

East Carolina University®

**Postdoc**  
**Applicant Tracking**  
**(HIRE)**  
**User's Guide**

Revised by the  
Office of Postdoctoral Affairs

November 2024

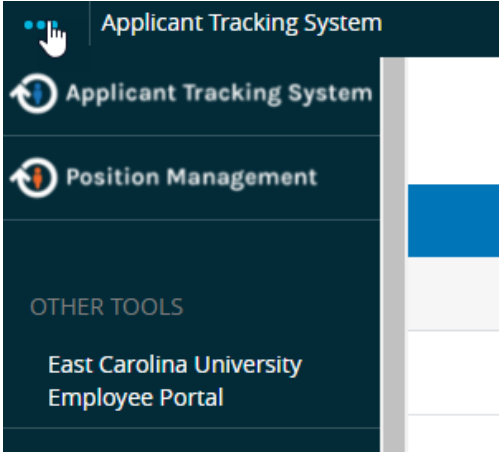
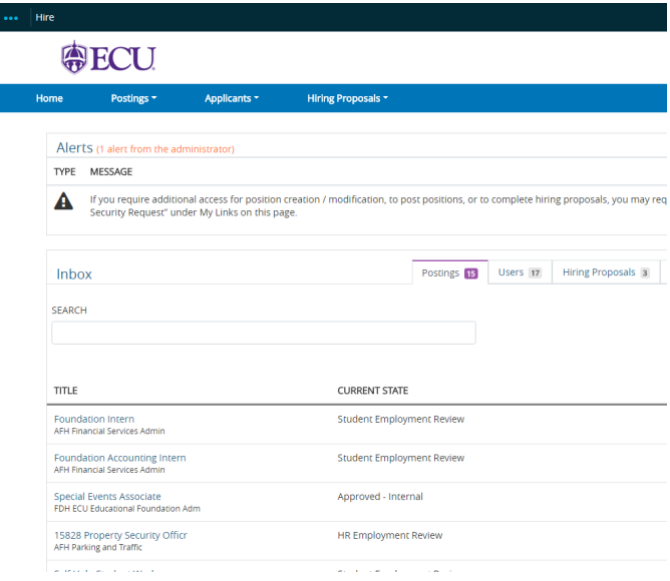
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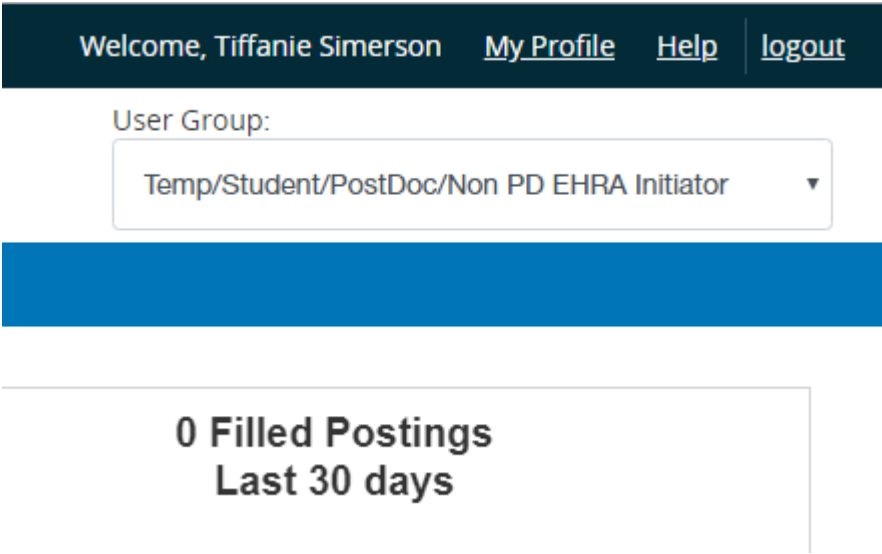

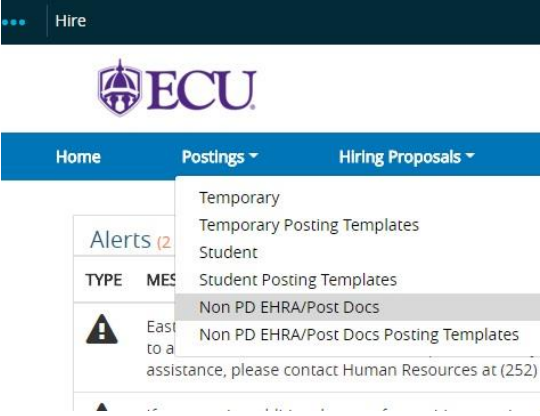
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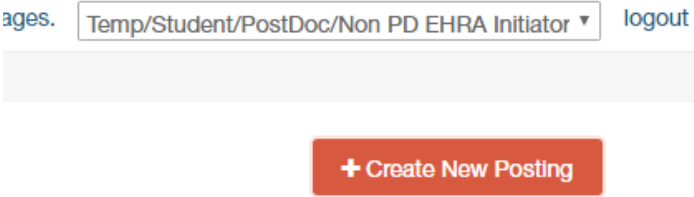
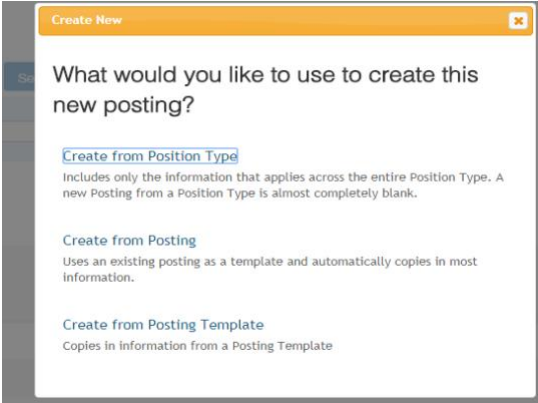
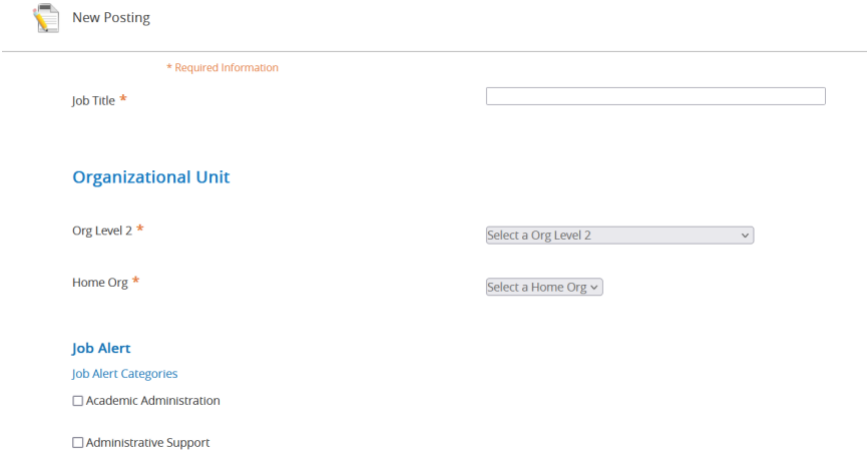
## Overview

The Applicant Tracking module is used to 1) post job vacancies, 2) review the applicant pools and 3) create a hiring proposal for Postdoc positions.

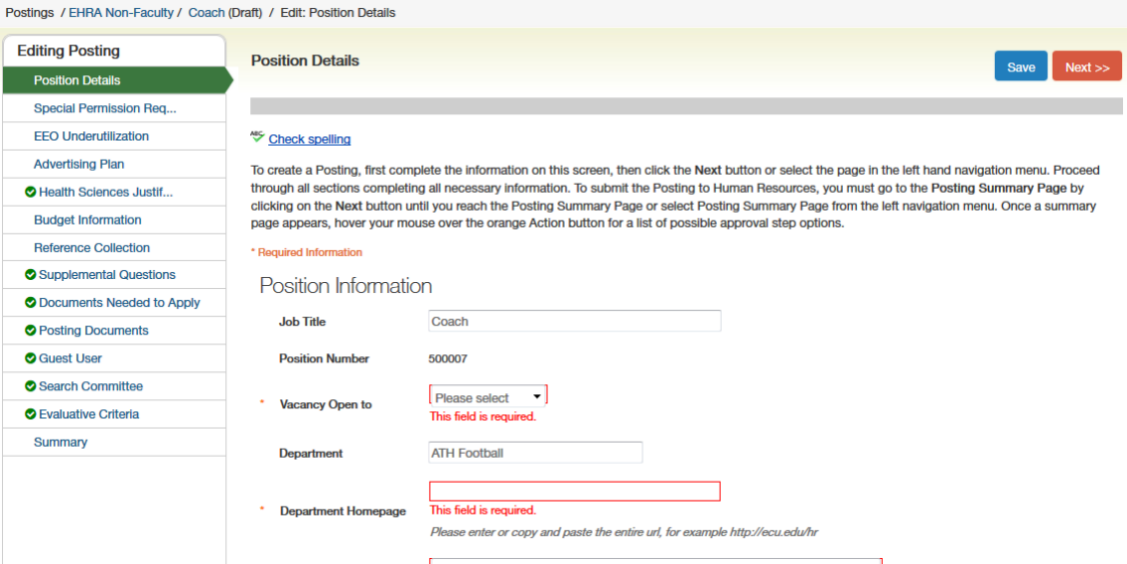
### Create a New Job Posting

Step	Action										
1	<p>Log in to <i>People Admin</i> using your PirateID.</p> <p>Change the module to <b>Applicant Tracking System</b>, if needed.</p>  <p>The screenshot shows a dark blue sidebar menu with the following items: 'Applicant Tracking System' (selected), 'Applicant Tracking System' (with a refresh icon), 'Position Management', and 'OTHER TOOLS'. Below the menu, it says 'East Carolina University Employee Portal'.</p>										
2	<p>Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.</p>  <p>The screenshot shows the PeopleAdmin interface. At the top, there is a 'Hire' button. Below it is the ECU logo and a navigation bar with 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. An 'Alerts' section shows one alert from the administrator: 'If you require additional access for position creation / modification, to post positions, or to complete hiring proposals, you may req Security Request' under My Links on this page.' Below the alerts is an 'Inbox' section with filters for 'Postings (1)', 'Users (17)', and 'Hiring Proposals (3)'. A search bar is present. The main content area is a table with columns 'TITLE' and 'CURRENT STATE':</p> <table border="1"> <thead> <tr> <th>TITLE</th> <th>CURRENT STATE</th> </tr> </thead> <tbody> <tr> <td>Foundation Intern AFH Financial Services Admin</td> <td>Student Employment Review</td> </tr> <tr> <td>Foundation Accounting Intern AFH Financial Services Admin</td> <td>Student Employment Review</td> </tr> <tr> <td>Special Events Associate FDH ECU Educational Foundation Admin</td> <td>Approved - Internal</td> </tr> <tr> <td>15828 Property Security Officer AFH Parking and Traffic</td> <td>HR Employment Review</td> </tr> </tbody> </table>	TITLE	CURRENT STATE	Foundation Intern AFH Financial Services Admin	Student Employment Review	Foundation Accounting Intern AFH Financial Services Admin	Student Employment Review	Special Events Associate FDH ECU Educational Foundation Admin	Approved - Internal	15828 Property Security Officer AFH Parking and Traffic	HR Employment Review
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Step	Action
	<p>You may continue to manually change your default user group using the instructions provided below.</p> <p>Change the <i>Default User Group</i> (top right corner) on your home page to <i>Temp/Student/PostDoc/Non PD EHRA Initiator</i>.</p> 
3	<p>The page should automatically refresh. A blue confirmation message will at the top of the screen.</p>  <p><b>Note:</b> The menu may change based on your default settings.</p>
4	<p>Click the <b>Postings tab</b> and choose <b>Non PD EHRA/Post Docs</b>, from the drop-down.</p> 
5	<p>Click <b>Create New Posting</b>. A <i>Create New</i> dialog box opens with multiple options.</p>

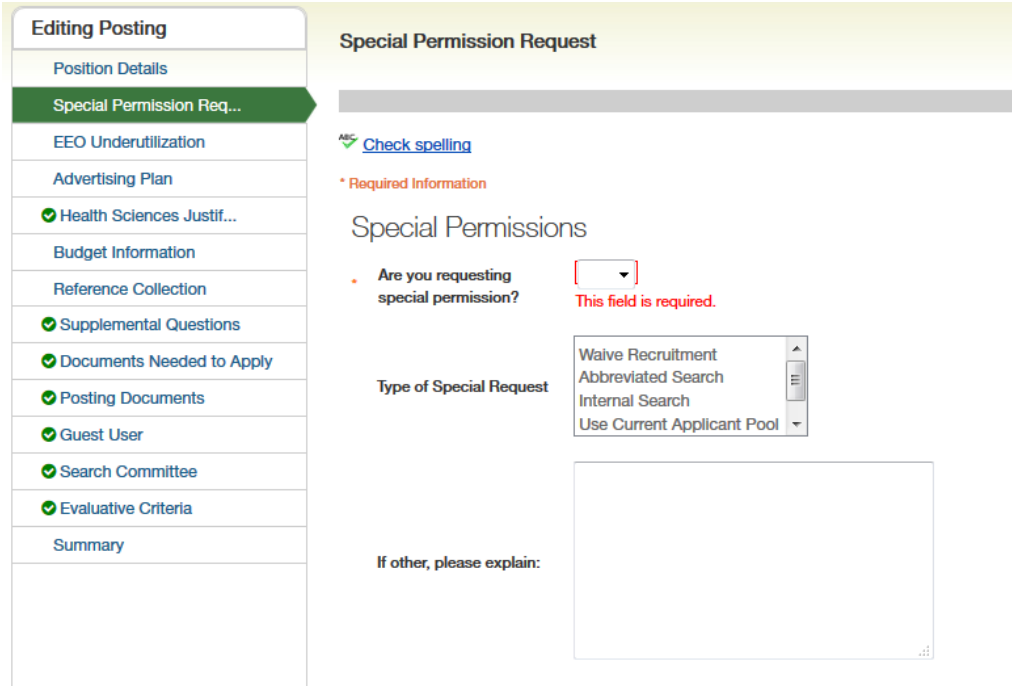
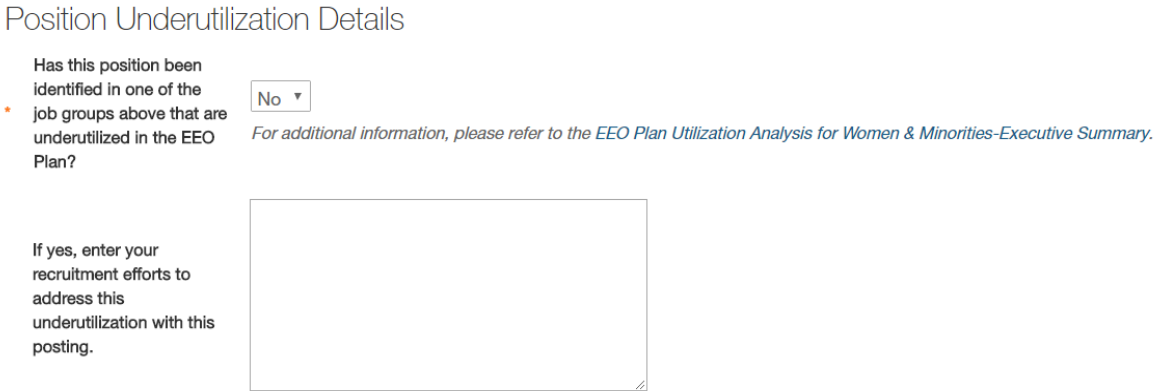
Step	Action
	
6	<p><b>Choose <i>Create from Position Type</i>.</b> You may also select <b>Create from Posting</b> if the position has been posted before or <b>Create from Posting Template</b> if a template has been created.</p> 
7	<p>The <i>New Posting</i> page displays.</p>  <p>Complete the requested information on the page to include the job title, division, and departmental information. <b>Position title</b> will be <b>Postdoctoral Scholar</b>. <b>Job Alert</b> will be <b>Postdoctoral Scholar</b> and any other category that may apply.</p>
8	Applicant Workflow

Step	Action
8	<p><b><i>OPA does not recommend this feature.</i></b> If you choose to use the <i>Reference Feature</i>, select <b>Interviewed – Pending References</b> from the drop-down box on both the <i>Reference Notification</i> and <i>Reference Workflow</i>. You will also select <b>Reference Letter</b> from the <i>Recommendation Document Type</i>.</p> <p><b>References</b></p> <p>Reference Notification <span style="float: right;">Interviewed - Pending References ▾</span>                      Request References to submit Recommendations when candidate reaches selected workflow state?</p> <p>Recommendation Workflow <span style="float: right;">Interviewed - Pending References ▾</span>                      When all Recommendations have been provided, move to selected workflow state?</p> <p>Recommendation Document Type <span style="float: right;">Reference Letter ▾</span>                      Allow a document upload when a reference provider submits a Recommendation?</p>
9	<p>Verify that the <b>Accept Online Applications</b> box is checked.</p> <p style="text-align: center;"><b>Online Applications</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Accept online applications?</p>
10	<p>Click <b>Create New Posting</b> (bottom right of the screen).</p> <div style="text-align: center; margin: 10px 0;"> <span style="background-color: #e67e22; color: white; padding: 5px 15px; border-radius: 3px;">Create New Posting</span> <span style="background-color: #95a5a6; color: white; padding: 5px 15px; border-radius: 3px; margin-left: 10px;">Cancel</span> </div> <p>The <i>Editing Posting</i> menu displays.</p> <div style="margin-left: 200px;"> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p><b>Editing Posting</b></p> <ul style="list-style-type: none"> <li style="background-color: #2e8b57; color: white; padding: 2px 5px;">Position Details</li> <li style="padding: 2px 5px;">Special Permission Req...</li> <li style="padding: 2px 5px;">EEO Underutilization</li> <li style="padding: 2px 5px;">Advertising Plan</li> <li style="padding: 2px 5px;">✔ Health Sciences Justif...</li> <li style="padding: 2px 5px;">Budget Information</li> <li style="padding: 2px 5px;">Reference Collection</li> <li style="padding: 2px 5px;">✔ Supplemental Questions</li> <li style="padding: 2px 5px;">✔ Documents Needed to Apply</li> <li style="padding: 2px 5px;">✔ Posting Documents</li> <li style="padding: 2px 5px;">✔ Guest User</li> <li style="padding: 2px 5px;">✔ Search Committee</li> <li style="padding: 2px 5px;">✔ Evaluative Criteria</li> <li style="padding: 2px 5px;">Summary</li> </ul> </div> </div>

Step	Action
11	<p>Complete all fields on the <i>Position Details</i> tab following the information below. You will notice that there is instructional text beneath all of the fields. <b>* Indicates required info, but for Postdocs, OPA requires all information be entered as indicated below.</b></p>  <p><b>Posting Details</b></p> <p><b>Job Title:</b> Postdoctoral Scholar (<i>pulls in automatically</i>)</p> <p><b>*Position Number:</b> PDS-XXXX-00-00</p> <p><i>Note: For PeopleAdmin posting purposes only, you will use a Position Number configured with the letters PDS, a dash, then the 4-letter acronym of your department, a dash, then the two numbers of the posting month, a dash, then the two numbers of the current year. For example, if Biology is posting a postdoctoral scholar position in February 2020, the position number in PeopleAdmin posting would be: PDS-BIOL-02-20</i></p> <p><b>*Vacancy Open to:</b> select All Candidates</p> <p><b>*Department Homepage:</b> enter your department’s website address</p> <p><b>*Advertising Department:</b> select your department</p> <p><b>*Division:</b> select your division</p> <p><b>*Applicant Reviewer Access:</b> select each name of those who may screen applicants in this field</p> <p><b>*Search Committee Chairperson:</b> enter supervisor (mentor) name</p> <p><b>Chairperson Phone Number:</b> enter phone number</p> <p><b>*Search Committee Members:</b> enter supervisor (mentor) name</p> <p><b>*Have all search committee members participated in mandatory search committee training conducted by POSO?</b> Select correct answer</p> <p><b>Classification Title:</b> Postdoctoral Scholar</p> <p><b>*Working Title:</b> Postdoctoral Scholar</p> <p><b>*Reason for Vacancy:</b> select New Position or Separation</p> <p><b>Date of Separation/Transfer/Promotion:</b> click in box and select date if applicable</p> <p><b>Name of employee replaced:</b> enter name if applicable</p> <p><b>*Number of Vacancies:</b> enter number of vacancies</p> <p><b>*Full Time Equivalent (FTE):</b> 1.0</p> <p><b>*Full Time or Part Time:</b> select Full Time</p> <p><b>Recruitment Range:</b> \$61,008</p>

Step	Action
	<p><i>Note: This must be a minimum of \$61,008 and the top of the range would depend on the posting department's resources. The NIH Postdoctoral Scholar salary scale can be found at: <a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html</a>.</i></p> <p><b>*Position Location (City):</b> Greenville</p> <p><b>Position Type:</b> select Postdoctoral Scholars</p> <p><b>Job Category:</b> select Postdoctoral Scholars</p> <p><b>*Organizational Unit Overview:</b> enter summary of your department</p> <p><b>*Job Duties:</b> copy/paste from the SUMMARY OF DUTIES section on the Position Description Form</p> <p><b>*Minimum Education/Experience:</b> English Proficiency, excellent written and oral communication skills, PhD (or other terminal degree(s) as applicable) required (may copy/paste from Position Description Form but it must include the previous items listed)</p> <p><b>*License or Certification Required by Statute or Regulation:</b> enter only if applicable to the job</p> <p><b>Preferred Experience, Skills, Training/Education:</b> copy/paste from the PREFERRED EXPERIENCE section on the Position Description Form</p> <p><b>Special Instructions to Applicant: <u>copy/paste the following</u></b> - To be considered for this position, all applicants must apply through PeopleAdmin and attach their CV or resume, cover letter and names and contact information of 3 references. Appointments are typically for a one-year period. Five years (typically five appointments of one year) is typically the maximum total period that any individual may serve as a Scholar. The University, in its sole discretion has the option to renew or extend any appointment, subject to the availability of funds, past performance evaluations and/or any other lawful reasons. For other information on the ECU Office of Postdoctoral Affairs, please visit our website at: <a href="https://rede.ecu.edu/postdoctoral/">https://rede.ecu.edu/postdoctoral/</a></p> <p><b>Job Open Date:</b> click in box and select date</p> <p><b>Open Until Filled:</b> at the department's discretion</p> <p><b>Job Close Date:</b> click in box and select date (<i>minimum of 7 days</i>)</p> <p><b>Initial Screening Begins:</b> click in box and select date (will be the closing date or 7 days after posting if posting as open until filled)</p> <p><b>*Essential Job Requirements:</b></p> <div style="border: 1px solid red; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> assimilate information, reason, and communicate effectively with students and colleagues</li> <li><input type="checkbox"/> make discriminations relating to grades and level of achievement</li> <li><input type="checkbox"/> meet classes regularly and perform all tasks necessary for carrying out normal instructional activities</li> <li><input type="checkbox"/> participate in University and community activities, especially as they may relate to the responsibility to render service in the academic community</li> <li><input type="checkbox"/> meet with students and advise on the academic programs and individual studies</li> <li><input type="checkbox"/> perform research or other creative activity that contributes significantly to the academic field</li> <li><input type="checkbox"/> plan, organize, conduct meetings, and perform all tasks necessary for carrying out normal administrative duties</li> </ul> </div> <p><i>This field is required.</i></p> <p><i>Select those that apply to this position</i></p> <p><b>*Physical Requirements:</b></p> <div style="border: 1px solid red; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sitting and/or Standing</li> <li><input type="checkbox"/> Sensory perception necessary for effective communication</li> <li><input type="checkbox"/> Ability to perform the activity being taught (may apply in some faculty areas, such as physical education)</li> <li><input type="checkbox"/> Ability to demonstrate or perform the clinical skills required in the course and/or treatment setting (may apply in clinical areas, such as the medical school)</li> </ul> </div> <p><i>This field is required.</i></p> <p><i>Select those that apply to this position</i></p> <p><b>Additional Requirements:</b> enter if applicable</p> <p><b>Terminal Degree:</b> enter PhD, MD, DMD or DDS or a combination of these degrees</p> <p><b>Is this degree required or preferred?</b> Select Required</p>



Step	Action
	<p><b>Rank Level:</b> select Not Applicable</p> <p><b>Appointment Term:</b> select 12-month</p> <p><b>Does This Recruitment Qualify for the Modified Search Process:</b> select Yes-Postdoctoral Scholar position.</p> <p><b>Desired Selection Date:</b> click in box and select date</p>
12	Click <b>Save</b> .
13	<p>Click <b>Next</b>. The <i>Special Permission</i> page displays. <b>Select No</b>.</p> 
14	Click <b>Save</b> .
15	<p>Click <b>Next</b>. The <i>EEO Underutilization</i> page displays. <b>Select No</b>.</p> 
16	Click <b>Save</b> .

Step	Action
17	<p>Click <b>Next</b>. The <i>Advertising Plan</i> page displays. Select all free advertising sites and select the job categories under those sites. In the Professional conferences &amp; other efforts that will be made to attract a diverse applicant pool box please list any professional conferences, listservs, etc. that will be used.</p> <div data-bbox="402 457 1243 823" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Advertising Plan</p> <p>Free Online Recruitment: Costs currently covered by the Office of Equity &amp; Diversity and the Department of Human Resources</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>In order for the position to be advertised on HERC, please select a category from the list</p> <p>If this posting should be advertised on InsideHigherEd.com, select a category from the list at the right</p> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 5px;"> <p><input type="checkbox"/> HERC (no charge; please specify category below)</p> <p><input type="checkbox"/> HigherEdJobs.com (no charge)</p> <p><input type="checkbox"/> InsideHigherEd.com (no charge; please specify category below)</p> <p><input type="checkbox"/> INSIGHTIntoDiversity.com (no charge; please specify category below)</p> </div> </div> <div style="margin-top: 10px;"> <p>Please select <span style="float: right;">▼</span></p> <p>Please select <span style="float: right;">▼</span></p> </div> </div> <p><b>Note:</b> Any external postings of this position must contain a job description and qualifications that are taken directly from the Position Description Form and the corresponding PeopleAdmin posting (i.e. listservs, journals or professional organizations) and must refer the applicant to the ECU Job Postings site: <a href="https://ecu.peopleadmin.com/">https://ecu.peopleadmin.com/</a></p>
18	Click <b>Save</b> .
19	<p>Click <b>Next</b>. The <i>Health Sciences Justification</i> page displays</p> <div data-bbox="467 1184 1243 1604" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Editing Posting</p> <ul style="list-style-type: none"> <li>Position Details</li> <li>Special Permission Req...</li> <li>EEO Underutilization</li> <li>Advertising Plan</li> <li style="background-color: #4CAF50; color: white; padding: 2px;">Health Sciences Justif...</li> <li>Budget Information</li> <li>Reference Collection</li> <li>Supplemental Questions</li> <li>Documents Needed to Apply</li> <li>Posting Documents</li> <li>Guest User</li> <li>Search Committee</li> <li>Evaluative Criteria</li> <li>Summary</li> </ul> </div> <div style="width: 75%; padding-left: 10px;"> <p style="background-color: #e8f5e9; padding: 5px;">Health Sciences Justification</p> <hr style="border: 2px solid #ccc;"/> <p><a href="#">Check spelling</a></p> <p>Health Sciences Justification</p> <div style="border: 1px solid #ccc; height: 60px; margin: 10px 0;"></div> <p>Position Justification</p> <p>Is this position included in the approved budget for the year? <span style="float: right;">▼</span> <small>(i.e., is it in the staffing template)</small></p> </div> </div> </div> <p>Complete the Health Sciences Justification page if the unit if required by the division.</p>
20	Click <b>Save</b> .
21	Click <b>Next</b> . The <i>Budget Information</i> page displays. Click <b>Add Budget Summary Entry</b> . Enter all budget information from Position Description Form.

Step	Action

22 Click **Save**.

23 Click **Next**. The Reference Collection page displays. ***OPA does not recommend this feature.***

If you wish to set up reference collection through PeopleAdmin, please complete all of the fields on this page.

### References

\* Will references be obtained through the PeopleAdmin?  This field is required.

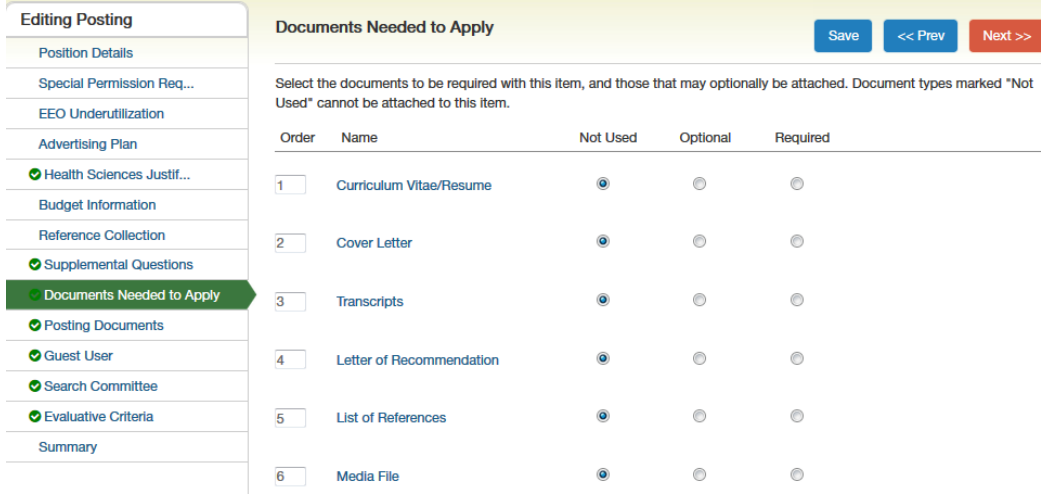
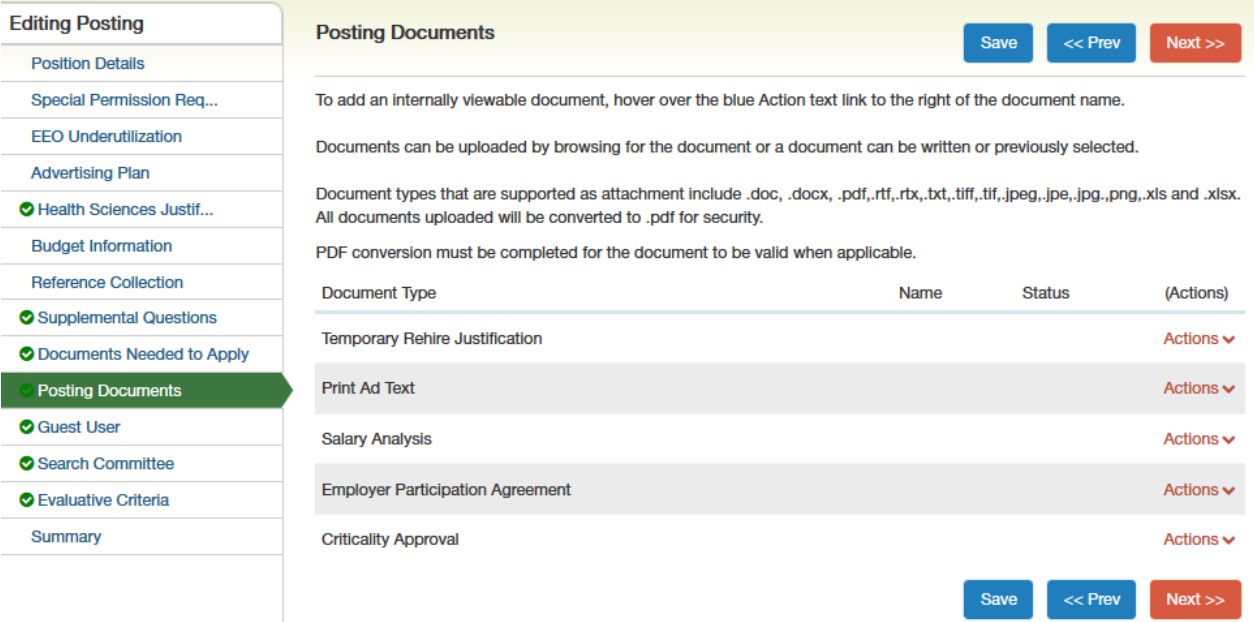
If yes, please indicate the minimum required number of reference requests

Please indicate the maximum amount of reference requests that the applicant can provide

24 Click **Save**.

25 Click **Next**. The *Supplemental Questions* page displays. *This is at the discretion of the department.*

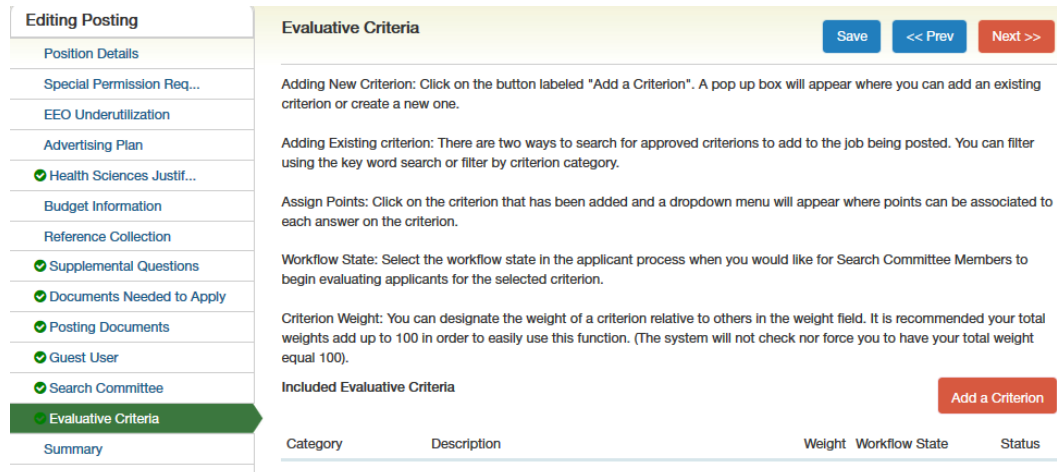
➔ If you wish to create or add supplemental questions, please select from approved questions or submit a question for approval.

Step	Action
26	Click <b>Save</b> .
27	<p>Click <b>Next</b>. The <i>Documents Needed to Apply</i> page displays. Select Curriculum Vitae/Resume, Cover Letter, List of References as <b>Required</b>.</p>  <p><b>Note:</b> The default is <i>Not Used</i>. You must indicate if the document is required or optional.</p>
28	Click <b>Save</b> .
29	<p>Click <b>Next</b>. The <i>Posting Documents</i> page displays. For document type <b>Additional Document</b>, click actions and upload the Position Description Form. This will be viewable by POSO, Budget and the Office of Postdoctoral Affairs for approval purposes.</p> 
30	Click <b>Save</b> .
31	Click <b>Next</b> . The <i>Guest User</i> page displays.

Step	Action
	<div data-bbox="305 254 553 730"> <p><b>Editing Posting</b></p> <ul style="list-style-type: none"> <li>Position Details</li> <li>Special Permission Req...</li> <li>EEO Underutilization</li> <li>Advertising Plan</li> <li>Health Sciences Justif...</li> <li>Budget Information</li> <li>Reference Collection</li> <li>Supplemental Questions</li> <li>Documents Needed to Apply</li> <li>Posting Documents</li> <li><b>Guest User</b></li> <li>Search Committee</li> <li>Evaluative Criteria</li> <li>Summary</li> </ul> </div> <div data-bbox="581 254 1409 667"> <p><b>Guest User</b> <span>Save &lt;&lt; Prev Next &gt;&gt;</span></p> <hr/> <p>Click on the <b>Create Guest User Account</b> button. The system will automatically generate a Guest Username. You may update the password if needed.</p> <p>You can also notify the members of the review committee by adding their email address in the <b>Email Address of Guest User Recipients</b>. Each email address must be on a separate line. Once you have added all of the email addresses, click on the <b>Update Guest User Recipient List</b> to notify the review committee users.</p> <p>When finished or to skip this section, click the <b>Next</b> button.</p> <p><b>Want to give guests access to view this posting?</b></p> <p><b>Create Guest User Account</b> <span>Save &lt;&lt; Prev Next &gt;&gt;</span></p> </div> <p>→ If you <b>DO NOT</b> wish to create a <i>Guest User</i>, click the <b>Search Committee</b> tab.                  → If you wish to create a <i>Guest User</i>, see the Create a Guest User instructions below.  <b>Note: This feature is only used for search committee members external to ECU.</b></p>
32	Click <b>Save</b> .
33	<p>Click <b>Next</b>. The <i>Search Committee</i> page displays.</p> <div data-bbox="277 968 540 1472"> <p><b>Editing Posting</b></p> <ul style="list-style-type: none"> <li>Position Details</li> <li>Special Permission Req...</li> <li>EEO Underutilization</li> <li>Advertising Plan</li> <li>Health Sciences Justif...</li> <li>Budget Information</li> <li>Reference Collection</li> <li>Supplemental Questions</li> <li>Documents Needed to Apply</li> <li>Posting Documents</li> <li>Guest User</li> <li><b>Search Committee</b></li> <li>Evaluative Criteria</li> <li>Summary</li> </ul> </div> <div data-bbox="570 968 1435 1675"> <p><b>Search Committee</b> <span>Save &lt;&lt; Prev Next &gt;&gt;</span></p> <hr/> <p><b>Assigning Search Committee Members</b>                  Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".</p> <p><b>New Search Committee Member</b>                  Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.</p> <p><b>Existing Account</b>                  If you enter either the username or email of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.</p> <p><b>New Account</b>                  If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.</p> <p><b>Search Committee Members</b></p> <p>No Search Committee Members have been assigned to this Posting yet.</p> <p><b>Add Existing User</b> <b>Create New User Account</b></p> </div> <p>Complete the Search Committee page clicking <b>Add Existing User</b>. Add mentor name (and any other Search Committee members if applicable) Search Committee Members in this page provides access as a Search Committee Member where they may log in and view the posting, applicants, and all application materials.</p>
34	Click <b>Save</b> .

Step	Action
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35 Click **Next**. The *Evaluative Criteria* page displays. *This is at the discretion of the department.*

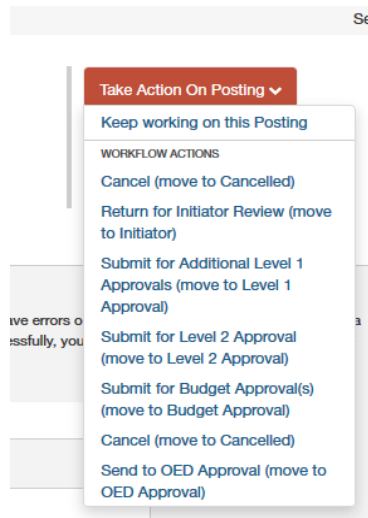


Complete the Evaluative Criteria page as necessary.

36 Click **Save**.

37 Click **Next**. Review the information for accuracy.

38 Click **Take Action on this Posting**. The *Workflow Actions* menu displays.



This will give you the option to route through the appropriate areas for approval. Click the appropriate approver by selecting the *Workflow Action* based on your Division protocol. If your College and/or Division does not choose to approve Postdoctoral Scholar PeopleAdmin postings for Level 1 or Level 2, submit to the next approval type following Level 2 which will be budget. For budget select the appropriate approver name based on funding type.

**BUDGET GROUPS ROLES**

**16065 State: 111XXX (Heather Taylor & Tim Morris & Dawn Quist)**

**16066 State: 112XXX Tim Morris & Heather Taylor & Dawn Quist**

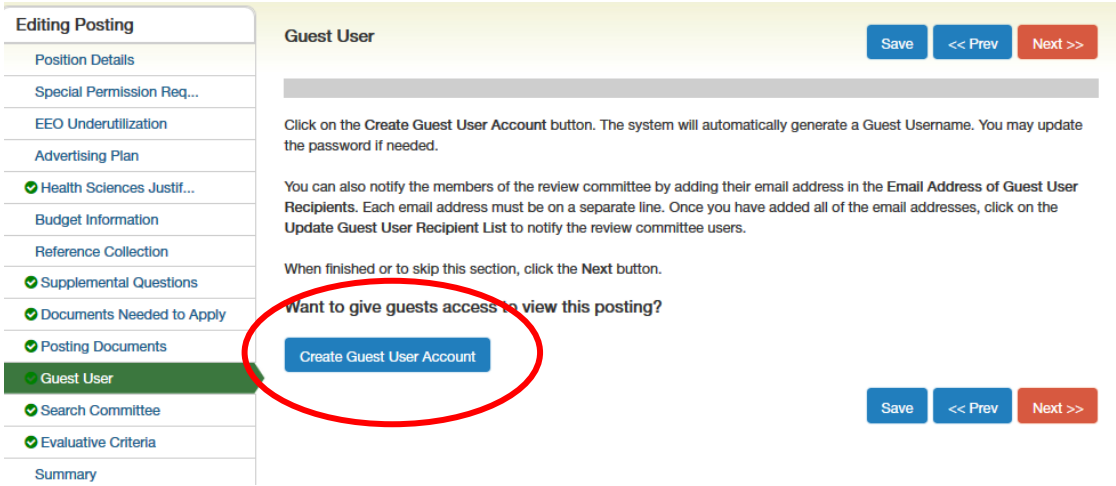
**Non-State (ITF/ECUP): 12XXXX, 14XXXX, 2EXXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX (Yolanda Hill/ Laura Fanning/ Dawn Quist)**

**Foundation: EXXXX, AXXXX (Mark Sarfo/ Heather Wiggins/ Brittany Stockstill)**

Step	Action
	<p><b>Medical Foundations: MXXXX (Joel Stocks/ Mandy King)</b>  <b>Sponsored Awards: 21XXX,28XXX (Karen Mizzelle/ Steve Ayers/ Janice McGowan)</b>  <b>* Non-State Funds Salaries \$150,000 - \$250,000 will require approval (AF Vice Chancellor Stephanie Coleman)</b></p>
39	Click <b>Submit</b> .

## Complete the Guest User Account

Create a guest account for search committee members who are not ECU employees.

Step	Action
1	<p>Select the <b>Guest User</b> tab. The <i>Guest User</i> page displays. Click <b>Create Guest User Account</b>.</p> 
2	Verify the username and password. <b>Update or change the password, if needed.</b>
3	<p>Enter the guest user’s email address.</p> <p><i>Any search committee members who are <b>NOT</b> ECU Faculty and Staff will need access as a Guest User.</i></p>
4	Click <b>Update Guest User Recipient List</b> .

Step	Action
5	Click <b>Next</b> to move to the <i>Summary</i> tab.

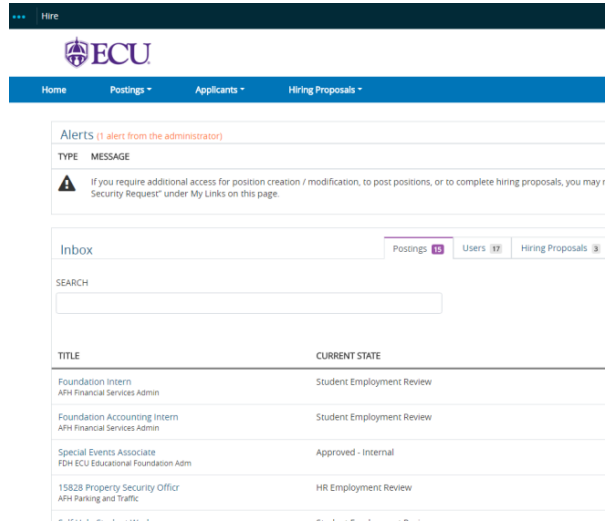
### Review the Applicant Pool

The applicants may be reviewed beginning on the initial screening date, regardless of whether the position is open until filed or has a close date. The Applicant Reviewer will update the statuses based on recommendations from the Search Committee.

Step	Action
1	<p>Log in to People Admin with your PirateID.</p> <p>Change the module to <b>Applicant Tracking System</b>, if needed.</p>
2	<p>Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.</p>

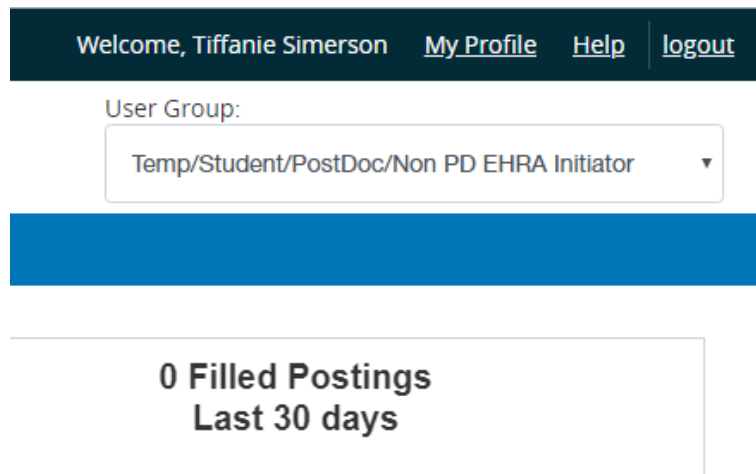


Step	Action
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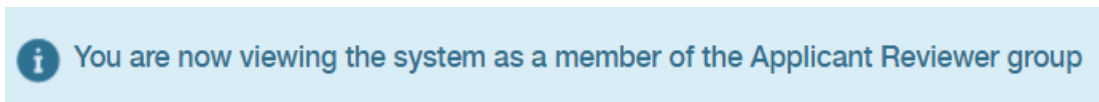


You may continue to manually change your default user group using the instructions provided below.

Change the *Default User Group* (top right corner) on your home page to *Applicant Reviewer*.

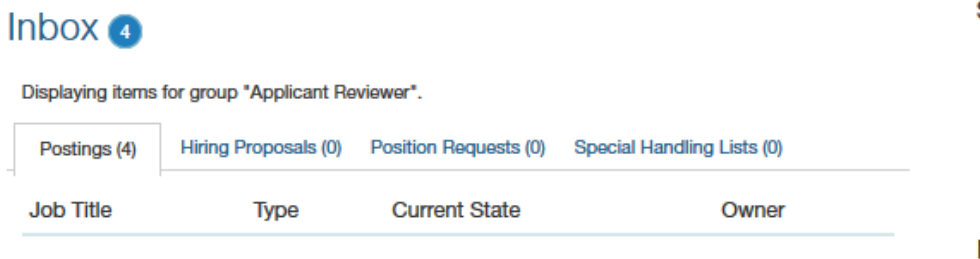
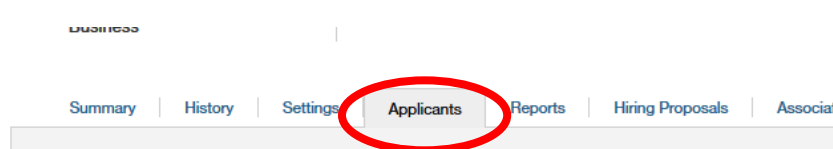
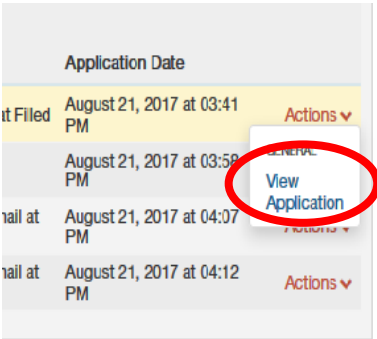


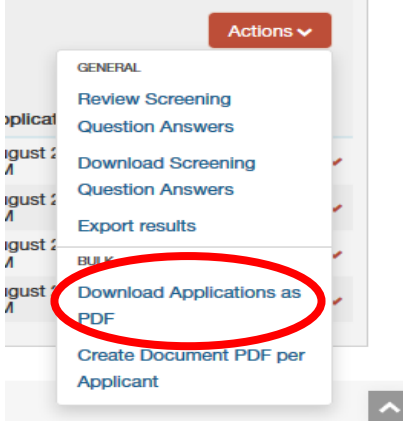
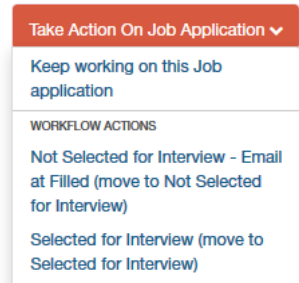
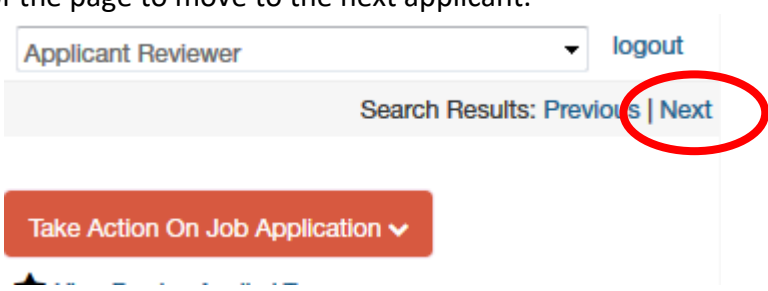
3 The page should automatically refresh. A blue confirmation message will appear at the top of the screen.

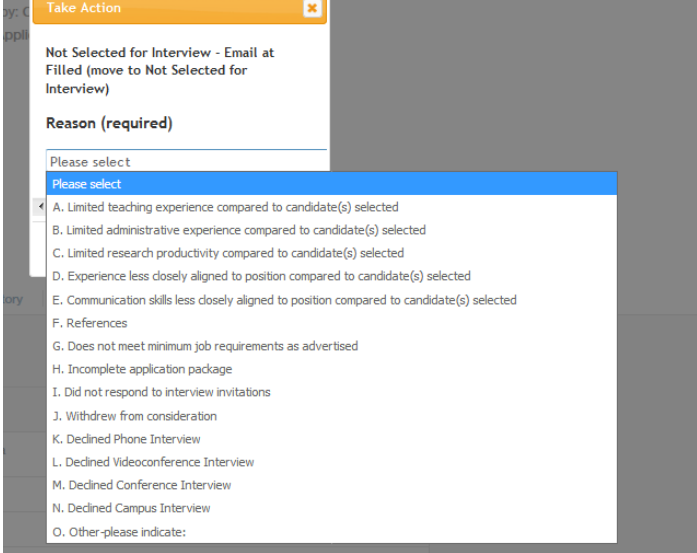


**Note:** The menu may change based on your default settings.

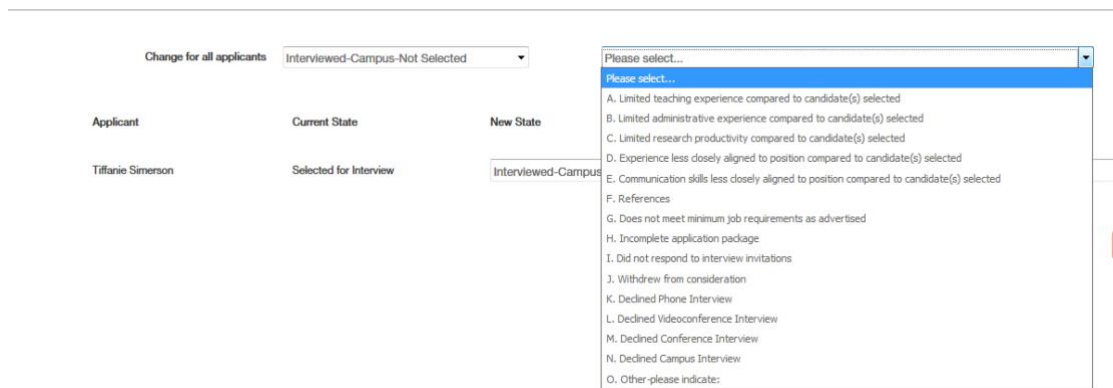
4 Postings that have applicants ready for review will display in your inbox. Click on the **Job Title** which will open up the posting.

Step	Action																								
																									
5	<p>Click the <b>Applicants</b> tab.</p>  <p>The <i>Posting</i> displays all applicants for that posting.</p> <table border="1" data-bbox="402 850 1307 1008"> <thead> <tr> <th><input type="checkbox"/></th> <th>Applicant Last Name</th> <th>Applicant First Name</th> <th>Documents</th> <th>Posting Number</th> <th>Workflow State (Internal)</th> <th>Application Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Simerson</td> <td>Tiffanie</td> <td></td> <td>PS017P</td> <td>Withdrawn</td> <td>August 31, 2017 at 12:16 PM</td> <td>Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Nixon</td> <td>Tamika</td> <td></td> <td>PS017P</td> <td>Under Review by Department/Committee</td> <td>August 31, 2017 at 12:25 PM</td> <td>Actions</td> </tr> </tbody> </table>	<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions	<input type="checkbox"/>	Simerson	Tiffanie		PS017P	Withdrawn	August 31, 2017 at 12:16 PM	Actions	<input type="checkbox"/>	Nixon	Tamika		PS017P	Under Review by Department/Committee	August 31, 2017 at 12:25 PM	Actions
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<input type="checkbox"/>	Nixon	Tamika		PS017P	Under Review by Department/Committee	August 31, 2017 at 12:25 PM	Actions																		
6	<p>Click the name of an applicant to review. The job application displays.</p>																								
7	<p><b>Option 1.</b> To view an individual application, click on the <b>Applicant's Name</b> to open the application or click the <b>checkbox</b> to the left of the Applicant's Name and hover over the <i>Action button</i> to the right and select <b>view application</b>.</p>  <p>To view supplemental documents, scroll to the bottom of the page and select <b>View</b> under <i>Combined Document</i>.</p> <p><b>Option 2.</b> To view multiple applications at once, click the <b>checkboxes</b> to the left of the Applicant's Names, then hover over the <i>Action button</i> at the top and select <b>Download Applications as PDF</b>.</p>																								

Step	Action
	
8	<p>Click <b>Take Action on Job Application</b>.</p> 
9	<p>Click <b>Next</b> at the top of the page to move to the next applicant.</p> 
10	<p>Follow these steps to review all additional applicants.</p>
11	<p>For applicants not selected:  <b>Option 1.</b> To move them in the workflow individually, click the <b>checkbox</b> to the left of the applicant's name, hover over the <i>Actions button</i>, then click <b>Move in Workflow</b>. On the next screen, from the dropdown box, select the appropriate <b>Workflow State</b> and the <b>Reason for Non-Selection</b> from the dropdown box that appears on the right.</p>

Step	Action
	

**Option 2.** To move multiple applicants, select the **checkboxes** to the left of the applicant’s names, hover over the *Actions button*, then click **Move in Workflow**. You can change the status for all applicants or change them individually.



Applicant	Current State	New State
Tiffanie Simerson	Selected for Interview	Interviewed-Campus

12	Once interviews for the position have been completed, you will update the applicants’ statuses as appropriate. Using the instructions above.
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## Take Action on Job Applicant Status

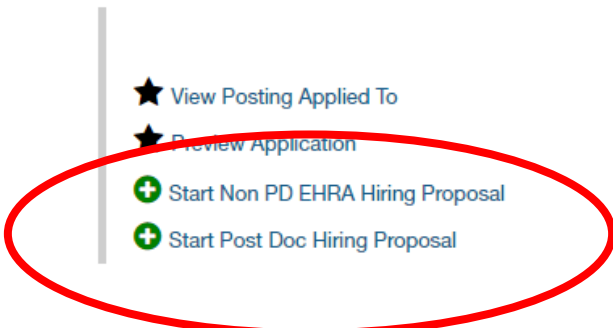
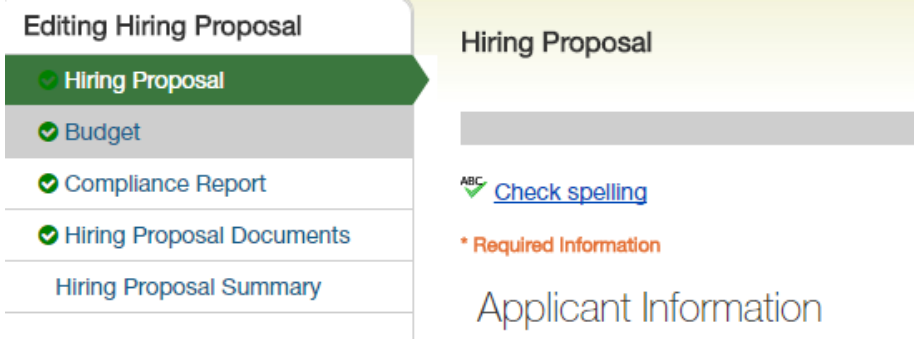
Choose 1 of 5 actions.

Workflow Action	Description
Selected for Interview	This option will be used for applicants who are selected for interview.
Not Interviewed, Not Selected – Email at Filled	Document non-selected applicants’ skills compared to selected candidate.
Interviewed Phone, Not Selected	Document non-selected applicants’ skills compared to selected candidate.
Interviewed Videoconference, Not Selected	Document non-selected applicants’ skills compared to selected candidate.
Interviewed Conference, Not Selected	Document non-selected applicants’ skills compared to selected candidate.
Interviewed Campus, Not Selected	Document non-selected applicants’ skills compared to selected candidate.
Interviewed – Pending References	This option will be used if you selected the reference feature on the posting. Changing the candidate to this workflow state generates as email to the references provided by the candidate to submit a reference letter.
Interviewed – Candidate of Choice	Candidate selected for the position.

## Create the Hiring Proposal

The *Create Hiring Proposal* action moves the successful candidate into a vacant position.

**Note:** This procedure is the same regardless of employee type or user role.

Step	Action
1	From the <i>Applicants</i> tab, choose the candidate.
2	<p>Click the appropriate <b>Start Hiring Proposal</b>. The <i>Selected Position Description</i> screen displays showing all positions within your department.</p> <div style="text-align: center;">  </div>
3	<p>The <i>Hiring Proposal</i> form displays. Enter all information outlined below.</p> <div style="text-align: center;">  </div> <p><b>Hiring Proposal Tab</b>                      Employee Class: Y2 – Post Doctoral Scholar                      Leave Category: LY – Post Doctoral Scholar                      Home Department: select appropriate department                      Current Hire Date: enter date Postdoc to begin work (<b>This date should be on a Monday or Tuesday only if Monday is a holiday where University is closed.</b>)                      Position Number: PDS-XXXX-00-00                      Banner Position Number: Y00001                      Job Begin/Effective/Personnel Date: enter same date as Current Hire Date                      Job Employee Class Code: Y2 – Post Doctoral Scholar</p>

Step	Action
	<p>Timesheet Org: select appropriate department                      Supervisor Banner ID: enter supervisor Banner ID                      Job Location: select appropriate department                      Job Change Reason: PA045 – New Hire Temporary                      Annual Salary: enter salary amount listed on approved Position Description Form                      FTE: 1.000                      Contract Type: P-Primary                      Mailstop: select appropriate mailstop                      Pays: 24                      Factor: 24                      **Job Effective End Date: this field must be entered as contracts are only for 1 year                      **Job Personnel End Date: this field must be entered as contracts are only for 1 year</p> <p>Click <b>Next</b></p> <p><b>Budget Tab</b>                      Add any relevant budget comments.                      Labor Dist Effective Date: enter begin date                      Click <b>Add Budget Details Entry</b>                      Enter FOAP from approved Position Description Form                      Project Code: 1.0                      Percent: 100.00                      Click <b>Add Salary Entry</b>                      Enter Annual Salary</p> <p>Click <b>Next</b></p> <p><b>Compliance Report Tab</b>                      Answer both questions appropriately</p> <p>Click <b>Next</b></p> <p><b>Hiring Proposal Documents</b>                      Upload any relevant documents</p> <p>Click <b>Next</b></p> <p>Review the <b>Hiring Proposal Summary</b> to ensure all information is entered accurately.</p>
4	From the Summary tab, click <b>Take Action on Hiring Proposal</b> .

Step	Action
	<div data-bbox="695 275 1075 615" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="background-color: #e74c3c; color: white; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Take Action On Hiring Proposal</span> <span>▼</span> </div> <div style="padding: 5px;"> <p>Keep working on this Hiring Proposal</p> <hr/> <p><small>WORKFLOW ACTIONS</small></p> <p>Cancel (move to Canceled)</p> <p>Return to Initiator (move to Temp/Student/PostDoc Initiator)</p> <p>Return to HR Approval (move to HR Approval)</p> <p>Return to OED Approval (move to OED Approval)</p> <p>Return to Level 1 (move to Level</p> </div> </div> <p>Click the appropriate approver by selecting the <i>Workflow Action</i>. Postdoc Hiring Proposals should be routed in the following order:</p> <ul style="list-style-type: none"> <li>• <b>POSO (initiator will click this option)</b></li> <li>• Budget</li> </ul> <p><b>BUDGET GROUPS ROLES</b></p> <p><b>16065 State: 111XXX (Heather Taylor &amp; Tim Morris &amp; Dawn Quist)</b></p> <p><b>16066 State: 112XXX Tim Morris &amp; Heather Taylor &amp; Dawn Quist</b></p> <p><b>Non-State (ITF/ECUP): 12XXXX, 14XXXX, 2EXXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX</b></p> <p><b>(Yolanda Hill/ Laura Fanning/ Dawn Quist)</b></p> <p><b>Foundation: EXXXX, AXXXX (Mark Sarfo/ Heather Wiggins/ Brittany Stockstill)</b></p> <p><b>Medical Foundations: MXXXX (Joel Stocks/ Mandy King)</b></p> <p><b>Sponsored Awards: 21XXX,28XXX (Karen Mizzelle/ Steve Ayers/ Janice McGowan)</b></p> <p><b>* Non-State Funds Salaries \$150,000 - \$250,000 will require approval (AF Vice Chancellor Stephanie Coleman)</b></p> <ul style="list-style-type: none"> <li>• PostDoc Approver – Hiring Proposal will not be approved/finalized until all required documents on the departmental checklist are received by the OPA.</li> </ul>
5	<p>Add comments and click <b>Submit</b>.</p> <p>After POSO approval, you will receive an email notification that verbal negotiations can begin. Forward this email to OPA.</p>

## Extend an Offer of Employment

Refer to your [departmental checklist](#) provided by the OPA for the next steps to extend an offer of employment.