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INTRODUCTION

Welcome to the University of Minnesota Employment System. The Office of Human Resources (OHR) has implemented this system to automate many of the tasks of the employment process.

You will use this system to:
1) Create/Review requisitions
2) Approve/Route requisitions
3) Search and review applicants
4) Create and approve user accounts for your college/administrative unit
5) Communicate electronically with hiring authorities, applicants, and OHR

Your Web Browser
The Employment System is designed to run in a Web browser over the Internet and is best viewed in Internet Explorer 5.5 and above. 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.

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

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. Anytime you leave your computer, we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

General Navigation
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.

Left Navigation: All of the functions for your role will be listed in the left navigation shaded in gold. Each item below the header is a link in to that function.

Buttons: The system is designed with buttons to navigate through each page. You will often see buttons at the top and the bottom of a page.

Tab Headings: Within the requisition, the system will display tab headings for ease in navigation. Once you’ve completed information on the initial page, you can move through the remainder of the requisition using the tab headings at the top of each page.

Links: The system includes blue links at the top and bottom of pages to allow you to edit, return to a previous page, and open a printer-friendly version of the requisition and application.

Confirmations: The system asks you to confirm upon completing any action within the system that will result in creating history for the requisition and applicant.
GETTING STARTED

Open your Web browser and go to: employment.umn.edu/hr

After entering the URL, a login screen for the system will appear similar to the following screen:

**Login to the University of Minnesota Employment System**

If you do not have a user account assigned, click Create User Account.

For guest username and password only: log in to the system using the box below.

![Login Screen]

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.
User Accounts – Create

Before you may enter the site, you need to request access for an account by clicking “Create User Account” on the left side of the screen. The following screen will appear:

![Create User Account Screen]

Enter your University of Minnesota Internet ID (X.500 username) and the requested information. It is essential to indicate all departments for which you are responsible.

After completing this form, click “Continue.” Review the information that has been entered for your user account access request. Once reviewed, click “Submit” for access approval.

Once your account has been approved, you will be notified via e-mail and be able to login to the system.

To login to the system, click the link: [Login to the University of Minnesota Employment system](#).

You will be taken to the University of Minnesota login page where you will login using your University of Minnesota Internet ID (X.500 username) and password.
After you login, the welcome screen appears:

```markdown
Welcome to the Internal Hiring System
```

This page is designed to help you keep track of the actions required by you or your department. Your page may vary depending upon your role.

You will perform actions by clicking the links on the left side of the screen.
JOB POSTINGS

View Job Posting Status

The job posting statuses you will see are either Active (Posted or Removed from Web), Pending (Approval Status in Progress), or Historical (Previously Posted).

After selecting one of these job status options, you will be taken to a screen similar to the following:

<table>
<thead>
<tr>
<th>Job Postings</th>
<th>Create Requisition</th>
<th>View Active</th>
<th>View Pending</th>
<th>View Historical</th>
<th>Create Requisition</th>
<th>From Template</th>
<th>From Previous</th>
<th>Affinity</th>
<th>Change Default View</th>
<th>Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Job Code</th>
<th>Requisition Number</th>
<th>Apps in Process</th>
<th>Department</th>
<th>Job Open Date</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Professor - Deannette View</td>
<td>3401</td>
<td>0194</td>
<td>3</td>
<td>Accounting (327A)</td>
<td>05-22-2006</td>
<td>Posted</td>
</tr>
<tr>
<td>Accounting Professor - Pam View</td>
<td>3491</td>
<td>0182</td>
<td>2</td>
<td>Accounting (327A)</td>
<td>05-18-2006</td>
<td>Posted</td>
</tr>
<tr>
<td>Community Program Specialist View</td>
<td>8315</td>
<td>0119</td>
<td>1</td>
<td>Anthropology (455A)</td>
<td>05-10-2006</td>
<td>Posted</td>
</tr>
<tr>
<td>Accounting Assistant View</td>
<td>1026</td>
<td>0154</td>
<td>4</td>
<td>Accounting (327A)</td>
<td>05-03-2006</td>
<td>Removed from Web</td>
</tr>
<tr>
<td>Personnel Specialist View</td>
<td>8180</td>
<td>0148</td>
<td>0</td>
<td>Accounting</td>
<td>05-01-2006</td>
<td>Removed from Web</td>
</tr>
</tbody>
</table>

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CREATE REQUISITION

To create a requisition, begin by clicking a link under “Create Requisition”. Templates exist for all University job classifications. Your options are:

- From Template (several fields pre-populated)
- From Previous (pre-populated fields from a previously-approved requisition)

Entering a Requisition from a Template

To enter a requisition:

Click “From Template” under the header “Create Requisition”.

Use the dropdown menu to select the University Job Code and Title you wish to enter, or enter the Job Code value in the Job Code search field. Then click “Search.”

From the Search Results page, click on “Create” below the job code and title to proceed with entering requisition information.
Entering Requisition Information
For Civil Service, Bargaining Unit, and Student Positions, complete the following pages:
  • Posting Details
  • Notes/History

For Faculty and P & A Positions, complete the following pages:
  • Posting Details
  • Recruitment Strategies
  • Academic Goals
  • Search Committee
  • Guest User
  • Notes/History

Posting Details

TIPS:
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.
Once you’ve completed the Posting Details page, click on the “Save and Stay On This Page” button, in case you are interrupted.

Fields with an asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.
This page must be completed for all requisitions.

1. Position Title: Enter the “working title” in this field; if one is not used, re-enter the University Job Title.
2. Requisition Number: This number will populate once you save and complete the requisition information.
3. Hiring Authority: Select your name from the dropdown menu.
4. Hiring Authority / Contact E-mail address: Enter your e-mail address.
5. Department Head: Select the department head from the dropdown menu.

*Steps 3-5 are important fields for routing purposes.*
6. Desired Posting Date: Enter the ideal posting date for your position.
7. Job Open Date/Job Close Date: These fields will be completed by your HR Pro and verified by the Employment Team prior to the position being posted.
8. Quick Link: Use this link for recruiting and advertisements.
9. Click “Recruitment Strategies” or “Continue to Next Page.”

**VERY IMPORTANT:** A requisition is **not saved** until after you have completed the final step of the requisition process, clicking Confirm on the final summary page. If you logout or click a link on the left side before completing these steps, none of the information you have entered will be saved.

**Recruitment Strategies**

This page must be completed for faculty and P & A requisitions.

1. Select the appropriate scope of search from the pull down menu.
2. Enter any advertising that will be done for the position within the text box titled “Recruitment Strategy”.
3. Click on “Academic Goals” or “Continue to Next Page.”

**Note:** The “Scope of Search” field must also be used to identify Civil Service and Bargaining Unit Temporary No Post (TNP) positions.
**Academic Goals**

This page must be completed for faculty and P & A requisitions.

1. Enter the goals outlined for the specific requisition being entered. Goal information for the specific requisition you are entering is located in EOAA Reports or UMReports.
2. Click on “Search Committee” or “Continue to Next Page.”

<table>
<thead>
<tr>
<th>Academic Goals</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Guest User</th>
<th>Notes/History</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOAA: Female # to Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOAA: Female Available %</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOAA: Minority # to Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOAA: Minority Available %</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.*
Search Committee

This page must be completed for faculty and P&A requisitions.

1. Click “Add New Entry” to create a record identifying each member of a search committee.
2. Enter the name and relevant information of the search committee member.
3. Click “Add Entry”.
4. Click on “Add New Entry” as many times as needed to add the appropriate number of search committee members.
To utilize the following tab features, you must consult with your employment team representative:

- Template-level Questions
- Posting Specific Questions
- Points

Otherwise, skip these sections and continue to the “Applicant Statuses” tab.

**Applicant Statuses**

Based upon the job code, the template will automatically identify the correct steps for applicant statuses. There are no editing features on this page.
Guest User

Guest User accounts are used by search committee members. If your requisition involves search 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 active applicants for the requisition.

Guest Users are only able to view the requisition(s) to which they are assigned and are not permitted to take action on any of the applicants. 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 will see a screen similar to the following:
The system automatically assigns a user name for the requisition (e.g., GU####). You will need to enter a password between 6 and 20 characters.

After entering a password for the Guest User, click “Continue to Next Page.”

Record the Guest User name and password and notify the designated search committee contact of this information. The search committee contact will provide the username and password to search committee members.

**Notes/History**

Any action taken on this requisition is automatically tracked in the “Notes/History” tab. You may add specific notes relating to the requisition in this section.

1. Enter the information within the text box provided
2. Click “Add Notes” and confirm to save notes added.

**Note:** You will use this section to add information about EOAA approvals and other information that is specific to the requisition.

**Saving/Approving/Routing the Requisition**

After viewing/adding any notes associated with the requisition, click “Continue to Next Page” or “Preview Requisition” to see a preview of your completed requisition. Scroll through the screen to review entered requisition information.

Select the appropriate routing option (refer to Appendix B for overview of the routing and approval process) based on your department’s/unit’s routing and approval processes. Click “Continue” either at the top or the bottom of the page to go to the confirmation page.
Confirm Posting Status

Click “Confirm” to complete entry of requisition information. **Note:** The requisition information entered is NOT SAVED until you complete this step.

EOAA Liaison Approvals

Hiring authorities are required to consult with their unit EOAA Liaison about the search process as well as the decision on whom they wish to hire. Unless the dean or unit administrator decides differently, such consultation does not require approval by the unit EOAA Liaison. In order to capture the approval by the unit EOAA Liaison in the employment system, please complete the following steps:
1. Search for the requisition number requiring pool approval from the unit’s EOAA Liaison.
2. Under the requisition number click on “Get Reports List”.
3. Select the “Faculty/Academic Pool Summary” report and click on “Generate Report”. A report of all the applicants’ statuses and demographic information will appear in another web browser window. This report can be emailed as an html link or attachment to the unit EOAA Liaison.
4. **HTML Link:** From the "File" menu on your browser, click on "Send Link" (Mozilla Firefox, Netscape) or “Send > Link by Email” (Internet Explorer).
   **Attachment:** From the "File" menu on your browser, click on "Save Page As" (Mozilla Firefox, Netscape) or "Save As" (Internet Explorer). Save the report as a complete web page. Compose an email message to the unit EOAA Liaison. Attach the saved “Faculty/Academic Pool Summary” report to the email message and request approval of the attached report.
   **Note:** Internet Explorer also has the compatibility to send the page as an HTML email. From the "File" menu, click on "Send > Page by Email" to do this.
5. Once the unit EOAA Liaison has approved the academic pool summary, the appropriate individual should be contacted (e.g., hiring authority, search committee contact, HR Pro). This individual should include a note in the “Notes/History” section to indicate the EOAA Liaison has approved the academic pool summary to comply with Academic Hiring policy.

**Removing a Posting From the Website**

When a sufficient pool of applicants has been met or a posting needs to be removed from the website while applicant considerations are taking place, please call or email your employment representative in central OHR (or the Academic Health Center). You may also send a request via email to the Job Center for CSBU/Student positions (jobctr@umn.edu) or Academic Postings for Faculty/Academic positions (acadjobs@ohr.umn.edu).

**ADMIN**

**Change Default View**

A user’s default view affects how information is viewed in the system. The information appearing on the screen will be either requisitions you are responsible for (User view) or all requisitions within a department/unit (Department view). The different views allow you to broaden or narrow the requisition information you see.
Click “Change Default View” to change your current view.

A user’s default view affects how they will see information when they first come to a screen. If information seems to be missing, one cause may be that the view limited what was shown on the screen.

The advantages to using a more limited view (personal vs. department or department vs. university) is that you see more complete information. Depending on the number of records in the system for the university, the information may be more than you require, and may take longer for web pages to load as a result of more data.

A User’s view determines how a User will:

- Create Job Postings from a Template
- Create Job Postings from a Previous Posting

By selecting User above, the following changes will take place:

Change User Type

Some individuals have multiple user types in the system. You have more than one user type. “Change User Type” will appear as an available link in the left navigation. Click “Change User Type” to view and access your approved user types.
APPLICANTS

View Applicants to a Posting

There are several methods to view applicants in the system. You may view an applicant by clicking “View Active” under “Job Postings” on the left. After clicking, search for the requisition for which you would like to view applicants.

Click “View” below the position title to bring up the following screen:

The first tab labeled “Applicants” lists all applicants associated with the requisition you chose to view. The “Applicants” tab allows for viewing documents or applications associated with a certain applicant (e.g., resume, cover letter, etc.). Columns may be sorted by the arrows next to each column heading.

From this screen, you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- View and print applications
- View and print attached documents
- Add notes to a applicant’s history/notes information
- Change an applicant’s status
Sorting and Viewing

To sort columns on the “Applicants” tab (e.g., Name, Date Applied, etc.), click the arrow next to the corresponding column heading. **Note:** Clicking the arrow reverses the sort order of the column information to ascending or descending.

You may choose to show active applicants, inactive applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active applicants have not been disqualified and still under review) and “Inactive Applicants” (inactive applicants are no longer under review). Click “Refresh” to clear any previously used search criteria.
Viewing and Printing Applications

To view and print a single application perform the following steps:

1. Click "View Application" under an applicant’s name from the "Active Applicants" screen (shown on the previous page). The applicant’s application will open with Adobe Acrobat Reader in new browser window.
2. Select File > Print from your browser’s menu to print the application. A signature line is provided at the bottom of the application page for an applicant's signature, if necessary.
3. To close the application window, click “Close Window”, or click the X in the upper right corner of the window. This will not log you out of the system; it will simply return you to the list of applicants on the “View Posting” screen.

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

1. Check the boxes next to the corresponding applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click "View Multiple Applications".
3. A new window will appear containing all the applicant information you selected to print.
4. Select File > Print from your browser’s menu to print the application(s). A signature line is provided at the bottom of the application page for an applicant's signature, if necessary.

View and Print Attachments

This process is very similar to printing applications.

To view and print a single attachment perform the following steps:

1. Click the attachment you wish to view under the "Documents" column. The applicant’s attachment will open with Adobe Acrobat Reader in new browser window.
2. Select File > Print from your browser’s menu to print the attachment.
3. To close the attachment window, click "Close Window", or click the X in the upper right corner of the window. This will not log you out of the system; it will simply return you to the list of applicants on the “View Posting” screen.

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

1. Check the boxes on the far right to view attachments of applicants you have selected (or click "All").
2. Click “View Multiple Documents”.
3. A new window will appear containing all the applicant information you selected to print.
4. Select File > Print from your browser’s menu to print the attachment(s).
Changing the Status

University employment practices require that you change the status of applicants as you review their applications, interview them, and decide on your final applicant(s). Changing the status is a form of communicating to applicants and a means to track qualified applicants for reporting and EOAA purposes. Change the status of one applicant, while in the “Active Applicant” display screen, by clicking “Change Status” under the “Status” column heading.

To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant you wish to change. Then “Change Multiple Applicant Statuses” (click “All” in the “All/None” column to select more than one applicant. To deselect all applicants, click “None.”)

NOTE: You must change the status of all active applicants in order for the Employment Team to designate your position as filled. Please refer to Appendix D for the Office of Human Resources’ reporting requirements.
After clicking the “Change Multiple Applicant Statuses,” a screen similar to the following will appear:

Under the “Status” column, a drop-down menu of the statuses an applicant can be changed to appears. Select the status to which you wish to change each applicant. Next, click “Continue to Confirm Page.” To reset the statuses to their original values, click the “Reset to Original Status” button. To return to the previous screen, click “Cancel.”

You may also change all selected applicants’ statuses to the same status at the same time by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.

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

After you have changed the status of all your applicants, you can either “Designate the Position as Filled” or “Cancel” the posting in the system. If you have hired someone, you will fill the position in the system; if you are not hiring anyone and need to cancel the position, choose “Cancel”. You can do this one of two ways.

The first way is to click on the link to Cancel or Fill the position in the Posting Status column of your active postings (“View Active”).

After clicking on the link, the system will ask you to cancel or confirm your choice.

After clicking on confirm, the position will either be Filled or Cancelled and move to your “View Historical” section.
You can also choose to view the requisition from your “View Active”. Click on the view link underneath the requisition number to pull up the position. You will be taken to the applicants page, though you will have the ability to navigate through the requisition and make any notes.

Once you are done, click on the “View Posting Summary” button at the bottom of any page on the requisition. This will take you to the Posting Summary for the requisition, with status options at the top and the bottom of the requisition.

Choose either to Designate Position as Filled or to Cancel, depending on your needs for the position. After clicking continue, you will be asked to confirm whether you want to take your action. Click confirm and the position will be moved to your historical section.

**Copy from Pool**

The system allows some users to copy applicant pool information from one requisition to another. To begin, open a requisition that has active applicants in it.
To copy multiple applicants at the same time, check the box under the “All/None” column for each applicant you wish to copy. Click “Copy from Pool” (Click “All” in the “All/None” column to select more than one applicant. To deselect all applicants, click “None”).

After clicking “Copy from Pool”, a screen similar to the following will appear.

After reviewing the list of applicant pool information you wish to copy, click “Continue”.

Once you click “Continue” a screen similar to the following will appear. Locate the specific requisition you wish to copy applicant pool information to. Click “Apply Pool” under the requisition number.
A summary screen similar to the following will show after selecting the requisition number for applicant pool information to be copied to.

Click "Confirm", and you will see a screen similar to the following.
After you click "OK", you will be taken back to the original requisition. Under the “Applicants” tab note the applicant status has been changed to “Copied from Pool” for applicants you selected to copy to another pool summary.

**NOTE:** You should contact any applicants prior to applying them to a posting, as any action you take will be reflected on their Applicant Status page.
APPENDICES

Appendix A – Roles (User Types)

Department Roles

**Hiring Authority:** Collegiate/admin unit level point of contact for a requisition with access to initiate a requisition and handle referred applications. Access includes the ability to:
- View job postings for which the user is responsible.
- Create a requisition from a template or from a previous requisition.
- Route the requisition for approval within his/her collegiate/administrative unit.
- View application materials for his/her position.
- Change the status of an application once an applicant applies for his/her position.

**Department Head:** Department approval for routing requisitions with access to initiate a requisition and handle referred applications. Access includes the ability to:
- Approve requisitions within his/her collegiate/administrative unit.
- Route the requisition for additional approval within the collegiate/administrative unit.
- View job postings within the collegiate/administrative unit for which access has been granted.
- Create a requisition from a template or from a previous requisition.
- View application materials for positions within collegiate/administrative unit.
- Change the status of an application once an applicant applies for a position within the approved collegiate/administrative unit.

**Dean/VP:** Highest level of department approval for routing requisitions with access to handle referred applications. Access includes the ability to:
- Approve requisitions within his/her collegiate/administrative unit.
- View job postings within his/her collegiate/administrative unit.
- View application materials for positions within collegiate/administrative unit.
- Change the status of an application once an applicant applies for a position within the collegiate/administrative unit.

**Search Committee Contact:** Unit level support for a requisition (typically for an academic requisition) with access to view a requisition and handle referred applications. Access includes the ability to:
- View a specific job posting within the department for which access has been granted.
- Change the status of an application once an applicant applies for the position for which access has been granted.
Department HR Pro Roles

**Requisition Initiator:** Collegiate/Administrative Unit level user with access only to create requisitions on behalf of any hiring authorities within the unit. This role has access to create requisitions and route them through the system. Requisition initiators do not approve postings and do not take action on applicants. Access includes the ability to:

- View job postings within the collegiate/administrative unit for which access has been granted.
- Create a requisition from a template or from a previous requisition.
- Route the requisition for approval within his/her collegiate/administrative unit, to include routing to the hiring manager responsible for the position.

Please note: When a requisition approver submits a position to a hiring authority, the hiring authority does not have the ability to edit the requisition. Changes should be made by the Requisition Approver or by a higher level of authority.

**Requisition Approver:** Key user at the collegiate/administrative unit level with access to approve and route requisitions for requisitions initiated in the unit, create requisitions and handle referred applications. Access includes the ability to:

- Approve requisitions within his/her collegiate/administrative unit.
- Route the requisition to a central employment team.
- View job postings within the collegiate/administrative unit for which access has been granted.
- Create a requisition from a template or from a previous requisition.
- View application materials for positions within collegiate/administrative unit.
- Change the status of an application once an applicant applies for a position within the approved collegiate/administrative unit.

**Posting Approver:** *(NOTE: Only those departments that previously had access to enter academic requisitions in PeopleSoft will have this access).* Key user at the collegiate/administrative unit level with access to approve and post academic requisitions for other academic requisitions initiated in the unit, create requisitions, and handle referred applications. Access includes the ability to:

- Post academic positions directly to the web without a central employment team approval.
- Approve requisitions within his/her collegiate/administrative unit.
- View job postings within the collegiate/administrative unit for which access has been granted.
- Create a requisition from a template or from a previous requisition.
- View application materials for positions within collegiate/administrative unit.
- Change the status of an application once an applicant applies for a position within the approved collegiate/administrative unit.

**Access Approver:** *(NOTE: This role will be generally limited to 2-3 individuals per collegiate/administrative unit or coordinate campus).* User at the collegiate/administrative unit level with access to create and approve Employment System access requests for other users in the unit. Access includes the ability to:

- Create a user account for other users in the unit.
- Approve user accounts for others in the unit requesting access to the system.
- Search user accounts for others in the unit to ensure proper set-up.
- Review and edit user accounts for others in the unit if access changes need to be made.
Appendix B – Routing & Approval

STUDENT EMPLOYMENT

HIRING AUTHORITY

DEPARTMENT HEAD

DEAN/VP

HR PRO

EMPLOYMENT TEAM
(Recruiter)

KEY:
- HIRING AUTHORITY Routes
- DEPARTMENT HEAD Routes
- DEAN/VP Routes
- HR PROS Routes
- DOTTED LINE = instance when no further approval is necessary
- SOLID LINE = instance when further approval necessary
CS/BU EMPLOYMENT

HIRING AUTHORITY → DEPARTMENT HEAD → DEAN/VP → HR PRO

EMPLOYMENT TEAM (Recruiter) → HR COMP

KEY:
- HIRING AUTHORITY Routes
- DEPARTMENT HEAD Routes
- DEAN/VP Routes
- HR PROS Routes
- HR COMP Routes

DOTTED LINE = Instance when no further approval is necessary
SOLID LINE = Instance when further approval necessary
GRADUATE ASSISTANT EMPLOYMENT

HIRING AUTHORITY

DEPARTMENT HEAD

DEAN/VP

HR PRO

EMPLOYMENT TEAM
(Recruiter)

KEY:

HIRING AUTHORITY Routes

DEPARTMENT HEAD Routes

DEAN/VP Routes

HR PROS Routes

DOTTED LINE = Instance when no further approval is necessary

SOLID LINE = Instance when further approval necessary
FACULTY/P&A EMPLOYMENT

**KEY:**
- **HIRING AUTHORITY Routes**
- **DEPARTMENT HEAD Routes**
- **DEAN/VP Routes**
- **HR PROS Routes**
- **NO SEARCH HIRE Routes**

DOTTED LINE = Instance when no further approval is necessary
SOLID LINE = Instance when further approval necessary

**Initial No Search Hire Documentation Without Approvals (Campus or US mail)**

**No Search Hires**
- VP – Human Resources
- Director – EOAA

**Requisition Number Notification (email)**

**No Search Approvals Accepted (Email)**

**EMPLOYMENT TEAM (Recruiter)**
- HR Pros currently entering requisitions into PeopleSoft will post positions to the website using PeopleAdmin without submitting to Academic Postings.
## Appendix C – Academic Series Codes

### SERIES JOB CODES FOR “OPEN RANK” ACADEMIC HIRING

<table>
<thead>
<tr>
<th>Job Code and Title Indicated on Requisition (any two or more of the following)</th>
<th>Job Code and Title for PeopleAdmin Entry</th>
</tr>
</thead>
</table>
| 9401 Professor  
9402 Associate Professor | 9900 Regular Faculty Tenured Series |
| 9401 Professor  
9402 Associate Professor  
9403 Assistant Professor  
9404 Instructor | 9901 Regular Faculty Tenure-Track Series |
| 9401 Professor  
9402 Associate Professor  
9403 Assistant Professor  
9404 Instructor | 9902 Term Faculty Series  
- All variations of these titles (e.g., adjunct associate professor; teaching assistant professor) |
| 9771 Senior Teaching Specialist  
9754 Teaching Specialist  
9770 Senior Lecturer  
9753 Lecturer | 9903 Instructional (Non-Faculty) Teaching Series  
- All variations of these titles |
| 9702 Research Associate  
9701 Senior Research Associate  
9703 Research Fellow  
9743 Senior Research Fellow | 9904 Research Series |
| 9621 Extension Educator & Professor  
9622 Extension Educator & Associate Professor  
9623 Extension Educator & Assistant Professor  
9624 Extension Educator & Instructor  
9625 Extension Educator | 9905 Extension Educator Series |
| 9352 Associate To  
9353 Assistant To | 9906 Associate/Assistant To Series |
| 9327 Senior Vice President  
9302 Vice President  
9303 Associate Vice President  
9304 Assistant Vice President | 9907 Vice President Series |
| 9305 Chancellor  
9306 Associate Chancellor  
9307 Assistant Chancellor | 9908 Chancellor Series |
<table>
<thead>
<tr>
<th>Job Code and Title Indicated on Requisition (any two or more of the following)</th>
<th>Job Code and Title for PeopleAdmin Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>9308 9309 9310</td>
<td>9909 Vice Chancellor Series</td>
</tr>
<tr>
<td>9308 Vice Chancellor 9309 Associate Vice Chancellor 9310 Assistant Vice Chancellor</td>
<td></td>
</tr>
<tr>
<td>9311 9312 9313</td>
<td>9910 Dean Series</td>
</tr>
<tr>
<td>9311 Dean 9312 Associate Dean 9313 Assistant Dean</td>
<td></td>
</tr>
<tr>
<td>9322 9323 9328</td>
<td>9911 Vice Provost Series</td>
</tr>
<tr>
<td>9322 Associate Vice Provost 9323 Assistant Vice Provost 9328 Vice Provost</td>
<td></td>
</tr>
<tr>
<td>9324 9325 9326</td>
<td>9912 Provost Series</td>
</tr>
<tr>
<td>9324 Assistant Provost 9325 Associate Provost 9326 Provost</td>
<td></td>
</tr>
<tr>
<td>9330 9331 9333</td>
<td>9913 Director University-Wide Series</td>
</tr>
<tr>
<td>9330 Director (University-Wide) 9331 Associate Director Univ Wide 9333 Assistant Director Univ Wide</td>
<td></td>
</tr>
<tr>
<td>9334 9335 9336</td>
<td>9914 Director Campus/College Series</td>
</tr>
<tr>
<td>9334 Director Campus/College Level 9335 Associate Director Camps/College 9336 Assistant Director Campus/College</td>
<td></td>
</tr>
<tr>
<td>9337 9338 9339</td>
<td>9915 Departmental Director Series</td>
</tr>
<tr>
<td>9337 Departmental Director 9338 Associate Department Director 9339 Assistant Department Director</td>
<td></td>
</tr>
<tr>
<td>9340 9341 9342</td>
<td>9916 Program Director Series</td>
</tr>
<tr>
<td>9340 Program Director 9341 Associate Program Director 9342 Assistant Program Director</td>
<td></td>
</tr>
<tr>
<td>9355 9356</td>
<td>9917 Human Resources Consultant Series</td>
</tr>
<tr>
<td>9355 Human Resources Lead Consultant 9356 Human Resources Consultant</td>
<td></td>
</tr>
<tr>
<td>9370 9371 9372</td>
<td>9918 Analyst Series</td>
</tr>
<tr>
<td>9370 Senior Analyst 9371 Analyst 9372 Associate Analyst</td>
<td></td>
</tr>
<tr>
<td>9704 9705 9706 9711</td>
<td>9919 Counselor Series</td>
</tr>
<tr>
<td>9704 Senior Counselor 9705 Counselor 9706 Assistant Counselor 9711 Associate Counselor</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td>Job Title</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>9707</td>
<td>Senior Academic Advisor</td>
</tr>
<tr>
<td>9708</td>
<td>Associate Academic Advisor</td>
</tr>
<tr>
<td>9709</td>
<td>Assistant Academic Advisor</td>
</tr>
<tr>
<td>9713</td>
<td>Librarian</td>
</tr>
<tr>
<td>9714</td>
<td>Associate Librarian</td>
</tr>
<tr>
<td>9715</td>
<td>Assistant Librarian</td>
</tr>
<tr>
<td>9716</td>
<td>Senior Development Officer</td>
</tr>
<tr>
<td>9717</td>
<td>Development Officer</td>
</tr>
<tr>
<td>9718</td>
<td>Associate Development Officer</td>
</tr>
<tr>
<td>9720</td>
<td>Senior Physician</td>
</tr>
<tr>
<td>9721</td>
<td>Physician</td>
</tr>
<tr>
<td>9723</td>
<td>Senior Psychologist</td>
</tr>
<tr>
<td>9724</td>
<td>Psychologist</td>
</tr>
<tr>
<td>9712</td>
<td>Associate Psychologist</td>
</tr>
<tr>
<td>9725</td>
<td>Senior Psychiatric Social Worker</td>
</tr>
<tr>
<td>9726</td>
<td>Psychiatric Social Worker</td>
</tr>
<tr>
<td>9727</td>
<td>Senior Public Health Specialist</td>
</tr>
<tr>
<td>9728</td>
<td>Public Health Specialist</td>
</tr>
<tr>
<td>9729</td>
<td>Continuing Education Specialist</td>
</tr>
<tr>
<td>9730</td>
<td>Associate Continuing Education Specialist</td>
</tr>
<tr>
<td>9731</td>
<td>Assistant Continuing Education Specialist</td>
</tr>
<tr>
<td>9732</td>
<td>Clinical Specialist</td>
</tr>
<tr>
<td>9733</td>
<td>Associate Clinical Specialist</td>
</tr>
<tr>
<td>9734</td>
<td>Assistant Clinical Specialist</td>
</tr>
<tr>
<td>9735</td>
<td>Senior Attorney</td>
</tr>
<tr>
<td>9736</td>
<td>Attorney</td>
</tr>
<tr>
<td>9739</td>
<td>Curator</td>
</tr>
<tr>
<td>9740</td>
<td>Associate Curator</td>
</tr>
<tr>
<td>9741</td>
<td>Assistant Curator</td>
</tr>
<tr>
<td>9745</td>
<td>Education Specialist</td>
</tr>
<tr>
<td>9746</td>
<td>Associate Education Specialist</td>
</tr>
<tr>
<td>9747</td>
<td>Assistant Education Specialist</td>
</tr>
<tr>
<td>9748</td>
<td>Associate General Counsel</td>
</tr>
<tr>
<td>9749</td>
<td>Assistant General Counsel</td>
</tr>
</tbody>
</table>

**Job Code and Title Indicated on Requisition (any two or more of the following)**

**Job Code and Title for PeopleAdmin Entry**
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>9759</td>
<td>Business Development Specialist</td>
<td></td>
</tr>
<tr>
<td>9760</td>
<td>Associate Business Development Specialist</td>
<td>9933 Business Development Specialist Series</td>
</tr>
<tr>
<td>9761</td>
<td>Assistant Business Development Specialist</td>
<td></td>
</tr>
<tr>
<td>9762</td>
<td>Senior Cartographer</td>
<td>9934 Cartographer Series</td>
</tr>
<tr>
<td>9763</td>
<td>Cartographer</td>
<td></td>
</tr>
<tr>
<td>9764</td>
<td>Counselor/Advocate</td>
<td>9935 Counselor/Advocate Series</td>
</tr>
<tr>
<td>9765</td>
<td>Associate Counselor/Advocate</td>
<td></td>
</tr>
<tr>
<td>9766</td>
<td>Assistant Counselor/Advocate</td>
<td></td>
</tr>
<tr>
<td>9767</td>
<td>Senior Acquisitions Editor</td>
<td>9936 Acquisitions Editor Series</td>
</tr>
<tr>
<td>9768</td>
<td>Acquisitions Editor</td>
<td></td>
</tr>
<tr>
<td>9791</td>
<td>Head Coach</td>
<td>9937 Coach Series</td>
</tr>
<tr>
<td>9792</td>
<td>Coach</td>
<td></td>
</tr>
<tr>
<td>9793</td>
<td>Assistant Coach</td>
<td></td>
</tr>
<tr>
<td>9794</td>
<td>Athletic Trainer</td>
<td>9938 Athletic Trainer Series</td>
</tr>
<tr>
<td>9795</td>
<td>Assistant Athletic Trainer</td>
<td></td>
</tr>
<tr>
<td>9548</td>
<td>Veterinary Medical Assistant</td>
<td>9939 Veterinary Medical Series</td>
</tr>
<tr>
<td>9549</td>
<td>Veterinary Medical Associate</td>
<td></td>
</tr>
</tbody>
</table>

**Appendix D – ‘No Search’ Hire Approval & Routing**

‘No search’ hires (exceptional, spousal/partner, and current employee to a new position’) should follow these procedures:
1) The requisition with a 'no search' strategy is initiated and entered into the online employment system in the same manner as other searches.
2) Before the requisition is entered into the employment system, all final college/administrative unit approvals must be received.
3) The candidate’s gender and ethnicity must be included within the "Notes/History" section of the requisition. This information is required so the EOAA office will know the demographic information for each candidate before the ‘no search’ hire is approved.
4) Once the requisition information is entered into the employment system, print the requisition pages to include with all required documentation for ‘no search’ hires.
5) Route the requisition electronically by selecting “Submit to Employment Team”.
6) The department should deliver all required documentation to Kate Stuckert, the Office of the VP for Human Resources for approval.
7) Once approval is granted by both the VP for Human Resources and the Director of EOAA, email communication will be sent by Kate Stuckert to the Employment Team.
8) Employment Team will then ensure all necessary information is included in the ‘no search’ hire requisition information.
9) Employment Team will inform the hiring department of the ‘no search’ requisition number and QuickLink where the candidate can enter their personal/demographic information.
10) At this point the hiring department should contact the candidate. The department should direct the candidate to enter their personal/demographic information into the employment system using the QuickLink to align them with the ‘no search’ hire requisition.
Appendix E – Applicant Status Requirements

The information provided explains changing the status of an applicant on a job requisition for which you have recently completed recruiting. We must collect information on what happened for each applicant even if you cancel the job. Because this information will be used for government and management reporting, it must be completed before you designate your position as filled or cancelled. Remember too that questions or charges by the Department of Labor, Department of Human Rights, or other agencies may be directed to you, so it is important to have the status of each applicant accurately documented. If you have questions regarding the completion of this report, please contact your Office of Human Resources Employment Representative. Please Note: You cannot designate your position as filled or cancelled until the status for each applicant has been properly changed. We appreciate your cooperation!

<table>
<thead>
<tr>
<th>Applicant Statuses</th>
<th>Decision</th>
<th>Action</th>
<th>Not Hired Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Under Review by Department</strong></td>
<td>- Applicant does not meet selection criteria</td>
<td>Change applicant status to “Not Hired” and determine the appropriate “Not Hired Reason”.</td>
<td>Another Applicant was Hired</td>
</tr>
<tr>
<td></td>
<td>- Applicant meets selection criteria but not referred for interview</td>
<td>Change applicant status to “Recommended Finalist(s)”</td>
<td>Position Cancelled</td>
</tr>
<tr>
<td></td>
<td>- Applicant referred for interview</td>
<td>Change applicant status from “Under Review by Department” to “Interviewed”</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>Referred for Further Review</strong></td>
<td>- Applicant referred for interview</td>
<td>Change applicant status from “Referred for Further Review” to “Not Hired” and then select a “Not Hired Reason”.</td>
<td>Another Applicant was Hired</td>
</tr>
<tr>
<td><strong>Interviewed</strong></td>
<td>- Applicant interviewed but no offer was made</td>
<td>Change applicant status from “Interviewed” to “Not Hired” and then select a “Not Hired Reason”.</td>
<td>Could Not Contact</td>
</tr>
<tr>
<td></td>
<td>- Applicant referred for interview</td>
<td>Change applicant status from “Interviewed” to “Recommended Finalist(s)”</td>
<td>Position Cancelled</td>
</tr>
<tr>
<td><strong>Offer Accepted/Hired</strong></td>
<td>- An offer was not made to applicant</td>
<td>Change applicant status from “Offer Accepted/Hired” to “Recommended Finalist(s)”</td>
<td>No Longer Interested in Position</td>
</tr>
<tr>
<td></td>
<td>- An offer was made to applicant and not accepted</td>
<td>Change applicant status from “Offer Accepted/Hired” to “Not Hired” and determine the appropriate “Not Hired Reason”.</td>
<td>No Further Consideration</td>
</tr>
<tr>
<td></td>
<td>- Applicant selected as a “Recommended Finalist(s)”</td>
<td>Change applicant status from “Interviewed” to “Recommended Finalist(s)”</td>
<td>Position Cancelled</td>
</tr>
<tr>
<td><strong>Recommended Finalist(s)</strong></td>
<td>- Applicant referred for interview</td>
<td>Change applicant status from “Interviewed” to “Not Hired” and determine the appropriate “Not Hired Reason”.</td>
<td>Offer Declined – Hired for Another Position</td>
</tr>
<tr>
<td></td>
<td>- Applicant referred for interview but no offer was made</td>
<td>Change applicant status from “Interviewed” to “Recommended Finalist(s)”</td>
<td>Offer Declined – Referred for Interview</td>
</tr>
<tr>
<td></td>
<td>- Applicant referred for interview but no offer was made</td>
<td>Change applicant status from “Interviewed” to “Recommended Finalist(s)”</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Position Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Applicant interviewed and recommended to hiring authority</td>
</tr>
<tr>
<td>Change applicant status from “Interviewed” to “Recommended Finalist(s)”.</td>
</tr>
<tr>
<td>Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offer Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>- A final offer was not made to applicant</td>
</tr>
<tr>
<td>Change applicant status from “Recommended Finalist(s)” to “Not Hired” and determine the appropriate “Not Hired Reason”.</td>
</tr>
<tr>
<td>Another Applicant was Hired</td>
</tr>
<tr>
<td>Interviewed, position cancelled</td>
</tr>
<tr>
<td>Interviewed, another applicant hired</td>
</tr>
<tr>
<td>Interviewed, application withdrawn</td>
</tr>
<tr>
<td>No Further Consideration</td>
</tr>
<tr>
<td>No Longer Interested in Position</td>
</tr>
<tr>
<td>Position Cancelled</td>
</tr>
<tr>
<td>Offer Declined – Hired for Another Position</td>
</tr>
<tr>
<td>Offer Declined – Other</td>
</tr>
<tr>
<td>Offer Declined – Salary</td>
</tr>
</tbody>
</table>

| - A final offer was made to and accepted by applicant |
| Change applicant status from “Recommended Finalist(s)” to “Offer Accepted/Hired”. |
| Not applicable |

<table>
<thead>
<tr>
<th>Offer Accepted/Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant was hired for the position.</td>
</tr>
</tbody>
</table>