

# **HIRING MANAGER'S USER'S GUIDE**

---

**Southern Utah University  
Hiring System**



PeopleAdmin, Inc.  
1801 N. Lamar  
Suite B-100  
Austin, TX 78701  
512-997-2500

# TABLE OF CONTENTS.....

<b>INTRODUCTION.....</b>	<b>3</b>
<b>GETTING STARTED.....</b>	<b>4</b>
<b>CREATING A RECRUITMENT AUTHORIZATION.....</b>	<b>6</b>
Entering Recruitment Authorization Information.....	6
Attaching Documents.....	7
Adding Screening Questions.....	8
Adding Closed Ended Questions.....	12
Adding Open Ended Questions.....	13
Assigning Points.....	15
Activating Guest Users.....	17
Submitting the Recruitment Authorization.....	19
One Page Guide for Creating a Recruitment Authorization.....	21
<b>VIEWING APPLICANTS TO YOUR RECRUITMENT AUTHORIZATIONS.....</b>	<b>22</b>
Sorting & Filtering Applicants by Different Criteria.....	24
Viewing and Printing Applications.....	25
Viewing and Printing Documents.....	26
Changing the Status of Applicants.....	27
<b>ADMINISTRATION.....</b>	<b>29</b>
Logging Out.....	29

# INTRODUCTION

.....

Welcome to The Southern Utah 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 Recruitment Authorizations to HR
- View Applicants to your Recruitment Authorizations
- 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 Recruitment Authorizations
- 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](http://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.

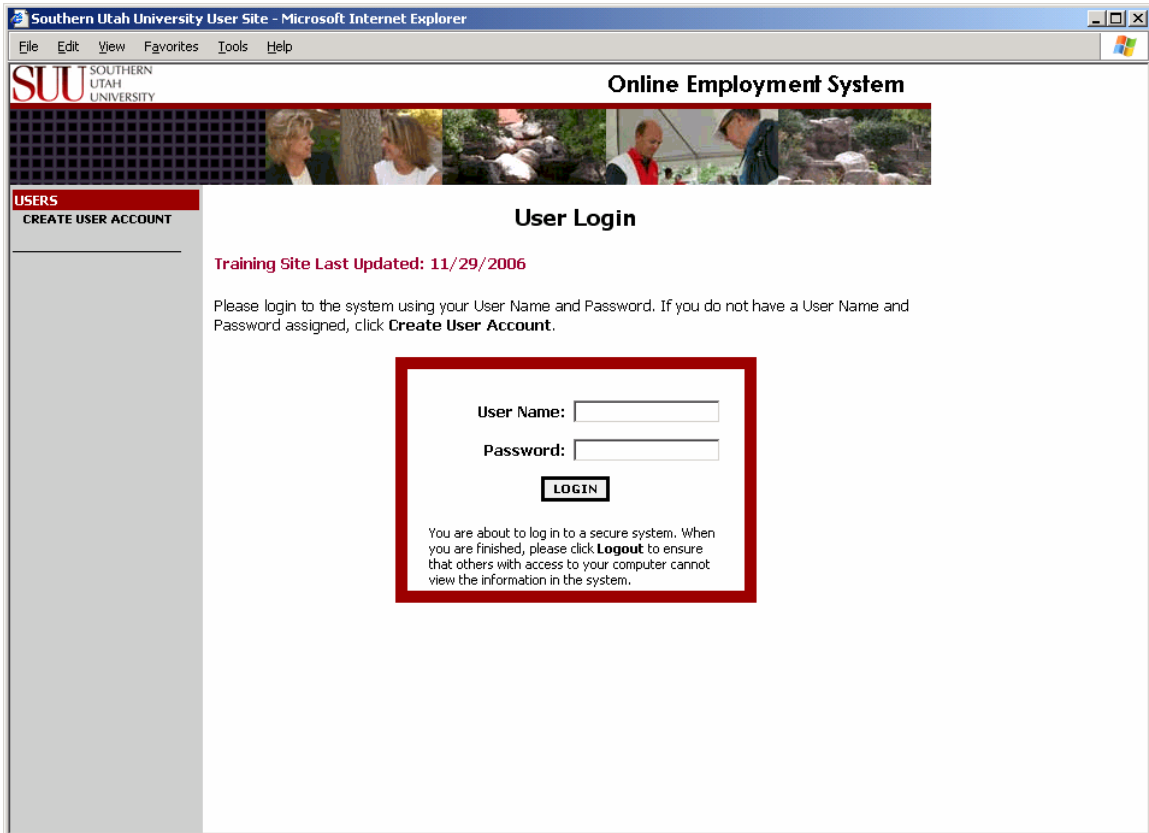
## Security of Applicant Data

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:



Before you may enter the site, you must create your own account by clicking on the “**Create User Account**” link on the left side of the screen. After you click this link, the following screen will appear:

Southern Utah University User Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SUU SOUTHERN UTAH UNIVERSITY

Online Employment System

USERS  
CREATE USER ACCOUNT

\*Required information is denoted with an asterisk.

**Create User**

\* External Authentication ID

\* First Name

\* Last Name

Employee ID

Title

Phone Number/extension

\* Email

\* Department

Not Selected	Selected
Accounting	Not Assigned
Admin/Financial Svcs	
Admissions	
Advancement	
Agriculture/Nutrition Sci	
Alumni	
Art/Design	
Biology	

**User Status**

Submit for Approval

Enter a user name and password, along with the rest of the requested information.

**Please write down your user name and password. You will need them each time you log in to the system.**

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

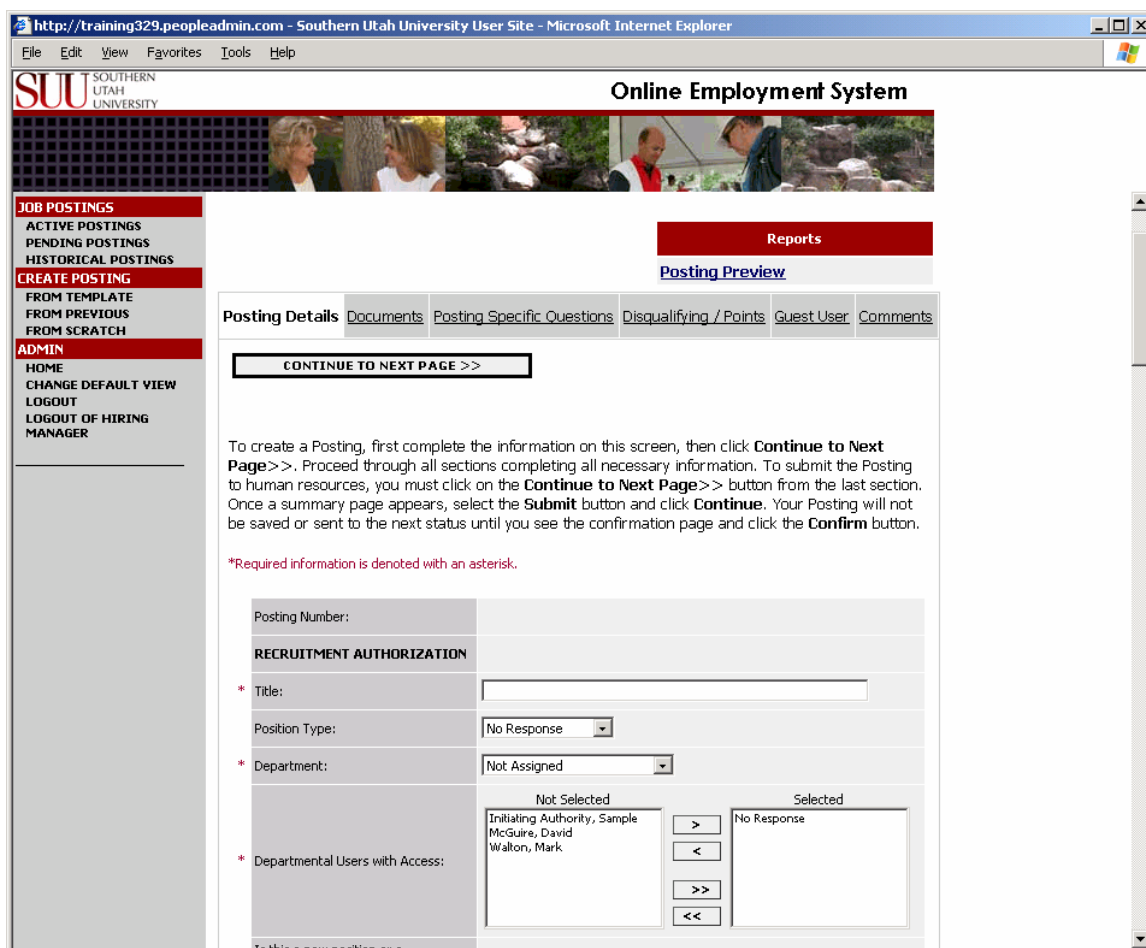
# CREATING A RECRUITMENT AUTHORIZATION

To create a Recruitment Authorization, begin by clicking a link under the header "Create Posting". Your options are:

- From a Template (where several fields are predefined)
- From Previous (previous posting)
- From Scratch

## Entering Recruitment Authorization Information

In the following example, the "Create from Scratch" option was selected. You should see a screen similar to the following:



There are several tabs across the top of the screen. When you first enter this screen, you will be in the "Posting Details" tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

**A few notes about this screen:**

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 Recruitment Authorization 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.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

## Attaching Documents

On the Documents page, you can attach your needed additional documentation. To attach a document, click on the **Attach** link to the left of the document description.

On the attach screen, you may attach your document by one of two different ways. You may click on the **Browse** button to browse for a document on your computer, CD-ROM, or floppy disk. You can browse for a Microsoft Word (.doc), Adobe Acrobat (pdf), Text (.txt) or Rich Text (.rtf) file. Once you have selected the file, you can click on the **Attach** button to upload your document, and confirm when prompted.

Alternatively, you may also copy and paste your document into the box labeled **Paste a New Document**. This can be used when you do not have a document in one of the formats listed above. You may also type your document directly into the box. Once you are finished entering in your document, press the **Attach** button underneath the box and confirm when prompted.

The screenshot shows a web browser window with the URL <http://training329.peopleadmin.com>. The page title is "Southern Utah University User Site - Microsoft Internet Explorer". The main header includes the Southern Utah University logo and the text "Online Employment System".

The page content is titled "Create Posting - Administration Assistant". On the left is a navigation menu with categories: "JOB POSTINGS" (ACTIVE POSTINGS, PENDING POSTINGS, HISTORICAL POSTINGS), "CREATE POSTING" (FROM TEMPLATE, FROM PREVIOUS, FROM SCRATCH), and "ADMIN" (HOME, CHANGE DEFAULT VIEW, LOGOUT, LOGOUT OF HIRING MANAGER). On the right, there are buttons for "Reports" and "Posting Preview".

The main content area has several tabs: "Posting Details", "Documents" (selected), "Posting Specific Questions", "Disqualifying / Points", "Guest User", and "Comments". Below the tabs, it says "On this tab, you may attach and view documents." and "2 Records".

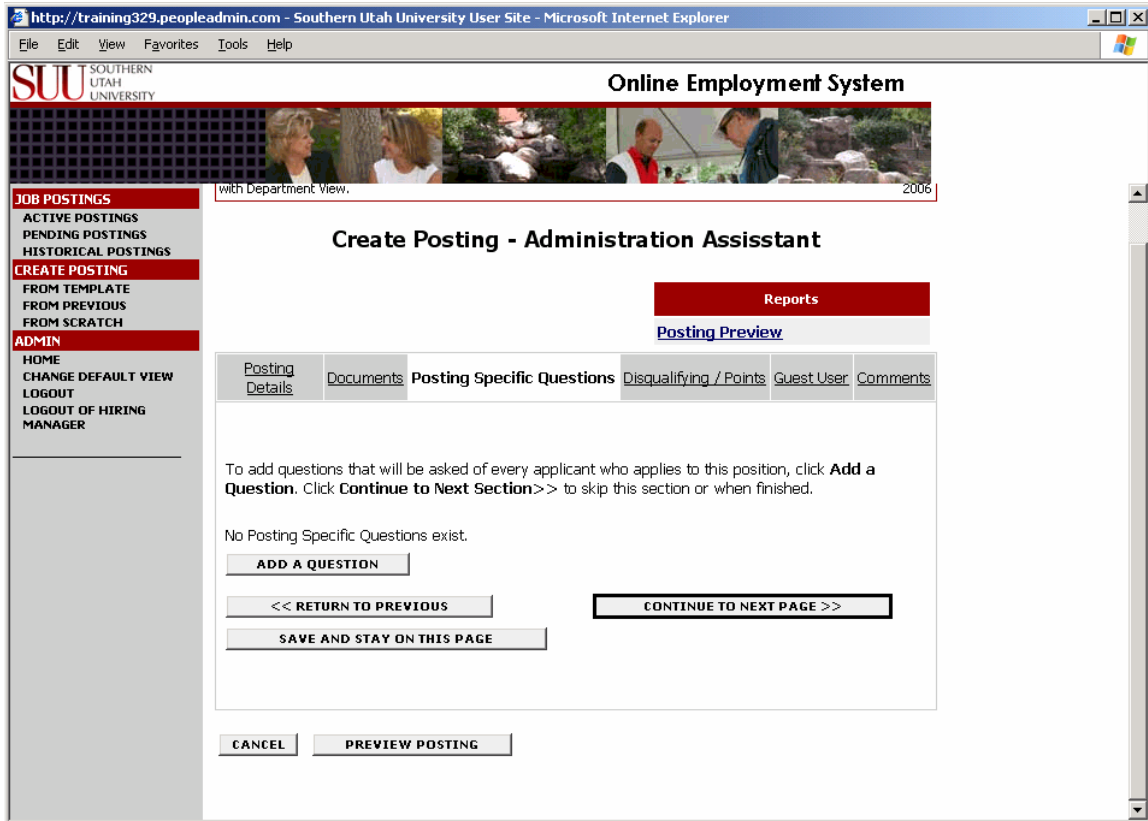
Attach / Remove	Document Type	Attached Document ("Type"_"Date"_"Time")	View Document
<a href="#">Attach</a>	Job Description	Not Attached	
<a href="#">Attach</a>	Other	Not Attached	

At the bottom of the page, there are buttons for "<< RETURN TO PREVIOUS", "SAVE AND STAY ON THIS PAGE", "CONTINUE TO NEXT PAGE >>", "CANCEL", and "PREVIEW POSTING".

You may view your attached document by clicking on the **View** link. To remove an attached document, click on the **Remove** link.

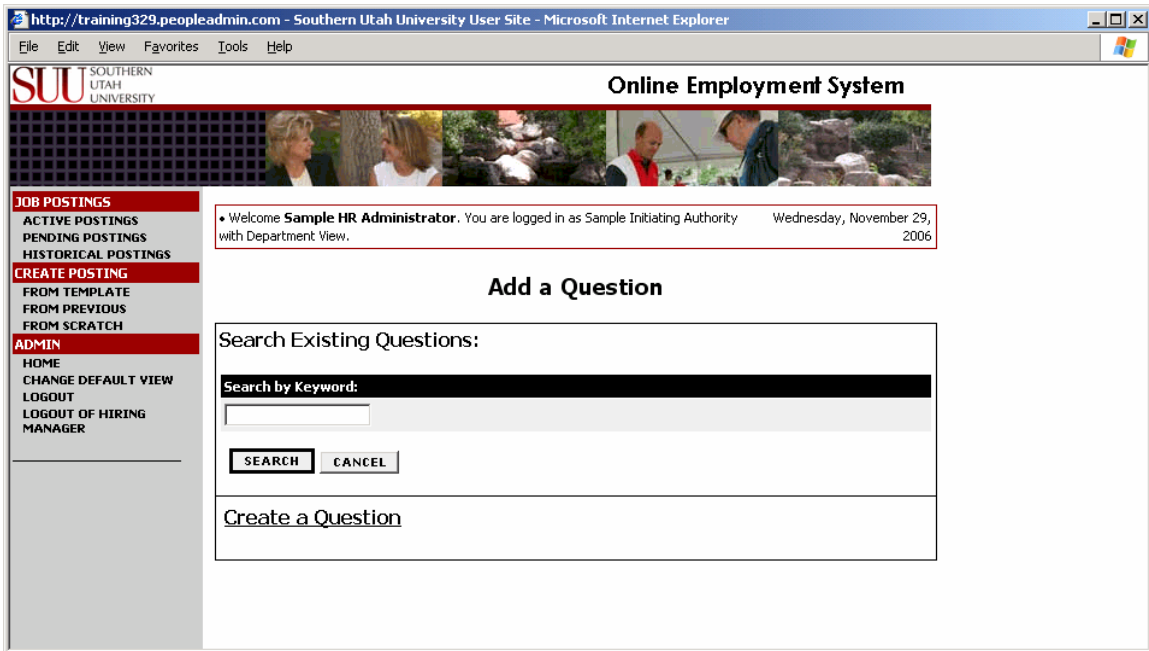
## Adding Screening Questions

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 Recruitment Authorization, 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 to see all questions). 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 Recruitment Authorizations. Select one of the questions from the list if it is appropriate for this Recruitment Authorization.

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.

http://training329.peopleadmin.com - Southern Utah University User Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**SU** SOUTHERN UTAH UNIVERSITY **Online Employment System**

with Department View. 2006

### Add a Question

Search Existing Questions:

Search by Keyword:

Search Results

6 Records

▲ Question Text	
Are you willing to travel to job related conferences?	<a href="#">View/Add</a>
Please describe the attributes that will make you a strong candidate for th...	<a href="#">View/Add</a>
Do you have a high school diploma or GED?	<a href="#">View/Add</a>
How many years of secretarial experience do you have?	<a href="#">View/Add</a>
Describe any experience you have had working with office equipment. (Fax m...	<a href="#">View/Add</a>
Describe your computer experience relevant to using MSWord, Excel, PowerPoi...	<a href="#">View/Add</a>

[Create a Question](#)

After clicking the **Create a Question** button, the following screen will appear:

http://training329.peopleadmin.com - Southern Utah University User Site - Microsoft Internet Explorer

SU SOUTHERN UTAH UNIVERSITY Online Employment System

**JOB POSTINGS**  
 ACTIVE POSTINGS  
 PENDING POSTINGS  
 HISTORICAL POSTINGS  
**CREATE POSTING**  
 FROM TEMPLATE  
 FROM PREVIOUS  
 FROM SCRATCH  
**ADMIN**  
 HOME  
 CHANGE DEFAULT VIEW  
 LOGOUT  
 LOGOUT OF HIRING  
 MANAGER

**Create a Question** [Create Question Help](#)

**Question**

Please enter question text:

Please select answer type:  
 Closed-Ended (e.g. Do you have experience working in an office environment?)  
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers	Open-Ended Answer Type:
Display No Response As: <input type="text" value="No Response"/>	<input checked="" type="radio"/> None
Possible Responses (up to 7): 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/>	<input type="radio"/> Short Text (Text < 50 characters) <input type="radio"/> Long Text (Text > 50 characters) <input type="radio"/> Phone <input type="radio"/> Date

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 on 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**

http://training329.peopleadmin.com - Southern Utah University User Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SU SOUTHERN UTAH UNIVERSITY Online Employment System

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
**CREATE POSTING**  
FROM TEMPLATE  
FROM PREVIOUS  
FROM SCRATCH  
**ADMIN**  
HOME  
CHANGE DEFAULT VIEW  
LOGOUT  
LOGOUT OF HIRING  
MANAGER

**Create a Question** [Create Question Help](#)

**Question**

Please enter question text:  
Do you have experience working in an office environment?

Please select answer type:  
 Closed-Ended (e.g. Do you have experience working in an office environment?)  
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

**Closed-Ended Answers** **Open-Ended Answer Type:**

Display No Response As:  
No Response

Open-Ended Answer Type:  
 None  
 Short Text (Text < 50 characters)  
 Long Text (Text > 50 characters)  
 Phone  
 Date

Possible Responses (up to 7):  
1. Yes  
2. No  
3.  
4.  
5.  
6.  
7.

SUBMIT QUESTION CANCEL

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 screenshot shows a web browser window with the URL <http://training329.peopleadmin.com>. The page title is "Southern Utah University User Site - Microsoft Internet Explorer". The main content area is titled "Create a Question".

**Question**

Please enter question text:  
Describe any work experience relevant to this position.

Please select answer type:  
 Closed-Ended (e.g. Do you have experience working in an office environment?)  
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

**Closed-Ended Answers**

Display No Response As:  
No Response

Possible Responses (up to 7):  
1.   
2.   
3.   
4.   
5.   
6.   
7.

**Open-Ended Answer Type:**  
 None  
 Short Text (Text < 50 characters)  
 Long Text (Text > 50 characters)  
 Phone  
 Date

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

The screenshot shows a web browser window with the URL <http://training329.peopleadmin.com>. The page title is "Southern Utah University User Site - Microsoft Internet Explorer". The main content area is titled "Online Employment System" and features a navigation menu on the left with categories like "JOB POSTINGS", "CREATE POSTING", and "ADMIN". The main content area displays a list of screening questions for a position. The first question is "Do you have experience working in an office environment?" with an "Edit" link. Below it are radio buttons for "No Response", "Yes", and "No", and a "Required" status option. The second question is "Describe any work experience relevant to this position." with an "Edit" link and a "Required" status option. At the bottom of the question list are buttons for "DELETE QUESTION(S)", "ADD A QUESTION", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE". At the very bottom of the page are "CANCEL" and "PREVIEW POSTING" buttons.

When you have finished adding screening questions for this Recruitment Authorization, click the **Continue to Next Page** button.

## Assigning Points

In order to assist you in ranking the candidates to your Recruitment Authorization 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.

http://training329.peopleadmin.com - Southern Utah University User Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SUU SOUTHERN UTAH UNIVERSITY Online Employment System

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
**CREATE POSTING**  
FROM TEMPLATE  
FROM PREVIOUS  
FROM SCRATCH  
**ADMIN**  
HOME  
CHANGE DEFAULT VIEW  
LOGOUT  
LOGOUT OF HIRING MANAGER

Reports  
Posting Preview

Posting Details Documents Posting Specific Questions **Disqualifying / Points** Guest User Comments

On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.

When finished adding points, selecting disqualifying answers, or to skip this section, click **Continue to Next Page**>>.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.  
Maximum Points Possible: 0

**Posting Specific Questions**

Do you have experience working in an office environment?

ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	0
No	<input type="checkbox"/>	0

0 %

RECALCULATE RESET

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

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 experience working in an office environment?"

**NOTE:** You may also see questions that were added to this Recruitment Authorization as part of the template. These questions are displayed on this screen for informational purposes, and you may not designate them as disqualifying or assign them points.

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 Recruitment Authorization. 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 20 points.

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.

## Activating Guest Users

Guest User accounts are used by committee members. If your Recruitment Authorization involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Recruitment Authorization.

Guest Users are only able to view the applicants to the Recruitment Authorization(s) to which they are assigned, and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the Recruitment Authorization(s) to which they are assigned. When the Recruitment Authorization is filled, the guest user name and password are automatically deactivated.

To set up a guest user account, click the "Activate Guest User" link.

The screenshot shows a web browser window with the URL <http://training329.peopleadmin.com> and the page title "Southern Utah University User Site - Microsoft Internet Explorer". The page header includes the Southern Utah University logo and the text "Online Employment System". A navigation menu on the left lists "JOB POSTINGS", "CREATE POSTING", and "ADMIN". The main content area is titled "Create Posting - Administration Assistant" and features a "Guest User" tab. The page contains instructions on creating a guest user account and includes buttons for "Activate Guest User", "RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "PREVIEW POSTING".

After clicking the "Activate Guest User" link, you should see a screen similar to the following:

The screenshot shows a web browser window with the URL <http://training329.peopleadmin.com>. The page title is "Southern Utah University User Site - Microsoft Internet Explorer". The main content area is titled "Create Posting - Administration Assistant". On the left, there is a navigation menu with links for "JOB POSTINGS", "ACTIVE POSTINGS", "PENDING POSTINGS", "HISTORICAL POSTINGS", "CREATE POSTING", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE DEFAULT VIEW", "LOGOUT", and "LOGOUT OF HIRING MANAGER". The main content area has a "Reports" button and a "Posting Preview" link. Below these are tabs for "Posting Details", "Documents", "Posting Specific Questions", "Disqualifying / Points", "Guest User", and "Comments". The "Guest User" tab is active, showing instructions: "On this screen, you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants. When finished or to skip this section, click **Continue to Next Page**." Below the instructions is a "Deactivate Guest User" link and a "Create Guest User" button. A note states: "\*Required information is denoted with an asterisk." The form has two fields: "User Name:" with the value "GU51421" and "Password:" with a note "Between 6 and 20 Characters". At the bottom, there are three buttons: "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE".

The system automatically assigns a User Name for this Recruitment Authorization (which will be GU#####). You will need to enter a password, which must be between 6 and 20 characters.

Please record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.

After entering a password for the Guest User, click **Continue to Next Page** to continue to the final step.

## Submitting the Recruitment Authorization

After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the Recruitment Authorization, click on the **Continue to Next Page** or **Preview Posting Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.

The screenshot shows a web browser window with the URL <http://training329.peopleadmin.com> and the page title "Southern Utah University User Site - Microsoft Internet Explorer". The page header includes the SUU logo and "Online Employment System". A navigation menu on the left lists options like "JOB POSTINGS", "CREATE POSTING", and "ADMIN". A central message box says "Welcome Sample HR Administrator. You are logged in as Sample Initiating Authority with Department View. Wednesday, November 29, 2006". The main heading is "View Posting Summary - Administration Assistant". Below this, there are instructions to review details and buttons for "Reports", "Posting Preview", and "Edit". A "Posting Status" section contains two radio buttons: "Save Without Submitting" (selected) and "Submit to Supervisor/Dept. Head". At the bottom, a "Posting Details" table shows the following information:

Posting Details	
Posting Number:	
<b>RECRUITMENT AUTHORIZATION</b>	
Title:	Administration Assistant
Position Type:	No Response
Department:	Admissions

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 selecting your choice, click Continue to go to the confirmation page.

http://training329.peopleadmin.com - Southern Utah University User Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SUU SOUTHERN UTAH UNIVERSITY

Online Employment System

• Welcome **Sample HR Administrator**. You are logged in as Sample Initiating Authority with Department View. Wednesday, November 29, 2006

### Confirm Change Posting Status

The following Action is about to be submitted

Posting Status

Save Without Submitting

Press **Confirm** to complete this step.

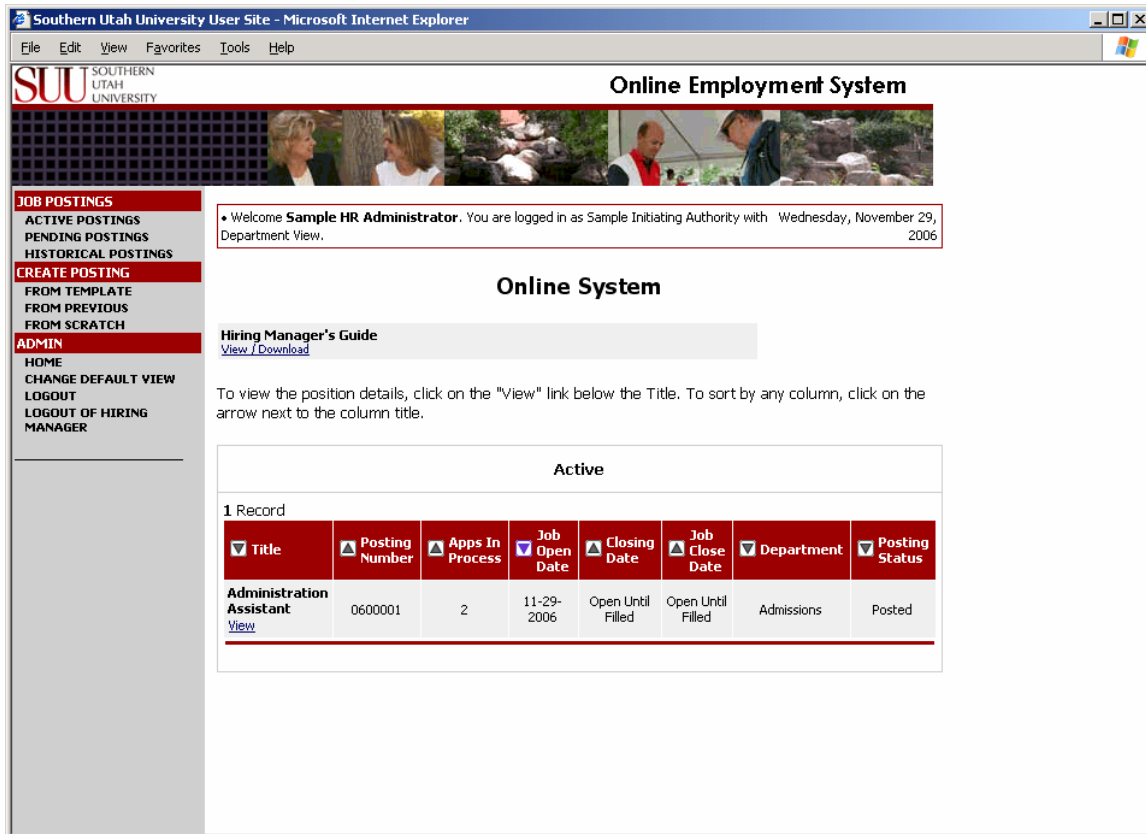
**The details of your Recruitment Authorization are NOT SAVED until you complete this step.**

## One Page Guide for Creating a Recruitment Authorization

- 1) From the site, click **Create Posting**.
- 2) Fill in the Posting details
  - a. When finished, click **Continue to Next Page**
- 3) Add screening question(s) (optional...to skip, click **Continue to Next Page**)
  - a. From "Screening Questions" section, click **Add A Question**
  - b. Click **Search**
  - c. Select one of the previously entered questions, or click **Create A Question**
  - d. Enter the text of the question
  - e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
  - f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
  - g. Click **Submit Question** to attach the question to the Recruitment Authorization
  - h. Enter additional screening questions, or click **Continue to Next Page**
- 4) 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**
- 5) Assign a "Guest User" if appropriate, then click **Continue to Next Page**
- 6) Review the Recruitment Authorization, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen

# VIEWING APPLICANTS TO YOUR RECRUITMENT AUTHORIZATIONS

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



Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Recruitment Authorizations.

**View Active:** Recruitment Authorizations that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

**View Pending:** Recruitment Authorizations that are Pending are either:

- waiting for final review by HR, including addition of PeopleAdmin specific fields
- approved by HR but not Active on the applicant site

**View Historical:** Recruitment Authorizations that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

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:

The screenshot shows the Southern Utah University Online Employment System interface. The browser title is "Southern Utah University User Site - Microsoft Internet Explorer". The page header includes the SUU logo and the title "Online Employment System". A navigation menu on the left lists options like "JOB POSTINGS", "ACTIVE POSTINGS", "PENDING POSTINGS", "HISTORICAL POSTINGS", "CREATE POSTING", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE DEFAULT VIEW", "LOGOUT", "LOGOUT OF HIRING MANAGER". The main content area has tabs for "Applicants", "Posting Details", "Documents", "Posting Specific Questions", "Disqualifying / Points", "Guest User", "Comments", and "History". The "Applicants" tab is active, showing "Active Applicants" with "2 Records". A table lists two applicants: John Doe and Ann Sue, both with a score of 100 and a status of "Under Review by Dept./Committee". Below the table is a "CHANGE MULTIPLE APPLICANT STATUSES" button. A "Refresh" section includes a "Minimum Score" input field, an "Include" section with "Active Applicants" checked, and a "REFRESH" button. A "View Multiple" section has "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS" buttons. A note states: "Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load." At the bottom is a "CONTINUE TO NEXT PAGE >>" button.

Name	Documents	Score	Employee?	Date Applied	Status	External Status	All / None
<a href="#">Doe, John</a> <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept./Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<a href="#">Ann, Sue</a> <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept./Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

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 Recruitment Authorization, 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.

The screenshot shows the Southern Utah University Online Employment System interface. The main content area displays a table of active applicants. The table has the following columns: Name, Documents, Score, Employee?, Date Applied, Status, External Status, and All/None. Two records are shown: Ann, Sue and Doe, John. Both have a score of 100 and a status of 'Under Review by Dept/Committee'. Below the table is a 'Refresh' section with a 'Minimum Score' input box, an 'Include' section with checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants', and a 'REFRESH' button. To the right of the 'Refresh' section are buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'. At the bottom right is a 'CONTINUE TO NEXT PAGE >>' button.

Name	Documents	Score	Employee?	Date Applied	Status	External Status	All / None
Ann, Sue <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept/Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
Doe, John <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept/Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

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.

## 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).

The screenshot shows the Southern Utah University Online Employment System interface. The browser title is "Southern Utah University User Site - Microsoft Internet Explorer". The page header includes the SUU logo and the text "Online Employment System". A navigation menu on the left includes links for "JOB POSTINGS", "CREATE POSTING", and "ADMIN". The main content area is titled "Active Applicants" and shows a table with 2 records. Below the table are buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS".

Name	Documents	Score	Employee?	Date Applied	Status	External Status	All / None
Ann, Sue <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept./Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
Doe, John <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept./Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

Buttons: **VIEW MULTIPLE APPLICATIONS**, **VIEW MULTIPLE DOCUMENTS**

Additional text: Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.

Navigation: **CONTINUE TO NEXT PAGE >>**

## 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**.

The screenshot shows the Southern Utah University Online Employment System interface. The browser title is "Southern Utah University User Site - Microsoft Internet Explorer". The page header includes the SUU logo and the text "Online Employment System". A navigation menu on the left lists options like "JOB POSTINGS", "CREATE POSTING", and "ADMIN". The main content area displays a table of "Active Applicants" with 2 records. Each row includes columns for Name, Documents, Score, Employee?, Date Applied, Status, External Status, and All/None. Below the table is a "CHANGE MULTIPLE APPLICANT STATUSES" button. At the bottom, there are "Refresh" and "View Multiple" sections with checkboxes for "Active Applicants" and "Inactive Applicants", and buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS". A "CONTINUE TO NEXT PAGE >>" button is also present.

Name	Documents	Score	Employee?	Date Applied	Status	External Status	All / None
Ann, Sue <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept./Committee <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>
Doe, John <a href="#">View Classified Staff Application</a>		100	No Response	11-29-2006	Under Review by Dept./Committee <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

**Refresh** **View Multiple**

Minimum Score:

Include:  Active Applicants  Inactive Applicants

**REFRESH**

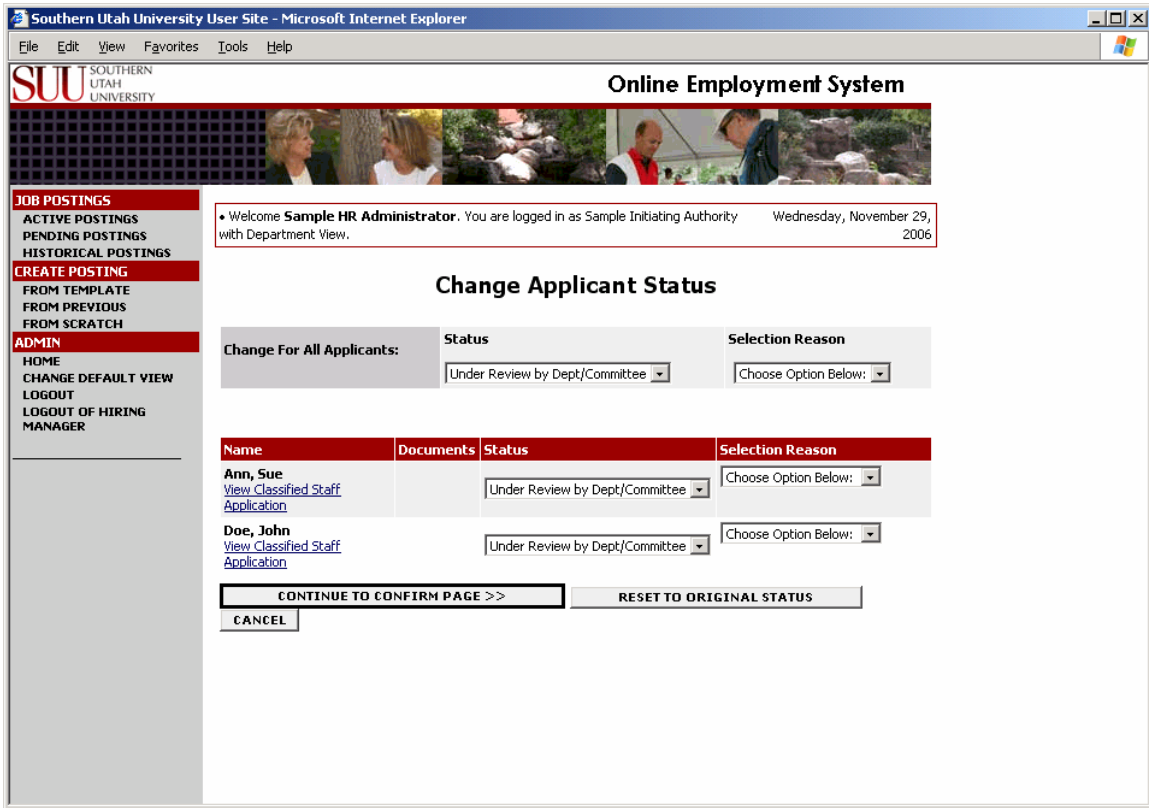
**VIEW MULTIPLE APPLICATIONS**

**VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.  
Documents may take several minutes to load.

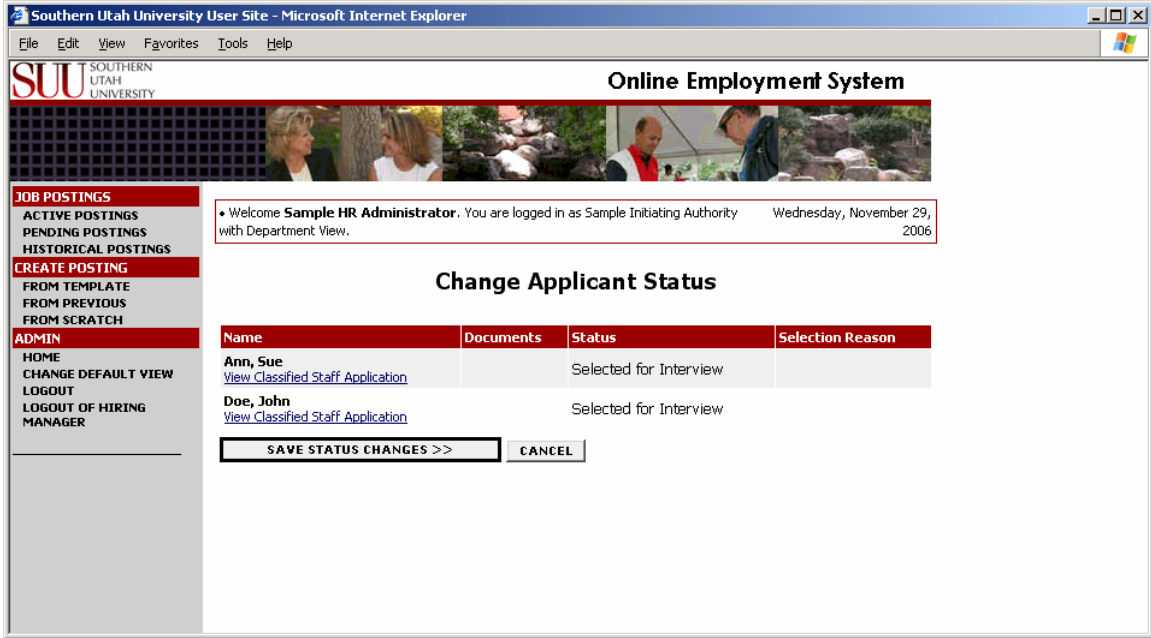
**CONTINUE TO NEXT PAGE >>**

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



Under the "Status" column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for 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**.

After clicking 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.



## ADMINISTRATION

.....

### Logging Out

To ensure the security of the data provided by applicant, **the system will automatically log you out after 60 minutes if it detects no activity.** 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.