

DEPARTMENTAL USER'S GUIDE

University of Southern Mississippi Hiring System



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INTRODUCTION

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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.

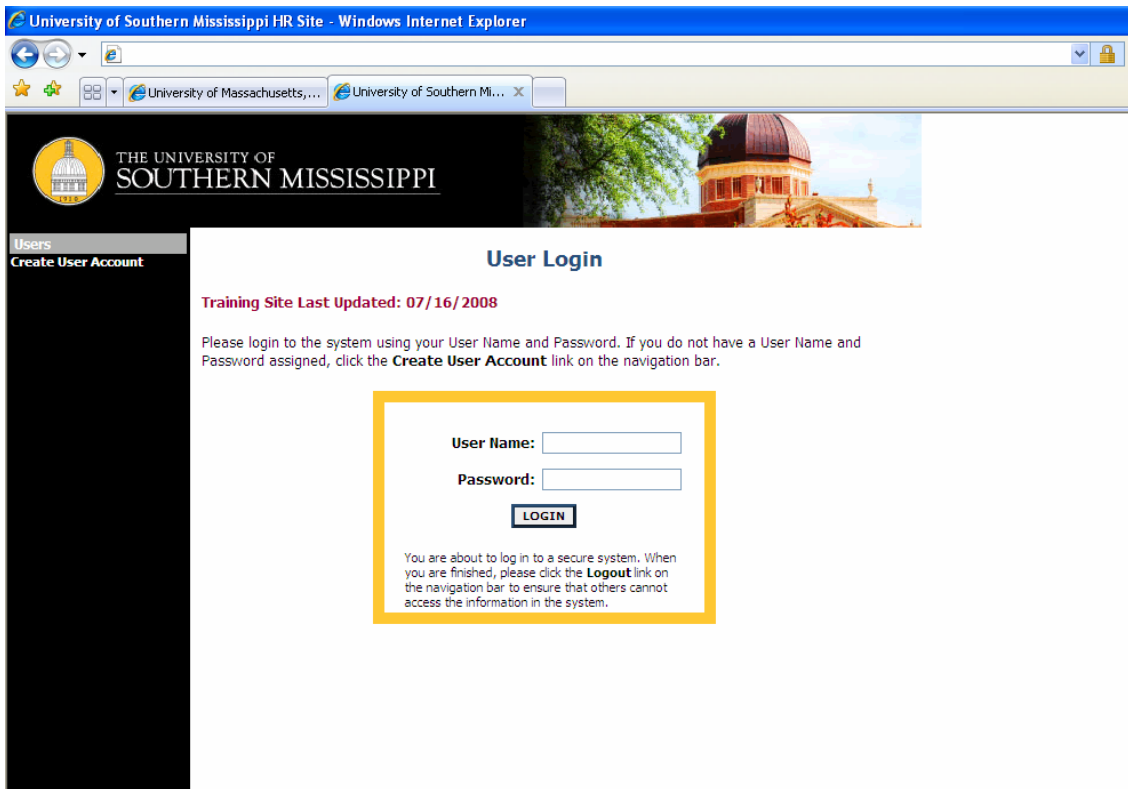
Security of Applicant Data

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

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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:

Create User

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

*Required information is denoted with an asterisk.

Create User																												
* Username: Must be between 6 and 20 characters	<input type="text"/>																											
* Password: Must be between 6 and 20 characters	<input type="password"/>																											
* Confirm Password:	<input type="password"/>																											
* First Name:	<input type="text"/>																											
* Last Name:	<input type="text"/>																											
Employee ID:	<input type="text"/>																											
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Phone Number/Extension:	<input type="text"/>																											
* Email:	<input type="text"/>																											
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Alumni Affairs																												
Anthropology & Sociology																												
Applied Research Division, h																												

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

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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

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 **Not Saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

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

Adding Screening Questions (Please Skip/Not currently being used)

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.

The screenshot shows a web interface titled "Create Posting - Test". At the top right, there are two tabs: "Reports" (highlighted in yellow) and "Posting Preview". Below these is a navigation bar with four tabs: "Posting Details", "Posting Specific Questions" (highlighted in black), "Guest User", and "Comments". The main content area contains the following text: "To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished." Below this text, it says "No Posting Specific Questions exist." There are four buttons: "ADD A QUESTION", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE". At the bottom of the main content area, there are two buttons: "CANCEL" and "PREVIEW POSTING".

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:

Add a Question

The screenshot shows a web interface titled "Add a Question". It features a section titled "Search Existing Questions:" with a yellow header. Below the header is a "Search by Keyword:" label and a text input field. There are two buttons: "SEARCH" and "CANCEL". Below this section is a link titled "Create a Question".

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:

Create a Question

[Create Question Help](#)

Question

Please enter question text:

Please select answer type:

Closed-Ended (e.g. Do you have experience working in an office environment?)

Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers

Display No Response As:

No Response

Possible Responses (up to 7):

1.

2.

Open-Ended Answers

Open-Ended Answer Type:

None

Short Text (Text < 50 characters)

Long Text (Text > 50 characters)

Phone

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 (Please Skip/Not currently being used)

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 (Please Skip/Not currently being used)

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.

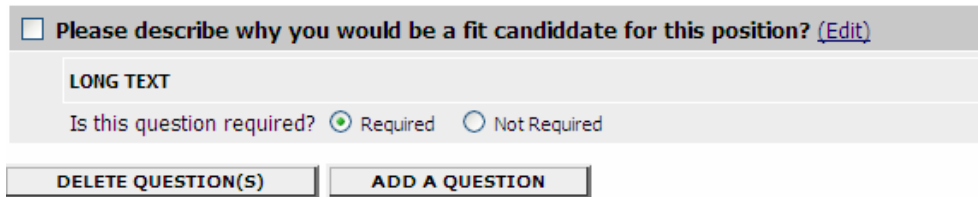
The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

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.



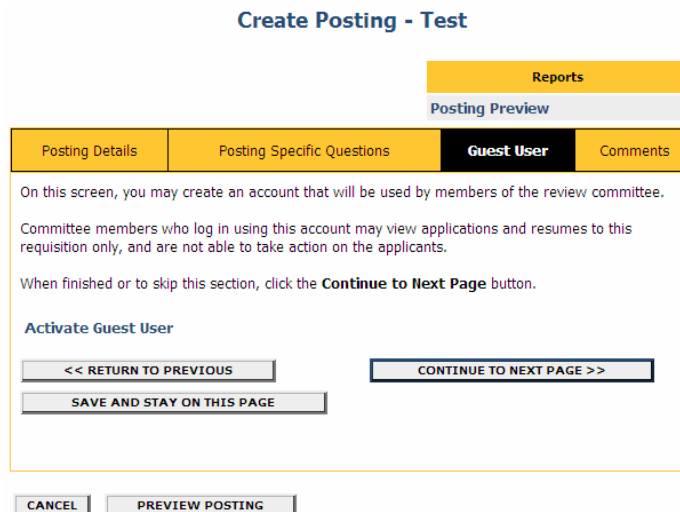
When you have finished adding screening questions for this Requisition, click the **Continue to Next Page** button.

Activating Guest Users

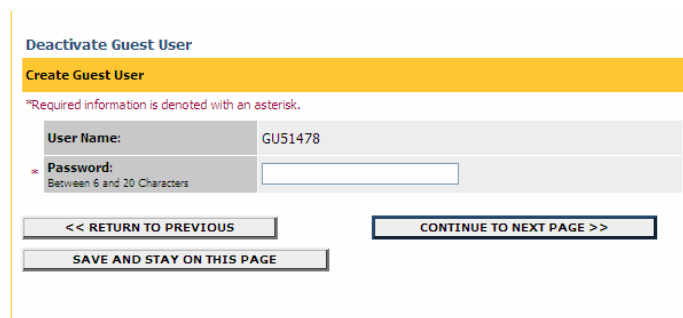
Guest User accounts are used by committee members. If your Requisition involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Requisition.

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.

Reports			
Posting Preview			
Posting Details	Posting Specific Questions	Guest User	Comments
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>			
The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.			
*Required information is denoted with an asterisk.			
* Submittal Action:		<input type="radio"/> Review <input type="radio"/> Approval <input checked="" type="radio"/> No Response	
Reason for Return:		<input type="text"/>	
Supervisor Comments:		<input type="text"/>	
Chair/Director/Grant Principal Investigator Comments:		<input type="text"/>	
Dean/VP Comments:		<input type="text"/>	

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

Submitting 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.

Posting Status	
<input checked="" type="radio"/> Save Without Submitting	
<input type="radio"/> Approve for Later Posting	
<input type="radio"/> Post	
<input type="button" value="CANCEL"/>	<input type="button" value="CONTINUE"/>

Posting Details	
Posting Number:	
POSITION INFORMATION	
Job Title:	Test

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page.

Confirm Change Posting Status

The following Action is about to be submitted

Posting Status

Post

Press **Confirm** to complete this step.

The details of your requisition are NOT SAVED until you complete this “confirm” step.

VIEWING APPLICANTS TO YOUR REQUISITION

Viewing Applicants to your Requisition

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

Online System

Supervisor/Manager's Guide
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
▼ Job Title	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
Test View	0001005	1	07-23-2008	11-11-2009	Community Health	Posted Close/Remove from Web Designate Position as Filled Cancel Posting

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

Active Requisitions: Requisitions that are Active are either:

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

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

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

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:

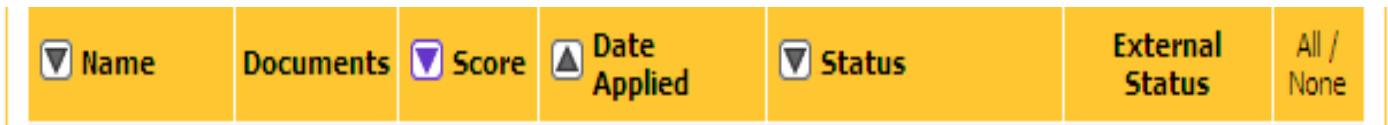
You will notice the requisition data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Requisition. Additional information is also provided on this screen, including their date applied, status, etc. You may click through 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.

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load. <input type="button" value="CONTINUE TO NEXT PAGE >>"/>
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>	

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).

Applicants	Posting Details	Posting Specific Questions	Guest User	Hiring Proposal	Comments	Notes / History
Active Applicants						
1 Record						
▼ Name	Documents	▼ Score	▲ Date Applied	▼ Status	External Status	All / None
doe, jane View General App		0	07-23-2008 History/ Notes	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>
<input type="button" value="CHANGE MULTIPLE APPLICANT STATUSES"/>					<input type="button" value="COPY FROM POOL"/>	
Refresh			View Multiple			
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants			<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after			

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**.

Applicants	Posting Details	Posting Specific Questions	Guest User	Hiring Proposal	Comments	Notes / History
Active Applicants						
1 Record						
▼ Name	Documents	▼ Score	▲ Date Applied	▼ Status	External Status	All / None
doe, jane View General App		0	07-23-2008 History/ Notes	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>
CHANGE MULTIPLE APPLICANT STATUSES				COPY FROM POOL		
Refresh				View Multiple		
Minimum Score:	<input type="text"/>	VIEW MULTIPLE APPLICATIONS				
Include:	<input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants	VIEW MULTIPLE DOCUMENTS				
Applications / documents will open in a new window. To print, select File > Print from						

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

Change Applicant Status

Name	Documents	Status	Selection Reason
doe, jane View General App		Under Review by Manager	Choose Option Below: <input type="button" value="v"/>

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 an 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.

Change Applicant Status

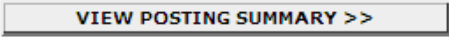
Name	Documents	Status	Selection Reason
doe, jane View General App		Recommend for Hire	Choose Option Below: <input type="button" value="v"/>

Once you complete the status change for the applicant, click on the **Hiring Proposal** tab. To add an entry, click the “ADD NEW ENTRY” button. **(PLEASE SKIP/NOT USING HIRING PROPOSAL TAB AT THIS TIME)**

Applicants	Posting Details	Posting Specific Questions	Guest User	Hiring Proposal	Comments	Notes / History						
<input type="button" value="<< RETURN TO PREVIOUS"/> <input type="button" value="CONTINUE TO NEXT PAGE >>"/>		<p style="color: #800000; font-size: small;">*Required information is denoted with an asterisk.</p> <table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 30%;">Candidate Selected:</td> <td><input style="width: 100%;" type="button" value="No Response"/></td> </tr> <tr> <td>Final Salary:</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Start Date:</td> <td><input style="width: 100%;" type="text"/> MM/DD/YYYY -or- MM-DD-YYYY</td> </tr> </table> <p style="color: #800000; font-size: small;">*Required information is denoted with an asterisk.</p>					Candidate Selected:	<input style="width: 100%;" type="button" value="No Response"/>	Final Salary:	<input style="width: 100%;" type="text"/>	Start Date:	<input style="width: 100%;" type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Candidate Selected:	<input style="width: 100%;" type="button" value="No Response"/>											
Final Salary:	<input style="width: 100%;" type="text"/>											
Start Date:	<input style="width: 100%;" type="text"/> MM/DD/YYYY -or- MM-DD-YYYY											
<input type="button" value="<< RETURN TO PREVIOUS"/>		<input type="button" value="CONTINUE TO NEXT PAGE >>"/>										
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>												

Fill in the appropriate information about the candidate that you are recommending. Click the **Continue to Next Page** button at the bottom of the screen and Save the Requisition.

When you are finished entering your information, click the **View Requisition Summary** button at the bottom of the screen and Save the Requisition.



Select **Save** to save the Hiring information that you have entered. HR will close the requisition accordingly.

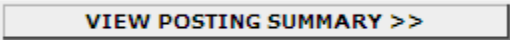
Hiring an Applicant and Closing a Requisition

Once an applicant is changed to Hired, HR will receive an email. To hire the applicant, change the applicant status to **Hired**.

Name	Documents	Status	Selection Reason
Ramsey, Wonder View Employment Application		Hired	Choose Option Below: ▾

****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.

Requisition Status

Designate Position as Filled

ADMINISTRATIVE FUNCTIONS

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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.