

HIRING MANAGER'S USER'S GUIDE

**Tennessee State University:
Creating a Requisition**

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INTRODUCTION

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Welcome to the Tennessee State 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 Requisitions to HR
- View Applicants to your Requisitions
- 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 Requisitions
- 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:

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The address bar is empty. The page has a blue header with the Tennessee State University logo on the left and the text "Employment Opportunities" on the right. Below the header, there is a navigation bar with a "USERS" tab and a "CREATE USER ACCOUNT" link. The main content area is titled "User Login" and contains the following text: "Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**." Below this text is a login form with two input fields: "User Name:" and "Password:". A "LOGIN" button is positioned below the password field. At the bottom of the login form, there is a small disclaimer: "You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system." The browser's status bar at the bottom shows "Done" and "Internet".

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:

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

USERS
CREATE USER ACCOUNT

Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Create User	
* Username Must be between 6 and 20 characters	<input type="text"/>
* Password Must be between 6 and 20 characters	<input type="text"/>
* Confirm Password	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Title	<input type="text"/>
* Phone Number xxx-xxx-xxxx	<input type="text"/>
* Email	<input type="text"/>
Department	<div> <div>Not Selected</div> <div> <div>College of Health Sciences</div> <div>Human Resources</div> <div>Sample Office</div> <div>ACADEMIC AFFAIRS</div> <div>ACADEMIC COMPUTING S</div> </div> <div> <div>></div> <div><</div> </div> </div> <div> <div>Selected</div> <div>Not Assigned</div> </div>

* 1) Click on the name of your department and click the top arrow (>) to select - please only select your main department(s).

Internet

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 REQUISITION

When you first log into the system, any Active postings that are posted on the applicant site or closed for applicant screening appear:



**TENNESSEE
STATE UNIVERSITY**
Two Campuses. One University.

Employment Opportunities

JOB POSTINGS

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE USER TYPE
- LOGOUT
- LOGOUT OF HIRING MANAGER

• Welcome **PeopleAdmin Administrator**. You are logged in as Bob Hughes.
Your Current Group: Hiring Managers.

Wednesday, June 25, 2008

Internal Hiring System

- [Hiring Manager Manual Part 1](#): how to create an online position requisition.
- [Hiring Manager Manual Part 2](#): how to view applications and change status of candidates.

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						
▼ Position Title	▲ Requisition Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
SECRETARY III View	0129 Get Reports List	15	10-03-2005	10-13-2005	FINANCE AND ACCOUNTING	Closed Submit Post Interview Candidates to EDC Submit Candidate to Department Head / Director Submit Candidate to VP/President

All requisitions are created by accessing the position description for the requisition (or by creating a new position description). To create a new Requisition, click **Begin New Action** under the **Position Descriptions** heading.

There are three options:

- 1) Create a New Position
- 2) Hire into an Existing Position
- 3) Modify Position – Do Not Post

Begin New Action

Begin New Action	
3 Records	
Action	Description
Create New Position Start Action	Use this action to propose the creation of a new position that does not exist in the current budget. Once approved, HR will post the new position.
Hire into an Existing Position Start Action	Use this action to request a job posting for a current position.
Modify Position - Do not Post Start Action	Use this action to request a reclassification or a modification to the current position description.

Entering Requisition Information

In the following example, the **Create New Position** option was selected. After clicking **Start Action** you see several tabs to complete:

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation								
<div>Search Classifications</div> <table> <tr> <td>Title Code</td> <td><input type="text"/></td> <td>Official Title</td> <td><input type="text" value="Any"/></td> </tr> <tr> <td>Exempt/NonExempt</td> <td><input type="text" value="Any"/></td> <td>Job Category:</td> <td><input type="text" value="Any"/></td> </tr> </table> <div> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </div>								Title Code	<input type="text"/>	Official Title	<input type="text" value="Any"/>	Exempt/NonExempt	<input type="text" value="Any"/>	Job Category:	<input type="text" value="Any"/>
Title Code	<input type="text"/>	Official Title	<input type="text" value="Any"/>												
Exempt/NonExempt	<input type="text" value="Any"/>	Job Category:	<input type="text" value="Any"/>												
<input type="button" value="CANCEL"/>															

The first tab is **Proposed Classification**. Enter search criteria and click **Search** to select the correct classification for the new position. If the classification is not listed, contact HR and they will create the classification or let you know which classification to use. HR also enters the data for each classification.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation
Classification Details							
Official Title:	Account Clerk 1						
Title Code:	40100						
Exempt/NonExempt:	Non-Exempt						
Pay Grade Level:							
Pay Basis:	No Response						
Job Category:	No Response						
Minimum Qualifications:	<p>Knowledge of the principles and methods of bookkeeping. Knowledge of business English and arithmetic. Knowledge of modern office practices, procedures and equipment. Knowledge of the application of bookkeeping principles to routine transactions. Ability to direct the flow of a considerable volume of detailed work. Ability to type. Ability to make arithmetic calculations rapidly and accurately. Ability to exercise good judgement. Ability to establish and maintain an effective working relationship with the students, public, and other employees. Graduation from a standard high school</p>						
<div>CHANGE CLASSIFICATION</div> <div> <div>CONTINUE TO NEXT PAGE >></div> <div>SAVE AND STAY ON THIS PAGE</div> </div>							
<div>CANCEL</div> <div>PREVIEW ACTION</div>							

After confirming the classification information, click **Continue to Next Page** button to view the **Proposed Job Duties** tab. Click the **Add New Entry** button to enter job duties for the position and then click **Continue to Next Page**.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation
-----------------------------------------	----------------------------	----------------------------------	----------------------------------	--------------------------	----------------------------------	--------------------------------	--------------------------------------------

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

Existing Entries

No Records Found

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW ACTION**

The next tab is the **Position Details** tab which contains all the information about the position description. Enter the information and then click **Continue To Next Page** at the bottom of the screen.

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. 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.
3. Fields that are "grayed-out" will be entered by Human Resources.
4. **VERY IMPORTANT:** A Position 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.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation
-----------------------------------------	-------------------------------------	-------------------------	----------------------------------	--------------------------	----------------------------------	--------------------------------	--------------------------------------------

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Official Title:	Account Clerk 1
Title Code:	40100
Exempt/NonExempt:	Non-Exempt
Pay Grade Level:	
Pay Basis:	No Response
Job Category:	No Response
Working Title:	<input type="text"/>
Job Type:	No Response <input type="button" value="v"/>
Position Number:	<input type="text"/>
Minimum Qualifications:	Knowledge of the principles and methods of bookkeeping. Knowledge of business English and arithmetic. Knowledge of modern office practices, procedures and equipment. Knowledge of the application of bookkeeping principles to routine transactions. Ability to direct the flow of a considerable volume of detailed work. Ability to type. Ability to make arithmetic calculations rapidly and accurately. Ability to exercise good judgement. Ability to establish and maintain an effective working relationship with the students, public, and other employees. Graduation from a standard high school

Job Description:	<div></div>
Work Hours:	<div></div>
Number of hours per week:	<div></div>
Days to be worked:	Check All Clear All <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
Months per year:	No Response ▾
If modified, list months:	<div></div>
Campus:	No Response ▾
If other location, please indicate:	<div></div>
* Department:	Not Assigned ▾
Evaluating Supervisor:	No Response ▾
* Contact Person:	No Response ▾
Clerical Contact:	No Response ▾
Phone Format: xxx-xxxx-xxxx	<div></div>

Contact Email:	<input type="text"/>
Contact Fax:	<input type="text"/>
MODIFY:	<input type="text"/>
Other:	<input type="text"/>
Pay Rate(Mo or Hr) (Will be filled out by HR)	
Total/Annual Salary (Will be filled out by HR):	
Appointment:	<input type="text"/>
Percentage of Full-Time: Enter 100.0 for full-time or percentage of appointment for part-time:	<input type="text"/>
Percentage of Position Funded:	<input type="text"/>
If grant funded, funding begins:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
If grant funded, funded until:	<input type="text"/>
If Grant Funded, name of Principal Investigator:	<input type="text"/>
Effective Date/Date New Hire Needed:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Previous Employee in Position:	<input type="text"/>
Object Code / EEO Code / Account Code:	<input type="text" value="No Response"/>
Action Number: (Will be assigned upon first saving position)	

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

The **Requisition Form** tab is next and contains the information about the posting on the applicant site. Enter the information for HR to create the posting and then click **Continue to Next Page**.

Create Create New Position


Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation
-----------------------------------------	-------------------------------------	----------------------------------	-------------------------	--------------------------	----------------------------------	--------------------------------	--------------------------------------------

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Job Open Date <small>(Will be filled out by HR)</small>	
Job Close Date <small>(Will be filled out by HR)</small>	
Pass Message <small>(Will be filled out by HR)</small>	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message <small>(Will be filled out by HR)</small>	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Documents that MUST be attached by the applicant (Required Documents)	Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other Document <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Transcript 1 <input type="checkbox"/> Transcript 2 <input type="checkbox"/> Transcript 3 <input type="checkbox"/> List of References <input type="checkbox"/> Statement of Resource Ideas

Special Instructions to Applicants:	<div></div>
If an existing position, replacement for:	<div></div>
Advertised Salary:	<div></div>
Advertising Sources:	Check All Clear All <input type="checkbox"/> City Paper <input type="checkbox"/> Chronicle of Higher Education <input type="checkbox"/> Tennessean <input type="checkbox"/> NCAA News <input type="checkbox"/> Higher Ed Jobs <input type="checkbox"/> Other
If other, please indicate:	<div></div>
Would a student be acceptable?	No Response 
Benefits:	<div></div>

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

The Accounts Tab is the next tab. Click the **Add New Entry** button to enter all the account information for the new position. After entering all accounts, click **Continue to Next Page**.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation				
<p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p>											
Existing Entries											
No Records Found											
Add New Entry											
<p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p> <p>* Required information is denoted with an asterisk.</p> <table><tbody><tr><td>Account Number:</td><td><input type="text"/></td></tr><tr><td>Percentage:</td><td><input type="text"/></td></tr></tbody></table> <p>ADD ENTRY</p> <p>CANCEL</p>								Account Number:	<input type="text"/>	Percentage:	<input type="text"/>
Account Number:	<input type="text"/>										
Percentage:	<input type="text"/>										

The **Search Committee** tab is next. Click the **Add New Entry** button to enter the name and information about the search committee members who will be serving for this requisition. Then, click **Continue to Next Page**.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation								
<p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p>															
<p>Existing Entries</p> <p>No Records Found</p>															
<p>Add New Entry</p> <p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p> <p>* Required information is denoted with an asterisk.</p> <table> <tr> <td>Name:</td> <td><input type="text"/></td> </tr> <tr> <td>Title:</td> <td><input type="text"/></td> </tr> <tr> <td>Gender:</td> <td>Not Disclosed <input type="button" value="v"/></td> </tr> <tr> <td>Race Definition:</td> <td>Not Disclosed <input type="button" value="v"/></td> </tr> </table> <p>ADD ENTRY</p> <p>CANCEL</p>								Name:	<input type="text"/>	Title:	<input type="text"/>	Gender:	Not Disclosed <input type="button" value="v"/>	Race Definition:	Not Disclosed <input type="button" value="v"/>
Name:	<input type="text"/>														
Title:	<input type="text"/>														
Gender:	Not Disclosed <input type="button" value="v"/>														
Race Definition:	Not Disclosed <input type="button" value="v"/>														

On the following tab, enter the **Direct Contact** information by clicking the **Add New Entry** button.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation												
<p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p>																			
<p>Existing Entries</p> <p>No Records Found</p>																			
<p>Add New Entry</p> <p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p> <p>* Required information is denoted with an asterisk.</p> <table border="1"> <tr> <td>Date Contacted:</td> <td><input type="text"/></td> <td>MM/DD/YYYY -or- MM-DD-YYYY</td> </tr> <tr> <td>Name of Person to be Contacted:</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Type of Contact (e.g. e-mail, telephone call, letter, or personal contact):</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Person Making the Contact:</td> <td colspan="2"><input type="text"/></td> </tr> </table> <p>ADD ENTRY</p> <p>CANCEL</p>								Date Contacted:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY	Name of Person to be Contacted:	<input type="text"/>		Type of Contact (e.g. e-mail, telephone call, letter, or personal contact):	<input type="text"/>		Person Making the Contact:	<input type="text"/>	
Date Contacted:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY																	
Name of Person to be Contacted:	<input type="text"/>																		
Type of Contact (e.g. e-mail, telephone call, letter, or personal contact):	<input type="text"/>																		
Person Making the Contact:	<input type="text"/>																		

On the last tab of the action, attach any documentation for the new position by clicking the **Attach** link. You may browse your PC/the network and upload documents or cut/paste in the space provided. If there are no documents to upload, you may skip this page by clicking **Continue to Next Page**.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation
-----------------------------------------	-------------------------------------	----------------------------------	----------------------------------	--------------------------	----------------------------------	--------------------------------	-----------------------------------

2 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Job Analysis Questionnaire	Not Attached	
Attach	Other Supporting Documentation	Not Attached	

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION

The last page is a summary of all the data for the new position. From here, you may print a copy of the position, you can click the **Edit** link to go back and edit any of the information for the position. To save the position information you must select an **Action Status**. The statuses that appear in the **Action Status** box depend on your user type. Choices for the Hiring Manager login are:

1) Save Action with Submitting

Select this option if you are still editing the position and would like to make future changes before submitting to the next level for approval.

2) Submit Action to Department Head/Director

When you have finished editing the position, select this option to send a notification email to the Department Head/Director notifying them to go in and approve the new position.

View Create New Position Summary

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

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

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

- ☒ Save Action Without Submitting
☐ Submit Action to Department Head/Director

CANCEL

CONTINUE

Proposed Job Duties

No Records Found

Position Details

Official Title:	Account Clerk 1
Title Code:	40100
Exempt/NonExempt:	Non-Exempt

Click **Continue** and **Confirm** to complete this step:

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Save Action Without Submitting

GO BACK

CONFIRM

The details of your position are NOT SAVED until you complete this step.

One Page Guide for Creating/Modifying a Position and Submitting a Requisition

- 1) From the left-hand navigation bar, click **Begin New Action**.
- 2) Click **Start Action** under the action you are completing.
- 3) Review the Position Description information and edit if necessary. When finished, select the appropriate status and click **Continue** and **Confirm** to submit the action to the next approver.

VIEWING APPLICANTS TO YOUR REQUISITIONS

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

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
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• Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

View Active

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.

Position Title	Requisition Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
LSamp Assistant Coordinator	0061 Get Reports List	0	08-15-2005		Sample Office	Posted
Test Job 2	0017 Get Reports List	0	08-02-2005		Sample Office	Posted
Test Job 1	0016 Get Reports List	0	08-02-2005		Sample Office	Closed Submit Candidate to Department Head / Director Submit Interview Candidates to EO/AA
Test Job 3	0018 Get Reports List	1	08-02-2005	Open Until Filled	Sample Office	Closed Submit Candidate to Department Submit Interview Candidates

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

View Active: Requisitions that are Active are either:

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

View Pending: Requisitions 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: Requisitions 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:

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
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Employment Opportunities

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

View/Edit Posting - Secretary III

Applicants Posting Details Accounts Search Committee Direct Contact Posting Specific Questions Guest User Notes / History

Active Applicants

4 Records

Name	Documents	Score	Date Applied	Status	Actions	All / None
balusek, cynthia View Regular Application	Res	0	06-19-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>
Balusek, Cynthia View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>
Bell, View Regular Application	Cyr Res	0	07-27-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>
Fields, Fonda View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh **View Multiple**

Minimum Score:

VIEW MULTIPLE APPLICATIONS

Internet

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 Requisition, 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 a web browser window with the URL <http://test7.peopleadmin.com> and the title "Job Site - Microsoft Internet Explorer". The page header for Tennessee State University includes the logo and the text "Employment Opportunities". A left sidebar contains navigation links: "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT".

The main content area is titled "Active Applicants" and displays "4 Records". Below this is a table with the following columns: Name, Documents, Score, Date Applied, Status, Actions, and All / None. The table contains four rows of applicant data:

Name	Documents	Score	Date Applied	Status	Actions	All / None
balusek, cynthia View Regular Application	Res	0	06-19-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>
Balusek, Cynthia View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>
Bell, View Regular Application	Cvr Res	0	07-27-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>
Fields, Fonda View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input type="checkbox"/>

Below the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES".

At the bottom of the page, there are two sections: "Refresh" and "View Multiple". The "Refresh" section includes a "Minimum Score:" input box, an "Include:" section with checkboxes for "Active Applicants" (checked) and "Inactive Applicants", and a "REFRESH" button. The "View Multiple" section includes buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS", along with explanatory 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." At the bottom of the "View Multiple" section is a "CONTINUE TO NEXT PAGE >>" button. A "SAVE AND STAY ON THIS PAGE" button is located at the very bottom of the main content area.

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 'Active Applicants' screen of the Tennessee State University Employment Opportunities system. The page is viewed in Microsoft Internet Explorer at the URL http://test7.peopleadmin.com. The sidebar on the left contains links for Job Postings, View Active, View Pending, View Historical, Create Requisition, From Template, From Previous, From Scratch, Admin, Home, Change Password, and Logout. The main content area displays a table of 4 active applicants. Each row includes the applicant's name, a link to view their regular application, their documents, score, date applied, status, and actions. The 'All/None' checkbox is checked. Below the table is a button to 'CHANGE MULTIPLE APPLICANT STATUSES'. At the bottom, there are sections for 'Refresh' (with a minimum score input and checkboxes for active/inactive applicants) and 'View Multiple' (with buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'). A 'CONTINUE TO NEXT PAGE >>' button is also present.

Name	Documents	Score	Date Applied	Status	Actions	All / None
balusek, cynthia View Regular Application	Res	0	06-19-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Balusek, Cynthia View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Bell, View Regular Application	Cyr Res	0	07-27-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Fields, Fonda View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score:

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.
Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS 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.

Viewing an Applicant's History

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

The screenshot shows a web browser window titled "http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer". The page header for Tennessee State University includes the logo and the text "Employment Opportunities". A navigation menu on the left lists options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays a welcome message for "Sample Hiring Manager" and the date "Sunday, August 21, 2005". Below this is the "Applicant History" section for applicant "balusek, cynthia". A table lists the history of status changes, including "Incomplete - Attached Application", "Incomplete - Answered Questions", "NOTE: Document Associated (Resume_06-19-05_22-47-04CT)", "Incomplete - Attached Documents", "Completed Application Process", and "Under Review by HR". The "Modified By" column indicates the user responsible for each change, such as "Applicant" or "Sample HR Administrator".

History	Modified By
06-19-2005 10:46 PM	Applicant
<i>Incomplete - Attached Application</i>	
06-19-2005 10:46 PM	Applicant
<i>Incomplete - Answered Questions</i>	
06-19-2005 10:47 PM	Applicant
NOTE: Document Associated (Resume_06-19-05_22-47-04CT)	
06-19-2005 10:47 PM	Applicant
<i>Incomplete - Attached Documents</i>	
06-19-2005 10:47 PM	Applicant
<i>Completed Application Process</i>	
06-19-2005 10:47 PM	Applicant
<i>Under Review by HR</i>	
06-19-2005 10:47 PM	Sample HR Administrator

Common History entries you may see for each applicant include:

Incomplete – Attached Application (indicating the applicant clicked the “Apply to this Position” button)

Incomplete – Attached Questions (indicating the applicant clicked the “Submit Questions” button)

Incomplete – Attached Documents (indicating the applicant clicked the “Finished Attaching Documents” button)

Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)

Others may appear, depending on your institution's hiring process.

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

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**.

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

• Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

View/Edit Posting - Secretary III

Applicants Posting Details Accounts Search Committee Direct Contact Posting Specific Questions Guest User Notes / History

Active Applicants

4 Records

Name	Documents	Score	Date Applied	Status	Actions	All / None
balusek, cynthia View Regular Application	Res	0	06-19-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Balusek, Cynthia View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Bell, View Regular Application	Cvr Ltr Res	0	07-27-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Fields, Fonda View Regular Application	Res	0	06-27-2005 History/Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh **View Multiple**

Minimum Score: **VIEW MULTIPLE APPLICATIONS**

Done Internet

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

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

• Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

Change Applicant Status

Change For All Applicants: Status: Under Review by Department Not Hired Reason: Choose Option Below:

Name	Documents	Status	Not Hired Reason
balusek, cynthia View Regular Application	Res	Under Review by Department	Choose Option Below:
Balusek, Cynthia View Regular Application	Res	Under Review by Department	Choose Option Below:
Bell, View Regular Application	Cyr Ltr Res	Under Review by Department	Choose Option Below:

Content Frame


Fields, Fonda

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.

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help



**TENNESSEE
STATE UNIVERSITY**
Two Campuses. One University.

Employment Opportunities

JOB POSTINGS

VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL

CREATE REQUISITION

FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

ADMIN

HOME
CHANGE PASSWORD
LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

Change Applicant Status

Name	Documents	Status	Not Hired Reason
balusek, cynthia View Regular Application	Res	Selected for Interview	
Balusek, Cynthia View Regular Application	Res	Selected for Interview	
Bell, View Regular Application	Cvr Ltr Res	Selected for Interview	
Fields, Fonda View Regular Application	Res	Selected for Interview	

ADMINISTRATIVE FUNCTIONS

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Changing Your Password

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.

The screenshot shows a web browser window titled "http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer". The page header features the Tennessee State University logo and the text "Employment Opportunities". A left navigation bar contains links for "JOB POSTINGS", "CREATE REQUISITION", and "ADMIN". The "ADMIN" section is expanded, showing "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays a welcome message for "Sample Hiring Manager" and a "Change Password" form. The form includes three input fields for "Current Password", "New Password", and "Confirm Password", followed by "SUBMIT PASSWORD CHANGE" and "CANCEL" buttons.

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

• Welcome Sample Hiring Manager. You are logged in. Sunday, August 21, 2005

Change Password

To change your password, please enter your current password followed by a new one.

Password Information	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

SUBMIT PASSWORD CHANGE CANCEL

Done Internet

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.