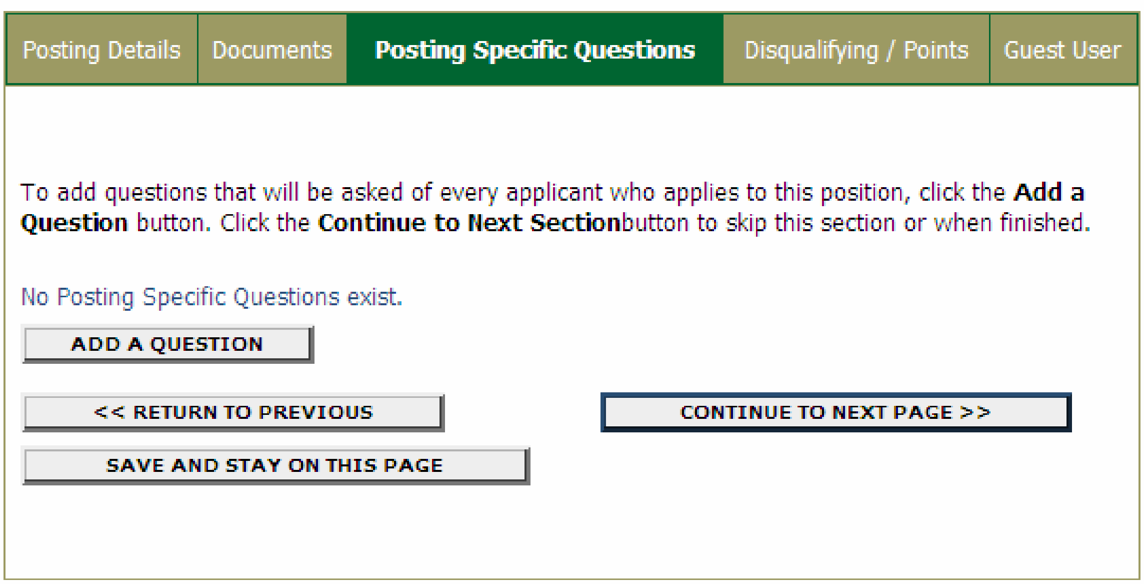
Adding Screening Questions

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:

Search by Keyword:

SEARCH CANCEL

Search Results

16 Records

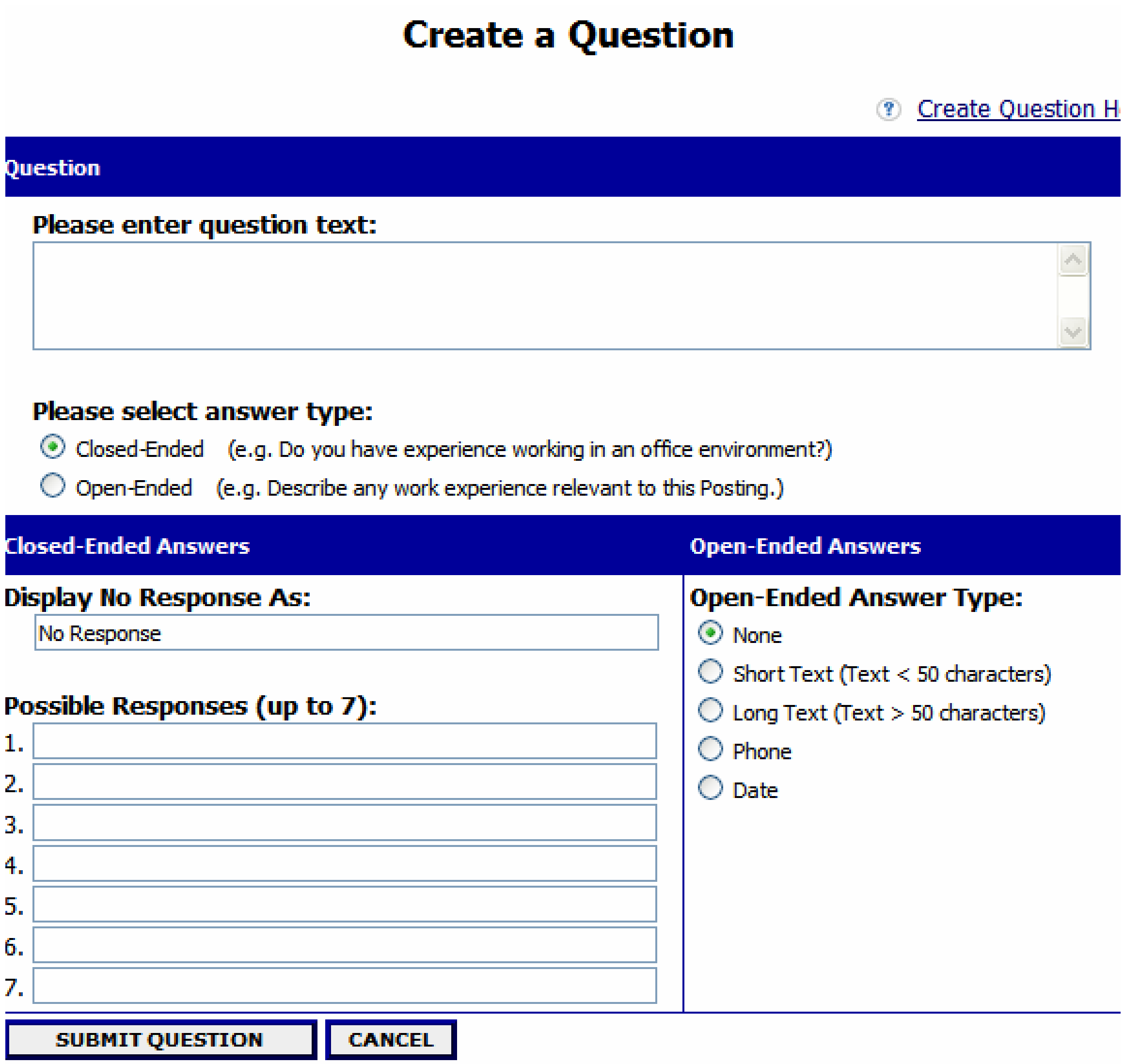
Question Text	
Do you have a bachelor's degree?	View/Add
What is the highest level of education attained?	View/Add
Are you willing to travel to job related conferences?	View/Add

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.

Why Do you want to work for this organizaiton?	View/Add
Describe any work experience relevant to this Posting:	View/Add

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.

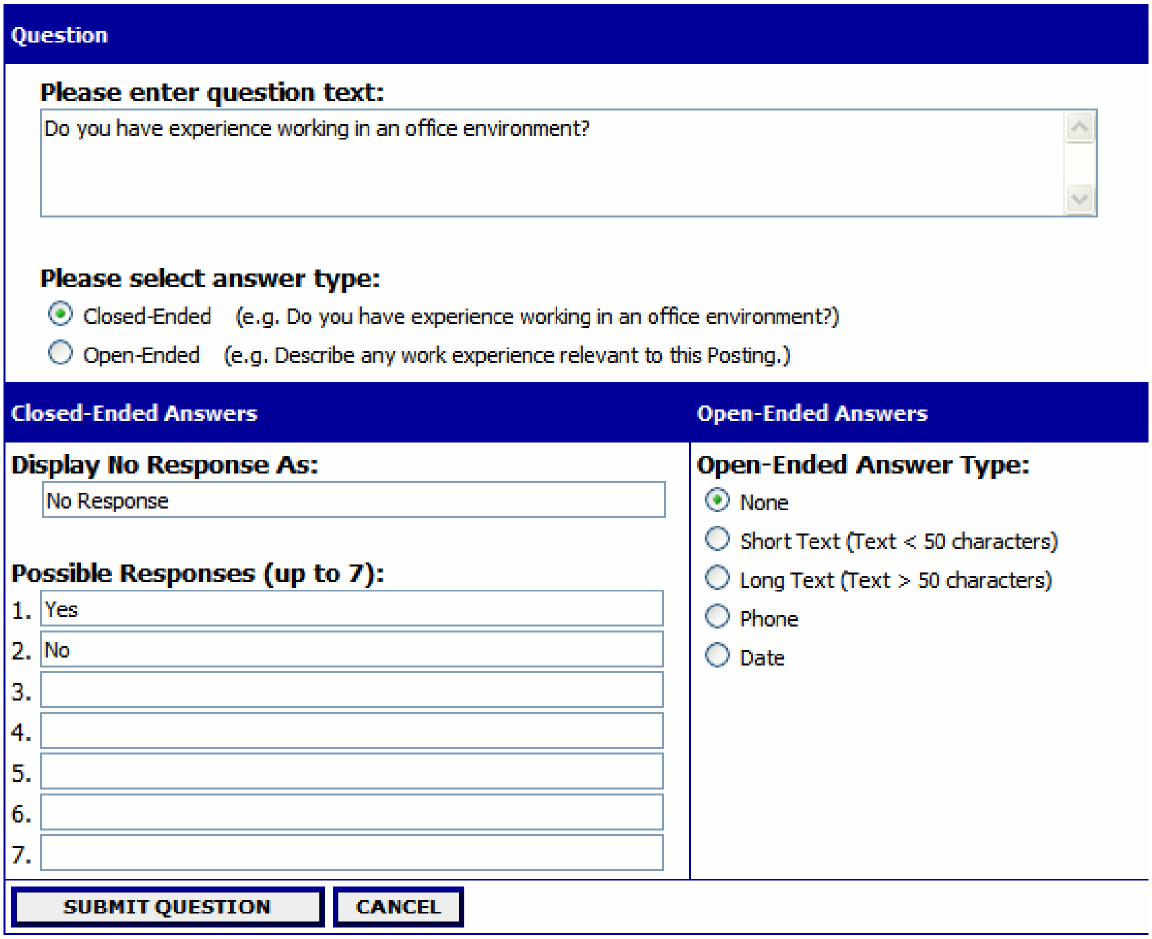
Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

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*

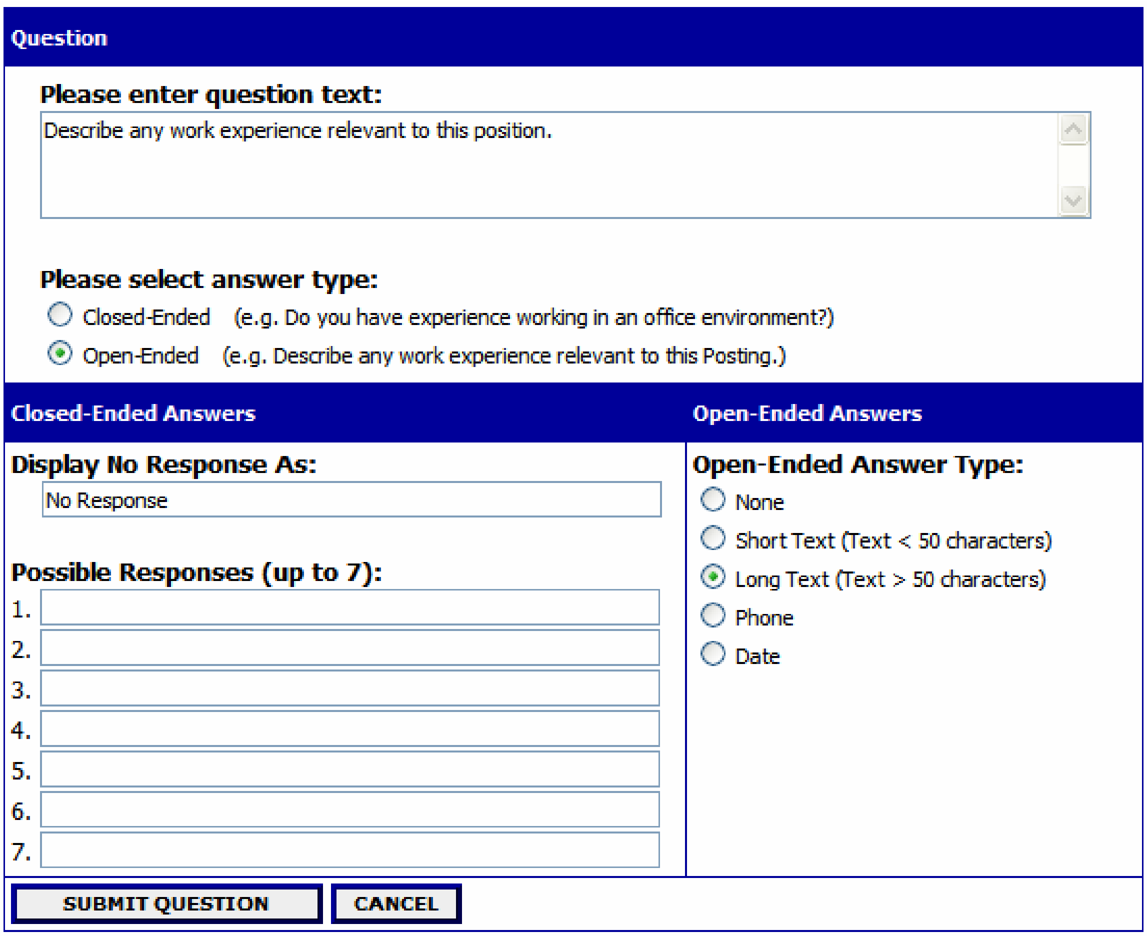
Adding Open Ended Questions

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.



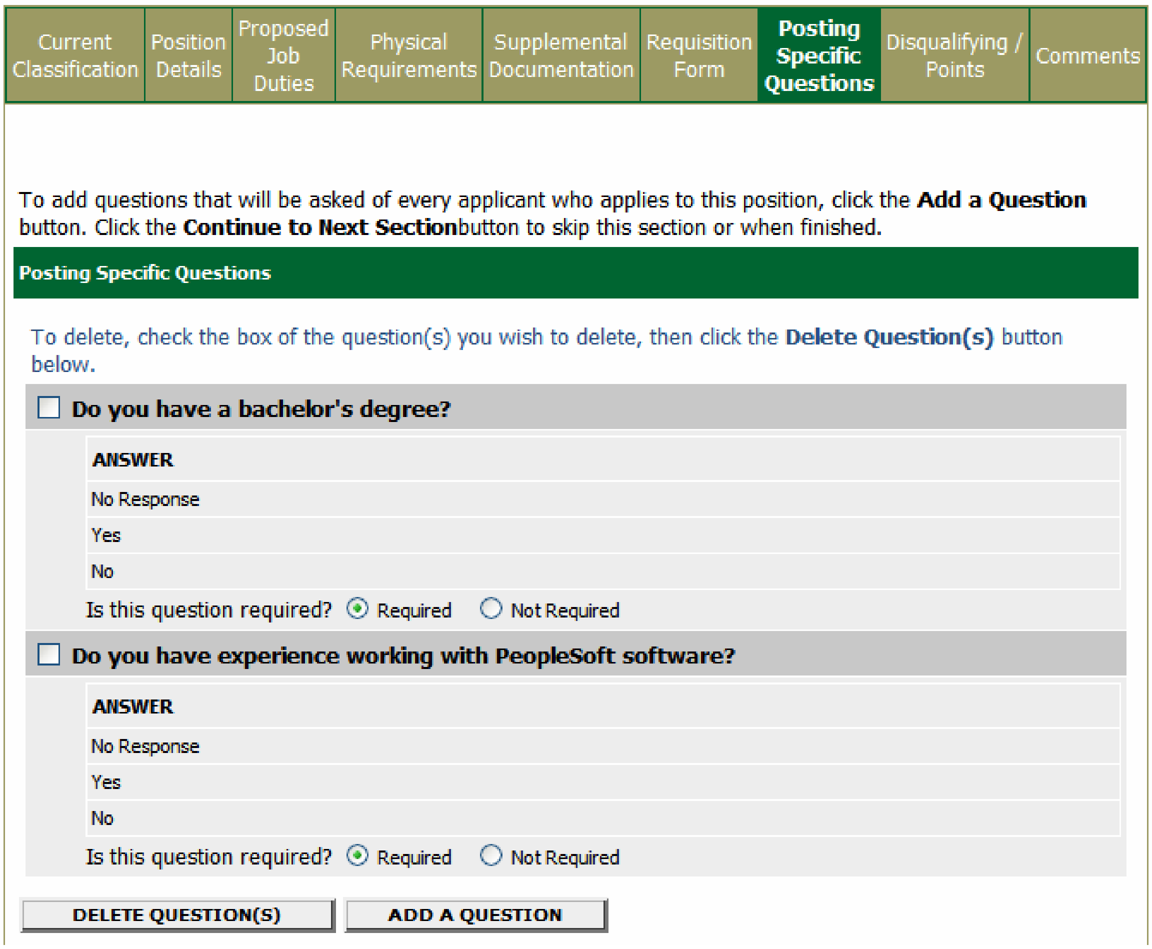
The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Posting, and every applicant who applies to this Posting will be asked this question.

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?”

Do you have a bachelor's degree?

ANSWER	DISQUALIFYING	SCORE
No Response	☐	0
Yes	☐	0
No	☑	0

0 %

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.

Do you have experience working with PeopleSoft software?

ANSWER	DISQUALIFYING	SCORE
No Response	☐	0
Yes	☐	50
No	☐	0

0 %

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.

Active

1 Record

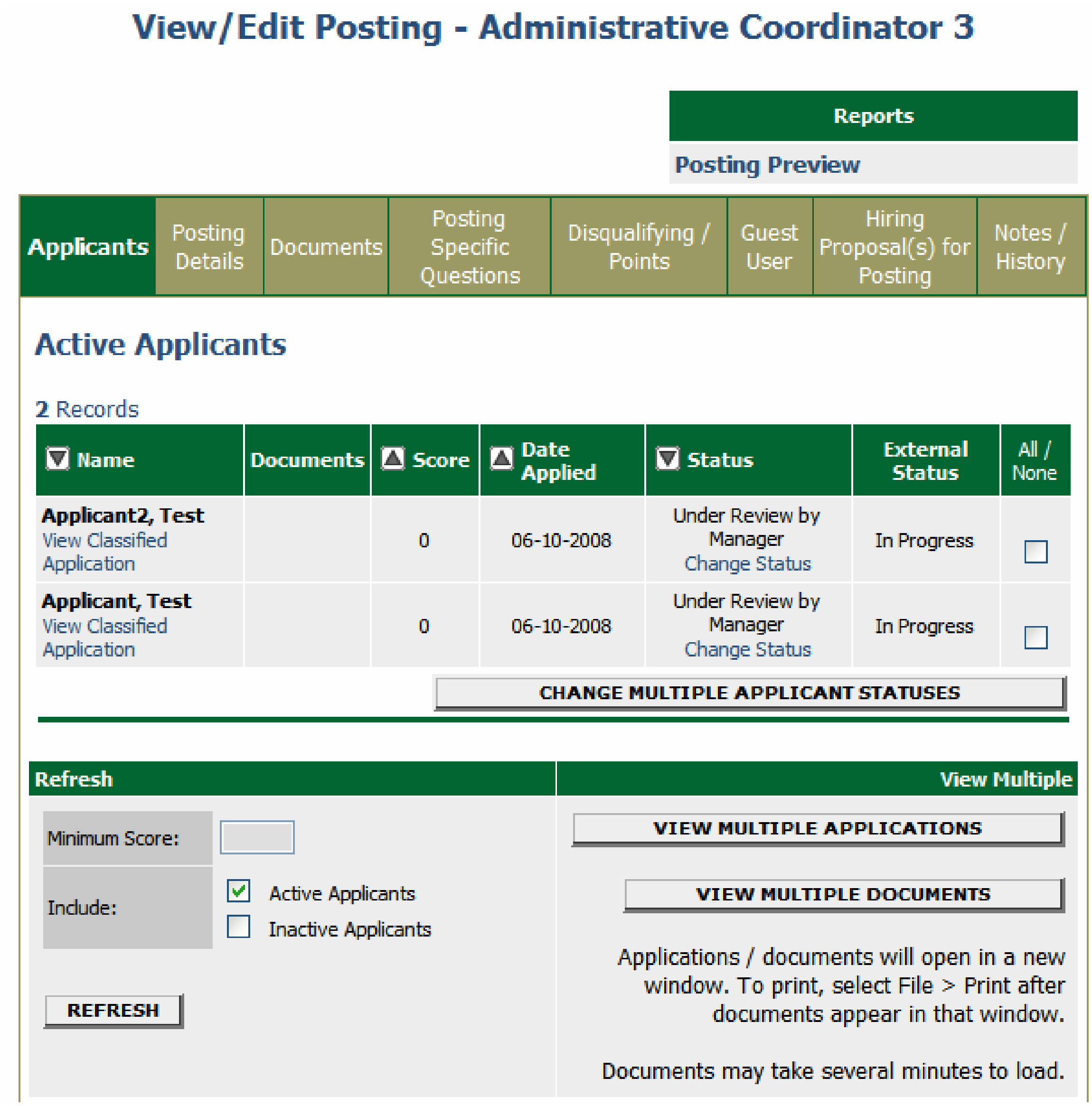
Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Administrative Coordinator 3 View		0600069	1	06-10-2008		Center for Student Excellence	Posted

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.

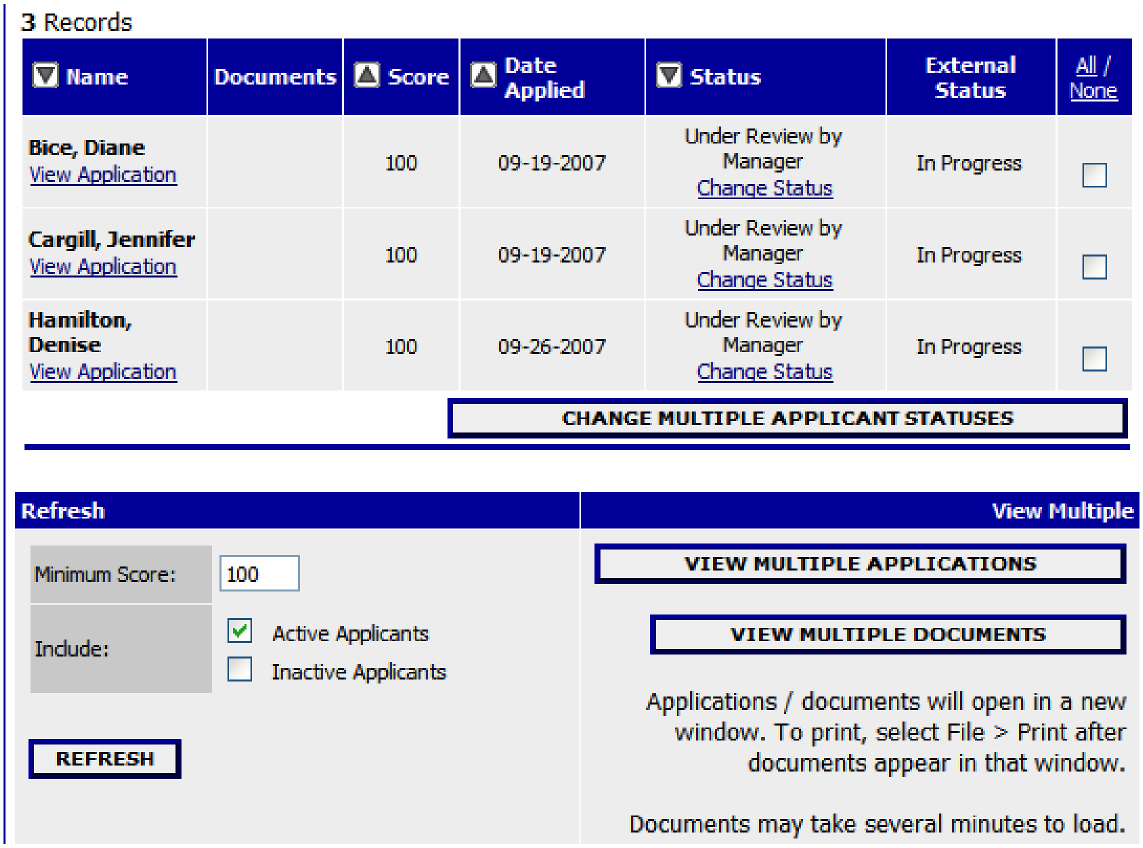
Active Applicants

4 Records

Name	Documents	Score	Date Applied	Status	External Status	All / None
Hamilton, Denise View Application		100	09-26-2007	Under Review by Manager Change Status	In Progress	☐
stewart, david View Application	Res	0	09-19-2007	Under Review by Manager Change Status	In Progress	☐
Bice, Diane View Application		100	09-19-2007	Under Review by Manager Change Status	In Progress	☐
Cargill, Jennifer View Application		100	09-19-2007	Under Review by Manager Change Status	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES

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

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Not Interviewed Not Hired Change Status	In Progress	☐
Covers, B View Application	Cvr Ltr || Res	100	09-11-2007	Interviewed/Not Hired, Send Email Change Status	In Progress	☐
Brooks, Carol View Application		100	09-13-2007	Not Interviewed Not Hired Change Status	In Progress	☐
Kempella, Cami View Application		100	09-14-2007	Not Interviewed Not Hired Change Status	In Progress	☐
Dombrowski, Tonot View Application		100	09-14-2007	Not Interviewed Not Hired Change Status	In Progress	☐
Mroczek, Patricia View Application		100	09-16-2007	Hired	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score: 100

Include:
☑ Active Applicants
☑ Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

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

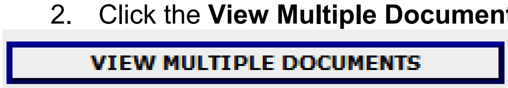
This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

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.

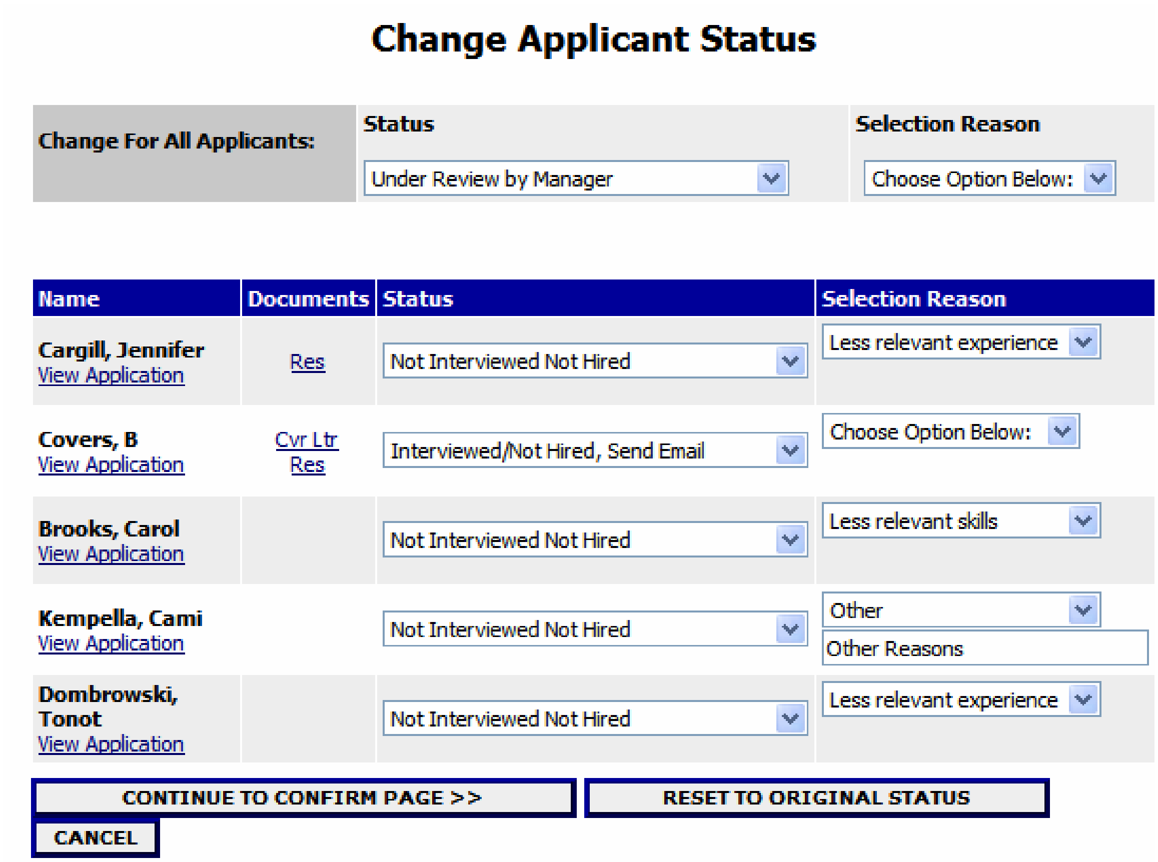
To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

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**.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Covers, B View Application	Cvr Ltr || Res	100	09-11-2007	Interviewed/Not Hired, Send Email Change Status	In Progress	☑
Brooks, Carol View Application		100	09-13-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Kempella, Cami View Application		100	09-14-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Dombrowski, Tonot View Application		100	09-14-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Mroczek, Patricia View Application		100	09-16-2007	Hired	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES

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



Change Applicant Status

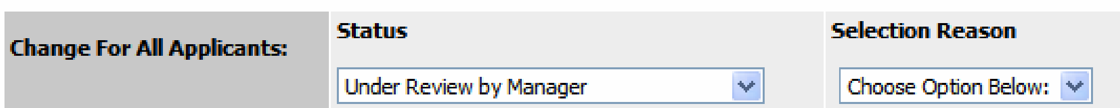
Change For All Applicants:	Status	Selection Reason
	Under Review by Manager	Choose Option Below:

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Not Interviewed Not Hired	Less relevant experience
Covers, B View Application	Cvr Ltr Res	Interviewed/Not Hired, Send Email	Choose Option Below:
Brooks, Carol View Application		Not Interviewed Not Hired	Less relevant skills
Kempella, Cami View Application		Not Interviewed Not Hired	Other Other Reasons
Dombrowski, Tonot View Application		Not Interviewed Not Hired	Less relevant experience

CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS

CANCEL

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



Change For All Applicants:	Status	Selection Reason
	Under Review by Manager	Choose Option Below:

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.

Change For All Applicants:	Status	Selection Reason
	Interview Pending	Choose Option Below:

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Interview Pending	Choose Option Below:
Covers, B View Application	Cvr Ltr Res	Interview Pending	Choose Option Below:
Brooks, Carol View Application		Interview Pending	Choose Option Below:
Kempella, Cami View Application		Interview Pending	Choose Option Below:
Dombrowski, Tonot View Application		Interview Pending	Choose Option Below:

CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS CANCEL

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

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Interview Pending	
Covers, B View Application	Cvr Ltr Res	Interview Pending	
Brooks, Carol View Application		Interview Pending	
Kempella, Cami View Application		Interview Pending	
Dombrowski, Tonot View Application		Interview Pending	

SAVE STATUS CHANGES >> 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.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Under Review by Manager Change Status	In Progress	☐

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.

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Recommend for Hire	Choose Option Below:

CONTINUE TO CONFIRM PAGE >>   RESET TO ORIGINAL STATUS

CANCEL

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

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Recommend for Hire Begin Hiring Proposal || Change Status	In Progress	☐

Click the Begin Hiring Proposal link and you should see a screen with two types of Hiring Proposal selection choices. The options are:

Begin Hiring Proposal for Job Description

Begin New Action

6 Records

Action	Description
Unclassified/Faculty Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the unclassified or faculty position listed below.
Unclassified/Faculty Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into an unclassified or faculty position other than the position listed below. Note: You will have the opportunity to search all positions.
Classified Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the classified position listed below.
Classified Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a classified position other than the position listed below. Note: You will have the opportunity to search all positions.
Graduate Assistant Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the graduate assistant position listed below.
Graduate Assistant Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a graduate assistant position other than the position listed below. Note: You will have the opportunity to search all positions.

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.

Action	Description
Hiring Proposal for Different Position Description Start Action	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.

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:

Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the position listed below.

Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position, click the **Begin Hiring Proposal for Selected Position** link above.

1 Record

EEO Classification Title	EEO Code	Current Employee Last Name	Last Action
PeopleAdmin Focus Testing Title	55	Mroczek	Access to Position Description Changed

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**.

Create Unclassified/Faculty Hiring Proposal for Position Description Listed Below

Hiring Proposal	Faculty Appointment Only	Course Assignments	Supplemental Documentation	Comments

CONTINUE TO NEXT PAGE >>

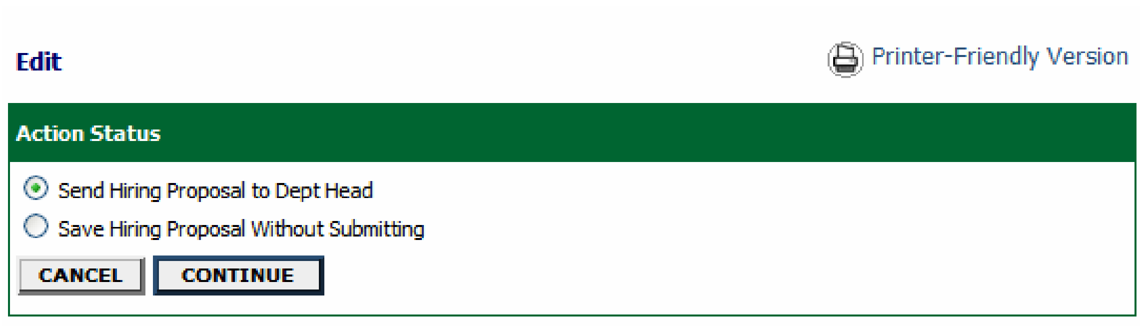
*Required information is denoted with an asterisk.

Employee First Name:	Test
Employee Last Name:	Applicant
Employee ID Number:	
Business Title:	
Position Number:	
* HR Home Department Name:	Not Assigned
* Department Users with Access:	Not Selected: Baham, Lessie; Miller, Sandra; Rogers, Brandi — Selected: No Response
Type of Appointment:	No Response
Start Date:	

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



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.

Search Hiring Proposals

Search Hiring Proposals

Official Job Code Title:	Any	Business Title	
Position Number		Status	Check All Clear All Hiring Proposal Sent to Dept Head Hiring Proposal Sent to Dean/Director Hiring Proposal Sent to Sponsored Research Hiring Proposal Sent to AVP Hiring Proposal Sent to VP Hiring Proposal Sent to President Hiring Proposal Sent to Dean of Graduate School Hiring Proposal Saved Not Submitted Hiring Proposal Sent to Hiring Manager Hiring Proposal Sent to HR Offer Accepted - Hiring Proposal Approved

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

Hiring Proposals

1 Record

Official Job Code Title	Business Title	Status	Action Type	Position Number	Candidate Last Name	Date First Submitted to HR	Date of Last Action	Date Approved
Administrative Coordinator 3 View || View Summary	Administrative Coordinator 3	Hiring Proposal Saved Not Submitted	Unclassified/Faculty Hiring Proposal for Position Description Listed Below		Applicant			

ADMINISTRATIVE FUNCTIONS

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.