

HIRING OFFICIAL'S USER'S GUIDE: FACULTY

Eastern Kentucky University Hiring System



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Updated: March 10, 2010

TABLE OF CONTENTS

1. INTRODUCTION	3
2. GETTING STARTED	4
3. HIRING FREEZE PROCESS	6
4. CREATING A REQUISITION	6
Entering Requisition Information	7
Posting Details Page	12
Adding Screening Questions	16
Activating Guest Users	18
Adding Comments	20
Submitting the Posting	21
One Page Guide for Creating a Posting	22
5. VIEWING APPLICANTS TO YOUR POSTINGS	23
Sorting & Filtering Applicants by Different Criteria	25
Viewing and Printing Applications	27
Viewing and Printing Documents	28
Viewing and Printing Multiple Applications and Documents	28
Changing the Status of Applicants	29
Reposting a Position	31
6. SUBMIT SHORT LIST OF CANDIDATES TO EEO	32
7. EMPLOYMENT RECOMMENDATION	33
Submit for HR Background Check	35
Email Notifications	35
Making a Contingent Offer	35
One Page Guide for Processing a Hire	36
8. ADMINISTRATIVE FUNCTIONS	37
Changing your Password	37
Changing the Default View	37
Check Status of Postings	38
Logging Out	38

Please see our website, <http://www.hr.eku.edu/employment/>, for Faculty Hiring Flowchart , Communication Guidelines, and other Hiring Official Resources.

I. INTRODUCTION

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Welcome to the Eastern Kentucky University Online Employment 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 Postings to HR
- View Applicants to your Postings
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Postings
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Note: The process for hiring Part-time Faculty is most similar to hiring for student positions. Please refer to the Student User Guide for Part-time Faculty positions.

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.

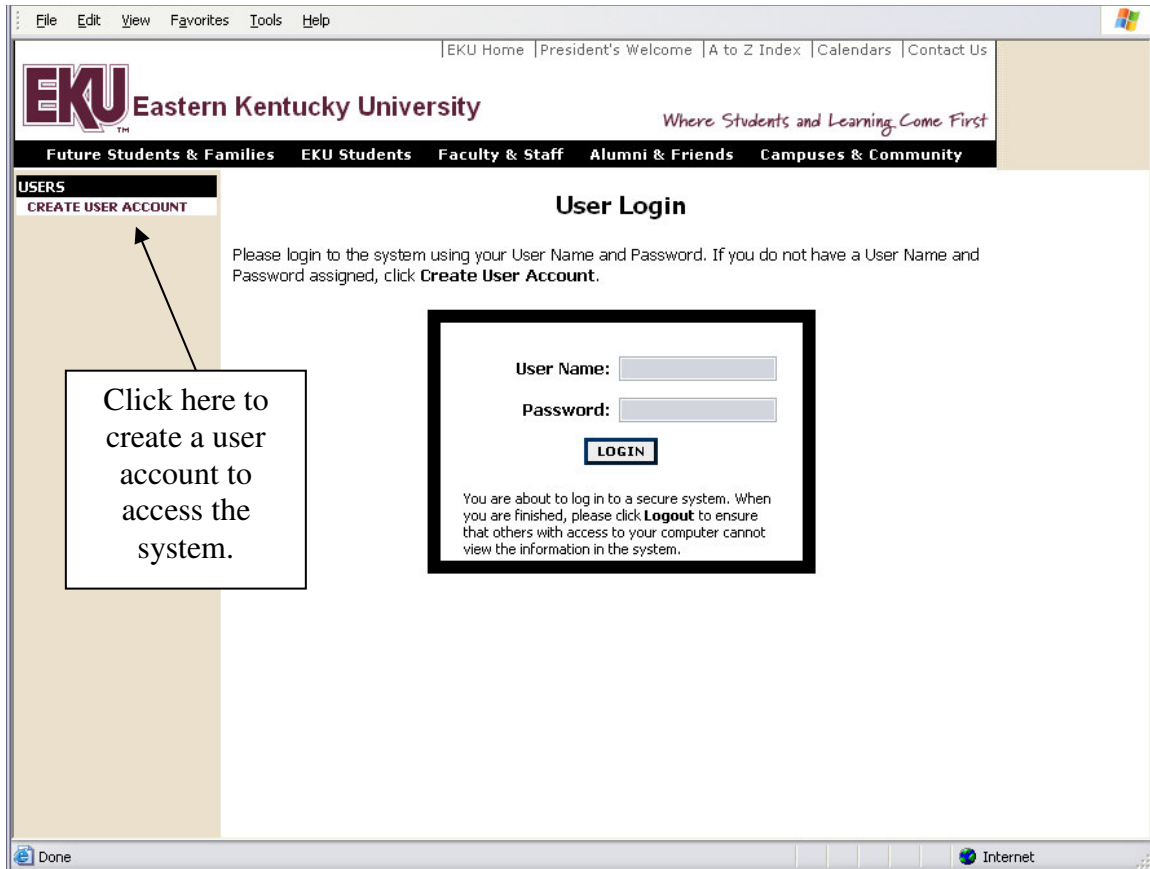
Security of Applicant Data

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.

2. GETTING STARTED

<https://jobs.eku.edu/hr>

After entering the URL, the “login screen” for the EKU Employment system will appear:



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:

File Edit View Favorites Tools Help

EKU Home | President's Welcome | A to Z Index | Calendars | Contact Us

EKU Eastern Kentucky University *Where Students and Learning Come First*

Future Students & Families | EKU Students | Faculty & Staff | Alumni & Friends | Campuses & Community

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="password"/>
* Confirm Password	<input type="password"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Title	<input type="text"/>
Location	<input type="text"/>
* Email	<input type="text"/>

Not Selected: 100000-President, 110000-Board of Regents

Selected: Not Assigned

Done Internet

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

Please write down your user name and password and keep in a secure place. You will need them each time you log onto the system. If you forget your password, contact HR Employment Office at Human.Resources@eku.edu.

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. You will be required to attend either a group or one-on-one training session before, or shortly after, your account is approved.

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.

For questions, contact Human Resources Employment, Human.Resources@eku.edu.

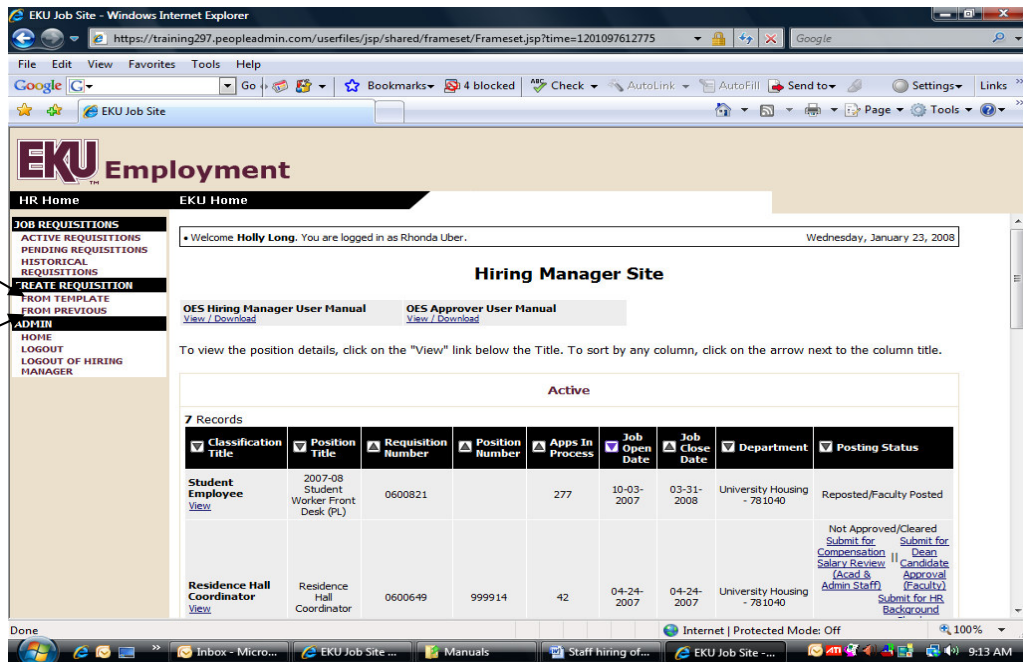
3. HIRING FREEZE

Because of budget cuts, EKU is currently operating under a strict hiring freeze. For this reason, hiring for all faculty positions must be approved by the Vice President. Hiring officials should express their needs for new faculty to their dean; the dean will consult with the V. P. to obtain approval for the new hire. The V.P. will alert the dean as well as Human Resources when the faculty hire has been approved. The dean will alert the hiring official when approval is received.

4. CREATING A REQUISITION

When creating a requisition, there are two options: the first is to “**Create Requisition from Previous**” (1) this option allows you to create a requisition using the template from a former posting/requisition that is now at the status of filled or cancelled. The second option is to create a new Requisition, begin by clicking a link under the header “**Create Requisition from Template**” (2).

To create a requisition, choose from these 2 options.



NOTE: A posting request must be submitted for all position vacancies, including faculty, staff, temporary, student, and graduate assistant positions.

NOTE: Certain employment processes are not incorporated into the OES and require paperwork for completion:
Faculty: New Position Request form
PAF

TIP: If you do not see the template for the position you would like posted, please contact Human Resources for assistance.

Entering Requisition Information

- 1) To create a requisition from a previous requisition, click “Create requisition from previous” and the following screen will appear :

The screenshot shows a web browser window displaying the EKU Job Site. The page title is "EKU Employment". The user is logged in as Rhonda Uber. The main heading is "Create From a Previous Requisition". Below this heading is a search form with three fields: "Classification Title" (dropdown menu set to "Any"), "Position Title" (dropdown menu set to "Any"), and "Requisition Number" (text input field). There are "SEARCH" and "CLEAR RESULTS" buttons below the form. A text box below the form explains that users can narrow down their search by classification title, requisition number, and/or position title, and that leaving all fields as they are will pull up all historical requisitions. The browser's address bar shows the URL: https://training297.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1201097612775. The taskbar at the bottom shows the system time as 9:36 AM on Wednesday, January 23, 2008.

EKU Employment

HR Home EKU Home

• Welcome **Holly Long**. You are logged in as Rhonda Uber. Wednesday, January 23, 2008

Create From a Previous Requisition

Create From a Previous Requisition

Classification Title: Any Requisition Number:

Position Title: Any

You can pull up a specific previous requisition by narrowing down your search fields by classification title, requisition number and/or position title. If you leave all search fields as they are and click “search,” it will pull up all historical requisitions.

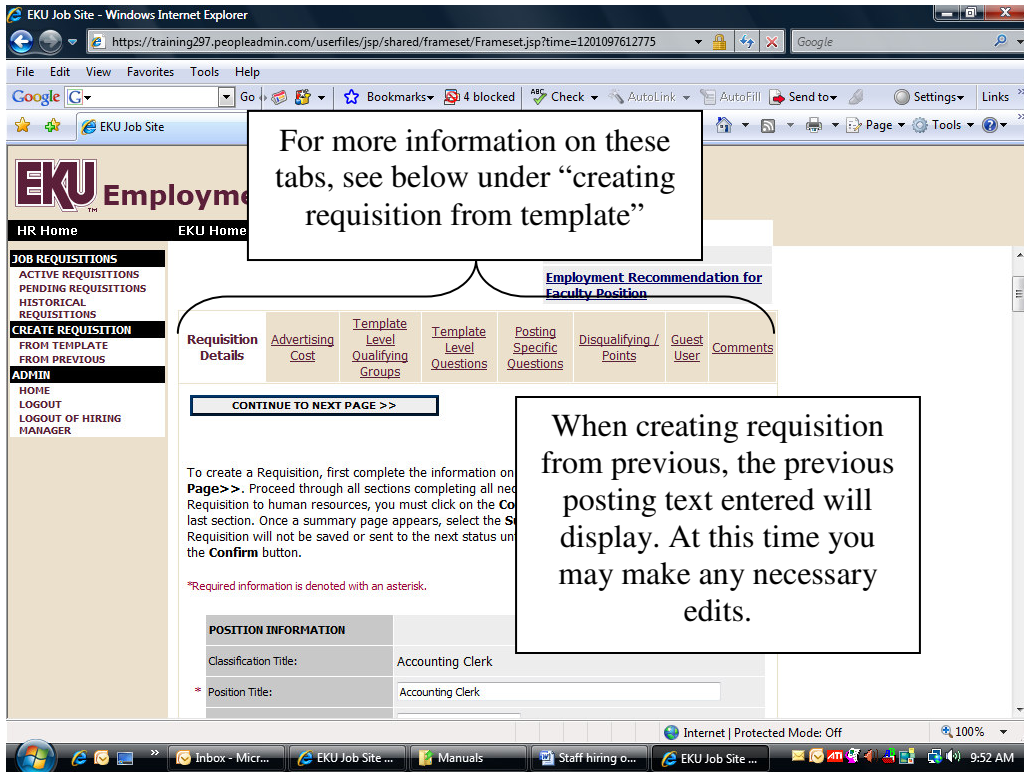
Done Internet | Protected Mode: Off 100% 9:36 AM

The screenshot shows the EKU Job Site interface. At the top, there is a navigation bar with "HR Home" and "EKU Home". Below this is a sidebar menu with categories: "JOB REQUISITIONS" (ACTIVE, PENDING, HISTORICAL), "CREATE REQUISITION" (FROM TEMPLATE, FROM PREVIOUS), and "ADMIN" (HOME, LOGOUT, LOGOUT OF HIRING MANAGER). The main content area displays a table of 173 records. A callout box with a black border and white background contains the text: "Click 'Create' under the position title you would like to use the template for." An arrow points from this text to the "Create" link under the first "Accounting Clerk" entry in the table.

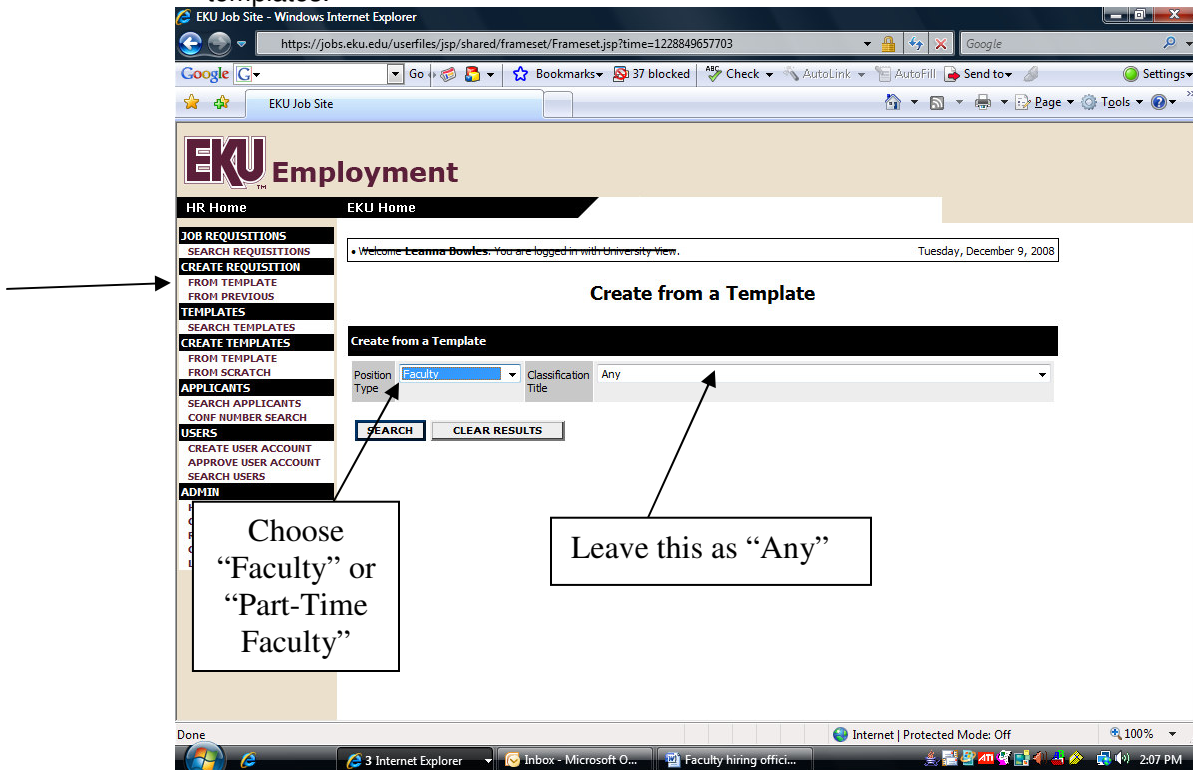
Classification Title	Job Open Date
Accounting Clerk Create	03-21-2007
Accounting Clerk Create	06-05-2007
Accounting Clerk Create	11-28-2007
Area Coordinator, Residential Halls Create	0600235
Area Coordinator, University Housing Create	0600617
Area Coordinator, University Housing Create	0600250
Associate Director for Housing Administration Create	0600379
Graduate Assistant Create	0601730

Once you click "Create," the requisition details will appear, and eight tabs will be displayed across the top. At this time, you can review the details and make any necessary edits. On the requisition details tab, remember to change the posting and close date. Also, indicate if you would like an advertisement placed. It is best to verify information is still accurate on each of tab (with the exception of the advertising cost tab).

Each tab will be described in detail on the following pages.



- 2) To create a requisition from a template, click **“Create Requisition from Template:”** In the “Position Type” drop down box, chose “Faculty.” Under the “Classification Title” drop down box, leave the position title as “Any.” Click **Search** to pull up all possible Faculty templates.



Once you click "Search" the classification titles will display (below). To continue to create the requisition, click "Create" under the appropriate title.

The screenshot shows a web browser window displaying the EKU Job Site. The page title is "Create from a Template". The main content area shows a list of 12 records under the heading "Classification Title". The records are:

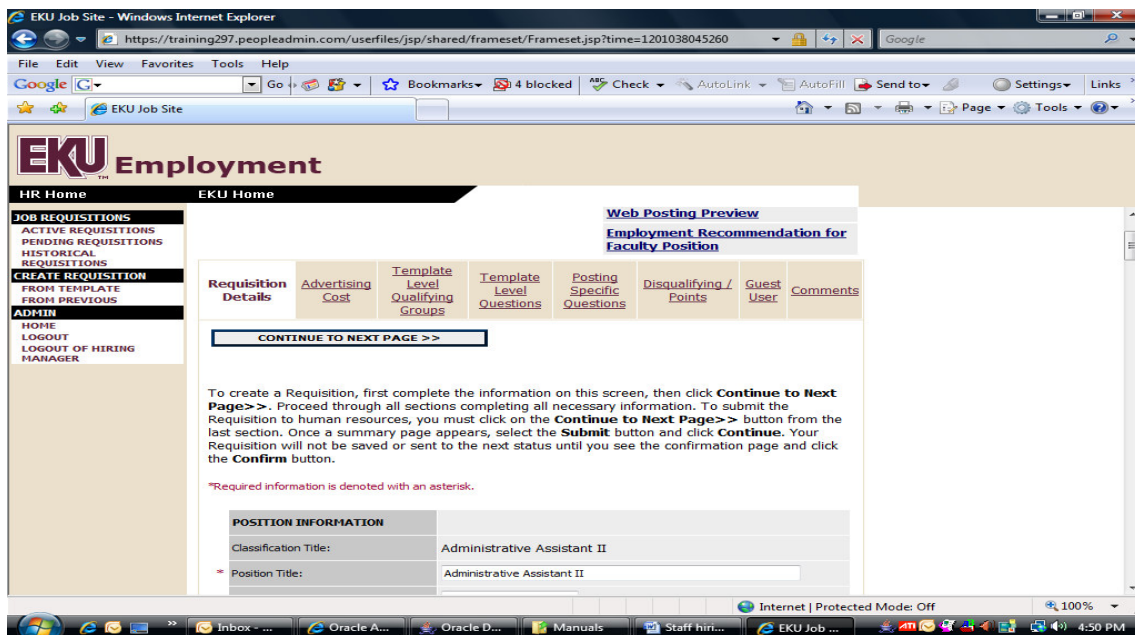
Classification Title	Action
ASL Specialist III	Create
Assistant Professor	Create
Assistant University Librarian	Create
Associate Professor	Create
Associate University Librarian	Create

A callout box with the text "Click 'Create' to start the process of creating a requisition." has an arrow pointing to the "Create" link for "Assistant University Librarian".

Now you are ready to enter the specific position details.

There are eight tabs across the top of the "Create Requisition" screen. When you first enter this screen, you will be in the "Requisition Details" tab. The other tabs you will see and be using are as follows:

1. Advertising Cost – You do not need to enter any information on this screen. However, this screen is useful in showing you where ads were placed, how much they cost, and the organization code they were charged to.
2. Template Level Qualifying Groups – If the position accepts equivalencies, the equivalency will be displayed here. You do not need to take action on this tab.
3. Template Level Questions - When a template is created, standardized questions may have been added. This tab will let you review any attached questions.
4. Posting Specific Questions - Will allow you to add questions related to your posting. Applicants will be required to answer these questions when applying.
5. Disqualifying/Points - Allows you to assign points to closed-ended "Posting Specific Questions." The scores may be spread out for a weighted score.
6. Guest User – Allows you to set up a guest user account. With this account, hiring committees will be given the designated username and password to access the applicants for this position only.
7. Comments - Allows you to add comments to the requisition for the responsible Employment Analyst to review.



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 before you proceed to the next page.
2. Some fields on this page will be shaded grey and is non-editable by hiring officials.
3. **VERY IMPORTANT:** A Requisition 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. The system does not have spell check.

Posting Details Page

Under **POSITION INFORMATION**:

- ✓ Classification Title
This field defaults in and cannot be edited
- ✓ Position Title
This title will appear on the web ad for applicants. You can change the title slightly from the Classification title if desired (ie, if the classification title is “Associate Professor” you could list it as “Associate Professor, Psychology.”
- ✓ Position Number
Pull this number from PAF/budget roster
- ✓ Position Type
This field will indicate that the position is faculty.
- ✓ Driver Classification
Select the response that is most appropriate for this position. Unless the employee will drive 60 or more times per year for work-related business, select “infrequent driver or non-driver.”
- ✓ FLSA Status
The position will be listed as “exempt.”
- ✓ Search type
Options:
 - Local: Runs 7 business days from the time the ad appears in a print publication. Typically advertise in a local newspaper.
 - Regional: Posted for at least 15 calendar days. Ads are typically placed in regional publications, such as newspapers in Louisville or Cincinnati.
 - National: Posted for at least 30 calendar days. Often used for tenure-track faculty search.**
 - Internal: Posted for a minimum of 5 calendar days
***NOTE:** An internal search must receive approval prior to posting (see internal search policy)*

Note: All tenure track faculty positions must be advertised in a National Publication and be posted on the ECU website for 30 days from the date the ad appears in print.

- ✓ Alternate Position Summary
This textbox allows the hiring official to revise the job description position summary in order to customize for the particular position
- ✓ Salary Min and Salary Mid
The salary range is predetermined by compensation and cannot be edited
- ✓ Do you want this salary published?
This field allows you to state “Yes” or “No” to indicate if you want the minimum salary to be visible to applicants.
- ✓ Advertised salary range
If you wish to advertise the salary, the minimum will be displayed, followed by the statement “Actual salary commensurate with experience and knowledge.”

Under **DEPARTMENT INFORMATION:**

- ✓ Department Title
Select appropriate Department. If you do not see the appropriate Department on the drop down list, please contact employment 622-8616
- ✓ Organization Code
Select appropriate Organization Code in which the funds are coming from. If you do not see the appropriate Organization Code on the drop down list, please contact employment 622-8616
- ✓ City
Enter city where position will be stationed. This allows applicants to search external job boards by city. **NOTE:** Add only the city name, not the state
- ✓ H Code
This field will default in; the H Code for all faculty positions is H20.
- ✓ Budget status
Permanent- refers to any position that is annually listed on the university's budget roster, and/or restricted department or unit budget.
Temporary- refers to any position that lasts for no longer than 9 months and receives no benefits.
- ✓ Funding source
Institutional- refers to positions that are listed in the annual university budget and are funded entirely or partially from institutional dollars. Typically positions that are funded 50% or greater from institutional dollars would fit into this category.
External (Grant) - refers to positions that are funded from external sources. Positions that are funded from both an external source and institutional dollars will be determined by the largest portion of the funding. Positions that are funded 50% or greater from external sources would fit into this category.
Self Funding (Auxiliary) - refers to positions that depend on departmental revenues to fund their budget.
- ✓ Schedule
Full Time- refers to any position that is 37.5 or more hours per week and receives full benefits.
Part Time Full Benefits- refers to any position that is greater than 25 hours but less than 37.5 hours per week and receives full benefits.
Part Time Partial Benefits- refers to any position that is greater than 20 hours but less than 25 hours per week and receives partial benefits.
Part Time No Benefits- refers to any position working less than 20 hours per week and receives no benefits.
- ✓ Departmental users with permission:
NOTE: Hiring Official must select hiring official and department head. If this is not marked in the system, the electronic employment process will not send email notifications to the appropriate approvers in the process
- ✓ Associate AVP, VP, DH:
NOTE: Hiring Official must add the appropriate approvers for this position

For Faculty positions AVP/VP will be the Associate Provost and the Department Head will be the Department Chair.

- ✓ Name of incumbent employee:
If a person previously held this position, indicate their name here
- ✓ Date the position vacated
If a person previously held this position, indicate their last date worked here
- ✓ Shift:
If there is a set shift, enter the information here
- ✓ Contact Person:
Indicate Hiring Official's name here; this will be visible to the applicant. You may also enter additional information such as phone number and email, if desired.

Under **POSTING TEXT**: (**NOTE**: what is added in this field will be posted on the web ad. Please pay close attention for accuracy.)

- ✓ Additional Information you Wish to be Included on the Requisition:
Information you wish to highlight should be entered in this field; examples would be if the position requires the candidate to work weekends, or nights, or requires them to travel.
- ✓ Minimum Educational Qualifications:
This field will populate automatically and cannot be edited.
- ✓ Minimum Licensure/Certification Qualification:
This field will also default in and cannot be edited.
- ✓ Minimum Experience Qualifications:
This field will default in and cannot be edited.
- ✓ Qualifications Equivalencies:
If an equivalency is accepted, the information will display in this field.
- ✓ Desired Qualifications
Hiring Official has option of entering desired qualifications into this field; for example if a master's is required, but you prefer a doctorate.
- ✓ Posting Date
 - ✓ Can leave blank and it will post automatically (when approved)
 - ✓ Indicate a specific posting date if you want to submit a request that is to be posted at a later date.
- ✓ Closing Date
This field is required; close dates are based on the type of search being conducted:
 - i. Internal: 5 working days
 - ii. Local: 7 business days (if ad appears in print, it would be 7 business days from the date the ad is published)
 - iii. Regional: 15 calendar days
 - iv. **National: 30 calendar days (tenure track positions must remain online for 30 days from the date an ad is published in a National Publication.)**
- ✓ Special Instructions to Applicants
If you would like for an applicant to send additional materials for the selection process, provide an explanation of these requirements. Example: videotapes, work samples. Materials should be sent to HR unless they are in a format that cannot be submitted electronically.

These requirements have been pre-established; if you wish to change the requirements, it would result in a reclassification of the job and you would need to contact the Compensation Department of Human Resources.

- Specify recruitment sources for advertisement
- Employment will contact Hiring Official to determine recruitment action plan, approve advertisement look and cost
- All faculty positions are automatically placed on InsideHigherEd.com, BluegrassWorks.net, and HigherEdJobs.com
- All Faculty Advertisements will include the following information:
 - ❖ “Must apply online at <http://jobs.eku.edu>”
 - ❖ Requisition Number
 - ❖ “Offers of employment are contingent upon satisfactory background check. Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.”
 - ❖ Requirements of the position

Note: All tenure track Faculty positions must remain online for 30 days from the date an ad is published in a National Publication.

- ✓ Optional Documents

Please note the section which states "Please check the documents you would like the applicant to be able to attach." By checking Resume, Cover Letter, or Other Document, you are allowing the applicant to attach these documents as an option. If nothing is checked, the applicant will not be able to attach any documents. **Please note: the same document cannot be both required and optional. Letters of Reference/Recommendation should always be optional to allow reference to send the letter directly to the Hiring Official.**
- ✓ Required Documents

Any documents checked in this section will require applicants to attach the requested document. By checking Resume, the applicant cannot submit their applicant until they attach a document. **Please note: the same document cannot be both required and optional.**
- ✓ Employment Analyst

This will indicate who in the Employment Department is assigned to your posting; you should contact this person if you have any questions in regards to your particular posting. This Employment Analyst will contact you to approve advertisement costs prior to placing ads.
- ✓ Requisition Number

This is the 7-digit number that will be assigned to your posting.
- ✓ Document Link

This field is reserved for linking the applicant to another web page where a document can be found; the document link must have a web address.

TIP: You must always click **Continue to Next Page** to begin the next step or click **Save and Stay on this Page** to save the posting.

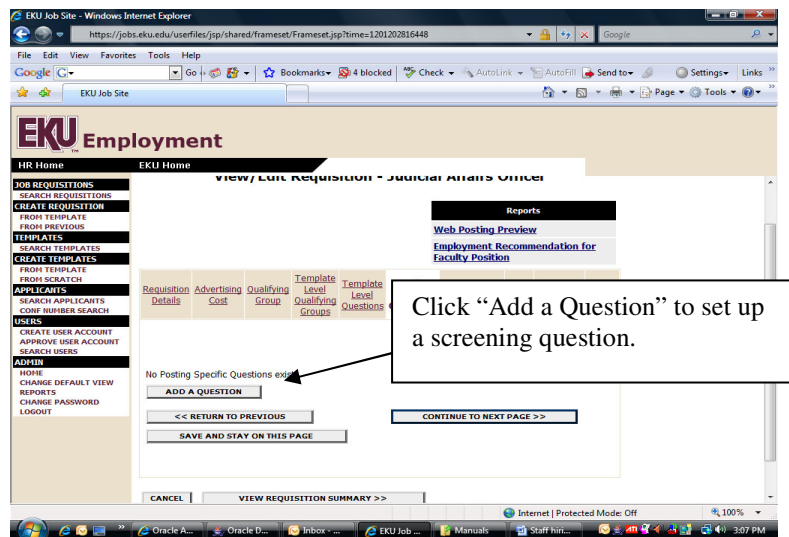
Adding Screening Questions

Template Level Questions

If you are creating a posting from a template, you may see template level questions on this page. These are non-editable fields to the hiring official and are based on the minimum requirements of the position. In addition, the applicant will also be asked to indicate where they heard of the opening, which helps the HR Department analyze the value of recruiting in specific publications.

Posting Specific Questions

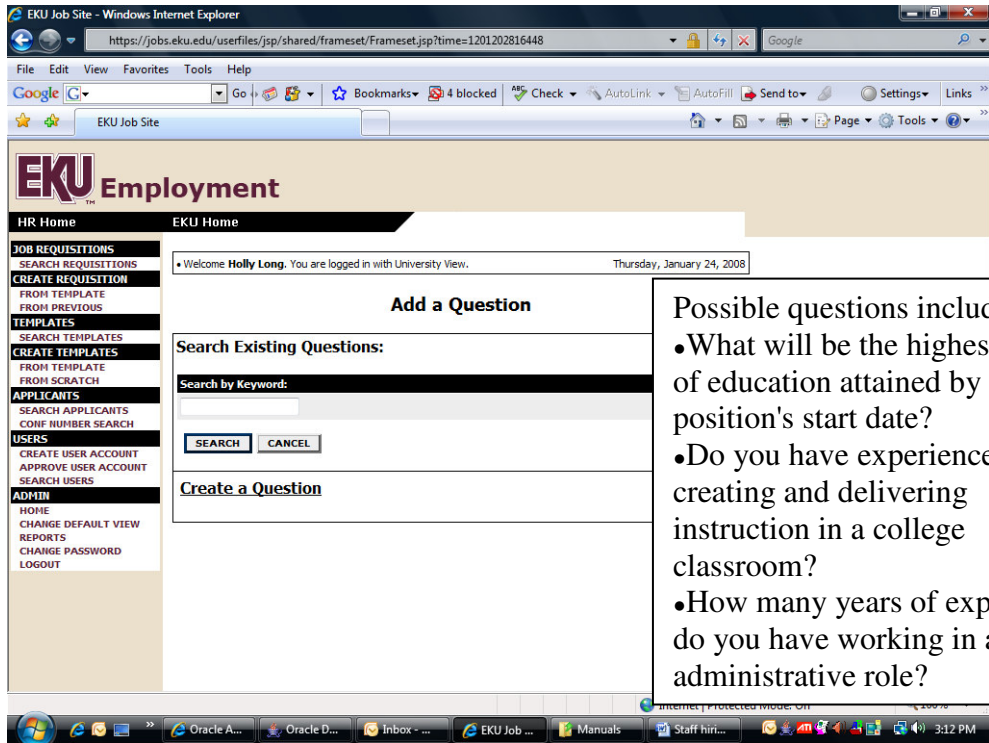
Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates. If a position has an education, experience, and/or qualification requirement, a corresponding question must be set up to appropriately screen applicants. A library of questions already exists, but you must search by keyword. First click “Add a Question”.



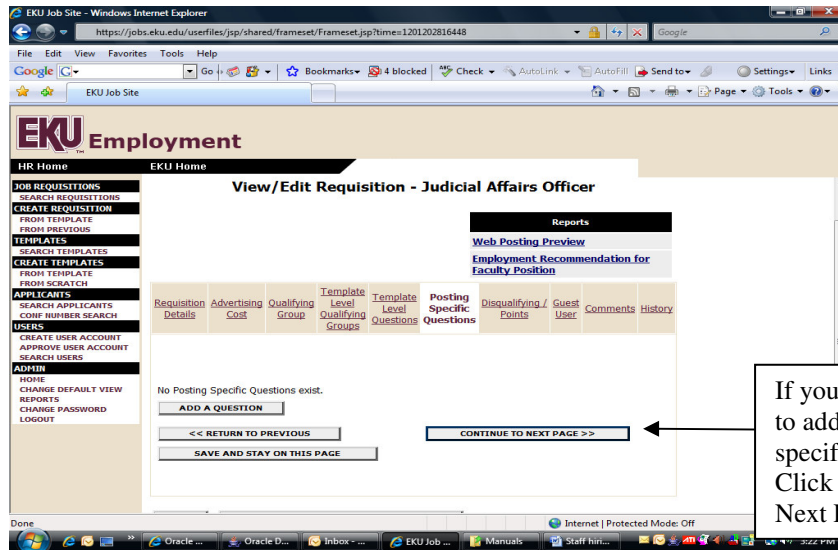
You can enter a keyword to search the question text (or leave the field blank to see all questions). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources. Select one of the questions from the list if it is appropriate for this Posting by click “View/Add”. 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.

Note: If the question does not exist, contact your Employment Analyst, 622-8616, to set the question up for you.

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



If you are not adding any Screening Questions, click the **Continue to Next Page** button.



Disqualifying/Points

This screen recaps all questions that the applicants will be asked. If a question has a disqualifying answer, a check mark will be listed in the “disqualifying” column. Please note: you do not have the ability to change a disqualifier. If you add a posting specific question that has a disqualifier, your Employment Analyst will mark the disqualifying responses appropriately.

When all the disqualifiers are set to your satisfaction, click the **Continue to Next Page** button.

The screenshot shows the EKU Job Site interface. The main content area is titled "EKU Employment" and "EKU Home". It displays a list of questions for configuration. The first question is "25350 - Do you have at least one year of experience in a University Counseling Center, or with a pre-doctoral internship?". Below this question is a table with columns for "ANSWER", "DISQUALIFYING", and "SCORE".

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

A callout box points to the "DISQUALIFYING" column for the "Yes" row, stating: "If the applicant answers anything other than 'yes,' they will not be in the applicant pool." Another callout box points to the "SCORE" column, stating: "The 'Score' column is not available at this time."

The second question is "25694 - Please indicate where you first learned about this position:". Below this question is a table with columns for "ANSWER", "DISQUALIFYING", and "SCORE".

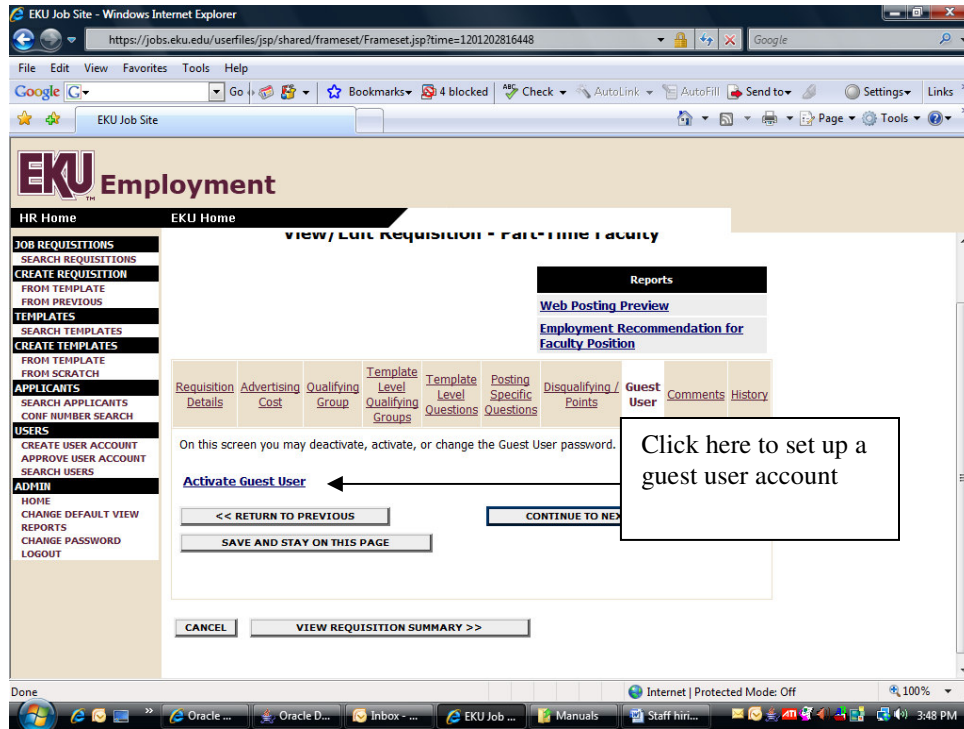
ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Friend/Relative	<input type="checkbox"/>	0
EKU Employee	<input type="checkbox"/>	0
EKU Website	<input type="checkbox"/>	0

Activating Guest Users

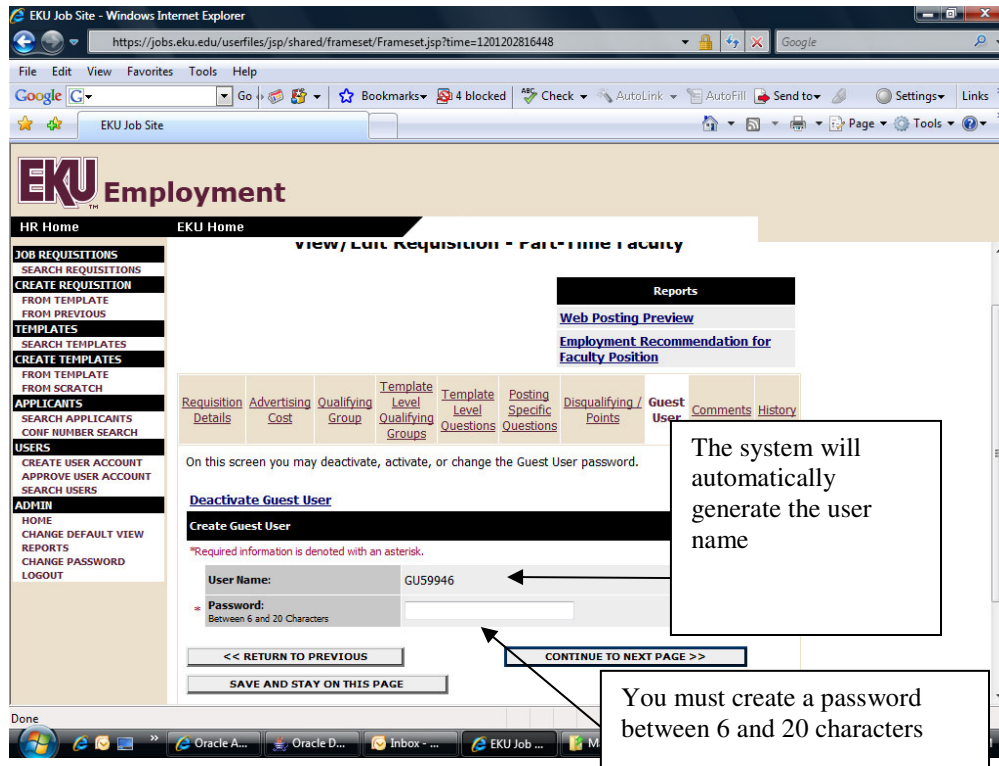
Guest User accounts are used by committee members or in circumstances where someone other than the hiring official will view applications and related documents.

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

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



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



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

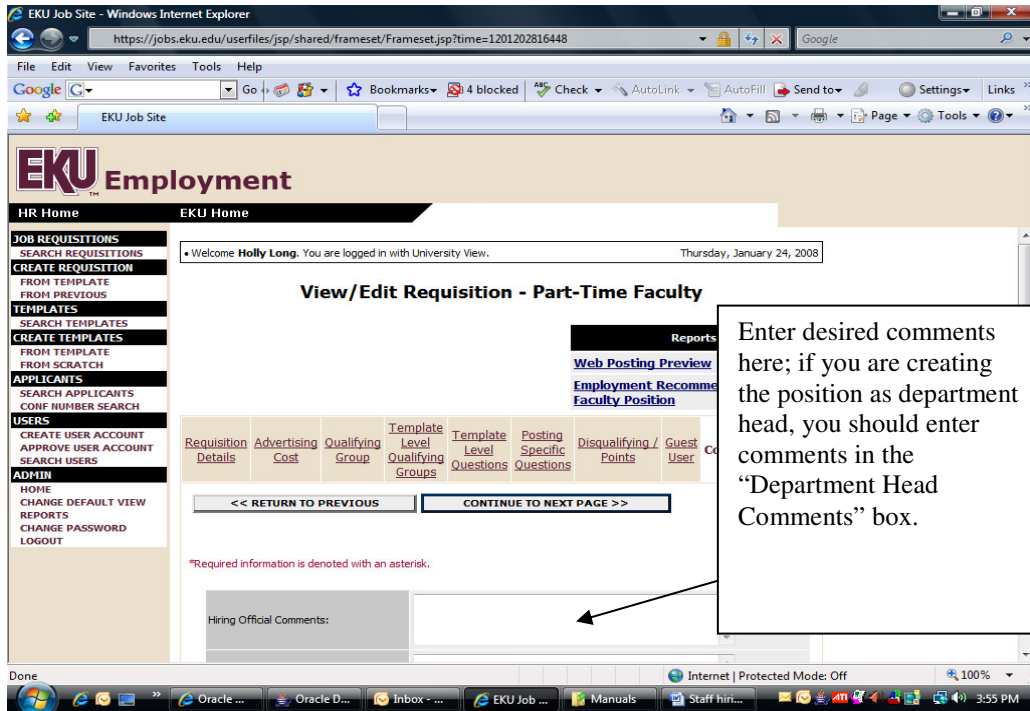
****Please record and notify the Guest User(s) of the user name and password****

TIP: All guest users will use the same name and password and will log into the system on the same site as the hiring officials. Hiring Officials will need to send the username and password to each of the committee members in order for them to access the position online.

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

Adding Comments

You may add additional comments in the “hiring official comments” box for the responsible Employment Analyst to see when approving the request. These notes may include information about waivers, approvals, pooled positions, etc. Once you enter the comments, or if you do not wish to enter any comments, click **Continue to Next Page**.

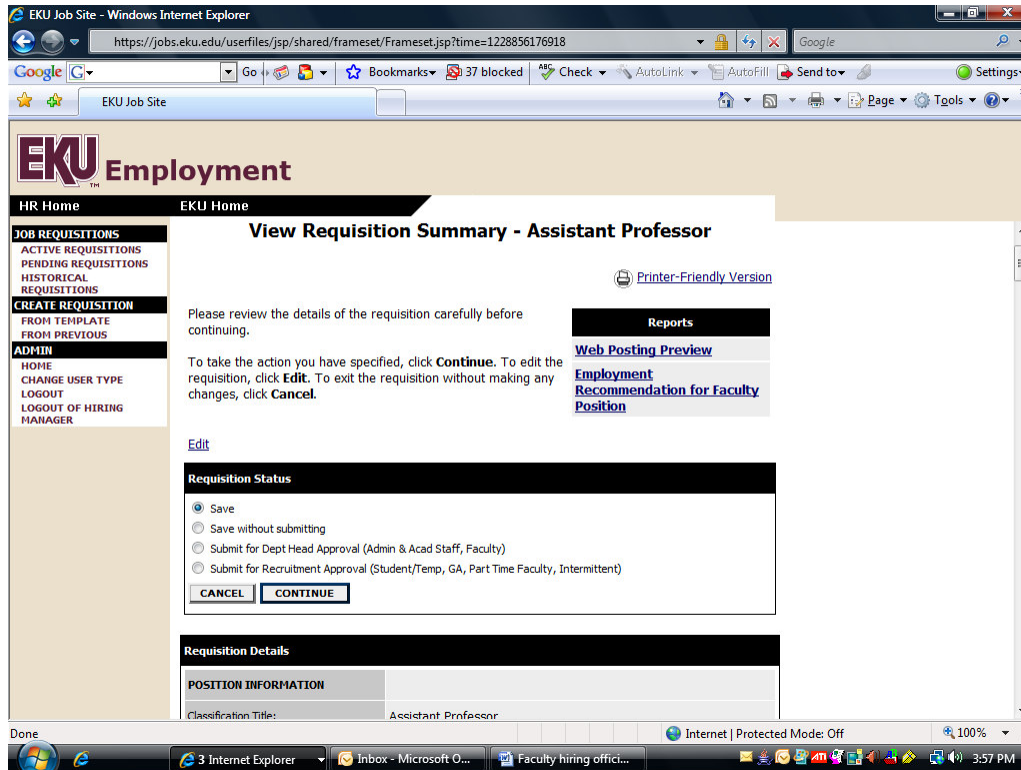


Comments may include:

- ✓ Questions Hiring Official needs answered by Employment Analyst.
- ✓ Reminder for Hiring Official (ex. Please make sure this position is not posted online until XX date.)
- ✓ Requests for Posting Specific Questions that are not in the current library.

Submitting the Posting

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



The last step is to select **Submit for Department Head Approval** and click **Continue** and then **Confirm**. The system also gives you the option to **Save without Submitting** if you are not ready to proceed with posting.

TIP: Once a posting is submitted to Department Head, you will no longer be able to edit the posting.

Note: If you are the Department Head submitting the position, you will select the option "Submit to Dean for approval."

One Page Guide for Creating a Posting

- 1) From the site, click **Create Posting**.
- 2) Fill in the Posting details
 - a. Enter the fields exactly as they should appear on the applicant site
 - b. When finished, click **Continue to Next Page**
- 3) Add posting specific question(s) (optional...to skip, click **Continue to Next Page**)
 - a. From "Posting Specific Questions" section, click **Add A Question**
 - b. Enter a keyword and click **Search** to use a question in the question bank
 - c. From the list of options, select the appropriate question, click **View/Add**
 - d. Click **Add this Question** to attach the question to the Posting
 - e. Enter additional screening questions, or click **Continue to Next Page**
- 4) Assign a "Guest User" if appropriate, then click **Continue to Next Page**
- 5) Add any comments in the **Comments** Section
- 6) Review the Posting, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen
- 7) Once the posting has been submitted to Employment, the posting will be assigned to an Employment Analyst.
- 8) The assigned Employment Analyst will contact you with any questions s/he may have about the posting. Questions may involve the following: posting specific questions, where and when advertisements need to be placed, cost of advertisements, length of time to post position on employment site, when referrals will be made, and the recruiters contact information. In order for a position to be posted, you must be available to answer questions. Otherwise, the open date for the position may be delayed.

5. VIEWING APPLICANTS

After logging in to the system, if you have a Posting that is currently accepting applications, on hold, or has applicants ready to be reviewed, you will see a screen similar to the following:

The screenshot shows the Eastern Kentucky University Hiring Manager Site. The page includes a navigation menu with options like 'Future Students & Families', 'EKU Students', 'Faculty & Staff', 'Alumni & Friends', and 'Campuses & Community'. A left sidebar contains 'JOB POSTINGS' categories: ACTIVE POSTINGS, PENDING POSTINGS, HISTORICAL POSTINGS, CREATE POSTING, FROM TEMPLATE, and ADMIN. The main content area displays a welcome message for 'Sample User' and a 'Hiring Manager's Guide' link. Below this is a table of active job postings. The table has columns for Classification Title, Position Title, Posting Number, Apps In Process, Job Open Date, Job Close Date, Department, and Posting Status. One record is shown for 'Assistant Pool Technician' with 3 apps in process. A callout box with an arrow points to the number '3' in the 'Apps In Process' column, stating '3 qualified applicants in the pool'.

Classification Title	Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Assistant Pool Technician	Assistant Pool Technician	0600128	3	12-07-2006		232000-Field Services	Posted

Underneath the Job Postings heading on the left navigation bar, you will be presented with the option to view Active, Pending or Historical Postings.

View Active: Postings that are Active are either:

- Currently posted on the applicant site
- Currently on hold, or
- No longer posted but contain applicants still under review

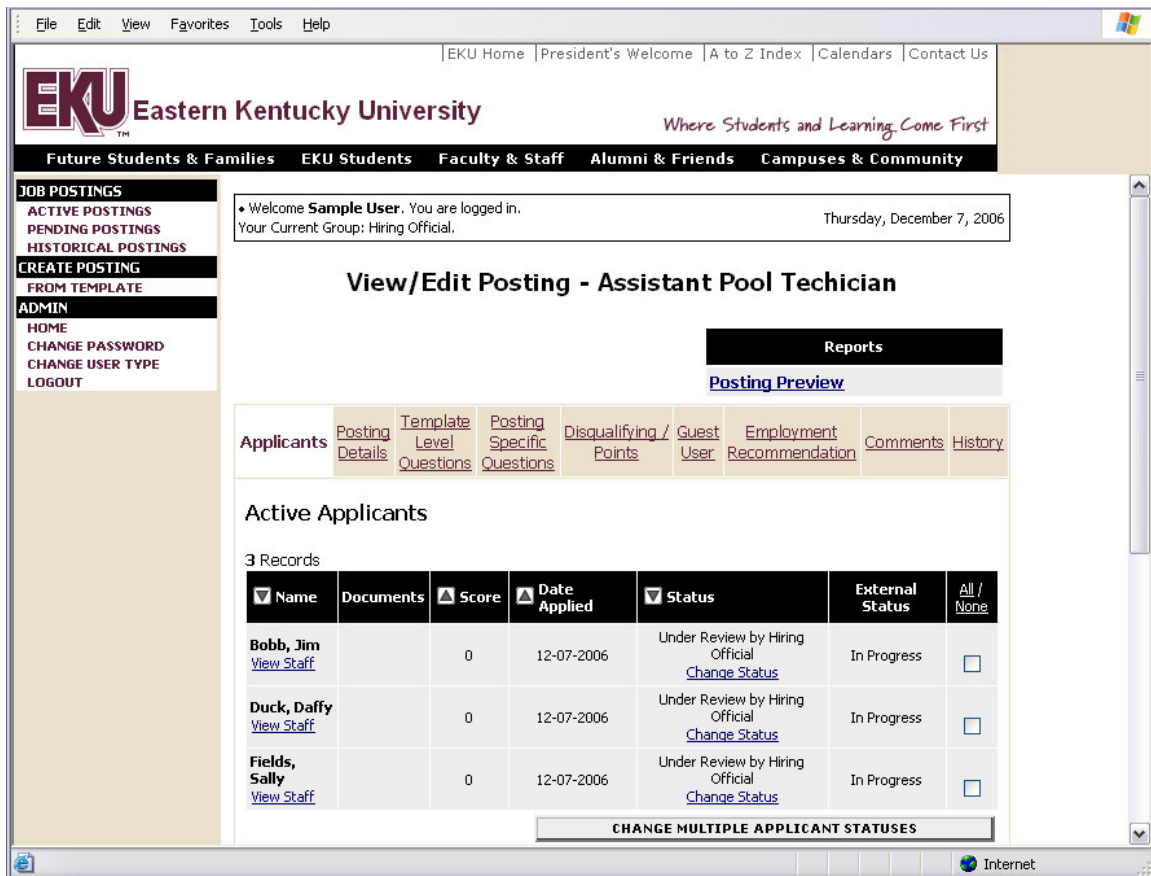
View Pending: Postings that are Pending are either:

- Waiting for final review by HR
- Approved by HR but not Active on the applicant site

View Historical: Postings 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 the date the applicant applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the posting, including Posting Specific 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 by which you wish to sort. The order in which applicants are displayed will change accordingly.

Click any arrow at top of column to sort data.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Bobb, Jim View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input type="checkbox"/>
Duck, Daffy View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input type="checkbox"/>
Fields, Sally View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

You may also choose to show "Active Applicants" as well as "Inactive Applicants". This is performed by checking the boxes next to **Active Applicants** (active applicants are still under review), **Inactive Applicants** (inactive applicants are no longer under review). Click the **Refresh** button to refresh the screen.

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you select.

Windows Internet Explorer
 https://training297.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1202746752664

File Edit View Favorites Tools Help

Google C Go Bookmarks 5 blocked Check AutoLink AutoFill Send to Settings Links

EKU Job Site

EKU Employment

HR Home EKU Home

JOB REQUISITIONS

ACTIVE REQUISITIONS

PENDING REQUISITIONS

HISTORICAL REQUISITIONS

CREATE REQUISITION

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

LOGOUT

LOGOUT OF HIRING MANAGER

View Staff	Res	0	01-30-2008	Under Review by Hiring Official	In Progress
Crooks, Viviane				Change Status	
View Staff				Change Status	

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

CANCEL **VIEW REQUISITION SUMMARY >>**

Viewing and Printing Applications

To view and print a single application, click the link "View Faculty" 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 application.

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' names 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 displays the Eastern Kentucky University (EKU) job application system interface. The page title is "EKU Eastern Kentucky University" with the tagline "Where Students and Learning Come First". The navigation menu includes "Future Students & Families", "EKU Students", "Faculty & Staff", "Alumni & Friends", and "Campuses & Community".

The main content area shows a table of 3 records for applicants. The table has the following columns: Name, Documents, Score, Date Applied, Status, External Status, and All / None. The records are:

Name	Documents	Score	Date Applied	Status	External Status	All / None
Bobb, Jim View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input checked="" type="checkbox"/>
Duck, Daffy View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input checked="" type="checkbox"/>
Fields, Sally View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input checked="" type="checkbox"/>

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

At the bottom of the page, there are two main sections: "Refresh" and "View Multiple".

The "Refresh" section includes a "Minimum Score:" input field, 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". Below these buttons is a note: "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." and a "CONTINUE TO NEXT PAGE >>" button.

At the very bottom, there is a "SAVE AND STAY ON THIS PAGE" button.

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 and Printing Multiple Applications and Documents

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click **All**). These boxes are located on the right side of the 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 applicant information you selected to print.
4. Select **File>Print** from your browser's menu to print the application(s).

The applications will come up one after another until all checked documents are printed.

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click **All/None** box) as illustrated above. 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**.

Click here to change applicants' status.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Bobb, Jim View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input checked="" type="checkbox"/>
Duck, Daffy View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input checked="" type="checkbox"/>
Fields, Sally View Staff		0	12-07-2006	Under Review by Hiring Official Change Status	In Progress	<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh View Multiple

VIEW MULTIPLE APPLICATIONS

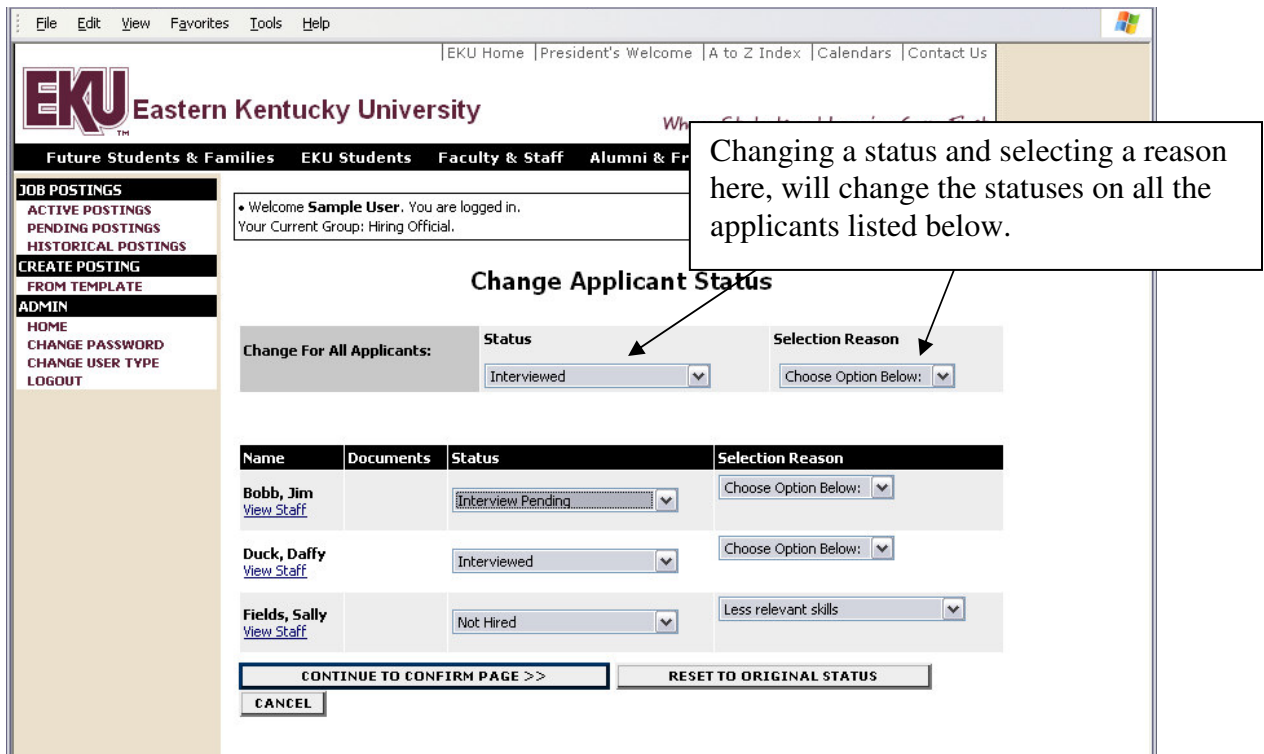
Applications / documents select File > Print a Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Click here to change more than one applicants' status

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



Under the "Status" column heading appears a drop down menu of the statuses to which an applicant could be changed. They are as follows:

1. Interview Pending
2. Interviewed
3. Recommended for Hire
4. Not Hired
5. Interviewed-Not Hired
6. Short List Recommendation

If you select **Not Hired** as a status, you will be required to select a "Not Hired Reason" from the drop down box. The "Not Hired" reasons have been created by Employment. If you do not see a "Not Hired" reason you like, you may select **Other** from the drop down menu and type in your own reason. The reason you enter must be a legal reason and will be reviewed by Employment.

TIP: Applicants will not see the actual "Not Hired Reason" entered. Instead, applicants will see a status of "Not Hired" or "Position Filled."

If you select **Recommended for Hire/Hired**, you will be required to select a "Hired Reason" from the drop down box. The "Hired" reasons have been created by Employment. If you do not see a "Hired" reason you like, you may select **Other** from the drop down menu and type in your own reason. The reason you enter must be a legal reason and will be reviewed by Employment.

Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

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.

Where Students and Learning Come First

Future Students & Families | EKU Students | Faculty & Staff | Alumni & Friends | Campuses & Community

JOB POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
CREATE POSTING
FROM TEMPLATE
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Welcome **Sample User**. You are logged in. Thursday, December 7, 2006
Your Current Group: Hiring Official.

Change Applicant Status

Name	Documents	Status	Selection Reason
Bobb, Jim View Staff		Interview Pending	
Duck, Daffy View Staff		Interviewed	
Fields, Sally View Staff		Not Hired	Less relevant skills

SAVE STATUS CHANGES >> **CANCEL**

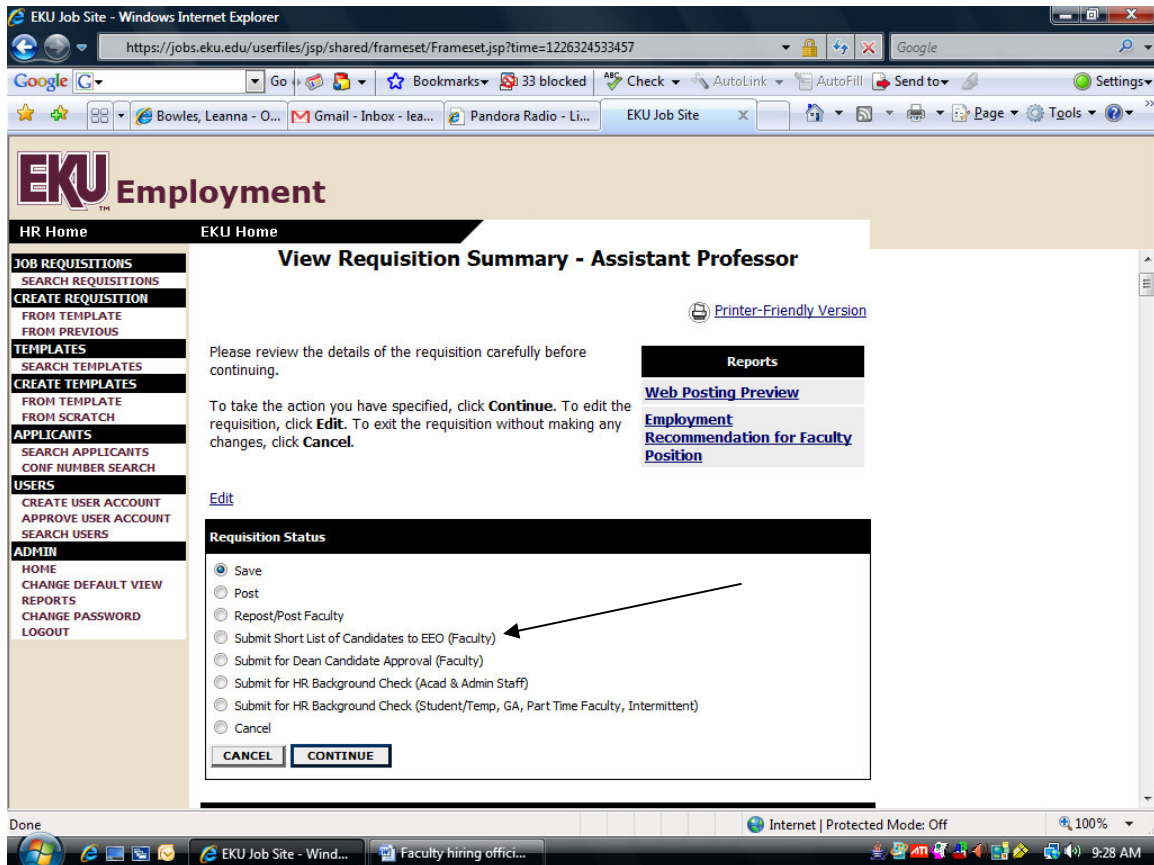
Reposting a Position

If you review your applicant pool and decide you would like to repost your position, you will need to provide the responsible Employment Analyst with justification as to why the pool is not sufficient. Justification can be submitted via email.

6. SUBMIT SHORT LIST OF CANDIDATES TO EEO

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Once the hiring official has reviewed the applicants, a short list of candidates is submitted to the Equal Opportunity Office for approval. For Faculty positions, at least 3 candidates must be approved for interview prior to conducting interviews. The Equal Opportunity Office will review these recommendations. If Short List is approved, interviews can be conducted. If Short List is not approved, additional and/or different candidates will need to be selected.



7. EMPLOYMENT RECOMMENDATION

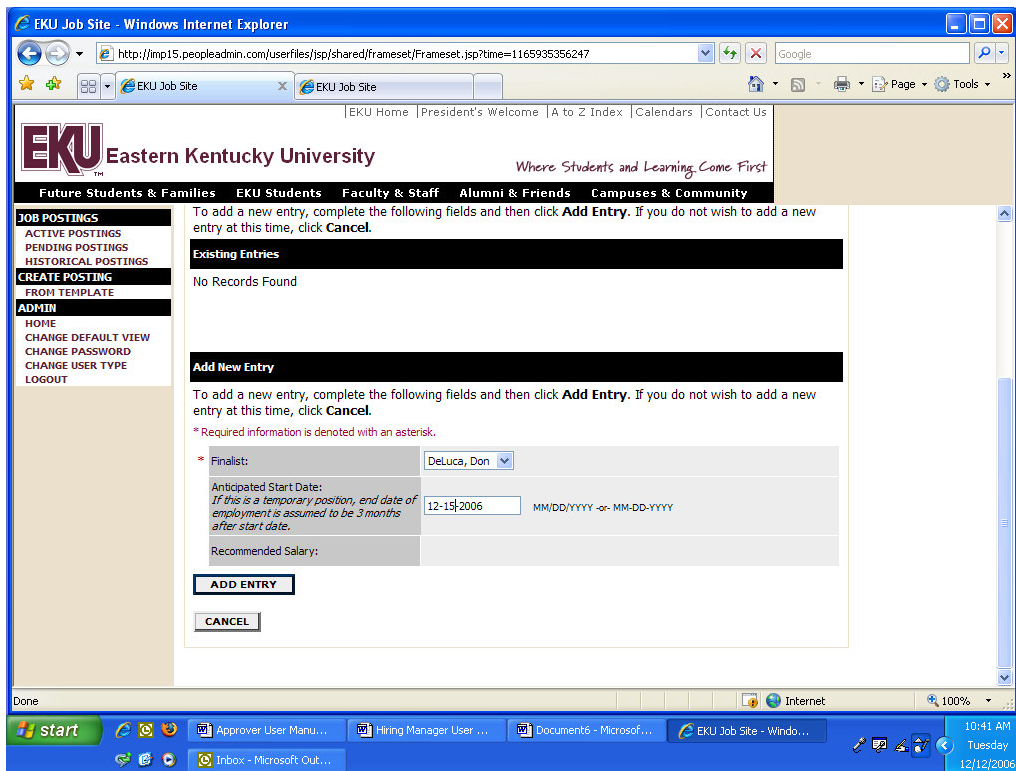
.....

Once the short list has been approved, the hiring official may continue the interviewing process. When the final candidate is chosen and the hiring official is ready to extend a contingent offer, they should:

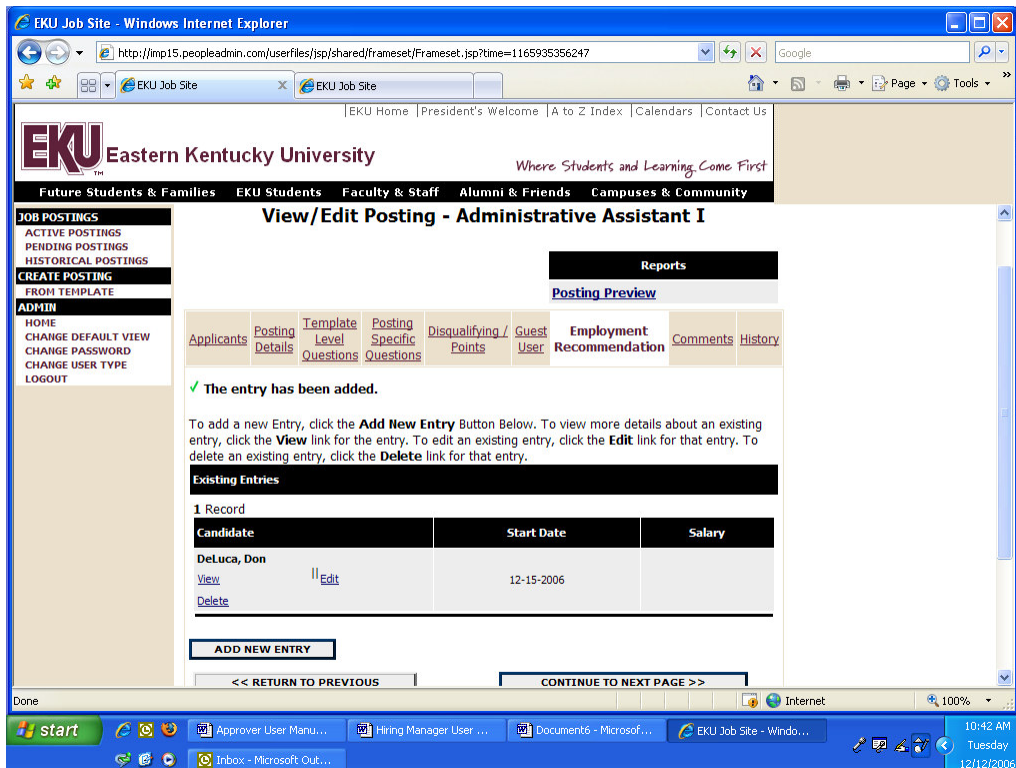
1. Change the applicant's status to "Recommend for Hire"
2. Complete the Employment Recommendation Tab electronically and submit for approvals.

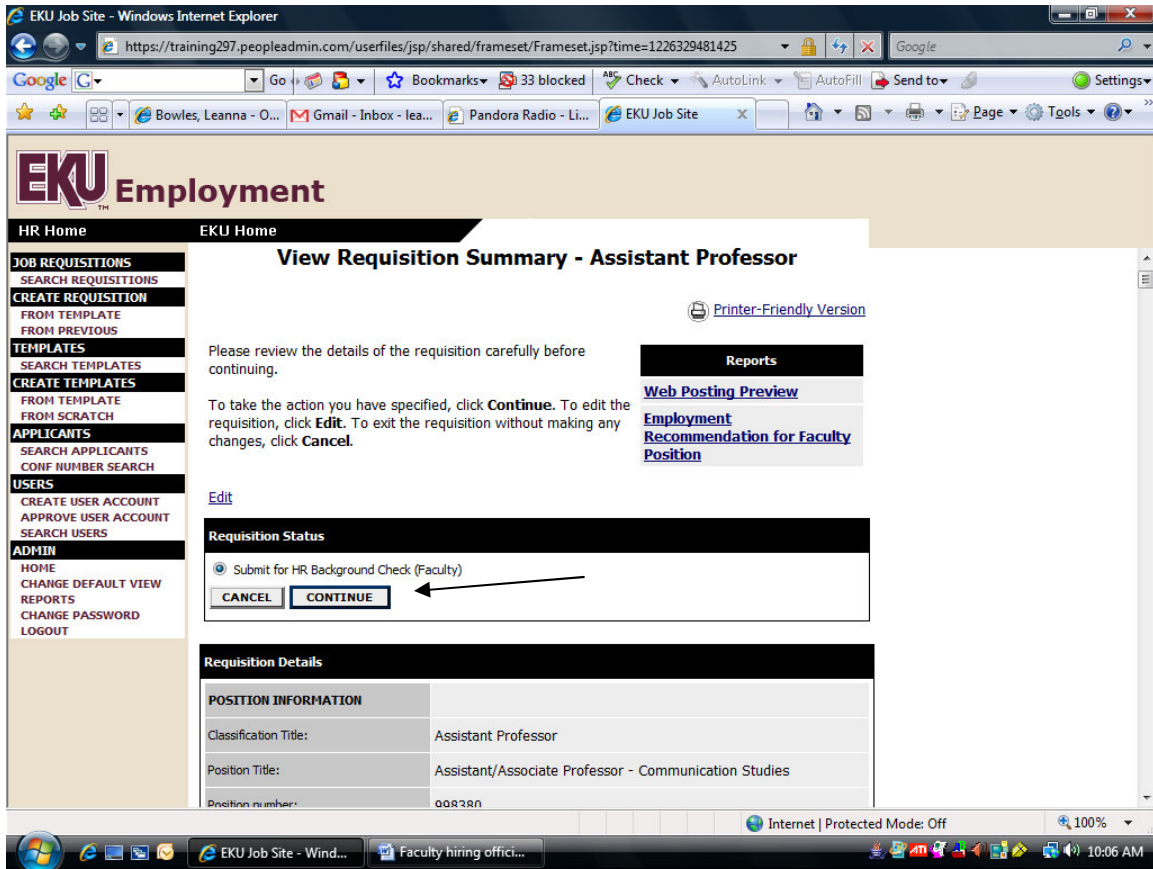
The screenshot displays the EKU Job Site web application. The page title is "View/Edit Posting - Administrative Assistant I". The main content area features a navigation menu with tabs: Applicants, Posting Details, Template Level Questions, Posting Specific Questions, Disqualifying / Points, Guest User, Employment Recommendation (selected), Comments, and History. Below the tabs, there is a section for "Existing Entries" which currently shows "No Records Found". At the bottom of the main content area, there are buttons for "ADD NEW ENTRY", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE". The browser window title is "EKU Job Site - Windows Internet Explorer" and the address bar shows the URL "http://imp15.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1165935356247". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying "10:41 AM Tuesday 12/12/2006".

- ✓ Click on **Active Postings**
- ✓ Click **View** under the position of interest
- ✓ Click the **Employment Recommendation** tab
- ✓ Click **Add New Entry**



- ✓ Select the candidate, who is being recommended for hire, from the **Finalist** drop down box.
- ✓ **Anticipated Start Date:** Enter an estimated start date for new employee (this start date is subject to change based on length of approval process and background check turnaround time).
- ✓ Click **Add Entry**.





Submit for HR Background Check:

- ✓ Click Submit for HR Background Check (Faculty)
Note: Once HR submits Background Check, the position will be moved forward in the OES for Dean, Provost, and Financial Affairs Approvals.

On average, the results of the background investigation are obtained in approximately 48 hours.

Making a Contingent Offer:

1. Offer position to candidate (pending successful background investigation)

Email Notification:

- ✓ If a request/recommendation is denied, it will be returned to the Hiring official in the OES. The Hiring Official will receive an email notification. Upon receipt of the email, the hiring official should review the request/recommendation for comments to see what changes are needed for approval.
- ✓ Once approvals and background check results are received, Employment Analyst will contact the Hiring Official to:
 - a) schedule start and orientation dates
 - b) confirm background check clearance

Note: All new hires must complete payroll election prior to starting work. Any employee that has not completed the paperwork may have an interruption in their initial payroll.

ONE PAGE GUIDE FOR PROCESSING A HIRE

1. Applicants are available electronically to the hiring official to review and select applicants for interviewing.
2. Log into OES and change the status of each applicant interviewed to "Interviewed."
3. Submit short list of candidates to Equal Opportunity Office for approval.
4. Select final candidate and submit employment recommendation through OES. Change status of recommended applicant to "Recommended for Hire." Submit to HR for background check.
5. Change the status of applicants not hired to "Not Hired" and enter in a "Not Hired Reason."
6. Once hiring official receives approval of employment recommendation from Dean, Provost or Financial Affairs, a contingent offer may take place.
7. HR Conducts background check.
8. Once approvals are obtained and background check is complete, Employment will contact hiring official to set a start and orientation date.
9. Hiring Official submits PAF (Position Action Form) to HR.
10. Notify the new employee of any required training (New Faculty Orientation). In addition, notify the applicant of the "Employee Welcome Page" located at www.hr.eku.edu.
11. The Employment Analyst will fill the position once all of the above is complete.

Please see our website, <http://www.hr.eku.edu/employment/>, for Faculty Hiring Flowchart , Communication Guidelines, and other Hiring Official Resources.

8. 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.

The screenshot shows a web browser window displaying the Eastern Kentucky University (EKU) administrative interface. The browser's address bar shows the URL. The page header includes the EKU logo and the tagline "Where Students and Learning Come First". A navigation bar contains links for "Future Students & Families", "EKU Students", "Faculty & Staff", "Alumni & Friends", and "Campuses & Community". A left sidebar menu lists various administrative functions, including "HOME", "CHANGE PASSWORD", "CHANGE USER TYPE", and "LOGOUT". The main content area displays a welcome message for a user named "Sample User" and a "Change Password" form. The form includes three input fields for "Current Password", "New Password", and "Confirm Password", along with "SUBMIT PASSWORD CHANGE" and "CANCEL" buttons.

Changing the Default View

If you have submittal approval there will be an option to change your default view. There are two different default views you may use:

- User View - Allows you to only see postings that are attached to your name.
- Department View - Allows you to see all the postings within your assigned department number(s).

In order to change your default view, click on **Change Default View**

After selecting your preferred default view, you may click either **Change For This Session** (once you log out and back in the default view will be reset) or **Change For Future Sessions** (will remember your selection in the future).

Check Status of Postings

Log in to the OES.

For Employment Recommendations, click on **Active** Postings. Status is indicated in the Posting Status column.

For Posting requests, click on **Pending** Postings. Status is indicated in the Posting Status column.

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.