CAREERS @ UMW

University of Mary Washington

Office of Human Resources

Spring 2015

Table of Contents

- Getting Started

INTRODUCTION

Careers is a convenient online portal where UMW supervisors may access resources to support their management responsibilities. This user guide offers an overview of how to use UMW's Careers.

You will use Careers to:

- Create, modify, and approve requests for new positions;
- Review and modify position descriptions of employees;
- Create, modify, and post positions for recruitment;
- View applicants to your posted vacancies; and
- Make decisions regarding the status of each applicant.

The system is designed to benefit you by facilitating:

- Faster processing of employment information;
- Transparent, up-to-date access to information regarding your positions. requests, and postings;
- Detailed screening of Applicants' qualifications – before they reach the interview stage.

Your Web Browser

The system is designed to run in a web browser over the Internet. The preferred browser is Firefox. Other browsers will work, but you may experience unexpected results or instability.

You may use your browser's **Back, Forward** or **Refresh** buttons to navigate the site, or open a new browser window from your existing window.

Adobe Acrobat

The site also requires you to have Adobe Acrobat Reader installed.

Your Browser's Cache

Your browser's cache stores information from webpages you visit on your computer. This allows pages / images to load more quickly upon future visits and while navigating through websites that use the same images on multiple pages.

Occasionally your cache can prevent you from seeing updated content, or cause functional problems when stored content conflicts with live content. You can fix many browser problems simply by clearing your cache.

Clear the Browser's Cache: Chrome

1. Click the **menu** icon in the upper right corner of the browser to the right. Click **settings** on the bottom of the menu.

2. Click **Show advanced settings** at the very bottom of the settings section.

3. Scroll to the **Privacy** section.

4. Choose Clear browsing data.

5. Select **Empty the cache**. Uncheck all **other options** to avoid deleting browser history, cookies and other things you may wish to retain.

6. Change Obliterate the following items from to the beginning of time.

7. Press Clear browsing data.

Clear the Browser's Cache: Safari (iPhone and iPad)

1. Click on **Settings** from the home page.
2. Scroll down until you see **Safari**. Click on it to bring up the option page.
3. Click Clear Cookies and Data.
4. A popup box will appear.
5. Click **Clear Cookies and Data** again to confirm your choice.

Clear the Browser's Cache: Safari for Mac OS X

1. Once your browser is open, click the **Safari menu**.
2. Select **Empty Cache**...
3. Click **Empty**.

Clear the Browser's Cache: Internet Explorer

1. Once your browser is open, click the **gear** icon at the top right to open the **Settings** menu.
2. Then, select Safety and Delete Browsing History....
3. Select **Temporary Internet Files**. You will also need to uncheck all of the other boxes, especially Preserve Favorites website data. This option makes the window also delete objects from websites in your Favorites folder, which is necessary to completely clear your cache.
4. Click the **Delete** button near the bottom of the window to perform the operations (i.e. clear your cache by deleting temporary files).
5. Your computer will work for a moment, and then the process will be complete.

Clear the Browser's Cache: Firefox

1. Click the Menu button (icon with three horizontal lines) and then choose Options.
2. If Options is not listed in the menu, click Customize and drag Options from the list of Additional Tools and Features over to the Menu.

   Note: If you're using the menu bar, choose Tools and then Options instead.
3. Firefox for Mac: On a Mac, choose Preferences from the Firefox menu; follow the instructions below.
4. With the Options window now open, click the **Privacy** tab.
5. In the **History** area, click the clear your recent history link.

   Tip: If you don't see that link, change the Firefox will: option to Remember history. You can change it back to your custom setting when you're done.
6. In the **Clear Recent History** window that appears, set the **Time** range to clear: to **Everything**.
7. In the list at the bottom of the window, **uncheck** everything except for Cache.

Note: If you wish to clear other kinds of stored data, feel free to check the appropriate boxes. They will be cleared with the cache in the next step. Tip: Don't see anything to check? Click the button next to Details. Click on the Clear Now button. When the Clear Recent History window disappears, all of the files saved (cached) from your Internet browsing activities in Firefox will have been removed.

Note: If your Internet cache is large, Firefox may hang while it finishes removing the files. Just be patient **-** it will eventually finish the job.

Tips: Older versions of Firefox, particularly Firefox 4 through Firefox 33, have fairly similar processes for clearing the cache but please try to keep Firefox updated to the latest version if you can.

Clear the Browser’s Cache: Android

1. Open the browser.
2. Tap the **Menu** Key.
3. Click on the **More Options** button.
4. Click on **Settings**.
5. Tap **Clear Cache**. You'll then be presented with a verification menu. Tap **Okay or Clear Cache** again (depending on the version of your phone) to complete the process.

Clear the Browser’s Cache: BlackBerry 6.0

1. From the BlackBerry **Browser**, press the **BlackBerry button**.
2. Choose **Options**.
3. Toggle on **Cache**.

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 lock your computer.

ENHANCEMENT MATRIX - PEOPLEADMIN 5.8 - 7

Careers has been upgraded from PeopleAdmin's version 5.8 to PeopleAdmin's version 7. There are significant differences in the products.

For Applicant Tracking:

Function	New Function	New Process	What Does this Mean for YOU?
• ADA Compatible User and Applicant Portal	✓		Meets ADA Compliance; is a much easier user interface.
• Emails	✓		Select applicants to email and select from emails templates to send. You do not have to have a status change or system event to send an email to applicants.
• Reporting	✓		Export reports to Excel.
• Advanced Applicant Review Tools	✓		Narrow answers to supplemental questions and search applicants more effectively with keyword searching.
• Application Materials on Hiring Proposals	✓		Materials are available as an attachment to the applicant's hiring proposal.
• Bookmarking	✓		Applicants can bookmark a posting to apply to at some other time, without requiring a future search.
• Create from Previous Posting	✓		When creating from a previous posting, the previous posting's internal documents now copy to the new posting.
• Email a Friend	✓		Applicants can share postings with friends who might be interested.
• Full Data Change Auditing in History	✓		Can now log what data changed, when, and by whom.
• Full Text Searching	✓		Keyword Searches work across all text fields and attached documents on applicants.

Function	New Function	New Process	What Does this Mean for YOU?
• Inbox and Watch List	✓		Now have an easy place to see active items assigned to you and items you have decided to follow (watch).
• Mass Edit of Postings	✓		HR users can now bulk edit postings to update data across multiple postings.
• Position Types/Employment Groups	✓		Position types may have multiple processes and forms in the system.
• Posting Settings Page	✓		This prevents you from losing a posting. You will need to fill in identifying information about a posting before it is created.
• Ranking Criteria – General	✓		Committees can rank applicants based on items that they have defined. Internal users can rank the applicants and a score is given to allow for better review and handling of applicants.
• Role Identification	✓		You can now easily see which role you are logged in as, and have the capability to easily toggle between different role-based views. This also makes it easier to keep track of which role is required to take action at each step in the process.
• RSS Feeds	✓		All applicant portals come with RSS feeds built in.
• Saved Searches	✓		Can modify and save your own searches as a user.
• Scoped User Management	✓		Can have user management spread out over the campus instead of just in central HR or a central organization.
• Search Committee Members	✓		Customers have the ability to define per posting search committee members to rank applicants or review applications per posting.
• Self Service Features	✓		Can now perform some of the configurations yourself.
• Site Announcements	✓		Can communicate with other users in the system with messages for both applicants and internal users.

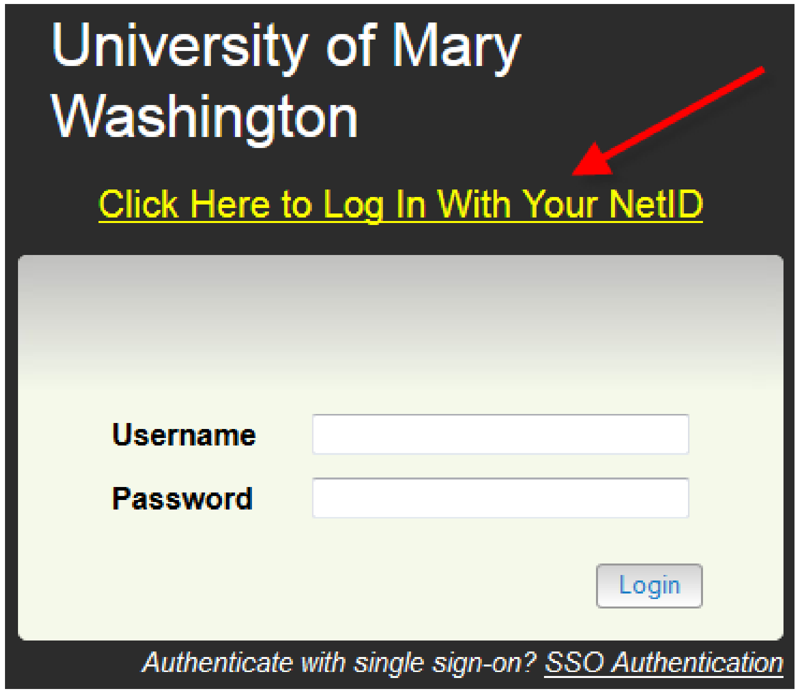
• Supplemental Question Bank with Self Service	✓		Managers can now manage their own supplemental questions without having to rely on PA to update and/or change questions for them.
• Application Workflow	✓		This is handled by a workflow.
• User Account Self Service	✓		Users can now make changes to their own account rather than needing to rely on HR or other users to update this for them.
• View All Application Materials in one PDF	✓		Can combine documents with application information the applicant supplied into one PDF across multiple applications.
System-Wide:			
• Action Required Recipients		✓	In PA7, action-required messages are handled through group member prompting, allowing you to send a task for a given state to a selected user group. This ensures a state of role ownership for the task being sent, rather than having an open-ended recipient field as in 5.8. This group member prompt is currently functioning for postings and will be added for applicant states in a future release. For the applicant side, there might be a need to send to an individual rather than an entire group.
• Login Portal and General Navigation		✓	The page layout is different in the new system but accomplishes the same business requirements. For instance, action links are listed along the top rather than side of page.
Reporting		✓	Reporting has changed significantly between 5.8 and 7, with an increase in real-time reporting in the new version. Rather than having only an Access database option as in 5.8, we now have 3 levels of reporting capability: saved searches, Tableau, and a MySQL database. Saved searches are the simplest form of reporting, allowing you to select columns within a function, shuffle columns, sort, and then save for future viewing. Tableau presents the next level of capability. This analytics engine has both pre-built reports and the capability to choose fields across functions to create custom reports. If you identify an additional report/field that should exist in Tableau, please let us know. The MySQL approach is the most sophisticated and is similar to the Access database approach in 5.8, allowing you to view a copy of the database (but not write directly to the database), but requires familiarity with SQL
Searches	✓		Can now search by date or date range in PA7

LOGGING IN

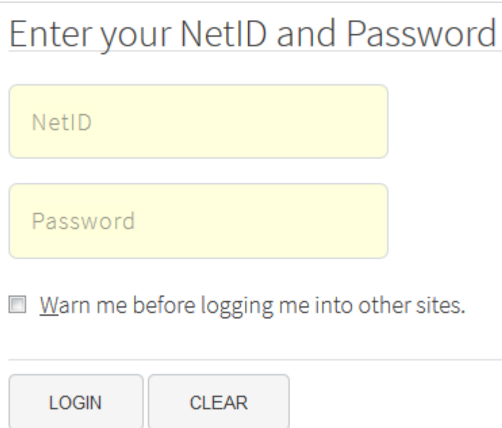
Go to https://careers.umw.edu/hr/.

After entering the URL, the login screen for the system will appear. All employees who were active on our go-live date will have an account. Employees use the same credentials that they use for email to log in to Careers.

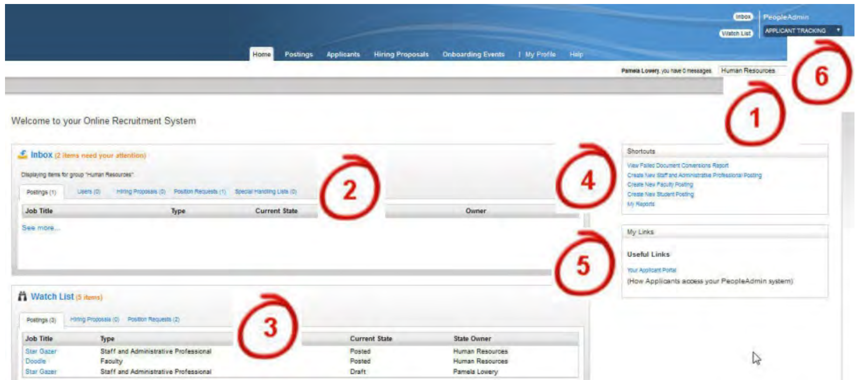
Select **Click Here to Log In With Your NetID**.



Enter your **UMW credentials**; use the same credentials that you use for UMW email.



HOME PAGE

When you log in, you will come to the Applicant Tracking home page. You will see the menu options that correspond to your user permissions.	
1 **User Drop Down**	This drop-down menu will only be available if you are assigned multiple User Groups. You will not have a drop-down available if you are a member of only one group; you will be logged in as your default.
2 **Inbox**	The Inbox is a notification area where the system will display any items that need you to take action upon.
3 **Watch List**	The Watch List displays any item Note: The tabs that display for the Inbox and Watch List will depend on your user permissions. You can always quickly access these notification areas with the button at the top of the screen.
4 **Shortcuts**	The Shortcuts section will display shortcuts that depend on your user permissions.
5 **My Links**	The My Links section is a good resource for Training videos and quick access to the applicant portal. You can also quickly get to the PeopleAdmin Community portal, where you have access to resources concerning the system.
6 **Module Selection**	At the top of the screen, you will see the module drop-down menu. If you hover your mouse over Applicant Tracking you will see the modules options (i. e. Position Management and Applicant Tracking).

YOUR PROFILE

Your Profile manages the way in which you interact with the system. You may:

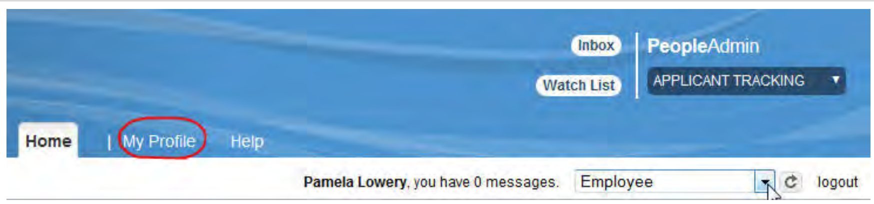
- Select which types of email messages you receive from the system;
- View your permission group assignments. These determine what you can see and do in the system. You may be assigned to several permission groups.

When you change positions, click the refresh button to ensure that you are accessing information properly.

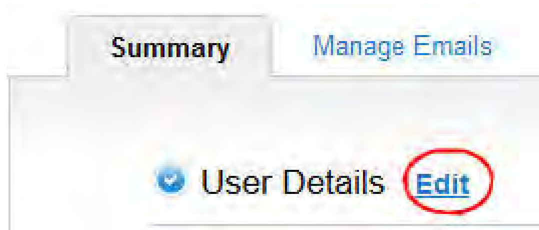
Access Your Profile

To access and edit your profile, follow the My Profile link in the header area of any page.

To view or update your profile, choose **My Profile**:



From your profile page, select **Edit**.



Update your information as needed.

Select **Update User** to update your profile details.

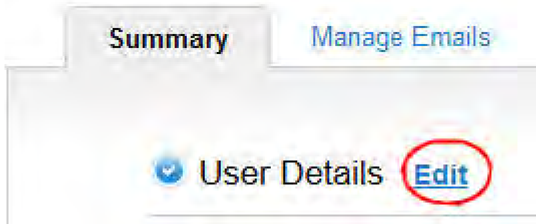
USER ROLES

Dean:	If you have been assigned to this role, you are one of the CAS Deans, and have permission to: • View and print all faculty postings, • View Hiring Notifications for faculty, • Move applicants through process and approval steps, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific posting reports assigned to your department.
Department Chair:	If you have been assigned to this role, you are a Faculty Department Chair, and have permission to: • View and print all faculty postings assigned to you, • View and print all applicants applied to your postings, • Create new Position Description for a Faculty position. • Modify Faculty Position Descriptions. • View Hiring Notifications for all candidates assigned to your posting, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific reports assigned to you.
Employee:	All UMW employees have the employee role within Careers. This will allow them to view their own classification, position, and posting (if applicable). This role will be more active when the Performance Management module is implemented. They are not included in any workflows. This role will be assigned by default to all Careers users.
Hiring Manager:	Hiring Managers have permission to: • View and print all staff postings assigned to you, • Create new Staff or A/P Faculty Position Descriptions, • Modify Staff or A/P Faculty Position Descriptions, • Create Staff and A/P Faculty postings, • Modify Staff and A/P Faculty postings, • View and print all applicants applied to your postings, • View Hiring Notifications for all candidates assigned to your posting, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific reports assigned to you.

Provost:	The Provost role is able to: • View to all of CAS classifications, positions, and applicants, • Can view and edit postings and hiring proposals. • The Provost has an approval step in the creation and modification of all Faculty positions.
Search Committee Chair:	If you have been assigned to this role, you are the Chair of a Search Committee, and have permission to: • View and print all faculty postings assigned to you, • View and print all applicants applied to your postings, • Create Postings for Faculty positions, • View Hiring Notifications for all candidates assigned to your posting, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific reports assigned to you. • If you are a Search Committee Chair, your role is expanded to view evaluations from all committee members.
Search Committee Member:	If you have been assigned to a Search Committee, you have permission to: • View postings for which you have been assigned to a search committee, • View applicant information and related documents for those who have applied to the assigned posting, • Evaluate applicants' skills, competencies and experiences. • Provide feedback on applicants through Evaluative Criteria but cannot view the feedback of other search committee members.

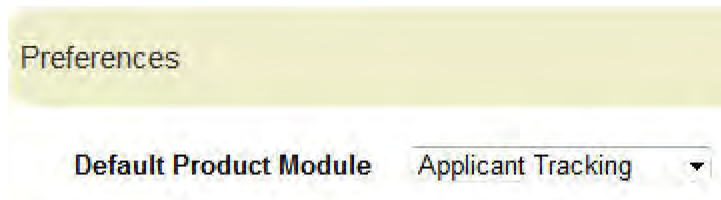
CHANGING YOUR PREFERRED GROUP ON LOGIN

By default, you log in as a member of the Employee group, which has minimal permissions. You can specify the group in which you are active at login. Some tasks require you to log in using a group with specific permissions, so you may need to change your preferred group to be able to complete your tasks. If you have been assigned to other groups (i. e. Hiring Manager), you may want that group to be displayed when you log in to Careers.

From your profile page, go to the **Summary** page. Select **Edit**.	
Your Preferred Group on Login is presented. **Select the group** in which you need to be active at login from the pull-down list.	
Select **Update User** to update your preferred group information.	

CHANGING WHICH MODULE IS ACTIVE WHEN YOU LOG IN

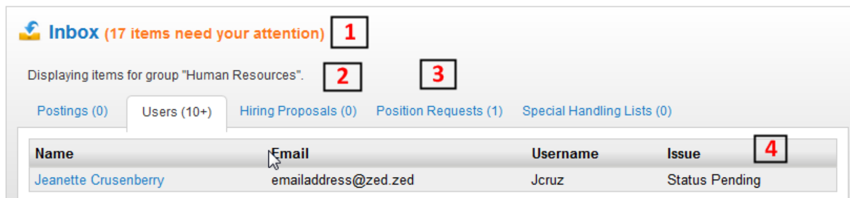
Depending on your permissions, you may have access to more than one module of the HR Suite, (i. e. Applicant Tracking or Position Description), you may be able to choose which module is active when you log in.

From your profile page, select **Edit**.	
From the Default Product Module list in the Preferences section, select the module that you want to open when you log in.	
Select Update User to update your default module.	

YOUR INBOX, WATCH LIST, AND EMAIL

Your Inbox

The Inbox is a notification area where the system will display any items that need you to take action upon.



1 – Shows you how many items awaiting your action.

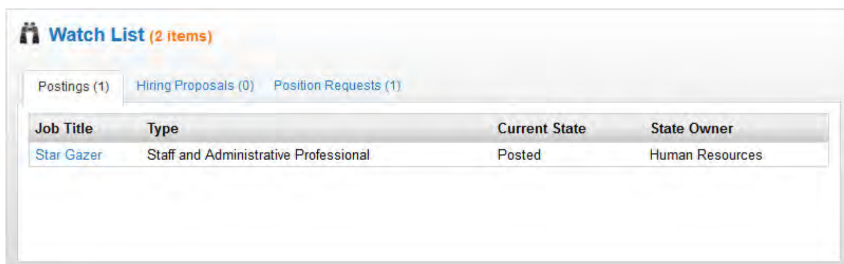
2 – Displays your current role.

3 – Gives a count of the number of items waiting for designated actions.

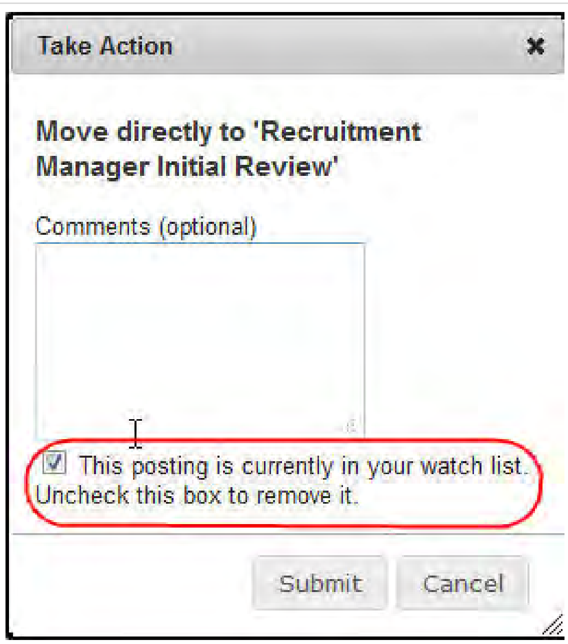
4 – Summary information about items in the Inbox is displayed.

Adding Items to Your Watch List

Your **Watch List** allows you to follow the progress of position descriptions, postings and Hiring Proposals that matter to you (even if the items are assigned to someone else).



You may add an item to your Watch List when you are creating / editing the item. The option will appear on the **Comments** screen.



Email Notifications

You will receive an email message from jobs@umw.edu when you are required to take an action. These messages are in addition to notifications in your Inbox or Watch List.

SAVING YOUR POSITION / POSTING

Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.

A Position Description is Not Saved until after you have selected:

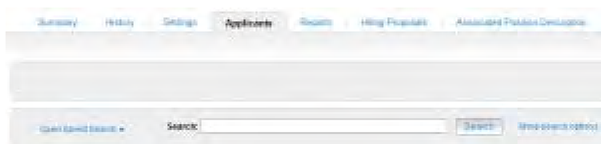
- Click Save and Stay on this Page (Note: This will save the Position Description/Requisition form in your Pending Actions) or
- Clicking Submit on the final summary page. If you log out or select another position before completing these steps, none of the information you have edited will be saved.
- As you are creating or modifying a Positoin Description or Posting, you

SEARCH

Searches may be run to help narrow down the list of items that you are viewing.

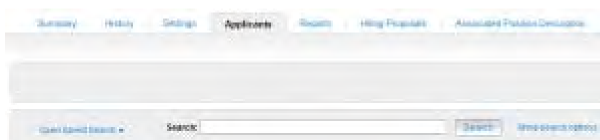
To run a search and view the results:

- Go to the **item** that you want to search;
- Go to the **Search area**;
- Enter the appropriate **search terms**;
- Click **Search.**



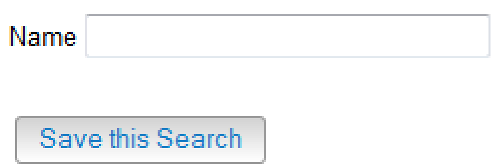
To create and save a custom search:

- Go to the **item** that you want to search;
- Go to the **Search** area;
- Enter the appropriate **search terms;**
- Click **Search.**



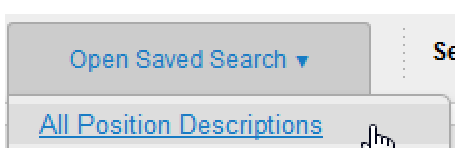
- Choose Save this search?.

- Give the Search a **name.**



To **run a saved search** and view the results:

- Go to the **item** that you want to search;
- Go to the **Search** area;
- Hover your mouse over the **Open Saved Search** link.
- Select the **search** that you want to run.



You may want to review the information found on p. 108 and following.

WORKFLOW TRANSITIONS

At each stage of the process (Creating / Modifying a Position Description, Creating Modifying a Posting), you will transition the Position Description / Posting to the next stage. The button **Take Action on** … has a number of options to choose from.

For example, Reviewers will transition a request for a Position Description to the next stage, or will continue to work on the form, or will move it to the previous step. The order of the approvers depends on policies and practices.

POSITION DESCRIPTION TAB

When you go to the **Position Descriptions** tab (Position Management module), you may see what you feel is duplicate information. There are two listings for each position type For example, you may see Staff and A/P Faculty and Staff and A/P Faculty Requests.

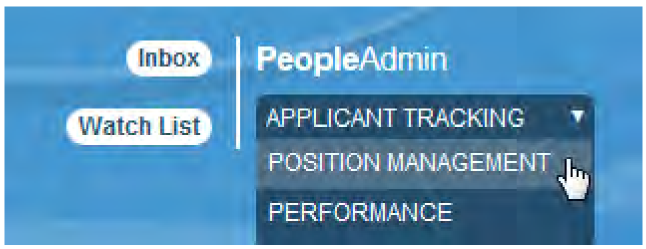
- Staff and A/P Faculty tracks approved Staff and A/P Faculty positions.
- Staff and A/P Faculty Requests tracks positions that you have created or have access to view that require an action. When approved, they will appear in both the requests list and in the library.
- Faculty tracks approved Faculty positions.
- Faculty Requests tracks Faculty positions that you have created or have access to view that require an action. When approved, they will appear in both the requests list and in the library.

CHECKING THE STATUS OF A POSITION

To check on where your position is in the Recruitment process:

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Hiring Manager, Department Chair, or Search Committee Chair
Tab:	Position Descriptions
Position Type:	Appropriate

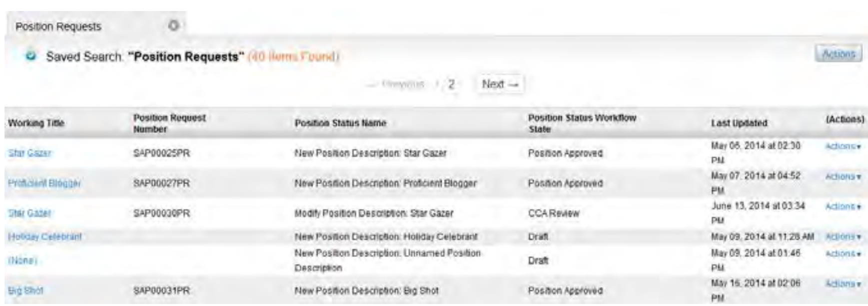
Log in to Careers. Go to the **Position Management** module.



Hover your mouse over **Position Descriptions.**

Select **Staff and A/P Faculty Requests** or **Faculty Requests.**

See the **positions** and **Workflow Statuses.**



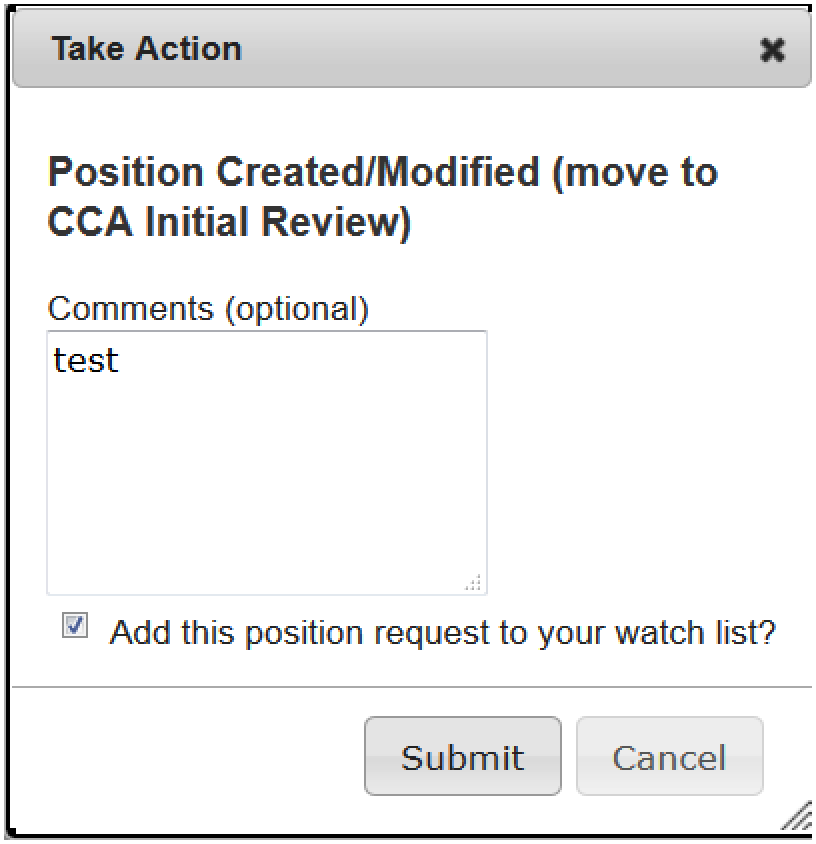
Working Title	Position Request Number	Position Status Name	Position Status Workflow State	Last Updated	(Actions)
Star Gazer	SAP00025PR	New Position Description: Star Gazer	Position Approved	May 06, 2014 at 02:30 PM	Actions ▾
Proficient Blogger	SAP00027PR	New Position Description: Proficient Blogger	Position Approved	May 07, 2014 at 04:52 PM	Actions ▾
Star Gazer	SAP00030PR	Modify Position Description: Star Gazer	CCA Review	June 13, 2014 at 03:34 PM	Actions ▾
Holiday Celebrant		New Position Description: Holiday Celebrant	Draft	May 09, 2014 at 11:28 AM	Actions ▾
(None)		New Position Description: Unnamed Position Description	Draft	May 09, 2014 at 01:46 PM	Actions ▾
Big Shot	SAP00031PR	New Position Description: Big Shot	Position Approved	May 16, 2014 at 02:06 PM	Actions ▾

COMMENT BOXES

At the end of each request for an Action, a box prompts you to enter a Comment.

You must describe any changes made in this box. This will alert HR on change(s) that have been made.

Hint: You probably want to make note of any changes as you go through the forms so that you may describe them in the Comment box at the end of your action.



MOVING THROUGH AND SAVING A POSITION / POSTING

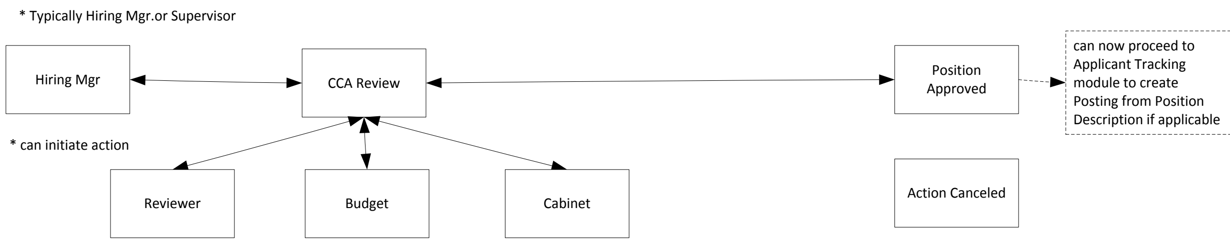
There are two ways to move from form to form.

- You may click the **Next** button. This saves the information that you entered, and moves to the next form.

- From the left menu, you may click the form that you wish to work on. You are not required to move through the forms in a specific order.

Note You must **Save** the form before moving away from a form that has data that you have entered.

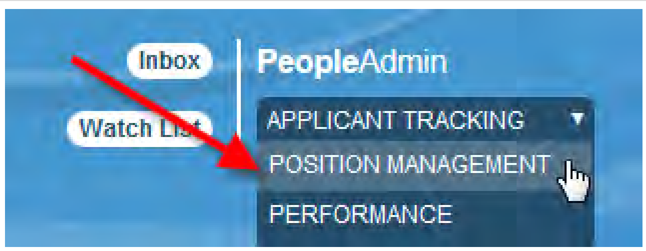
CREATING A STAFF OR A/P FACULTY POSITION DESCRIPTION



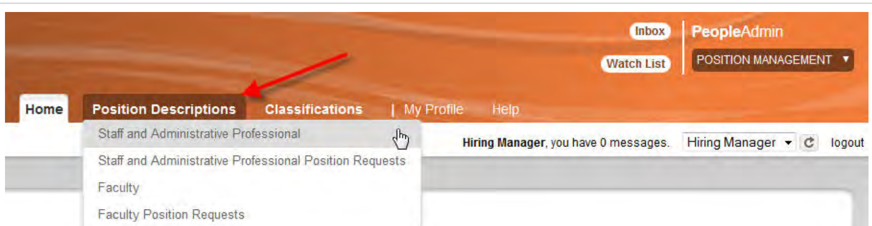
Hiring Managers and Department Chairs will manage the Recruitment / Hiring Process of Staff and / or A/P Faculty.

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Hiring Manager
Tab:	Position Descriptions
Position Type:	Appropriate

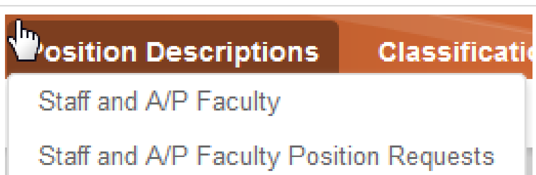
Select **Position Management** (See the right side of top bar.).



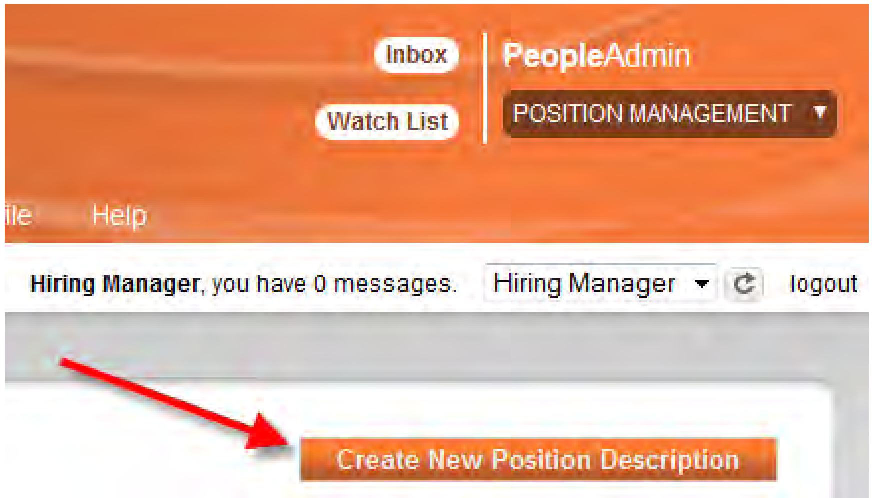
Hover your mouse over **Position Descriptions.**



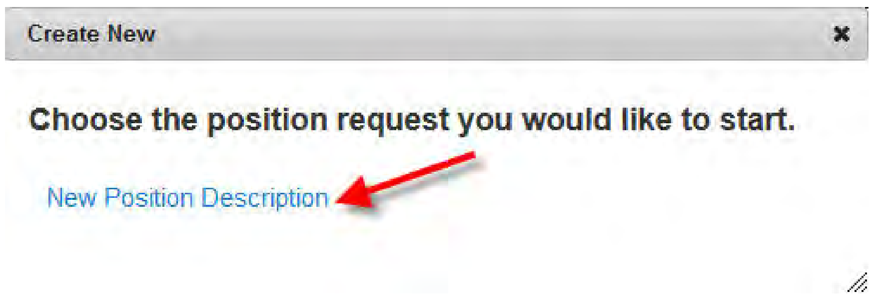
Select **Staff and A/P Faculty Professional.**



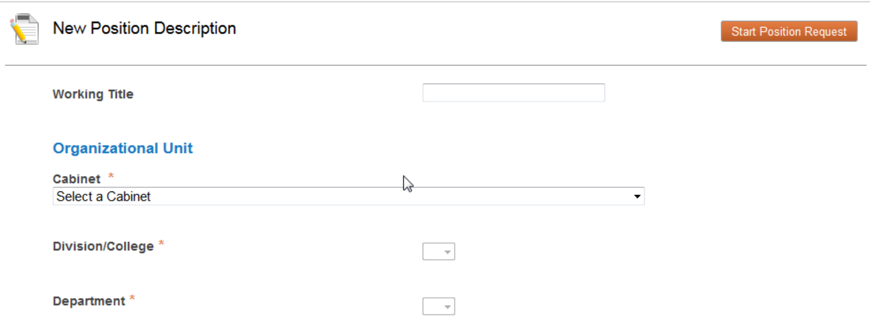
Click on **Create New Position Description.**



Choose **New Position Description.**

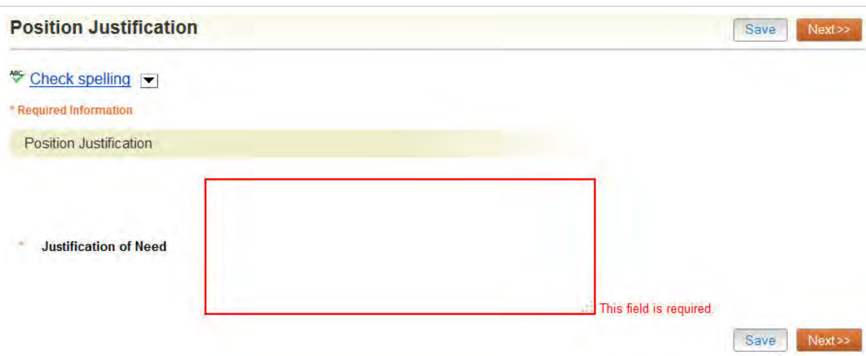


Complete the form with the appropriate information. The information on the Position Details tab will be the information used in creating your Job Posting.

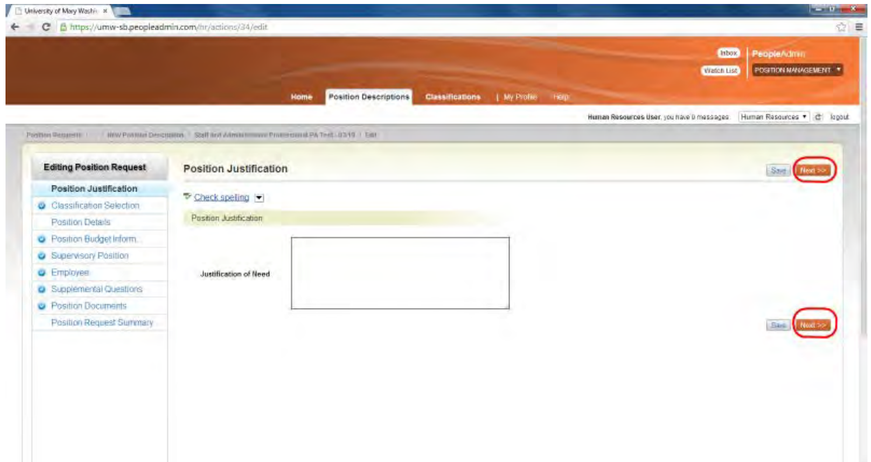


Click **Start Position Request** (at the top of the page).

Enter the **Position Justification.**

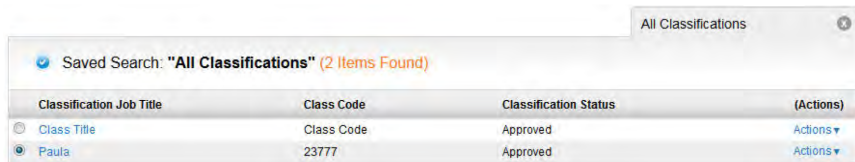


Click **Next**.



Choose the **Classification** that best fits the position that you are creating.

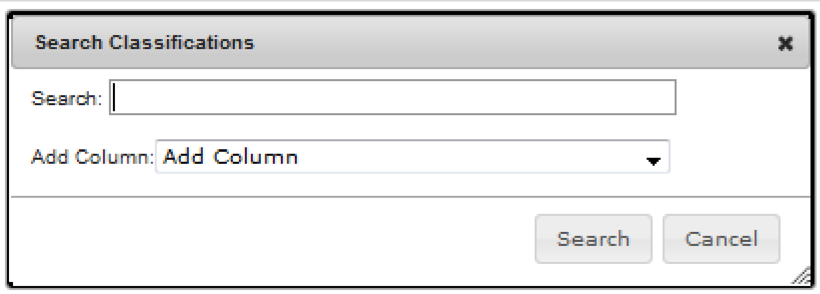
This is optional. HR will review and confirm the appropriate selection.



You must choose the radio button next to the job classification that you want to use.

Clicking on the role code of the position will open the Position Description.

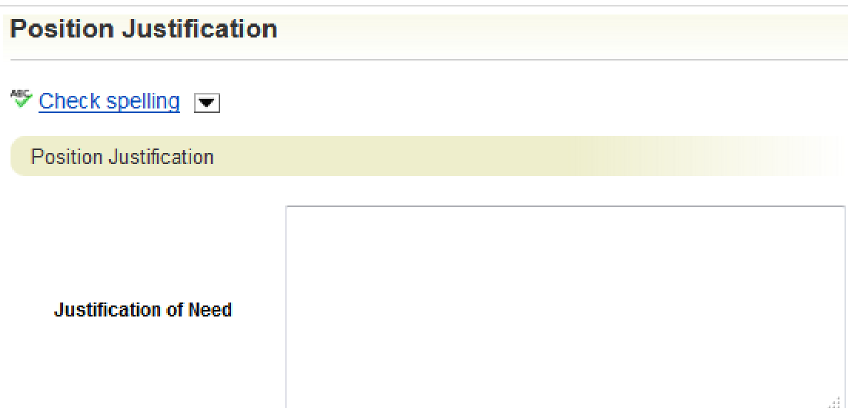
If the list of Classifications is too long to be practical, narrow the choices down by filtering the data. Click on **Filter these results**. Enter the **Class Title** of the position. Click **Search**.



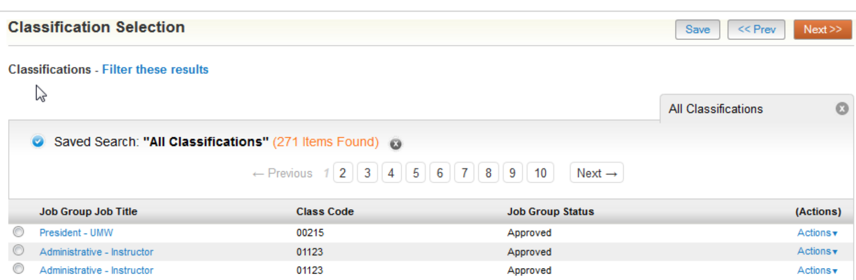
Continue to complete the forms with the appropriate information.

Click **Next** when each form is complete. You may also navigate by using the menu on the left; if you use the menu on the left, make sure that you save each form before moving off of it.

Position Justification

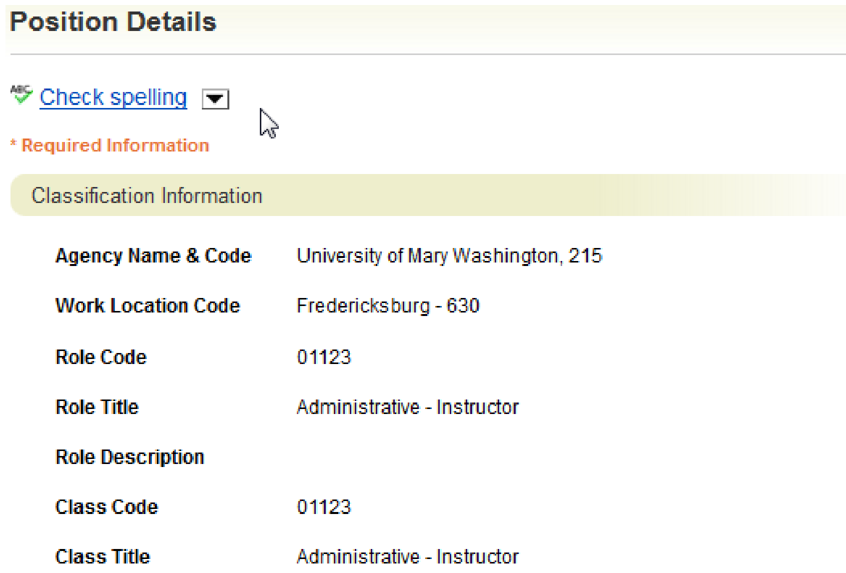


Classification Selection

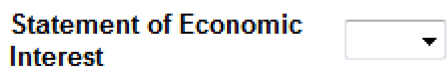


Position Details

This form has several sections that contain required information. If the information requested does not apply to the position that you are creating, enter N/A.

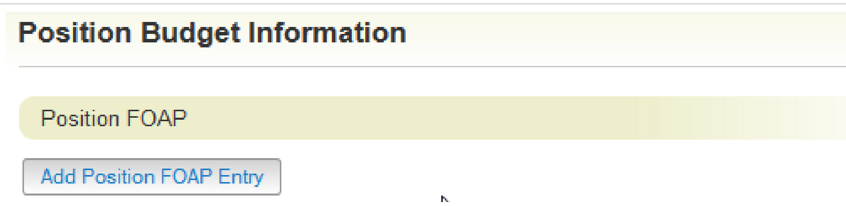


The State and Local Government Conflict of Interests Act requires that identified Virginia governmental officers and employees disclose their financial interests. If Yes is selected on this form, employees will be added to a list of Conflict of Interest filers. These individuals must complete an annual Statement of Economic Interests, and participate in required training.



Position Budget Information

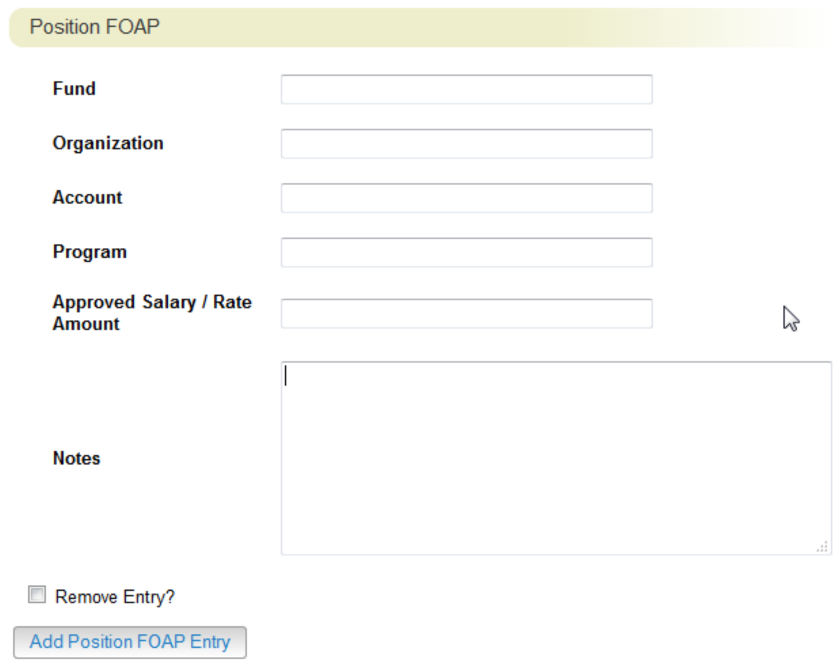
This information is optional; please provide it if you have the information. Budget will review and modify it as needed.



If you are going to enter the Position FOAP, click **Add Position FOAP Entry**.

Provide the requested information.

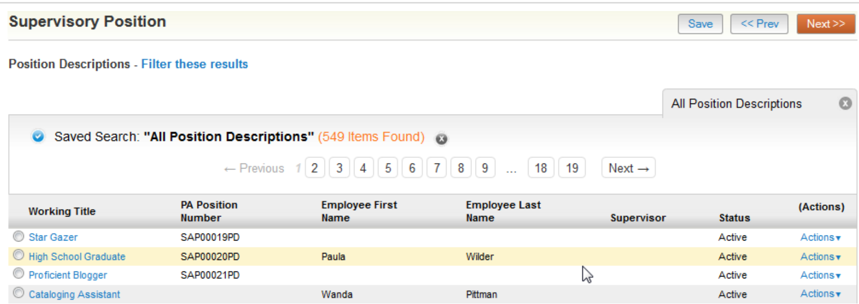
Note: The FOAP provided at this point is the FOAP for the position (not for advertising).



Supervisory Position

Note: This is optional.

This is the supervisor <u>of</u> the position.

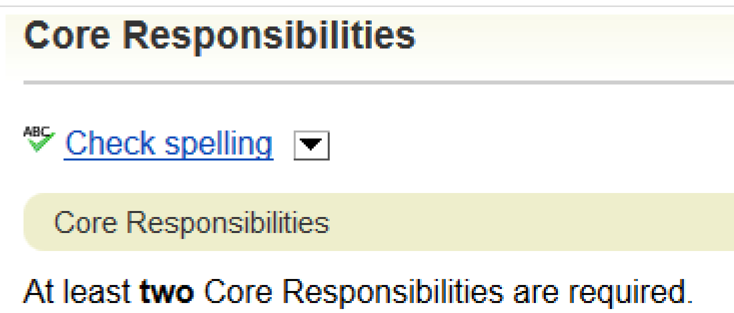


Select the individual who is the Supervisor <u>of</u> the position.

Core Responsibilities

Two Core Responsibilities are required as you are creating or modifying a Position Description; you may have more than 2 Core Responsibilities.

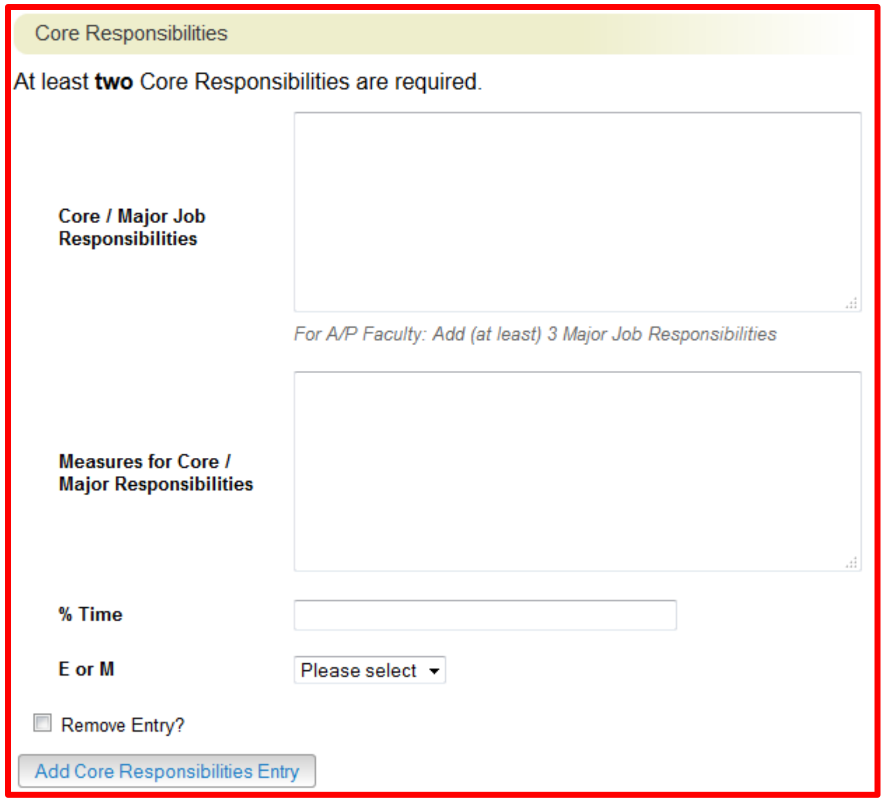
Because of the type of field that this is, you see that there is Helper Language reminding you that two Core Responsibilities are required - but there is not red text alerting you to this.



Once you add the first Core Responsibility, click the **Add Core Responsibility Entry** button.

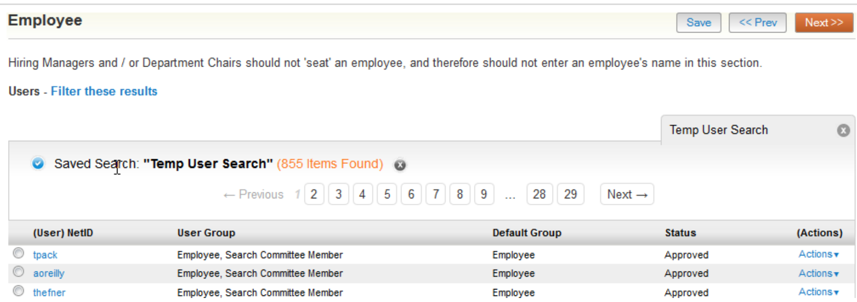
Fill in the requested information.

When you have added all of the Core Responsibilities, go to the next form.

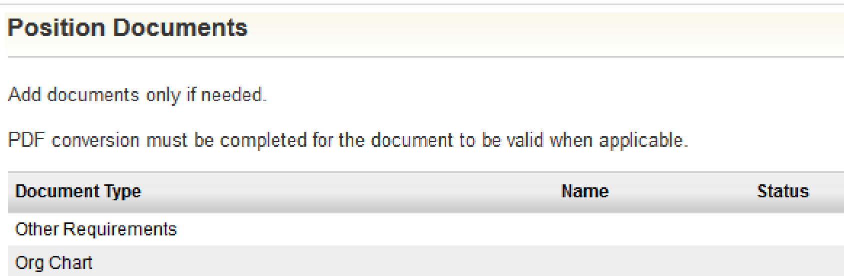


Employee

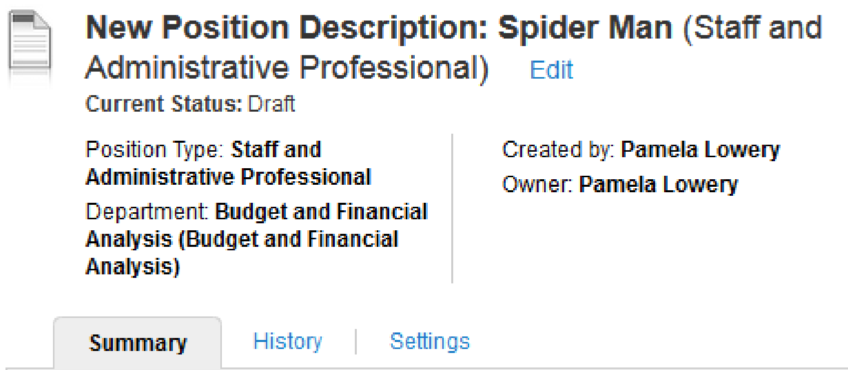
The Hiring Manager should not seat an employee.



Position Documents



Position Request Summary

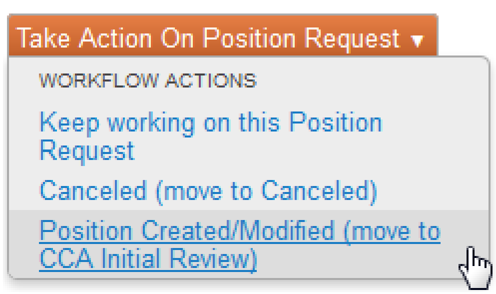


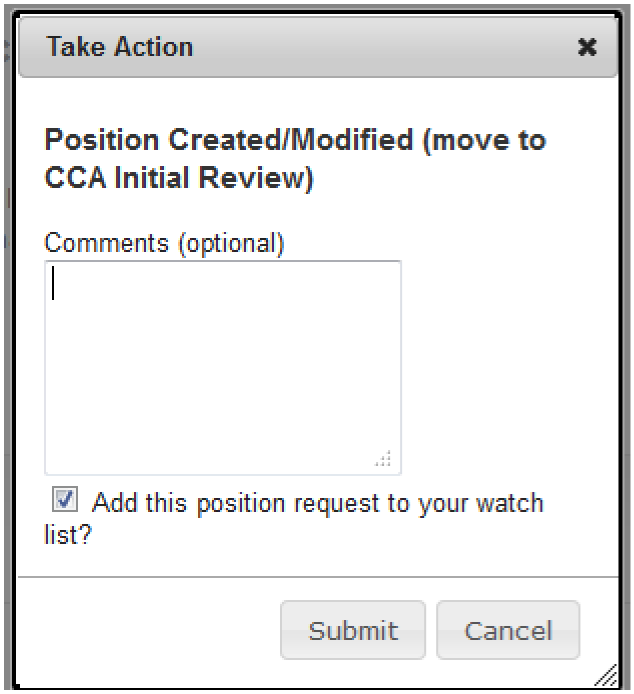
When you get to the **Position Request Summary**, verify that all items have a ✓ next to the section title. Once all items have a ✓, you're ready to transfer the request to the next workflow state.

Once you go to a section, items that have an orange ! next to them let you know that there are required fields that have not been completed. Click **Edit** located next to the name of the page to complete missing information.

On the Position Summary page, hover your mouse over **Take Action On Position Request**.

Select **Position Created/Modified (Move to CCA Review).**



Add any additional information in the Comments box. Click **Submit**. Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your **Watch List**. To do so, put a check in the box next to **Add this position request to your watch list.**	

A message will appear at the top of the screen:

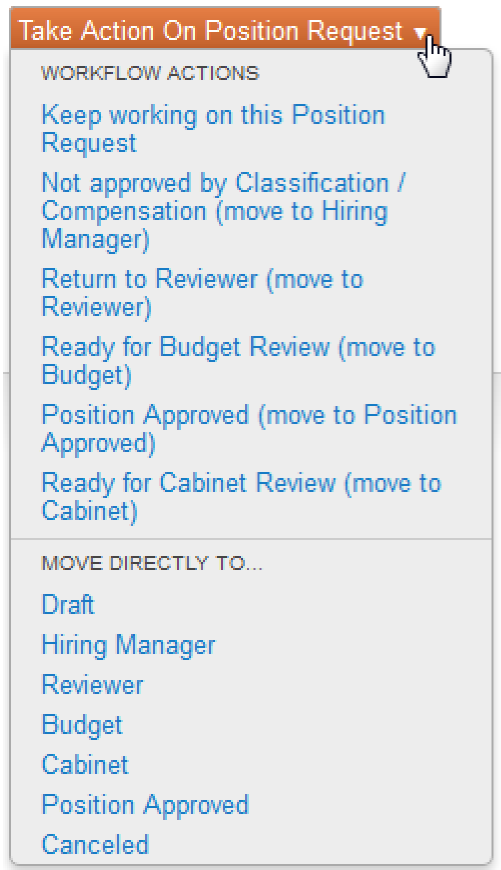
- Position request was successfully transitioned, or
- One or more form errors will be displayed. You must correct the issues before you may move forward.

Once a position has been created, it will be transferred to the Classification and Compensation Analyst (CCA). The CCA may pass the position to the Reviewer, Budget, and / or the appropriate Cabinet member after the review.

CLASSIFYING A POSITION

Ultimately, after all approvals have been given, the CCA will move the position to Position Approved.

You will see actions taken if you view the History of the position.

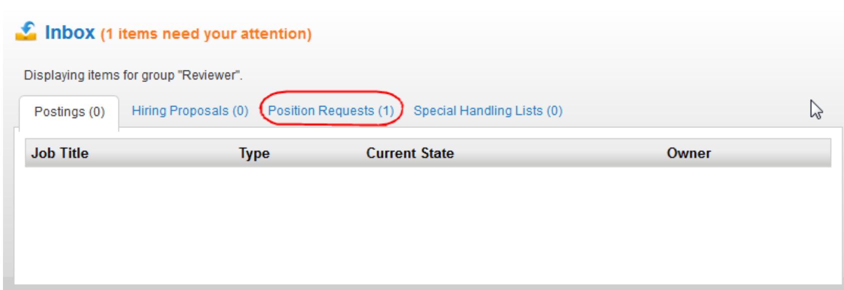


REVIEWER APPROVAL

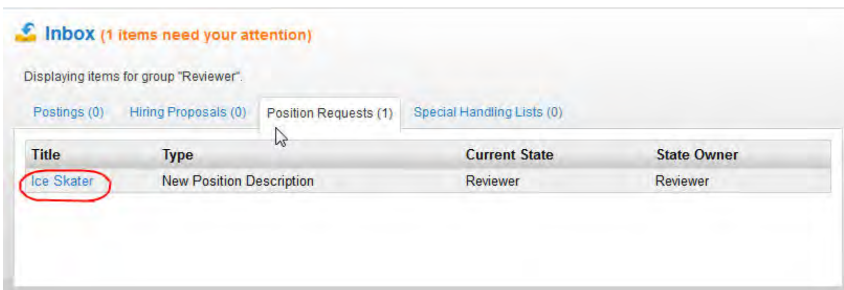
Once the CCA classifies a position, the Position Description may be transferred to the Reviewer. If the position is transitioned to the Reviewer, the Reviewer will make changes and send the PD back to the CCA.

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Reviewer
Tab:	Position Descriptions
Position Type:	Appropriate

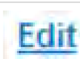
Go to the Inbox; click on **Position Requests**.



Select the position that you want to review.

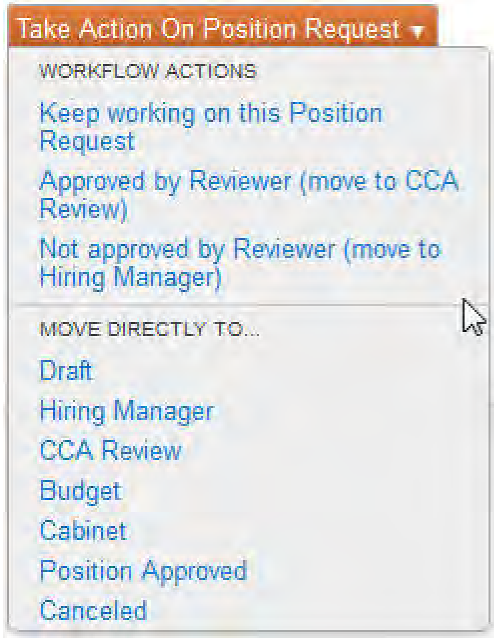


Review / edit the details. To do so, click the **Edit** button next to the section needing modification. Modify information as needed / appropriate.



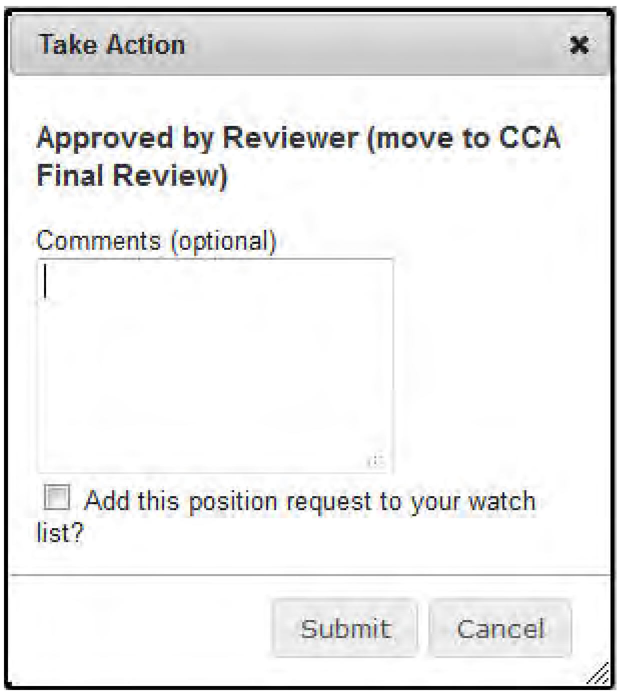
Select Take Action On Position Request.

Select the appropriate option.



Add any **comments** that are appropriate. Click **Submit**.

Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your Watch List. To do so, put a check in the box next to **Add this position request to your watch list.**

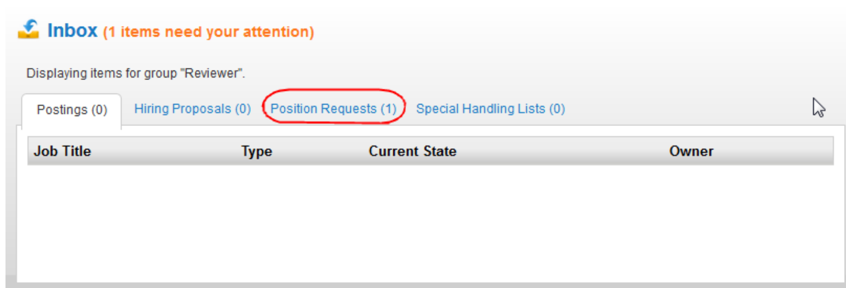
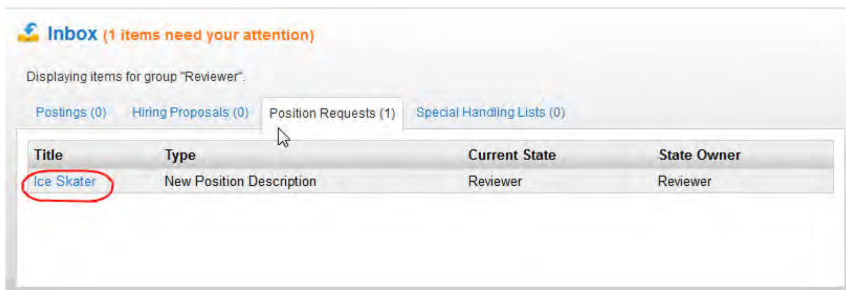


Cabinet Approval

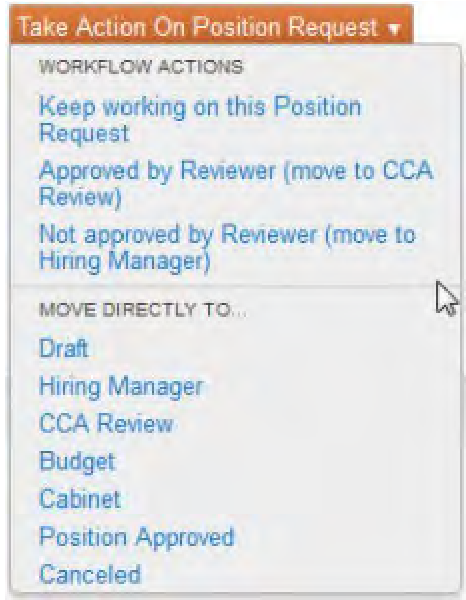
Once the CCA classifies a position, the Position Description may be transferred to the appropriate Cabinet member. The Cabinet member will make changes to or approve the PD and send it back to the CCA.

Log in to Careers:	See directions on p. xx
Module:	Position Management

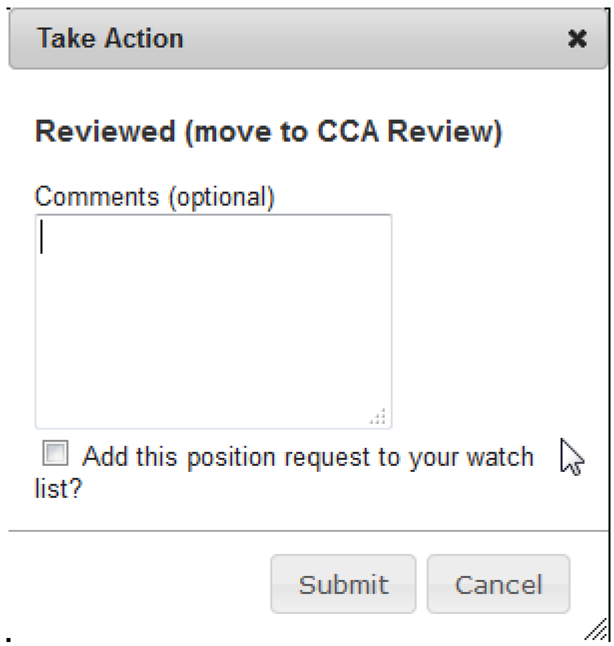
Role:	Hiring Manager
Tab:	Position Descriptions
Position Type:	Appropriate

Go to the Inbox; click on **Position Requests**.	
Select the position that you want to review.	
Review / edit the details. To do so, click the **Edit** button next to the section needing modification. Modify information as needed / appropriate.	
Select Take Action On Position Request.	

Select Reviewed (move to CCA Review).

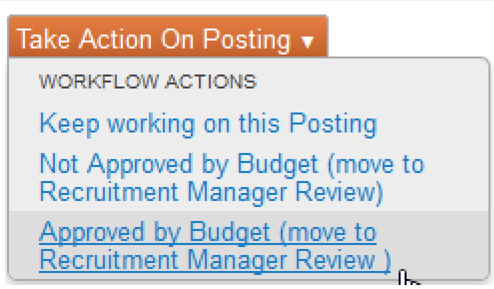


Please add a comment indicating your approval, or noting changes needed. Click **Submit**.

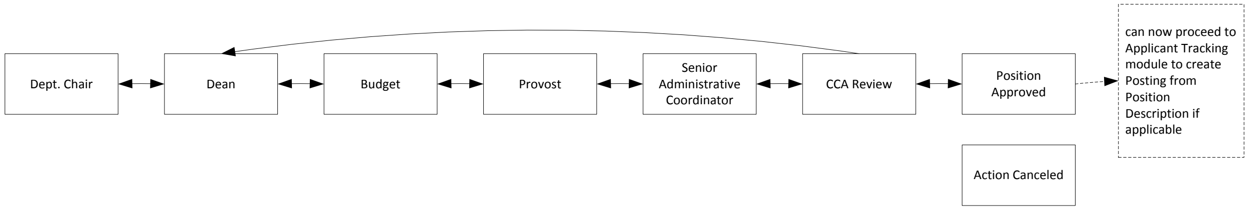


Budget Review

Staff from the Budget Office may be included in the approval process. Budget will review and edit information as needed. Budget may take one of the actions shown. This step is optional.



CREATING A FACULTY POSITION DESCRIPTION

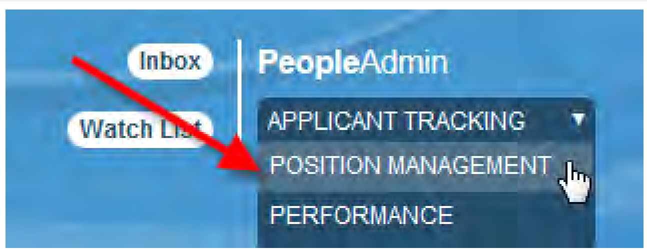


Department Chairs and Deans will manage the Recruitment / Hiring Process of Faculty.

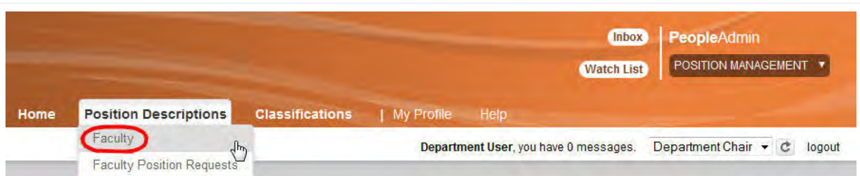
Department Chairs have the permissions required to create a position.

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Department Chair
Tab:	Position Descriptions
Position Type:	Appropriate

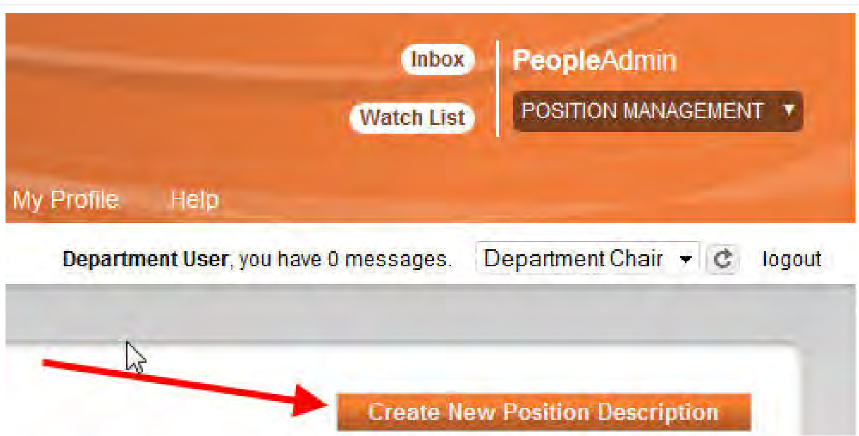
Select **Position Management**.

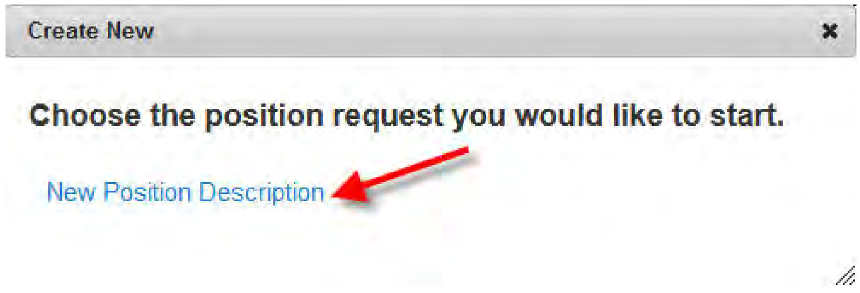
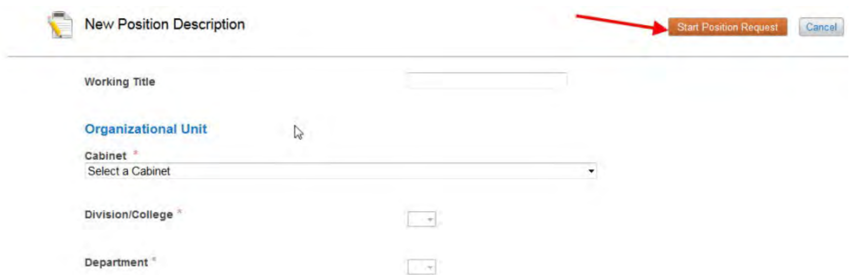
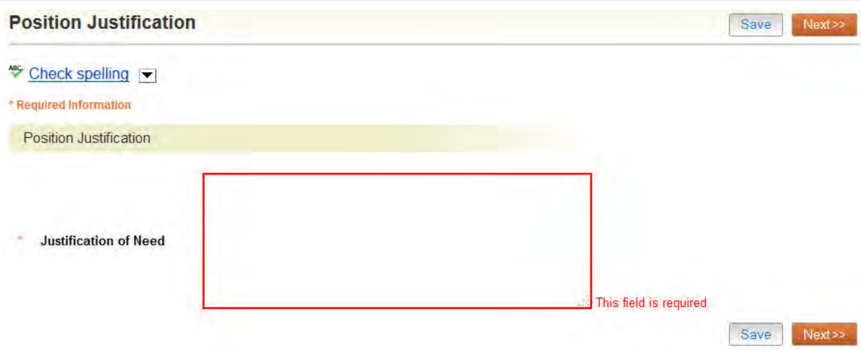
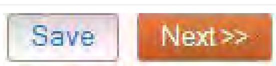


Hover your mouse over the **Position Descriptions** tab. Select **Faculty.**



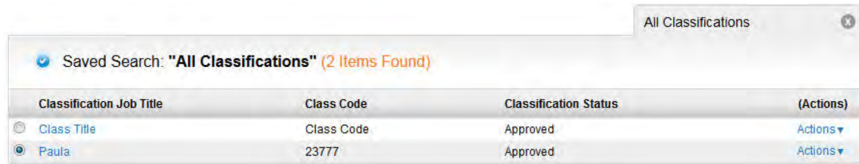
Click on Create New Position Description.



Choose New Position Description.	
Complete the form with the appropriate information. When all information has been entered, click on **Start Position Request**.	
Enter the **Position Justification**. Click **Next**.	
Continue to complete the forms with the appropriate information. Move through the form, making sure that all information is accurate and complete. Click **Next** when each form is complete. You may also navigate by using the menu on the left; if you use the menu on the left, make sure that you save each form before moving off of it. You may also navigate by using the **Editing Position Request** items.	

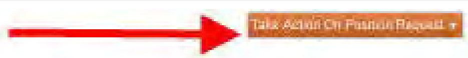
Select the classification that best describes your position.

This step is optional.

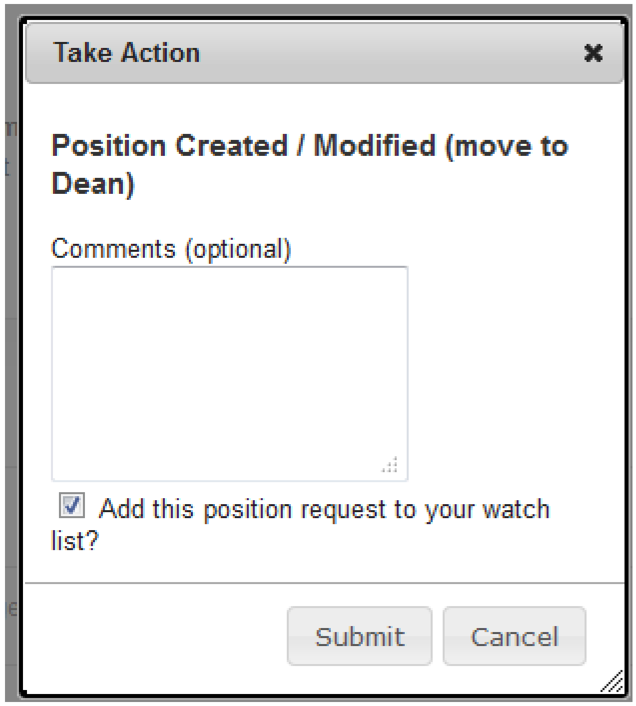


When you get to the Position Request **Summary**, scroll through the summary and verify that all items have a next to the status. Once all items have a , you're ready to transfer the request to the next workflow state.

Hover your mouse over **Take Action On Position Request**.



Select **Position Created/Modified (Move to Dean)**.

Add comments as needed / appropriate. Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your Watch List. To do so, put a check in the box next to **Add this position request to your watch list.** Click **Submit** when you are ready to send the change(s) to the Dean.	
• Note:	A message will appear at the top of the screen: • Position request was successfully transitioned, or • One or more form errors will be displayed.

Dean's Approval

Log in to Careers: See directions on p. xx

Module: Position Management

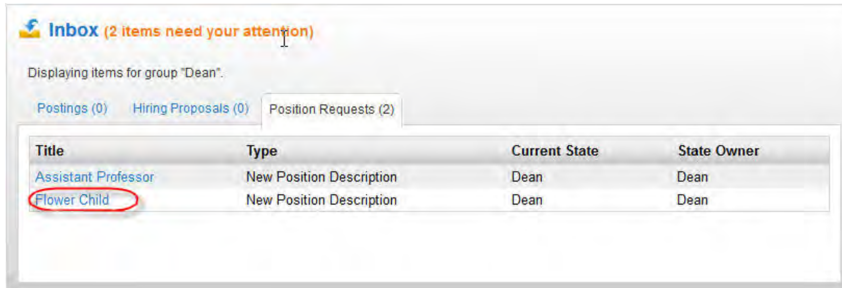
Role: Dean

Tab: Position Descriptions

Position Type: Appropriate

Go to the **Inbox**; click on **Position Requests**.

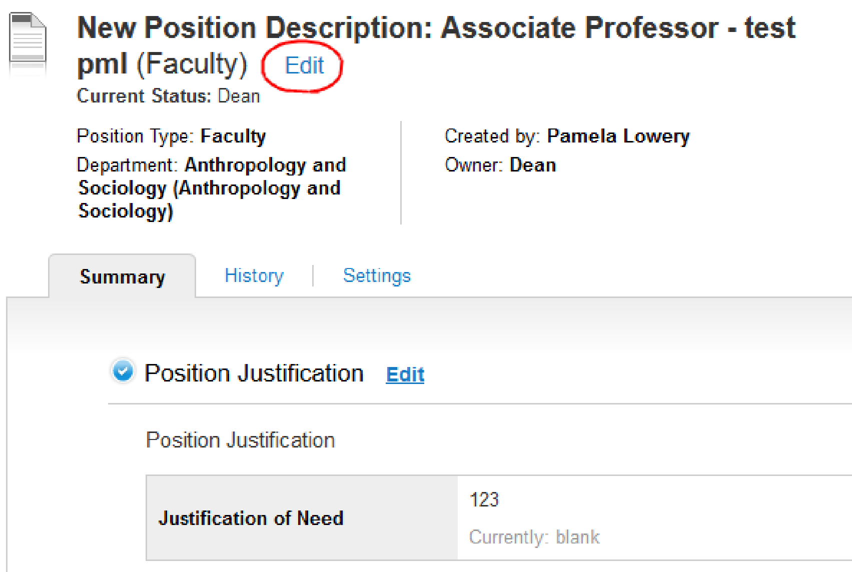
Select the **position** that you want to review.



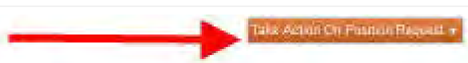
Review / edit the details on the Summary page. Modify information as needed / appropriate.

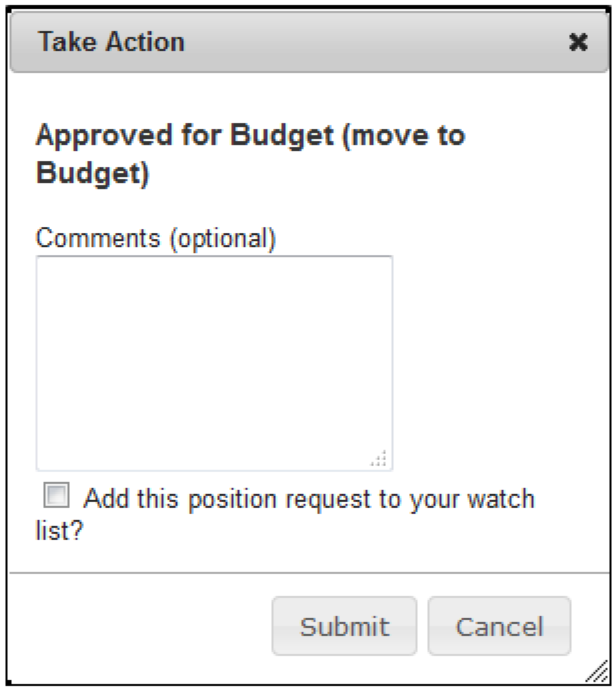
Items that complete have a  .

Note: If you edit information, the Position Description must go through the approval process again.



Select **Take Action On Position Request**.

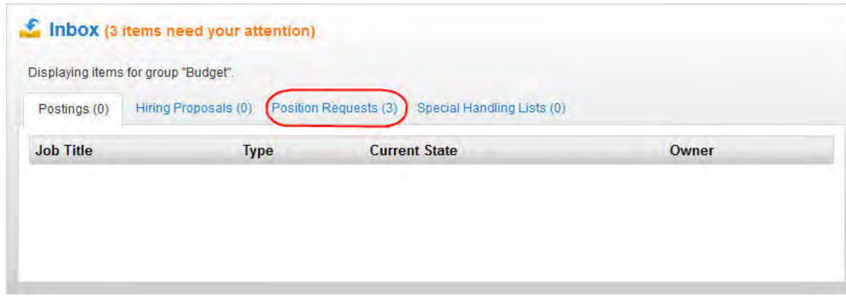


Choose **Approved for Budget (Move to Budget)**.	
Add any **comments** that are appropriate. Click **Submit**.	

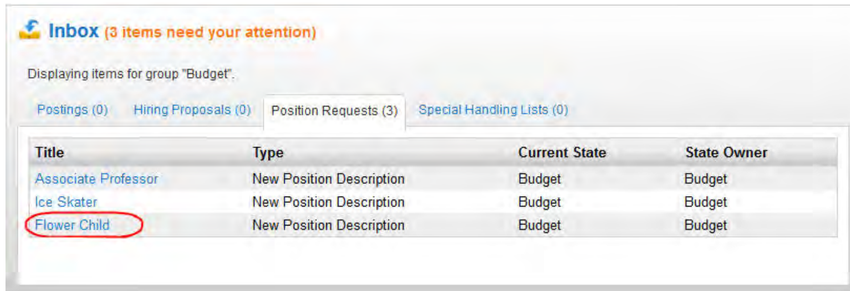
Budget Review

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Budget
Tab:	Position Descriptions
Position Type:	Appropriate

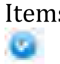
Go to the **Inbox**; click on **Position Requests**.



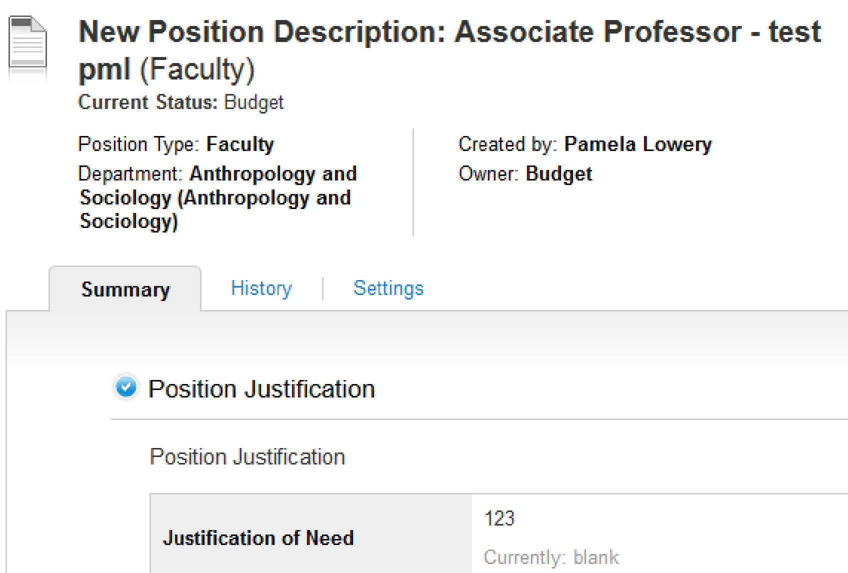
Select the **position** that you want to review.



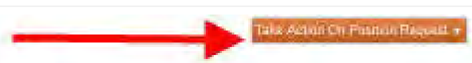
Review / edit the details on the Summary page. Modify information as needed / appropriate.

Items that are complete have a  .

Note: If you edit information, the Position Description must go through the approval process again.



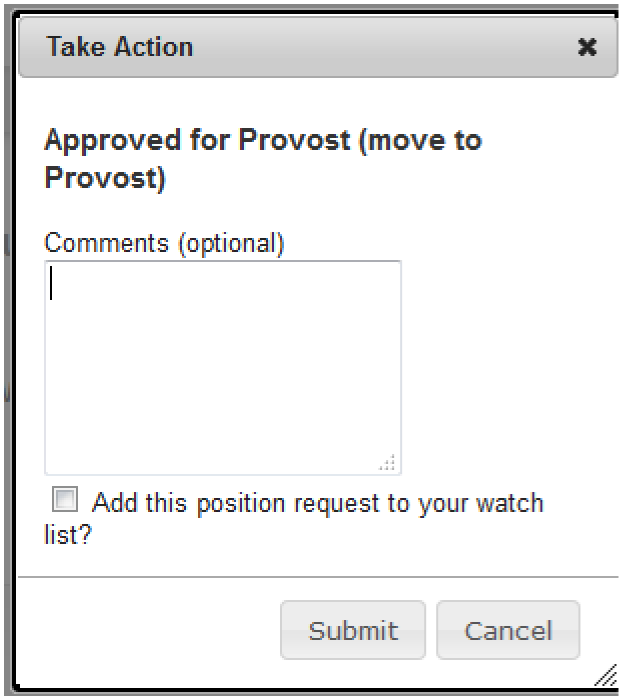
Select **Take Action On Position Request**.



Choose **Approved** for Provost (Move to **Provost**).

Add any **comments** that are appropriate. Click **Submit**.

Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your Watch List. To do so, put a check in the box next to **Add this position request to your watch list.**

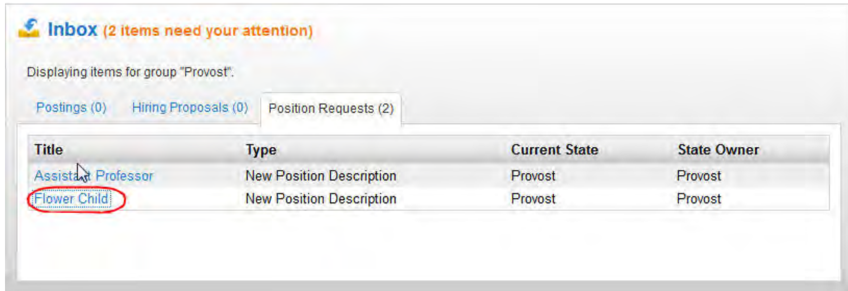


Provost's Approval

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Provost
Tab:	Position Descriptions
Position Type:	Appropriate

Go to the Inbox; click on Position Requests.

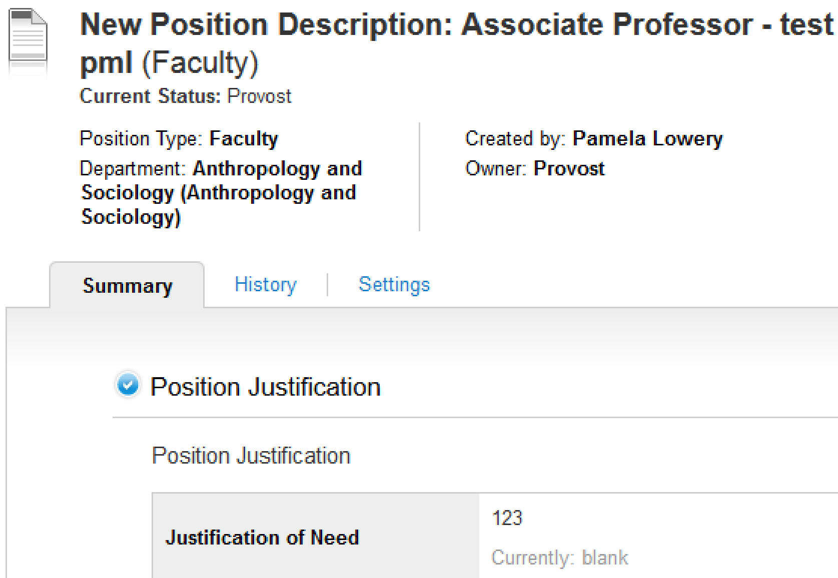
Select the **position** that you want to review.



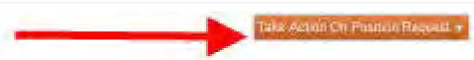
Review / edit the details on the Summary page. Modify information as needed / appropriate.

Items that are complete have a .

Note: If you edit information, the Position Description must go through the approval process again.

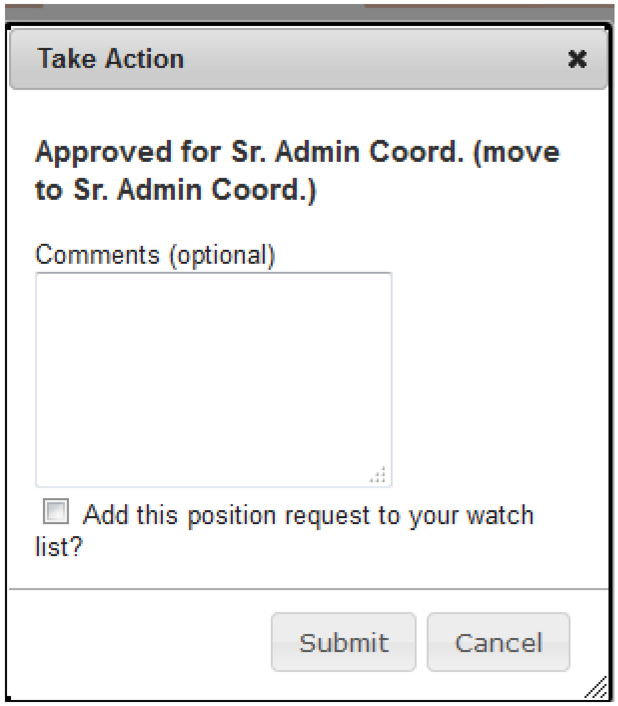


Select **Take Action on Position Request**.



Choose **Approved for Sr. Admin Coord (move to Sr. Admin Coord.).**

Add any **comments** that are appropriate. Click **Submit**.



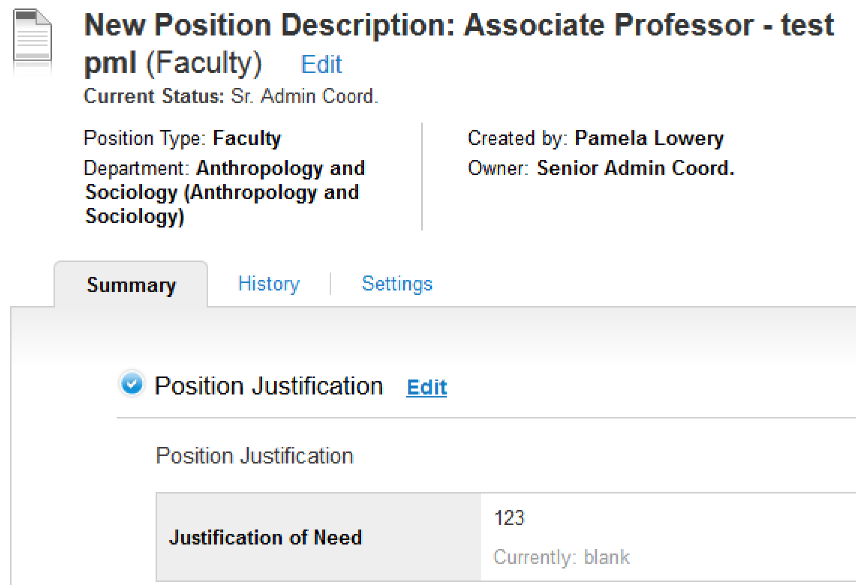
Senior Admin Coordinator Review

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Senior Admin Coordinator
Tab:	Position Descriptions
Position Type:	Appropriate

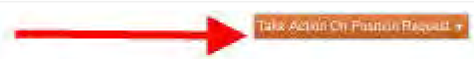
The Senior Admin. Coordinator will review / edit the details on the Summary page. Modify information as needed / appropriate.

Items that are complete have a .

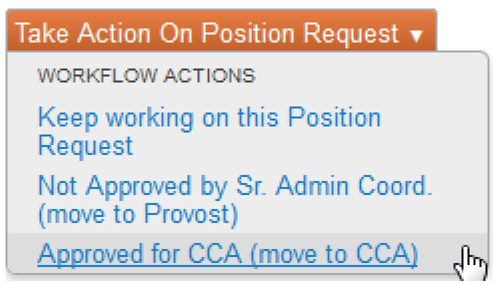
Note: If you edit information, the Position Description must go through the approval process again.



Once the position has been reviewed / edited, select **Take Action on Position Request.**

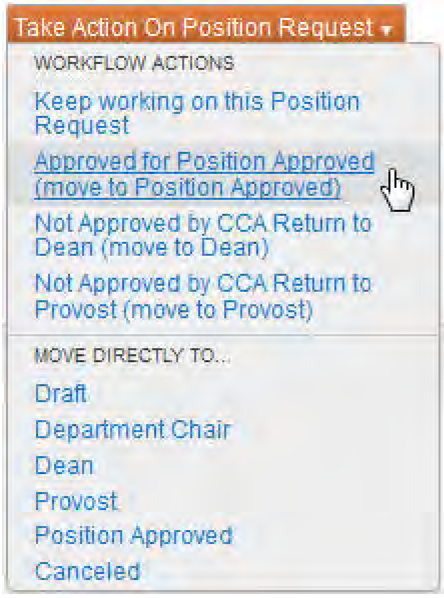


Once the position has been reviewed / edited and is ready for approval, the position will be transitioned to the CCA **(Approved for CCA (move to CCA)**.



CCA Final Review

The CCA will review the PD as submitted. Actions that the CCA may take are shown.

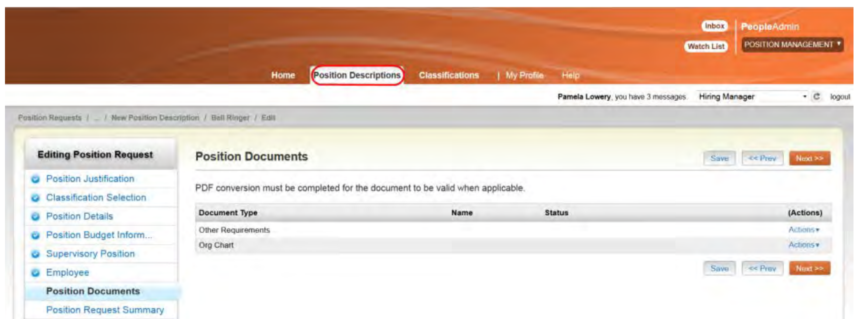


CLONING A POSITION

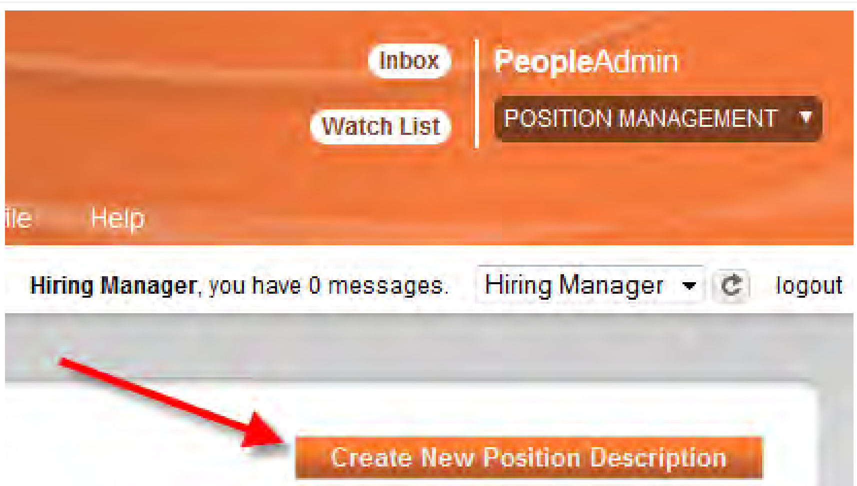
Cloning allows you to replicate a position. There are a number of factors that must be considered before using this function. Hiring Managers and Department Chairs must contact the CCA before cloning a position.

Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Hiring Manager, Department Chair, or Search Committee Chair
Tab:	Position Descriptions
Position Type:	Hiring Managers should select Staff / A/P Faculty; Department Chairs should select Faculty

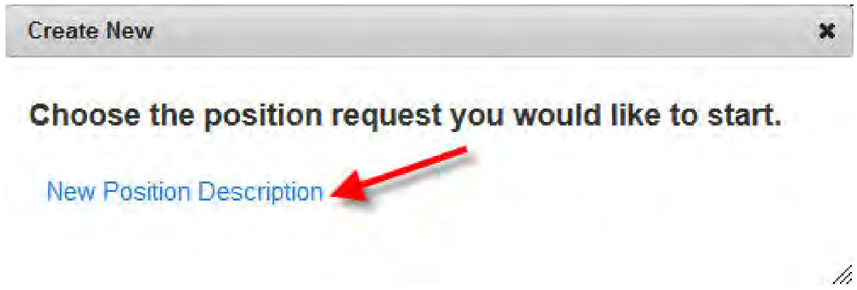
Hover your mouse over the **Position Description** tab. Select the appropriate position type.



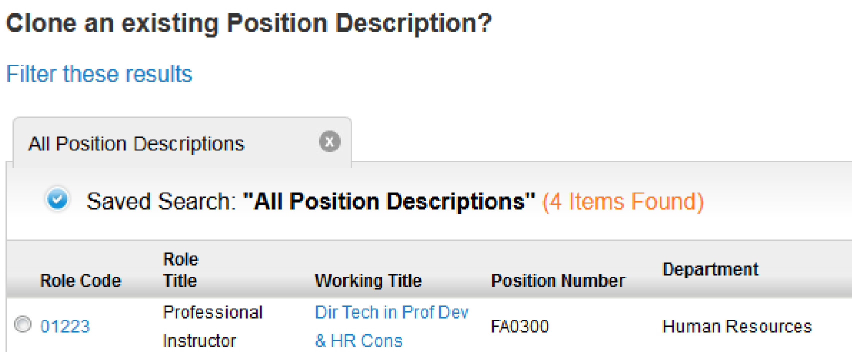
Click **Create New Position Description.**



Select New Position Description



Scroll to the bottom of the form to the Clone an existing Position Description section.

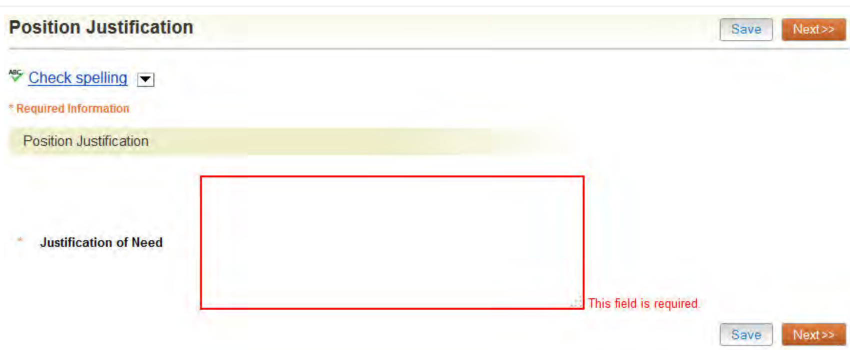


Select the position that you want to clone. Click the **radio button** to the left of the position's Working Title.

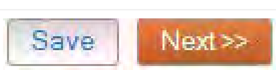
Note: You will see only the positions that you have permission to view.

Select **Start Position Request** at the top of the form.

Enter the Position Justification if it is not already there.



Click **Next.**

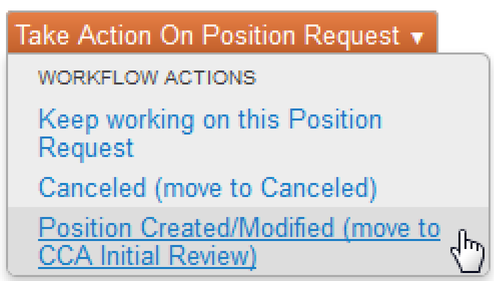


Edit information as appropriate. Forms which must be reviewed / completed are:

- Position Justification
- Classification Selection
- Position Details
- Position Budget Information
- Supervisory Position
- Employee
- Position Documents
- Position Request Summary.

When you have completed all of the information, hover your mouse over the **Take Action** button.

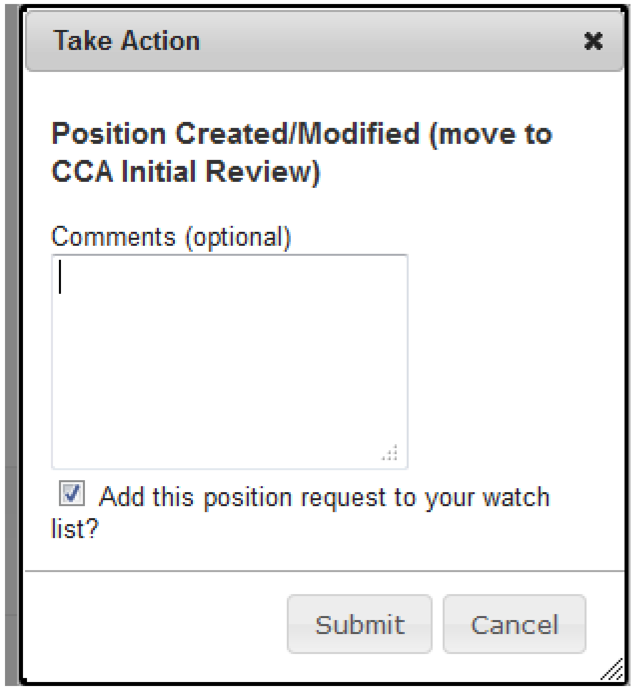
Choose **Position Created / Modified (Move to CCA)** if you are cloning a Staff or A/P Faculty position; choose **Position Created / Modified (Move to Dean) if you are cloning a Faculty position.**



Enter **Comments**. Click **Submit**.

Manager Tip: This box must describe changes made to the Position Description. Make notes as you go along to use to enter in this box.

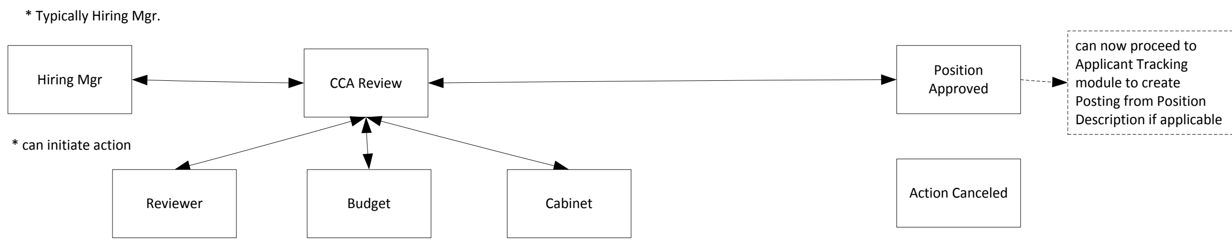
Note: Hiring managers will see this form. Department Chairs will see slightly different options if you are cloning a Faculty position (as Department Chair).



Once the position has been cloned, it will transition through the appropriate Workflow process (see p. xx for Staff or A/P Faculty positions or p. xx for Faculty positions).

POSITION MANAGEMENT – MODIFYING A POSITION DESCRIPTION

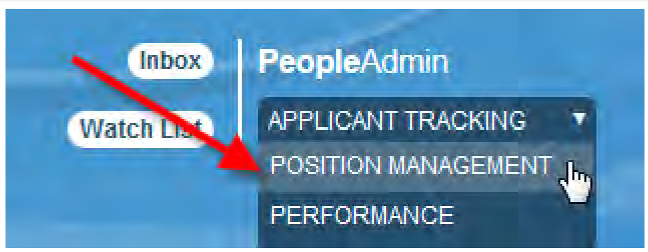
MODIFYING A STAFF OR A/P FACULTY POSITION



Hiring Managers have the permissions required to modify a position.

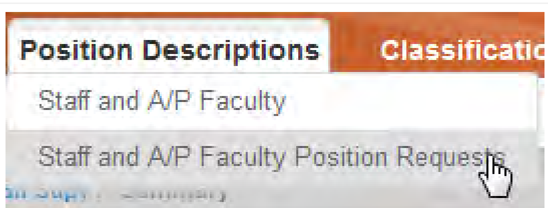
Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Hiring Manager
Tab:	Position Descriptions
Position Type:	Appropriate

Select the **Position Management** module.



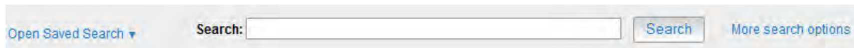
Hover your mouse over **Position Descriptions**.

Select the appropriate position type (**Staff and A/P Faculty** or **Staff and A/P Faculty Position Requests** – See p. xx for an explanation.)

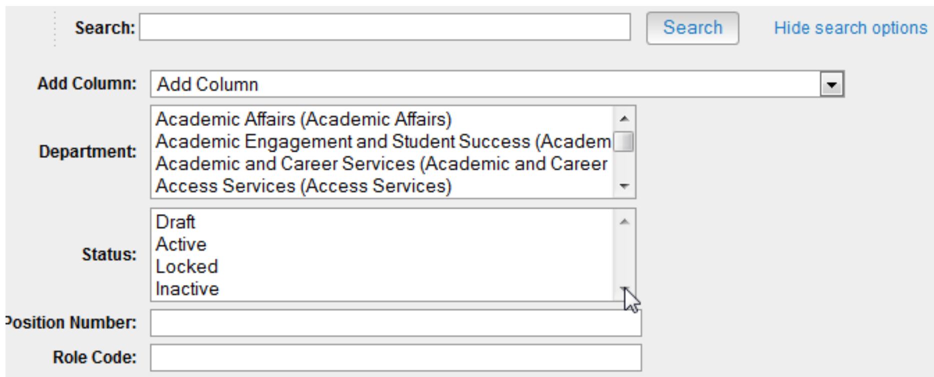


Find the position that you want to modify.

You may **Search** for the position that you wish to modify.



To search by Position Number, you must click on **More Search Options** and enter the Position Number in the field labeled Position Number.



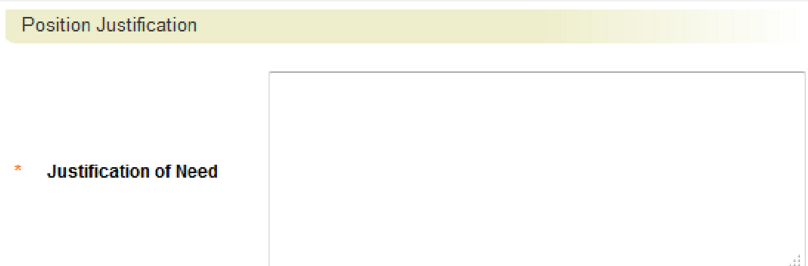
Once you find the position, click on the **Title**. You may also select **View** from the Actions menu.

Select **Modify Position Description.**

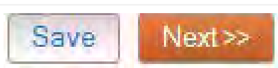
Click **Start**.

Select the **Reason for Position Modification**.

Review the **Justification of Need**. Edit the information if needed.



Move through the Position Request, making the appropriate changes, by clicking the **Next** button, or by navigating through the **list** on the left.



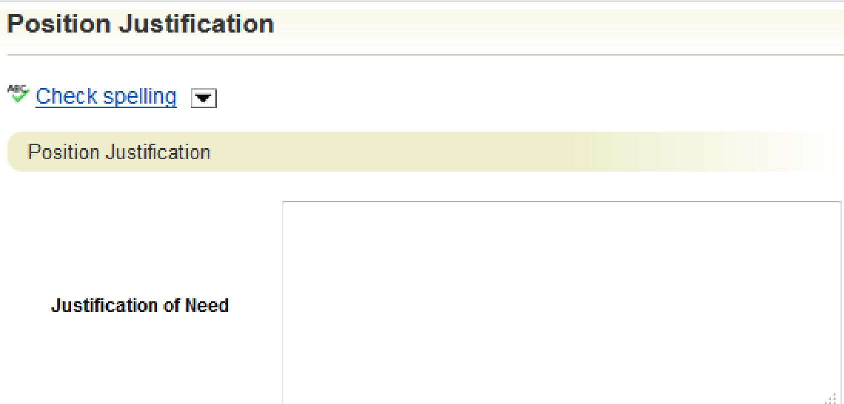
Forms that must be completed are:

-

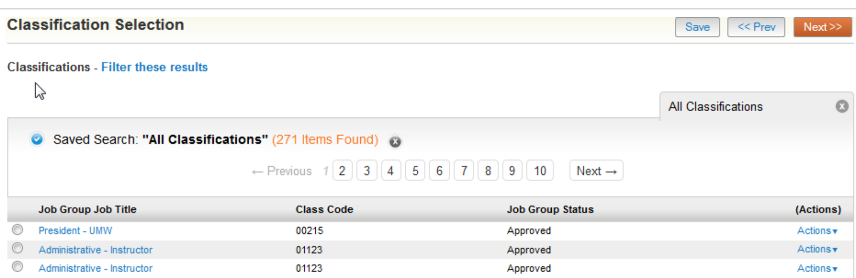
Forms that must be completed are:

- Classification Selection
- Position Details
- Position Budget Information
- Supervisory Position
- Employee
- Supplemental Questions
- Position Documents
- Position Request Summary

Position Justification

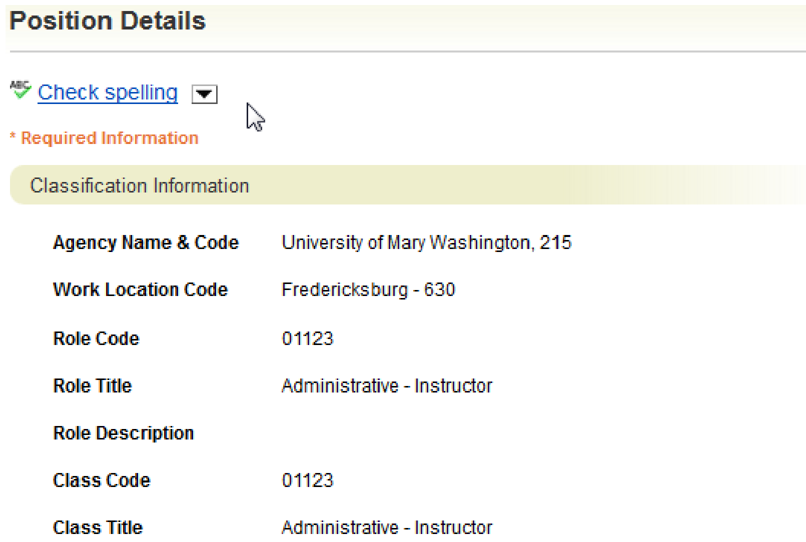


Classification Selection

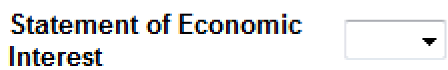


- Position Details

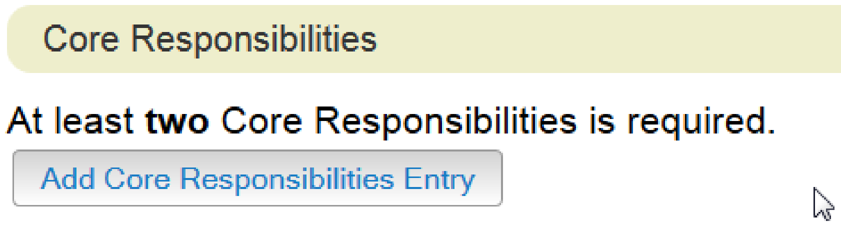
This form has several sections that contain required information.



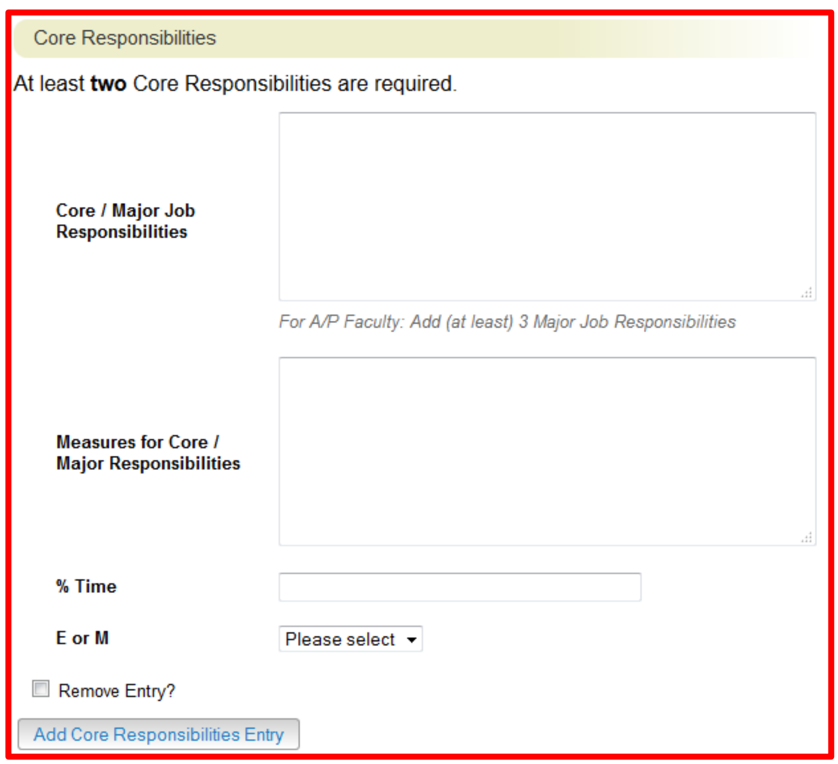
The State and Local Government Conflict of Interests Act requires that identified Virginia governmental officers and employees disclose their financial interests. If Yes is selected on this form, employees will be added to a list of Conflict of Interest filers. These individuals must complete an annual Statement of Economic Interests, and participate in required training.



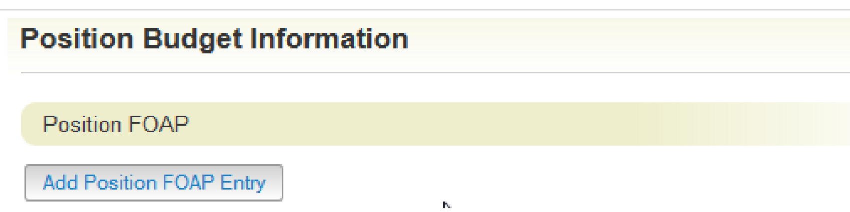
One of the sections on the Position Details form is the Core Responsibility section. Two Core Responsibilities are required as you are creating or modifying a Position Description.



Because of the type of field that this is, you see that there is Helper Language reminding you that two Core Responsibilities are required - but there is not red text alerting you to this.



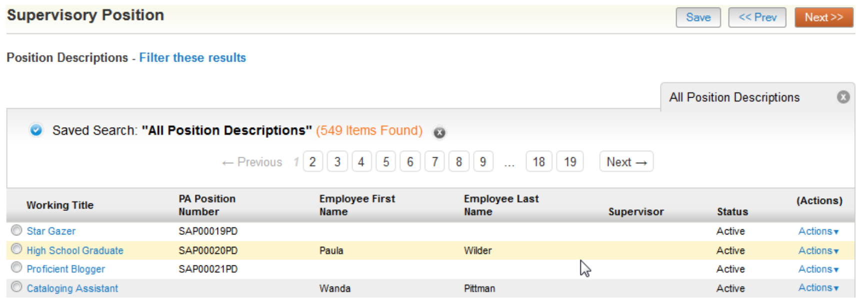
- Position Budget Information



Supervisory Position

Note: This is optional.

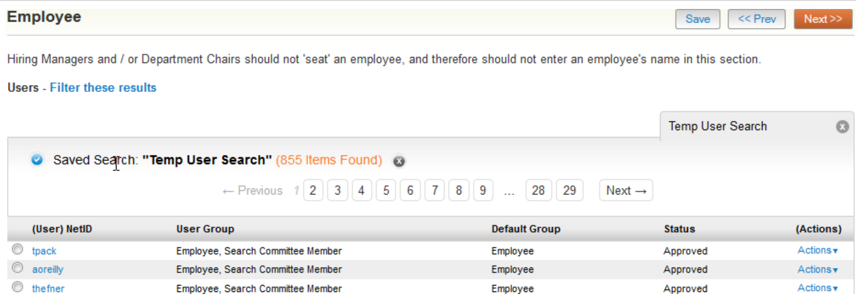
This is the supervisor of the position.



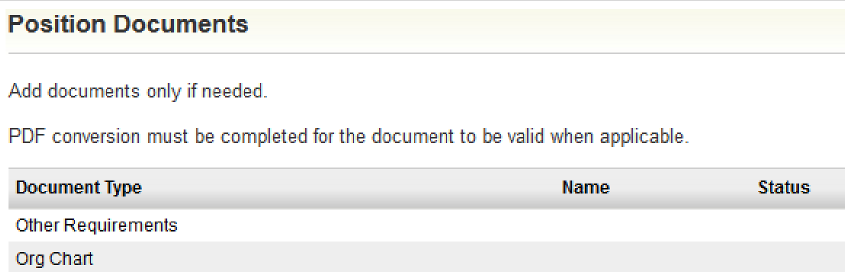
Select the individual who is the Supervisor of the position.

Employee

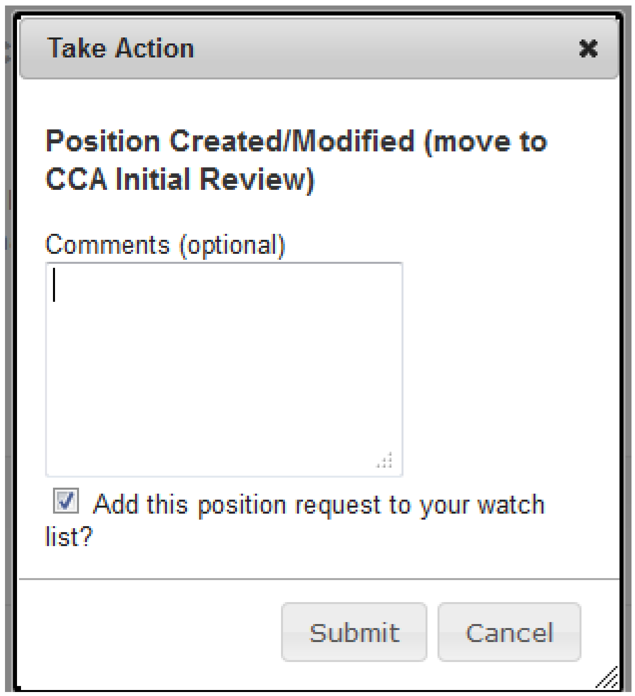
The Hiring Manager should not seat an employee.



Position Documents



Position Request Summary

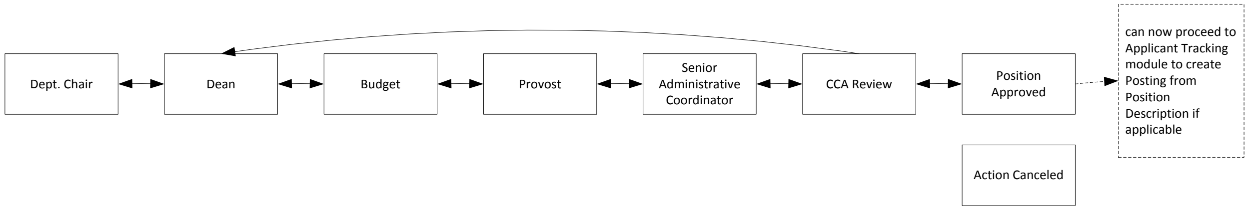
When you get to the Position Summary, scroll through the document and confirm that all sections are complete. When you are done, click **Take Action On Position Request**. Select the appropriate Workflow state, selecting **Position Created / Modified (move to CCA Review)**.	
	Note: Depending on your role, you may see different actions.
Add any comments that are needed; click **Submit.**	

Note: A message will appear at the top of the screen:

Position request was successfully transitioned, or
One or more form errors will be displayed. You must correct the issues before you may move forward.

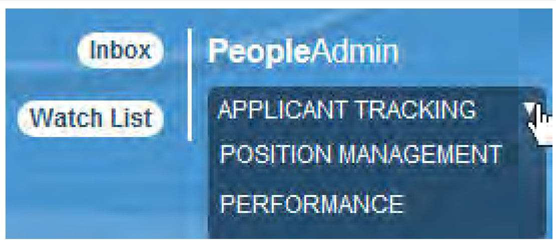
Once a position has been created, it will be transferred to the Classification and Compensation Analyst (CCA). The position may be passed to the Reviewer, Budget, and / or the appropriate Cabinet member after the CCA review.
Note: Ultimately, after all approvals have been given, the CCA will move the position to Position Approved.

MODIFYING A FACULTY POSITION



Log in to Careers:	See directions on p. xx
Module:	Position Management
Role:	Department Chair
Tab:	Position Descriptions
Position Type:	Faculty

Select the **Position Management** module.

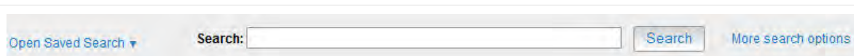


Hover your mouse over the **Position Description** tab.

Choose Faculty if the position is an active position; choose Faculty Position Request if the position is pending.

Find the position that you want to modify.

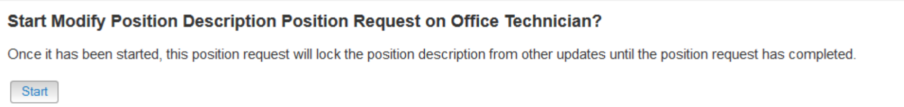
You may **Search** for the position that you wish to modify.



Once you find the position, click on the **Title** of the position. You may also select **View** from the Actions menu.

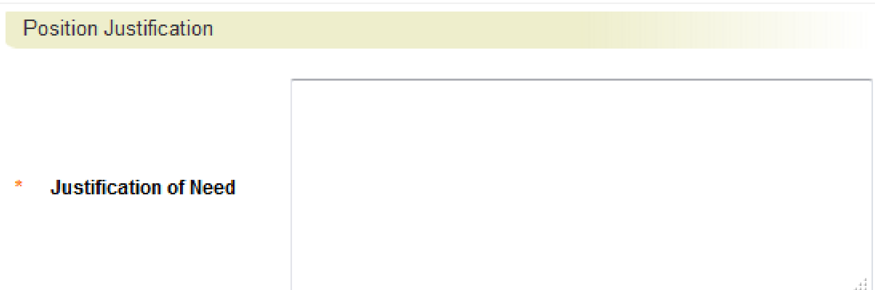
Select **Modify Position Description.**

Click **Start.**

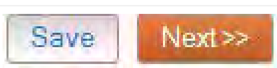


Select the **Reason for Position Modification.**

Provide a **Justification of Need.**

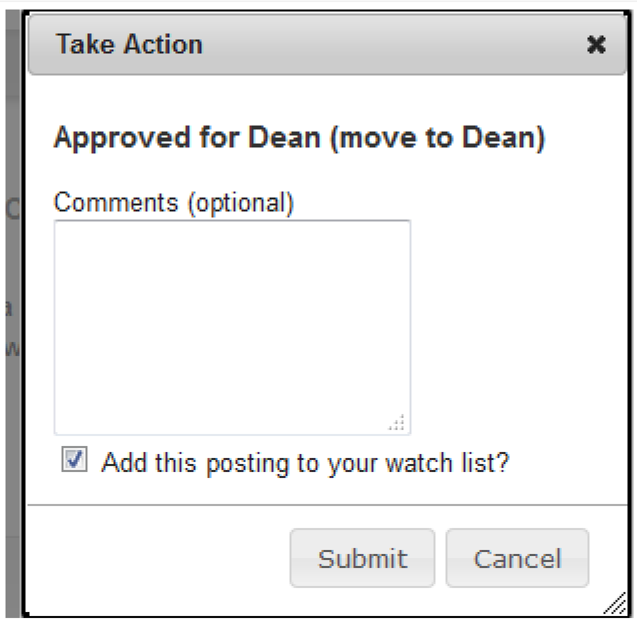


Move through the Request, making the appropriate changes, by clicking the **Next** button, or by navigating through the **list** on the left.

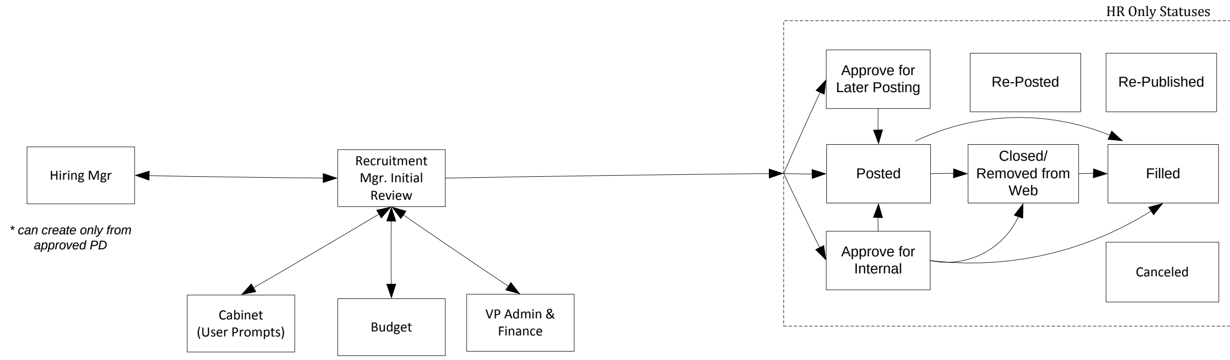


Forms that must be completed are:

- Classification Selection
- Position Details
- Position Budget Information
- Supervisory

Position • Core Responsibilities • Employee • Position Documents • Position Request Summary	
When you get to the Position Summary, scroll through the document and confirm that all sections are complete. When you are done, click **Take Action On Position Request**.	
Select the appropriate Workflow state; choose **Position Created / Modified (move to Dean)**.	Note: Depending on your role, you may see different actions.
Add any comments that are needed; click **Submit.** Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your Watch List. To do so, put a check in the box next to **Add this position request to your watch list.** The request will ultimately be approved by the Dean, Budget, and the Provost, then transferred to the CCA.	

POSTING A STAFF AND A/P FACULTY POSITION



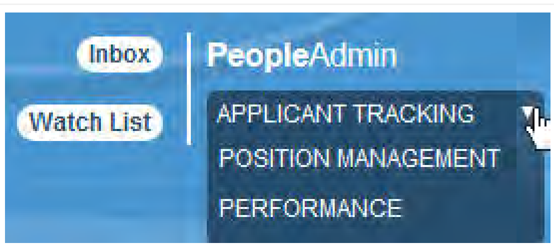
Forms that lead to the creation of a posting have multiple sections and fields. Fields with a red asterisk must be completed before moving on to the next page. There are some fields that you may not be able to fill in; they will be grayed out.

These fields are filled in by others during the approval process.

Once a position goes through the approval process (see below pages), and is approved by all parties, the Recruitment Manager posts and advertises the position.

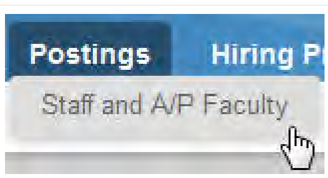
Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Hiring Manager
Tab:	Postings
Position Type:	Appropriate

Select the **Applicant Tracking** module. Choose the **Hiring Manager** role.



There are two ways to create a job posting – using the Navigation bar at the top or the Shortcut on the left side.

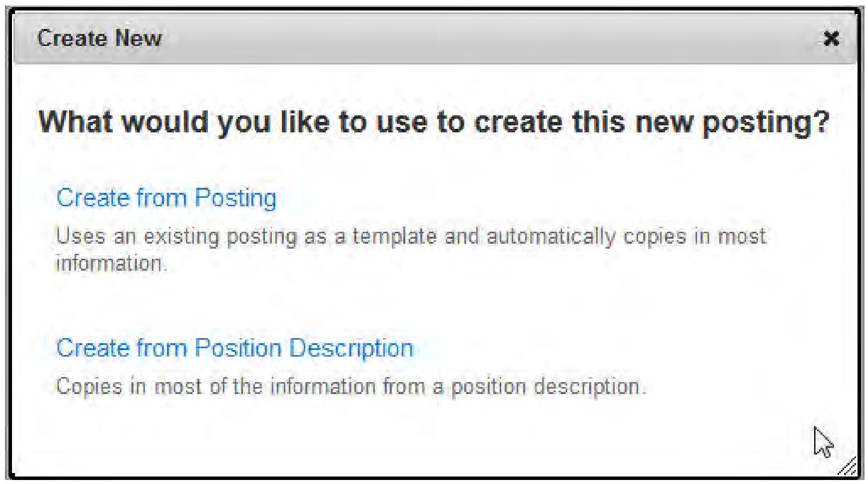
Hover over the Postings tab. Select Staff and A/P Faculty Professional.



You may also go to the Shortcuts box listed on the right of the Home screen.

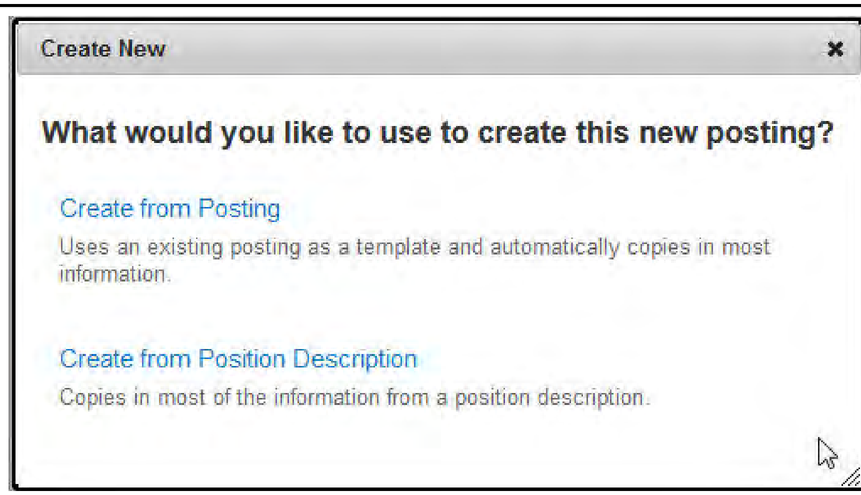
Click on the **Create New Posting** button.

You may create a Posting from either an existing Posting or from a Position Description. Select the item (**Posting, Position Description**) that you would like to use to create this posting. Most often, you will select Create from Position Description.



Create a Posting from Another Posting

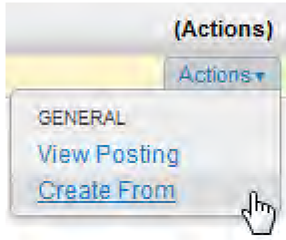
Select Create from Posting.



Select (or Search, then Select) the existing **Posting** that you want to use to create this posting.

Working Title	Department	Active Applications	Workflow State	Last Updated	(Actions)
Star Gazer	Disability Resources (Disability Resources)	5	Posted	May 06, 2014 at 03:35 PM	Actions ▾

Hover your mouse over Actions.

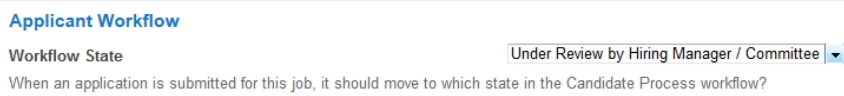


If you choose **View Posting**, you will be given the option to Modify Position Description. The position will then move through the classification review process.

If you select **Create From**, you should review the information.

Verify the Organizational Unit.

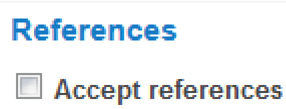
You will not be able to make any changes to the Applicant Workflow.



The system will solicit Reference information at a point in the recruitment process that you define. You may also customize what happens when all references are complete, and define the type of document that reference providers submit.

If you want the system to help you manage references, put a in the box next to **Accept references**.

See p. 85 - 87 for full details on how to utilize the References feature.



Note: If this isn't selected at this point, you will not be able to utilize the Reference option.

Review the Posting, and then click **Create New Posting**.

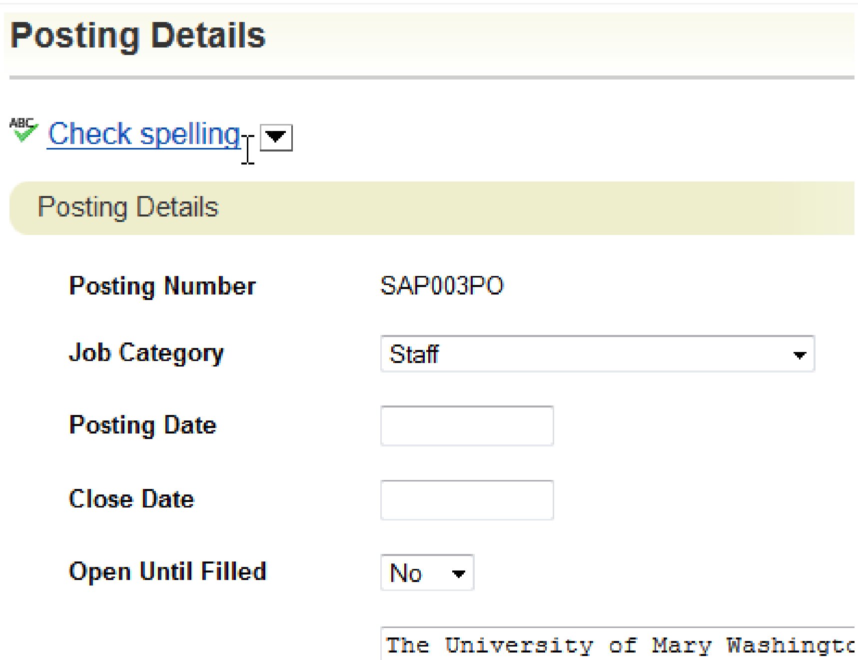
Move through the posting form, making sure that all information is accurate and complete, by clicking the Next button on each form, or by navigating with the Edit Posting items on the left.

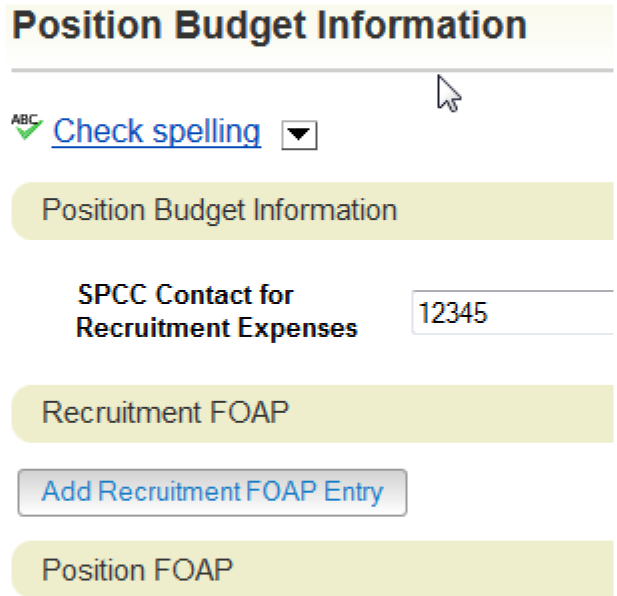
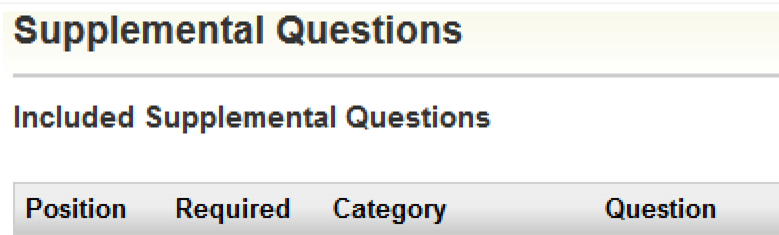
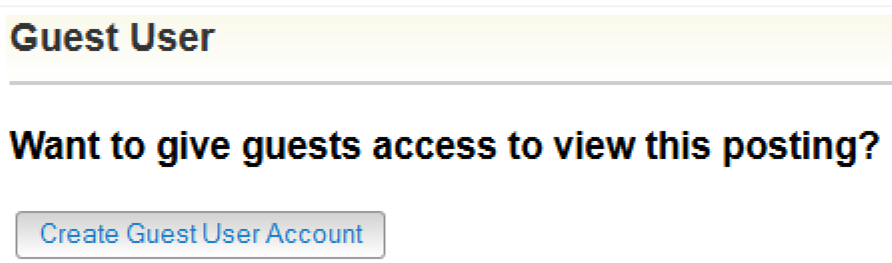
Forms that must be completed are:

- Posting Details
- Position Budget Information
- Supplemental Questions
- Guest User
- Search Committee
- Evaluative Criteria
- Posting Documents
- Reference Letters
- Summary

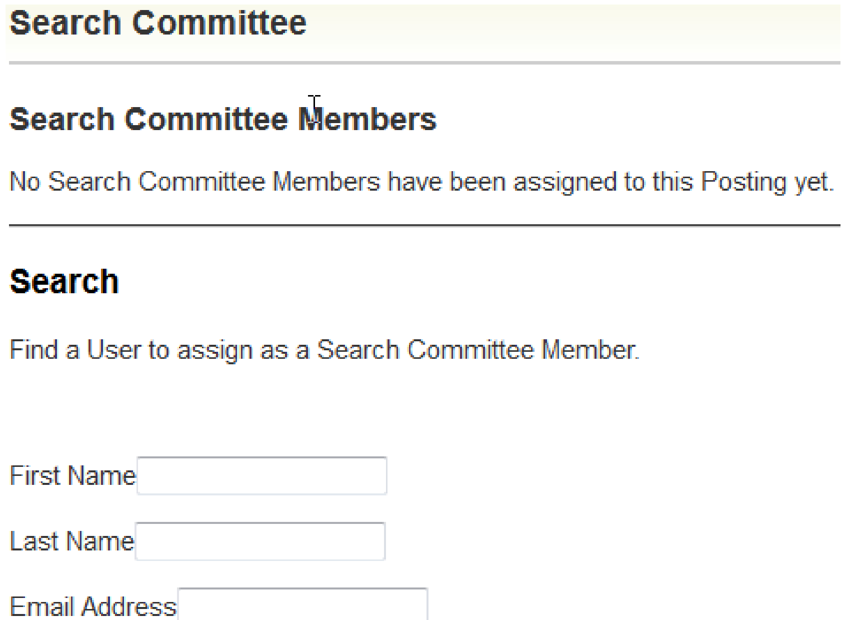
Items that are complete have a next to them. Please review each section, and complete the information as needed.

Posting Details

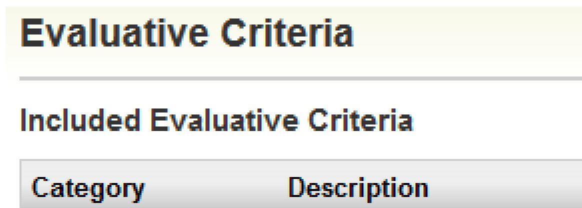


Position Budget Information	
Supplemental Questions	
Guest User	

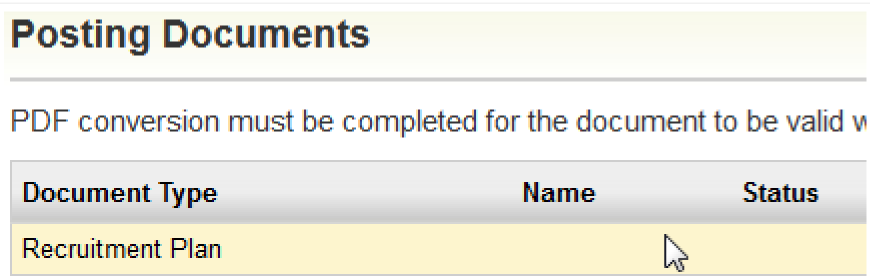
Search Committee

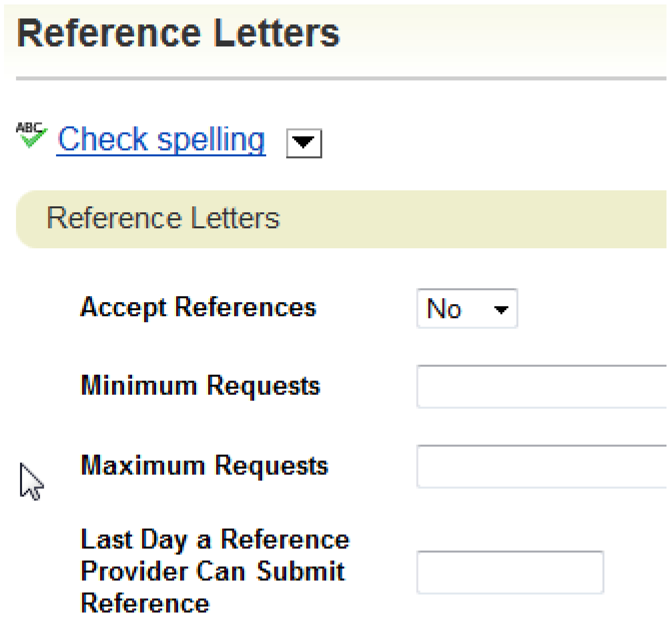
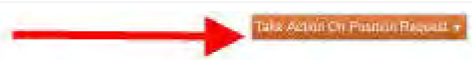
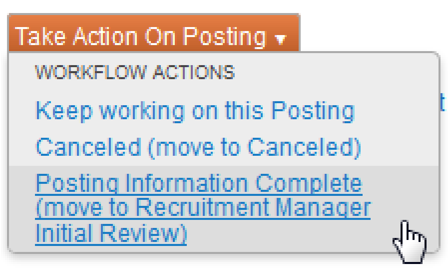


Evaluative Criteria



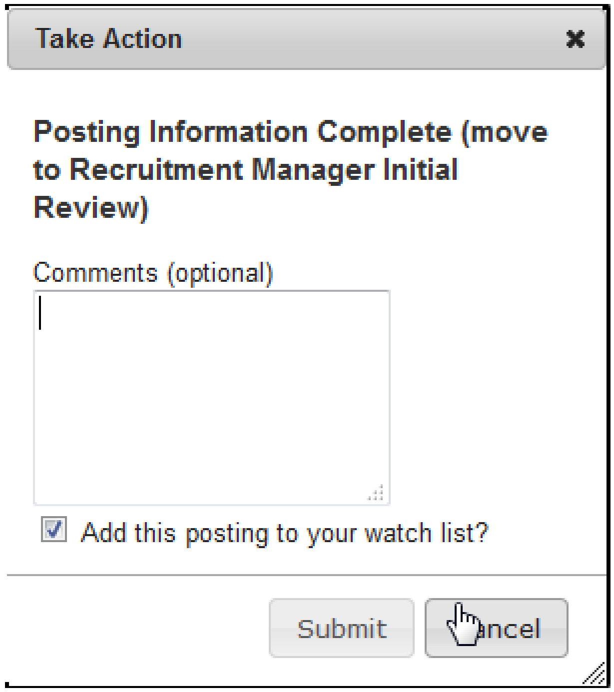
Posting Documents



Reference Letters	
Summary	
When you get to the **Summary** form, hover your mouse over the **Take Action On Posting**.	
Select Posting Information Complete (move to Recruitment Manager Initial Review).	

Add any appropriate comments, then click **Submit**.

Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your Watch List. To do so, put a check in the box next to **Add this position request to your watch list.**



Creating a Posting From a Position Description

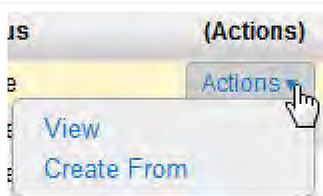
Select Create from Position Description.

Find the **Position Description** that you would like to use as the basis for the posting.

Click the **Actions** drop down menu. Select **View** or **Create From**.

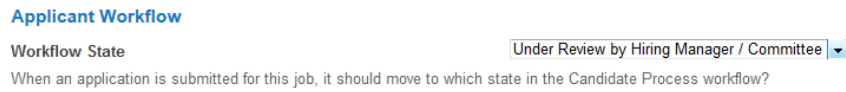
If you View the form, you must click **Create Posting from this Position Description.**

If you select Create From, you should review the information, and then click **Create New Posting.**



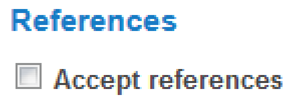
Verify the **Organizational Unit**.

You will not be able to make any changes to the Applicant Workflow.



If you want the system to help you manage references, put a ✓ in the box next to **Accept references.**

See p. 85 - 87 for full details on how to utilize the References feature.



Note: If this isn't selected at this point, you will not be able to utilize the Reference option.

After you make your choices, click **Create New Posting.**

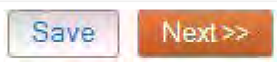
Save the form by clicking the **Save** button. Click the **Next** button to move to the next form.

Move through the posting form, making sure that all information is accurate and complete. Click Next when each form is complete. You may also navigate by using the menu on the left; if you use the menu on the left, make sure that you save each form before moving off of it.

Items that are complete have a ✓.

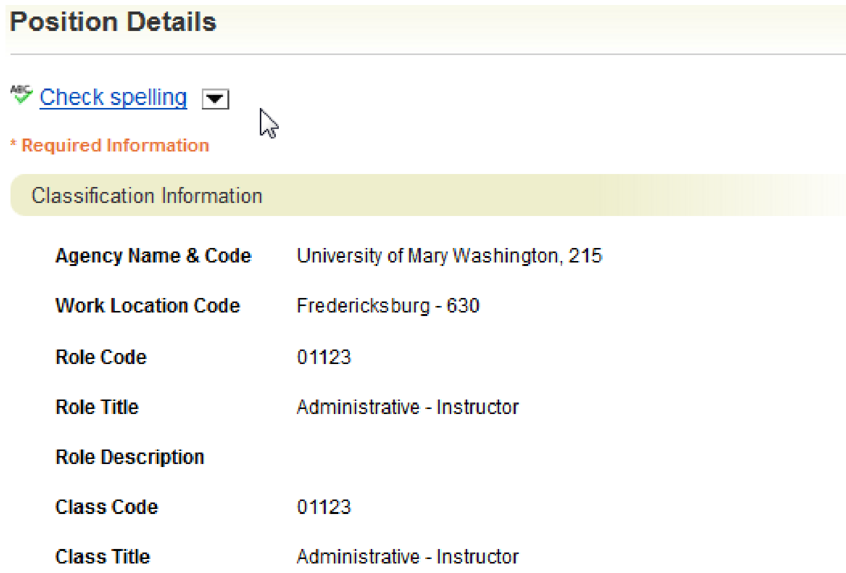
Forms that must be completed are:

- Position Details
- Posting Details
- Position Budget Information
- Supplemental Questions
- Applicant Documents
- Guest User
- Search Committee
- Evaluative Criteria
- Posting Documents
- Reference Letters.



Position Details

This form has several sections that contain required information.



Position Details

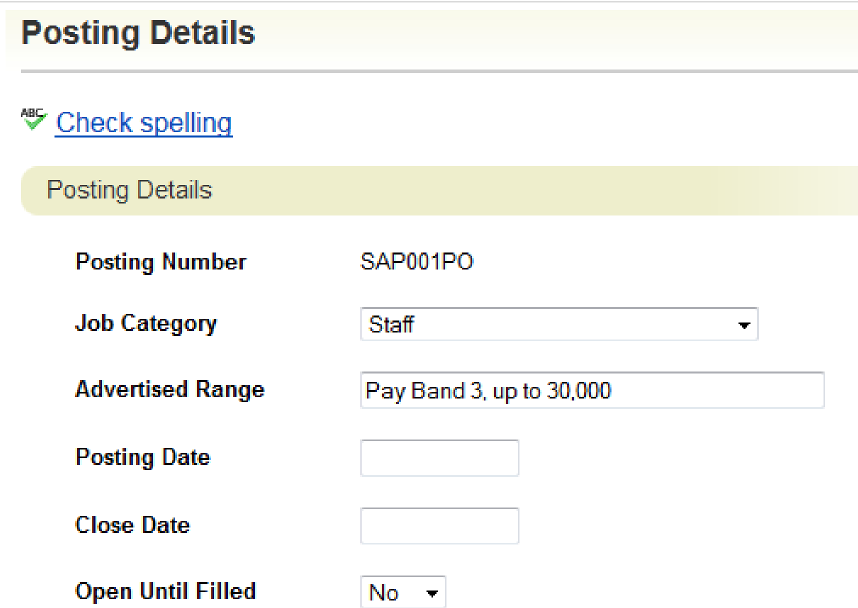
Check spelling

* Required Information

Classification Information

Agency Name & Code	University of Mary Washington, 215
Work Location Code	Fredericksburg - 630
Role Code	01123
Role Title	Administrative - Instructor
Role Description	
Class Code	01123
Class Title	Administrative - Instructor

Posting Details



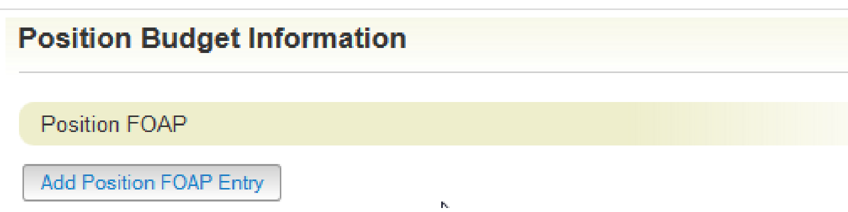
Posting Details

Check spelling

Posting Details

Posting Number	SAP001PO
Job Category	Staff
Advertised Range	Pay Band 3, up to 30,000
Posting Date	
Close Date	
Open Until Filled	No

Position Budget Information



Position Budget Information

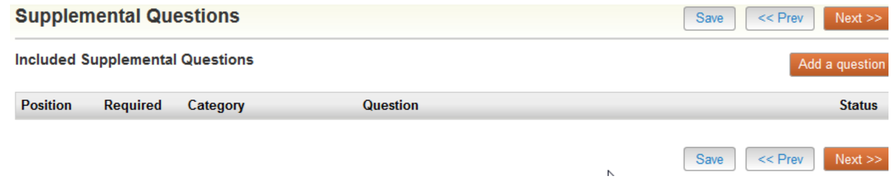
Position FOAP

Add Position FOAP Entry

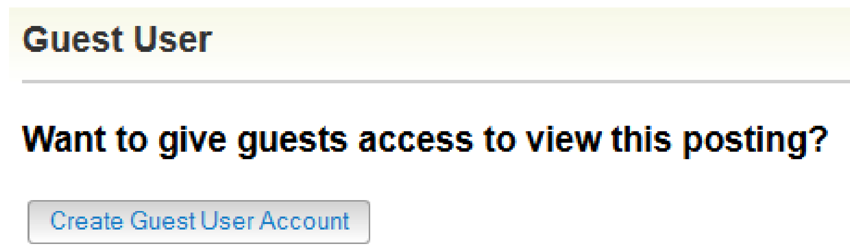
Supplemental Questions

Supplemental questions are answered by the applicant, and can be used as assessment factors.

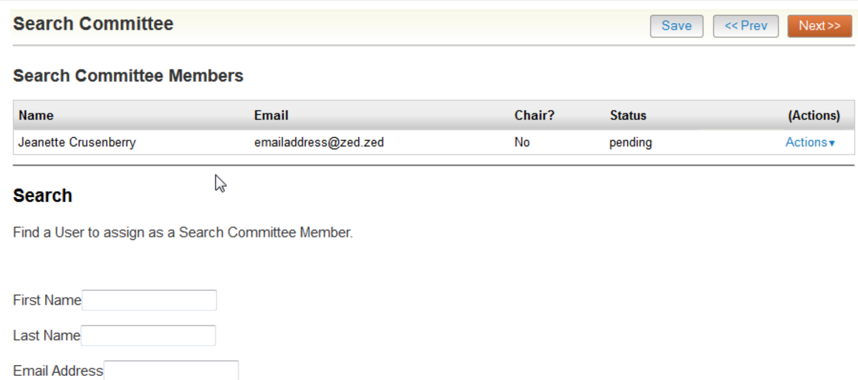
Supplemental Questions are optional. If you elect to use this feature, you must contact HR.



Guest User



Search Committee



Evaluative Criteria

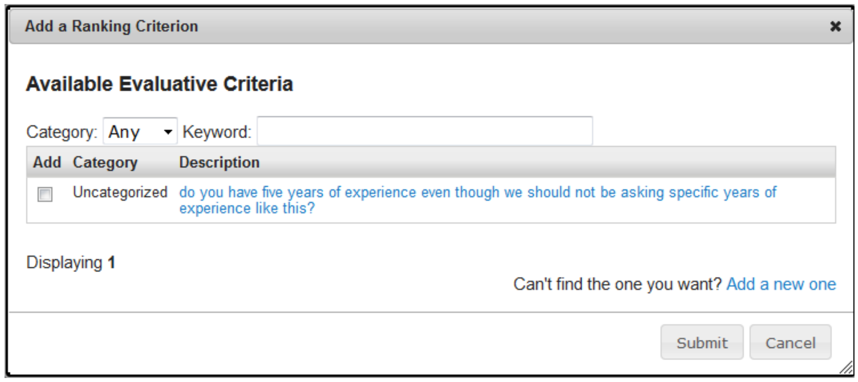
Evaluative Criteria are questions for interviewers to answer. They provide subjective assessments of applicants on specific items at specific points in the workflow.

Examine – and utilize – existing criteria as appropriate.

If you wish to add criteria, click the **Add a Question** button.

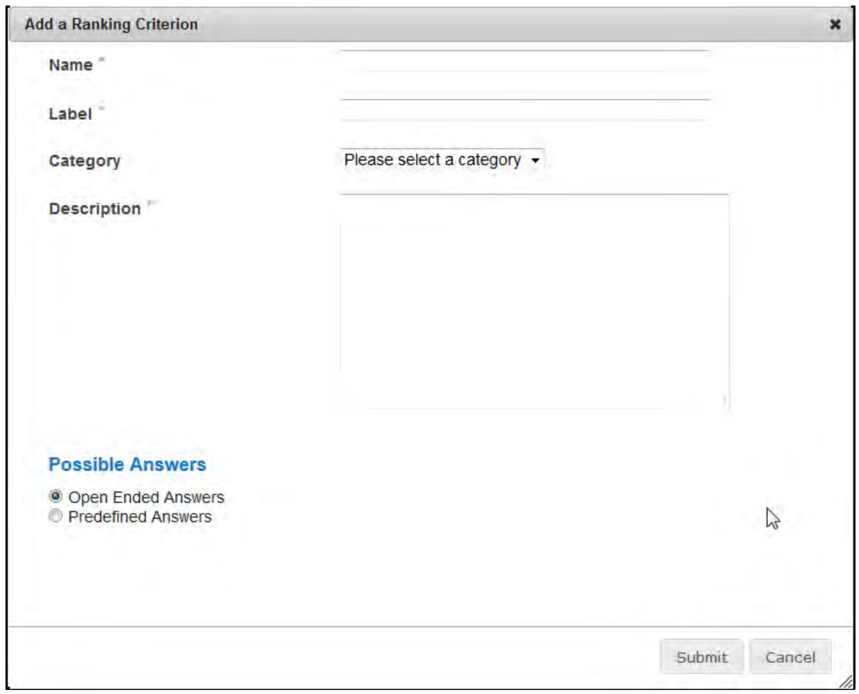
Note: The use of Evaluative Criteria is subject to HR approval.

Click Add a New One.



Complete the requested information.

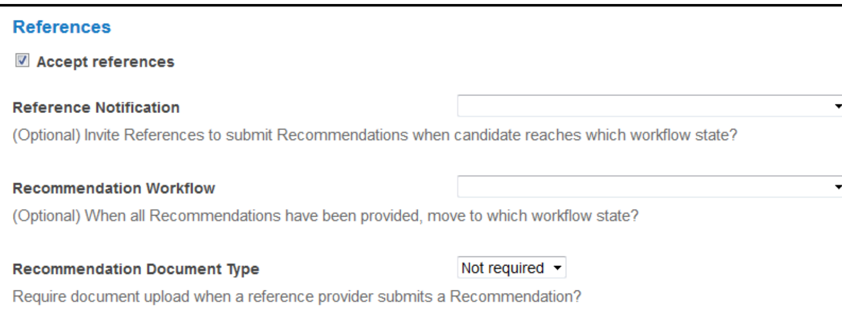
Click **Submit**.



Reference Letters

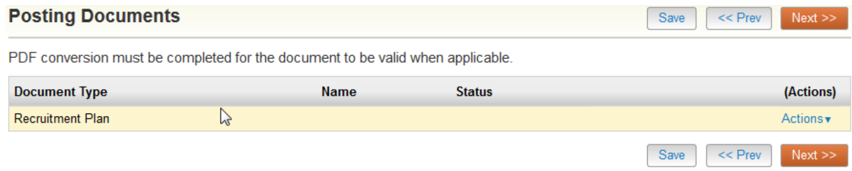
The system can be configured to allow reference providers to submit recommendations.

See p. 85 - 87 for full details on how to utilize the References feature.

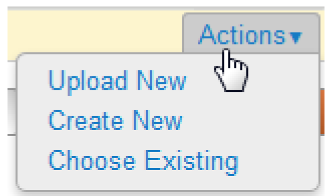


Posting Documents

Posting Documents are documents that will provide additional information about the position. Examples of documents that you might include, but are not limited to: a copy of the ad, your unit's organizational chart, and a copy of your recruitment plan.



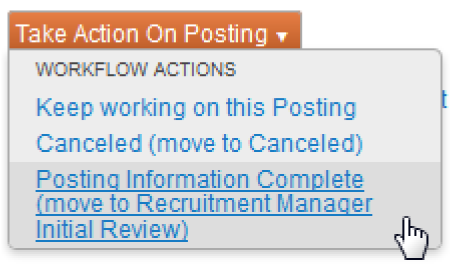
If you post a document, options for each posting document are **Not Used, Optional,** and **Required.**



Document Summary

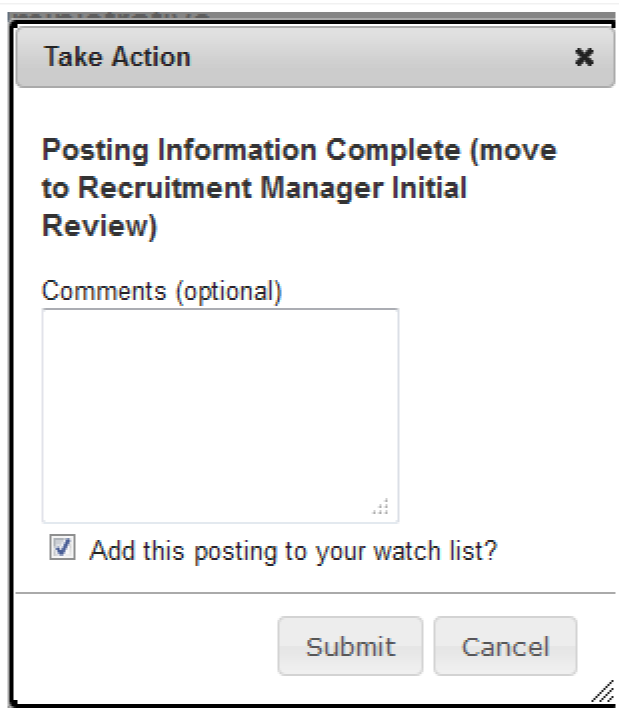
When you get to the **Summary** form, hover your mouse over the **Take Action On Posting**.

Select **Posting Information Complete (move to Recruitment Manger Review).**

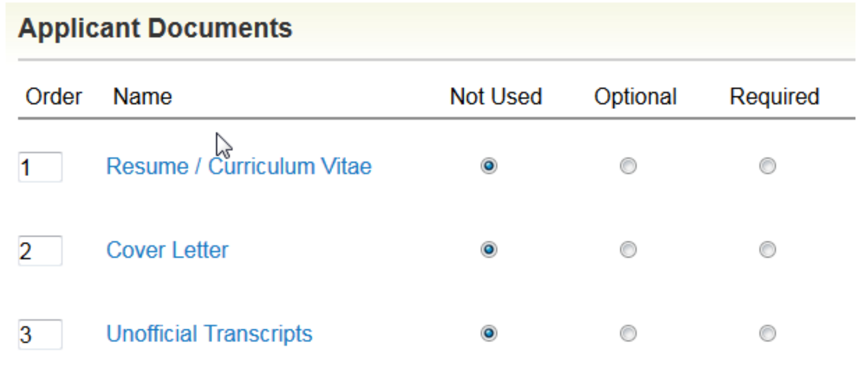


Add any **comments** needed. **Submit** the Posting.

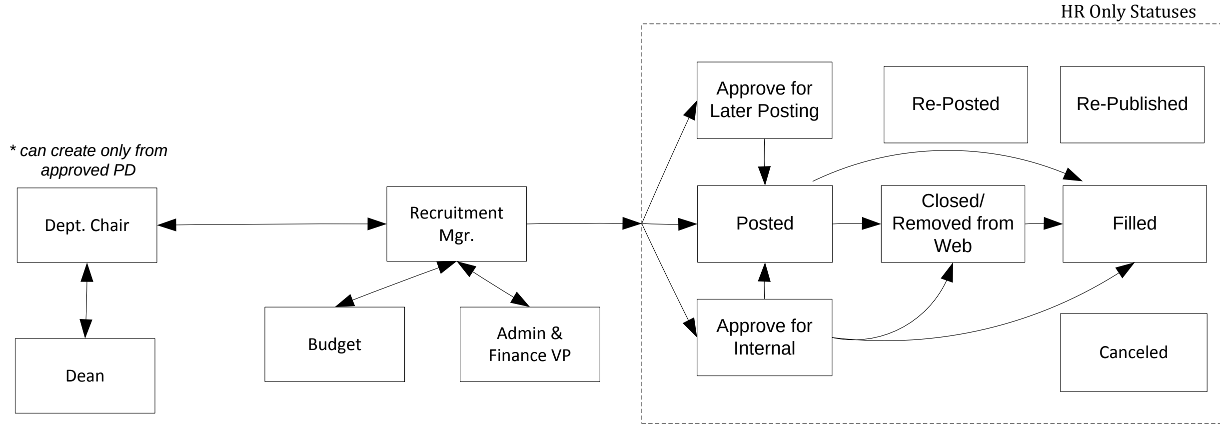
Check your Watch List for updates.



Applicant Documents

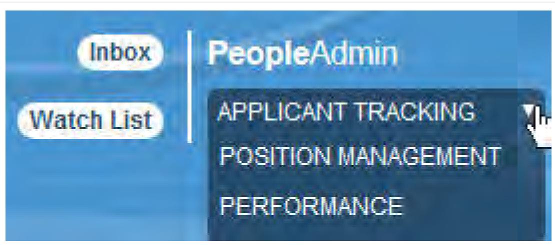


CREATING A POSTING FOR A FACULTY POSITION

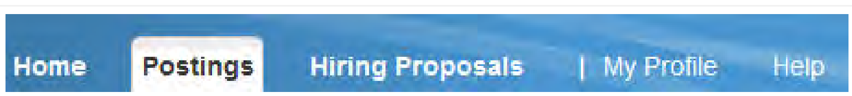


Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Department Chair
Tab:	Postings
Position Type:	Faculty\\\\

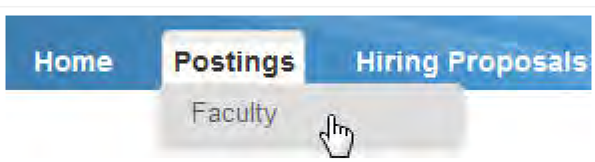
Select the **Applicant Tracking** module.



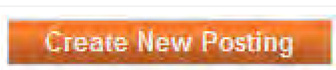
Hover over the **Postings** tab.



Select **Faculty**.



Click on the **Create New Posting** button.

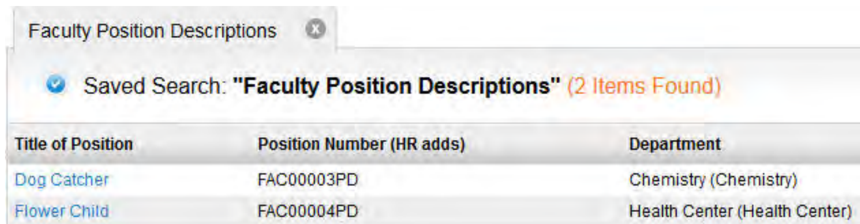


Select **Create from Position Description** to create this posting.

Select the **Position** that you want to Post.

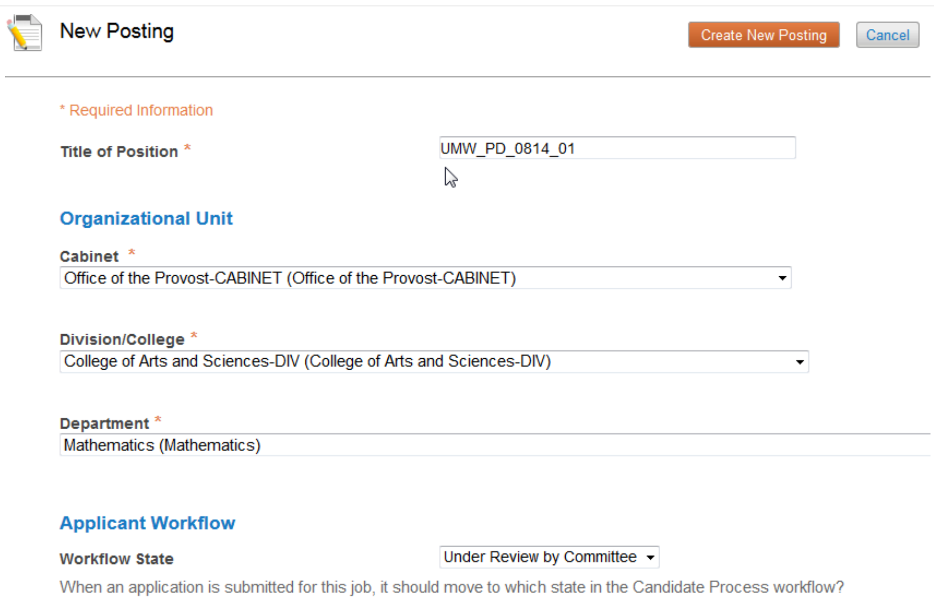
You may find the position in your inbox, or you may Search for the Position; type the title in the Search box and click Search.

To select the position, click on the title, or choose View from the Actions menu.



Click on **Create Posting from this Position Description.**

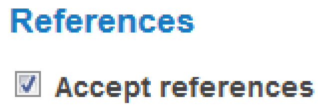
Review the Organizational information.



The system will solicit Reference information at a point in the recruitment process that you define. You may also customize what happens when all references are complete, and define the type of document that reference providers submit.

If you want the system to help you manage references, put a in the box next to **Accept references**.

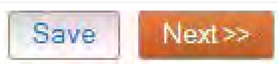
See p. 85 - 87 for full details on how to utilize the References feature.



Note: If this isn't selected at this point, you will not be able to utilize the Reference option.

Once you have made the appropriate choices, click on the **Create New Posting** button.

Review the information to ensure that it is correct.

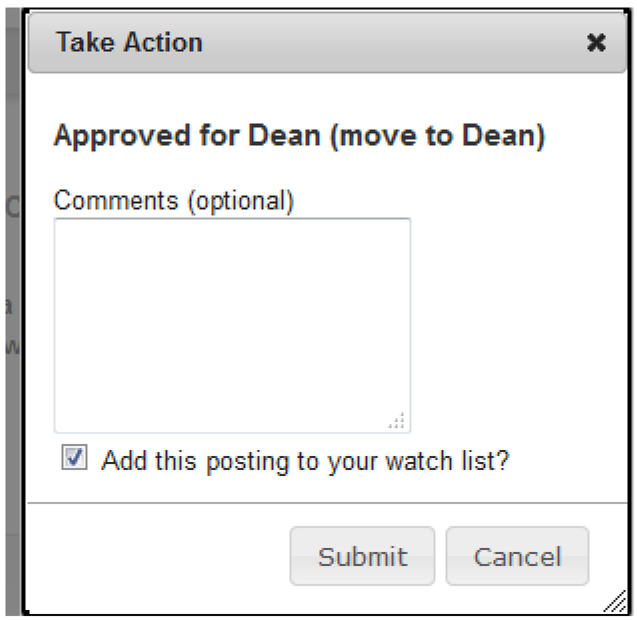


Move through the content by clicking the **Next** button or by using the **Editing Posting** menu on the left.

When all changes have been made, hover your mouse over **Take Action on Posting.**

Transition the Posting to the Dean by selecting **Approved for Dean (move to Dean)** if the Dean needs to review the Posting. Your college or departmental guidelines will determine if the dean sees the position at this Workflow State. When the review has been completed, transition the posting to **Approved for Recruitment Mgr. (move to Recruitment Mgr.).**

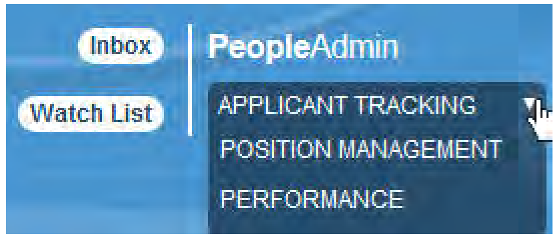
Add **comments** as needed, then click **Submit.**



Dean Takes Action on Posting

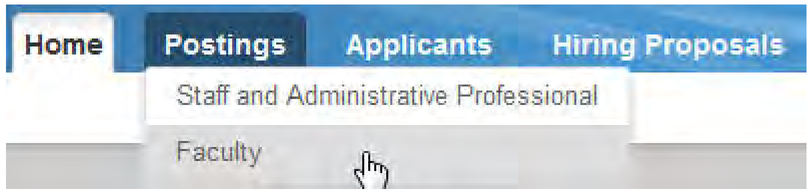
Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Dean
Tab:	Postings
Position Type:	Appropriate

Select the **Applicant Tracking** module.



Hover over the **Postings** tab.

Select the appropriate group.



Select the **position** that you want to review from the **Inbox** (**Posting** tab).

After the information has been reviewed, the posting should be transitioned back to the Department Chair.

Hover your mouse over **Take Action on Posting.**

Choose **Return to Department Chair (move to Department Chair).**

Department Chair Actions

Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Department Chair
Tab:	Postings
Position Type:	Appropriate

Select the **Position** that you want to review.

You may find the position in your inbox, or you may Search for the Position; type the title in the Search box and click Search.

To select the position, click on the title, or choose View from the Actions menu.

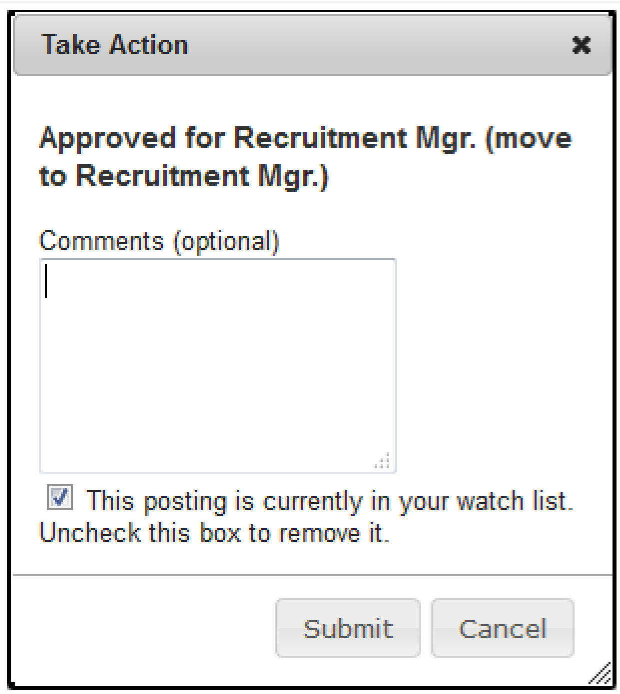
After the information has been reviewed by the Dean, it is then transitioned back to the Department Chair, who then transitions the Posting to the Recruitment Manager.

Hover your mouse over **Take Action on Posting**.

Choose Approved for Recruitment Manager (move to Recruitment Mgr.).

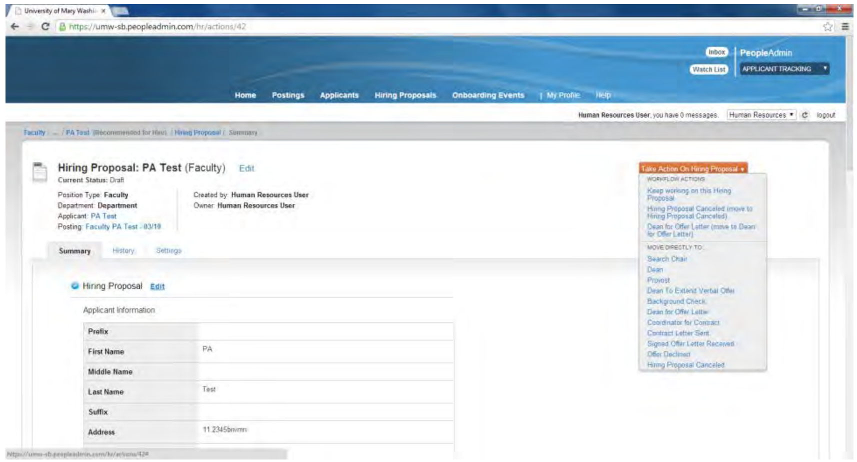
Enter any **Comments** then **Submit** your approval.

Each time that you see the Comment box after an Action, you will have the opportunity to Add the position to your Watch List. To do so, put a check in the box next to **Add this position request to your watch list.**



Recruitment Manager Reviews / Approves Posting

Once the Dean has approved the position, it moves to the Recruitment Manager. Once it has been approved by the Recruitment Manager, it is posted, and ready to accept applications.



REFERENCE LETTERS

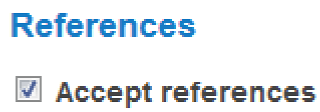
The system can be configured to allow reference providers to submit recommendations without logging in, or to require that reference providers log in, depending on the organization's requirements. The system will solicit Reference information at a point in the recruitment process that you define. You may also customize what happens when all references are complete, and define the type of document that reference providers submit.

Configuring Reference Letter Functions

If you want the system to help you manage references, put a ✓ in the box next to **Accept references** when you are creating the Posting.

It is important to note that if you do not select Accept references at this point, that you will not be able to select that option later; HR will have to make the change in the Posting for you.

See p. 85 - 87 for full details on how to utilize the References feature.



Note: If this wasn't selected when the position was posted, you will not be able to utilize the Reference option.

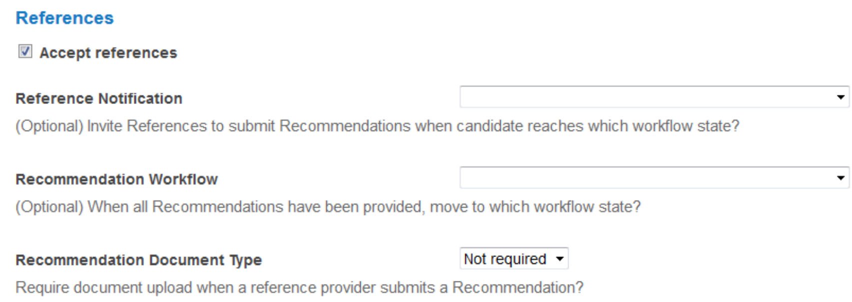
Once you indicate that the position will Accept references, you must then:

Specify how **Reference Notices** will be sent. The system will invite References to submit Recommendations when a candidate reaches the state that you specify. For example, if you select HR for Screening, Careers will send requests for Reference letters when the candidate's status is change to HR for Screening Review.

Decide on the **Recommendation Workflow** of the process. When all Recommendations have been provided, the system can move the candidate(s) to the state that you specify. For example, if you select Recommended for Hire, Careers will change an applicant's status to Recommended for Hire when all References have been submitted.

HR suggests that you make <u>no choice</u> here.

Select the **Document Type** that you wish to be submitted. You may require that the reference provider upload a document when s/he submits a Recommendation.

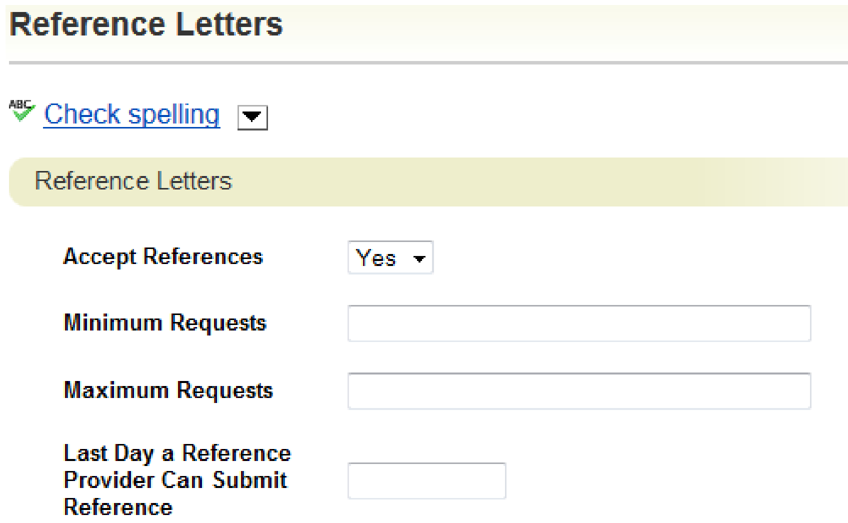


Note: If this wasn't selected earlier in the creation of the posting, you will not be able to utilize the Reference option.

Define Specifics about Reference Letters

If you decided (earlier in the process) to use the Reference Letter option, you must now:

- Confirm that you want to Accept References.
- Decide on the Minimum Requests needed.
- Decide on the Maximum Requests needed.
- Select the last day a Reference Letter may be submitted.



Note: If this wasn't selected earlier in the creation of the posting, you will not be able to utilize the Reference option.

SETTING UP A SEARCH COMMITTEE

Search committees are set up during the creation or modification of a Posting.

Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Hiring Manager, Department Chair, or Search Committee Chair
Tab:	Postings
Position Type:	Appropriate

Search Committees are selected by the Department Chair / Hiring Manager, and are approved by the Recruitment Manager.

Search Committee members are selected from among the list of UMW employees. If you do not see the individual who you want on your committee, please contact Human Resources.

Important: A search committee must be selected during the creation of a Posting. If it is not done at this time, the Recruitment Manager can assist you.

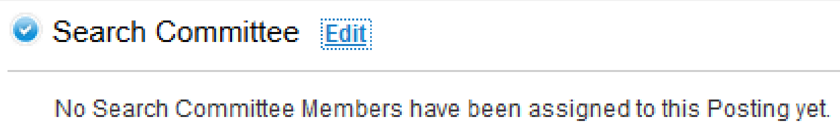
Note: You may have multiple Search Committee Chairs.

Assign Search Committee Group Members to Postings and Select the Search Committee Chair

Follow the instructions for creating a Posting (see xx). You will select Search Committee members and Chair once you are creating the posting.

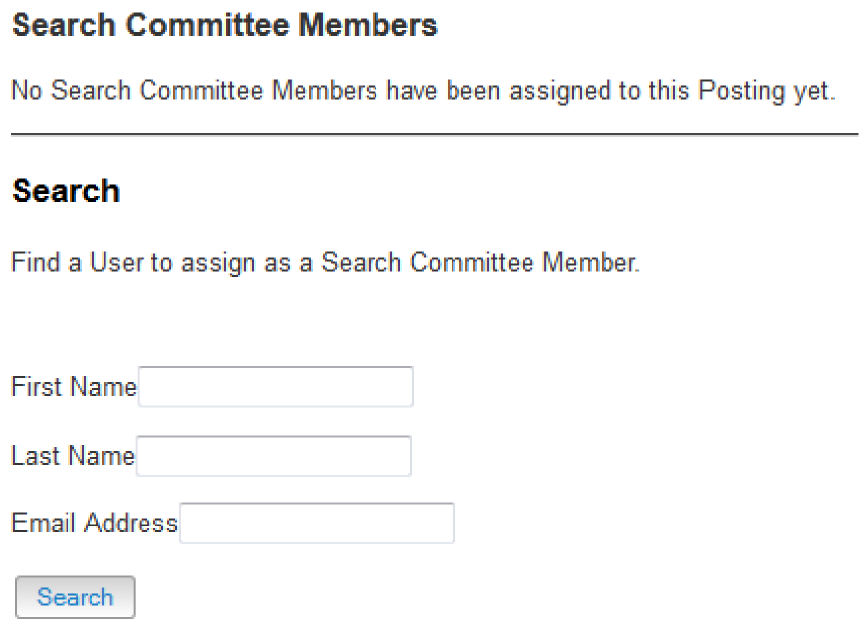
Go to the **Search Committee Section.**

Click the Edit button to begin selecting Search Committee members.

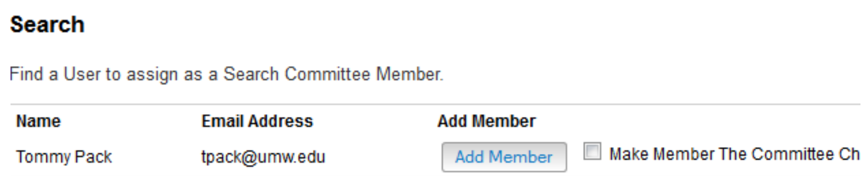


Search for Users to serve on the Search Committee. You may search by first name, last name and / or email address.

Suggestion: Search only for last name or a first name; for example, if you are looking for Donald Duck, search for Donald or Duck.



When your search locates the desired search committee member, decide whether this person should serve as the Search Committee Chair. If so, check the box to **Make Member The Committee Chair.** Then select **Add Member**.



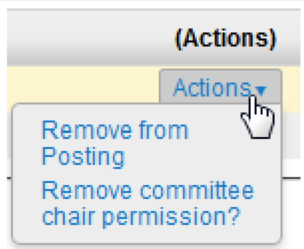
Changing a Search Committee Chair

Open the posting for editing.

Select the Search Committee tab to open it.

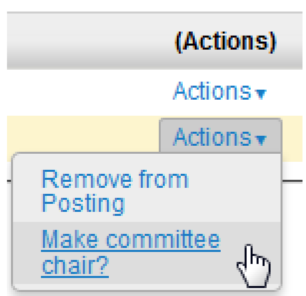
Locate the name of the member who is currently shown as the chair.

From the **Actions** menu associated with that person, select **Remove Search Committee Chair**.



Locate the name of the member who <u>should</u> be the search committee chair.

From the Actions menu associated with that person, select **Make Committee Chair**.



Save the change.

Guest Users

Guest Users are not UMW employees. A Guest user account in Careers is designed to assign non-UMW employees to search committees. Please consult with Human Resources to use this feature.

SEARCH COMMITTEE MEMBERS

Search Committees are selected by the Department Chair or Hiring Manager, and are approved by the Recruitment Manager.

Search Committee members are selected from among the list of UMW employees.

Important: A search committee must be selected during the creation of a Posting. If it is not done at this time, the Recruitment Manager can assist you.

Note: You may have multiple Search Committee Chairs.

Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Search Committee Member
Tab:	Postings
Position Type:	Appropriate

Logging In and Selecting Your Role(s)

Select the **Search Committee role** and click on the refresh arrow.

VIEWING APPLICANT HISTORY

Log in to Careers:	See directions on p. xx
Module:	Applicant Tracking
Role:	Department Chair, Hiring Manager
Tab:	Postings
Position Type:	Appropriate

To view applicant history:

Select the **Posting** that you wish to work with.

Click on the **title**, or select **View**.

Choose **Applicants**.

Select the **Applicant** that you want to see.

Select the **History** link from the tabs on the Job Application screen.

Search Committee Chairs and Hiring Managers may include additional comments in this section.

Select the posting by clicking on the **title** or by clicking **View**.

Choose **Applicants**.

Select an **Applicant**.

Choose **History**.

SEARCHING POSTINGS AND APPLICANTS

The Search feature in Careers allows you to hone in on specific Postings and Applicants, create ad-hoc queries, which may be saved, sorted, filtered and resulting data exported to Excel for further analysis and reporting. Searches may be performed at both the Job Posting and Applicant levels.

Searches may be performed using keywords. More search options are used for advanced filtering.

Search tips:

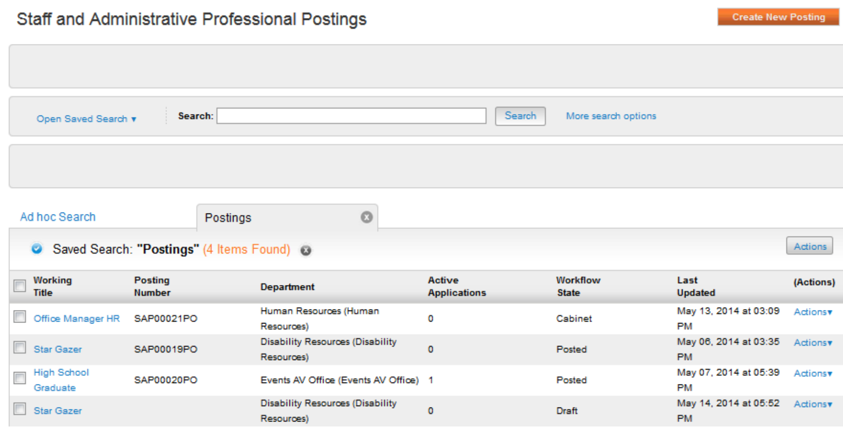
- Text search is not case sensitive.
- You must supply at least two letters in a row for any search.
- Enter whole words or use the ***** character as a "wild card". For example, if you are looking for Janice MacCullough's profile but you are not sure how to spell her name, you might enter **jan*** (which will return all names that start with the letters **Jan**) or ***ccull*** (which will return all names that contain that string of letters).
- To exclude search results, use the **!** or **-** character. For example, to search for postings that contain the word "director" but not "athletic", enter **director !athletic** or **director -athletic**, placing a space before the ! or - character.

  Note that if you search for **director-athletic**, the system treats the dash as part of the term for which you are searching.
- To search for a phrase that contains a dash set off by spaces, enclose the entire phrase in quotation marks: **"director - athletic"**.
- When you search for a name among applications, the search will return all applications that include the name, regardless of whether it is the applicant's name or the name of a former supervisor or reference.
- **Example:** You search for John Smith. Your search returns all applicants named John Smith and all applicants who included John Smith as a former supervisor, reference, or other job contact.
- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.
- To search for one or more out of a set of search terms, use the **|** (vertical bar) character. For example, to search for postings that contain either of the words **director** or **coordinator**, enter **director | coordinator**.
- **You can't do a search** that only specifies what not to return, such as **!coordinator**.
- **You can't do a search** for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information. The procedure below for viewing applicants who reside in a specific state gives an example of how to do this.
- The text search box allows you to search for specific words or names.
- Select More search options to expand the search tools area.
- Use the searching and filtering tools to narrow down the results that the system presents:
- You can add columns if the information you need is not included on the page.
- Use advanced filters (if any are available) to narrow down the results.
- Use the column controls to organize and sort the search results:
- Move a column to the left or to the right using its left and right controls.
- Delete a column using its delete control if you do not want to display it. If you need to add it back later, use the add columns control to do so.
- Order the search results by sorting a column in ascending or descending order using its up and down controls.

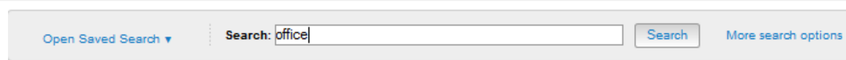
Searching Job Postings:

Navigate to the item that you want to search (**Postings**, **Position Descriptions**, **Applicants**).

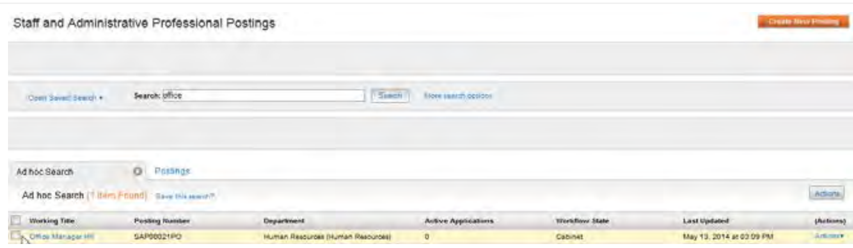
Select the appropriate **Position Type**.



Search by **keyword** for simple searches. Simply enter in the keyword and click on the **Search** button.



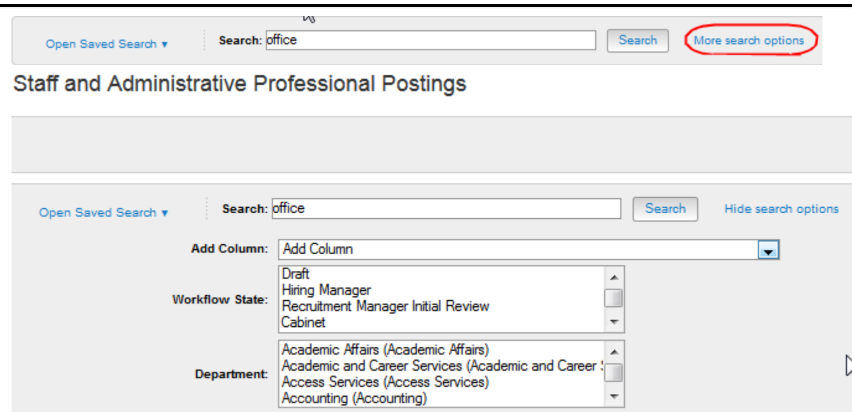
The system will apply your keyword and will display only those that contain the specific keyword.



Advanced Searches

To conduct an Advanced Search, select **More search options** to the right of the search box.

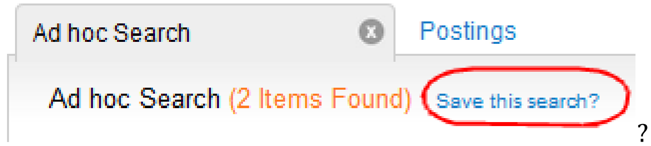
You will be able to broaden your search criteria by selecting specific fields.



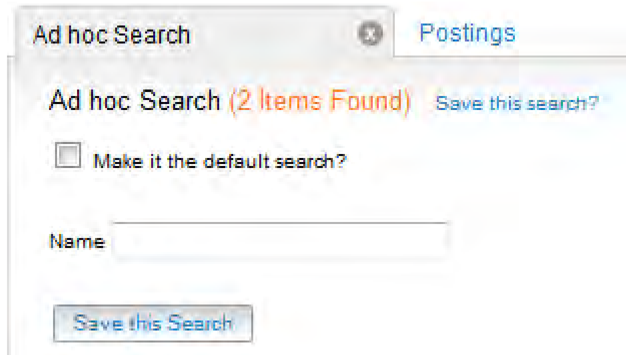
Saving Searches

When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**. The Saved Search area expands.



Give the search a **name** that will help you remember its purpose.

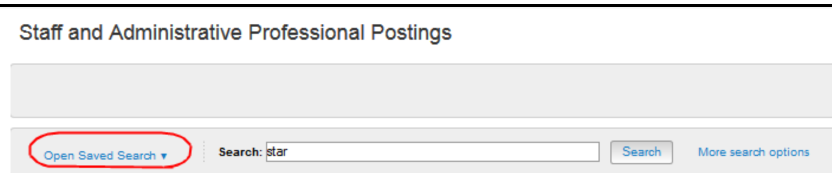


If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.

Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in the search will be available from the list of saved searches in that area.

Running a saved search

From the **Open Saved Search** menu, select the search you want to run.

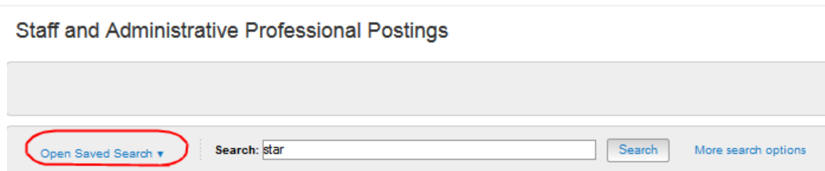


A new tab presents the search results.

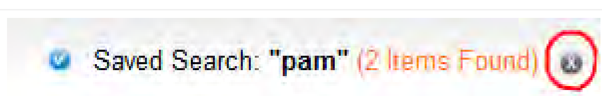
Deleting a saved search

Access the list of items you need to search.

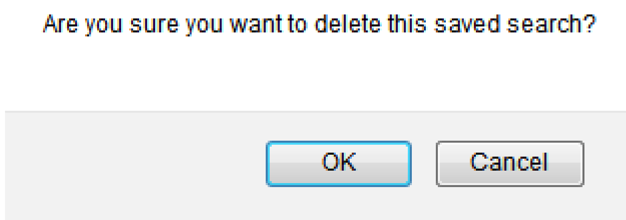
From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.



Select the **Delete** (**X**) control that is at the end of the name of the search and the number of search results returned.



A message asks you to **confirm** that you wish to delete the saved search.



Exporting Search Results

Set up the search or open a saved search.

From the **Actions** menu, select **Export Results**.

The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.