

HIRING MANAGER'S USER'S GUIDE

**Saginaw Valley State University
Hiring System**



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INTRODUCTION

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

You will use this system to:

- Create and submit Authorizations to HR
- View Applicants to your Authorizations
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

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

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

Your Web Browser

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

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

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

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

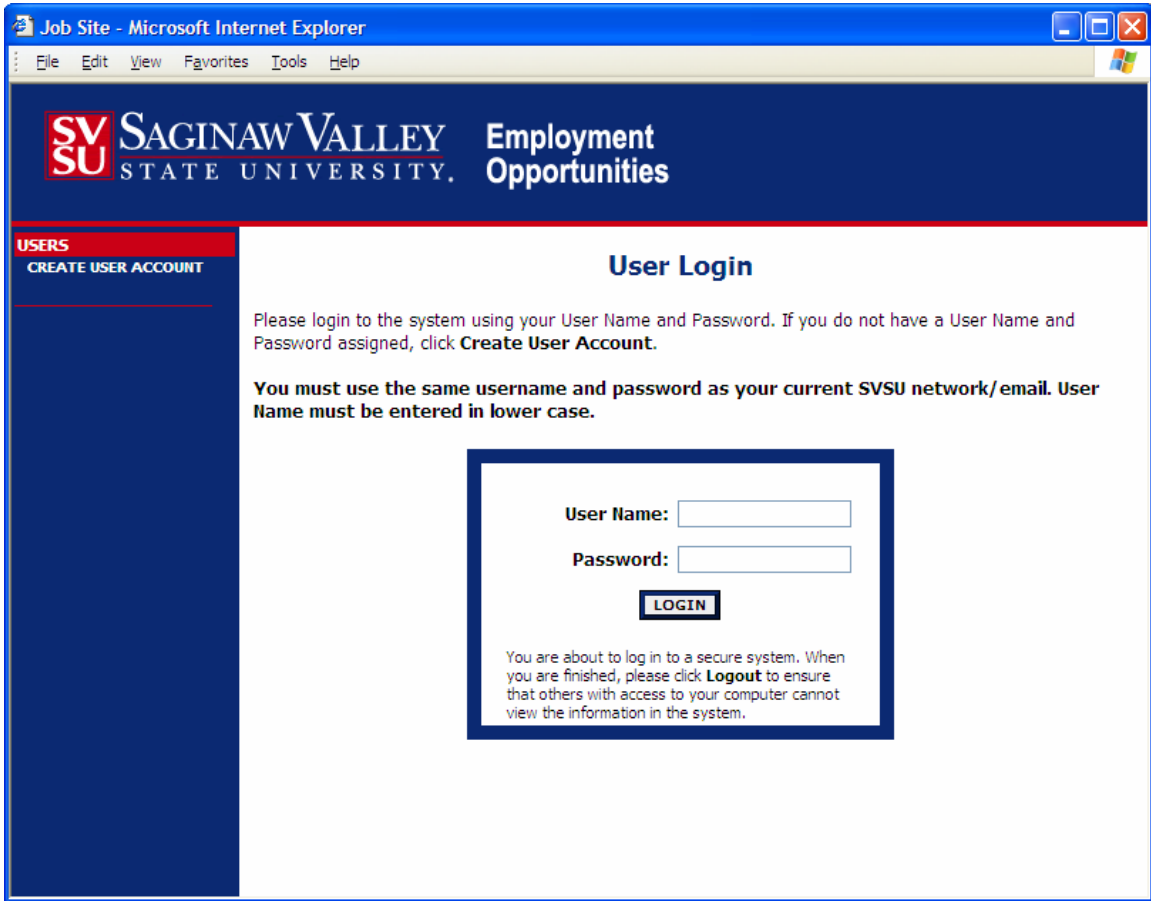
Security of Applicant Data

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

GETTING STARTED

.....

After entering the URL, the "login screen" for the system will appear and should be similar to the following screen:



Before you may enter the site, you must create your own account by clicking on the "**Create User Account**" link on the left side of the screen. After you click this link, the following screen will appear:

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

USERS
CREATE USER ACCOUNT

Create User

Users can submit a user account to ECS for approval and will be notified by ECS if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

You must use the same username and password as your current SVSU network/email. User Name must be entered in lower case.

*Required information is denoted with an asterisk.

Create User

* Password

* Confirm Password

* First Name

* Last Name

Employee ID

Title

Phone Number

* Email

Department

Not Selected

- Academic Advisement Cents
- Academic Affairs
- Accounting
- Administration & Business A
- Admissions
- Alumni Relation and Annual
- Art
- Athletics

Selected

Not Assigned

1) Click on the name of your department and click the top arrow (>) to select - please only select your own department(s).
2) Selected department(s) appear in the right hand box.

User Status

Submit for Approval

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

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

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

CREATING AN AUTHORIZATION

To create an Authorization, begin by clicking a link under the header "Create Job Posting". Your options are:

- From a Template (where several fields are predefined)
- From a Previous Posting

Entering Authorization Information

In the following example, the "Create from a Template" option was selected. After searching for and clicking on the template you want to use, you should see a screen similar to the following:

There are several tabs across the top of the screen. When you first enter this screen, you will be in the "Position Approval Form" tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

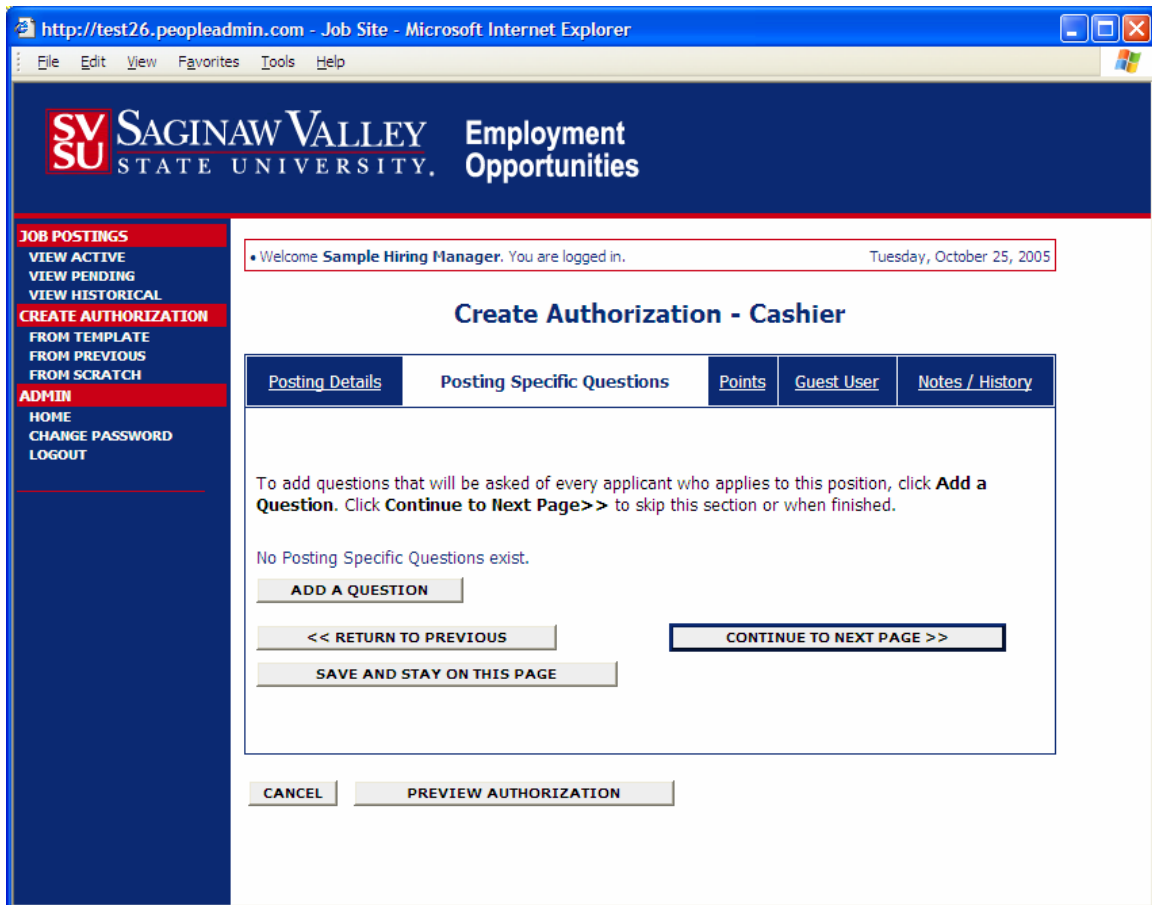
A few notes about this screen:

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. **VERY IMPORTANT:** A Authorization is **Not Saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

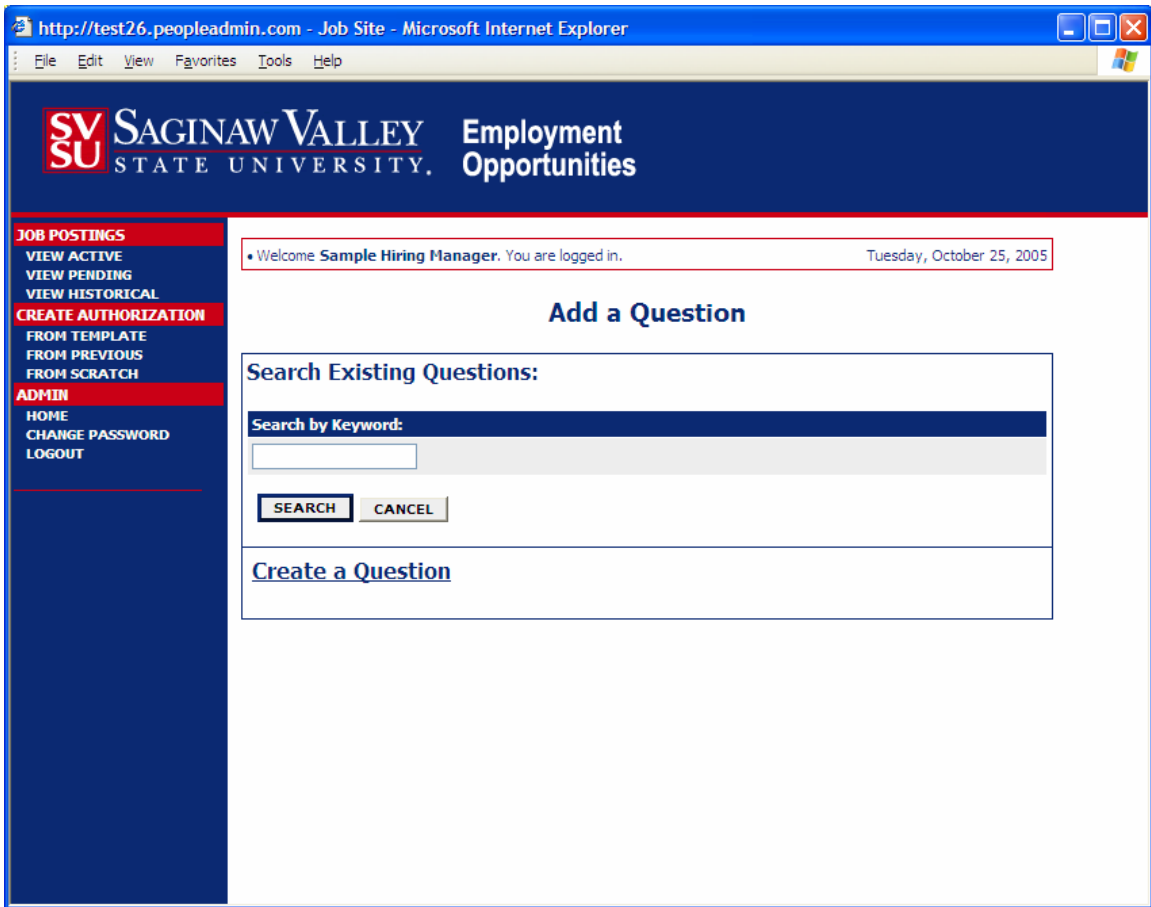
Adding Screening Questions

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 Authorization, 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 to see all questions). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Authorizations. Select one of the questions from the list if it is appropriate for this Authorization.

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.

http://test26.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE AUTHORIZATION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Add a Question

Search Existing Questions:

Search by Keyword:

Search Results

13 Records

Question Text	
How many years of industry experience do you have?	View/Add
How often do you go surfing?	View/Add
Please select the response that best represents your educational training i...	View/Add
Do you like dogs ?	View/Add
Do you have a bachelor's degree?	View/Add
Do you have a Master's degree?	View/Add
Do you have a bachelor's degree in a computer-related field?	View/Add
Do you have one-year of IT customer support experience?	View/Add
Do you have demonstrated experience in any of the following classroom prese...	View/Add
Are you currently employed at Saginaw Valley State University?	View/Add

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 on 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

The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page title is "Job Site - Microsoft Internet Explorer". The header features the Saginaw Valley State University logo and "Employment Opportunities". The left sidebar contains navigation links: "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE AUTHORIZATION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area is titled "Create a Question" and includes a "Create Question Help" link. The form is divided into several sections: "Question" with a text input field containing "How much office experience do you have?"; "Please select answer type:" with radio buttons for "Closed-Ended (e.g. Do you have experience working in an office environment?)" (selected) and "Open-Ended (e.g. Describe any work experience relevant to this Posting.)"; "Closed-Ended Answers" with a "Display No Response As:" field containing "No Response" and a "Possible Responses (up to 7):" list with "Yes" and "No" entered; and "Open-Ended Answers" with radio buttons for "None" (selected), "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date".

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 your experience.

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 screenshot shows a web browser window with the URL <http://test26.peopleadmin.com> and the title "Job Site - Microsoft Internet Explorer". The page header features the Saginaw Valley State University logo and the text "Employment Opportunities". A left-hand navigation menu includes sections for "JOB POSTINGS", "CREATE AUTHORIZATION", and "ADMIN". The main content area is titled "Create a Question" and contains the following form elements:

- Question:** A text input field with the placeholder text "Describe your experience ?".
- Please select answer type:** Two radio buttons: "Closed-Ended (e.g. Do you have experience working in an office environment?)" and "Open-Ended (e.g. Describe any work experience relevant to this Posting.)". The "Open-Ended" option is selected.
- Closed-Ended Answers:** A section with a "Display No Response As:" dropdown menu set to "No Response" and a "Possible Responses (up to 7):" section with six numbered input fields.
- Open-Ended Answers:** A section titled "Open-Ended Answer Type:" with four radio buttons: "None", "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date". The "Long Text" option is selected.

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

The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page title is "Job Site - Microsoft Internet Explorer". The header features the Saginaw Valley State University logo and "Employment Opportunities". The main content area is titled "Create Authorization - Cashier". On the left, a navigation menu includes "JOB POSTINGS" (with sub-links for active, pending, and historical), "CREATE AUTHORIZATION" (with sub-links for template, previous, and scratch), and "ADMIN" (with sub-links for home, password change, and logout). The main content area has five tabs: "Posting Details", "Posting Specific Questions", "Points", "Guest User", and "Notes / History". Below the "Posting Specific Questions" tab, there is a red header and instructions: "To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Page>>** to skip this section or when finished." Below this, there is a red header "Posting Specific Questions" and instructions: "To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below." Two questions are listed, each with a checkbox, an "Edit" link, a text area, and a "Required" status selector. The first question is "Describe your experience?" with a "SHORT TEXT" area. The second question is "How many years of industry experience do you have?" with an "ANSWER" area containing radio buttons for "0", "1", "1-3", "3-5", "5+", and "No Response". At the bottom, there are buttons for "DELETE QUESTION(S)", "ADD A QUESTION", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE".

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

Assigning Points

In order to assist you in ranking the candidates to your Authorization by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

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.

The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page title is "Job Site - Microsoft Internet Explorer". The header features the Saginaw Valley State University logo and "Employment Opportunities". The main content area is titled "Create Authorization - Cashier" and has several tabs: "Posting Details", "Posting Specific Questions", "Points", "Guest User", and "Notes / History". The "Posting Specific Questions" tab is selected.

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 **Continue to Next Page>>**.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.
Maximum Points Possible: 0

Posting Specific Questions

How many years of industry experience do you have?

ANSWER	DISQUALIFYING	SCORE
0	<input type="checkbox"/>	<input type="text" value="0"/>
1	<input type="checkbox"/>	<input type="text" value="0"/>
1-3	<input type="checkbox"/>	<input type="text" value="0"/>
3-5	<input type="checkbox"/>	<input type="text" value="0"/>
5+	<input type="checkbox"/>	<input type="text" value="0"/>
No Response	<input type="checkbox"/>	<input type="text" value="0"/>

0 %

RECALCULATE RESET

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: "How many years of industry experience do you have?"

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

The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page title is "Job Site - Microsoft Internet Explorer". The header features the Saginaw Valley State University logo and the text "Employment Opportunities". The main content area is titled "Create Authorization - Cashier" and has several tabs: "Posting Details", "Posting Specific Questions", "Points", "Guest User", and "Notes / History". The "Posting Specific Questions" tab is selected, showing a question: "How many years of industry experience do you have?". Below the question is a table with columns for "ANSWER", "DISQUALIFYING", and "SCORE". The table has rows for answers: 0, 1, 1-3, 3-5, 5+, and No Response. Each row has a checkbox in the "DISQUALIFYING" column and a text input field in the "SCORE" column. Below the table, there is a "0 %" indicator, "RECALCULATE" and "RESET" buttons, and "RETURN TO PREVIOUS" and "CONTINUE TO NEXT PAGE >>" buttons. A "SAVE AND STAY ON THIS PAGE" button is also visible.

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 Authorization. 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 this question 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 Screening Question point values to 0.

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

Activating Guest Users

Guest User accounts are used by committee members. If your Authorization involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Authorization.

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

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

The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page header features the Saginaw Valley State University logo and the text "Employment Opportunities". A navigation menu on the left includes links for "JOB POSTINGS", "CREATE AUTHORIZATION", and "ADMIN". The main content area displays a welcome message for "Sample Hiring Manager" and the title "Create Authorization - Cashier". Below the title is a tabbed interface with "Guest User" selected. The page contains instructions on how to create a guest user account and provides buttons for "Activate Guest User", "RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "PREVIEW AUTHORIZATION".

http://test26.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE AUTHORIZATION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Welcome **Sample Hiring Manager**. You are logged in. Tuesday, October 25, 2005

Create Authorization - Cashier

Posting Details	Posting Specific Questions	Points	Guest User	Notes / History
-----------------	----------------------------	--------	-------------------	-----------------

On this screen, you may create an account that will be used by members of the review committee. 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.

When finished or to skip this section, click **Continue to Next Page**.

[Activate Guest User](#)

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW AUTHORIZATION

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

The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page header features the Saginaw Valley State University logo and the text "Employment Opportunities". A navigation menu on the left lists options such as "JOB POSTINGS", "CREATE AUTHORIZATION", and "ADMIN". The main content area displays a welcome message for "Sample Hiring Manager" and the title "Create Authorization - Cashier". Below the title are tabs for "Posting Details", "Posting Specific Questions", "Points", "Guest User", and "Notes / History". The "Guest User" tab is active, showing instructions for creating a guest user account. A form titled "Create Guest User" contains a "User Name" field with the value "GU51476" and a "Password" field with a note "Between 6 and 20 Characters". Navigation buttons include "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "PREVIEW AUTHORIZATION".

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

Please record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.

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

Submitting the Authorization

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



The screenshot shows a web browser window with the URL <http://test26.peopleadmin.com>. The page title is "Job Site - Microsoft Internet Explorer". The header features the Saginaw Valley State University logo and "Employment Opportunities". A navigation menu on the left includes "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE AUTHORIZATION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays a welcome message for "Sample Hiring Manager" and the date "Tuesday, October 25, 2005". The title is "View Authorization Summary - Cashier". Below the title, there are instructions: "Please review the details of the authorization carefully before continuing." and a list of actions: "To send to the appropriate person for approval, please select the appropriate Authorization status button below and click **Continue**."; "To save without submitting to the appropriate person for approval, please select the Authorization status, save w/o submit button below and click **Continue**."; "To edit the authorization, click **Edit**."; and "To exit the authorization without making any changes, click **cancel**." There are links for "Edit" and "Printer-Friendly Version". The "Authorization Status" section has four radio button options: "Save w/o submit" (selected), "Submit to Assistant VP (If Applicable)", "Submit to President for Approval (ONLY if applicable)", and "Submit to Vice President/Executive Director for Approval". There are "CANCEL" and "CONTINUE" buttons. The "Posting Details" section is a table with the following data:

Posting Details	
Job Title	Cashier
Division/College	Academic Affairs/College of Business & Management
Department	Art

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 selecting your choice, click Continue to go to the confirmation page.



Press **Confirm** to complete this step.

The details of your authorization are NOT SAVED until you complete this step.

One Page Guide for Creating a Authorization

- 1) From the site, click **Create Authorization**.
- 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 Authorization
 - 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**
- 6) Review the Authorization, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen

VIEWING APPLICANTS TO YOUR AUTHORIZATIONS

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



Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Authorizations.

View Active: Authorizations that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

View Pending: Authorizations that are Pending are either:

- waiting for final review by HR, including addition of PeopleAdmin specific fields
- approved by HR but not Active on the applicant site

View Historical: Authorizations that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

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

http://test4.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

CALVIN
College
MINDS IN THE MAKING

Human Resources

Welcome **Sample Hiring Manager**. You are logged in. Tuesday, July 12, 2005

View Posting - Administrative Assistant-Police Dept

Applicants | Posting Details | Guest User | Notes / History

Active Applicants

5 Records

Name	Documents	Score	Date Applied	Status	Actions	All / None
View Application Honner, Deirdre	Res	10	History/ Notes 04-26-2005	Change Status Under Review by Department		<input type="checkbox"/>
View Application Honner, Patrick	Other Res	100	History/ Notes 04-28-2005	Change Status Under Review by Department		<input type="checkbox"/>
View Application Kratochwill, Paul		100	History/ Notes 05-19-2005	Change Status Under Review by Department		<input type="checkbox"/>
View Application Mouse, Mickey	Cvr Ltr	100	History/ Notes 04-28-2005	Change Status Under Review by Department		<input type="checkbox"/>
View Application Oosting, Abi		0	History/ Notes 04-28-2005	Change Status Did Not Meet minimum requirements		<input type="checkbox"/>

Done Internet

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 Authorization, 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.

The screenshot shows the Calvin College Human Resources Job Site. The page title is "CALVIN College MINDS IN THE MAKING Human Resources". The navigation menu on the left includes "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION FROM TEMPLATE FROM PREVIOUS", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area is titled "Active Applicants" and shows 5 records in a table. The table columns are Name, Documents, Score, Date Applied, Status, Actions, and All/None. The records are as follows:

Name	Documents	Score	Date Applied	Status	Actions	All / None
Honner, Deirdre View Application	Res	10	04-26-2005 History/ Notes	Under Review by Department Change Status		<input type="checkbox"/>
Honner, Patrick View Application	Other Res	100	04-28-2005 History/ Notes	Under Review by Department Change Status		<input type="checkbox"/>
Kratochwill, Paul View Application		100	05-19-2005 History/ Notes	Under Review by Department Change Status		<input type="checkbox"/>
Mouse, Mickey View Application	Cvr Ltr	100	04-28-2005 History/ Notes	Under Review by Department Change Status		<input type="checkbox"/>
Oosting, Abi View Application		0	04-28-2005 History/ Notes	Did Not Meet minimum requirements Change Status		<input type="checkbox"/>

Below the table, there is a "Refresh" button and a "Minimum Score:" input field. To the right, there is a "View Multiple" button and a "VIEW MULTIPLE APPLICATIONS" button. A "CHANGE MULTIPLE APPLICANT STATUSES" button is also visible above the table.

To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.

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

Viewing and Printing Applications

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

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

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

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

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

The screenshot shows a web browser window with the URL <http://test4.peopleadmin.com>. The page header includes the Calvin College logo and the text "CALVIN College MINDS IN THE MAKING" and "Human Resources". A navigation menu on the left includes links for "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION FROM TEMPLATE FROM PREVIOUS", and "ADMIN". The main content area shows a welcome message for "Sample Hiring Manager" and the title "View Posting - Administrative Assistant-Police Dept". Below this is a table of active applicants.

View Posting - Administrative Assistant-Police Dept							
Applicants		Posting Details		Guest User		Notes / History	
Active Applicants							
5 Records							
Name	Documents	Score	Date Applied	Status	Actions	All / None	
Honner, Deirdre View Application	Res	10	04-26-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>	
Honner, Patrick View Application	Other Res	100	04-28-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>	
Kratochwill, Paul View Application		100	05-19-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>	
Mouse, Mickey View Application	Cvr Ltr	100	04-28-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>	
Oosting, Abi View Application		0	04-28-2005 History/ Notes	Did Not Meet minimum requirements Change Status		<input checked="" type="checkbox"/>	

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**.

The screenshot shows a web browser window with the URL <http://test4.peopleadmin.com>. The page header includes the Calvin College logo and the text "CALVIN College MINDS IN THE MAKING" and "Human Resources". A navigation menu on the left lists options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION FROM TEMPLATE FROM PREVIOUS", and "ADMIN". The main content area shows a welcome message for "Sample Hiring Manager" and a title "View Posting - Administrative Assistant-Police Dept". Below this is a table of active applicants.

Applicants		Posting Details	Guest User	Notes / History		
Active Applicants						
5 Records						
Name	Documents	Score	Date Applied	Status	Actions	All / None
Honner, Deirdre View Application	Res	10	04-26-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Honner, Patrick View Application	Other Res	100	04-28-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Kratochwill, Paul View Application		100	05-19-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Mouse, Mickey View Application	Cvr Ltr	100	04-28-2005 History/ Notes	Under Review by Department Change Status		<input checked="" type="checkbox"/>
Dosting, Abi View Application		0	04-28-2005 History/ Notes	Did Not Meet minimum requirements Change Status		<input checked="" type="checkbox"/>

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



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

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

http://test4.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help



CALVIN
College
MINDS IN THE MAKING

Human Resources

• Welcome **Sample Hiring Manager**. You are logged in. Tuesday, July 12, 2005

Change Applicant Status

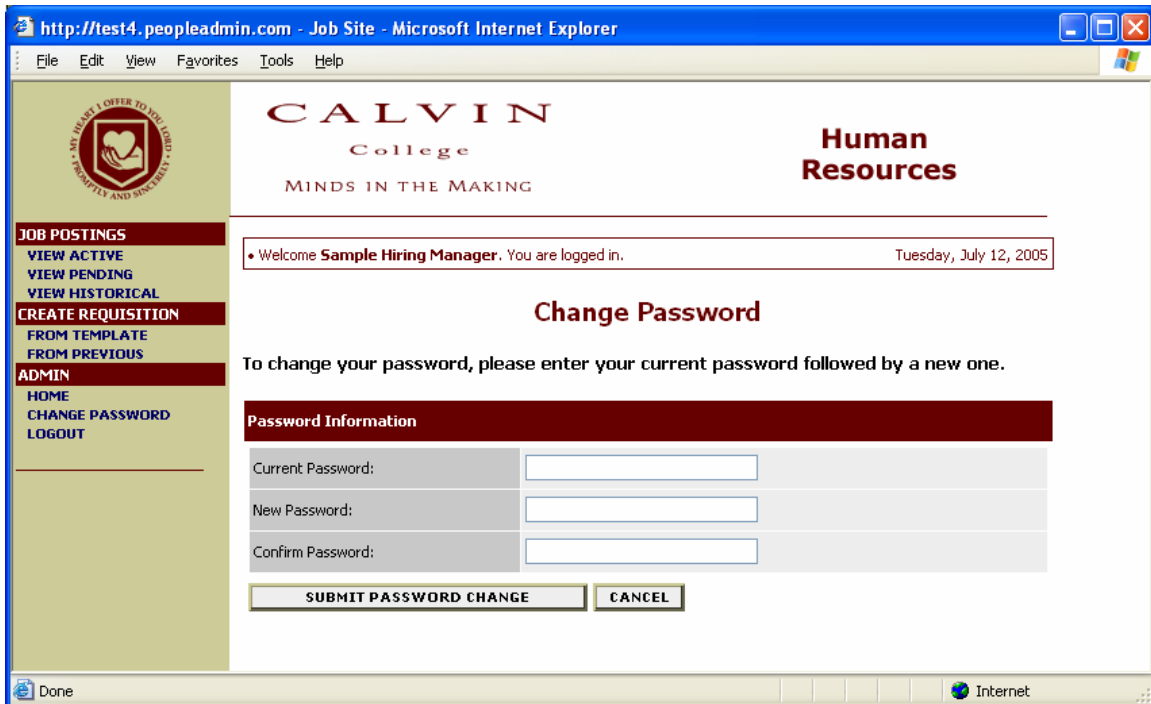
Name	Documents	Status	Not Hired Reason
Honner, Deirdre View Application	Res	Interviewed	
Honner, Patrick View Application	Other Res	Interviewed	
Kratochwill, Paul View Application		Interviewed	
Mouse, Mickey View Application	Cvr Ltr	Interviewed	
Oosting, Abi View Application		Interviewed	

Done Internet

ADMINISTRATIVE FUNCTIONS

Changing Your Password

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.



Logging Out

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.