HIRING MANAGER
USER'S GUIDE

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INTRODUCTION

Welcome to the Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

1) Review Position Description
2) Create Categories
3) Review Requisitions
4) Search and Review Applicants
5) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in 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 and Positions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

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

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

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

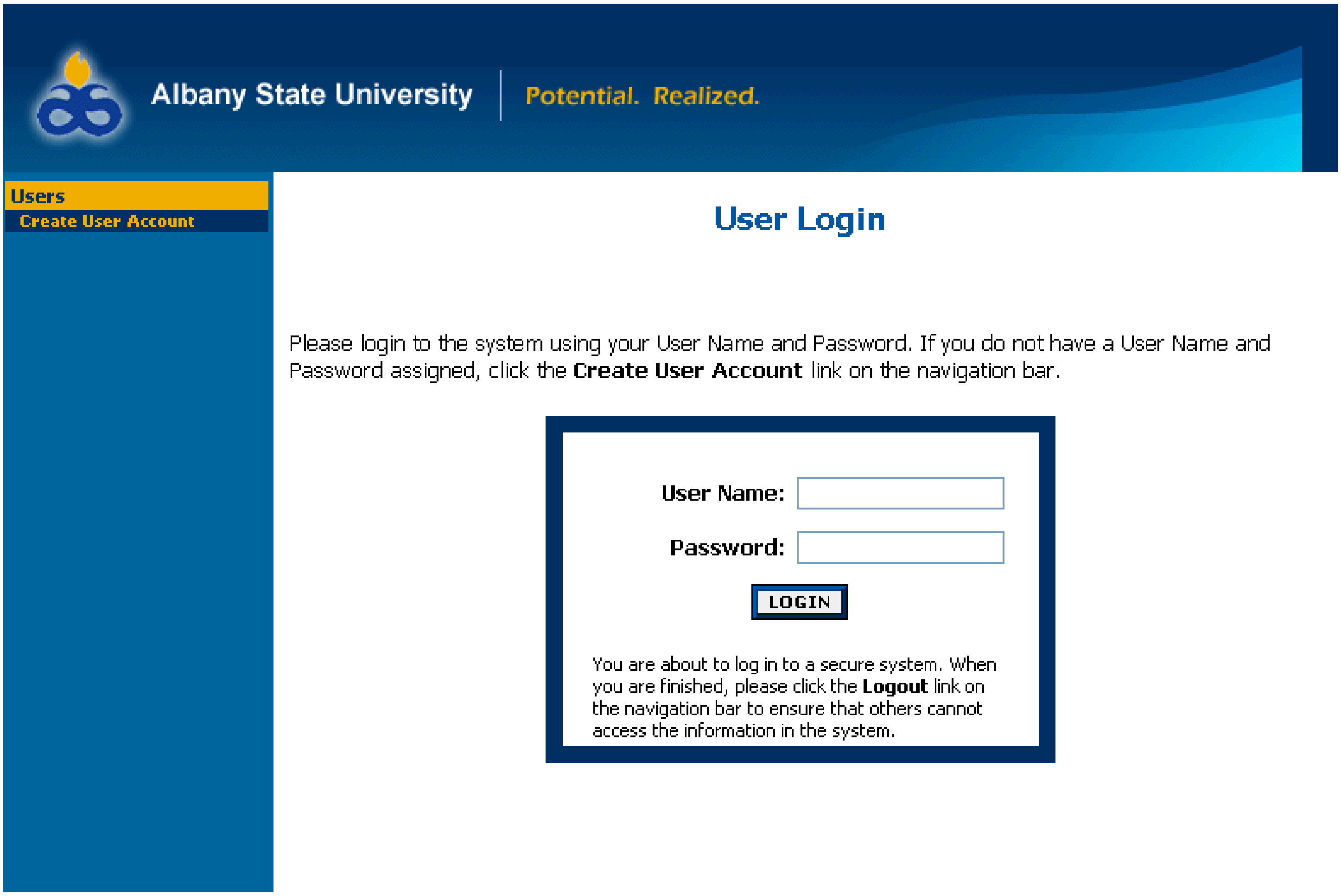
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

GETTING STARTED

After entering the URL (www.albanystatejobs.com/hr) , the “login screen” for the system will appear and should be similar to the following screen:



Log in using your network user name and password.

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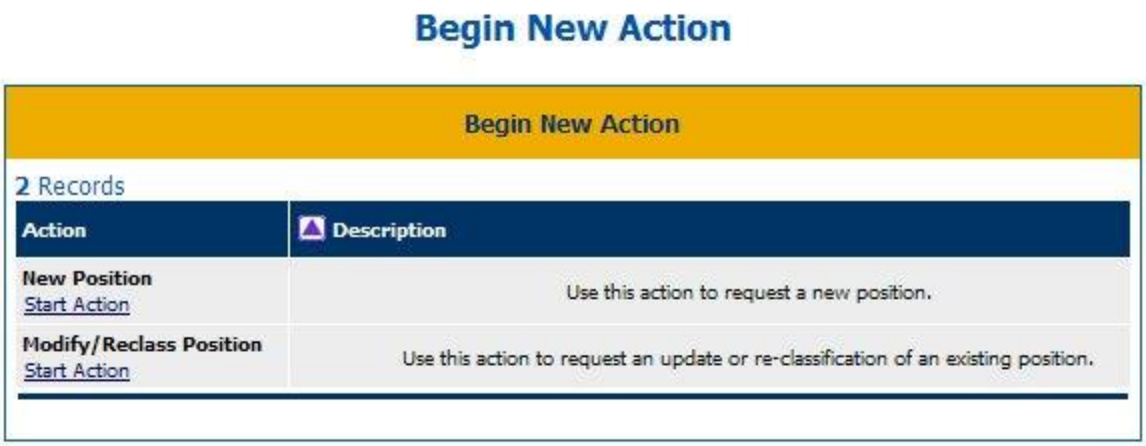
POSITION DESCRIPTION ACTIONS

Position Description options are broken down into different Requests in the online system.

- **Hire for Replacement with No Changes**
- **Modify/Reclassify Position Description and/or Title**
- **Establish and Hire for New Position**

Establish and Hire for a New Position

To begin a position description request, click the “Begin New Action” link in the Position Action section of the navigation bar. Your Request choices will then appear.



Click on **Start Action** under the action you wish to use. In the following example, “New Position” was selected. There are several tabs across the top of the screen.

Proposed Classification

When you click Start Action, you will be in the "**Proposed Classification**" tab. This screen allows you to associate a specific Category title with the Position Description being created.

Search for the Category you wish to use and click **Select and Continue** under the appropriate title.

Once you choose your title, click on **"Continue to Next Page"**.

Position Details

The position details tab will include all details about the position description. Any field with a red asterisk is a required field. You will need to enter information in each required field. The larger text areas will hold approx. 3900 characters of text (including spaces, is about a page and a half). The smaller text areas (like Justification for Position) are a 1200 character limit.

If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.

Once you are finished adding the Position Details, click on **"Continue to Next Page"**.

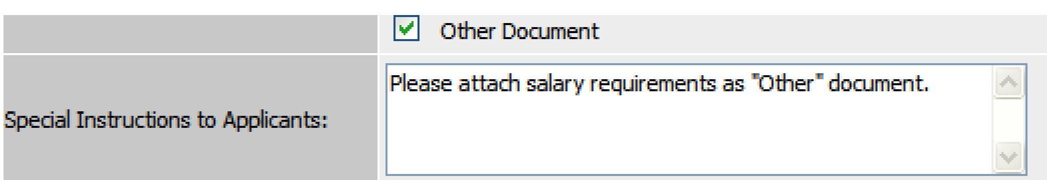
Posting Details/Requisition Form

If you are requesting to fill a position, you will need to fill out the requisition form. If you are not filling your position, you may continue to the next page.

The Posting and Close date fields are dates you can enter to allow the system to automatically post your job on the web for applicants to begin applying. The Close Date (unless Open Until Filled is checked) will automatically close your job on the date entered.

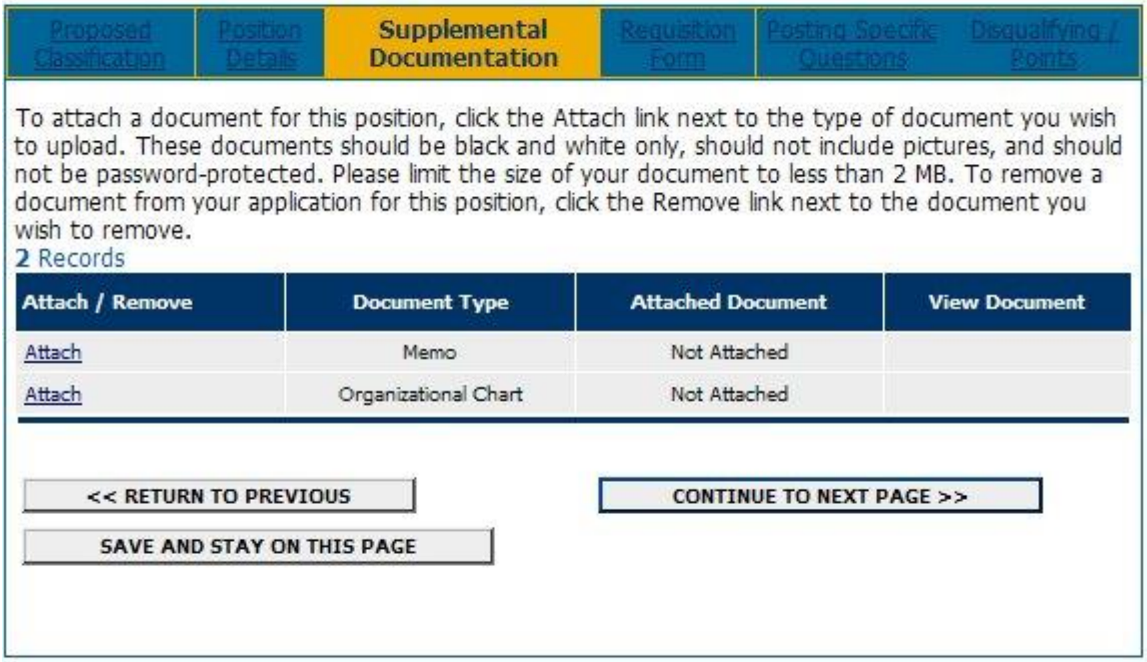
The **Optional** and **Required Applicant Documents** fields will allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under options, applicants will have the option to attach, but are not forced to attach. By checking a document under required, applicants will be forced to attach these documents before they can complete applying to your job.

The “Other” document type can be anything you may need for your position. You will need to enter the details for what type of document an applicant should attach here in the “Special Instructions to Applicants” field.



Supplemental Documentation

On the supplemental documentation tab you may attach additional documentation to send with your new position request.



To attach a document, click the **Attach** link next to the document type. You will be able to click the browse button to attach an electronic document, or, you may cut and paste a document in the section “Paste a New Document”. Be sure you click the “Attach” and “Confirm” buttons to attach your document.

Once a document is attached, you can view or remove it by selecting the appropriate option on the **Supplemental Documentation** tab.

Attach / Remove	Document Type	Attached Document	View Document
Remove	Memo	Attached	View

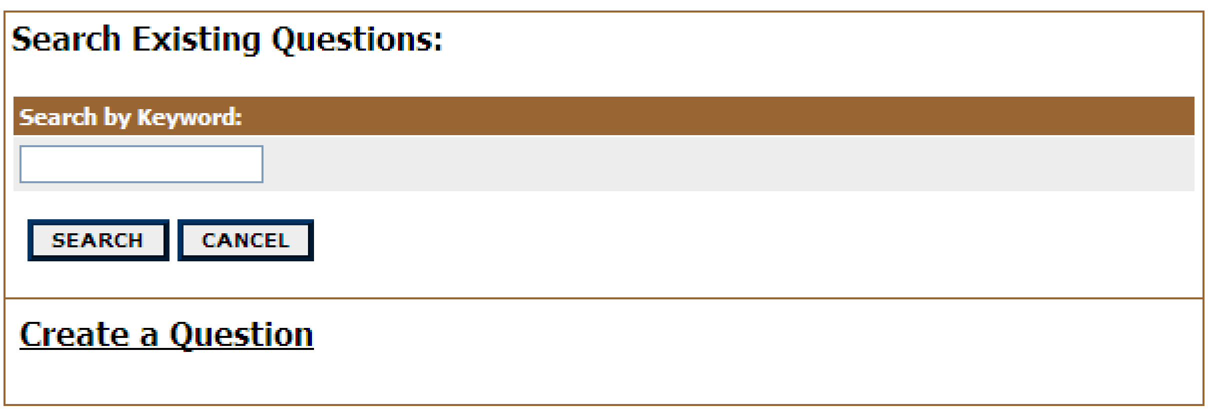
When you are finished attaching documents, you may click the “**Continue to Next Page**” button to go to additional tabs.

Adding Screening Questions

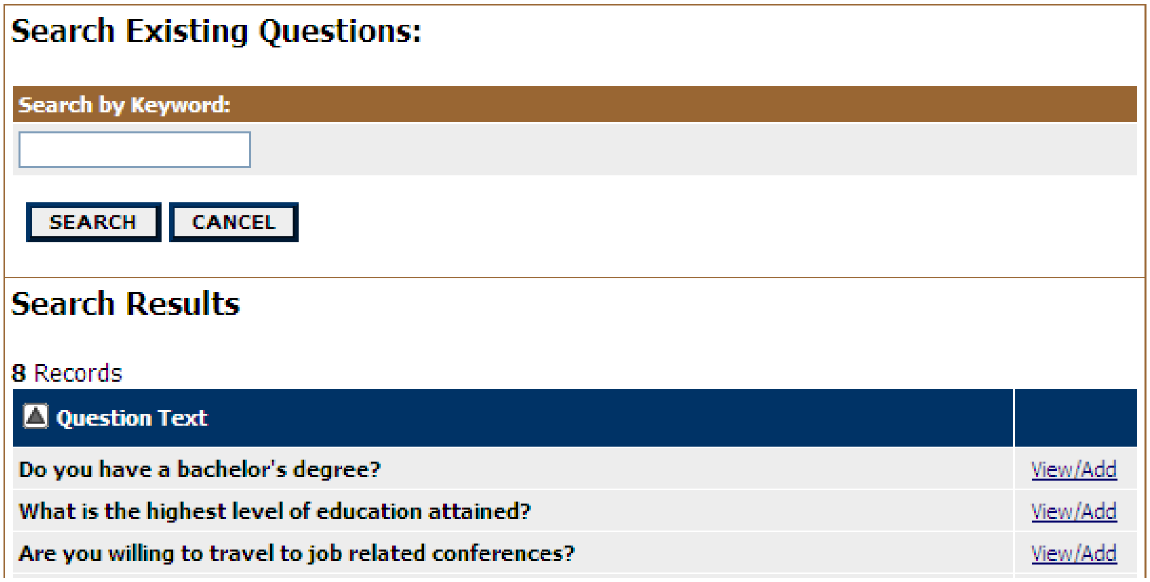
Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.

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

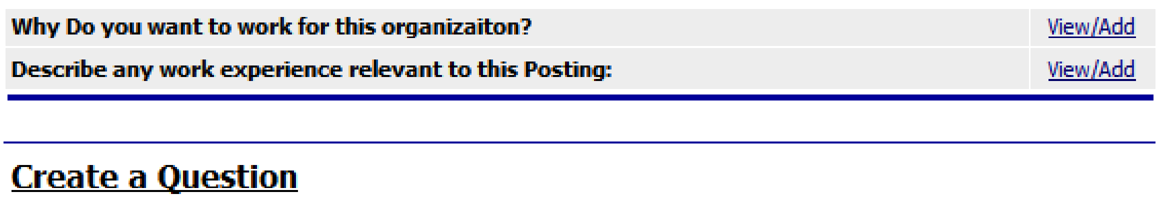
To add a Screening Question to this Posting, click on the **Add a Question** button, which returns the following page:



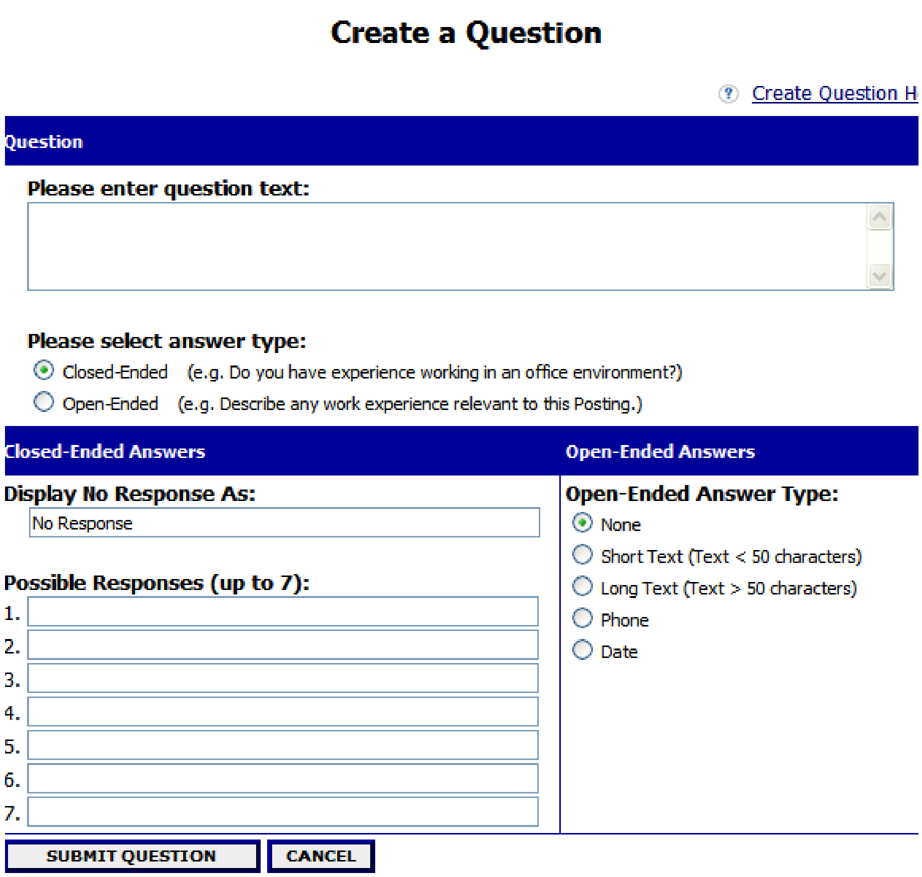
The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Postings. Select one of the questions from the list if it is appropriate for this Posting. Click the View/Add link to the right of the question in order to add it to your posting.



If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.



After clicking the **Create a Question** button, the following screen will appear:



Step 1: *Please enter question text:* Enter the text of the question you wish to ask all candidates who will apply to this Posting.

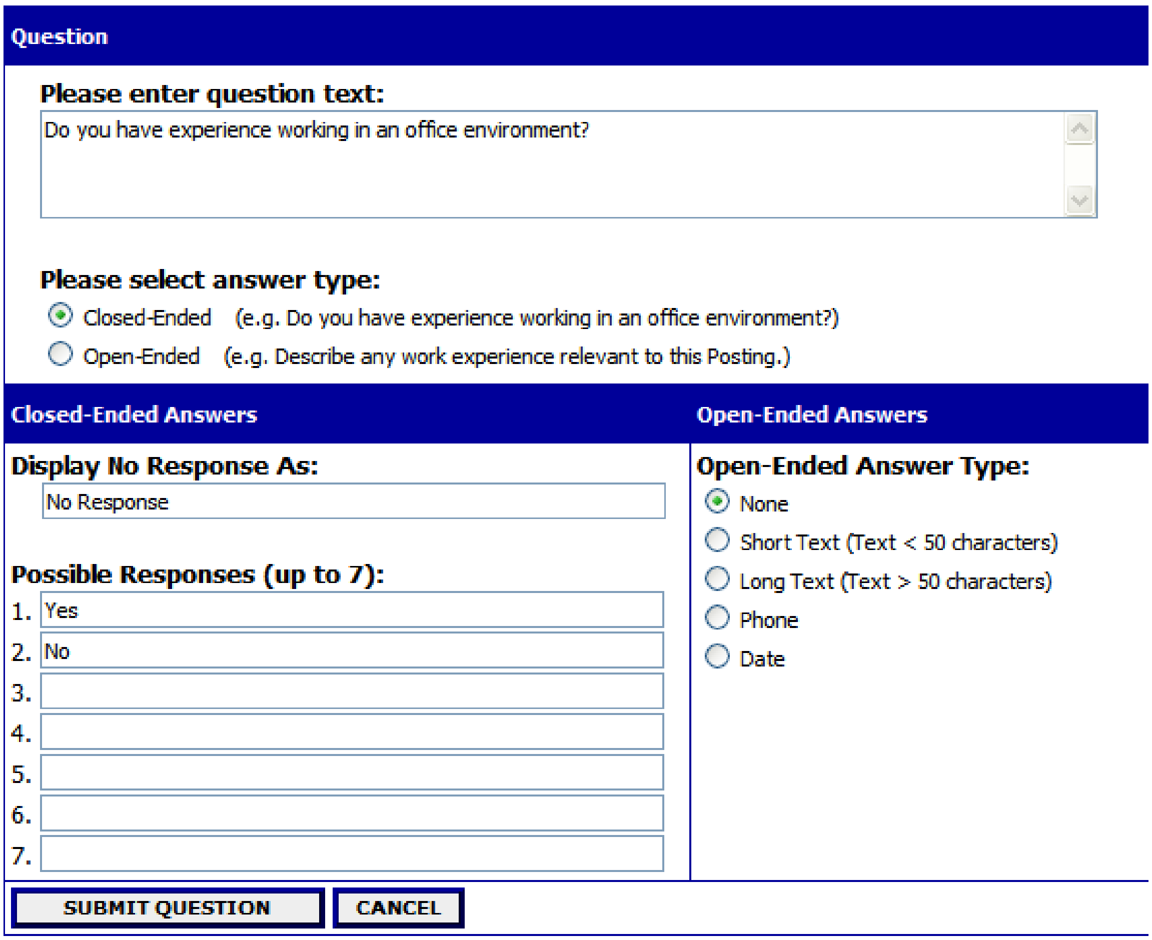
Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?
Possible Responses: Yes or No



After selecting the “Closed Ended” radio button, enter the answer choices that candidates can choose from in the boxes labeled “Possible Responses”. In this case, you would enter:

1. *Yes*
2. *No*

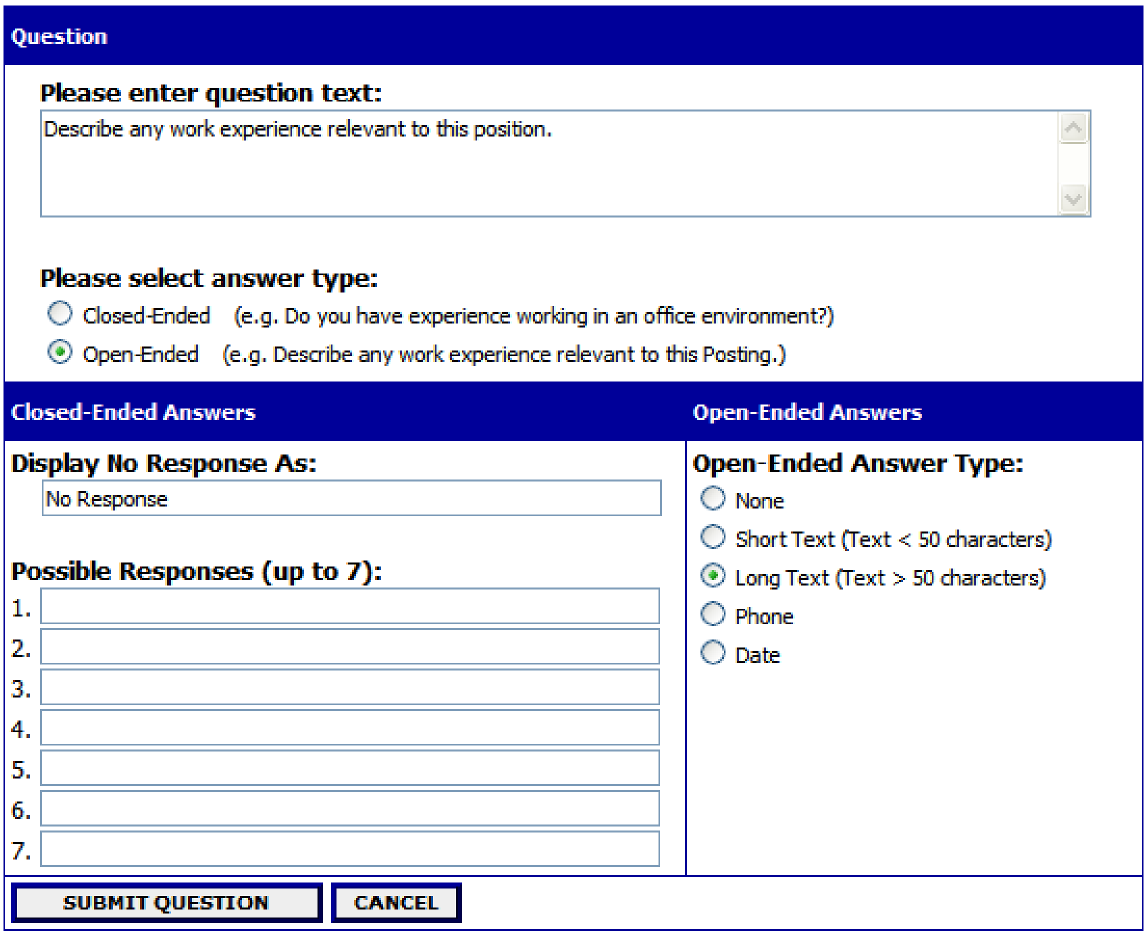
Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

After selecting the "Open Ended" radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate's response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.



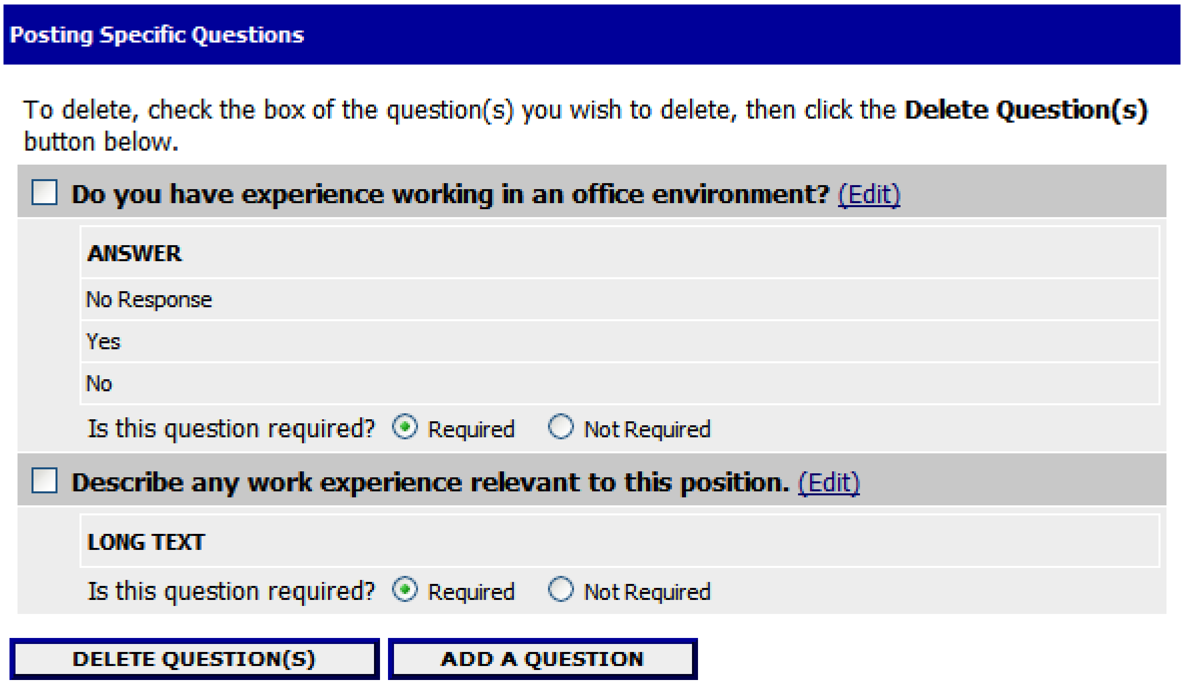
The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Posting, and every applicant who applies to this Posting will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.



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

Assigning Disqualifications

To disqualify a candidate based on a particular answer, click the corresponding box under the word “DISQUALIFYING”. In the above example, when 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”.

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

Posting Specific Questions

Do you have a bachelor's degree?

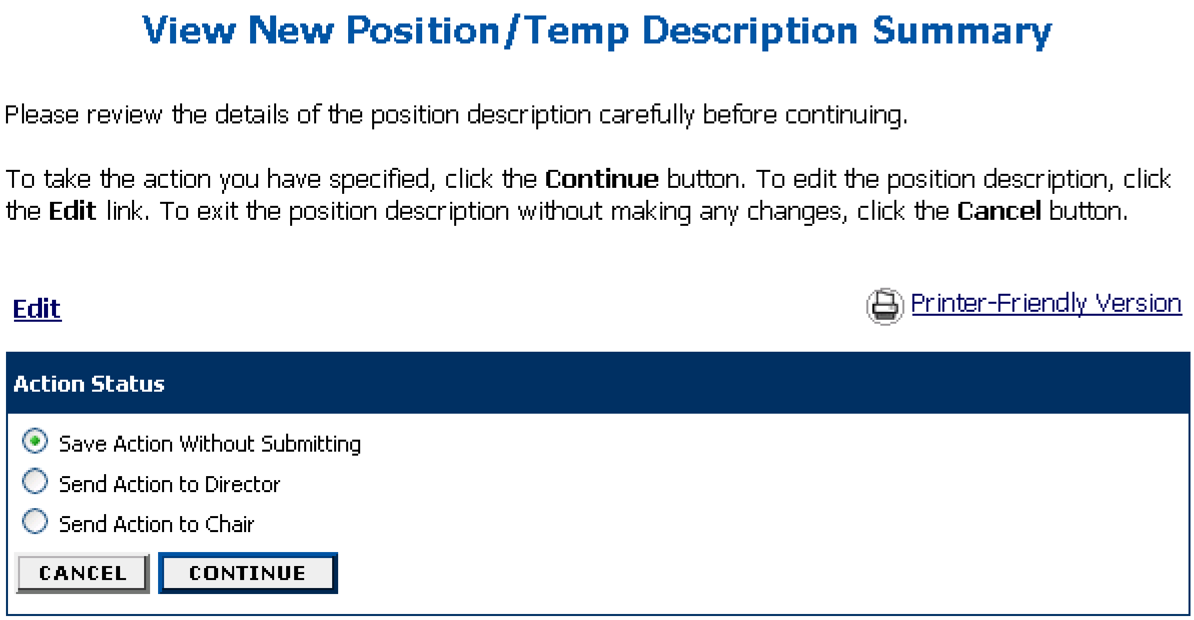
ANSWER	DISQUALIFYING
No Response	☐
Yes	☐
No	☐

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen.

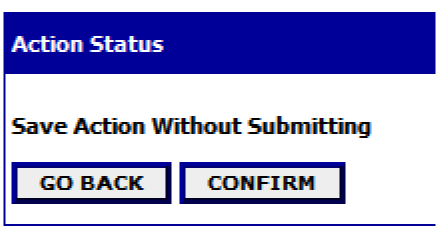
When all disqualifiers are set to your satisfaction, click the **Continue to Next Page** button.

Saving/Approving the Action

After clicking the **Continue to Next Page** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.



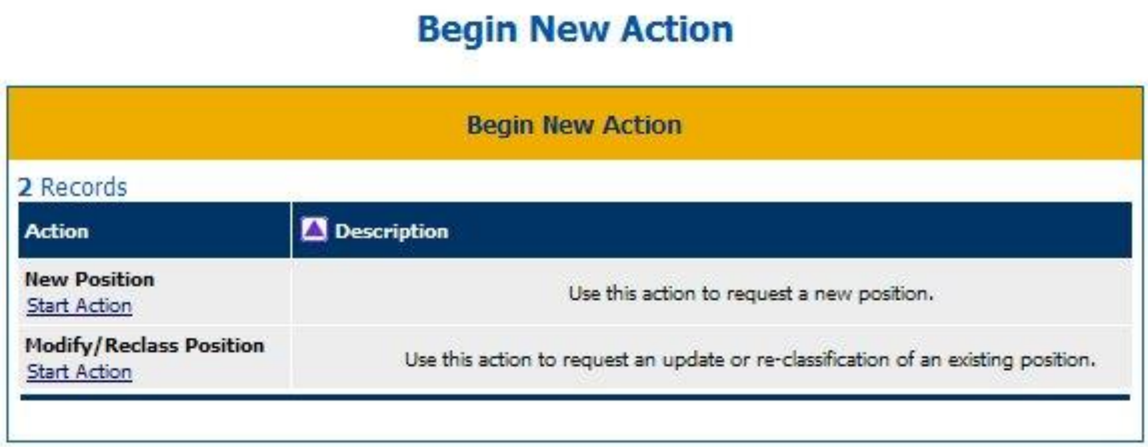
The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm.**



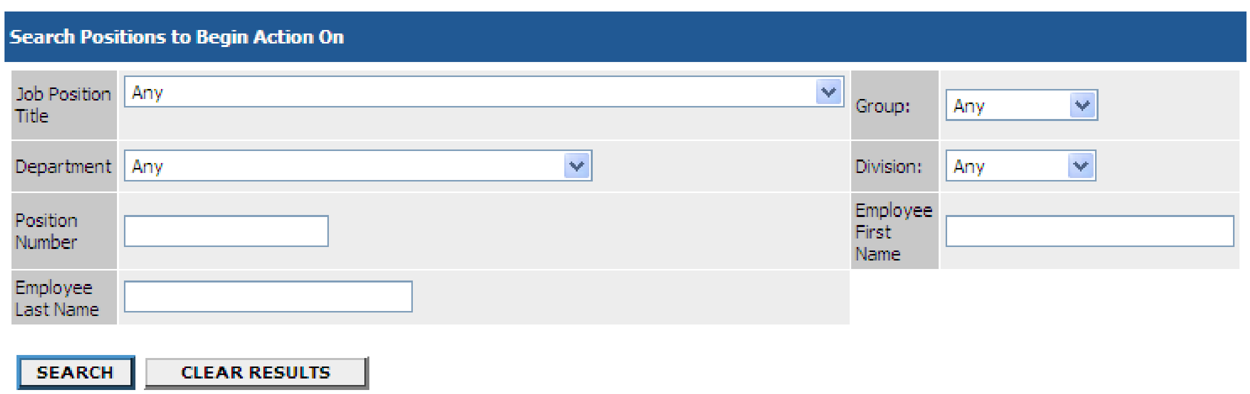
Modify/Reclassify Position Description and/or Title

Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions. Whether the request involves changing the category or the duties, you will use this action.

Click on **<u>Begin New Action</u>** and then Start Action under the Request to Modify/Reclass Position.



Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:



Modify/Reclass Position/Temp Description

Choose Position Description to Begin Action On					

679 Records

Position Title	Job Title	Position Code	Employee Id	Employee Last Name	Last Action
Office/Clerical Assistant Start Action || View Summary	Library Assistant II	510X00		Abayomi	Position Description Template in System (Needs Update) View History

Once you have found the position you would like to update, click the ‘**Start Action**’ link below the position title.

Create Modify/Reclass Position/Temp Description

Current Classification	**Current Job Description**	Proposed Classification	Position Details	Proposed Job Duties	Supplemental Documentation	Requisition Form	Posting Specific Questions	Disqualifying / Points

Employee Details	
Employee First Name:	Ponza
Employee Last Name:	Abayomi
Employee ID Number:	
Classification Details	
Position Category:	Office/Clerical Assistant
Position Code: (BCAT)	510X00
Salary:	
FLSA:	Non-Exempt
Position Type:	Staff
Position Details	

You will be able to either click the tab you wish to modify or you can go through each page and update anything that has changed on the position.

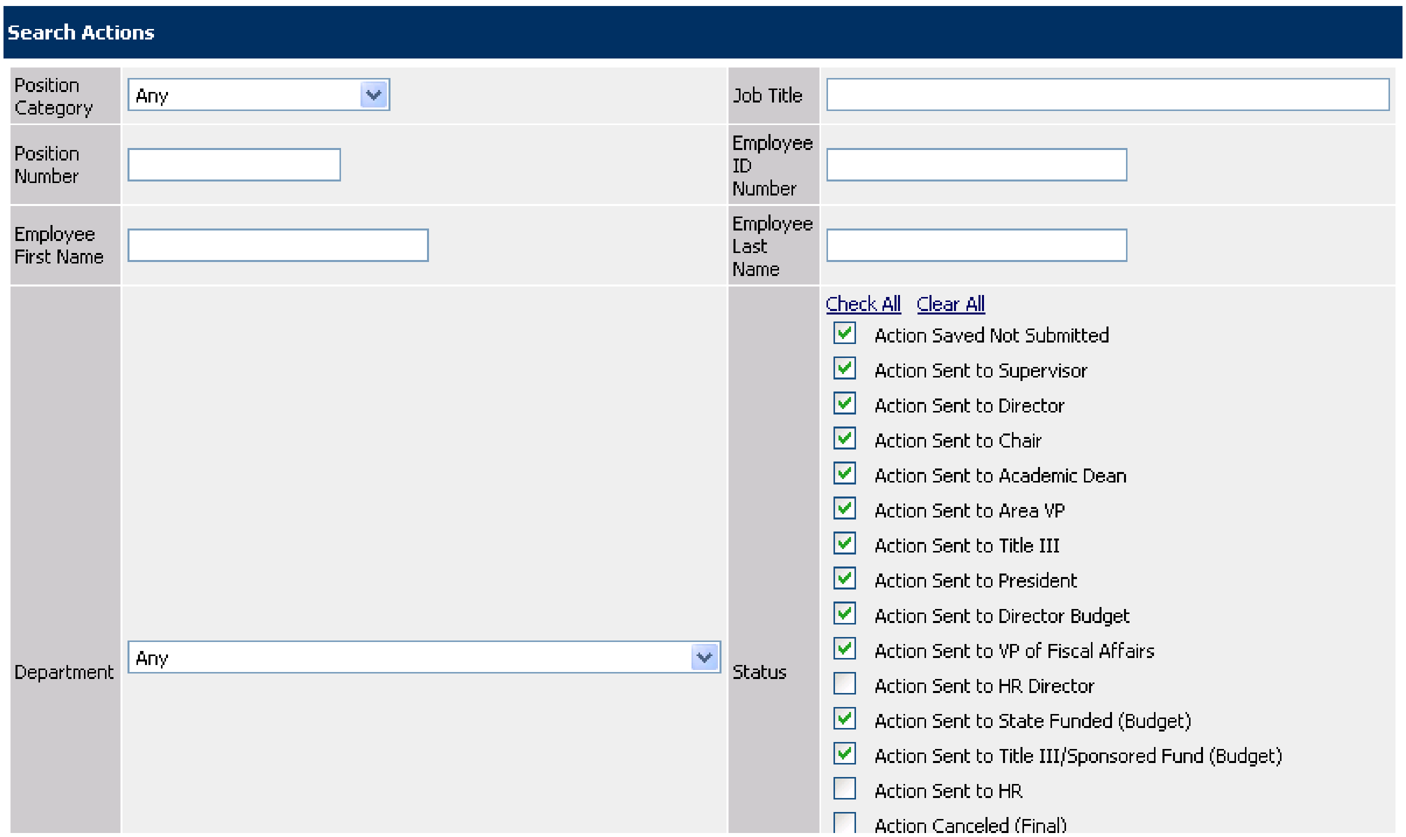
NOTE: the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.

After selecting the Position Description which you would like to modify, you can navigate through the rest of the action tabs the same as explained in the previous example of Request a New Position Description and Recruit.

Search Actions

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

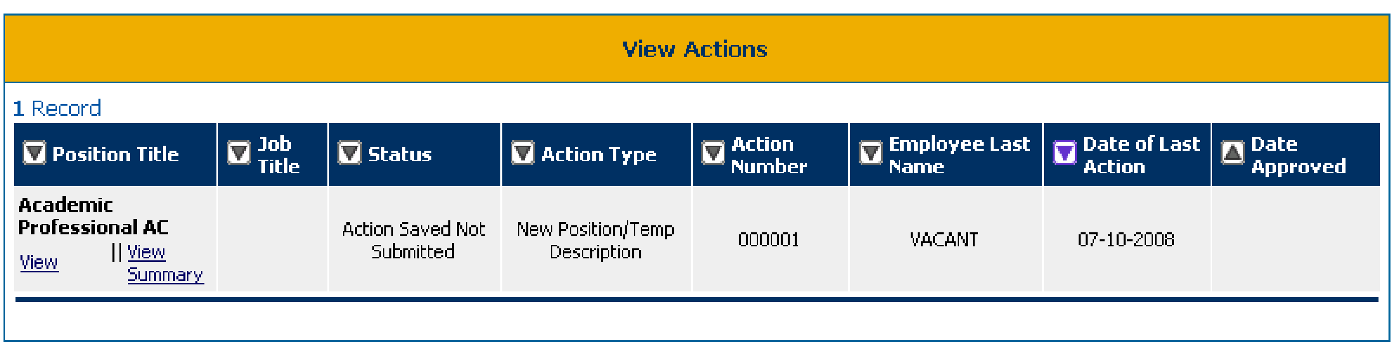
Search Actions



Search Actions			
Position Category	Any	Job Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	
Department	Any	Status	Check All Clear All ☑ Action Saved Not Submitted ☑ Action Sent to Supervisor ☑ Action Sent to Director ☑ Action Sent to Chair ☑ Action Sent to Academic Dean ☑ Action Sent to Area VP ☑ Action Sent to Title III ☑ Action Sent to President ☑ Action Sent to Director Budget ☑ Action Sent to VP of Fiscal Affairs ☐ Action Sent to HR Director ☑ Action Sent to State Funded (Budget) ☑ Action Sent to Title III/Sponsored Fund (Budget) ☐ Action Sent to HR ☐ Action Canceled (Final)

Once you search for your position request, you should see a table that shows you the position and its current status in the "Status" column. You may click the view link to review details or comments from other approvers.

View Actions



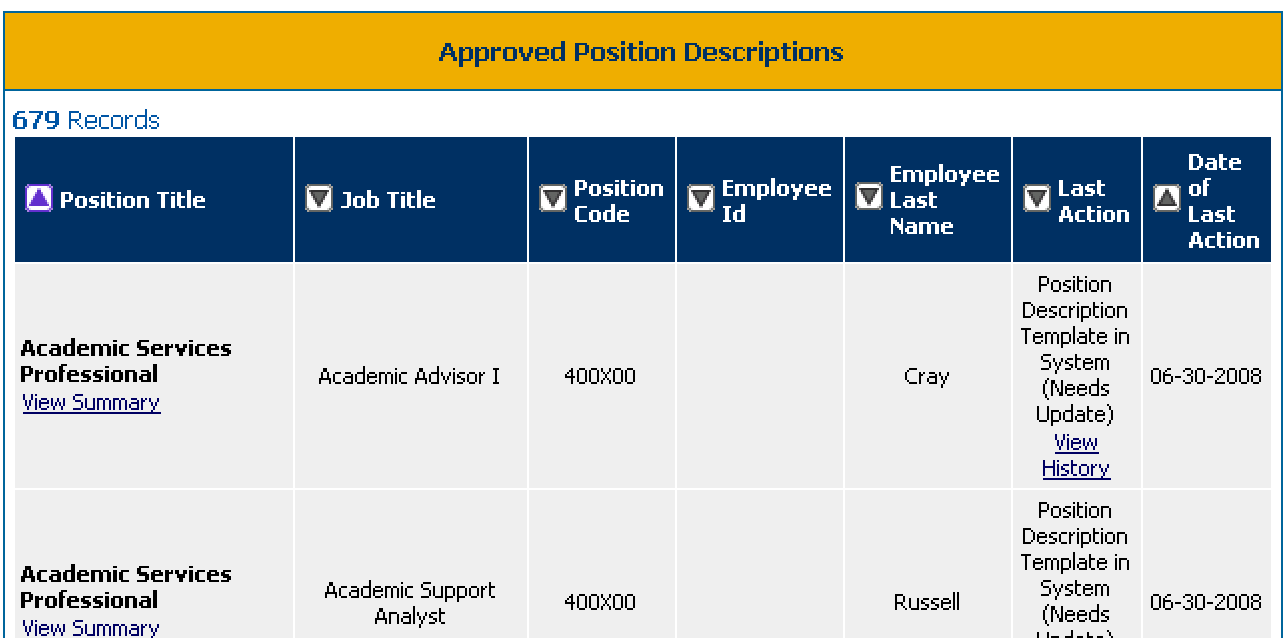
View Actions

1 Record

Position Title	Job Title	Status	Action Type	Action Number	Employee Last Name	Date of Last Action	Date Approved
Academic Professional AC View || View Summary		Action Saved Not Submitted	New Position/Temp Description	000001	VACANT	07-10-2008	

Searching Positions

At any time, you can search for and view the position descriptions that you have access to. To do so, select **Search Positions** on the navigation bar and use the search criteria to find the position description.



Approved Position Descriptions

679 Records

Position Title	Job Title	Position Code	Employee Id	Employee Last Name	Last Action	Date of Last Action
Academic Services Professional View Summary	Academic Advisor I	400X00		Cray	Position Description Template in System (Needs Update) View History	06-30-2008
Academic Services Professional View Summary	Academic Support Analyst	400X00		Russell	Position Description Template in System (Needs	06-30-2008

QUICK GUIDE TO CREATING A POSTING

1) From the HR site, click **Create Posting: From Position**.
2) Fill in the Posting details
    a. When finished, click **Continue to Next Page**
3) Add screening question(s) (optional…to skip, click **Continue to Next Page**)
    a. From "Screening Questions" section, click **Add A Question**
    b. Click **Search**
    c. Select one of the previously entered questions, or click **Create A Question**
    d. Enter the text of the question
    e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
    f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
    g. Click **Submit Question** to attach the question to the Requisition
    h. Enter additional screening questions, or click **Continue to Next Page**
4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Page**
5) Assign a "Guest User" if appropriate, then click **Continue to Next Page**

Review the Requisition, and edit if necessary. When finished, select the appropriate step and then click **Confirm** on the following screen.

Viewing Applicants to your Posting

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

Active Postings

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

12 Records

Working Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Academic Esort Advisor View	0600037	1	10-29-2007	Open Until Filled	AA CCAS Dean's Office	Posted
Carpenter/Painter View	0600032	1	01-25-2007	Open Until Filled	COMM Media and Public Affairs	Posted
Engineer in Charge View	0600028	1	01-24-2007	Open Until Filled	COMM Media and Public Affairs	Posted
Housekeeper Pool View	0600027	3	01-24-2007	Open Until Filled	COMM Media and Public Affairs	Posted
Housekeeper/Carpet Technician View	0600026	1	01-24-2007	Open Until Filled	COMM Media and Public Affairs	Posted

You can also use the options on the navigation bar to view postings at different stages:

Active Postings: Postings that are Active are either:

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

Pending Postings: These are postings that are not currently approved by HR or are waiting to appear externally based on the Position Open Date.

Historical Postings: Postings that are filled or cancelled will be here.

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the relevant title. This will bring you to a screen similar to the following:

Applicants	Posting Details	Job Duties	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Comments	Notes / History

Active Applicants

3 Records

Name	Documents	Date Applied	Status	External Status	All / None
Thomas, Matthew View Application	Cvr Ltr ‖ Res	01-25-2007	Under Review Change Status	In Progress	☐
Arnold, Josh View Application	Res	01-25-2007	Under Review Change Status	In Progress	☐
Olszewski, Melissa View Application	Cvr Ltr ‖ Res	01-25-2007	Under Review Change Status	In Progress	☐

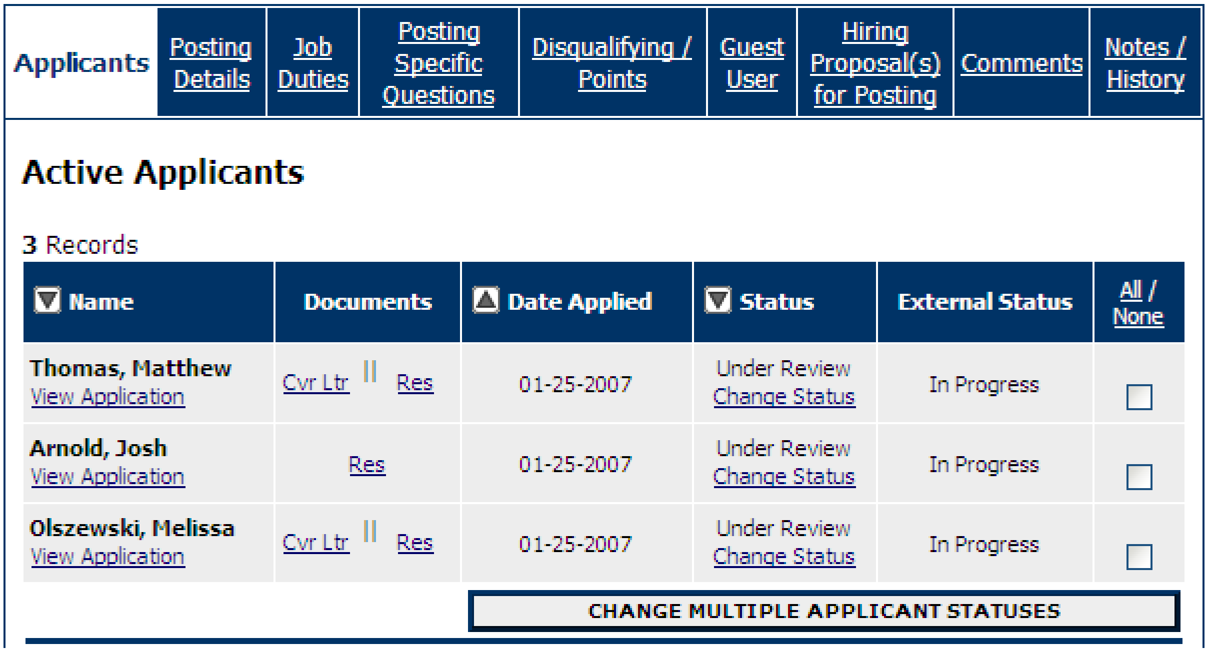
You will notice the posting data is divided into tabs, listed across the top, starting with "**Applicants**". This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:

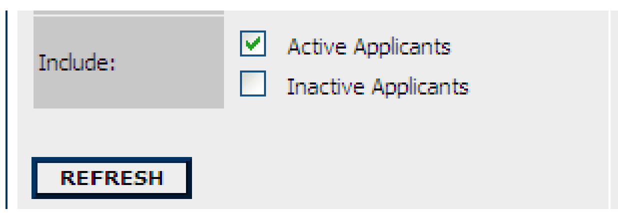
- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

Sorting & Filtering Applicants by Different Criteria

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



You may choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.



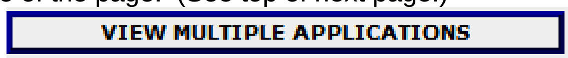
Viewing and Printing Applications

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

Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

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

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button. 

3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

Viewing and Printing Documents

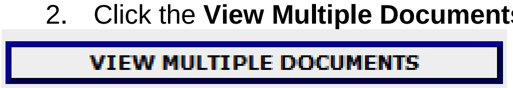
This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

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

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.



3. Select File>Print from the Adobe Acrobat menu.

Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the "Change Status" link under the Status column in the row corresponding to the applicant (see following example).

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

Name	Documents	Date Applied	Status	External Status	All / None
Thomas, Matthew View Application	Cvr Ltr || Res	01-25-2007	Under Review Change Status	In Progress	☐
Arnold, Josh View Application	Res	01-25-2007	Under Review Change Status	In Progress	☑
Olszewski, Melissa View Application	Cvr Ltr || Res	01-25-2007	Under Review Change Status	In Progress	☑

CHANGE MULTIPLE APPLICANT STATUSES

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

Change Applicant Status

Change For All Applicants:	Status	Selection Reason
	Under Review by Manager	Choose Option Below:

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Not Interviewed Not Hired	Less relevant experience
Covers, B View Application	Cvr Ltr Res	Interviewed/Not Hired, Send Email	Choose Option Below:
Brooks, Carol View Application		Not Interviewed Not Hired	Less relevant skills
Kempella, Cami View Application		Not Interviewed Not Hired	Other / Other Reasons
Dombrowski, Tonot View Application		Not Interviewed Not Hired	Less relevant experience

CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS

CANCEL

To change the status of all applicants at once, click in the section titles "Change for All Applicants".

Change For All Applicants:	Status	Selection Reason
	Under Review by Manager	Choose Option Below:

Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status, and then you should see them change for all applicants in the table.

Change For All Applicants:	Status	Selection Reason
	Interview Pending	Choose Option Below:

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Interview Pending	Choose Option Below:
Covers, B View Application	Cvr Ltr Res	Interview Pending	Choose Option Below:
Brooks, Carol View Application		Interview Pending	Choose Option Below:
Kempella, Cami View Application		Interview Pending	Choose Option Below:
Dombrowski, Tonot View Application		Interview Pending	Choose Option Below:

CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS

CANCEL

Click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the Request. Select the **Cancel** button to return to the previous screen to edit your changes.

Change Applicant Status

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Interview Pending	
Covers, B View Application	Cvr Ltr Res	Interview Pending	
Brooks, Carol View Application		Interview Pending	
Kempella, Cami View Application		Interview Pending	
Dombrowski, Tonot View Application		Interview Pending	

SAVE STATUS CHANGES >> CANCEL

HIRING PROPOSALS

Starting a Hiring Proposal

When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this candidate and send through the electronic approval process built in to your site. To start a Hiring Proposal, click on the “Change Status” link under the candidate you wish to hire.

Once you click change status, you will need to select the “Recommend for Hire” option. Click on **Continue** to **Confirm Page** and **Save Status Changes**. A link will appear under the applicant that says “Begin Hiring Proposal”.

Name	Documents	Date Applied	Status	External Status	All / None
Thomas, Matthew View Application	Cvr Ltr || Res	01-25-2007	Recommend for Hire Begin Hiring Proposal || Change Status	In Progress	☐

Click the **Begin Hiring Proposal** link and you should see a screen with two types of Hiring Proposal selection choices. The two options are:

Hiring Proposal for Different Position Description: You will use this if you have one posting, but more than one open position. You can hire applicants from the “Master” posting into the open position descriptions.

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

Hiring Proposal for Position Description Listed Below: You will use this to hire the applicant selected directly into the position description that you see at the bottom of the page. See below:

Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the position listed below.

Once you choose your Hiring Proposal selection, click “**Start Action**”. You will see an open form where you can specify the detail about the candidate you wish to hire. Once you complete the Hiring Proposal, choose **Continue to Next Page**.

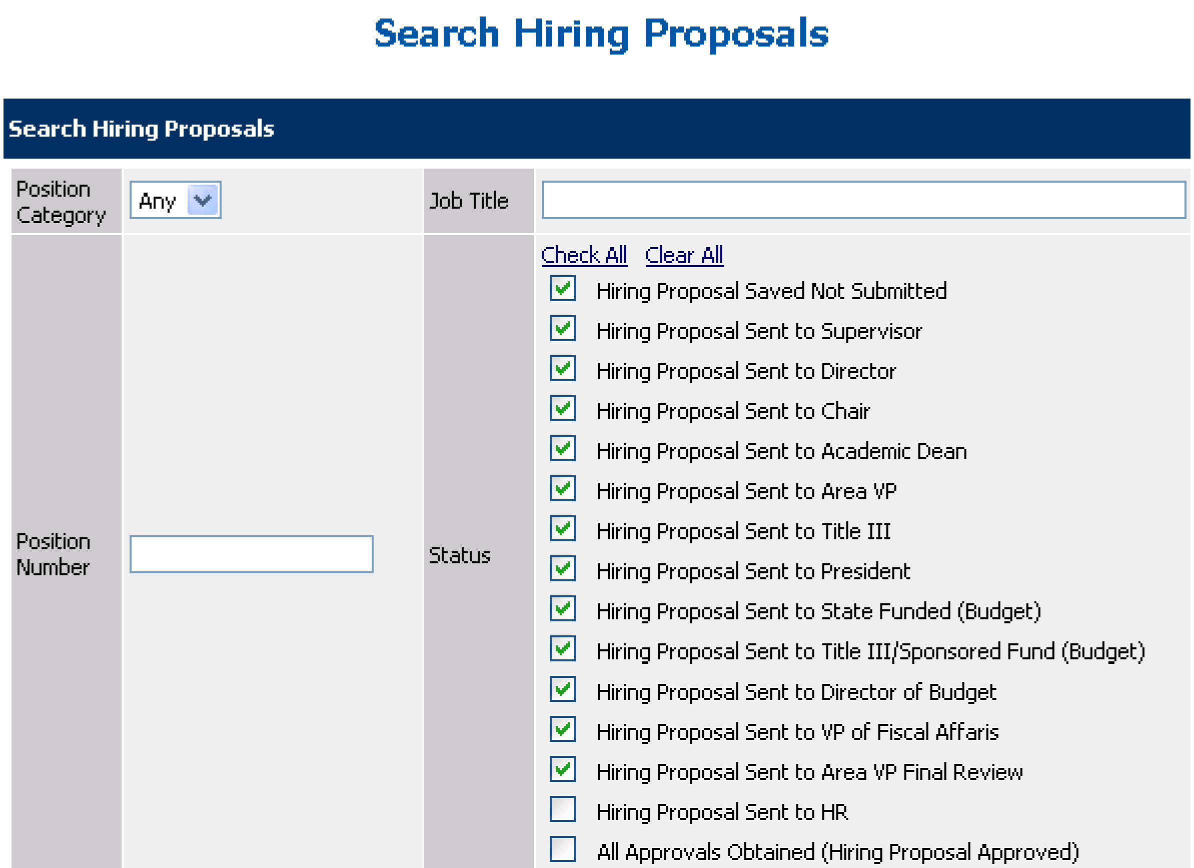
Just as the Position Description Actions, you will step through the Hiring Proposal Tabs filling in the appropriate information.

Once you reach the end of the Hiring Proposal, choose the appropriate step to send the Hiring Proposal to and select **Continue** and **Confirm**.

Searching Hiring Proposals

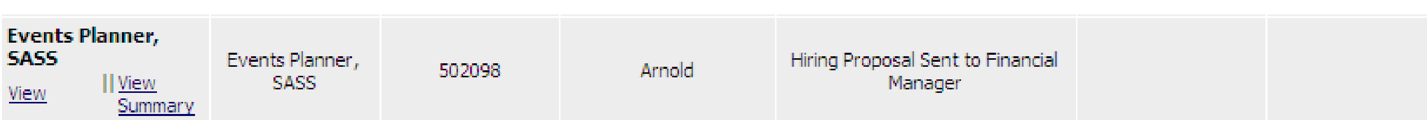
To check the status of your Hiring Proposal, you may search for it at any time. Click on the left hand side of the screen "Search Hiring Proposals".

You will be able to search using any of the specified criteria on the search page. Click search once you have marked your search criteria.



Once you locate your Hiring Proposal, you may click View under the title to either:

a) Submit to your next level approver after you saved it.
b) View the Hiring Proposal as it is being approved.
c) Approve a Hiring Proposal that has been sent to you for approval.
d) Edit a Hiring Proposal that was returned to you.



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.