HIRING MANAGER'S USER'S GUIDE

Tennessee State University: Viewing Applicants and Submitting a Hiring Proposal

PeopleAdmin

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INTRODUCTION

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.

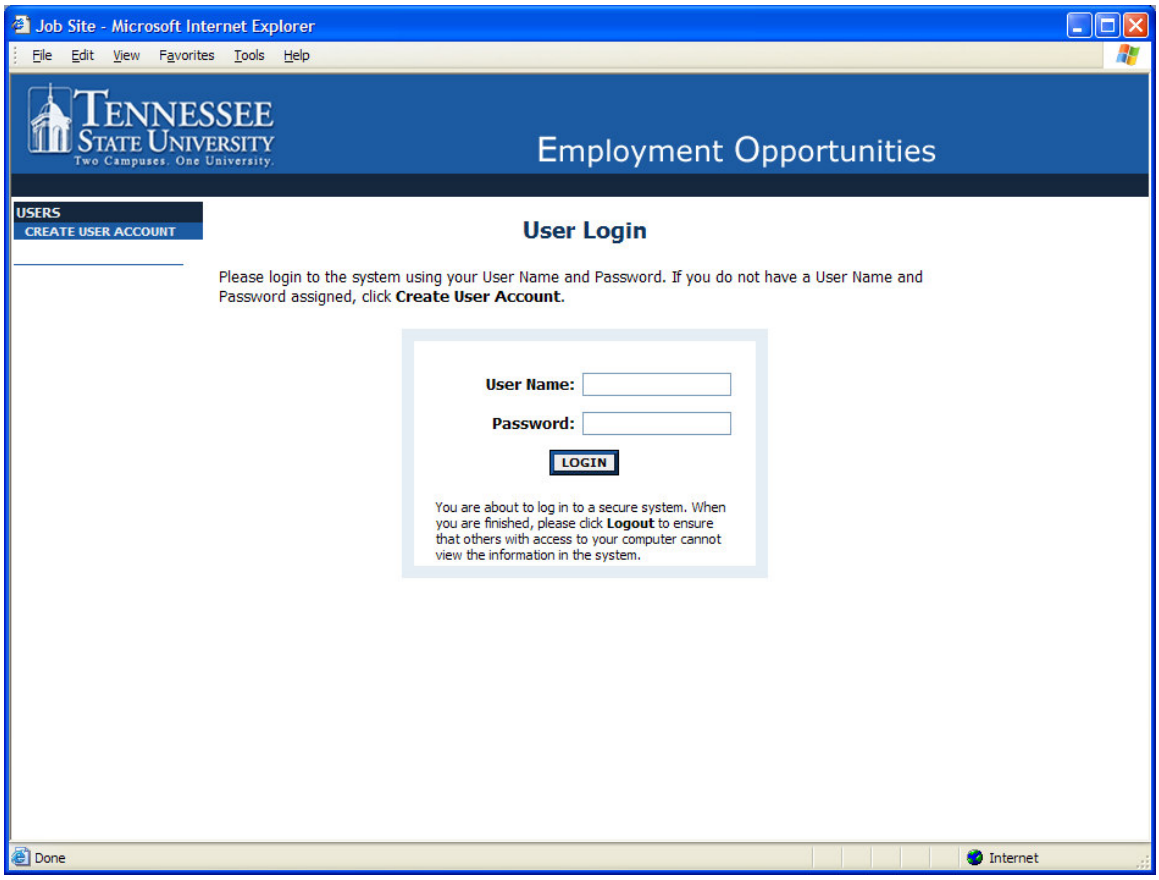
It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within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

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

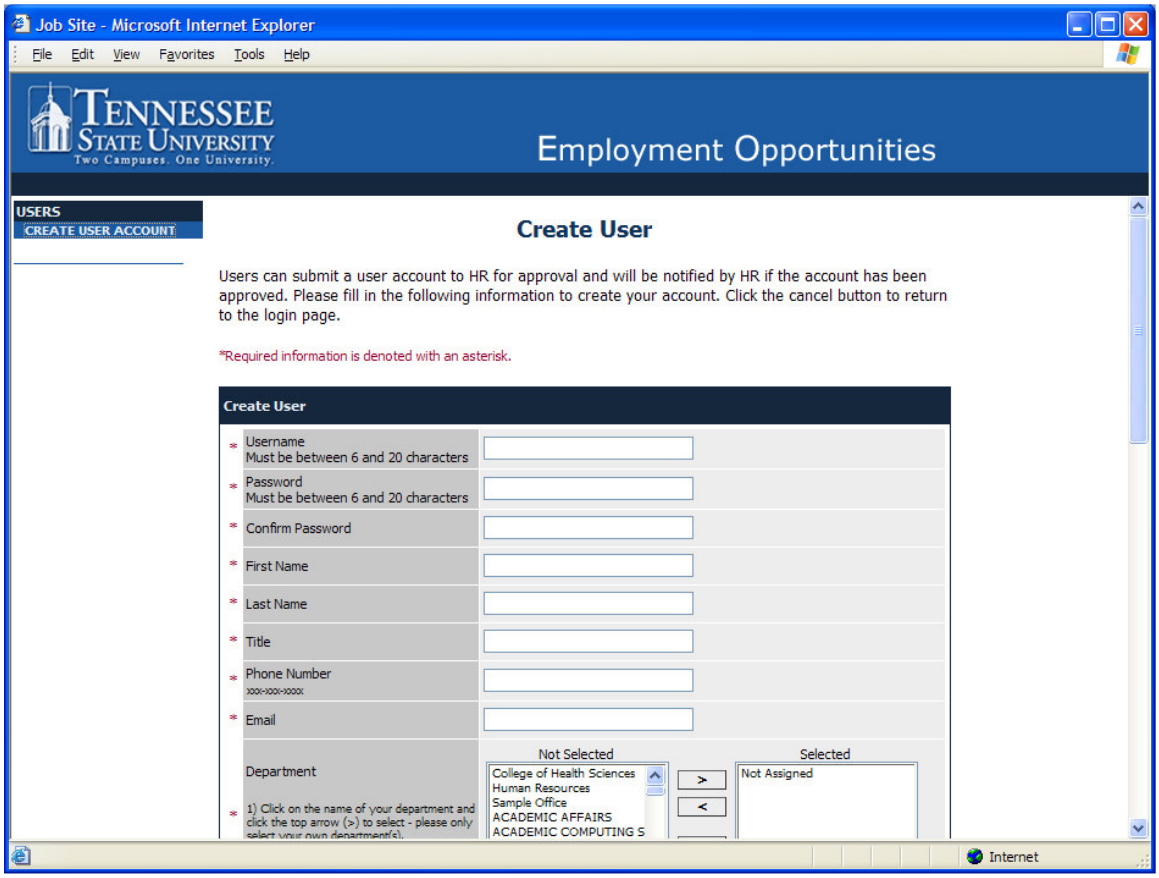
Security of Applicant Data
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by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



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:



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

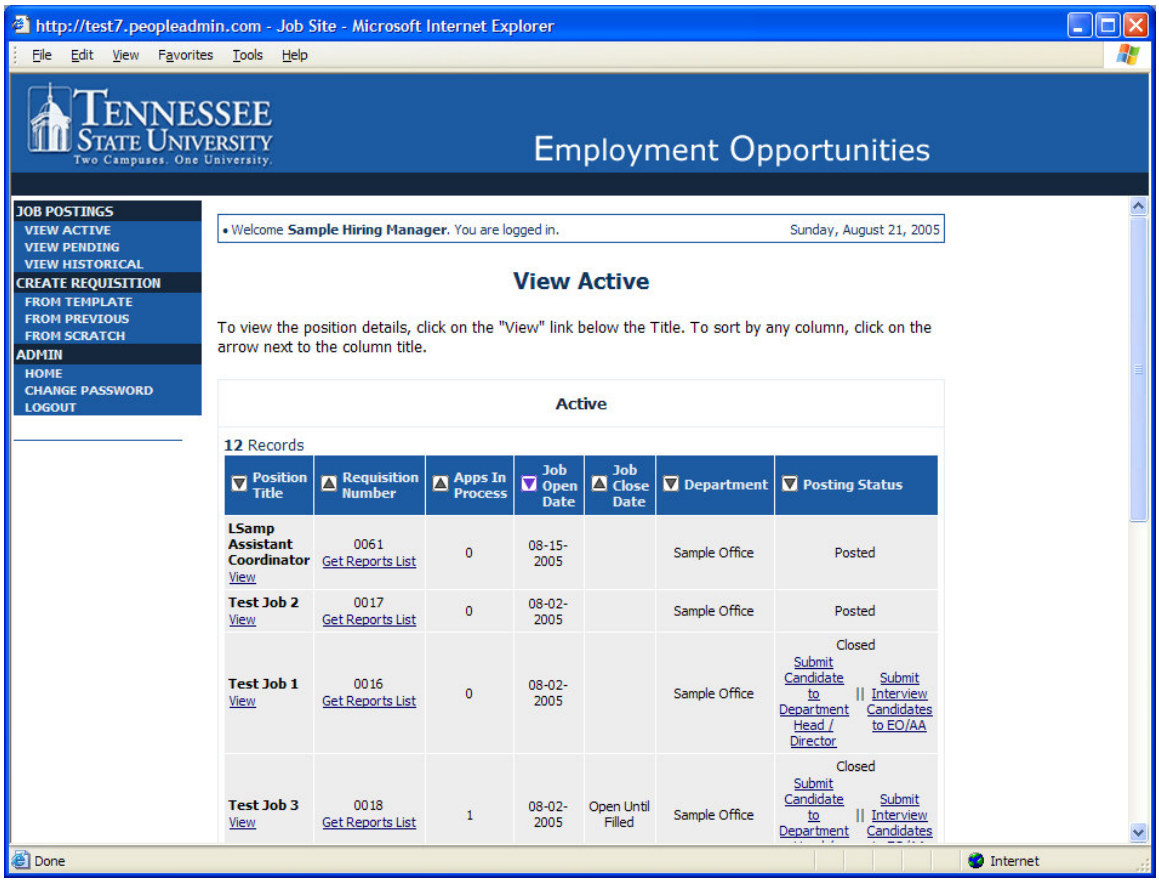
Please write down your user name and password. You will need them each time you log in to the system.

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.

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:



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:

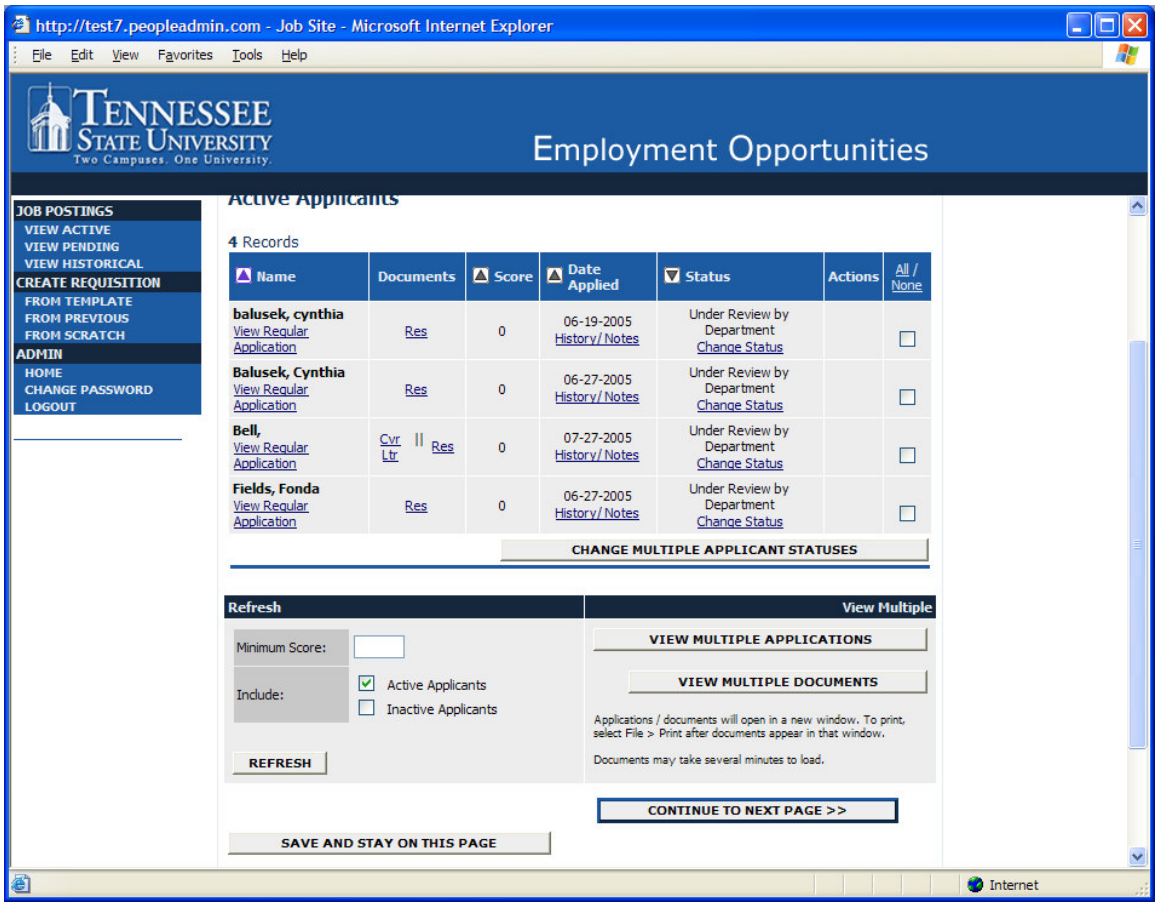
You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the 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.



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

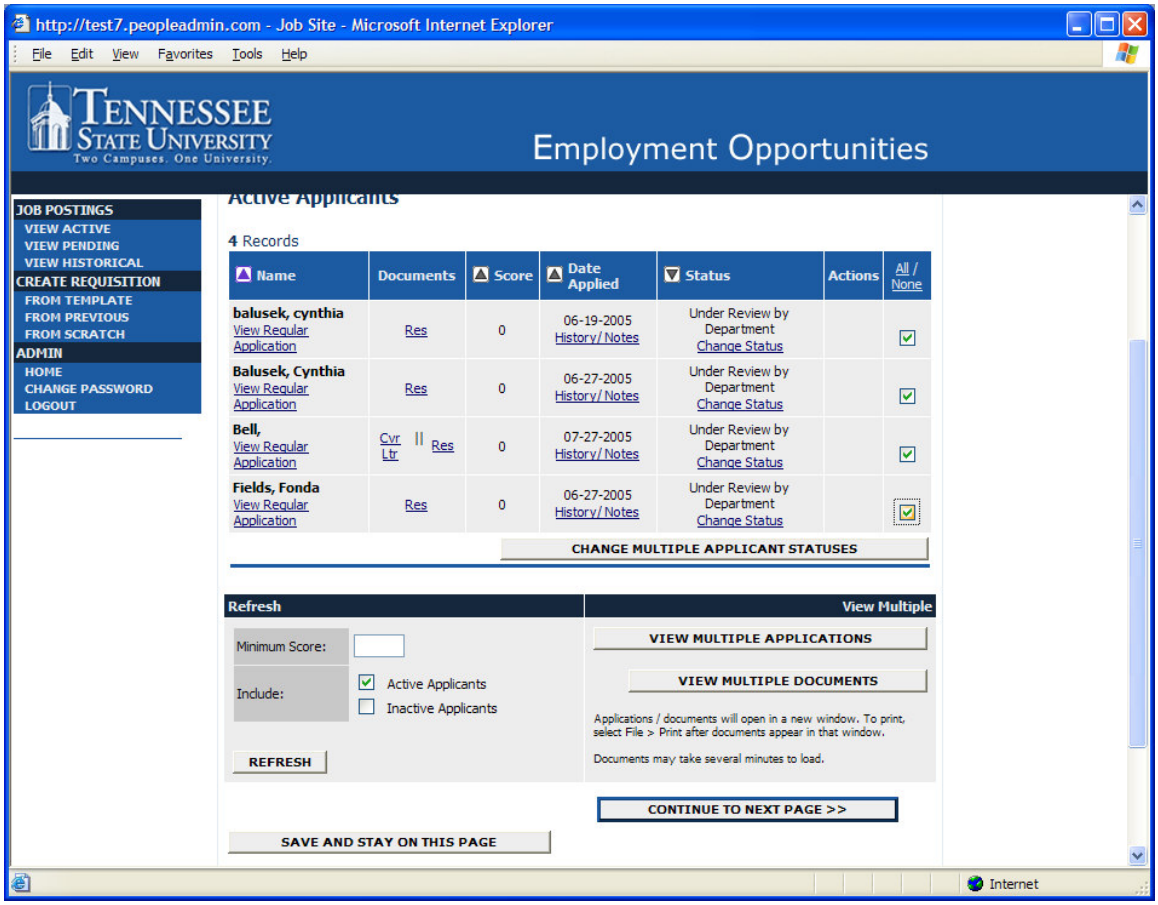
To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments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



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.

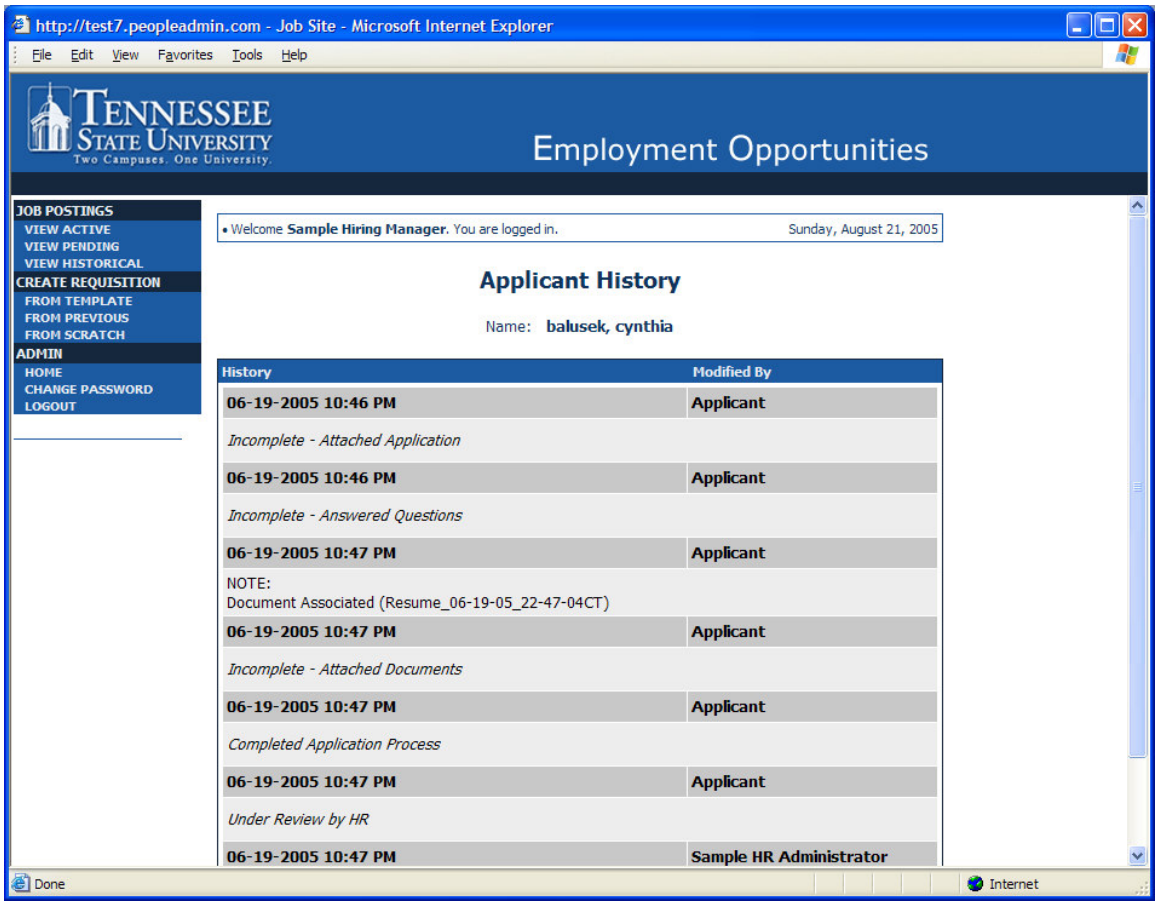
After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" 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.



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.

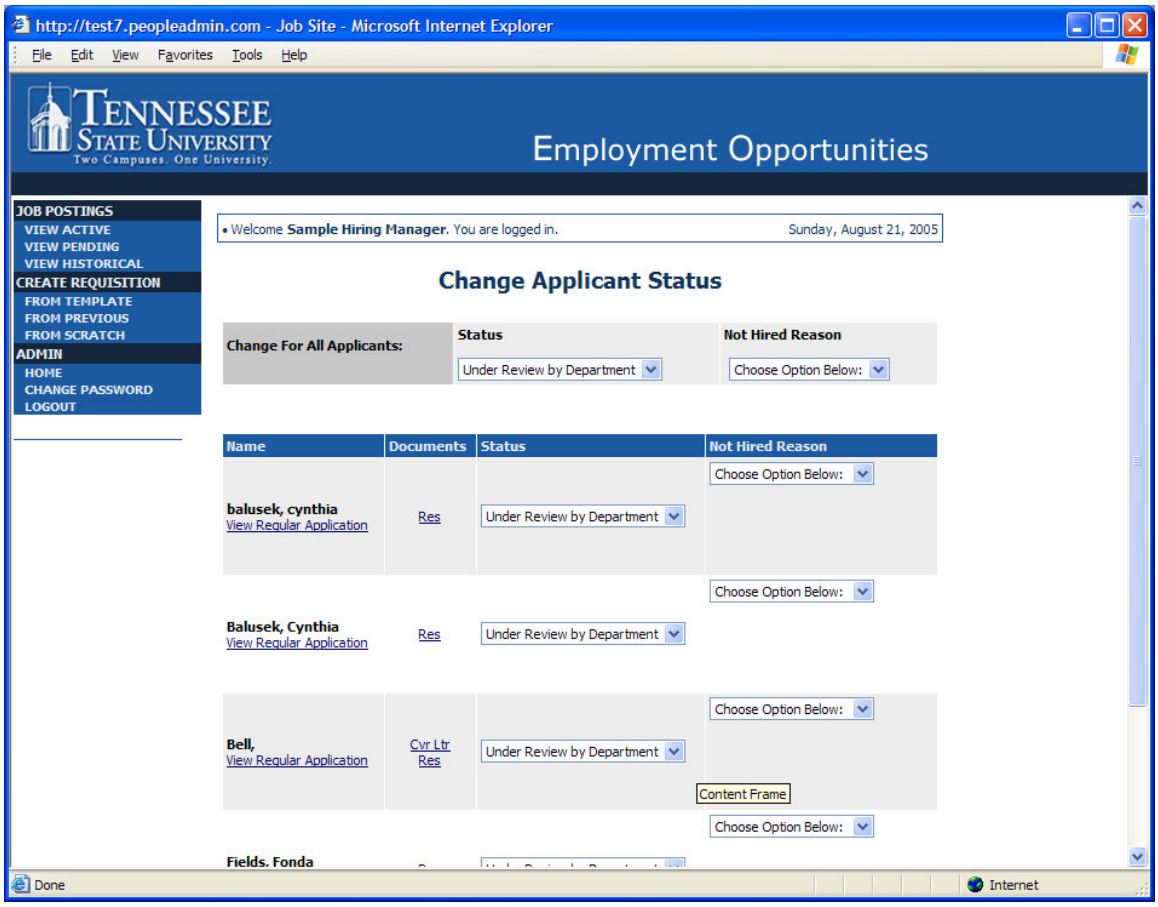
Changing the Status of Applicants

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).

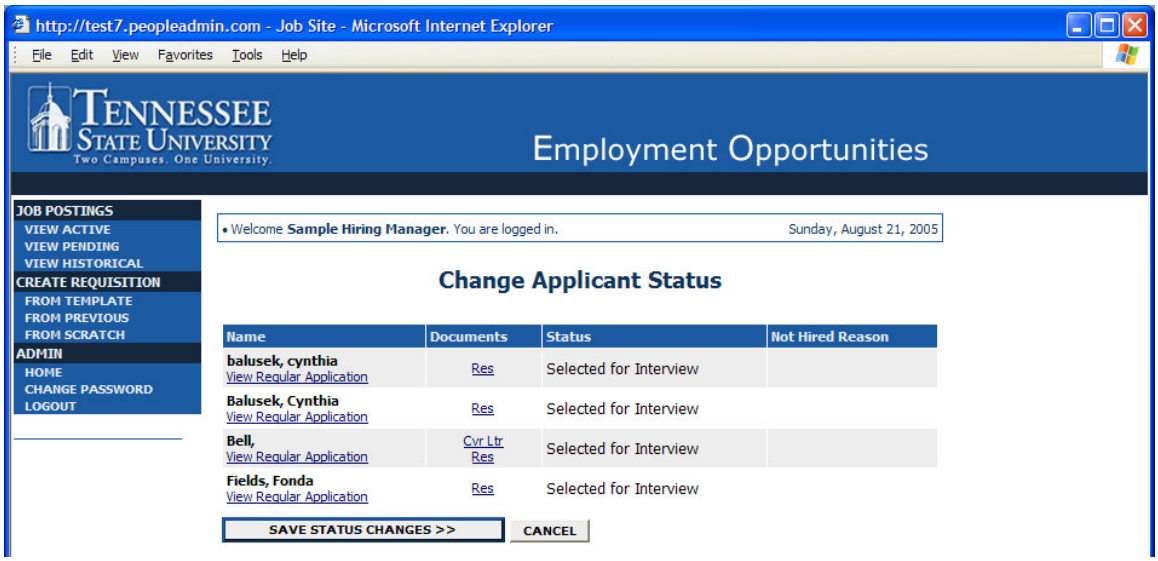
To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

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



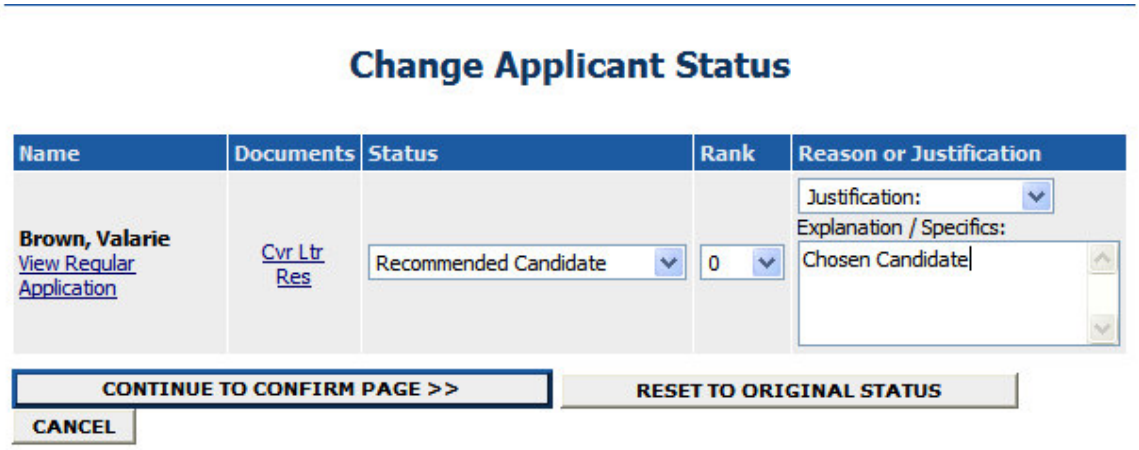
Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. 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.

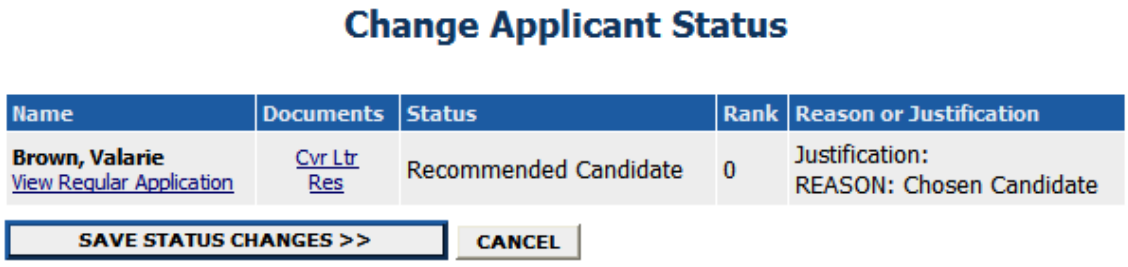

http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer
File Edit View Favorites Tools Help
TENNESSEE STATE UNIVERSITY
Two Campuses. One University.
Employment Opportunities
JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
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
SAVE STATUS CHANGES >>
CANCEL

SUBMITTING A HIRING PROPOSAL

Continue to change applicant statuses until you have selected a candidate to hire. Once you have selected a finalist, change their applicant status to **Recommended Candidate** and enter the **Explanation/Specifics** in the text box.



Click the **Continue to Confirm Page** button and then **Save Status Changes.**



Once you have changed an applicant's status to Recommended Candidate, a **Begin Hiring Proposal** / **Appointment Recommendation** link appears as in the screen below. Click this link to select the correct position that the candidate will be hired into.

Begin Hiring Proposal for Job Description

Begin New Action

2 Records

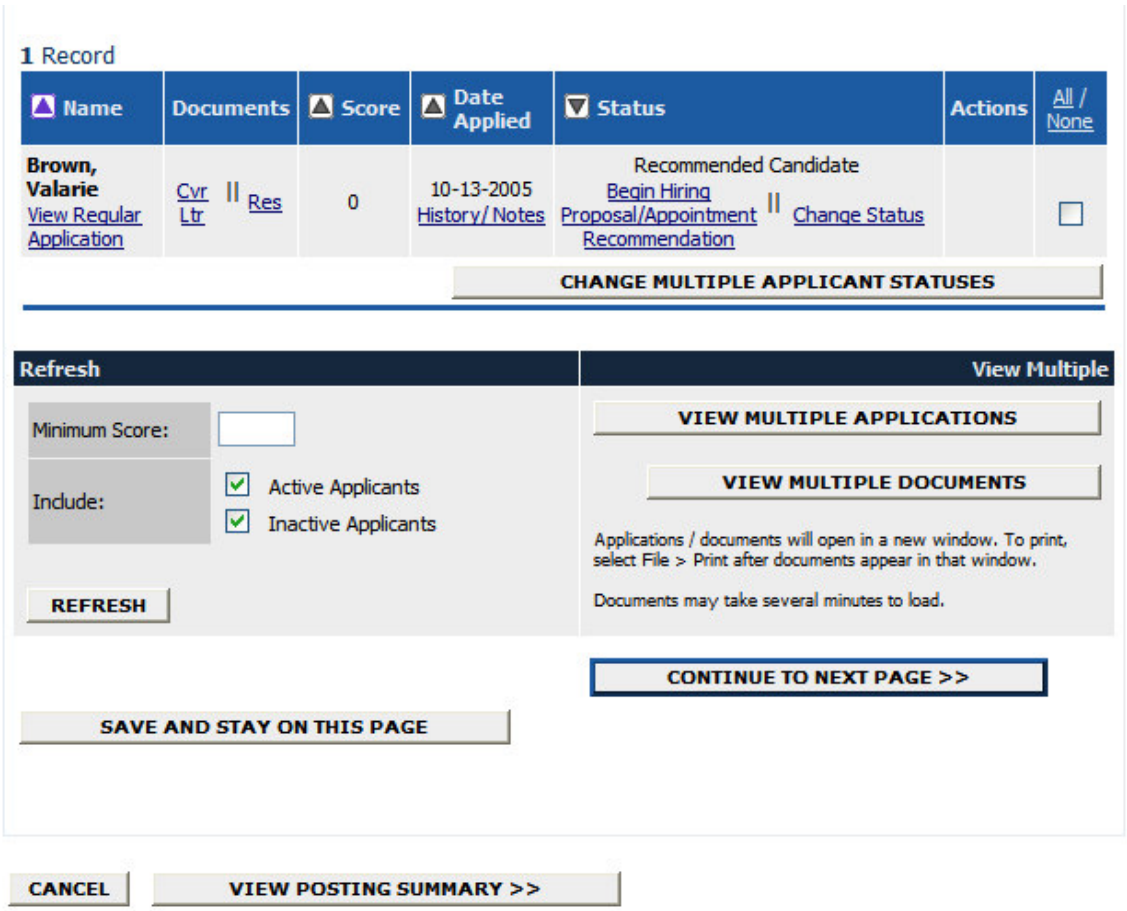
Action	Description
Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions.
Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the position listed below.

Currently Selected Position

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

No Records Found

CANCEL



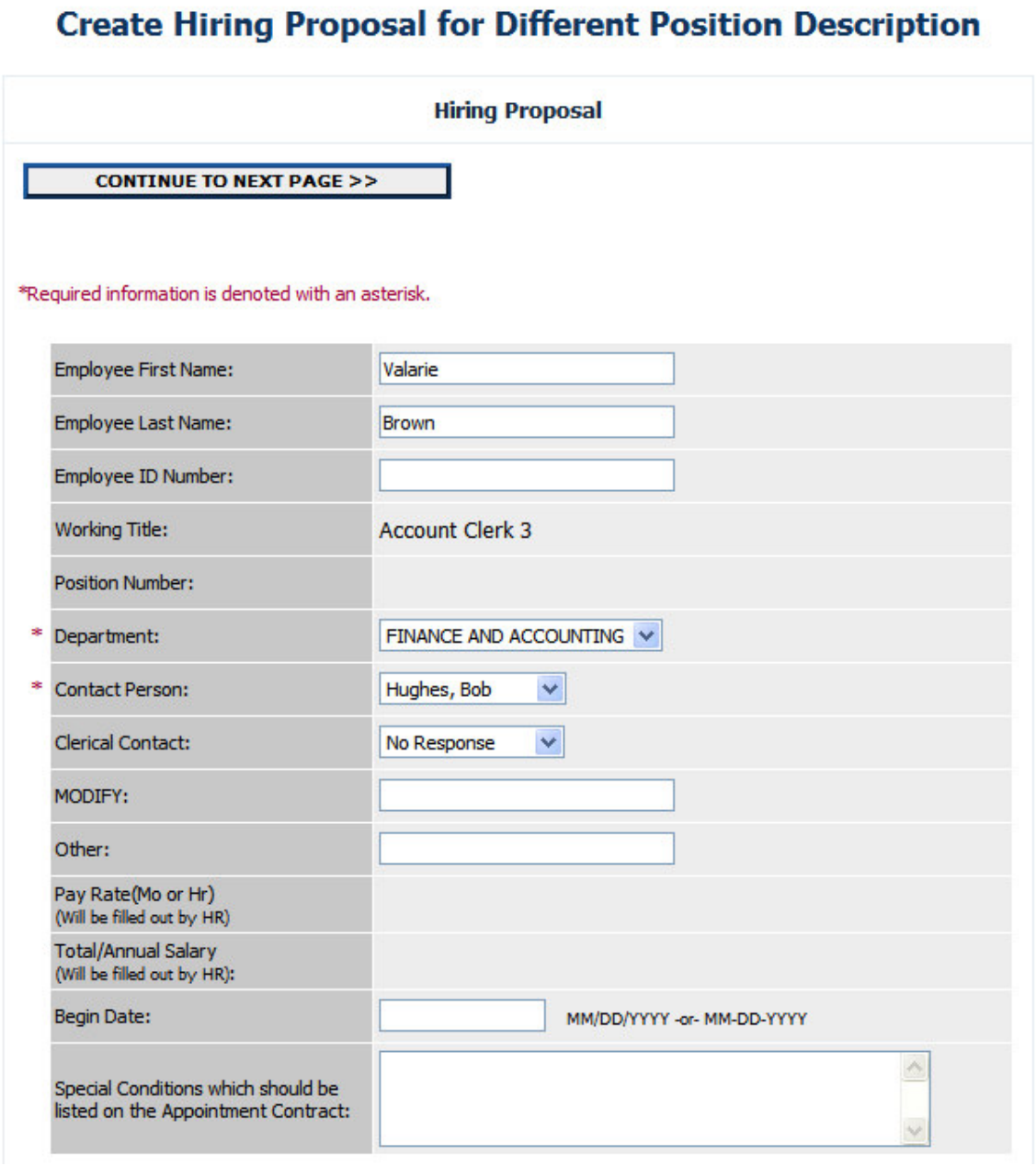
There are two options when beginning a hiring proposal:

1) You may hire the candidate into the position to which they applied. Or,
2) You may hire the candidate into another position.

If “No Records Found” appears, click **Start Action** under **Hiring Proposal for Different Position Description**. The system will allow you to enter search criteria to locate the correct position that the new candidate will be filling. Enter search criteria and then click **Search**. Clicking **Search** without entering any criteria will allow you to search the system for all positions that you have been granted access. If the position that the candidate is filling does not appear, contact Human Resources to grant you permission to view the position. HR will also verify if the position exists. If not, a new position description will need to be created first for the new employee.

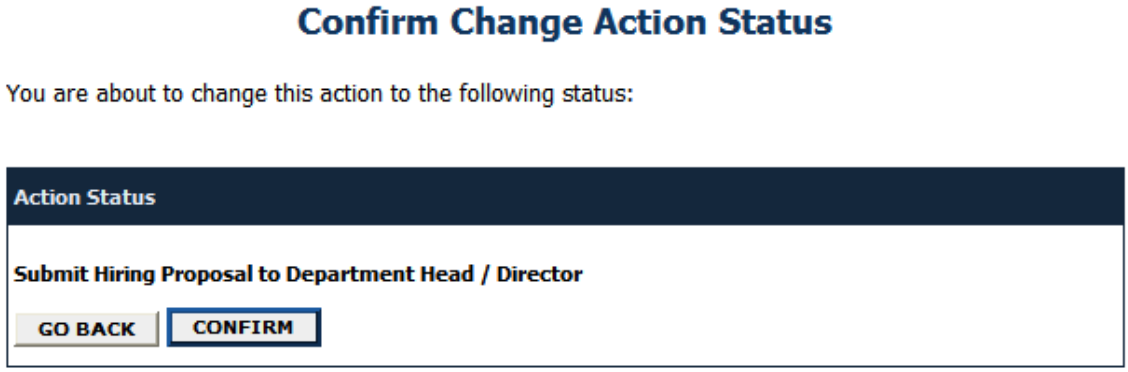
After locating the correct position, click **Start Action** under the title for view the **Hiring Proposal** form.

Enter the information on the hiring proposal form and then click **Continue To Next Page**.



Once you have entered the information on the hiring proposal form and click **Continue to Next Page**, you see the hiring proposal summary page. From here you may review/print the hiring proposal or click the **Edit** link to revise. Once you have confirmed the hiring information, select an **Action Status** to save or submit the hiring proposal to the next approver.

Click **Continue** and then **Confirm** to submit the hiring proposal.

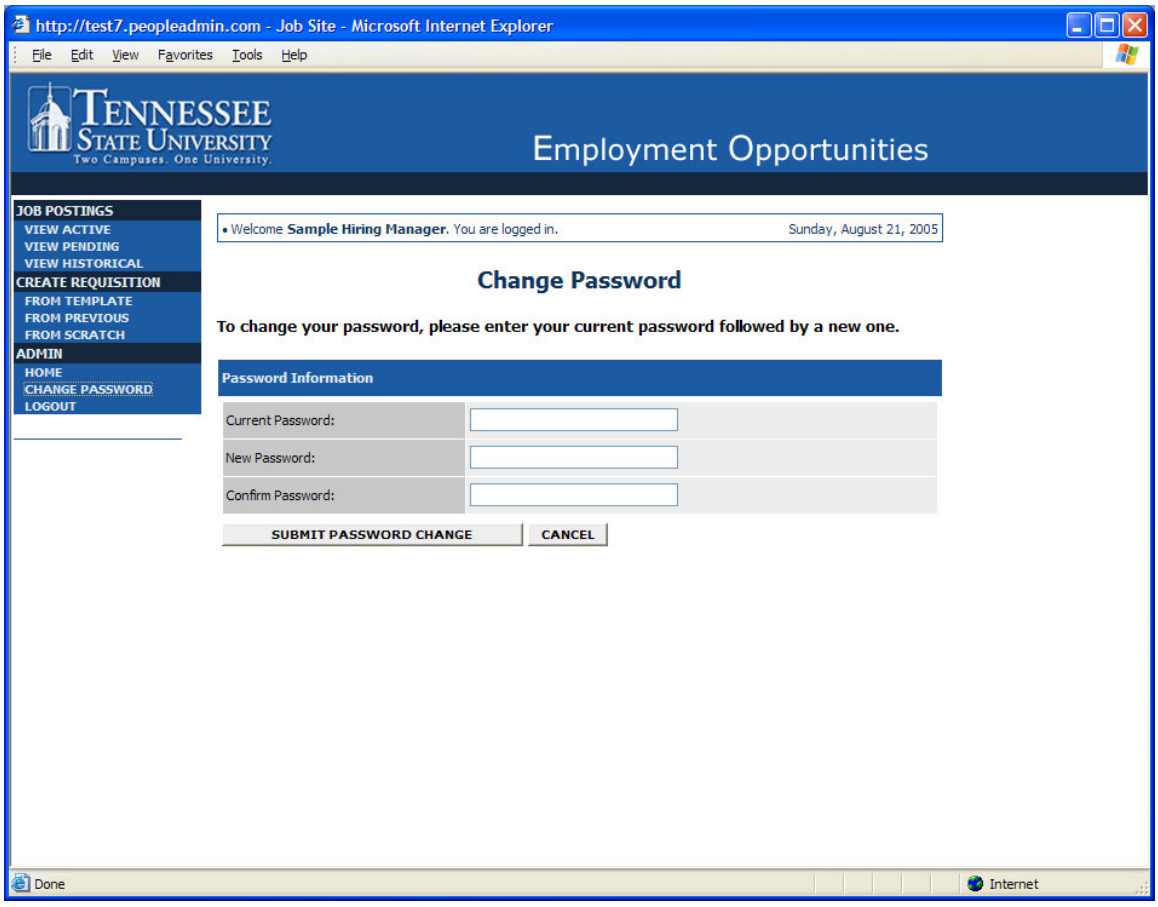


Once you have submitted the hiring proposal, you may check the progress and view the submitted proposal by clicking the **Search Hiring Proposals** link on the left navigation bar. Once HR approves the hiring proposal the candidate's name will be updated into the position.

ADMINISTRATIVE FUNCTIONS

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.



Logging Out

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