HUMAN RESOURCES
USER'S GUIDE

University of Southern Mississippi
Hiring System

PeopleAdmin, Inc.
816 Congress Avenue
Suite 1800
Austin, TX 78701
512-997-2500

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INTRODUCTION

Welcome to the University of Southern Mississippi Recruitment System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:
- Create and submit Requisitions to HR
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:
- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

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

Your Web Browser

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

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

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

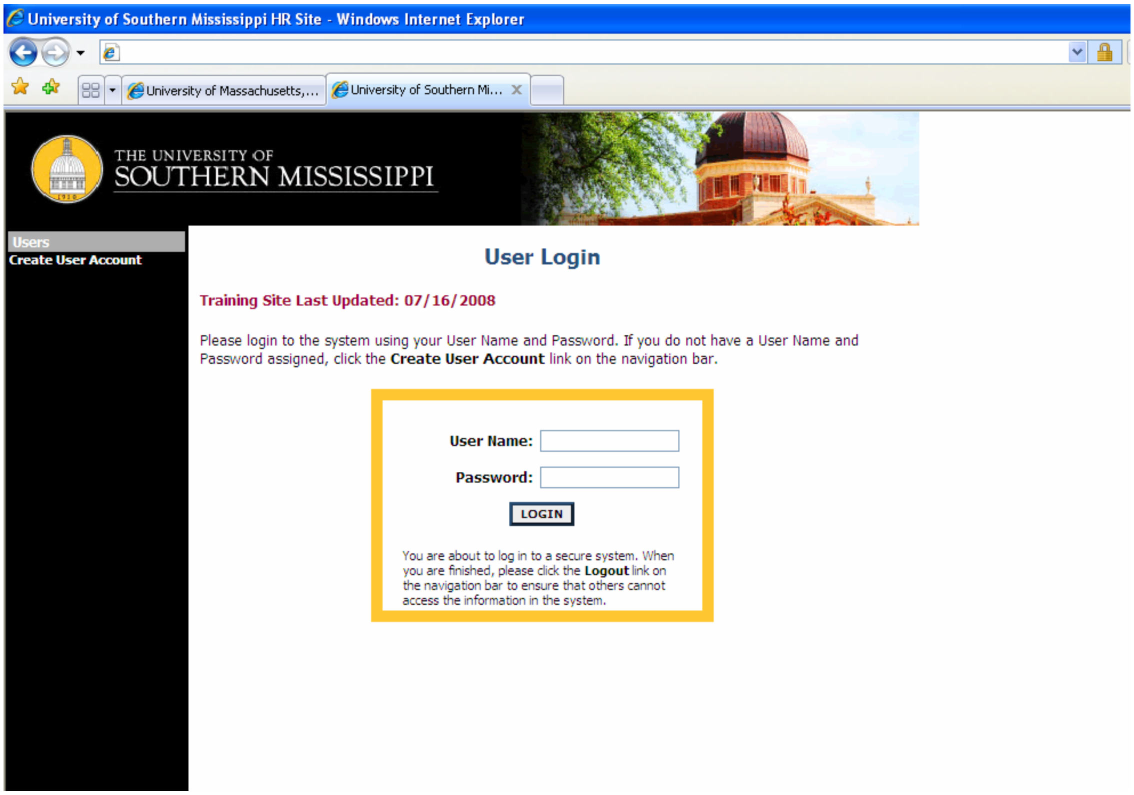
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

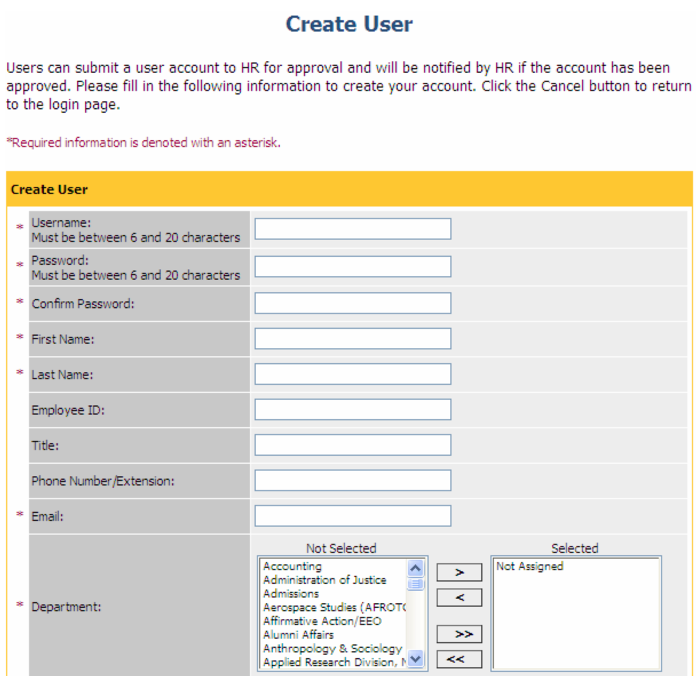
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link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

GETTING STARTED

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



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



Enter a user name and password, along with the rest of the requested information. **Please write down your user name and password. You will need them each time you log in to the system.**

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

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

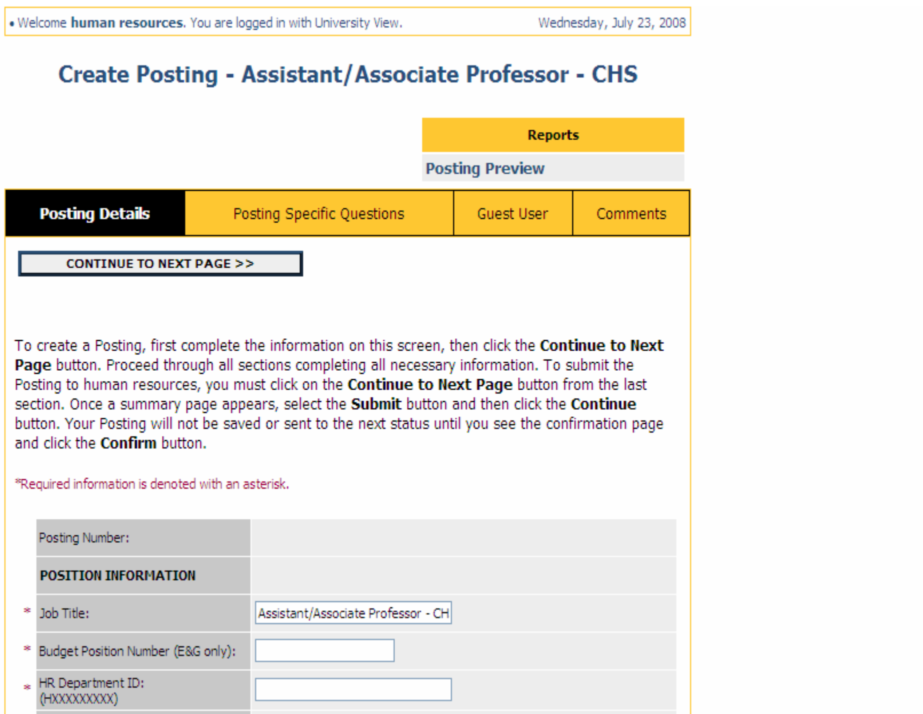
CREATING A REQUISITION

To create a Requisition, begin by clicking a link under the header “Create Requisition”. Your options are:

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

Entering Requisition Information

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



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

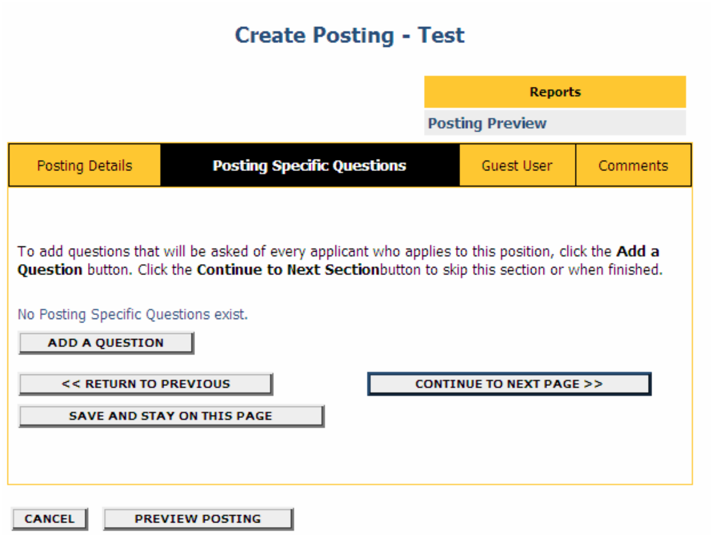
A few notes about this screen:

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

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

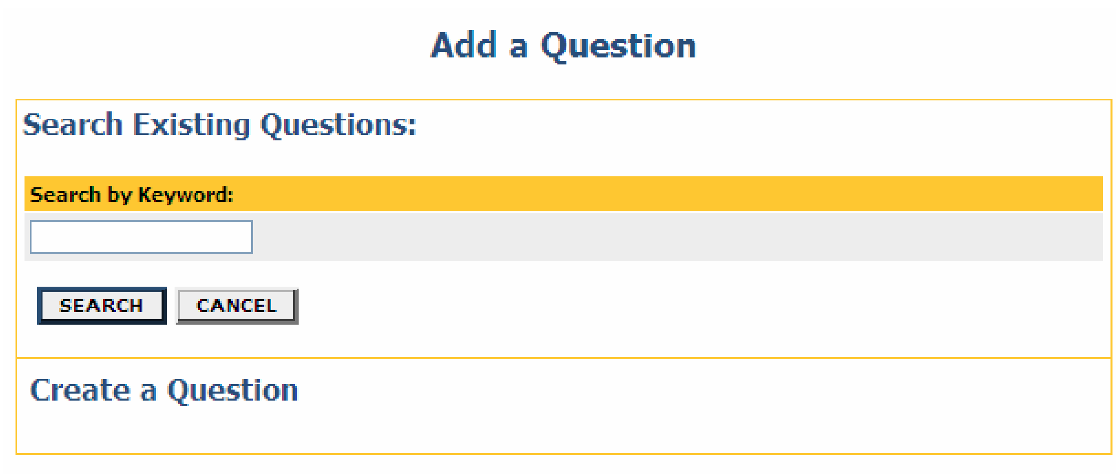
Adding Screening Questions

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



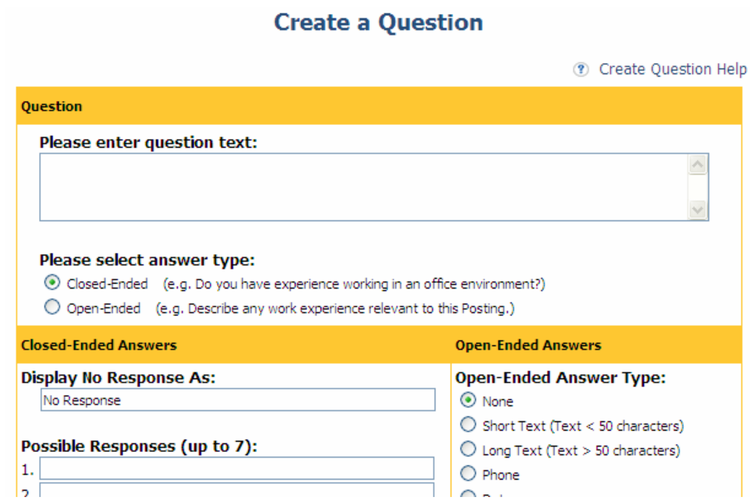
If you are not adding any Screening Questions, click the **Continue to Next Page** button.

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



The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank to see all questions). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

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



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

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

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

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer.

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

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

1. Yes
2. No

Adding Open Ended Questions

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

Describe any work experience relevant to this position.

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

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

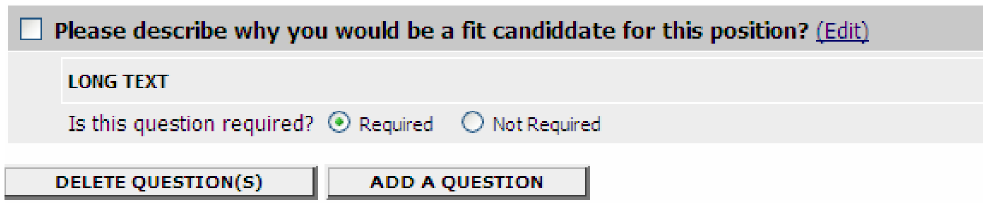
The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

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

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

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

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



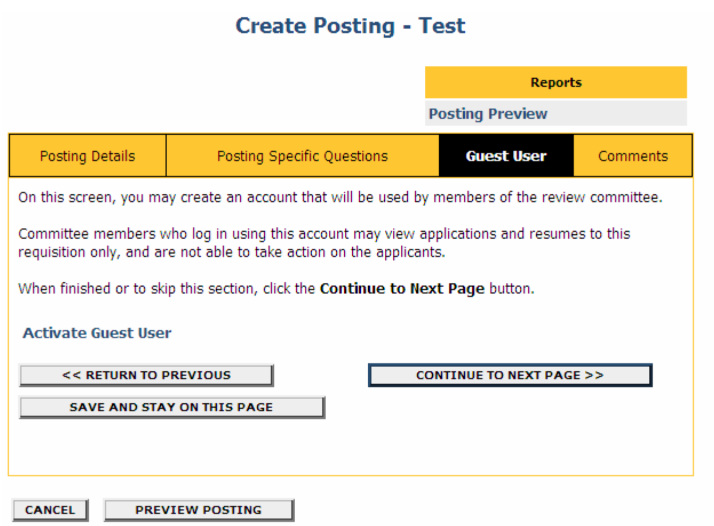
When you have finished adding screening questions for this Requisition, click the **Continue to Next Page** button.

Activating Guest Users

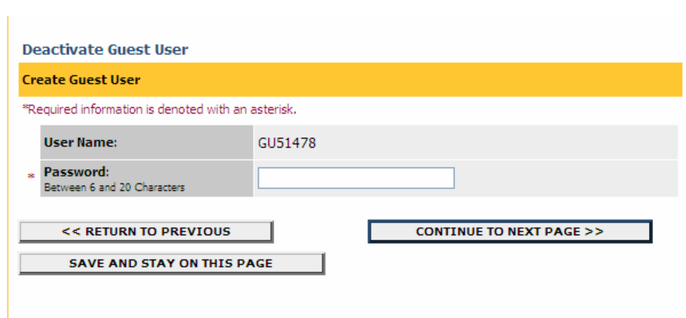
Guest User accounts are used by committee members. If your Requisition involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Requisition.

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

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



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



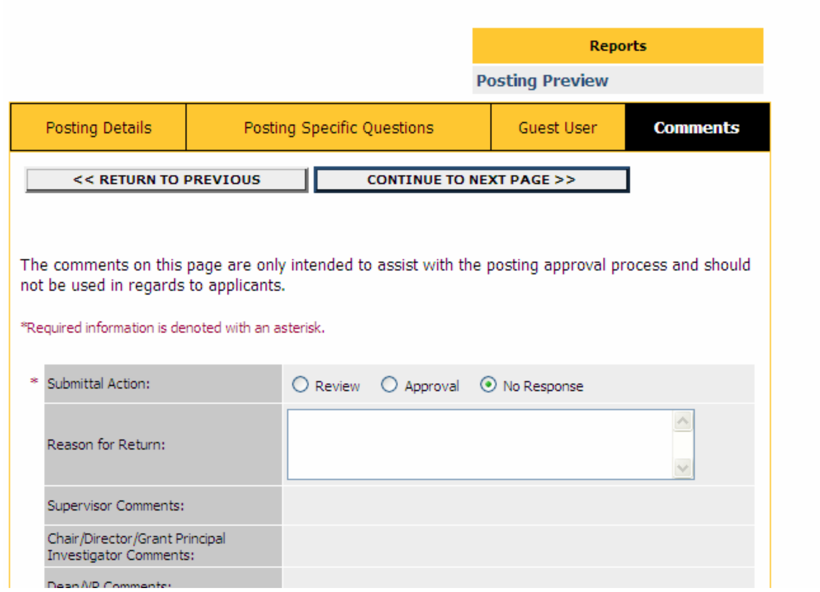
The system automatically assigns a User Name for this Requisition (which will be GU####). You will need to enter a password, which must be between 6 and 20 characters.

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

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

Comments Tab

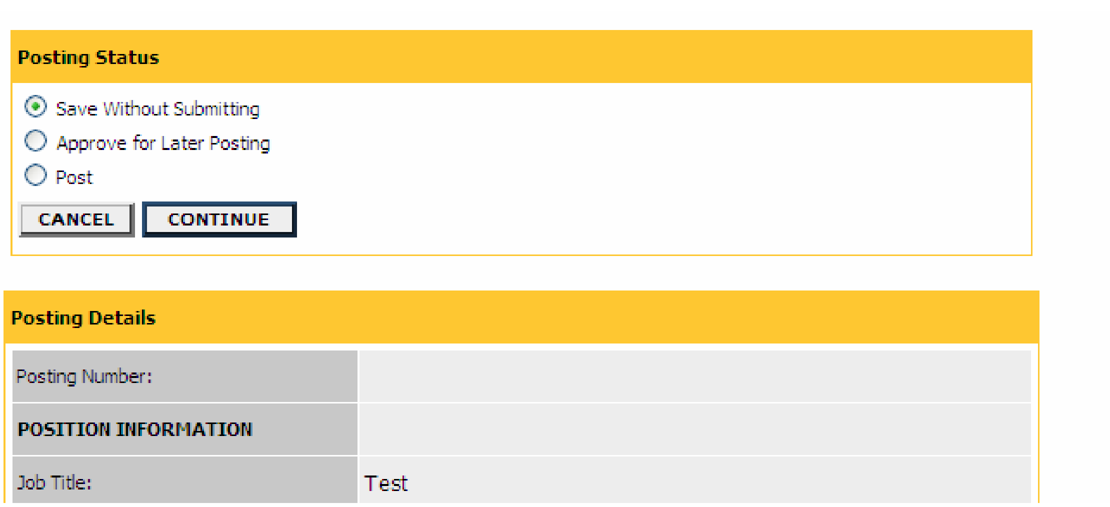
On the Comments Tab, each user along the approval process can add comments for the department to see. The comments on this page are only intended to assist with the requisition approval process and should not be used in regards to applicants.



After entering any appropriate comments, click **Continue to Next Page** to continue to the final step.

Approving the Requisition

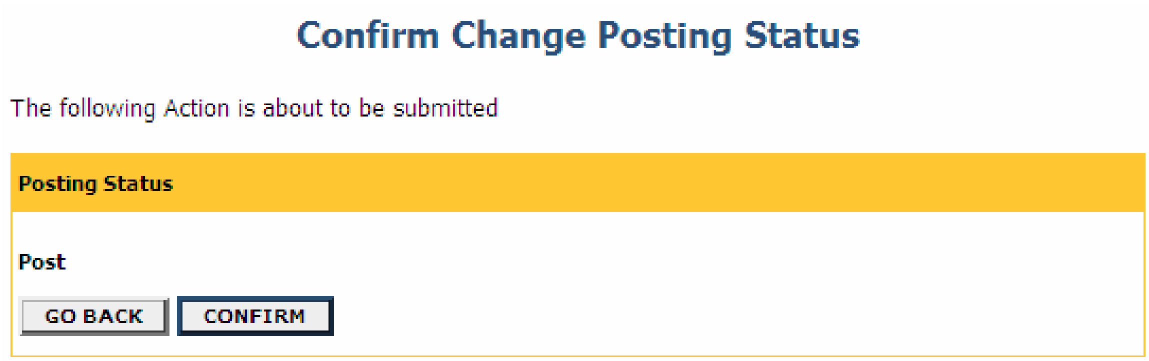
After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the requisition, click on the **Continue to Next Page** or **View Requisition Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review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



The last step is to select one of the choices:

- **Post on Future Date Specified** – Keeps the Requisition at an "Approved" status, but will not open on the applicant site for applicants to see and apply for until the date specified in the **Requisition Date** field on the Requisition Details tab. If today's date is in the Requisition Date field, then the requisition will "Post" immediately.
- **Approve for Current Employees Only** – Approves the Requisition, but is not visible to Applicants accept through the "Quick Lick For Requisition"
- **Post Immediately** – Approves the Requisition to the Applicant Site Immediately

Once you have selected your choice, click the **Continue** button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page.



Press **Confirm** to complete this step.

<u>The details of your requisition are NOT SAVED until you complete this step.</u>

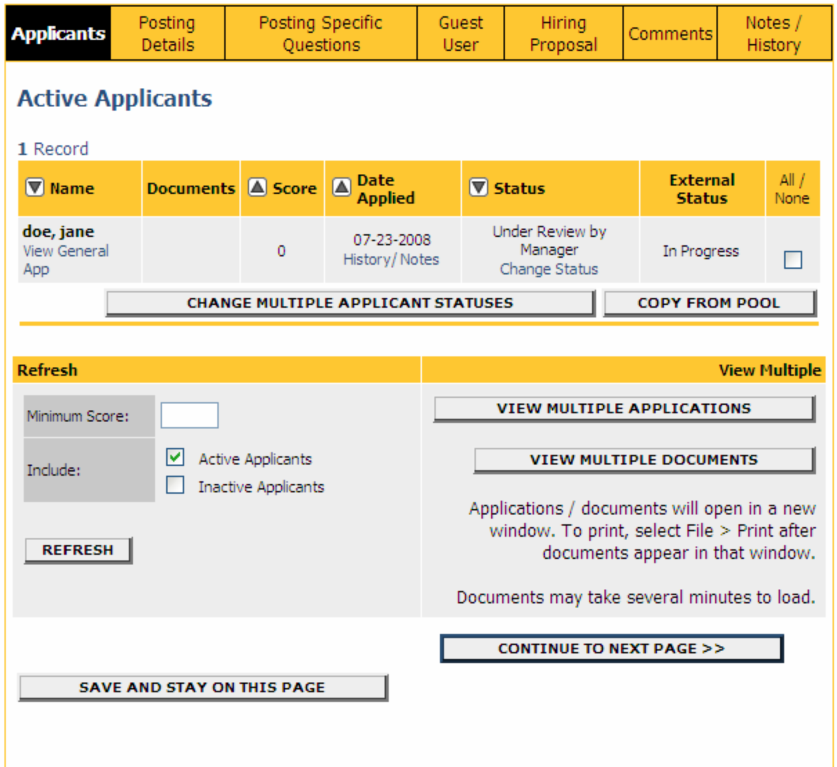
One Page Guide for Creating a Requisition

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

VIEWING APPLICANTS TO YOUR REQUISITION

After logging in to the system, click on the Search Requisitions on the Navigation Bar.

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



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

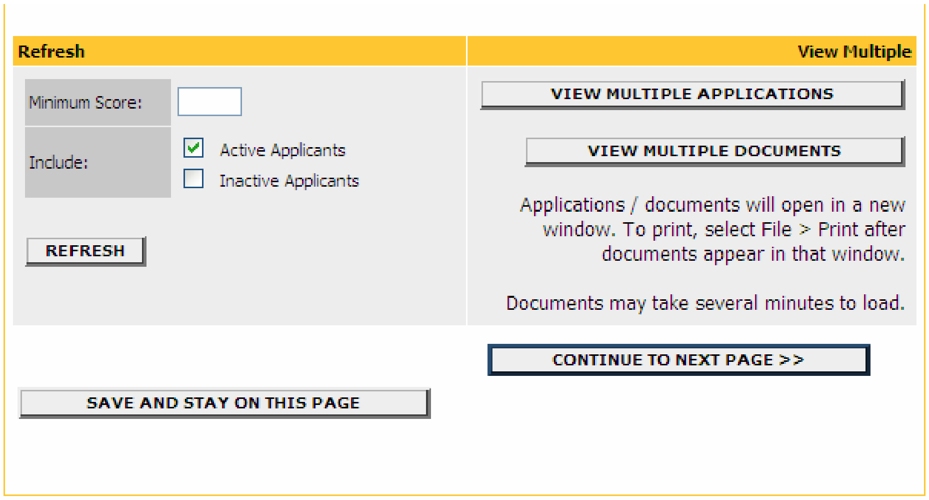
From the screen shown above you may perform a number of tasks, including:

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

Sorting & Filtering Applicants by Different Criteria

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

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



Viewing and Printing Applications

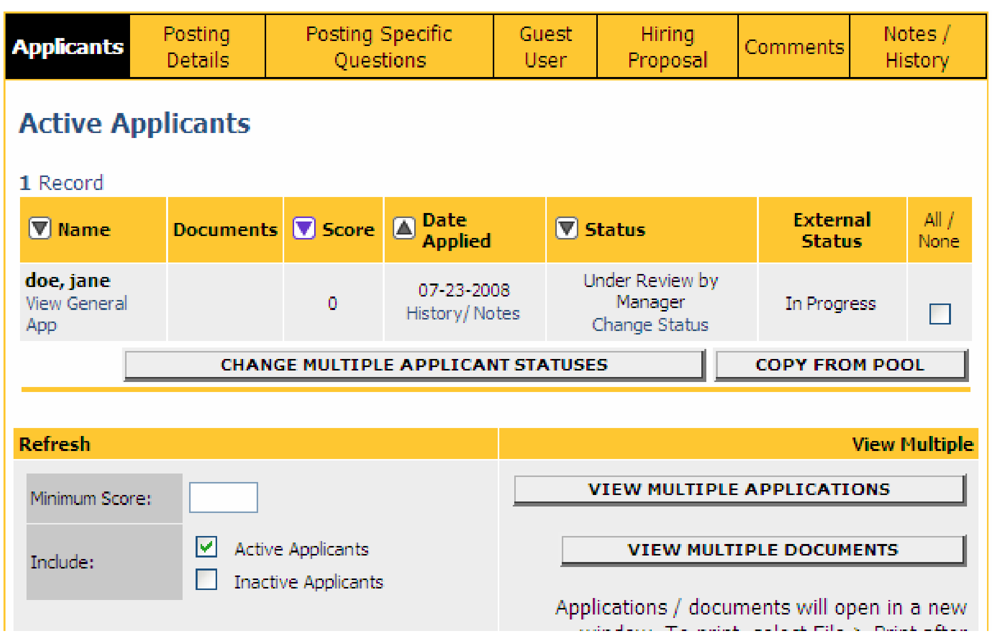
To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments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

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

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

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

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



Viewing and Printing Documents

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

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

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

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

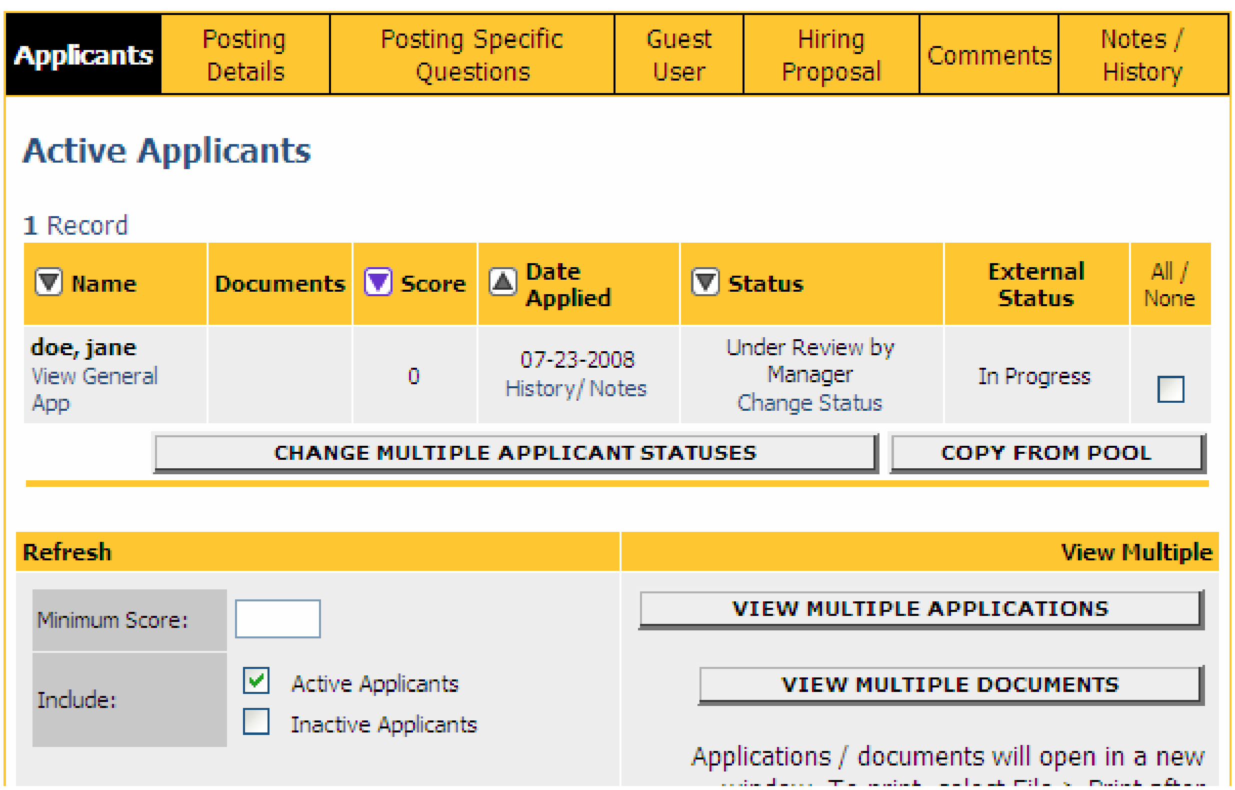
1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Changing Applicant Statuses

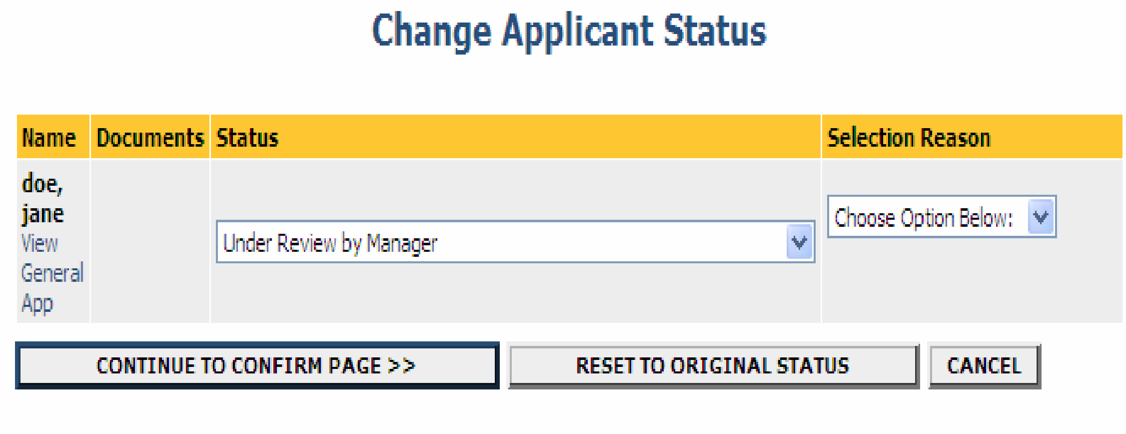
While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

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

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



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

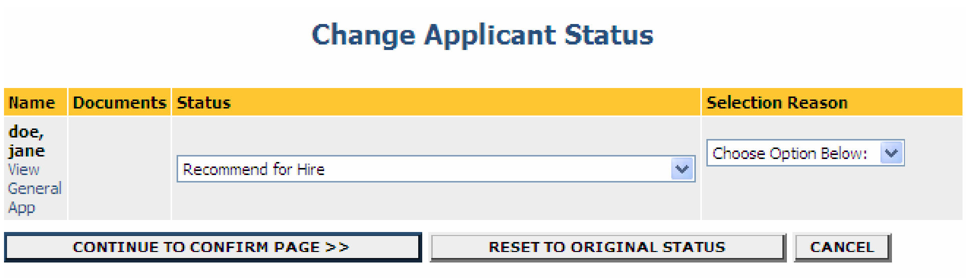


Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button.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

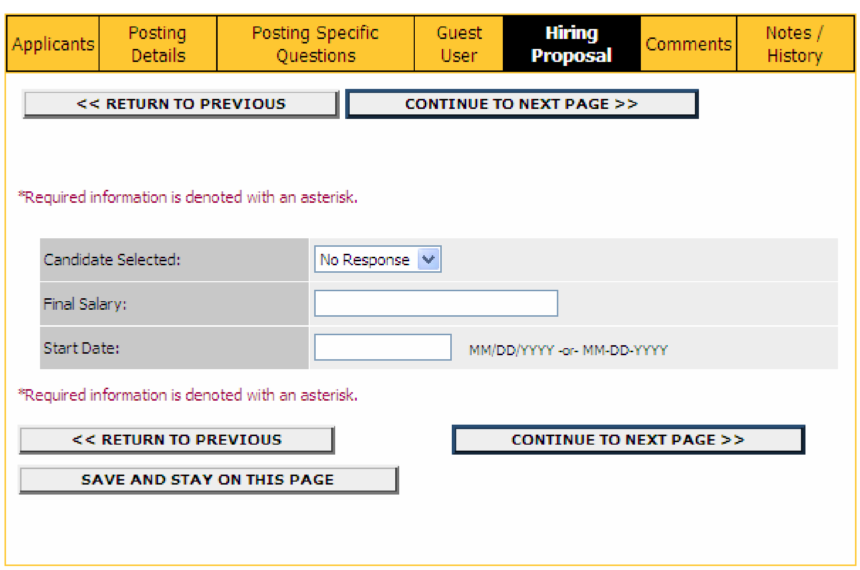
After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

Recommending and Applicant for Hire

Once you have your final applicant that you would like to recommend for hire, change their status to **Recommend for Hire**. This will trigger an email to HR letting them know that they can begin the hiring process.



Once you complete the status change for the applicant, click on the **Hiring Proposal** tab.



When you are finished entering your information, click the **Continue to Next Page** button at the bottom of the screen and Save the Requisition.

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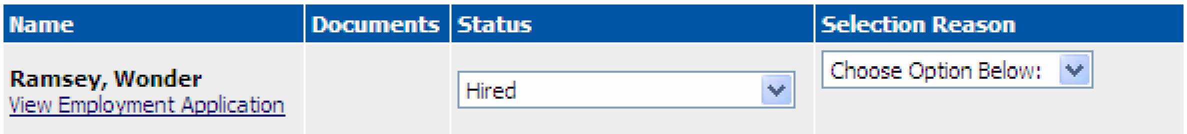
Hiring an Applicant and Closing a Requisition

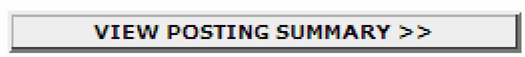
Once an applicant is changed to Recommended for Hire, HR will receive an email. After completing the background checks, etc, HR can now hire the applicant and close the requisition.

To hire the applicant, change the applicant status to **Hired**.



**NOTE: Before closing the requisition, all applicants must be at a dispensed status. This means that they must either be at a Not Hired status with a reason selected, or they must be at the status of hired. The system will not allow you to close a requisition that has Active Applicants.

To close the requisition, first make sure all applicants are at either the status of **Not Hired** or **Hired**. Click the **View Requisition Summary** button at the bottom of the screen.

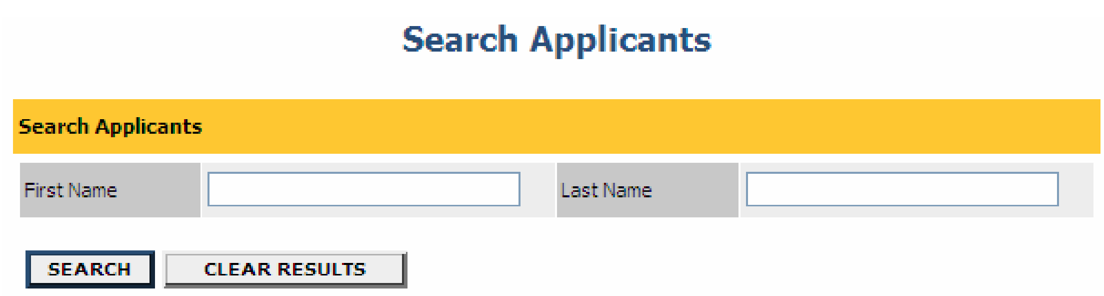


Select **Designate Position as Filled** and select the **Continue** button. Confirm the requisition status change.

SUPPORTING APPLICANTS

Searching Applicants by Name and Conf Number Search

You may search for a specific applicant by first name and last name. To begin, click the "Search Applicants" link under Applicants on the left side of the screen and a screen similar to the following will appear:



This screen will most commonly be used when an applicant calls your office and asks for the status of his/her application. After obtaining the applicant's name, click the **Search** button. The following screen will appear after clicking the **Search** button on the Search Applicants page.

Search Applicants

View Applicants

1 Record

Name	User Name	Actions		
doe, jane View General App	applicant	Edit Application	||	View Job History
		Reset Password	||	Assign to Posting

You may also search the first and last name fields by partial names by entering just the portion of the name for which you wish to search. For example, if you enter "LIZ" in the first name field, you would receive all applicants who have "LIZ" in their first name. This would include "Liz", "Lizzy" as well as "Elizabeth". The search is not case sensitive.

To reverse the order of the sort, click on the arrow next to the title of the column (e.g. "Name").

Options under the "Action" column:

- **View Job History** – this will display a list of the job openings for which the applicant has applied. You will have the ability to review the applicant status, attach additional documents for applicants, remove any applicant documents and change the applicant status.

- **Reset Password** – this will allow you to reset an applicant's password. For security purposes, you are not able to view their password, just reset their password to their user name.

- **Assign to Requisition** – this will allow you to assign an applicant to a job opening.

- **Edit Application** – this will allow you modify certain fields on an applicant's application after they have applied to a position. You will only be able to modify those fields that frequently change (email address, phone number, address).

Viewing Requisitions for which an Applicant Has Applied

Click **View Job History**, which will take you to a screen similar to the following. From this screen you can change the applicant's status, or view details of the individual's application for the Requisition for which the applicant has applied.

Applicant Job History

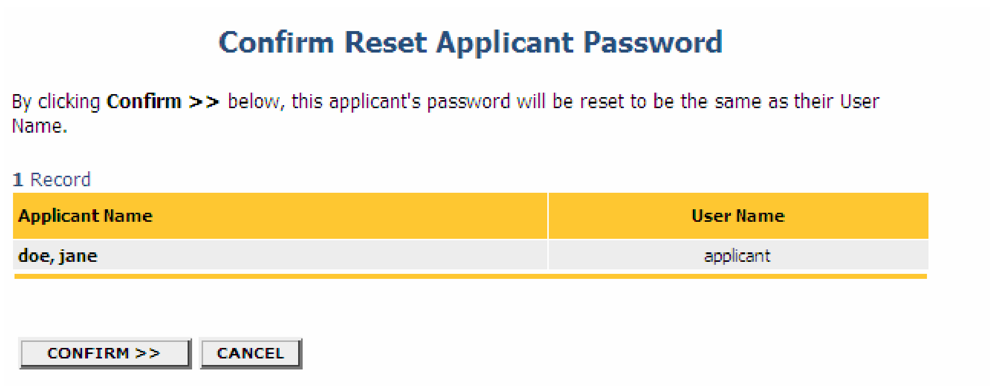
1 Record

Name	Documents	Manage Docs	Link To	Postings Applied To	Posting Number	Date Applied	Status	External Status
doe, jane View General App		Manage Documents	History/ Notes	Test View	0001005	07-23-2008	Recommend for Hire Change Status	In Progress

RETURN TO PREVIOUS

Resetting an Applicant's Password

The applicant site is set up with a self-retrieval mechanism for Applicants who forget their password. However, it is possible that you may need to reset an individual's password for them. From the Search Applicants results screen, click **Reset Password** and the following screen will appear. Press **Confirm** to confirm the change, or cancel to return to the previous screen.



Confirm Reset Applicant Password

By clicking **Confirm >>** below, this applicant's password will be reset to be the same as their User Name.

1 Record

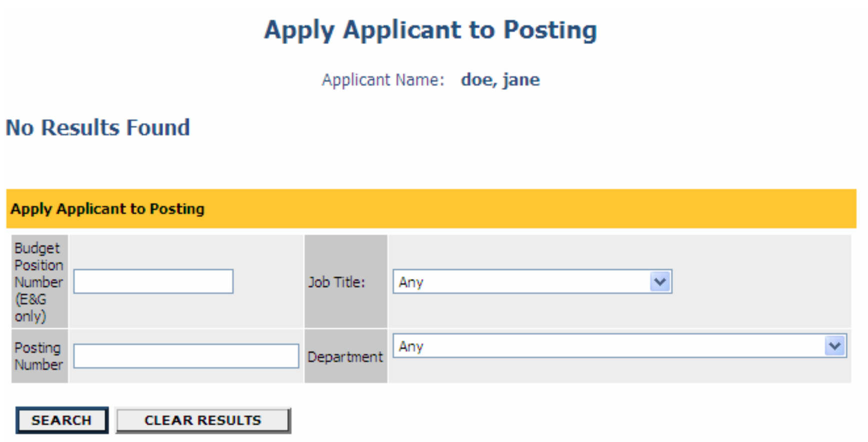
Applicant Name	User Name
doe, jane	applicant

CONFIRM >> CANCEL

After you click **Confirm**, the applicant's password and username will be the same. You should instruct the applicant to change his/her password the next time he/she logs in.

Assigning an Applicant to a Requisition

The system allows HR users to assign Applicants to Requisitions from the applicant search results. To begin, click on "Assign to Requisition". This will take you to the search screen. Click on the "Search" button after you specify criteria or just click "Search" to pull up all jobs.



Apply Applicant to Posting

Applicant Name: doe, jane

No Results Found

Apply Applicant to Posting

Budget Position Number (E&G only)		Job Title:	Any
Posting Number		Department	Any

SEARCH CLEAR RESULTS

The following screen appears:

Apply Applicant to Posting

Applicant Name: doe, jane

Choose Job to Apply To

5 Records

Job Title	Posting Number	Job Close Date	Posting Status
Assistant/Associate Professor - CHS View	0001004 Apply to this Posting	Open Until Filled	Posted
Assistant/Associate Professor - CHS View	0001001 Apply to this Posting	07-30-2008	Posted
Assistant/Associate Professor - English	0001003 Apply to this	Open Until Filled	Posted

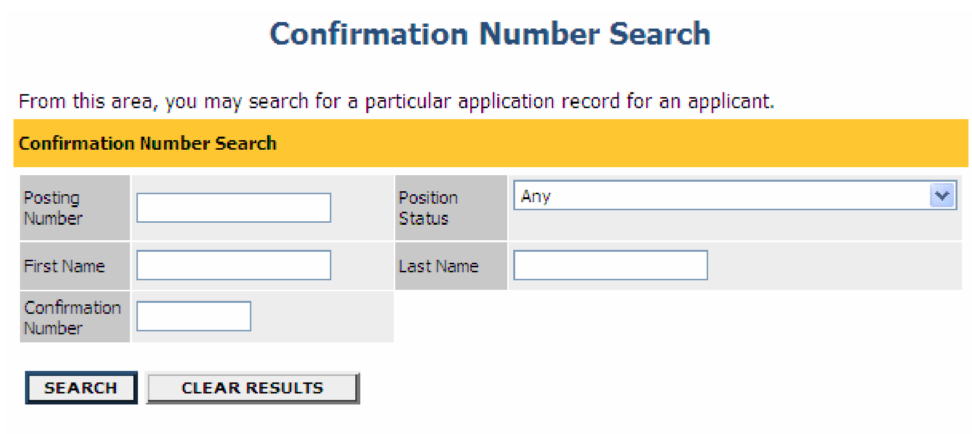
You may apply the applicant to any Requisition on the screen by selecting the “Apply to this Requisition” link. You will then have the ability to answer or skip any requisition specific questions. If you skip them, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you choose to answer questions, you will be able to attach documents or skip attaching documents for the applicant. If you skip attaching documents, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

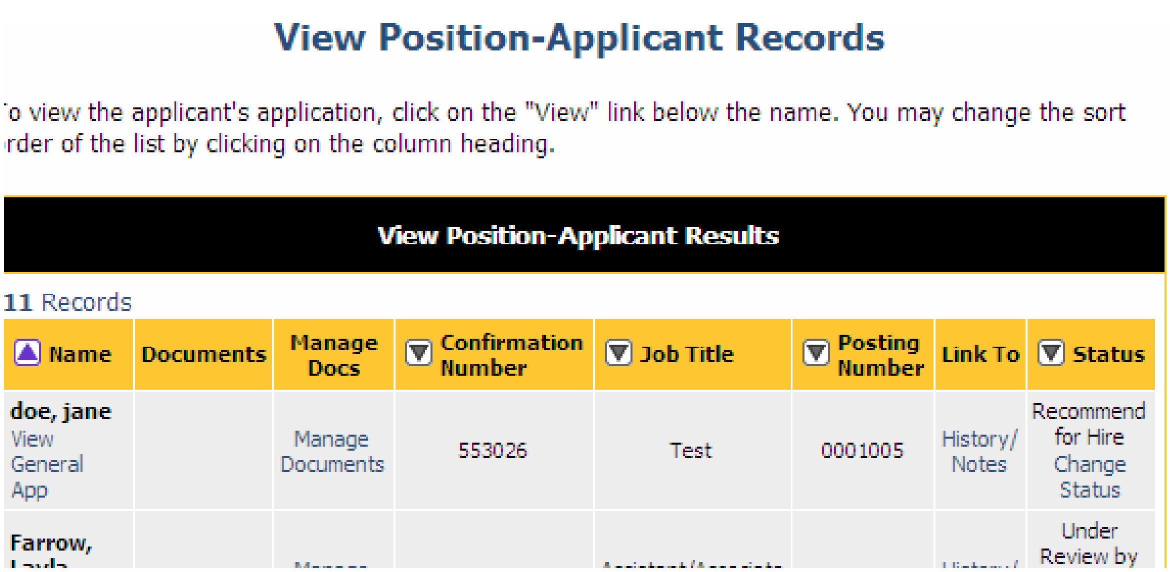
If you click the “Finish Attaching Documents” button, the applicant will be qualified and moved to the appropriate status. You can always change this status when you are finished.

Conf Number Search

The confirmation number search will allow you to search for an applicant record based on the confirmation they received once they applied for a specific position. You can also search for an applicant record based on Name or Requisition Number.



Once you search for the applicant record, you can view the applicants’ application, view, add and remove documents, view History and Notes and check the status of the applicant.

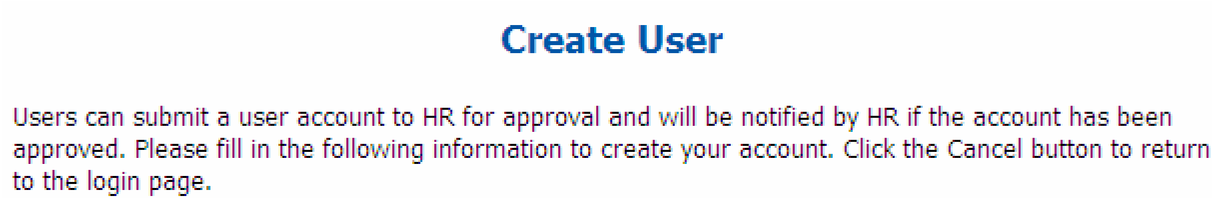


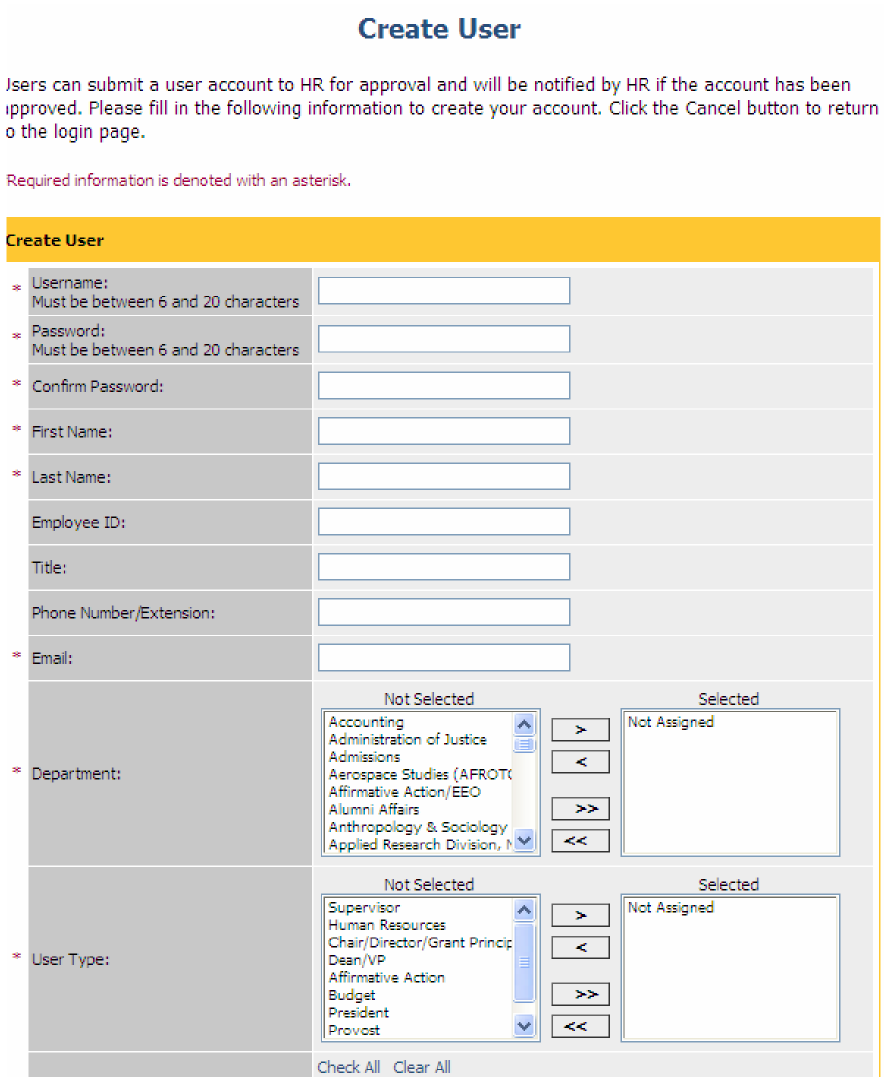
Name	Documents	Manage Docs	Confirmation Number	Job Title	Posting Number	Link To	Status
doe, jane View General App		Manage Documents	553026	Test	0001005	History/ Notes	Recommend for Hire Change Status
Farrow,							Under Review by

MANAGING USER ACCOUNTS

Create User

To create a user account in the system, click the link that says “Create User Account”. Fill out the appropriate information for that user account.





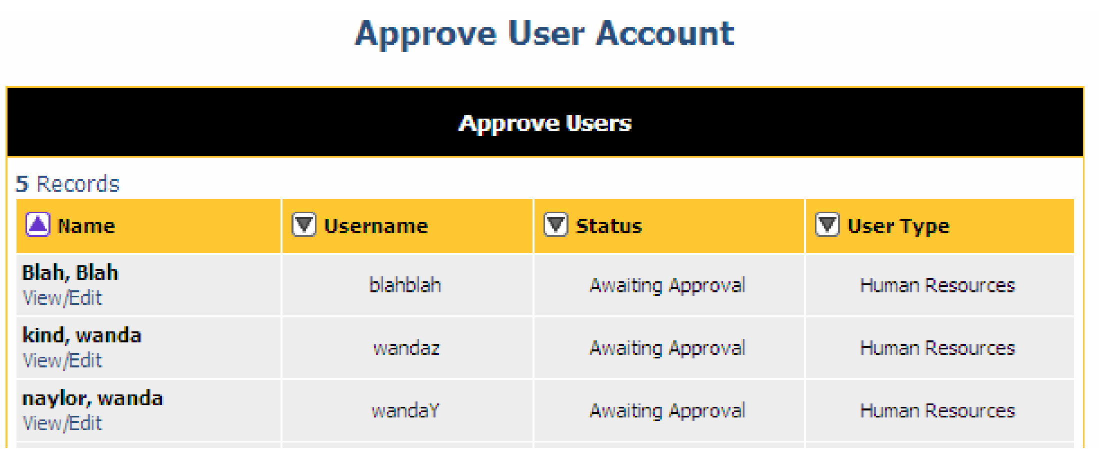
Email Notification Groups

The PeopleAdmin system sets up email notifications based on that specific user in the system.

Once you have set up your new account, you can click on the approve option.

Approve Users

If a user submits an account request to HR, you can approve their account under the **Approve User Account** link.


Approve User Account

Approve Users

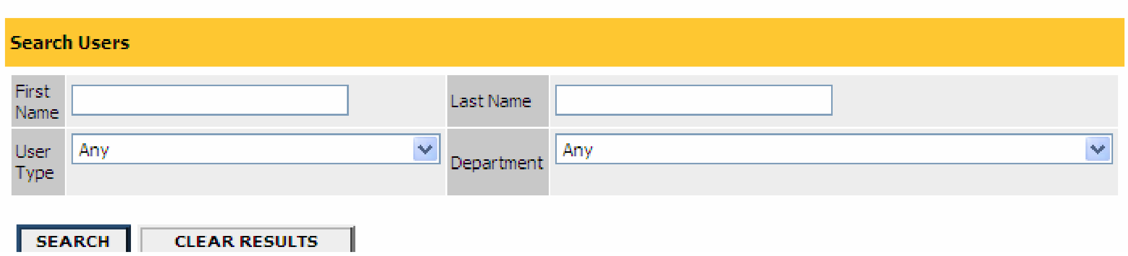
5 Records

Name	Username	Status	User Type
Blah, Blah View/Edit	blahblah	Awaiting Approval	Human Resources
kind, wanda View/Edit	wandaz	Awaiting Approval	Human Resources
naylor, wanda View/Edit	wandaY	Awaiting Approval	Human Resources

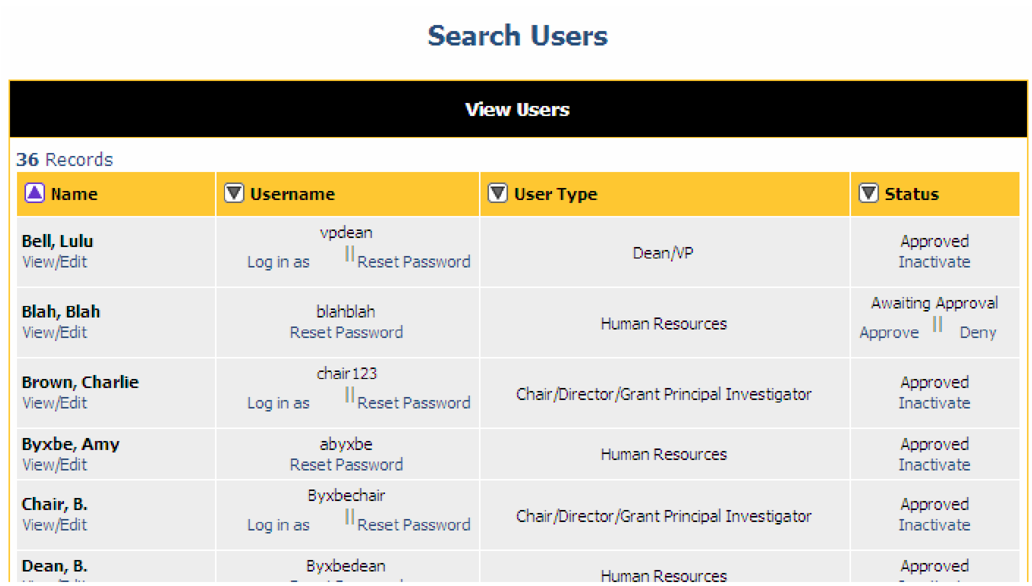
Always be sure you click View/Edit under their name to assign them a user type and email notification.

Search Users

When you click the **Search Users** link, you will be able to search for any user account in the system using the search table.



Click on search to see all user accounts in the system.



Search Users

View Users

36 Records

Name	Username	User Type	Status
Bell, Lulu View/Edit	vpdean Log in as ‖ Reset Password	Dean/VP	Approved Inactivate
Blah, Blah View/Edit	blahblah Reset Password	Human Resources	Awaiting Approval Approve ‖ Deny
Brown, Charlie View/Edit	chair123 Log in as ‖ Reset Password	Chair/Director/Grant Principal Investigator	Approved Inactivate
Byxbe, Amy View/Edit	abyxbe Reset Password	Human Resources	Approved Inactivate
Chair, B. View/Edit	Byxbechair Log in as ‖ Reset Password	Chair/Director/Grant Principal Investigator	Approved Inactivate
Dean, B.	Byxbedean	Human Resources	Approved

Once you locate the user account, you can:

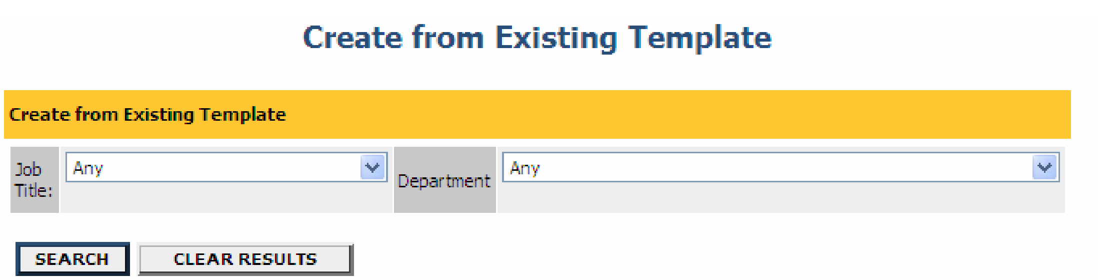
- Click the View/Edit link to modify any details about a user account
- Click Log In As to log in as a specific user
- Reset Password
- Inactivate

TEMPLATES

To eliminate the need for users to retype repeating information every time a similar Requisition is created, the system enables HR users to create "Templates." Whenever a Requisition is created from a template, all the information from that template will be copied over to the Requisition.

Creating a Template

To begin, click "From Template" or "From Scratch" under the Create Templates header on the left navigation bar. You should see a screen similar to the following.

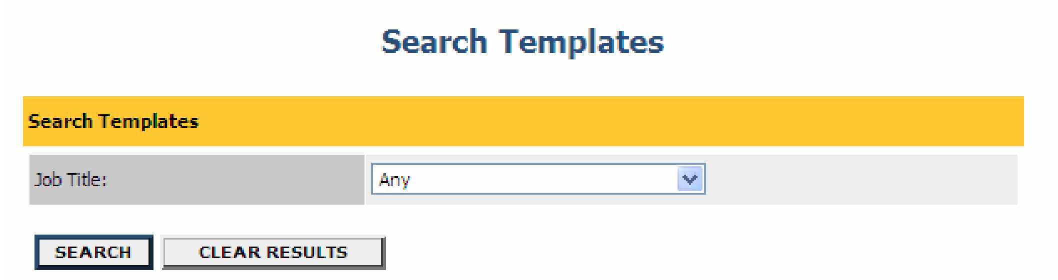


If you are creating a template from a template, search for the template to start from, make the proper modifications and approve it as a new template.

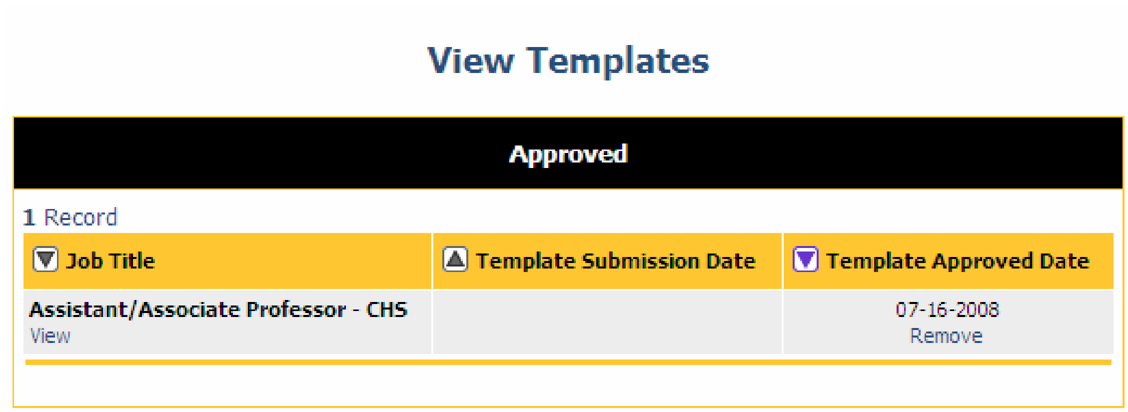
If you are creating a template from scratch, fill in the appropriate information and approve it as a new template.

Searching, Modifying and Removing Templates

To find the Template you would like to view or edit, select **Search Templates** on the navigation bar. Select the Job Title of the template you wish to view or edit and select the Search button.



Once you have found the appropriate Template, select View to view or edit the Template. You can also select Remove under the Template Approved Data field to remove an unwanted Template from the list.



ADMINISTRATIVE FUNCTIONS

Logging Out

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