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

![Welcome Screen Screenshot](image)

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.

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.
| **Budgeted Salary:** | |
| **Appointment Basis:** | No Response |
| **Pay Frequency:** | Monthly |
| **Non-Tenured Appointment Term:** | No Response |
| **Anticipated Hire Date:** | MM/DD/YYYY or MM-DD-YYYY |
| **Fiscal Year:** | |

**DEPARTMENT INFORMATION:**

<table>
<thead>
<tr>
<th><strong>VP of Research (Research Cluster) Users with Access:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, Jerrel</td>
</tr>
<tr>
<td>Lemke, Ernest</td>
</tr>
<tr>
<td>Lilly, Melinda</td>
</tr>
<tr>
<td>Sewell, Kenneth</td>
</tr>
<tr>
<td>User, Provost</td>
</tr>
<tr>
<td>Wisman, Rose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Search Committee Chairs with Access:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acevedo, Miguel</td>
</tr>
<tr>
<td>Acee, Bill</td>
</tr>
<tr>
<td>Adelman, Amie</td>
</tr>
<tr>
<td>Aflerbach, Ann</td>
</tr>
<tr>
<td>Agnes, Wendy</td>
</tr>
<tr>
<td>Albarran, Alan</td>
</tr>
<tr>
<td>Allison, Jay</td>
</tr>
<tr>
<td>Anaya, Leticia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Search Committee Members with Access:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acevedo, Miguel</td>
</tr>
<tr>
<td>Acee, Bill</td>
</tr>
<tr>
<td>Adelman, Amie</td>
</tr>
<tr>
<td>Aflerbach, Ann</td>
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<td>Agnes, Wendy</td>
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<tr>
<td>Albarran, Alan</td>
</tr>
<tr>
<td>Allison, Jay</td>
</tr>
<tr>
<td>Anaya, Leticia</td>
</tr>
</tbody>
</table>

**Search Committee Membership Information (Name, Department, Gender, Race):**

**Contact Name(s):**

**Contact Phone/Extension:**

**Contact Email:**

**Contact Fax:**

**POSTING TEXT**

**Job Summary/Basic Function:**
<table>
<thead>
<tr>
<th><strong>Minimum Qualifications:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Preferred Qualifications:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Posting Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY - MM/DD/YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Review of Applications Begins:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY - MM/DD/YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Closing Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY - MM/DD/YYYY</td>
</tr>
</tbody>
</table>

- Open Until Search Closed

**Required Applicant Documents:**

- Cover Letter
- Curriculum Vita
- Resume
- Other Document
- List of Names and Contact Information of Three References
- List of Names and Contact Information of Five References
- Unofficial Academic Transcripts (official transcripts due upon hire)
- Statement of Research Interests
- Narrative Describing Scholarly Research
- Teaching Portfolio
- Summary of Teaching Evaluations
- Sample Syllabi
- Sample Publication 1
- Sample Publication 2
- Sample Publication 3
- Example of Professional Writing
- Veteran Preference
- Form DD214
- Statement of Teaching Philosophy

**Optional Applicant Documents:**

- Cover Letter
- Curriculum Vita
- Resume
- Other Document
- List of Names and Contact Information of Three References
- List of Names and Contact Information of Five References
- Unofficial Academic Transcripts (official transcripts due upon hire)
- Statement of Research Interests
- Narrative Describing Scholarly Research
- Teaching Portfolio
- Summary of Teaching Evaluations
- Sample Syllabi
- Sample Publication 1
<table>
<thead>
<tr>
<th>Special Instructions to Applicants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass Message:</td>
</tr>
<tr>
<td>Fail Message:</td>
</tr>
<tr>
<td>Application Types Accepted:</td>
</tr>
<tr>
<td>- Faculty Application</td>
</tr>
<tr>
<td>- Administrative Application</td>
</tr>
<tr>
<td>If you plan to advertise externally, indicate the advertising sources:</td>
</tr>
<tr>
<td>- The Chronicle of Higher Education</td>
</tr>
<tr>
<td>- Women in Higher Education</td>
</tr>
<tr>
<td>- Diverse Education</td>
</tr>
<tr>
<td>- The Hispanic Outlook in Higher</td>
</tr>
<tr>
<td>JobElephant:</td>
</tr>
<tr>
<td>Notes for JobElephant:</td>
</tr>
<tr>
<td>Please list any other advertising sources:</td>
</tr>
<tr>
<td>EEO Statement:</td>
</tr>
<tr>
<td>Quicklink for Posting:</td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.*
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.
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.

### Documents

On this tab, you may attach and view documents.

<table>
<thead>
<tr>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach</td>
<td>VPAA 130</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>All Advertising Copies</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>Search Waiver</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>Other</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>HRM-4/5</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>VPAA 130a</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>VPAA 130b</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>VPAA 130c</td>
<td>Not Attached</td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>VPAA 130d</td>
<td>Not Attached</td>
<td></td>
</tr>
</tbody>
</table>

**<< 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

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:
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.
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.

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:

Click on “Create a Question” link.
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.
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.
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.?”

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”.

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**

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.
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**

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

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.

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:

Instructions to Reference:

Completed/End Instructions to Reference:

*Required information is denoted with an asterisk.
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

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)

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

<table>
<thead>
<tr>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save Without Submitting</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Area of Specialty</th>
<th>Requisition Number</th>
<th>System Identification Number</th>
<th>Apps In Process</th>
<th>Job Open Date</th>
<th>Job Close Date</th>
<th>Department</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td></td>
<td>6000758</td>
<td>Z</td>
<td>04-22-2013</td>
<td>Open Until Search Closed</td>
<td>Kneciology, Health Promotion, &amp; Rec (N20800)</td>
<td>Posted on Applicant Site</td>
<td></td>
</tr>
</tbody>
</table>

To view the details of a specific Posting, click on the word “View” below the relevant Rank/Title
### Active Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>References Received</th>
<th>All/None</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Application</td>
<td>Summary of Teaching Evaluations</td>
<td>0</td>
<td>03-08-2010 History/Notes</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td>Sample Syllabi</td>
<td>0</td>
<td>03-12-2010 History/Notes</td>
<td>Recommended by Dept Chair/Dir for Hire</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td>Form DD214</td>
<td>0</td>
<td>03-22-2010 History/Notes</td>
<td>Alternate - Recommend Campus Interview</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td>Summary of Teaching Evaluations</td>
<td>0</td>
<td>05-03-2010 History/Notes</td>
<td>Under Review by Department</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
</tbody>
</table>

**CHANGE MULTIPLE APPLICANT STATUS**
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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>References Received</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summary of Teaching Evaluations List of Contact Information of 3 References CV Ltr</td>
<td>0</td>
<td>03-03-2010 History/Notes</td>
<td>Under Review by Department Change Status</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form DD214</td>
<td></td>
<td>03-22-2010 History/Notes</td>
<td>Alternate - Recommend Campus Interview Change Status</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sample Syllabi Statement of Teaching Philosophy List of Contact Information of 3 References CV Ltr</td>
<td>0</td>
<td>03-12-2010 History/Notes</td>
<td>Recommended by Dept Chair/Dir for Hire Change Status</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary of Teaching Evaluations List of Contact Information of 3 References CV Ltr</td>
<td>0</td>
<td>03-08-2010 History/Notes</td>
<td>Alternate - Recommend Campus Interview Change Status</td>
<td>Under Review</td>
<td>0 of 3 Manage References</td>
<td></td>
</tr>
</tbody>
</table>

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.

![Table Example](image)

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.
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>References Received</th>
<th>All?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summary of Teaching Evaluations</td>
<td>0</td>
<td>03-08-2010</td>
<td>Alternate -</td>
<td>Under Review</td>
<td>0 of 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List of Contact Information of 3 References</td>
<td></td>
<td>History/Notes</td>
<td>Interview Change Status</td>
<td></td>
<td>Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sample Syllabi</td>
<td></td>
<td>02-12-2010</td>
<td>Recommended by Dept Chair/</td>
<td>Under Review</td>
<td>0 of 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statement of Teaching Philosophy</td>
<td></td>
<td>History/Notes</td>
<td>Dr for Hire Change Status</td>
<td></td>
<td>Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List of Contact Information of 3 References</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form DD214</td>
<td></td>
<td>03-22-2010</td>
<td>Alternate -</td>
<td>Under Review</td>
<td>0 of 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary of Teaching Evaluations</td>
<td>0</td>
<td>History/Notes</td>
<td>Interview Change Status</td>
<td></td>
<td>Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List of Contact Information of 3 References</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary of Teaching Evaluations</td>
<td>0</td>
<td>05-03-2010</td>
<td>Under Review by Department</td>
<td>Under Review</td>
<td>0 of 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List of Contact Information of 3 References</td>
<td></td>
<td>History/Notes</td>
<td>Status</td>
<td></td>
<td>Manage References</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

![Table Image](Image)

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.
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.

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Status</th>
<th>Selection Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super Applicant</td>
<td>Unofficial Academic Transcripts List of Contact Information 3 References CUR CV</td>
<td>Not Selected - Send Email Immediately</td>
<td>Choose Option Below:</td>
</tr>
</tbody>
</table>

- Incomplete application-Credentials not sufficient
- Candidate did not meet required qualifications for position-Credentials not sufficient
- Failed to respond to requests for additional information-Credentials not sufficient
- Ineffective written communication skills-Credentials not sufficient
- Lacked professional development-Credentials not sufficient
- Lacked required degree in relevant area-Credentials not sufficient
- Lacked required field of study-Credentials not sufficient
- Lacked research focus or research agenda-Credentials not sufficient
- Limited/insufficient administrative experience-Credentials not sufficient
- Limited/insufficient advising/mentoring experience-Credentials not sufficient
- Limited/insufficient collaborative experience/interdisciplinary work-Credentials not sufficient
- Limited/insufficient creative accomplishments-Credentials not sufficient
- Limited/insufficient external grant experience-Credentials not sufficient
- Limited/insufficient leadership experience-Credentials not sufficient
- Limited/insufficient professional experience in relevant area-Credentials not sufficient
- Limited/insufficient publication or scholarly record-Credentials not sufficient
- Limited/insufficient teaching experience-Credentials not sufficient
- Not required qualifications but not preferred qualifications? Credentials not sufficient
**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.
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.