

FACULTY HIRING SYSTEM

DEPARTMENTAL USER'S GUIDE

University of North Texas
Faculty, Librarians, and Research
Faculty



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INTRODUCTION

.....

Welcome to the University of North Texas - Faculty Applicant Tracking System User's Guide.

You will use this system to:

- Create and submit Postings
- View Applicants to your Postings
- Change and monitor the status of an applicant through the hiring process

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

Your Web Browser

The Faculty Application System is designed to run in a web browser over the Internet. The system supports browser versions of Mozilla Firefox 1.5 and above and Internet Explorer 6.0 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 different. Please notify your system administrator of any significant issues that arise.

In addition, browsers that have no known issues, but not necessarily routinely tested for product support are:

Internet Explorer 5.5 and 5.0
Netscape Navigator 7.0
Apple Safari 1.2
Google Chrome

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.

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.


Additional Resources

This user's guide was created to provide step-by-step guidance through the Faculty Applicant Tracking System. However, you may always contact our office directly for assistance with any question via phone at 940-565-2673 or via e-mail at facultyjobs@unt.edu.

GETTING STARTED

After entering <http://facultyjobs.unt.edu/hr> the "login screen" for the system will appear and should be similar to the following screen:

Office of the Provost
and Vice President for Academic Affairs



User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the **Create User Account** link on the navigation bar.

The University of North Texas is an EOE/ADA/AA institution committed to diversity in its employment and educational programs, thereby creating a welcoming environment for everyone.

If you have questions, please contact the Office of the Provost at 940.565.2673 or email Facultyjobs@unt.edu between the hours of 8:00 a.m. - 5:00 p.m. CST.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click the **Logout** link on the navigation bar to ensure that others cannot access the information in the system.

The Welcome Screen appears after you log in, and should appear similar to the following screen:

Office of the Provost
and Vice President for Academic Affairs

UNT

Job Postings
Active Postings
Pending Postings
Historical Postings
Search Postings

Admin
Home
Reports
Change User Type
Logout

• Hiring Resources

Welcome Provost Office. You are logged in.
Your Current Group:UNT Dean/Dallas DVC. Tuesday, June 11, 2013

Online System

Department User Guide
View / Download

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

37 Records

Rank	Area of Specialty	Requisition Number	System Identification Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Research Professor View	test area		6000792	1	06-04-2013		Accounting (N19100)	Posted on Applicant Site
Assistant/Associate/Librarian View	test 2		6000791	1	05-23-2013		Libraries (N32100)	Posted on Applicant Site
Postdoctoral Research Associate View			6000789	1	05-21-2013		Aerospace Studies (N18100)	Posted on Applicant Site

This page is designed to help you keep track of job postings created by you or your department.

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.

EDITING A POSTING

The Faculty Coordinator in the Provost Office will create a posting once it is approved and send it to the Search Committee Chair. Postings that are approved and currently active will appear when you click **“Active Postings”** under the **Job Postings** heading on the left side of the screen. Postings that have been submitted for approval will appear when you click **“Pending Postings”** under the **Job Postings** heading. Postings that have been created by your department, but are no longer active will appear when you click **“Historical Postings”** under the **Job Postings** heading.

Posting Details

Once a posting is received by the Search Committee Chair, they should begin editing and completing the posting. You will begin on the “**Posting Details**” tab. Enter the posting detail and click the “Continue to Next Page” button at the bottom of the page.

Applicants	Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
------------	------------------------	-----------	--------------------------	----------------------------	------------------------	------------	--------	----------	-------------------

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

To create a Posting, first complete the information on this screen, then click the **Continue to Next Page** button. Proceed through all sections completing all necessary information. To submit the Posting to the office of the provost, you must click on the **Continue to Next Page** button from the last section. Once a summary page appears, select the **Submit** button and then click the **Continue** button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.

System Identification Number:																												
POSITION INFORMATION																												
Requisition Number:	<input type="text"/>																											
Posting Origination:	<input type="text"/>																											
Department:	<input type="text" value="Not Assigned"/>																											
...	Configure																											
* College/School:	<input type="text" value="No Response"/>																											
...																												
* Rank/Title:	<input type="text" value="Lecturer"/>																											
...																												
Area of Specialty:	<input type="text"/>																											
Position Number:	<input type="text"/>																											
Job Code:	<input type="text" value="0600"/>																											
FLSA:	<input type="text" value="Exempt"/>																											
FTE: (e.g. 1.00 or 0.50)	<input type="text"/>																											
Pay Grade Level:	<input type="text" value="F01"/>																											
EEO Category:	<input type="text" value="2- Faculty"/>																											
ONET Category: <small>Please select up to 5 categories</small>	<table border="1"> <thead> <tr> <th>Not Selected</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Administrative Services Ma</td> <td>></td> <td>Education, Training, & Libra</td> </tr> <tr> <td>Ambulance, Police, and Fir</td> <td><</td> <td></td> </tr> <tr> <td>Animal Scientists</td> <td>>></td> <td></td> </tr> <tr> <td>Architects, Except Landscap</td> <td><<</td> <td></td> </tr> <tr> <td>Architectural and Civil Draf</td> <td></td> <td></td> </tr> <tr> <td>Archivists</td> <td></td> <td></td> </tr> <tr> <td>Behavioral Dis. & Substano</td> <td></td> <td></td> </tr> <tr> <td>Chemists</td> <td></td> <td></td> </tr> </tbody> </table>	Not Selected		Selected	Administrative Services Ma	>	Education, Training, & Libra	Ambulance, Police, and Fir	<		Animal Scientists	>>		Architects, Except Landscap	<<		Architectural and Civil Draf			Archivists			Behavioral Dis. & Substano			Chemists		
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Animal Scientists	>>																											
Architects, Except Landscap	<<																											
Architectural and Civil Draf																												
Archivists																												
Behavioral Dis. & Substano																												
Chemists																												
Position Type:	<input type="text" value="Faculty"/>																											
Tenure Status:	<input type="text" value="Non-Tenure Track"/>																											
Position Status:	<input type="text" value="No Response"/>																											

Budgeted Salary:	<input type="text"/>																											
Appointment Basis:	No Response ▼																											
Pay Frequency:	Monthly																											
Non-Tenured Appointment Term:	No Response ▼																											
Anticipated Hire Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY																											
Fiscal Year	<input type="text"/>																											
DEPARTMENT INFORMATION:																												
VP of Research (Research Cluster) Users with Access:	<table border="1"> <thead> <tr> <th>Not Selected</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Davis, Jarred</td> <td>></td> <td>No Response</td> </tr> <tr> <td>Lerma, Ernest</td> <td><</td> <td></td> </tr> <tr> <td>Lilly, Melinda</td> <td>>></td> <td></td> </tr> <tr> <td>Sewell, Kenneth</td> <td><<</td> <td></td> </tr> <tr> <td>User, Provost</td> <td></td> <td></td> </tr> <tr> <td>Wilsman, Rose</td> <td></td> <td></td> </tr> </tbody> </table>	Not Selected		Selected	Davis, Jarred	>	No Response	Lerma, Ernest	<		Lilly, Melinda	>>		Sewell, Kenneth	<<		User, Provost			Wilsman, Rose								
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Afflerbach, Ann	<<																											
Agnes, Wendy																												
Albarran, Alan																												
Allison, Jay																												
Anaya, Leticia																												
Search Committee Membership Information (Name, Department, Gender, Race):	<input type="text"/>																											
* ... Contact Name(s):	<input type="text"/>																											
* ... Contact	<input type="text"/>																											
* ... Phone/Extension:	<input type="text"/>																											
Contact Email:	<input type="text"/>																											
Contact Fax:	<input type="text"/>																											
POSTING TEXT																												
Job Summary/Basic Function:	<input type="text"/>																											

<p>* Minimum Qualifications:</p>	<input type="text"/>
<p>Preferred Qualifications:</p>	<input type="text"/>
<p>Posting Date:</p>	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
<p>Review of Applications Begins:</p>	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
<p>Closing Date:</p> <p>Required Applicant Documents:</p>	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY <input type="checkbox"/> Open Until Search Closed Check All Clear All <input type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Curriculum Vita <input type="checkbox"/> Resume <input type="checkbox"/> Other Document <input type="checkbox"/> List of Names and Contact Information of Three References <input type="checkbox"/> List of Names and Contact Information of Five References <input type="checkbox"/> Unofficial Academic Transcripts (official transcripts due upon hire) <input type="checkbox"/> Statement of Research Interests <input type="checkbox"/> Narrative Describing Scholarly Research <input type="checkbox"/> Teaching Portfolio <input type="checkbox"/> Summary of Teaching Evaluations <input type="checkbox"/> Sample Syllabi <input type="checkbox"/> Sample Publication 1 <input type="checkbox"/> Sample Publication 2 <input type="checkbox"/> Sample Publication 3 <input type="checkbox"/> Example of Professional Writing <input type="checkbox"/> Veteran Preference <input type="checkbox"/> Form DD214 <input type="checkbox"/> Statement of Teaching Philosophy
<p>Optional Applicant Documents:</p>	Check All Clear All <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vita <input type="checkbox"/> Resume <input type="checkbox"/> Other Document <input type="checkbox"/> List of Names and Contact Information of Three References <input type="checkbox"/> List of Names and Contact Information of Five References <input type="checkbox"/> Unofficial Academic Transcripts (official transcripts due upon hire) <input type="checkbox"/> Statement of Research Interests <input type="checkbox"/> Narrative Describing Scholarly Research <input type="checkbox"/> Teaching Portfolio <input type="checkbox"/> Summary of Teaching Evaluations <input type="checkbox"/> Sample Syllabi <input type="checkbox"/> Sample Publication 1

	<input type="checkbox"/> Sample Publication 1 <input type="checkbox"/> Sample Publication 2 <input type="checkbox"/> Sample Publication 3 <input type="checkbox"/> Example of Professional Writing <input checked="" type="checkbox"/> Veteran Preference <input checked="" type="checkbox"/> Form DD214 <input type="checkbox"/> Statement of Teaching Philosophy
Special Instructions to Applicants:	<input type="text"/>
Pass Message:	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:	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.
* Application Types Accepted:	<input checked="" type="checkbox"/> Faculty Application <input type="checkbox"/> Administrative Application
If you plan to advertise externally, indicate the advertising sources:	Check All Clear All <input type="checkbox"/> The Chronicle of Higher Education <input type="checkbox"/> Women in Higher Education <input type="checkbox"/> Diverse Education <input type="checkbox"/> The Hispanic Outlook in Higher
* JobElephant:	No Response <input type="button" value="v"/>
Notes for JobElephant:	<input type="text"/>
Please list any other advertising sources:	<input type="text"/>
EEO Statement:	The University of North Texas is an EOE/ADA/AA institution committe
Quicklink for Posting:	facultyjobs.unt.edu/applicants/Central?quickFind=51824

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW POSTING

To edit a Posting, first complete the information on this screen, and then click the “**Continue to Next Page**” button. To save your data while working on the posting, click the “**Save and Stay on this Page**” button. Required information is marked with an asterisk. NOTE: Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button after completing all required tabs in the **Create Posting** process.

Description of Fields on Posting Details Page

System Identification Number: This is a 7-digit number used to identify your posting (auto populated by system)

Posting Origination: This should be set to UNT

***College/School:** Select the appropriate college/school from the drop down menu

***Department:** Select the appropriate department from the drop down menu

***Rank/Title:** The title/rank of the position (defaulted from the template)

Area of Specialty: The area of specialty for this position

Position Number: The 8 digit position number provided on VPAA-130 (note: use all 8 digits when entering the position number)

Job Code: The 4 digit job code that corresponds to the Rank/Title of the position (defaulted from the template). Leave this field blank if this is an open-rank search

FLSA: Select if position is FLSA exempt or non-exempt (defaulted from the template)

FTE: The percentage of a 40 hour workweek this position will work (i.e. 40 hours per week = 1.0 FTE, 20 hours per week = .5 FTE)

Pay Grade Level: The pay grade associated with the job code/title for this position (defaulted from the template)

EEO Category: The EEO category associated with the job code/title for this position (defaulted from the template)

ONET Category: The ONET category associated with the job code/title for this position (defaulted from the template)

Position Type: Use drop down menu to select correct position type (defaulted from template).

Tenure Status: Use drop down menu to select Tenure status (defaulted from template)

Position Status: Use drop down menu to select the position status. Selections available are New, Replacement, Extension, Immigration, Research Cluster, or Search Waiver.

Budgeted Salary: Enter the salary that has been approved on the VPAA-130

Appointment Basis: Use drop down menu to select the appointment basis. Selections available are 12 Months, 9 Months, or 4.5 Months.

Pay Frequency: Enter the time in which pay checks will be dispersed (defaulted from template)

Non-Tenured Appointment Term: Use drop down menu to select Appointment Term of this position if Non-Tenured. Selections available are 1-5 years.

Anticipated Hire Date: The anticipated date of hire for the position

Fiscal Year: The fiscal year in which the hire date falls.

VP of Research (Research Cluster) Users with Access: Select VP of Research representative for Research Cluster postings only.

Search Committee Chairs with Access: Select Search Committee Chair for this posting, Individuals selected will be able to access the system using their EUID and password.

Search Committee Members with Access: Select Search Committee Members for this posting. Individuals selected will be able to access the system using their EUID and password (read-only access).

Search Committee Membership Information: Enter the name, department, gender and race for each search committee member

***Contact(s):** Enter the name of the departmental contact(s) for this posting

***Contact Phone/Extension:** Enter the phone number of the contact(s) for this posting

Contact Email: Enter the email of the contact(s) for this posting

Contact Fax: Enter the fax of the contact(s) for this posting

Job Summary/Basic Function: Enter information relating to the job duties of the position.

***Minimum Qualifications:** Enter the minimum qualifications required for this position

Preferred Qualifications: Enter the preferred qualifications for this position.

Posting Date: Enter the desired date for this posting to go live on the applicant web-site

Review of Applications Begins: Enter the anticipated date the review of applications will begin

Closing Date: If desired, enter the date the posting will close. Please note that no additional applicants can apply for the posting after the Closing Date. This field may be left blank, and the "Open Until Search Closed" check box may be selected (recommended method).

Required Applicant Documents: Please check all the documents applicants are required to attach when applying for this posting.

Optional Applicant Documents: Please check all the optional documents applicants may attach when applying for this posting (not required). Veteran Preference and Form DD214 will default from the template. These should not be unchecked.

Special Instructions to Applicants: Type in additional steps you would like the applicant to complete when applying for this position (i.e. submit music or art files to designated web address).

Pass Message: Standard Pass Message - Sent to applicants if they meet the requirements of the posting (default from template)

Fail Message: Standard Fail Message - Sent to applicants if they do not meet the minimum requirements of the posting (default from template)

***Application Types Accepted:** The type of application accepted for this posting (defaulted from template)

JobElephant: Postings will be defaulted to send to JobElephant. JobElephant is a service that the University pays for to automatically send posting to four external advertising venues – North Texas Higher Education Recruitment Consortium, Inside Higher Ed, Higher Ed Jobs and the Texas Workforce Commission.

Notes for JobElephant: If you have any notes for JobElephant, place them here.

If you plan to advertise externally, indicate the advertising sources: If you plan to advertise this posting outside of UNT's website, select all sources that apply.

Please list any other advertising sources: Enter any other advertising sources that were not listed in the previous field.

EEO Statement: Standard EEO Statement for the University (defaulted from template).

Quicklink for Posting: System generated link specific to the posting. Applicants can go directly to the posting via this link.

Additional notes about this screen:

1. If required fields are not completed, an error message will appear and you will be required to enter the necessary data.
2. Some fields are automatically populated (indicated above as "defaulted from template")
3. The larger text areas will hold 3900 characters of text (about a page and a half).
4. **VERY IMPORTANT:** The "Users with Access" fields give the Search Committee Chair, Search Committee Members and VP of Research users the ability to view the posting. For these users to see a posting, their name **MUST** be selected in these fields.

TIP: Certain fields entered on this screen will appear on the applicant site exactly as entered, so please proofread carefully. To view the posting as it will appear on the applicant site, select "**Job Posting Preview**" from the Reports box.

Documents

The documents tab allows you to attach the VPAA 130, advertising copy, search waiver (if applicable) or other documents for internal users (not applicants) to view. After you attach the documents, click the **Continue to Next Page** button.

Applicants	Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
On this tab, you may attach and view documents.									
9 Records									
Attach / Remove	Document Type	Attached Document	View Document						
Attach	VPAA 130	Not Attached							
Attach	All Advertising Copies	Not Attached							
Attach	Search Waiver	Not Attached							
Attach	Other	Not Attached							
Attach	HRM-4/5	Not Attached							
Attach	VPAA 130a	Not Attached							
Attach	VPAA 130b	Not Attached							
Attach	VPAA 130c	Not Attached							
Attach	VPAA 130d	Not Attached							
<hr/>									
<< RETURN TO PREVIOUS				CONTINUE TO NEXT PAGE >>					
SAVE AND STAY ON THIS PAGE									

CANCEL | **PREVIEW POSTING**

Template Level Questions

Applicants	Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
Template Level Questions									
How did you hear about this employment opportunity?									
ANSWER									
No Response									
BlacksinHigherEd.com									
HigherEdJobs.com									
HispanicsinHigherEd.com									
Insidehighered.com									
NorthTexasHERC.org									
WomeninHigherEd.com									
Workintexas.com									
Agency Referral									
Advertisement/Publication									
Personal Referral									
FacultyJobs.unt.edu									
Other									
This question is required.									
If Other, please specify:									
LONG TEXT									
This question is not required.									
<< RETURN TO PREVIOUS					CONTINUE TO NEXT PAGE >>				
SAVE AND STAY ON THIS PAGE									

CANCEL

PREVIEW POSTING

The Template Level Question tab is not editable by users. This tab will include any questions set at the template level that should be used for all job postings for a particular title. To continue creating your posting, proceed to the Posting Specific Questions tab.

Posting Specific Questions

Create Posting - Assistant Professor

Reports
Job Posting Preview
Applicant Status Report
Applicant Contact Information

CANCEL	PREVIEW POSTING
---------------	------------------------

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
-----------------	-----------	--------------------------	----------------------------	------------------------	------------	--------	----------	-------------------

To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished.

No Posting Specific Questions exist.

ADD A QUESTION	
<< RETURN TO PREVIOUS	CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE	

CANCEL	PREVIEW POSTING
---------------	------------------------

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates. If you are not adding any Posting Specific Questions, click the **Continue to Next Page** button. To add Posting Specific Questions, click on the **Add a Question** button, which returns the following page:

Add a Question

Search Existing Questions:

Search by Keyword:

[Create a Question](#)

To find an existing question, enter a keyword (or leave the field blank). After you click the “**Search**” button, the system will return a list of all questions.


Add a Question

Search Existing Questions:

Search by Keyword:

Search Results

29 Records

 Question Text	
How did you hear about this employment opportunity?	View/Add
Do you have a Ph.D. in sociology or closely related field, or, if you are A...	View/Add
Using the 2010 Mathematics Subject Classification system (see http://www.am...	View/Add
Do you hold a doctoral degree in one of the broad areas of the Department: ...	View/Add
Do you presently hold the rank of full professor and/or possess credentials...	View/Add
Are you currently in ABD status?	View/Add
Do you have experience teaching classes in strategic management, entreprene...	View/Add
If you have not defended your dissertation, will you defend by December 31,...	View/Add
Do you have a doctorate (or are you ABD) in either Strategic Management, En...	View/Add
Please describe your interest in teacher education (including any work you ...	View/Add
Are you a current employee within the University Libraries?	View/Add

Next Page >> Page of 2

[Create a Question](#)

Select one of the questions from the list if it is appropriate for this Posting by clicking the "View/Add" link next to the question, which displays the next screen.

View/Add Question

[Return to Search](#)

Question

Are you currently in ABD status?

Closed-Ended Response Options

Display No Response As:

No Response

Possible Responses (up to 7):

1. Yes

2. No

3.

4.

5.

6.

7.

ADD THIS QUESTION

Then click the "Add This Question" button to add it as a Pre-Screening Question.

If you do not find an applicable sample question from the list follow the steps below:

Have you taught courses at the university level in World Civilization?	View/Add
Do you have experience serving as an undergraduate and graduate student adv...	View/Add
How did you learn about this position?	View/Add
Are you a current employee within the University Libraries?	View/Add

Next Page >> Page 1 of 2 **GO**

[Create a Question](#)

Click on "Create a Question" link.

Create a Question

[? Create Question Help](#)

Question

Please enter question text:

Please select answer type:

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

Closed-Ended Answers

Display No Response As:

Possible Responses (up to 7):

1.
2.
3.
4.
5.
6.
7.

Open-Ended Answers

Open-Ended Answer Type:

- None
 Short Text (Text < 50 characters)
 Long Text (Text > 50 characters)
 Phone
 Date

SUBMIT QUESTION

CANCEL

Enter your question in the “**Please enter question text:**” box above. Select the desired answer type of “Closed-Ended” or “Open-Ended”. For a “Closed-Ended” answer, enter up to 7 possible responses (i.e. yes, no, Masters Degree, PhD, etc.). For an “Open-Ended” answer, select an option from the list provided. Click on “Submit Question” link.

Please note that all posting-specific questions will be reviewed by Equity and Diversity for applicability to the selection process.

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
-----------------	-----------	--------------------------	----------------------------	------------------------	------------	--------	----------	-------------------

To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished.

Posting Specific Questions

To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below.

Do you have a masters degree in this discipline? (Edit)

ANSWER

No Response

Yes

No

Is this question required? Required Not Required

DELETE QUESTION(S) **ADD A QUESTION**

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW POSTING**

Click the “Continue to Next Page” button when done with the Posting Specific Questions tab.

Disqualifying/Points

In order to assist you in ranking the candidates for your posting by using objective criteria, the system enables you to disqualify certain answers and/or assign points to certain answers to closed-ended questions utilized for this posting. Open-ended questions cannot be set as disqualifying questions or have points assigned to them, therefore, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without disqualifying and/or assigning points to any of the responses, enter nothing and click the “**Continue to Next Page**” button.

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

Create Posting - Assistant Professor

Reports
Job Posting Preview
Applicant Status Report
Applicant Contact Information

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
-----------------	-----------	--------------------------	----------------------------	------------------------	------------	--------	----------	-------------------

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

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

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible:

No scorable questions exist.

On this screen you will see all the closed-ended questions you created/added on the Posting Specific Questions tab. In this case, the closed-ended question selected was: "Do you have research experience beyond the Ph.D.?"

Maximum Points Possible: 0

Posting Specific Questions

Do you have research experience beyond the Ph.D.?

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

0 %

RECALCULATE **RESET**

To disqualify a candidate based on a particular answer, click the corresponding box under the word "DISQUALIFYING". In the example above, if a candidate answers "No" to this question, the system would disqualify them for further consideration for this Posting. The candidate would receive the "Fail Message" for this position and be classified as "Inactive".

Maximum Points Possible: 0

Posting Specific Questions

Do you have research experience beyond the Ph.D.?

ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	20
No	<input type="checkbox"/>	0

0 %

RECALCULATE **RESET**

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW POSTING**

To specify how many points the applicant should receive for each response, enter a number in the "SCORE" column. For example, an applicant answering "Yes" to "Do you have research experience beyond the Ph.D.?" would receive 20 points.

To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the “**Recalculate**” button.

Clicking the “**Reset**” button returns all the Posting Specific Question point values to 0.

When all of the disqualifiers and/or scores are set to your satisfaction, click the “**Continue to Next Page**” button.

If you make any changes to the disqualifying question, it removes any disqualifying points that were set previously. You will have to reset the disqualifying points for your revised question.

[Guest User](#)

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
<p>On this screen, you may create an account that will be used by members of the review committee.</p> <p>Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.</p> <p>When finished or to skip this section, click the Continue to Next Page button.</p> <p>Activate Guest User</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p> <p>CANCEL PREVIEW POSTING</p>								

To create a Guest User ID, click on the “**Activate Guest User**” link. A Guest User ID can be created for individuals that need view only access for applications to this posting.

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
<p>On this screen, you may create an account that will be used by members of the review committee.</p> <p>Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.</p> <p>When finished or to skip this section, click the Continue to Next Page button.</p> <p>Deactivate Guest User</p> <p>Create Guest User</p> <p>*Required information is denoted with an asterisk.</p> <p>User Name: GU52114</p> <p>* Password: <input type="text"/> Between 6 and 20 Characters</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p> <p>CANCEL PREVIEW POSTING</p>								

The user name is system generated. A password (between 6 and 20 characters) should be created and supplied to the Guest User(s).

When finished, click the **Continue to Next Page** button.

Budget

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
<p>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.</p> <p>Existing Entries</p> <p>No Records Found</p> <p>ADD NEW ENTRY</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p> <p>CANCEL PREVIEW POSTING</p>								

We are not currently utilizing the Budget function in People Admin. Click the **Continue to Next Page** button.

[Comments](#)

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters																																																																																																																				
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<p>The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.</p> <p><i>*Required information is denoted with an asterisk.</i></p> <table border="1"><tbody><tr><td>Dean Rep Comments:</td><td colspan="8"></td></tr><tr><td>Department Representative Comments:</td><td colspan="8"></td></tr><tr><td>Search Committee Chair Comments:</td><td colspan="8"></td></tr><tr><td>Department Chair/Director Comments:</td><td colspan="8"><input type="text"/></td></tr><tr><td>UNT Dean/Dallas DVC Comments:</td><td colspan="8"></td></tr><tr><td>Equity & Diversity Comments:</td><td colspan="8"></td></tr><tr><td>Dallas President Comments:</td><td colspan="8"></td></tr><tr><td>Provost Comments:</td><td colspan="8"></td></tr><tr><td>Search Committee Member Comments:</td><td colspan="8"></td></tr><tr><td>Faculty Coordinator Comments:</td><td colspan="8"></td></tr><tr><td>VP of Research Comments:</td><td colspan="8"></td></tr></tbody></table> <p><i>*Required information is denoted with an asterisk.</i></p> <table border="1"><tbody><tr><td><< RETURN TO PREVIOUS</td><td colspan="7">CONTINUE TO NEXT PAGE >></td></tr><tr><td colspan="9">SAVE AND STAY ON THIS PAGE</td></tr></tbody></table>									Dean Rep Comments:									Department Representative Comments:									Search Committee Chair Comments:									Department Chair/Director Comments:	<input type="text"/>								UNT Dean/Dallas DVC Comments:									Equity & Diversity Comments:									Dallas President Comments:									Provost Comments:									Search Committee Member Comments:									Faculty Coordinator Comments:									VP of Research Comments:									<< RETURN TO PREVIOUS	CONTINUE TO NEXT PAGE >>							SAVE AND STAY ON THIS PAGE								
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Enter any comments about the posting that you would like other approvers to see. Applicants will not see any comments, but you may view the posting after it has been submitted to review any comments that other users have entered. Comments will be retained as part of the Posting history. After entering comments, click the **Continue to Next Page** button.

Reference Letters


The reference letter feature allows applicants to provide contact information for a designated number of reference providers. When you've reached the point in your search where you would like to receive reference letters for your candidate(s), you will need to change the Applicant Status for each desired candidate to "Request Reference Letters." The system will then automatically email reference providers and request a letter of reference. The reference provider is emailed a link to a web site where they can upload a confidential letter of reference. Applicants are not able to view the letters, but they are able to check the status of the number of references received. If you would like to utilize these capabilities (strongly recommended), complete the Reference Letters tab. Otherwise, click **Continue to Next Page**.

Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Reference Letters
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>						
Use the fields on this tab to define applicant reference letters.								
*Required information is denoted with an asterisk.								
Reference Letters								
Will this position accept reference letters?		No letters requested ▾						
Number of reference letters required?		No letters required ▾						
Instructions to Applicant:		<input type="text"/>						
Instructions to Reference:		<input type="text"/>						
Completed/End Instructions to Reference:		<input type="text"/>						
*Required information is denoted with an asterisk.								
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>						
SAVE AND STAY ON THIS PAGE								
CANCEL		PREVIEW POSTING						

[Saving/Approving the Posting](#)

After clicking the “**Continue to Next Page**” button or “**View Posting Summary**” button from the Reference Letter page, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

View Posting Summary - Assistant Professor

 Printer-Friendly Version

Reports

[Job Posting Preview](#)

[Applicant Status Report](#)

[Applicant Contact Information](#)

Please review the details of the posting carefully before continuing.

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

[Edit](#)

Posting Status

Save Without Submitting

Send to Search Committee Chair

Send to UNT Dean/Dallas DVC

Send to VP of Research (Research Clusters Only)

CANCEL

CONTINUE

Posting Details

System Identification Number:	
POSITION INFORMATION	
Requisition Number:	
College/School:	College of Arts & Sciences
Department:	Economics (N14100)
Rank/Title:	Assistant Professor
Area of Specialty:	
Position Number:	

In the posting status box (at the top or bottom of page), please select one of the choices and click the “**Continue**” button to go to the confirmation page.

Confirm Change Posting Status

The following Action is about to be submitted

Posting Status

Save Without Submitting

Click the “**Confirm**” button to complete this step.
The details of your Posting are NOT SUBMITTED until you complete this step.

Search Postings

✓ The status of Posting *Assistant Professor* has successfully been changed to *Saved Without Submitting*.

Posting Status Options

If you are not ready to submit the posting to the next level for approval, selecting the “Save Without Submitting” option will allow you to log back into the system and edit and submit the posting later. Once a posting has been submitted to the next approval level, you may view it by clicking the “Pending Postings” link on the left, but you will not be able to make any additional changes.

[Posting Approval Process](#)

Postings must be routed, using the PeopleAdmin system, through a series of approval steps prior to posting to the web. **Please Note:** The approval process may be altered for Research Cluster Hires and Immigration Hires. For Research Cluster Hires, contact the Office of the Vice President for Research. For Immigration Hires, contact the Office of the Provost and VP for Academic Affairs. The following is a brief synopsis of the approval steps for a standard posting:

1. Faculty Coordinator creates and submits the posting to the Search Committee Chair.
2. Search Committee Chair reviews the posting (including any attached documents) and submits to the Department Chair.
3. Department Chair reviews the posting (including any attached documents) and submits to the Dean of the College/School.
4. Dean reviews the posting (including any attached documents) and submits to Equity & Diversity for their review.

5. Equity and Diversity reviews the posting and any attached documents and submits to the Faculty Coordinator.
6. Faculty Coordinator reviews the posting and any attached documents and then submits the posting to the Applicant Site.

VIEWING APPLICANTS TO YOUR POSTINGS

After logging in to the system any active job searches will appear in the list of Active Postings.

Postings that are Active are:

- currently posted on the applicant site

Once a posting is removed from the web it is closed in the system. To view applicants and details of postings that are closed:

- Click on Search Postings
- This will pull up the search feature. You do not have to fill in any criteria.
- Scroll down and click search at the bottom
- This will pull up on postings that are assigned to you
- Closed postings will appear in the Closed tab

NOTE: Postings that are still in the approval process and have not yet been posted on the applicant site can be found by clicking on the Pending Postings link in the left navigational menu. Historical Postings have either been cancelled or filled.

Active								
1 Record								
▼ Rank	▼ Area of Specialty	▼ Requisition Number	▲ System Identification Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
Assistant Professor			6000788	2	04-22-2013	Open Until Search Closed	Kinesiology, Health Promotion, & Rec (N20800)	Posted on Applicant Site
View								

To view the details of a specific Posting, click on the word "View" below the relevant Rank/Title

View/Edit Posting - Assistant Professor

Reports
Job Posting Preview
Applicant Status Report
Applicant Contact Information

CANCEL
VIEW POSTING SUMMARY >>

Applicants	Posting Details	Documents	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Budget	Comments	Notes / History	Reference Letters	Hiring Proposal
------------	-----------------	-----------	--------------------------	----------------------------	------------------------	------------	--------	----------	-----------------	-------------------	-----------------

Active Applicants

4 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	References Received	All / None
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-08-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>
View Application	Sample Syllabi Summary of Teaching Evaluations Statement of Teaching Philosophy Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-12-2010 History/ Notes	Recommended by Dept Chair/Dir for Hire Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>
View Application	Form DD214 Sample Syllabi Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-22-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	05-03-2010 History/ Notes	Under Review by Department Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="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.
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>	<input type="button" value="CONTINUE TO NEXT PAGE >>"/>
<input type="button" value="CANCEL"/>	<input type="button" value="VIEW POSTING SUMMARY >>"/>

The tab labeled “Applicants” is a listing of the applicants for this posting. The Applicants tab shows:

- The applicant’s Name
- Documents (CV/Resume, Cover Letter, etc) in .PDF format that the applicant submitted
- Score that is calculated by adding the applicant’s answers to closed-ended/multiple choice questions with points
- The Date Applied the applicant applied
- The Status of the applicant
 - Status (Internal) – The internal screening steps that indicate the applicant’s progress during the selection process
 - External Status – The status displayed to the applicant when they log in to check the status of the job
- References Received displays the number of letters that the applicant has received from the referees
- All/None – Allows you to select and deselect all the applicants at once. Used with the “Change Multiple Applicant Statuses”, “View Multiple Applications”, and “View Multiple Documents” buttons.

From this screen, you may perform a number of tasks, including:

- Sort Applicants by Name, Score, Date Applied, and Status
- View and print applications
- View and print uploaded documents
- View and change History/Notes
- Change Applicants’ Status
- Run reports

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the column you wish to sort. The order in which applicants are displayed will change accordingly. The example below is sorted on Date Applied.

Active Applicants

4 Records

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Status	External Status	References Received	All / None
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	05-03-2010 History/ Notes	Under Review by Department Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>
View Application	Form DD214 Sample Syllabi Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-22-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>
View Application	Sample Syllabi Summary of Teaching Evaluations Statement of Teaching Philosophy Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-12-2010 History/ Notes	Recommended by Dept Chair/Dir for Hire Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-08-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>

Refresh

Minimum Score:

Include: Active Applicants
 Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

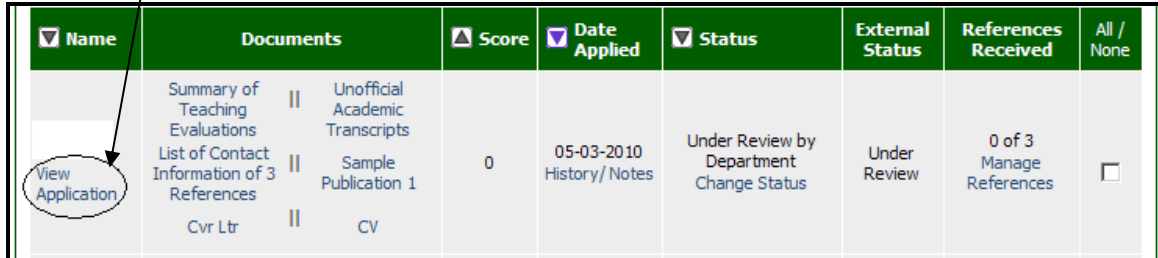
Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

The section at the bottom of the screen labeled "Refresh" enables you to view applicants who meet a certain minimum score, or allows you to view Active and/or Inactive Applicants. To filter by minimum score, enter the desired number and click "Refresh." To filter your applicants by Active/Inactive Status, click the boxes next to "Active Applicants" (active Applicants are still under review) and "Inactive Applicants" (inactive Applicants are no longer under review) and click **"Refresh."**

Viewing Applications

To view a single Application, click the "View Application" link under the applicant's name from the "Active Applicants" screen.



▼ Name	Documents	▲ Score	▼ Date Applied	▼ Status	External Status	References Received	All / None
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	05-03-2010 History/ Notes	Under Review by Department Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>

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.

University of North Texas Faculty Profile

Requisition Number: 6000045	Rank/Title: Assistant Professor
--------------------------------	------------------------------------

Personal Information

First Name: I	Middle Name:	Last Name:	Other names used:	
Address:	Address Line 2:	Address Line 3:	City/Town/Locality:	
State (enter N/A if a non US address):	Country:	Postal/Zip Code:	Primary Contact Number:	Type: Cell
Alternate Contact Number:		Email Address: z@z.com		

Supplemental Questions

Do you have a Ph.D. in Physics or closely related field? Yes
Do you have research experience beyond the Ph.D.? Yes

Agreement

I certify that all information provided in connection with my application, is true, complete, and correct to the best of my knowledge and made in good faith. I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, may be cause for immediate discharge at any time thereafter. I understand that because this is a security sensitive position, the University will check for any criminal history in accordance with applicable statutes and University policies. I understand that I must be legally authorized to work for UNT at the time of employment. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the laws of the State of Texas and the rules, regulations, and policies of the University of North Texas.

I certify that I have read and agree with these statements.

Applicant's Name

To close the window, click the "Close Window" link, or click 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 multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants you wish to view (or click "All"). These boxes are located on the right side of the page.

<input type="checkbox"/> Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	References Received	All / None
<input type="checkbox"/> View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-08-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>
<input type="checkbox"/> View Application	Sample Syllabi Summary of Teaching Evaluations Statement of Teaching Philosophy Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-12-2010 History/ Notes	Recommended by Dept Chair/Dir for Hire Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>
<input type="checkbox"/> View Application	Form DD214 Sample Syllabi Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-22-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>
<input type="checkbox"/> View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	05-03-2010 History/ Notes	Under Review by Department Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"> VIEW MULTIPLE APPLICATIONS </div> <div style="border: 1px solid gray; border-radius: 5px; padding: 5px; text-align: center; width: fit-content; margin: 5px auto;"> VIEW MULTIPLE DOCUMENTS </div> <p style="font-size: small;">Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.</p> <p style="font-size: x-small;">Documents may take several minutes to load.</p>

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.

Viewing Documents

This process is very similar to viewing applications, except the documents are loaded using 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 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.

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	References Received	All / None
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-08-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input type="checkbox"/>

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window will contain the document you selected.

To close the window, click on 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 Posting" screen).

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

1. Check the boxes next to the corresponding applicants you wish to view (or click "All"). These boxes are located on the right side of the page.

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	References Received	All / None
View Application	Summary of Teaching Evaluations Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-08-2010 History/ Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>
View Application	Sample Syllabi Summary of Teaching Evaluations Statement of Teaching Philosophy Unofficial Academic Transcripts List of Contact Information of 3 References Sample Publication 1 Cvr Ltr CV	0	03-12-2010 History/ Notes	Recommended by Dept Chair/Dir for Hire Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>

View Application	Form DD214 Summary of Teaching Evaluations List of Contact Information of 3 References Cvr Ltr	 	Sample Syllabi Unofficial Academic Transcripts Sample Publication 1 CV	0	03-22-2010 History/Notes	Alternate - Recommend Campus Interview Change Status	Under Review	0 of 3 Manage References	<input checked="" type="checkbox"/>
View Application	Summary of Teaching Evaluations List of Contact Information of 3 References Cvr Ltr	 	Unofficial Academic Transcripts Sample Publication 1 CV	0	05-03-2010 History/Notes	Under Review by Department Change Status	Under Review	0 of 3 Manage References	<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.

2. Click the **View Multiple Documents** button.

APPLICANT STATUS CHANGES

After completing internal deliberations, the search committee will need to progress applicants through the selection process by changing applicants statuses utilizing the Change Applicant Status screen. To access this screen, click on the “Change Status” link for each applicant from the Active Applicants list.

Change Applicant Status

Name	Documents	Status	Selection Reason
Super, Applicant View Application	Unofficial Academic Transcripts List of Contact Information of 3 References Cvr Ltr CV	Alternate - Recommend Campus Interview Under Review by Department External Application Materials Received Phone Interviewed Video Interviewed Recommend by Search Committee Chair for Campus Interview Recommended by Dept Chair/Dir for Campus Interview Recommended by Dean/Dallas DVC for Campus Interview Recommended by VPR for Campus Interview Alternate - Recommend Campus Interview Campus Interviewed Recommend by Search Committee Chair for Hire Recommended by Dept Chair/Dir for Hire Recommended by Dean/Dallas DVC for Hire Recommended by VPR for Hire Recommend for Alternate Hire Not Selected - Send Email Immediately Not Selected - Email Sent when Position Filled Not Selected - Do Not EVER Send Email Request Reference Letters Short List - Professional Research Recommended for Hire - Professional Research	Choose Option Below: ▾
		<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> CONTINUE </div> <div style="border: 1px solid black; padding: 2px;"> RESET TO OI </div>	

Qualified applicants should progress through the following statuses of the selection process (please note: all statuses shown in the list above may not be accessible by all user types):

- 1) **Under Review:** This is the system default status for all applicants
- 2) Interview Statuses:
 - a. **Video Interviewed** and/or **Phone Interviewed:** This status indicates candidates who have been interviewed by the Search Committee via video or phone. This status change is made by the Search Committee Chair or the Departmental Representative
 - b. **Campus Interview:** This group of statuses manages the review process of candidates who are recommended for an on-campus interview. Campus interviews must progress through the following approval process:
 - i. **Recommend by Search Committee Chair for Campus Interview**
 - ii. **Recommended by Dept Chair/Dir for Campus Interview**
 - iii. **Recommended by Dean for Campus Interview**
 - iv. **Recommended by VPR for Campus Interview** (Research Cluster positions only)

- v. Equity and Diversity will review qualifications of candidates and will change status to **Campus Interview – Approved** or **Campus Interview – Not Approved**
 - vi. Following approval by Equity and Diversity , the Search Committee may proceed with the on-campus interview. Following the interview, the Search Committee Chair or Departmental Representative will change applicant status to **Campus Interviewed**
 - vii. Departments may indicate alternates for Campus Interview by utilizing the status: **Alternate – Recommend Campus Interview**
- 3) Request Reference Letters: If the posting is utilizing the Reference Letter Module for collecting reference material, the Search Committee Chair or Departmental Representative will change applicant status to **Request Reference Letters**
 - 4) Recommend for Hire Statuses: This group of statuses manages the review process for the candidate who is selected to fill the position. The recommend for hire process must progress through the following approval process:
 - a. **Recommend by Search Committee Chair for Hire**
 - b. **Recommended by Dept Chair/Dir for Hire**
 - c. **Recommended by Dean for Hire**
 - d. **Recommended by VPR for Hire** (Research Cluster positions only)
 - e. Equity and Diversity will conduct final review of candidate qualifications and will change status to **Cleared for Hire**
 - f. Departments may indicate alternates for Hire by utilizing the status: **Recommend for Alternate Hire**
 - 5) Offer/Hire Statuses: This group of statuses is managed by the Provost Office to indicate the steps of the offer process. Statuses include:
 - a. **Offer Made**
 - b. **Offer Accepted**
 - c. **Offer Declined**
 - d. **Hired**

Applicants who do not meet qualifications, or who are eliminated during the review process, should be designated as “not selected” using one of the following statuses. Departments are encouraged to dispense unqualified applicants throughout the selection process. **All non-selected candidates must be dispensed once the hire is complete, including individuals who were identified as alternates.**

- 1) Not selected – send e-mail immediately: This status will trigger a message to Equity and Diversity to review the not selected reason. If the non-selection is valid, then an e-mail will be automatically sent to the candidate notifying them that they are no longer in consideration for the position.
- 2) Not selected – send e-mail when position filled: Once the position is filled, an e-mail will be automatically sent to the candidate notifying them that they were not selected for the position.
- 3) Not selected – do not ever send e-mail: This status should be used for candidates where the department wants to send a personal message instead of using an automatically generated message to notify the candidate that they were not selected for the position.

In addition to changing the Applicant Status to one of the above “not selected” statuses, the department will need to select the most appropriate reason for non-selection from the “selection reason” drop-down list as shown below:

Change Applicant Status

Name	Documents	Status	Selection Reason
Super, Applicant View Application	Unofficial Academic Transcripts List of Contact Information of 3 References Cvr Ltr CV	Not Selected - Send Email Immediately	Choose Option Below:
			Choose Option Below: 1a-Incomplete application-Credentials not sufficient 1b-Candidate did not meet required qualifications for position-Credentials not sufficient 1c-Failed to respond to requests for additional information-Credentials not sufficient 1d-Ineffective written communication skills-Credentials not sufficient 1e-Lacked professional development-Credentials not sufficient 1f-Lacked required degree in relevant area -Credentials not sufficient 1g-Lacked required field of study-Credentials not sufficient 1h-Lacked research focus or research agenda-Credentials not sufficient 1i-Limited/insufficient administrative experience -Credentials not sufficient 1j-Limited/insufficient advising/mentoring experience-Credentials not sufficient 1k-Limited/insufficient collaborative experience/interdisciplinary work-Credentials not sufficient 1l-Limited/insufficient creative accomplishments-Credentials not sufficient 1m-Limited/insufficient external grant experience-Credentials not sufficient 1n-Limited/insufficient leadership experience-Credentials not sufficient 1o-Limited/insufficient professional experience in relevant area-Credentials not sufficient 1p-Limited/insufficient publication or scholarly record-Credentials not sufficient 1q-Limited/insufficient research -Credentials not sufficient 1r-Limited/insufficient teaching experience-Credentials not sufficient 1s. Met required qualifications but not preferred qualifications ? Credentials not sufficient

CONTINUE TO CONFIRM PAGE >> **RESET TO ORIGINAL STATUS**

ADMINISTRATIVE FUNCTIONS

Home

Click the “Home” link on the left navigation bar anytime you want to return to the Welcome Page of the system. The Welcome Page is also known as the Home Page.



Change User Type (if applicable)

If your user account has multiple user types associated with it you can change your view by clicking the “Change User Type” link on the left navigation bar. If you do not see this link, this feature is not applicable to you.

Hiring Resources

This link will provide resource documents for utilizing the system, advertisements, recruitment resources, etc.

The image is a screenshot of a website. At the top, there is a green banner with the text "Office of the Provost and Vice President for Academic Affairs" in white. Below the banner, there is a light green horizontal bar. The main content area is divided into two columns. The left column contains a navigation menu with the following items: "Provost Home >>", "Academic Structure>>", "Initiatives >>", "Resources >>", "Faculty Links >>", and "Committees / Councils >>". The right column is titled "Hiring Resources" and contains a list of links: "Faculty Hiring System Departmental User's Guide", "Faculty Research Hiring Process", "Sample Ads Approved", "Guidelines for Position Announcements", "Free Recruitment Venues", and "Diverse Recruitment Resources".

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.