

Hiring Manager Checklists

POSITION DESCRIPTION

The Position Description links are only applicable to regular staff positions only. You may check the status of a PD including approvals, view a PD that has been approved, create a new PD, reclassify, or update a PD.

Create New /Reclassify /Update

- To begin a position description action, click the “New/Reclassify/Update” link in the Job Description section of the navigation bar. Your Action choices will then appear.
 1. To create a new PD, choose “Establish a New Position Description”, and choose start action.
 2. To update or reclassify a PD, choose, “Reclassify/Update a New Position Description”. Search for the PD you wish to update and choose “Start Action”.
- Selecting a Justification - enter information pertaining to the justification of the new, reclassification or position update.
- Position Details - Once the title is selected and you have selected an existing position from which to copy, you will be looking at the Position Details screen for the Position Description.
 1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
 2. VERY IMPORTANT: A Position Description is Not Saved until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.
- Labor Distribution - identify the funding that will pay for the salary including org, fund, and percentage split
- Job Description - After continuing to the next page, you may be taken to additional details tabs. One of the tabs you will be filling out is the “Job Description” tab.
 1. The “Duties” of a Position Description are the major responsibilities the incumbent in this position performs on a routine basis. *Essential* duties are those that **MUST** be performed by the incumbent in the position.
 2. To add edit duties to your Position Description, click on the “Edit” link within the table.
- Supplemental Documentation – The supplemental documentation tab contains information to support your Position Description request such as memos or organizational charts. You may attach a particular document by clicking the ‘Attach’ link next to the specific type of document you want to attach to your position. In addition, you may also click on the organization chart template here.
 1. Once you have selected the document type you wish to upload you will have 2 options:
 2. You may browse for the file if you have it stored on your computer in one a format of Adobe Acrobat, Microsoft Word, or Microsoft Excel.
 3. You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.
- HR Use Only - The HR Use Only tab will be used by HR to make notes about the specific action for classification of this position.
- Submitting the Position Description - After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the position description, click on the **Continue to Next Page** or **Preview Action** buttons. Scroll down through this screen to review the information you entered.
- Next, select one of the choices and click the **Continue** button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page.
- Press **Confirm** to complete this step. **The details of your position description are NOT SAVED until you complete this step.**

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Searching Approved Position Descriptions

To search for PD's that have received final classification choose the "Search Approved PD" option. Approved PD's are ones for both vacant and occupied positions.

- Click the "**Search Approved PD**" link under the "Position Description" header on the left side menu. Enter criteria to search for position descriptions. 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.
- A list of PD's will appear with their status categorized by job title, PCN, PCLS, employee ID, employee last name, and last action.
- Once you have found the position you would like to view, click the "**Get Reports List**" link under the "Job Title" header to view a printer-friendly version of the PD.
- Click the "**View Summary**" link under the "Job Title" header under the "Last Action" header..
- To review the history including updates, edits and approvals, click the "View History" link under the l
- You will be taken back to a tab view where you can modify the details of the position description.

Searching Pending Position Descriptions

To search for PD's that are "Pending", choose the "Pending PD" option. The include position descriptions (within your department) that have been saved, and are awaiting approval and classification.

- Click the "**Search Pending PD**" link under the "Position Description" header on the left side menu.
- A list of PD's within your department will appear and you can view the position title, pending title, working title, request number, current status, and action type.
- Once you have found the position you would like to view, click the "**View**" link under the "Position Title" header to view a PD.
- You will be taken back to the summary view where you can click on the "**Edit**" link at the top. Once in the edit view, you can review and modify the details of the Action Request and save as appropriate.

Searching Status of Position Descriptions

To search on the status of PD, (*or edit a PD*), choose the "Search PD Status" option. You may locate any action request and check the approvals by using this function.

- Click the "**Search PD Status**" link under the "Position Description" header on the left side menu.
- Enter criteria to search for position descriptions. 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.
- A list of PD's within your department will appear and you can view the job title, status, action type, action number, employee last name, date first submitted to HR, and date approved.
- Once you have found the position you would like to view, click the "**View Summary**" link below the position title header.
- If you would like to view and modify the position description, click the "**View**" link below the "Job Title".
- You will be taken back to the summary view where you can click on the "**Edit**" link at the top. Once in the edit view, you can review and modify the details of the Action Request and approve as appropriate.

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JOB POSTINGS

Creating a Job Posting

- All regular staff positions require the position be created from a position description. If the position isn't a regular staff position, it will be created from a position template.
- On the "Job Posting" header on the left side of the menu, click "**Regular Staff Position**" or "**Executive, Faculty, Student, Temp, 6070**" depending on the type of posting you would like to create.
- Conduct a search for the Position you wish to create. A list of criteria that meets your search criteria will appear.
- Select the "**Create**" link under the job title.
- Fill in the Posting Details, Web Posting Text, Duties, Advertising, and Labor Distribution will appear. When finished with each page, click "**Continue to Next Page**".
- Under the preliminary screening question(s) tab, you can create preliminary screening questions that applicants must answer to determine whether they meet the minimum qualifications of the position. By choosing the disqualifying box, a candidate who doesn't meet the qualifications are automatically disqualified from the position.
 1. From "Screening Questions" section, click "**Add A Question**"
 2. Click "**Search**"
 3. Select one of the previously entered questions, or click "**Create A Question**"
 4. Enter the text of the question
 5. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
 6. Designate answer choices for a closed-ended question, or answer type for an open-ended question
 7. Click "**Submit Question**" to attach the question to the Requisition
- Enter additional screening questions, or click "**Continue to Next Page**"
- Under the Preliminary Screening Points" tab, you can assign points to each answer for closed-ended screening questions (to skip, click "**Continue to Next Page**"). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration. When finished, click "**Continue to Next Page**".
- Under the "Additional Screening Documents" tab, you can attach documents that are needed including secondary screening questions, interview questions, and reference check questions, then click on "**Continue to Next Page**".
- Under the "Guest User" tab, you can assign a "Guest User" if appropriate, then click "**Continue to Next Page**"
- Review the Requisition, and edit if necessary. When finished, select the appropriate step and then click "**Confirm**" on the following screen.

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Searching Pending Job Postings

- ☐ You may search for jobs that are “Pending”, which include jobs that have not yet been posted. These include recruitments that may not be completed, still require approvals, or are awaiting posting. To view pending jobs click “View/Edit Pending Jobs” under the Job Posting header on the left side.
- ☐ A list of pending jobs will appear with the date submitted, department, and posting status.
- ☐ To view the job posting and applicants, click “View” under the job title column.
- ☐ You can view the current status of the posting including the approvals under the “Posting Status” column.

Searching Active Job Postings

- ☐ All jobs that aren’t pending are considered “Active” which include open, closed or have candidates under review. To view active jobs click “View/Edit Active Jobs” under the Job Posting header on the left side.
- ☐ A list of active jobs will appear with the posting number, number of current applications, job open date, close date, department and posting status.
- ☐ To view the job posting and applicants, click “View” under the job title column.

Viewing Postings by Status

- ☐ After clicking the Search button.
- ☐ At the top of the screen are tabs that organize your search results by the status of the Posting.
- ☐ You may sort Postings within each tab by clicking on the arrows next to the column headings.

Changing the Status of a Posting

- ☐ The actions which you perform on a Posting are customized based on your hiring process, but may include:
 1. Post the Requisition (enable candidates to view it on your Online Employment Site)
 2. Close the Posting (remove it from your Online Employment Site)
 3. Fill the Posting (designate that the Posting has been filled)
 4. Place a Posting on Hold (stop accepting applications in order to review current applicant pool, but it may be opened up again in the future)
 5. Additional statuses, depending on your hiring process
- ☐ To perform any of these actions, click the appropriate link under “Posting Status”.
- ☐ Click the “Confirm” button on the ensuing confirmation page.
- ☐ The Posting will then appear under the tab representing its new status (On Hold, Filled, etc.)

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APPLICANT ADMINISTRATION

There are several methods to view applicants in the system. You may view an applicant by clicking "Search" under the Job Postings heading on the left, then selecting the Posting whose applicants you wish to view. *Please note that **Hiring Managers** will not be able to view applicants until the review date or posting date has passed.*

Search applicants and view their application

- To view applicants, click on "**View /Edit Active Jobs**", under the Job Posting" header on the left.
- Choose the position you wish review by selecting "**View**" under Job Title.
- Choose "**View Application**" below a name to bring up a listing of the applicants for this posting.
- To view and print a single application, click the "**View Application**" link under the applicant's name from the "Active Applicants" screen. To view and print multiple applications at the same time, perform the following steps:
 - Check the boxes next to the corresponding Applicants you wish to print (or click "**All**").
 - Click the "**View Multiple Applications**" button.
 - A new window will appear. This window contains all the applicant information you selected to print. Select File > Print from your browser's menu to print the application(s)
- To view and print uploaded documents, click the link of the document under the column labeled "**Documents**" from the "Active Applicants" screen, and the documents will be loaded using the Adobe Acrobat Reader software. To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, Select File>Print from the Adobe Reader menu to print the document. 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 "All").
 2. Click the "**View Multiple Documents**" button.
 3. Select File>Print from the Adobe Acrobat menu.
- The applicant's history, and status can be viewed under the column labeled "Status" from the "Active Applicants" screen. You can check the status changes status such as application submittal, withdrawal, and no longer under consideration, etc.

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Changing the Status of Applicants

- To View applicants, click on “**View /Edit Active Jobs**” under the “Job Posting” header on the left side menu.
- Choose the position you wish review by selecting “**View**” under Job Title.
- Choose “**View Application**” below a name to bring up a listing of the applicants for this posting.
- To change the status of an applicant, after they have been reviewed, interviewed and after a final decision has been made, click the “**Change Status**” link under the “Status” column heading.
- To change the status of multiple applicants at the same time, check the box under the “**All/None**” column for each applicant that you wish to change, then click the button labeled “**Change Multiple Applicant Statuses**”. You may also click the “**All**” link to select all applicants at the same time. To deselect all applicants, click the “**None**” link.
- After clicking the “**Change Multiple Applicant Statuses**” button, a drop down menu of the statuses an applicant could be changed. Select the status to which you wish to change each applicant, and then 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**”.
- You may also change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.
- After clicking on the “**Continue to Confirm Page**” button, you will come to a confirmation page. Select the “**Save Status Changes**” button to complete the action. Select the “**Cancel**” button to return to the previous screen to edit your changes.

- After performing the secondary screening on applicants, you may recommend applicants for interview. Under the Applicants tab, you can change the status of the applicants and choose “**Submit candidates to HR for Approval**” on the “Posting Status” tab.
- After HR approval is received, you may download the interview and reference check questions by clicking on the “**Additional Screening Documents**”, and conduct interviews.
- After clicking on the “**Continue to Confirm Page**” button, you will come to a confirmation page. Select the “**Save Status Changes**” button to complete the action. Select the “**Cancel**” button to return to the previous screen to edit your changes.