HIRING MANAGER'S USER'S GUIDE

University of Alabama

Online Position Description and Staff Recruitment Online Manual

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INTRODUCTION

Welcome to The University of Alabama online Position Description and Staff Recruitment System. The Human Resources (HR) department has implemented this system in order to automate many of the paper-driven aspects of the Position Description development and Staff Recruitment processes.

You will use this system to:

- Create and maintain position descriptions
- Create and submit job posting requisitions for recruitment
- View applicants and their information
- Notify HR of your decisions regarding the status of each applicant
- Notify and obtain approval for hiring decisions/job offers

The system is designed to benefit you by facilitating:

- Faster processing of position descriptions and staff recruitment information
- Up-to-date access to information regarding all of your position descriptions and posting 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 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. For assistance in downloading Adobe Acrobat Reader, contact your system administrator.

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. Using these buttons 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.

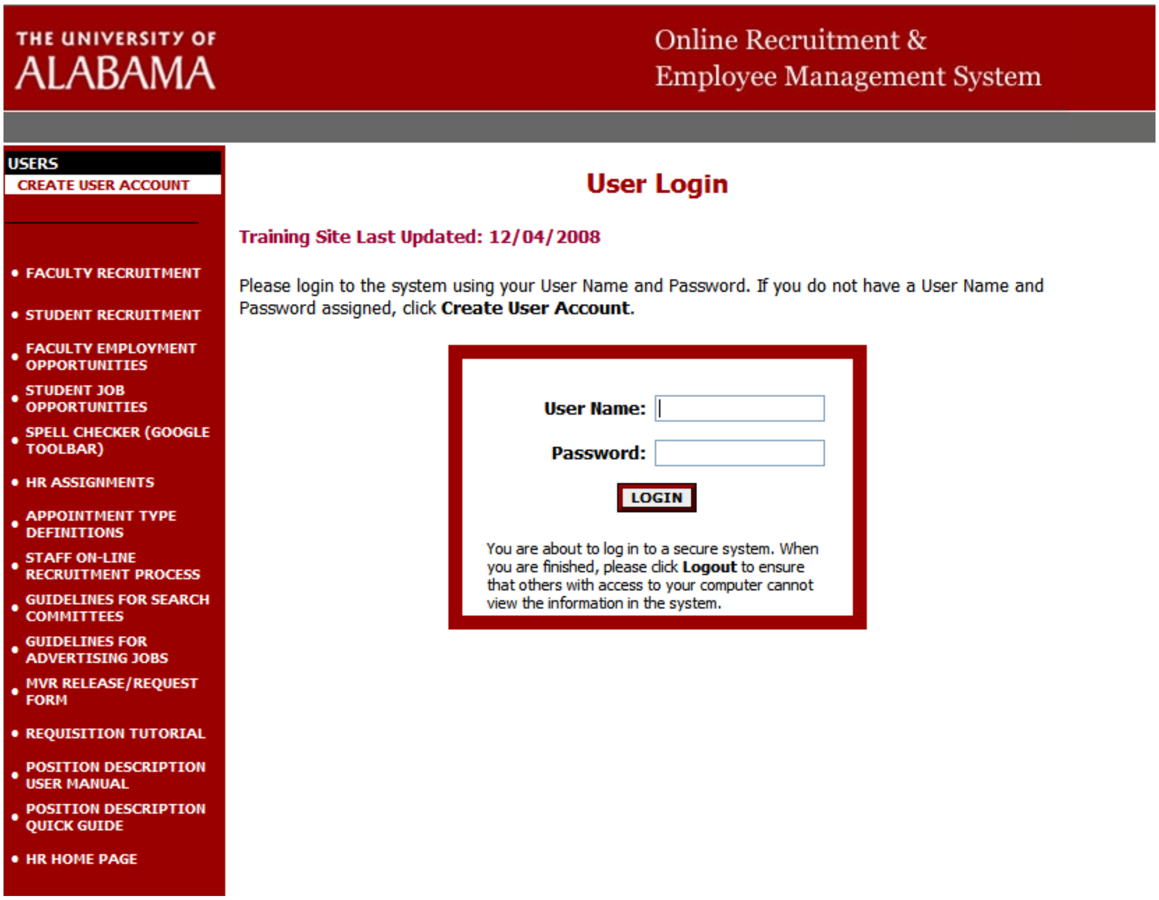
Security of Applicant Data

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 "Logout" located on the left hand side menu.

GETTING STARTED

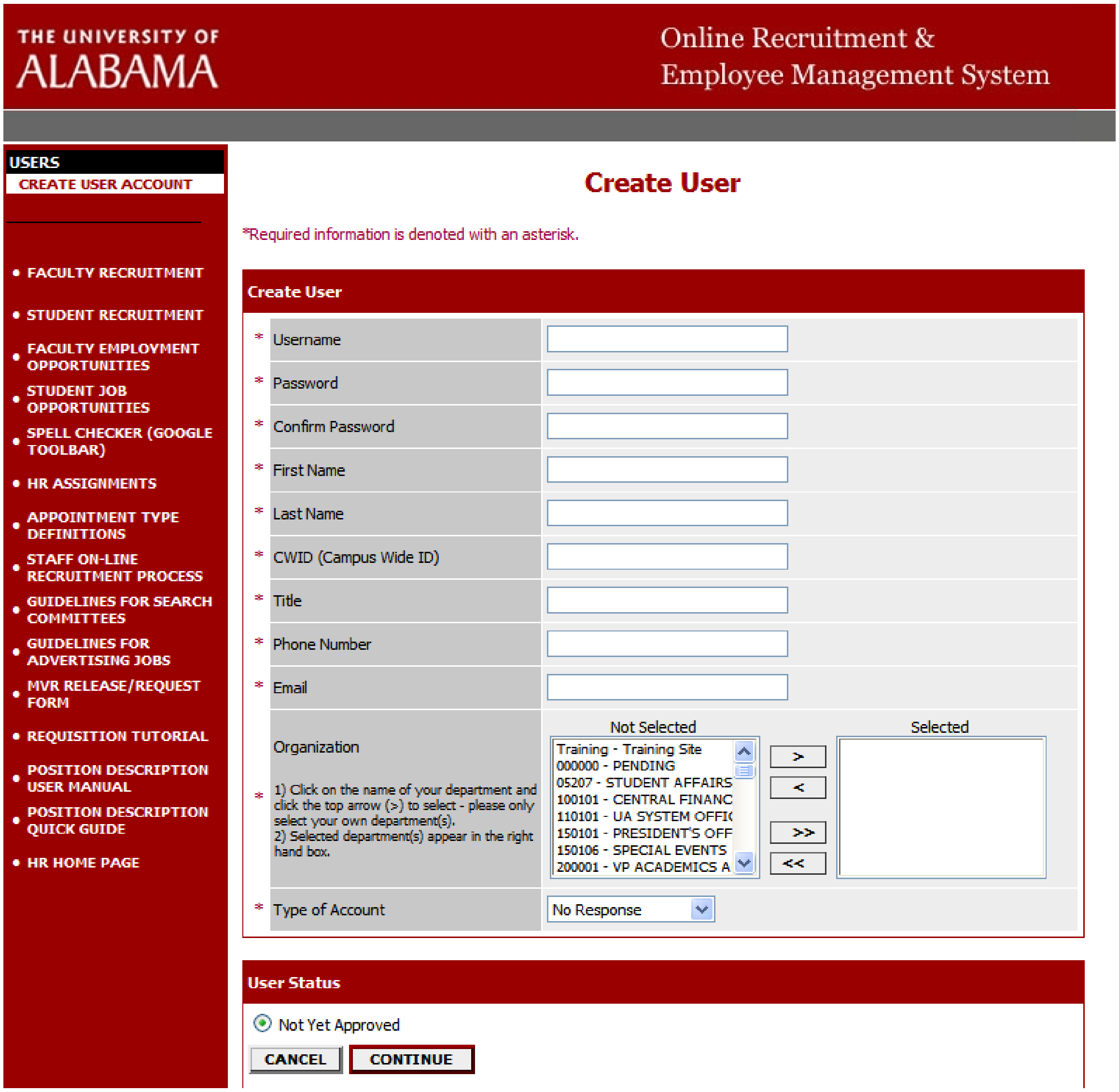
http://jobs.ua.edu/hr

You may access the "login screen" by navigating to http://jobs.ua.edu/hr. After entering the URL, the "login screen" for the system will appear and should be similar to the one shown below:



Please login to the system using your assigned User Name and Password.

If you do not have a user name and password assigned, please create an account by clicking "Create User Account" located on the left hand side menu. After clicking this link, a screen similar to the one shown below will appear:



Enter a user name and password, along with the rest of the requested information.

There is a 2-pane box on the create user screen. If you will need to access certain organizational numbers, those numbers should be listed on the right hand side pane. To do this, highlight the organizational number(s) from the left hand side pane titled "Not Selected" and click ">" to add the number to the right hand side pane titled "Selected". Continue this process until all organizational numbers that you will need access to appear on the right hand side.

If an organizational number was added to the right hand side pane in error or if an organizational number should be deleted, highlight the number and click "<" to remove the number.

For "Type of Account" please select the type of account you need, position description or requisition. If you will be working with both position descriptions and requisitions please select "Both".

Note: Fields with an Asterisk (*) are required. If you do not include the information you will receive an error message and will not be able to continue. In order to continue processing your user account request the required information will need to be completed.

Please write down your user name and password. You will need them each time you log on to the system.

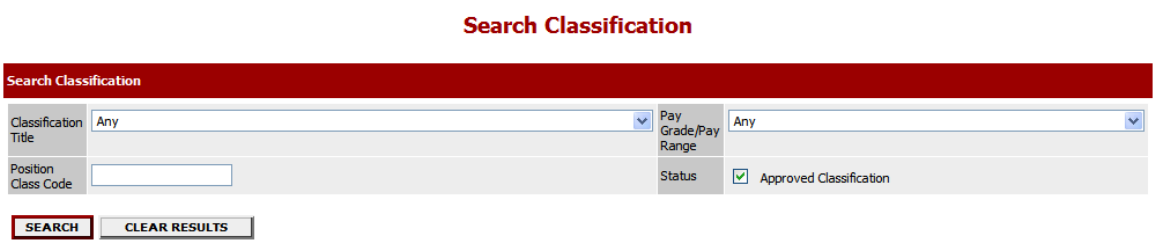
After completing this form, click "Continue**"**, and you will be asked to review your information. After you have reviewed it, click "Submit**".** Your request will be submitted to HR, who will approve or deny your account. Once HR notifies you that your request has been accepted you will then be able to log on to the system with your user name and password.

SEARCHING CLASSIFICATIONS

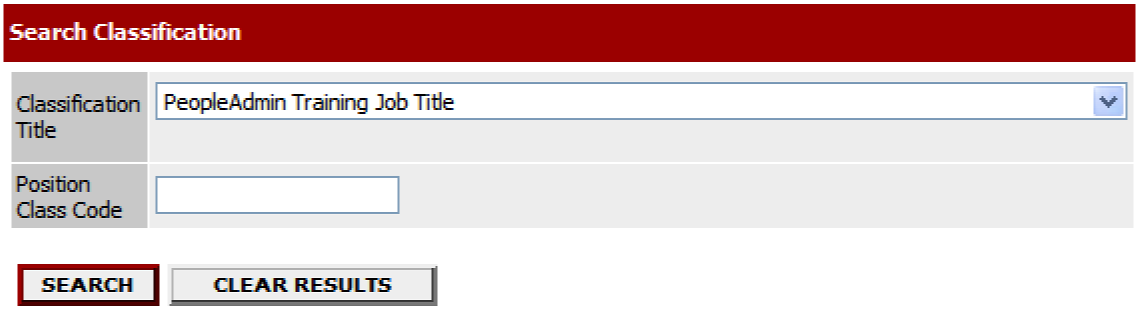
A Classification is a title used by HR to group positions with similar duties, functional responsibilities, and levels of accountability.

ALL positions in the system will be based off of a classification. To review all classification titles in the system before starting your position description request, click “Search Classifications” located on the left hand side menu:

After clicking this link, a screen similar to the one shown below should appear:

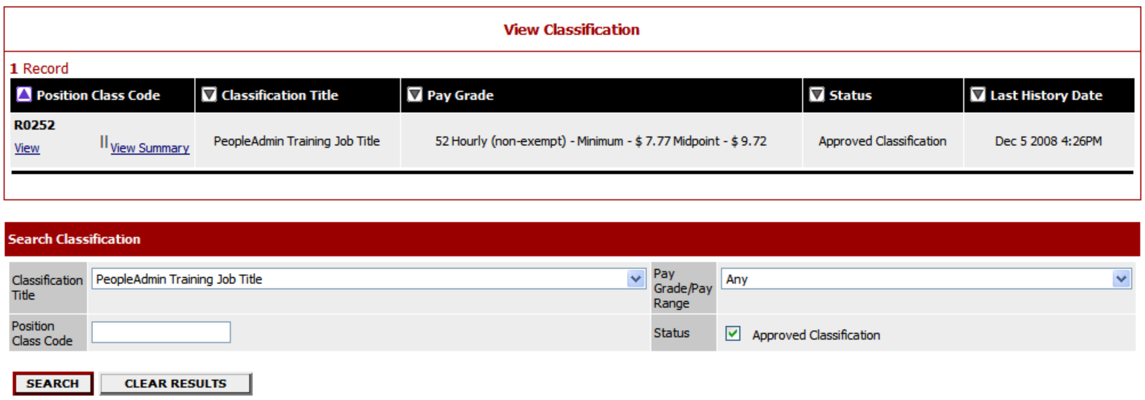


You may use any field to search for a classification title, and click “Search”. It is recommended to ONLY search by one criterion in order to be successful in your search. To review ALL classification titles do not select a search criterion.

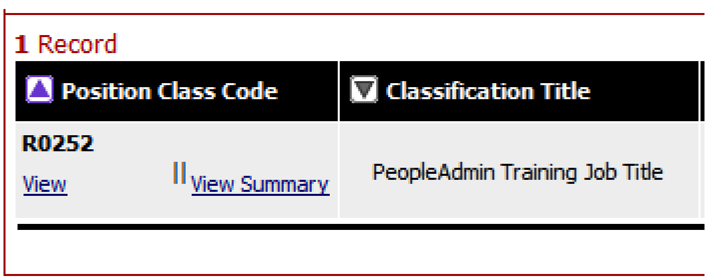


The table, as shown below, will display the classification title selected from above:

View Classification



You may review the details of the classification title by clicking “View**”** or “View Summary**”**



Note: The view summary will open a separate window.

View Classification Summary

Classification Details	
Classification Title	PeopleAdmin Training Job Title
Position Class Code	R0252
EEO Code	50 - Clerical or Secretarial
SOC Code	
FLSA Code	Non-Exempt (Hourly)
Job Category	Office and Clerical
Pay Grade/Pay Range	52 Hourly (non-exempt) - Minimum - $ 7.77 Midpoint - $ 9.72
Hiring Rate	
Job Summary	Under moderate supervision, performs a variety of general office, administrative or secretarial duties with some variety and complexity. Typical duties may include receiving, screening and routing telephone calls, mail and visitors, arranging itineraries/agendas, maintaining files (database and/or hardcopy), type a variety of material, faxing, copying, maintaining inventory of office supplies and materials, and acting as a daily liaison to other offices.
Required Minimum Qualifications	High school diploma or GED and one year of general office experience or an associate's degree or higher. Basic understanding of personal computers and other basic office equipment. Good organization, communication and public relations skills.

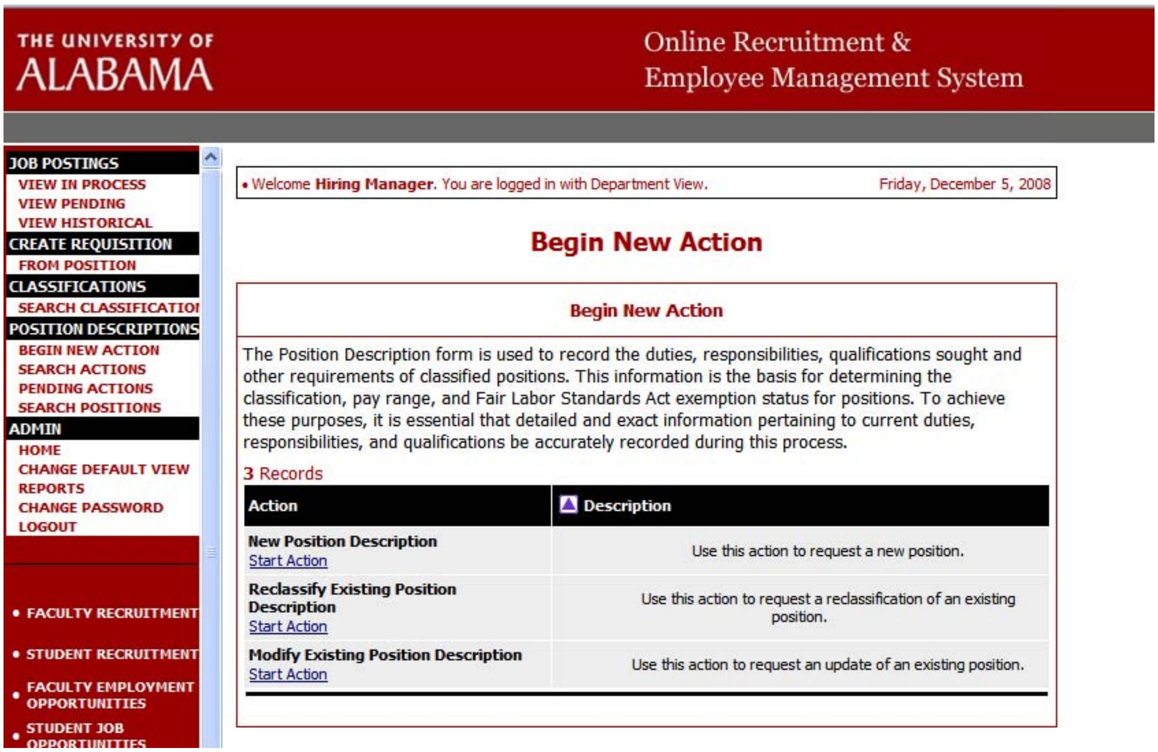
Action History	
12-05-2008 4:26 PM	**PeopleAdmin Account**
Approved Classification	

Now that you have selected your classification title, you can create a position description. If you do not find a suitable classification title when creating a position description please use the title "Undecided" and HR will work with you on an appropriate title during the evaluation process.

POSITION DESCRIPTION ACTIONS

TIP: Certain fields you enter on the position description will appear on the applicant site exactly as you enter them when recruiting for a vacancy, so please proofread your information carefully and check your formatting.

On this screen, you will select the type of position description action that you will be completing.

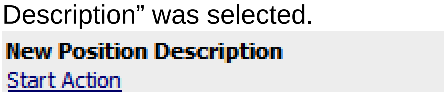


Position description options are broken down into different actions in the online system.

- New Position Description (brand new position number)
- Reclassify Existing Position Description (request for evaluation of current grade or status)
- Modify Existing Position Description (update of an existing position)

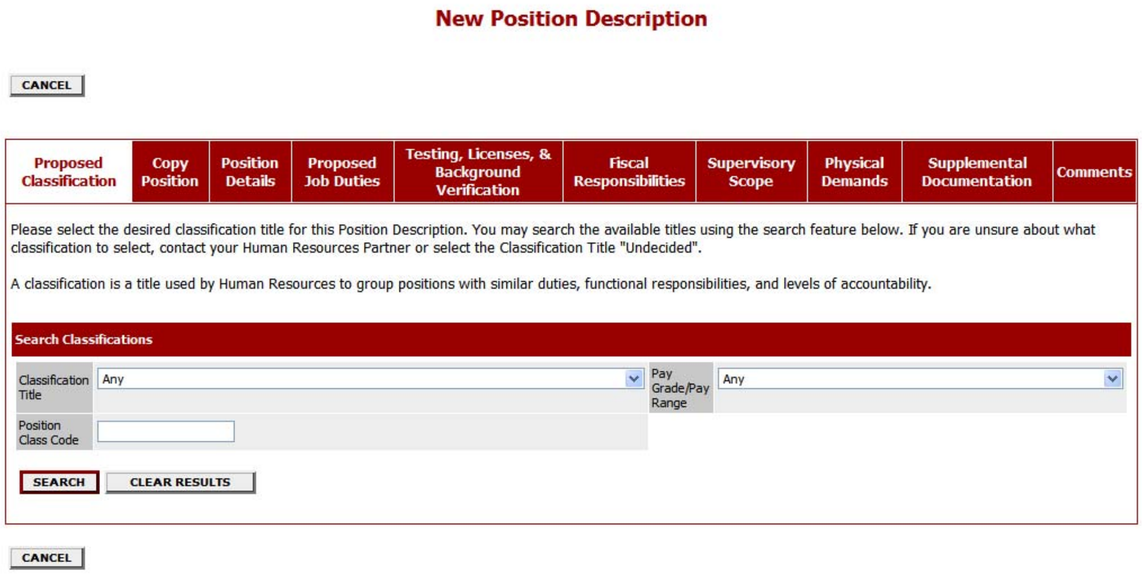
To begin a position description action, click “Begin New Action” located on the left hand side menu under the section “Position Description”.

Your action choices will then appear (as shown in the screen above). Select the appropriate action by clicking “Start Action**”** to initiate your request. In the following example, “New Position Description” was selected.



Selecting a Proposed Classification Title

On this screen, you will select a classification title for the position you are creating.

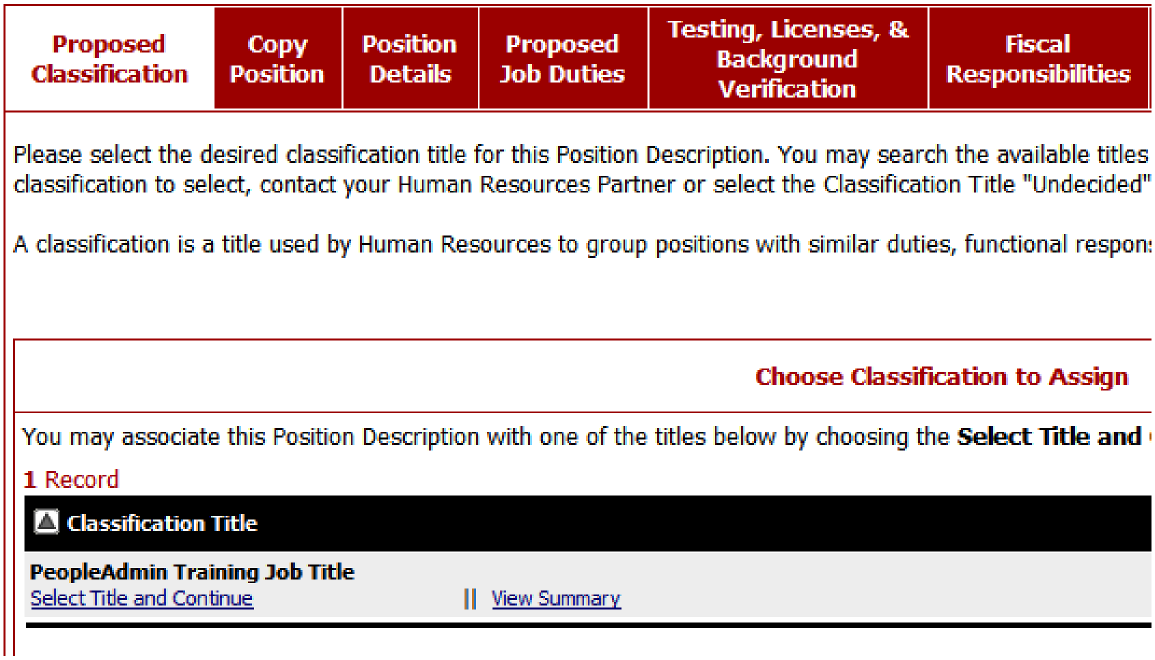


As shown above, there are several tabs across the top of the screen. When you first enter this screen, you will be in the “Proposed Classification” tab. This screen allows you to select a specific classification title for the position description being created (i.e. Office Associate II, Program Assistant, etc.).

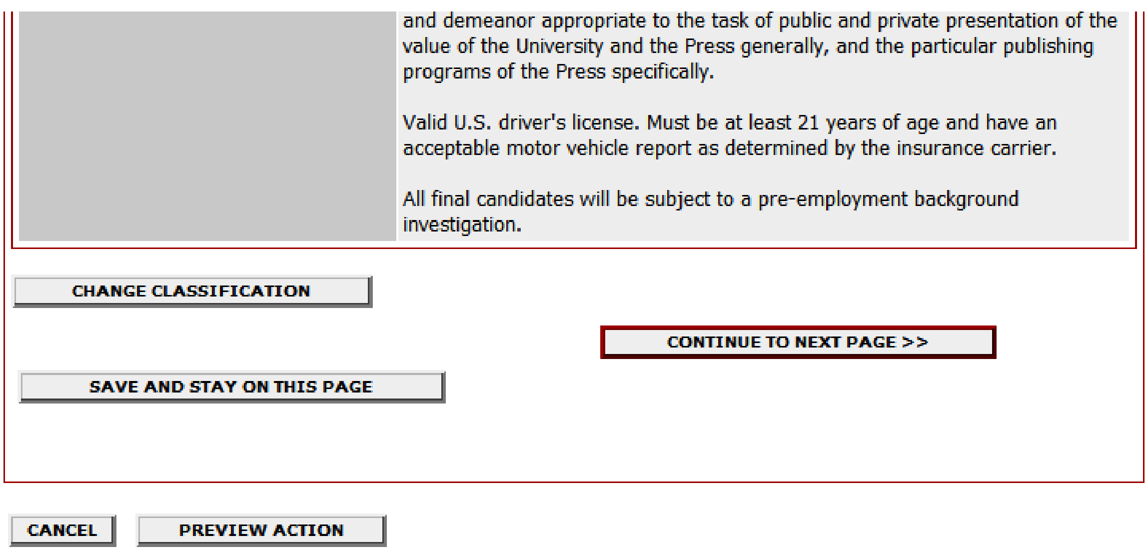
Select the desired classification title for this position description. You may search the available classification titles using the search feature. If you are unsure about what classification title to select the classification title "Undecided".

Information pertinent to the classification title will be replicated into the appropriate fields on the “Position Details” tab (i.e. position class code, FLSA code, EEO code, job summary, required minimum qualifications, etc.). If you wish to view the information contained within the classification title prior to the selection you may click “View Summary**”**.

In the screen as shown below, the classification title selected is “PeopleAdmin Training Job Title”.



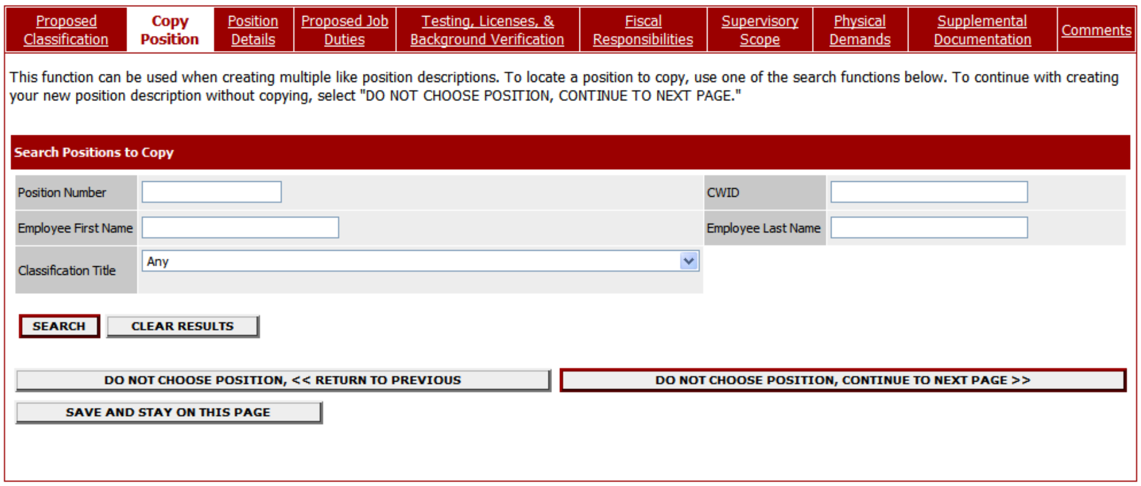
Once a classification title has been selected click “Select Title and Continue”. If the classification title selected isn’t the one you want to use, you may change the classification title by clicking “Change Classification” and going back through the search process. Once the classification title has been selected click “Continue to Next Page” to go to the next tab, “Copy Position”.



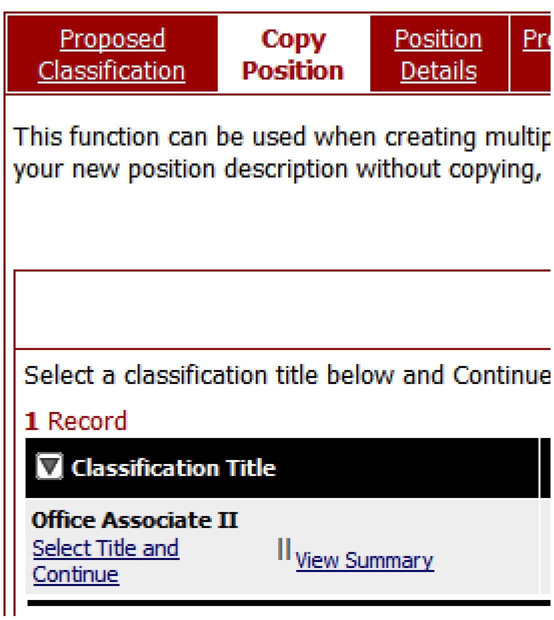
Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Copying an Approved Position Description

On this screen, you can replicate an approved position description (i.e. RN's LPN's, facility positions, etc.).   Use any of the fields listed as search criteria to locate the existing position description you want to make a copy of and click "Search".



Once you click search, you should see a screen similar to the one shown below. You will click "Select Title and Continue". After you click this option, you may continue through each tab of the position description and modify any of the fields that are copied in from the position. If you wish to view the information contained within the position description prior to the selection you can click on "View Summary**"**.



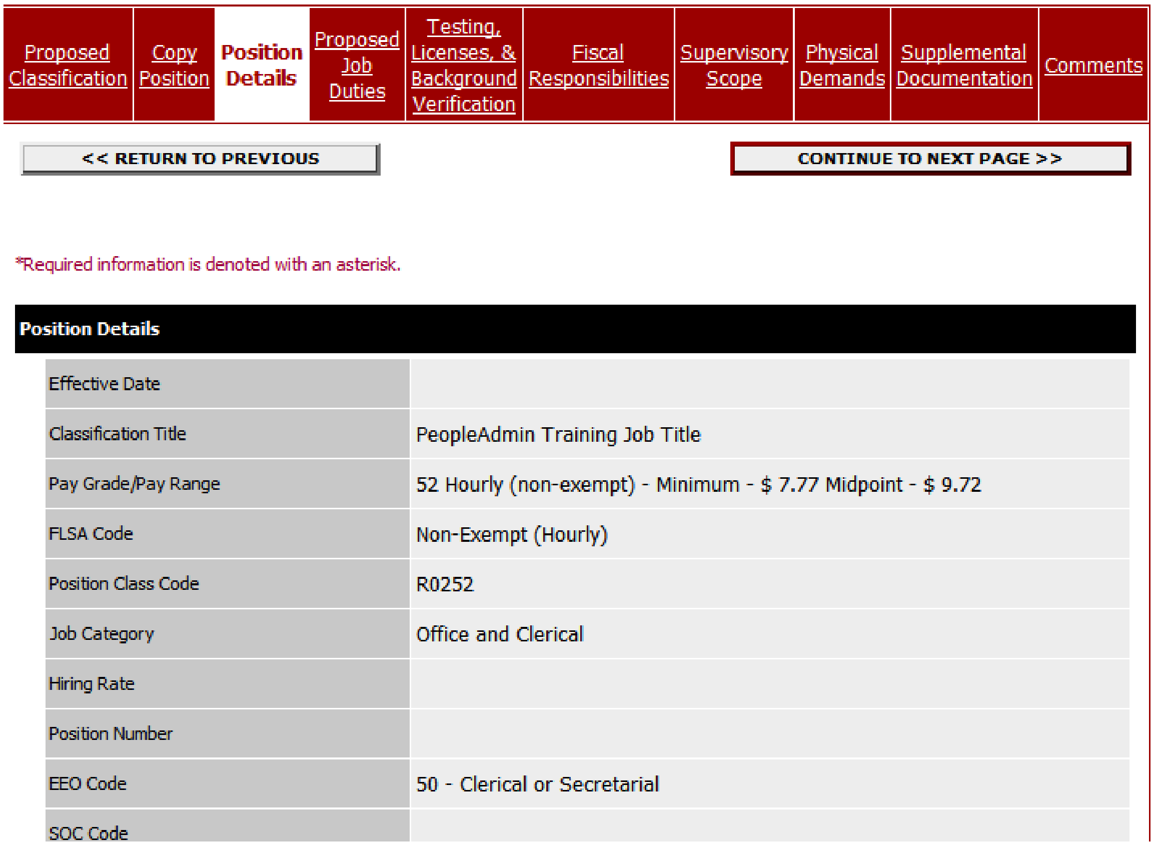
After clicking "Select Title and Continue" you will be directed to the "Position Details" page.

Note: Even though you are copying a position description you may still modify the content by going to the appropriate tab/section and making the necessary changes.

To continue with creating your new position description <u>without</u> copying, select "DO NOT CHOOSE POSITION, CONTINUE TO NEXT PAGE**>>.**" This will take you to the next tab, “Position Details”.

Position Details

The information on the position details tab will be core information used by HR in classifying the position description.


Proposed Classification | Copy Position | Position Details | Proposed Job Duties | Testing, Licenses, & Background Verification | Fiscal Responsibilities | Supervisory Scope | Physical Demands | Supplemental Documentation | Comments

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

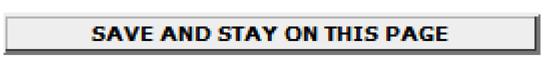
Position Details	
Effective Date	
Classification Title	PeopleAdmin Training Job Title
Pay Grade/Pay Range	52 Hourly (non-exempt) - Minimum - $ 7.77 Midpoint - $ 9.72
FLSA Code	Non-Exempt (Hourly)
Position Class Code	R0252
Job Category	Office and Clerical
Hiring Rate	
Position Number	
EEO Code	50 - Clerical or Secretarial
SOC Code	

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. In order to continue processing the position description the required information will need to be completed.

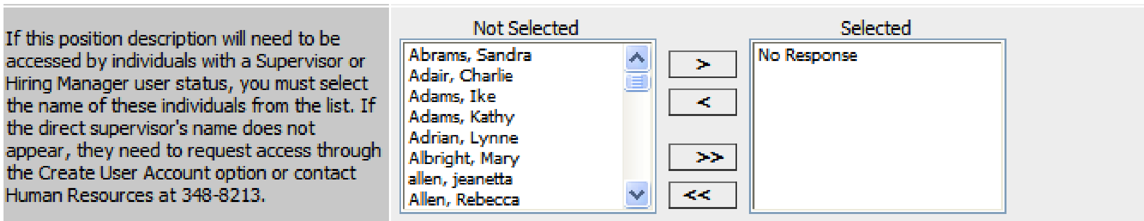
2. VERY IMPORTANT: A position description is <u>Not Saved</u> until you have completed the final step of the process by clicking "Confirm" on the final summary page. If you log out or click on another link before completing these steps, none of the information you have created or edited will be saved.

   It is recommended that you click "Save and Stay on This Page" on each tab in order to save your information.

3. There are certain fields throughout the position description that require specific formatting (i.e. FOAP, email addresses, phone numbers, etc.). If the system identifies a formatting error you will receive an error message and will not be able to continue. In order to continue completing the position description the formatting error will need to be corrected.

4. There is a 2-pane box on the position details tab. If the position description will need to be accessed by individuals with a Supervisor or Hiring Manager user status, the name of these individuals must be selected from the left hand side pane list. If a name does not appear, the individual should request access to the online system through “Create User Account” or by contacting the Recruiting Department.



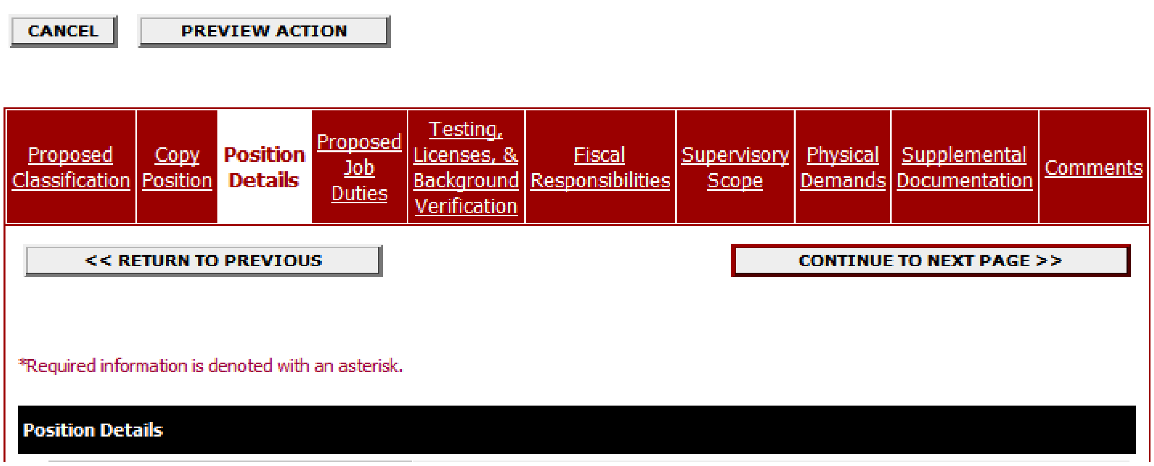
After highlighting the appropriate name from the left hand side pane titled “Not Selected”, click “**>**” to add the name to the right hand side pane titled “Selected”. If a name was added to the right hand side pane in error or if a name needs to be removed, highlight the name and click “**<**”.

5. You may copy and paste from another document; however, the formatting may be affected due to the transfer of information. Before continuing to the next tab be sure to check that your formatting is correct.

Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Once the information has been completed on the “Position Details” tab, you may click “Continue to Next Page” to go to the next tab, “Proposed Job Duties”.

It is also important to note that you may click “Preview Action” located at the top or bottom of the screen at any time in order to save your position description for completion at a later date or to send for approval.



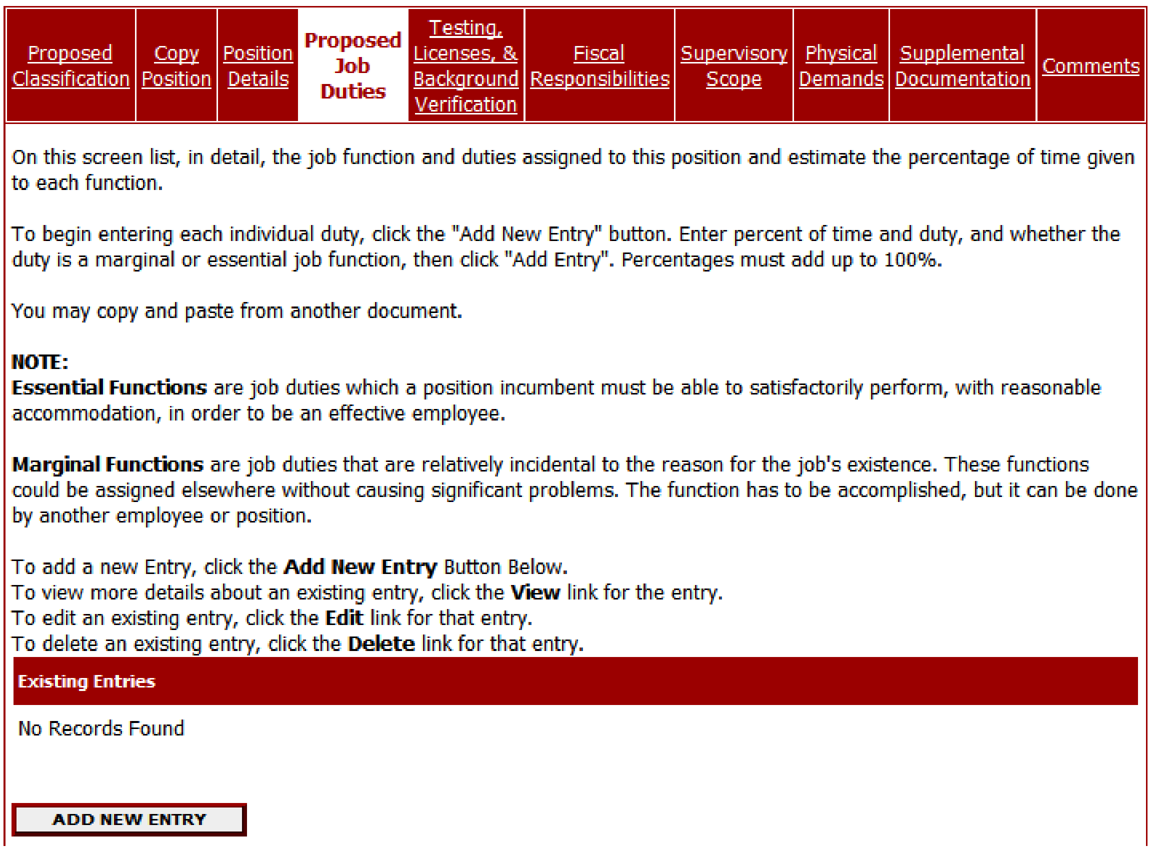
Proposed Job Duties

On this screen, you will enter the essential and marginal job duties assigned to this position and estimate the percentage of time given to each duty.

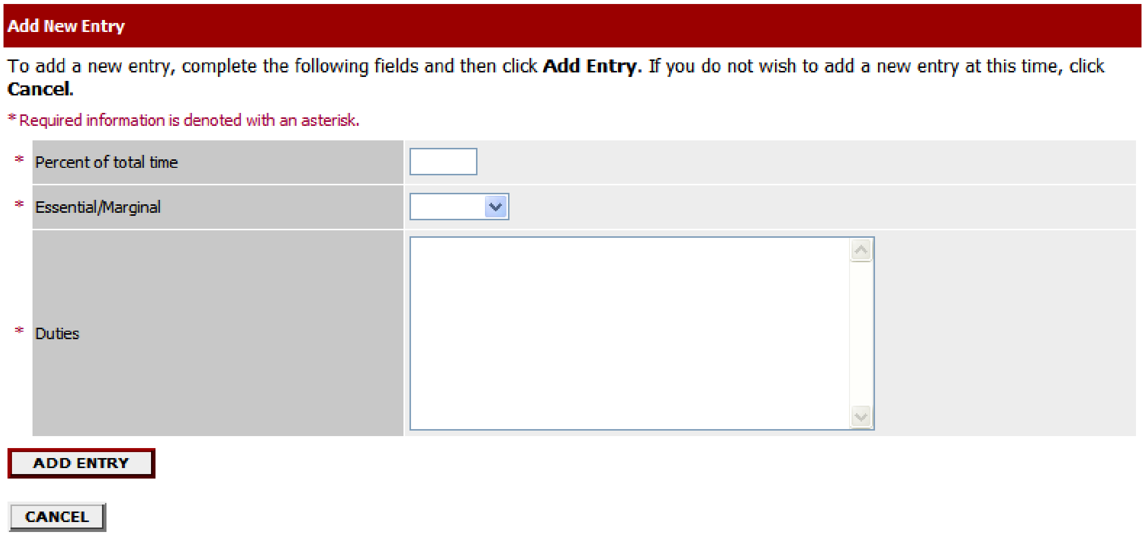
Essential Functions are job duties, which a position incumbent must be able to satisfactorily perform, with or without reasonable accommodation, in order to be an effective employee.

Marginal Functions are job duties that are relatively incidental to the reason for the job's existence. These duties could be assigned elsewhere without causing significant problems. The duty has to be accomplished, but it can be done by another employee or position.

To begin entering a duty, click "Add New Entry".



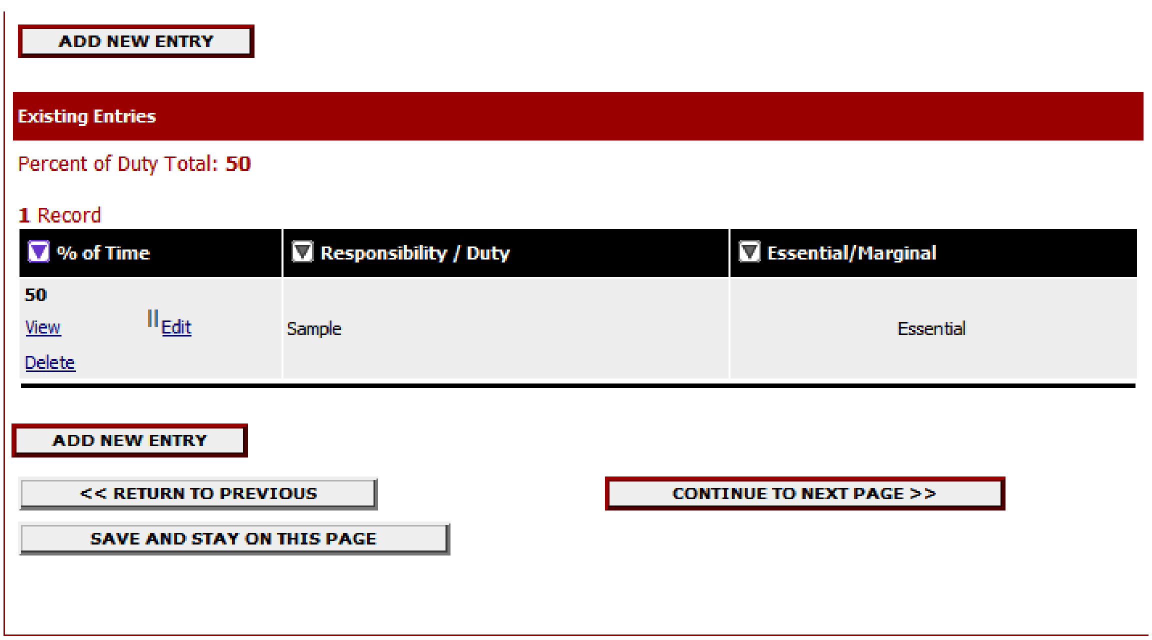
After clicking “Add New Entry”, you should see a screen similar to the one shown below:



You will be able to add as many duties as needed for this particular position; however, the system requires a minimum of two entries. For each duty you include, you will provide a description of the duty, indicate whether the duty is essential or marginal for the performance of the position, and the estimated percent of time spent performing the duty. The system will add the percent of time for each duty and display a total percent of time on the main proposed job duties tab. After all of the job duties have been completed, the “Percent of Duty Total” should equal “100”.

Note: You may copy and paste from another document; however, the formatting may be affected due to the transfer of information. Before continuing to the next tab be sure to check that your formatting is correct.

Once you have completed entering your duties, you’ll see a screen similar to the one shown below:



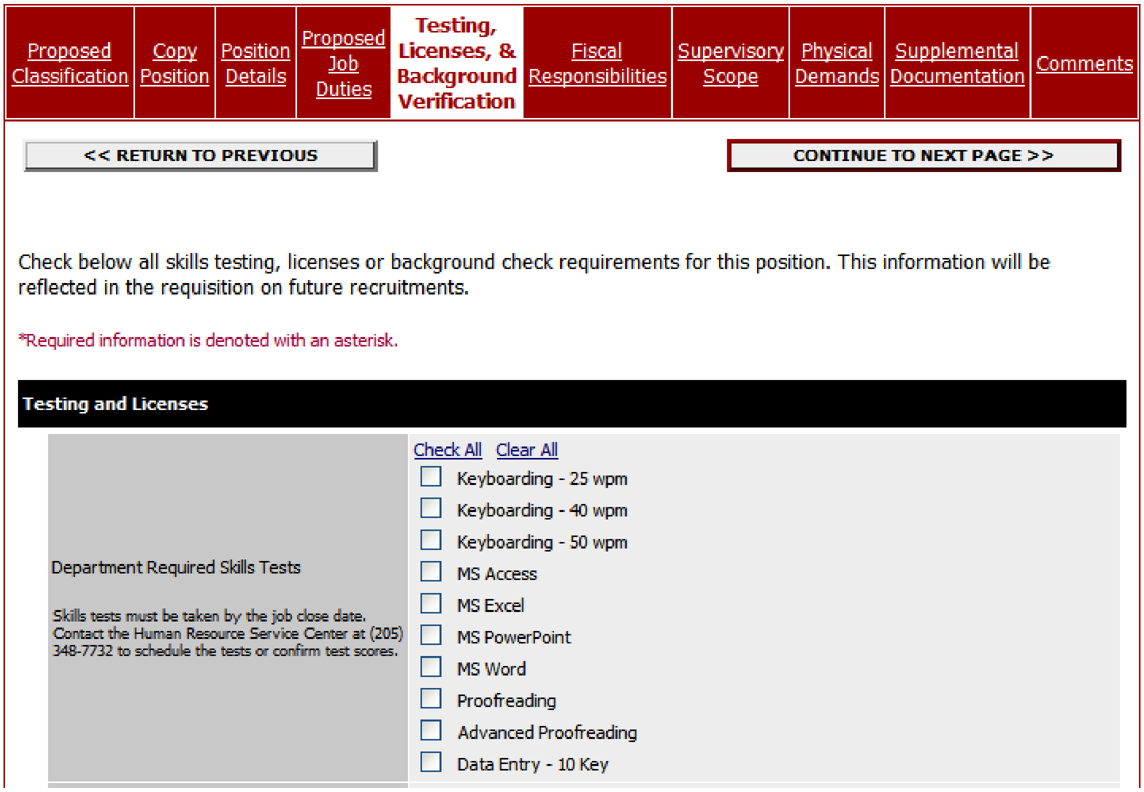
To edit an existing entry, click “Edit”, make the appropriate change, and click “Save Changes”.
To delete an entry, click “Delete”, and click “Delete Entry”.

Once the information has been completed and reviewed on the “Proposed Job Duties” tab, you may click “Continue to Next Page” to go to the next tab, “Testing, Licenses & Background Verification”.

Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Testing, Licenses, & Background Verification

On this screen, you will select any testing, licenses or background verification requirements for the position. This information will be reflected in the requisition for future recruitments. If you have any questions regarding what requirements would be appropriate for the position please contact the Compensation and Classification Specialist.



Once the information has been completed and reviewed on the “Testing, Licenses & Background Verification” tab, you may click “Continue to Next Page” to go to the next tab, “Fiscal Responsibilities”.

For further information regarding the University’s MVR Policy, Pre-Employment Background Investigation Policy and Pricing, and Drug Testing Policy please refer to HR’s website at http://hr.ua.edu/.

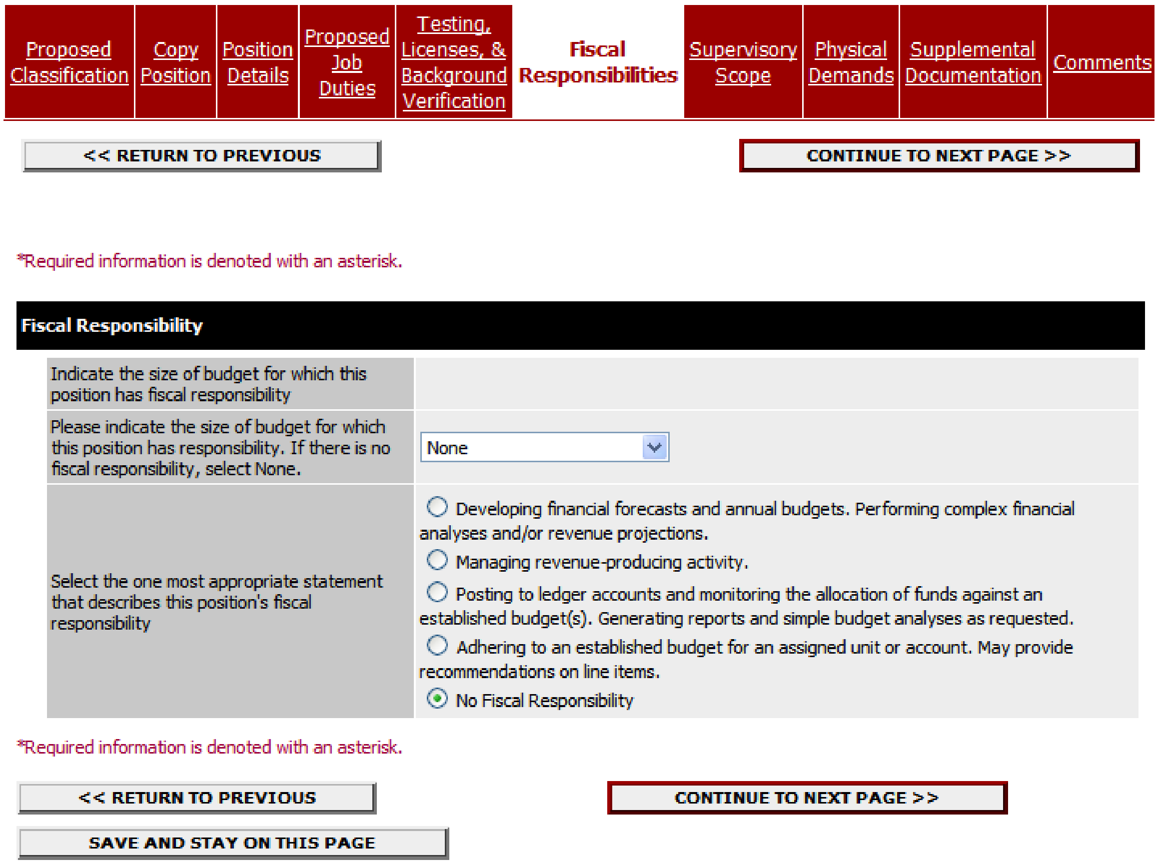
Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Fiscal Responsibilities

On this screen, you will indicate if the position has any fiscal responsibilities.

If this position has fiscal responsibilities select the appropriate range from the drop down menu which indicates the size of the budget. If this position does not have fiscal responsibilities select "None".

Select the appropriate statement that describes this positions responsibility. If this position does not have fiscal responsibilities select "No Fiscal Responsibility".



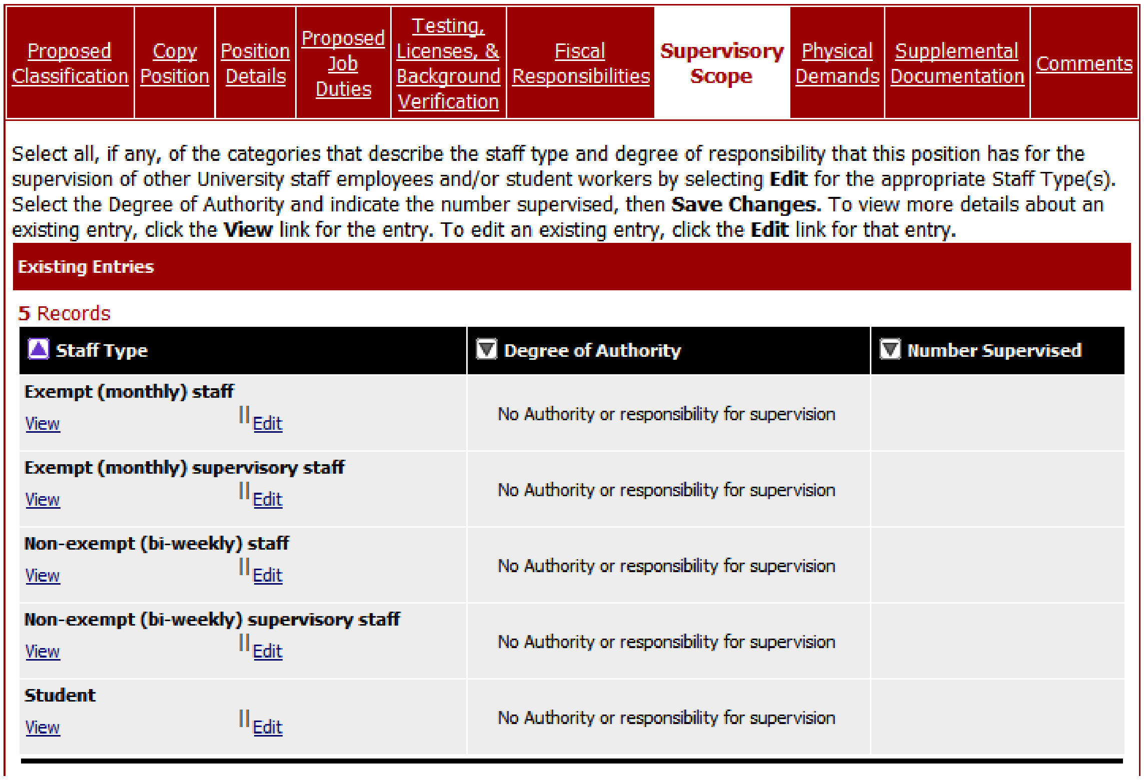
Once the information has been completed on the "Fiscal Responsibilities" tab, you may click "Continue to Next Page" to go to the next tab, "Supervisory Scope".

Note: It is recommended to click "Save and Stay on this Page" before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Supervisory Scope

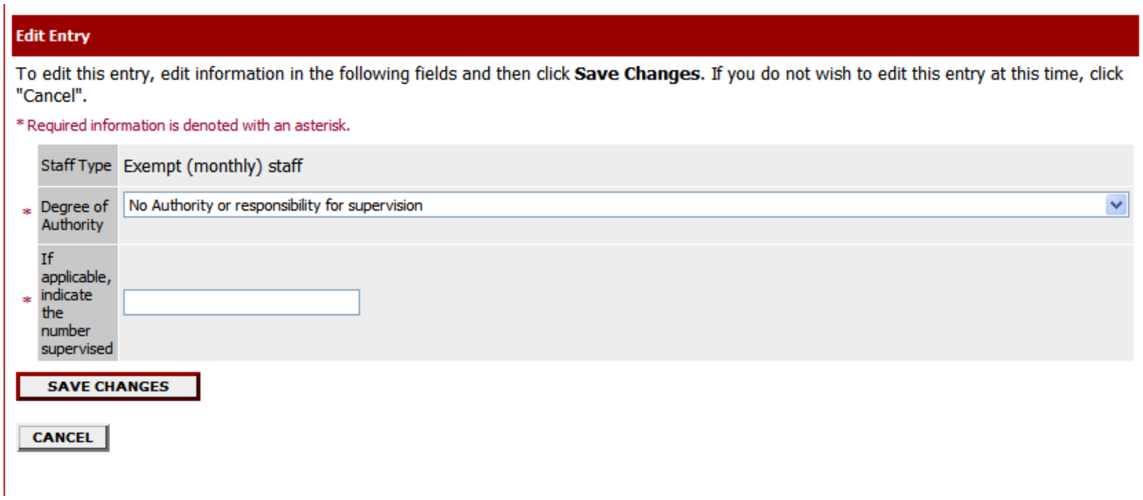
On this screen, you will indicate all, if any, categories of supervisory responsibility by staff/student type, degree of responsibility, and number of individuals supervised.

For each staff type this position supervises, click “Edit” and complete the required information.



Select the “Degree of Authority”, as shown in the screen below, which best represents the level of supervisory responsibility this position has over this staff type and indicate the number of staff supervised. Click “Save Changes”.

Note: The default for each staff type is “No Authority or responsibility for supervision”. If the position has no supervisory authority, make no changes and continue to the next tab,



Edit Entry

To edit this entry, edit information in the following fields and then click **Save Changes**. If you do not wish to edit this entry at this time, click "Cancel".

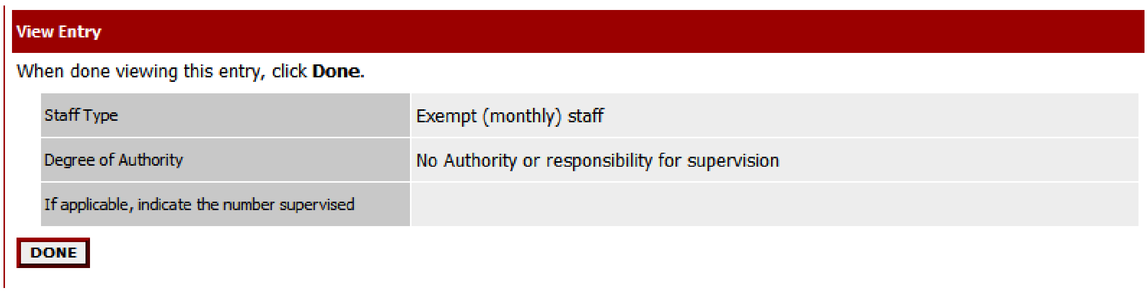
* Required information is denoted with an asterisk.

	Staff Type	Exempt (monthly) staff
*	Degree of Authority	No Authority or responsibility for supervision
*	If applicable, indicate the number supervised	

SAVE CHANGES

CANCEL

Click “Done” when you are finished.



View Entry

When done viewing this entry, click **Done**.

Staff Type	Exempt (monthly) staff
Degree of Authority	No Authority or responsibility for supervision
If applicable, indicate the number supervised	

DONE

To edit an existing entry, click “Edit”, make the appropriate change, and click “Save Changes”. To delete an entry, click ‘Edit”, select “No Authority or responsibility for supervision”, remove the numerical value from the number supervised text box and enter “0”, and click “Save Changes”. Be sure you click “Save Changes” to save all edits.

Proposed Classification	Copy Position	Position Details	Proposed Job Duties	Testing, Licenses, & Background Verification	Fiscal Responsibilities	**Supervisory Scope**	Physical Demands	Supplemental Documentation	Comments

Select all, if any, of the categories that describe the staff type and degree of responsibility that this position has for the supervision of other University staff employees and/or student workers by selecting **Edit** for the appropriate Staff Type(s). Select the Degree of Authority and indicate the number supervised, then **Save Changes.** To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry.

Existing Entries

5 Records

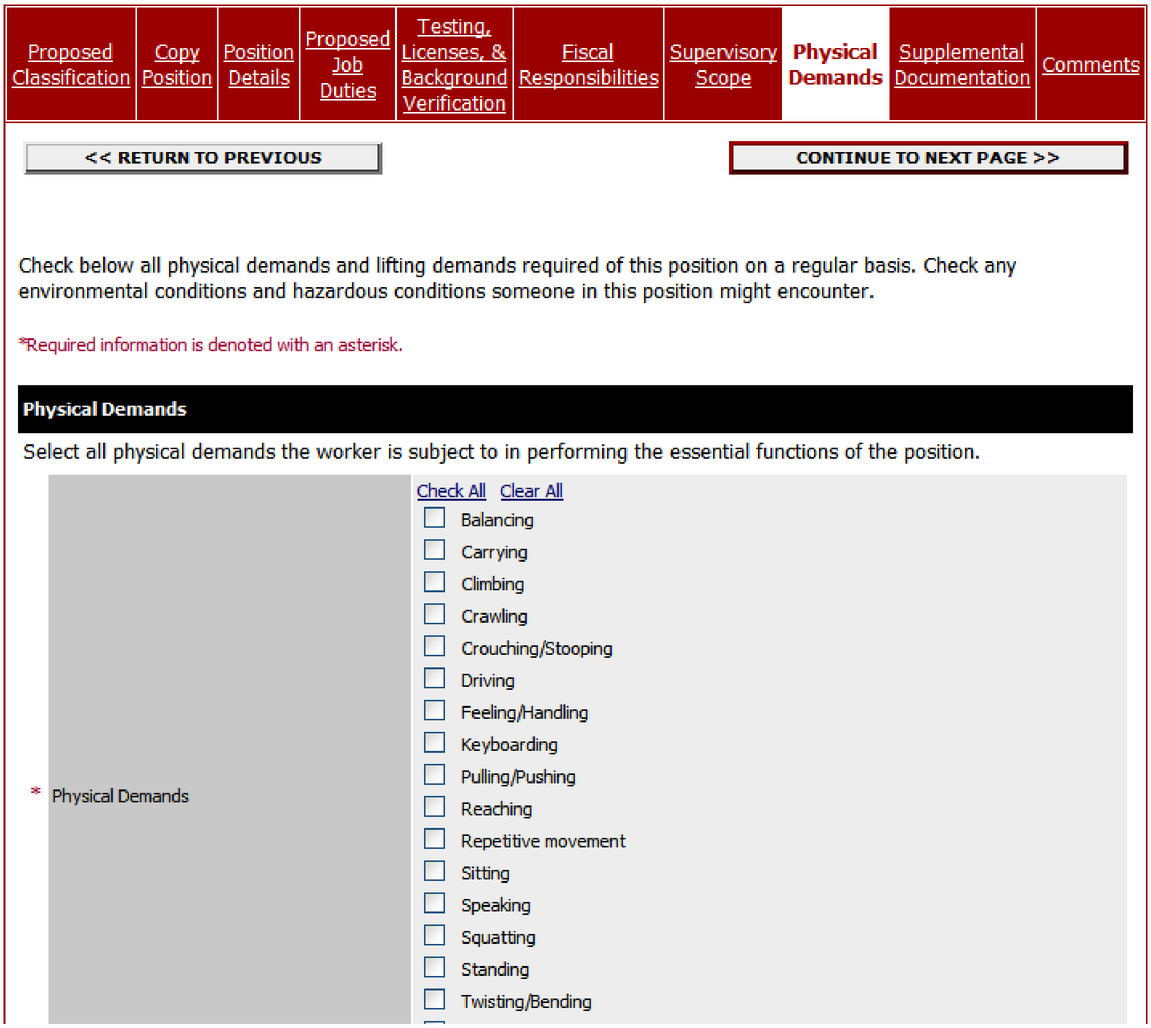
Staff Type	Degree of Authority	Number Supervised
Exempt (monthly) staff View || Edit	No Authority or responsibility for supervision	
Exempt (monthly) supervisory staff View || Edit	No Authority or responsibility for supervision	
Non-exempt (bi-weekly) staff View || Edit	No Authority or responsibility for supervision	
Non-exempt (bi-weekly) supervisory staff View || Edit	No Authority or responsibility for supervision	
Student View || Edit	No Authority or responsibility for supervision	

Once the information has been completed on the “Supervisory Scope” tab, you may click “Continue to Next Page” to go to the next tab, “Physical Demands”.

Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Physical Demands

On this screen, you will enter the essential physical or lifting demands, as well as any environmental or hazardous conditions required of this position on a regular basis. The physical or lifting demands indicated on this screen should correspond with the essential functions of the position as indicated on the proposed job duties tab.



Once the information has been completed on the “Physical Demands” tab, you may click “Continue to Next Page” to go to the next tab, “Supplemental Documentation”.

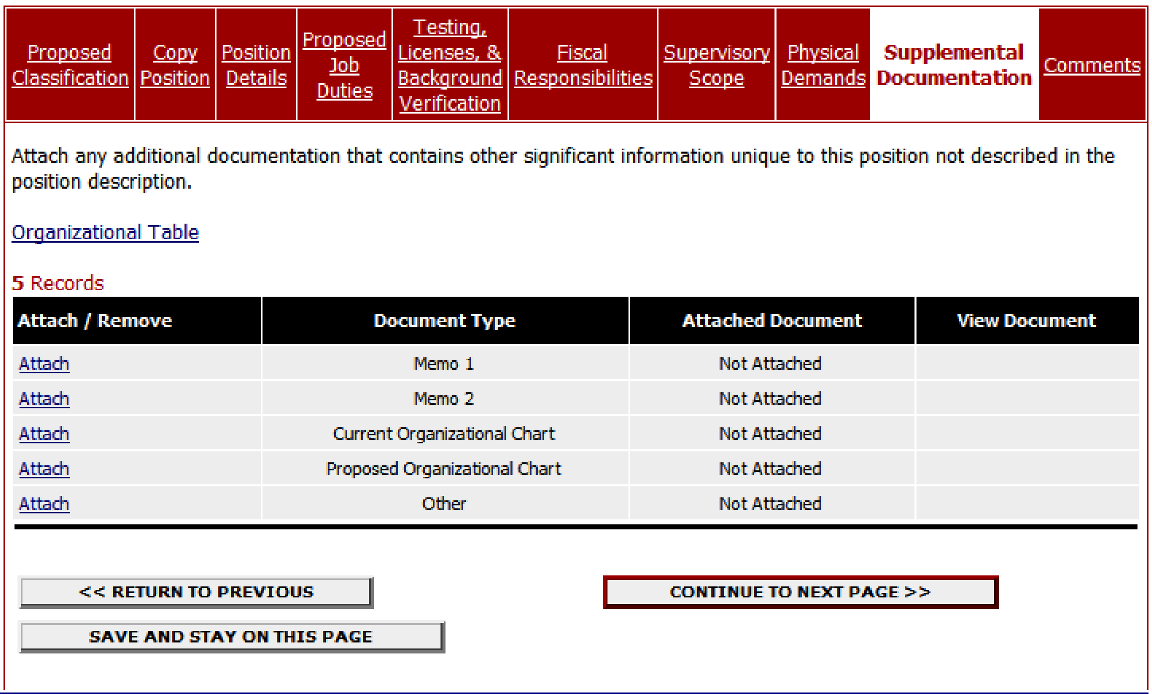
Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Supplemental Documentation

On this screen, you can attach any additional documentation that contains other significant information unique to this position not described in the position description.

You may have additional documentation to support your position description request. For example, justification memos or organizational charts may be requested when creating or modifying a position description. You may attach a particular document by clicking "Attach" next to the document type that you want to attach to your position description.

Organizational Table



Proposed Classification	Copy Position	Position Details	Proposed Job Duties	Testing, Licenses, & Background Verification	Fiscal Responsibilities	Supervisory Scope	Physical Demands	Supplemental Documentation	Comments

Attach any additional documentation that contains other significant information unique to this position not described in the position description.

Organizational Table

5 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Memo 1	Not Attached	
Attach	Memo 2	Not Attached	
Attach	Current Organizational Chart	Not Attached	
Attach	Proposed Organizational Chart	Not Attached	
Attach	Other	Not Attached	

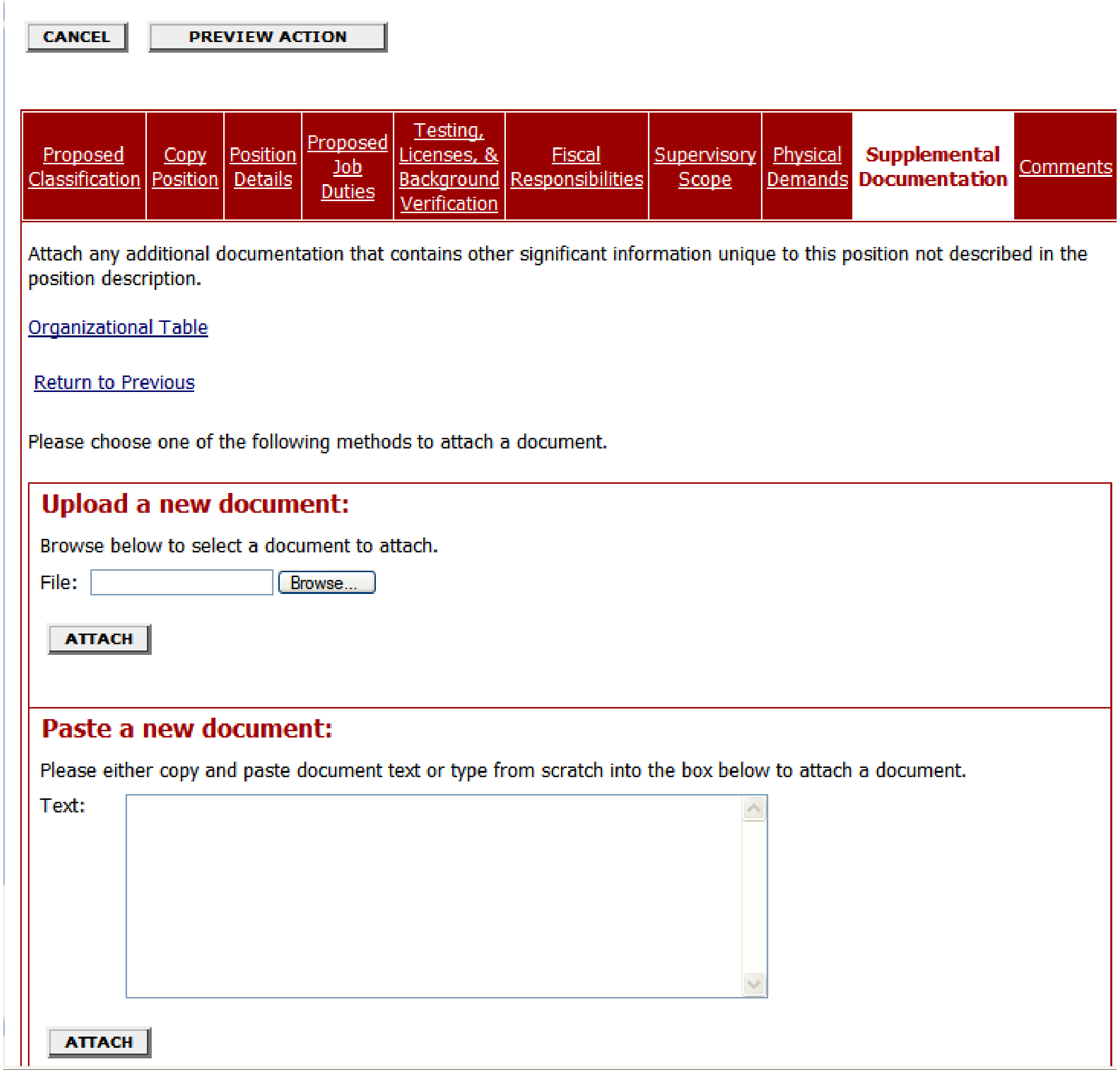
<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Once you have selected the document type you wish to upload (by clicking "Attach") you will have 2 options:

- You may browse for the file if you have it stored on your computer in one of the following formats:
    - Adobe Acrobat
    - Microsoft Word
    - Microsoft Excel
- You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.



CANCEL | PREVIEW ACTION

Proposed Classification | Copy Position | Position Details | Proposed Job Duties | Testing, Licenses, & Background Verification | Fiscal Responsibilities | Supervisory Scope | Physical Demands | **Supplemental Documentation** | Comments

Attach any additional documentation that contains other significant information unique to this position not described in the position description.

Organizational Table

Return to Previous

Please choose one of the following methods to attach a document.

Upload a new document:

Browse below to select a document to attach.

File: Browse...

ATTACH

Paste a new document:

Please either copy and paste document text or type from scratch into the box below to attach a document.

Text:

ATTACH

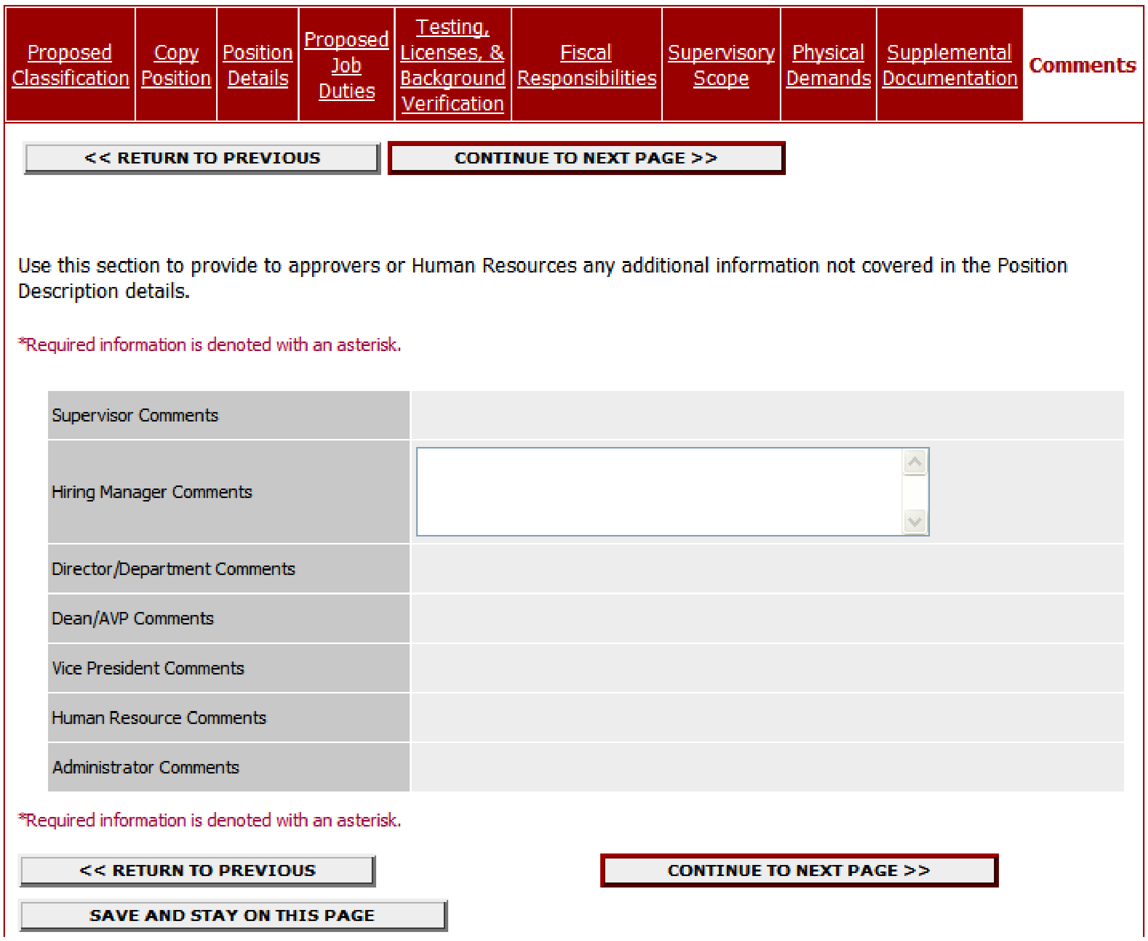
A link to “Form C” for the organizational table has been provided. To access the chart, click “Organizational Table”, complete the information and save it to your hard drive or other appropriate location. You can attach the saved file by following the above instructions under supplemental documentation.

Once the information has been completed on the “Supplemental Documentation” tab, you may click “Continue to Next Page” to go to the next tab, “Comments”.

Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your position description for completion at a later date or to send for approval.

Comments

On this screen, you can provide additional information to approvers or HR that is not covered in the position description details



Comments made in this section can be viewed by all approvers.

Once the information has been completed on the "Comments" tab, you may click "Continue to Next Page" in order to view your position description, print a copy of your position description, make additional edits to your position description or begin routing your action for further approvals and review as shown in the screen below.

View New Position Description Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click **Continue.** To edit the position description, click **Edit.** To exit the position description without making any changes, click **Cancel.**

Edit

Printer-Friendly Version

Action Status

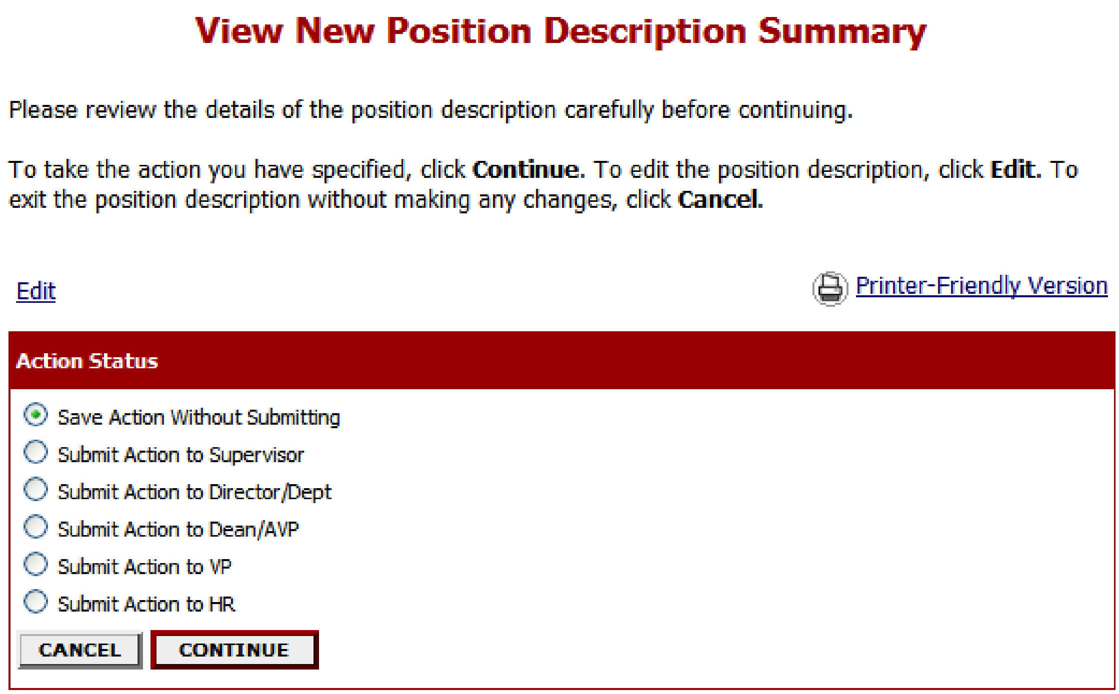
- (•) Save Action Without Submitting
- ( ) Submit Action to Supervisor
- ( ) Submit Action to Director/Dept
- ( ) Submit Action to Dean/AVP
- ( ) Submit Action to VP
- ( ) Submit Action to HR

CANCEL | CONTINUE

Submitting the Position Description

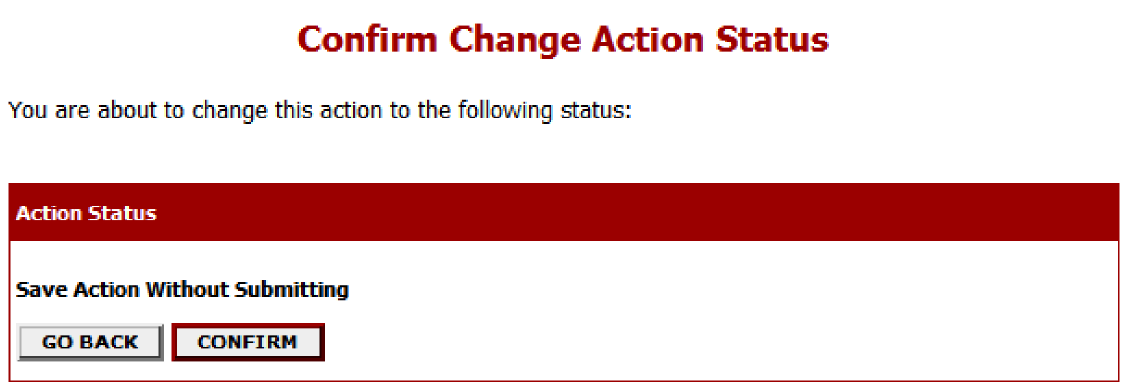
After clicking “Continue to Next Page” you should see a screen similar to the one below. Scroll down through this screen to review the information you entered.

- If you wish to make additional edits to your position description, click “Edit”
- If you wish to print a copy of your position description, click “Printer-Friendly Version”.
- If you wish to save your position description and return later for completion, select “Save Action Without Submitting”.
- After reviewing the position description, the final step is to select the next level of approval (i.e. submit action to supervisor, submit action to director/dept, etc.) and click “Continue” at the top or bottom of the page to go to the confirmation page.



On the confirmation page click “Confirm”.

<u>Your position description will not be saved or submitted until this step has been completed.</u>



OTHER POSITION DESCRIPTION ACTIONS

Reclassify Existing Position Description and Modify Existing Position Description

Other than creating a new position description in the system, most actions will be updates to existing position descriptions. Changes may include:

- Reclassify Existing Position Description – Use this action to request an evaluation of an existing position's grade (up or down) or status due to a significant change in job scope and/or responsibility; OR

- Modify Existing Position Description – Use this action to request an update of an existing position. No change in grade or status is being requested.

In order to begin, select the action that is most appropriate and click "Start Action".

Begin New Action

Begin New Action

The Position Description form is used to record the duties, responsibilities, qualifications sought and other requirements of classified positions. This information is the basis for determining the classification, pay range, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded during this process.

3 Records

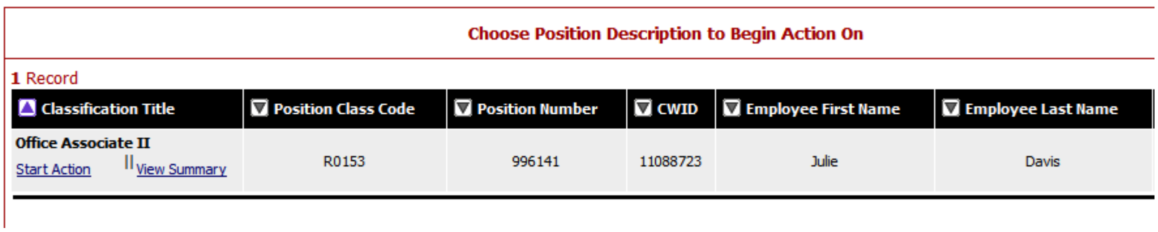
Action	Description
New Position Description Start Action	Use this action to request a new position.
Reclassify Existing Position Description Start Action	Use this action to request a reclassification of an existing position.
Modify Existing Position Description Start Action	Use this action to request an update of an existing position.

Once you have started your action, you must locate the existing position description you wish to modify or reclassify by using one of the search criteria. It is recommended to ONLY search by one criterion in order to be successful in your search. To review ALL position descriptions in your assigned organizational numbers do not select a search criteria.

Search Classification

Once you have located the position description you would like to update, click “Start Action” below the position title.

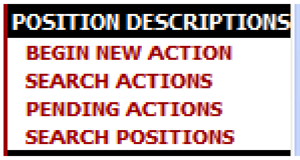
Reclassify Existing Position Description



After clicking “Start Action” you will make the needed changes on the appropriate tab(s), which include a reclassification or modification justification and follow the remaining steps as with a new position description.

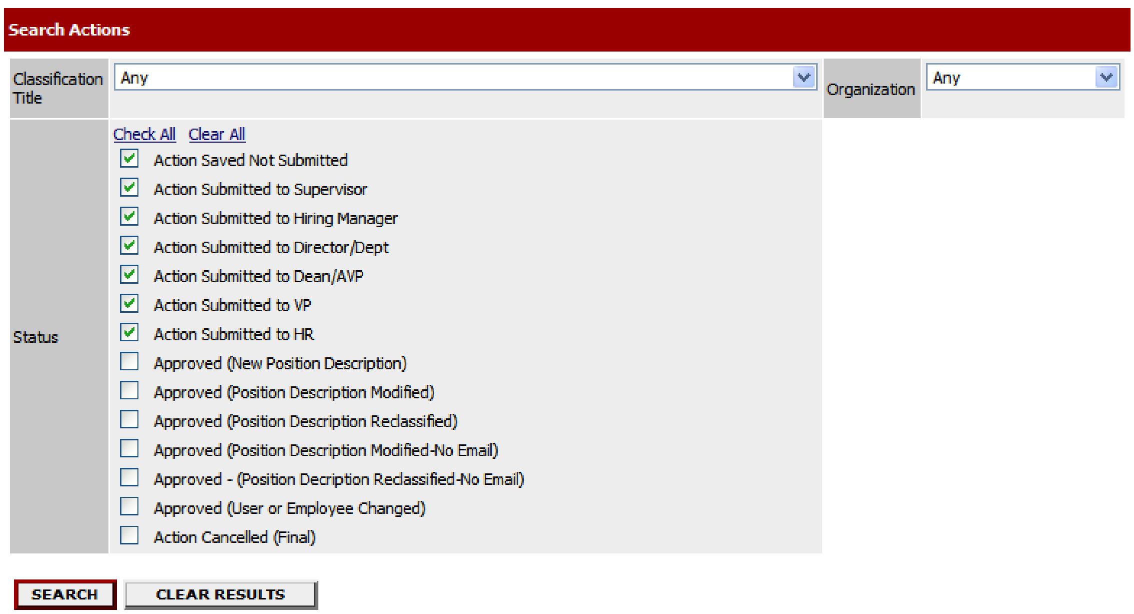
Search Actions

You may search for a position description action within your assigned organizational number(s), as it is moving through the approval process or ones that you have saved and not submitted for approval. To review position description actions in the system, click “Search Actions” located on the left hand side menu:



You may use any of the search criteria to locate your position description action. You may also click “Check All” to view all position descriptions and their pending statuses or click “Clear All” and select on the specific status you are looking for.

Search Actions



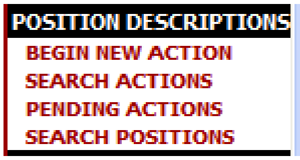
The “Status” column in the search table shows you what the current status is for this action. A sample screen is shown below.

View Actions

Once you have searched for a request, you may click “View” or “View Summary” under the position description title; however, you may only edit a position description if it is at your approval level. If the position description has been submitted to another approval level, you will be unable to make edits to the description.

Pending Actions

The Pending Actions table may display all position descriptions within your assigned organizational number(s) that are “Saved Not Submitted”, “Returned to Submitter” or awaiting your approval. To review position description actions pending your approval by clicking “Pending Actions” located on the left hand side menu:



Click on “View” to open the position description for review, edit or submit to the next approval level.

Pending Actions

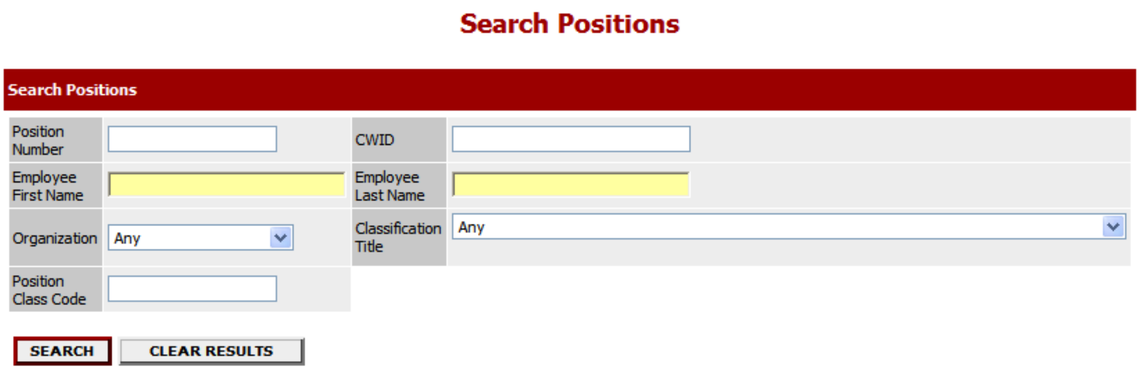
Pending Actions

1 Record

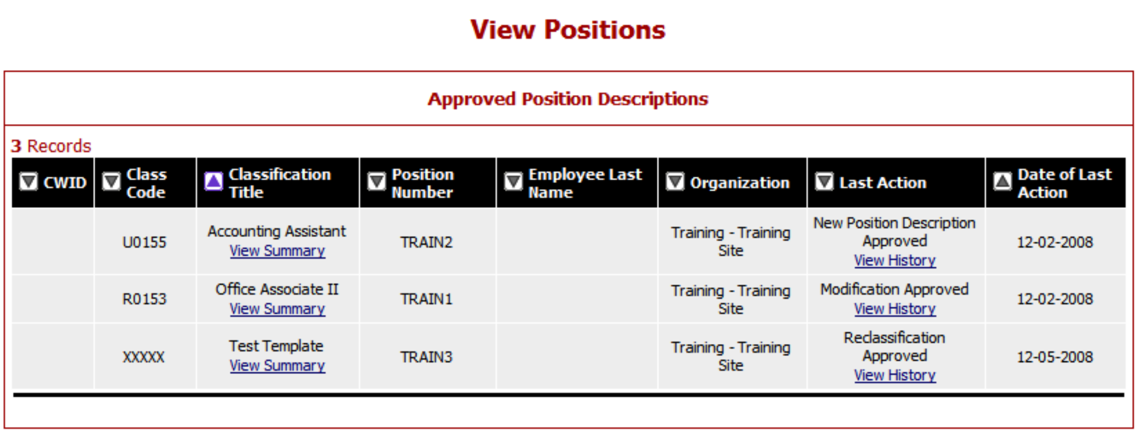
Classification Title	Position Number	Action Number	Organization	Status	Action Type	Date of Last Action
Undecided View		005034	503154 - CENTRAL REC, PROPERTY AND INVENTORY MGT	Action Submitted to Hiring Manager	New Position Description	01-14-2009

Search Positions

You may search for all approved position descriptions within your assigned organizational number(s) by using "Search Positions" located on the left hand side menu.



You can use any field listed in the criteria to search for your approved job description. The results table will allow you to view the summary or history of the position at any time. It is recommended to ONLY search by one criterion in order to be successful in your search. To review ALL position descriptions do not select a search criterion.


View Positions

Approved Position Descriptions

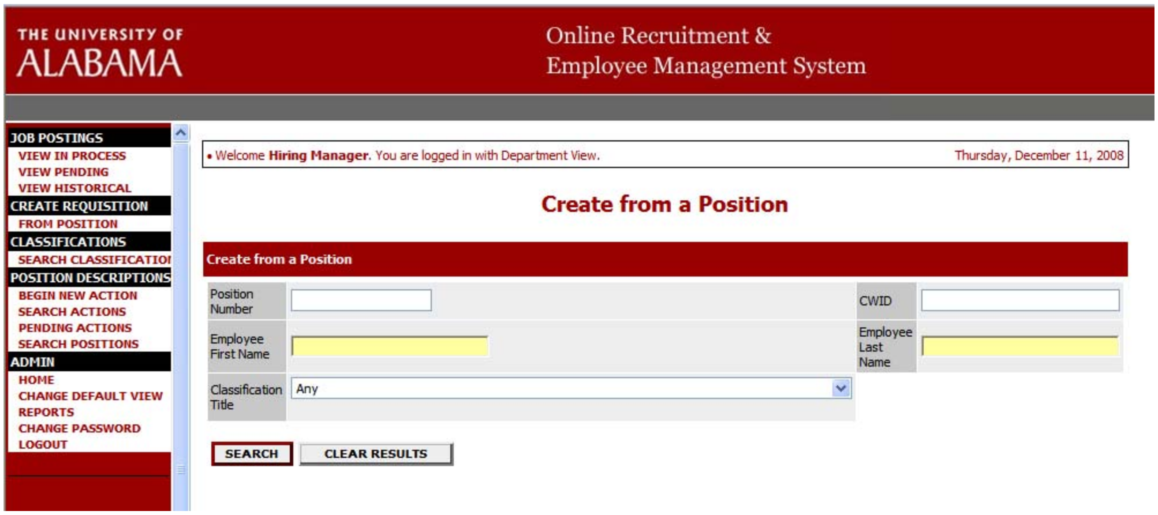
3 Records

CWID	Class Code	Classification Title	Position Number	Employee Last Name	Organization	Last Action	Date of Last Action
	U0155	Accounting Assistant View Summary	TRAIN2		Training - Training Site	New Position Description Approved View History	12-02-2008
	R0153	Office Associate II View Summary	TRAIN1		Training - Training Site	Modification Approved View History	12-02-2008
	XXXXX	Test Template View Summary	TRAIN3		Training - Training Site	Reclassification Approved View History	12-05-2008

You can view the position description by clicking "View Summary" or the history by clicking "View History".

CREATING A REQUISITION

To create a Requisition, click “From Position” under “Create Requisition” located on the left hand side menu. After clicking this link, you should see a screen similar to the one shown below:



You may use any field to search for a position description within your assigned organizational number(s) and click “Search”. It is recommended to ONLY search by one criterion in order to be successful in your search. To review ALL positions descriptions do not select a search criterion.

You may view the position description before creating a requisition by clicking on “View Summary” located under the classification title or you may begin the requisition process by clicking “Create.

Create from a Position

From Position

In order to create a requisition for recruitment, a current Position Description (PD) must be available in the system. Use this screen to search for the PD that will be used to create the requisition. If no PD exists, it must be set up by selecting Begin New Action under the Position Description section on the left. Once all approvals are received on the PD, a recruitment requisition can be entered. If you need assistance, you may contact your HR Partner or Human Resources at 348-8213.

1 Record

Classification Title	Position Class Code	Position Number	CWID	Employee First Name	Employee Last Name	Last Action	Date Approved
Office Associate II Create || View Summary	R0153	TRAIN1				Modification Approved	12-02-2008

In order for you to create a requisition there must be an approved position description for that position in the online position description module. It is VERY IMPORTANT that you create a requisition from the correct position description. Please verify the position number before proceeding. If you have any questions please contact the Compensation and Classification Specialist or the Recruiting Department.

Posting Details

After clicking on the position description you want to use, you should see a screen similar to the one shown below:

When you first enter this screen, you will be in the "Posting Details" tab. Several fields on this screen are replicated from the position description. You will not be able to edit this information.

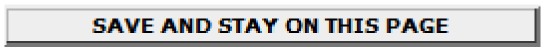
If there is inaccurate information on the posting details screen please cancel out of creating the requisition and submit a modified position description to HR. After the modified position description has been approved by HR you will then be able to create a requisition for posting.

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. In order to continue processing the requisition the required information will need to be completed.

2. VERY IMPORTANT: A requisition is <u>Not Saved</u> until after you have completed the final step of the process, clicking "Confirm" on the final summary page. If you log out or click

on another link before completing these steps, none of the information you have edited will be saved. It is recommended that you click “Save and Stay on This Page” on each tab in order to save your information.



3. There are certain fields throughout the posting details that require specific formatting (i.e. FOAP, email addresses, phone numbers, etc.). If the system identifies a formatting error you will receive an error message and will not be able to continue. In order to continue completing the posting details the formatting error will need to be corrected.

4. You may copy and paste from another document; however, the formatting may be affected due to the transfer of information. Before continuing to the next tab be sure to check that your formatting is correct.

TIP: Certain fields you enter on the position description will appear on the applicant site exactly as you enter them when recruiting for a vacancy, so please proofread your information carefully and check your formatting.

Posting Details Section Information

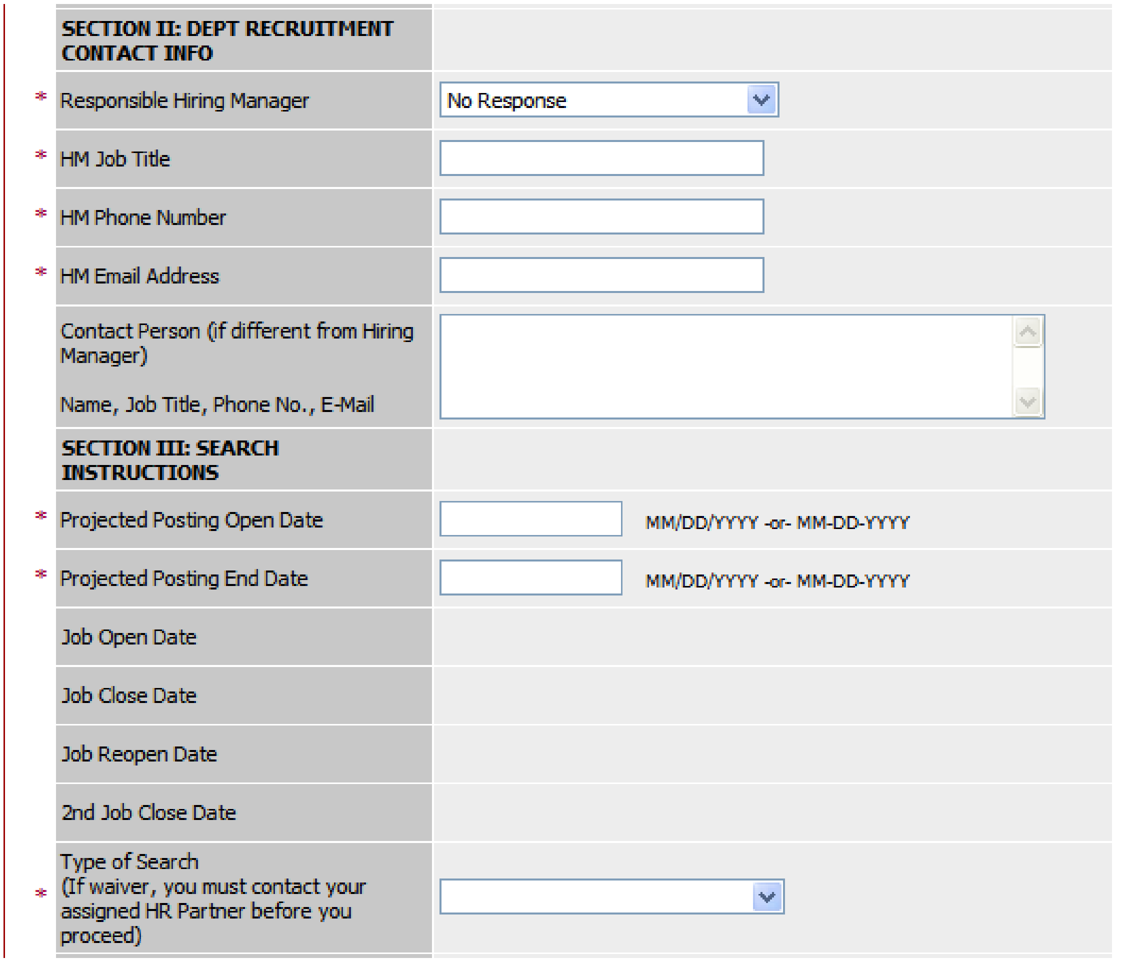
Section I: Job Information

The majority of the information in this section will be pulled from the approved position description; however, there are still several fields which are required and need to be completed before proceeding to the next section. If you have any questions regarding any of the fields within this section please contact the Recruiting Department.

	Requisition Number	
	SECTION I: JOB INFORMATION	
	Classification Title	Library Assistant
	Position Title 2	
	Search Scope	
	This requisition was created from a	Position Description
*	Position is	
	HR Partner/Assistant	Not Selected
	Position Class Code	I0153
	EEO Code	50 - Clerical or Secretarial
	SOC Code	
	Pay Grade/Pay Range	53 Hourly (non-exempt) - Minimum - $ 8.87 Midpoint - $ 11.08
	Hiring Rate	
	FLSA Code	Non-Exempt (Hourly)
	Job Category	Office and Clerical

Section II: Department Recruitment Contact Info

The information contained within this section is the contact information for the individual either creating the requisition or the appropriate Hiring Manager. In addition, if there is another contact name additional space has been provided.



	SECTION II: DEPT RECRUITMENT CONTACT INFO	
*	Responsible Hiring Manager	No Response
*	HM Job Title	
*	HM Phone Number	
*	HM Email Address	
	Contact Person (if different from Hiring Manager) Name, Job Title, Phone No., E-Mail	
	SECTION III: SEARCH INSTRUCTIONS	
*	Projected Posting Open Date	MM/DD/YYYY -or- MM-DD-YYYY
*	Projected Posting End Date	MM/DD/YYYY -or- MM-DD-YYYY
	Job Open Date	
	Job Close Date	
	Job Reopen Date	
	2nd Job Close Date	
*	Type of Search (If waiver, you must contact your assigned HR Partner before you proceed)	

Section III: Search Instructions

The information contained within this section indicates when you want your posting to open and close, the type of search you will be conducting, any comments to applicants and special instructions to HR.

	SECTION III: SEARCH INSTRUCTIONS	
*	Projected Posting Open Date	[ ] MM/DD/YYYY -or- MM-DD-YYYY
*	Projected Posting End Date	[ ] MM/DD/YYYY -or- MM-DD-YYYY
	Job Open Date	
	Job Close Date	
	Job Reopen Date	
	2nd Job Close Date	
*	Type of Search (If waiver, you must contact your assigned HR Partner before you proceed)	[ ]
	Type of Waiver	[ ]
	Justification for Waiver	[ ]
	Attached Documents (Applicants will NOT be given the option to attach documents if the appropriate box is not checked)	☐ Resume ☐ Cover Letter ☐ References ☐ Other

Note: Guidelines regarding advertising and posting requirements and general hiring practices can be located on HR's website at http://hr.ua.edu under Manager Resources. If you have any additional questions please contact the Recruiting Department or your HR Partner.

Section IV: Search Plan

The information contained within this section indicates what your search plan will be for this position. The type information needed for this section includes whether or not you will post the recruitment outside of UA's website, where and when the posting will be placed, and a copy of the employment ad.

If a search committee will be formed, information regarding the members of the committee should be included.

SECTION IV: SEARCH PLAN (This section is required for all exempt job recruitments to reach a diverse applicant pool but must be completed if an ad is run for a non-exempt job recruitment)	
* Job Announcements placed outside of UA Website	
If yes, please list below all means of advertisements or job announcements to include dates run:	
National professional journals/newspapers (include date(s) the ad will be run in each publication)	
Regional professional journals/newspapers (include date(s) the ad will be run in each publication)	
Local newspapers, newsletters (include date(s) the ad will be run in each publication) For assistance with ad placement go to www.hrads.ua.edu.	
Websites/List Serves (include the date posted on each web site or list serve)	
Other	

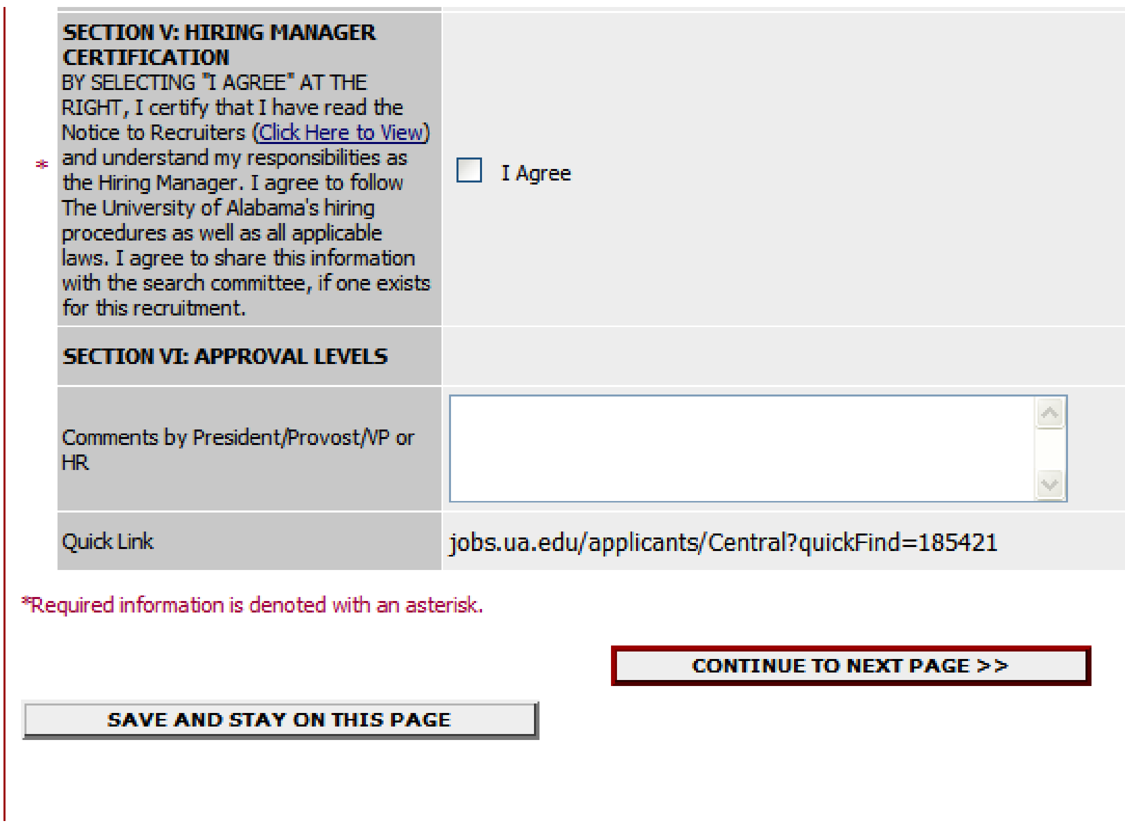
Note: Guidelines on advertising and posting requirements, advertising resources, general hiring practices, guidelines for search committees can be located on HR's website at http://hr.ua.edu under Manager Resources. If you have any additional questions please contact the Recruiting Department or your HR Partner.

You can find additional information and resources regarding conducting effective searches, listing of affirmative action coordinators, recruitment resources/tools/guidance and other items on the website of the Office of Equal Opportunity Programs at http://eop.ua.edu.


Office of Equal Opportunity Programs at The University of Alabama - Windows Internet Explorer
http://eop.ua.edu/
THE UNIVERSITY OF ALABAMA
OFFICE OF EQUAL OPPORTUNITY PROGRAMS
Mission & Objectives
Equal Opportunity Laws
University Policies
Harassment
Disability/Accommodations
Vietnam-Era & Disabled Veterans
Recruitment
Training Resources
UA Employment Opportunities
UA Home
The Office of Equal Opportunity Programs supports the University's efforts to foster a diverse student body and workforce. The Office works with University Administration, departments, and committees to ensure that University policies and programs comply with applicable nondiscrimination requirements. The University Compliance Officer serves as the Campus Coordinator for Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.
Equal Opportunity Programs
171 Rose Administration Building • Box 870300
Tuscaloosa, AL 35487-0300
Phone: (205) 348-5855 • TDD: (205) 348-5573 • Fax: (205) 348-7153
Gwendolyn D. Hood
Director & University Compliance Officer
Email: ghood@aalan.ua.edu
Linda H. Lee
Equal Opportunity Specialist
Email: llee@aalan.ua.edu
Trusted sites
100%

Section V: Hiring Manager Certification

This section is certifying that the information contained within the requisition is accurate and that the hiring manager has read the Notice to Recruiters and agrees to follow The University of Alabama's hiring procedures as well as all applicable laws.



* **SECTION V: HIRING MANAGER CERTIFICATION** BY SELECTING "I AGREE" AT THE RIGHT, I certify that I have read the Notice to Recruiters (Click Here to View) and understand my responsibilities as the Hiring Manager. I agree to follow The University of Alabama's hiring procedures as well as all applicable laws. I agree to share this information with the search committee, if one exists for this recruitment.	☐ I Agree
SECTION VI: APPROVAL LEVELS	
Comments by President/Provost/VP or HR	
Quick Link	jobs.ua.edu/applicants/Central?quickFind=185421

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

If a search committee has been formed, a copy of the Notice to Recruiters should be given to each committee member for review and they should review the PowerPoint presentation for "Conducting Effective Searches" located on the Office of Equal Opportunity Programs website at http://eop.ua.edu.

Note: It is recommended to click "Save and Stay on this Page" before continuing to the next tab in order to save your requisition for completion at a later date or to send for approval.

Notice to Recruiters

NOTICE TO HIRING MANAGERS, SEARCH/SCREENING COMMITTEES, INTERVIEWERS AND SUPERVISORS

Persons involved in recruiting and selecting job applicants have critical responsibilities in fulfilling the University's commitment to equal opportunity and affirmative action. This commitment requires certain actions and restraints on your part.

This information sheet highlights some of the important requirements, specific restrictions and frequent problems encountered in the hiring process for faculty and staff positions. Additional information and guidelines regarding recruitment and selection procedures are available from your division's Affirmative Action Coordinator, from the Office for Academic Affairs, or from the Department of Human Resources.

Generally, know that the University is subject to Tide VII of the Civil Rights Act of 1964, barring employment discrimination based on race, color, religion, sex and national origin; the Age Discrimination in Employment Act of 1967, barring discrimination against persons 40 years of age or older; the Rehabilitation Act of 1973 and the Americans with Disabilities Act barring discrimination against qualified persons with disabilities; the Vietnam Era Veterans Readjustment Assistance Act of 1974, barring discrimination against special disabled veterans and/or Vietnam-Era veterans; the Pregnancy Discrimination Act of 1978, barring discrimination against pregnant applicants and employees; the Equal Pay Act, barring wage differentials based on gender, and the Immigration Reform and Control Act of 1986, barring employment of aliens without authorization to work while prohibiting discrimination against individuals (other than unauthorized aliens) on the basis of national origin or citizenship. In addition, as a federal contractor, the University is required to take affirmative action to recruit and employ qualified women, minority persons, individuals with disabilities and special disabled veterans and veterans of the Vietnam Era.

SPECIFIC CONSIDERATIONS

- Give early and careful thought to the duties and qualifications in the job description. These must be meaningful (specific), job-related, reasonable and nondiscriminatory. Revisions after the job has been announced may require the recruitment to be voided, re-opened or otherwise modified.
- Begin documentation early and keep all records (advertisement, applications, supporting materials, interview notes, score sheets and all related correspondence).
- Complete and submit recruitment plans in a timely manner. In addition to the lead-time for publication of vacancy notices, the open period for receipt of applications, and adequate time for screening, interviewing and evaluating candidates, also allow time for necessary reviews and approval steps.
- Waivers of normal posting and recruiting procedures must be approved in advance.
- Recruitments must evidence good faith efforts to attract women and minority applicants. A specific recruitment plan must be developed and approved at the outset of the search process.
- Budgetary constraints do not lessen the obligation to engage in reasonable affirmative action efforts to identify and consider qualified women and minority applicants. If necessary, departments should seek assistance with recruitment costs and/or explore avenues of cost-sharing with other departments.
- All job announcements must include reference to the University as an "**equal-opportunity educational institution/employer**". Use gender-neutral language in describing the position.
- Take applications at face value. Applications should not be screened out based on speculations about individuals' interest (e.g., that the salary level would be unacceptable or that seemingly overqualified persons would be discontented in the job), or about their willingness to relocate.
- Seek clarification, if such is critical to a candidate's considerations (e.g., about interruptions in work histories, specific skills or past duties or reasons for leaving previous employment).
- Any placement goals (female or minority) currently assigned to the department, or to the unit of which the department is a part, should be considered in evaluating the composition of the applicant pool, determining number of interviews, and choosing among equally well-qualified candidates.
- Candidates selected for interview and employment must meet the stated qualifications for the position.
- Interview and evaluate candidates on the basis of job-related criteria only.
- Interviews should be as structured and consistent in format as possible to assure that candidates are evaluated on the same criteria.
- In interviewing, ask the question, not the stereotype. If it is relevant to know whether a candidate can meet specific work schedules, can travel, has relevant military experience, is capable or has experience performing specific job tasks, is bondable, or is able to submit proof of U.S. citizenship or authorization to work in the U.S., this is the question to be asked, rather than inquiring about religion, marital/parental status, military discharge, disabilities, conviction records or nationality. Further, the question(s) must be asked of all candidates, not just individuals of one sex, race, age group, etc.
- Inquires which are designed, or are likely, to elicit information about race, color, religion, sex, national origin, age, disability and marital/parental status must be conscientiously avoided unless based on a clear, bona fide job qualification.
- Do not refuse accommodation to disabilities or religious practices without consultation and approval by appropriate University officials.
- (For Staff Positions) Do not administer any test (written or task) or require any medical examination without prior coordination with the Department of Human Resources.
- No official offer of employment may be made before the finalist recommendation has been fully approved (normally by the appropriate Vice President).
- All unsuccessful applicants should be notified when the position has been filled (offered and accepted).

Nothing in this notice, the University's employment procedures, or the law requires you to select any person who is unqualified. Rather, the intent of all these sources is just the opposite: that every qualified person receives full and fair consideration.

AMERICANS WITH DISABILITIES ACT OF 1990

The American with Disabilities Act (ADA) prohibits employment discrimination against qualified individuals with disabilities. The ADA prohibits the use of qualification standards, employment tests, or other selection criteria that tend to screen out individuals with disabilities unless the standards are job-related, and it requires reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability.

A "qualified individual with a disability" is an individual with a disability who can perform the essential functions of the job in question with or without reasonable accommodation.

Reasonable accommodation is any change or adjustment to a job or work environment that does not impose undue hardship on the employer and permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those available to other employees (e.g., restructuring job tasks and modifying equipment, work schedules, employment examinations, training materials or policies).

INTERVIEWING UNDER THE ADA

The ADA has established guidelines as to what type of inquiries may be made at the pre-employment stage of the interview process. The following is a list of pre-employment inquiries/actions that are prohibited by the ADA, followed by a list of permissible inquiries/actions.

IMPERMISSIBLE Inquiries/Actions:

1. Asking whether an applicant has a disability.
2. Inquiring about an applicant's worker's compensation history or whether the applicant has ever filed a worker's compensation claim.
3. Using an application form that makes inquiries into the medical history of a job applicant.
4. If a disability is visible, asking questions that "spotlight" the disability (e.g., the nature, prognosis, severity, cause or treatment of the disability).
5. Asking an applicant or employee how often the individual will require leave for medical or related reasons.
6. Requiring an applicant to take a pre-employment medical examination.
7. Administering a pre-employment test to an applicant with a disability in such a manner that it requires the use of the applicant's impaired skills, unless the skills used in the test are necessary to perform the essential functions of the job.
8. Refusing to hire an applicant with a disability because the applicant's disability prevents performance of the marginal or peripheral functions of the job being sought.
9. Refusing to hire an applicant because of the applicant's relationship with another individual with a disability (e.g., refusing to hire an individual with a child or spouse with a disability based on the speculative belief that he/she will have to be absent to care for the child/spouse).

PERMISSIBLE Inquiries/Actions:

1. Asking an applicant about his/her ability to perform each function of the job.
2. If the applicant has a known disability (apparent or identified by the applicant) that could interfere with the performance of a job-related function, an interviewer may ask the applicant to demonstrate or describe how he/she would perform the function with or without reasonable accommodation.
3. Once a disability that could interfere with performance of a job function (essential or marginal) has been identified, an interviewer can discuss with the applicant potential accommodations that would allow the applicant to perform the job function and what accommodations he/she prefers.
4. Seeking technical assistance (Department of Human Resources and other institutional offices, rehabilitation agencies or disability organizations) to determine and evaluate potential accommodations.
5. Condition an offer of employment on the results of a medical examination provided that all entering employees in the same category are subjected to such an examination.
6. Refusing to hire an applicant with a disability if the individual's performance on the job would pose a significant risk to him/herself or others.

Screening Questions and Points

Posting specific (screening) questions are questions that can be used to qualify or disqualify candidates, or rank applicants based upon a score. You may view the questions associated with the position by clicking on the tab titled “Req Level Questions”. You may also click on the tab titled “Points” to view whether or not a question is disqualifying or if points have been assigned in order to rank applicants.

Disqualifying questions are based on the required minimum qualifications and any additional department required minimum qualifications which were established at the time the position description is created and approved.

To rank applicants by objective criteria points may be assigned to non-disqualifying questions. HR assigns points to the closed-ended questions. Open-ended questions do not have points assigned to them; therefore, they will not appear on this screen.

Note: ONLY HR can make changes to these tabs.

After reviewing the tabs titled “Req Level Questions” and “Points” click “Continue to Next Page”.

If you have any changes or additions that need to be made please contact the Compensation and Classification Specialist or the Recruiting Department.

Create Requisition - Office Associate II

CANCEL | PREVIEW REQUISITION

Posting Details | **Req Level Questions** | Points | Guest User | Notes / History

Req Level Questions

To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below.

☐ **13225 - How did you learn about this job opportunity?**

ANSWER
No Response
Referred by a UA employee
UA J.O.B. site
A job notice sent to a University organization
Direct contact from department
Newspaper Advertisement
State Employment Office
Professional journal, newsletter, list-serve, or registry
A job notice sent to my college or university
Birmingham Employment.com
Web-based job posting board
Other

Is this question required? ◉ Required ○ Not Required

Posting Details | Req Level Questions | **Points** | Guest User | Notes / History

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Req Level Questions

1778 - Do you have a high school diploma or GED?

ANSWER	DISQUALIFYING
No	
Yes	
No Response	

13225 - How did you learn about this job opportunity?

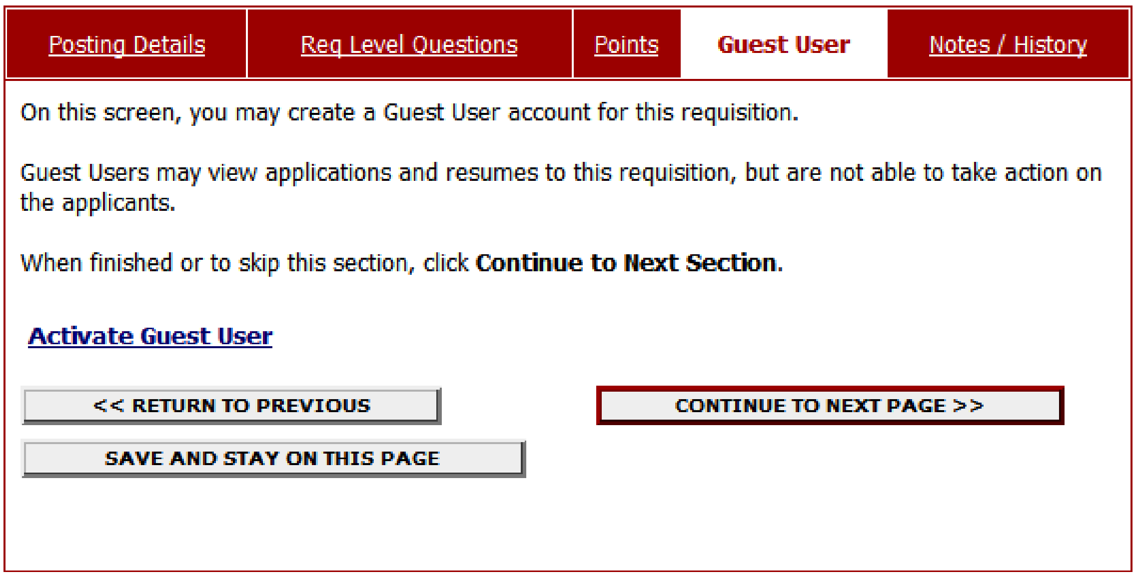
ANSWER	DISQUALIFYING
No Response	
Referred by a UA employee	
UA J.O.B. site	
A job notice sent to a University organization	
Direct contact from department	
Newspaper Advertisement	
State Employment Office	
Professional journal, newsletter, list-serve, or registry	
A job notice sent to my college or university	
Birmingham Employment.com	
Web-based job posting board	
Other	

Activating Guest Users

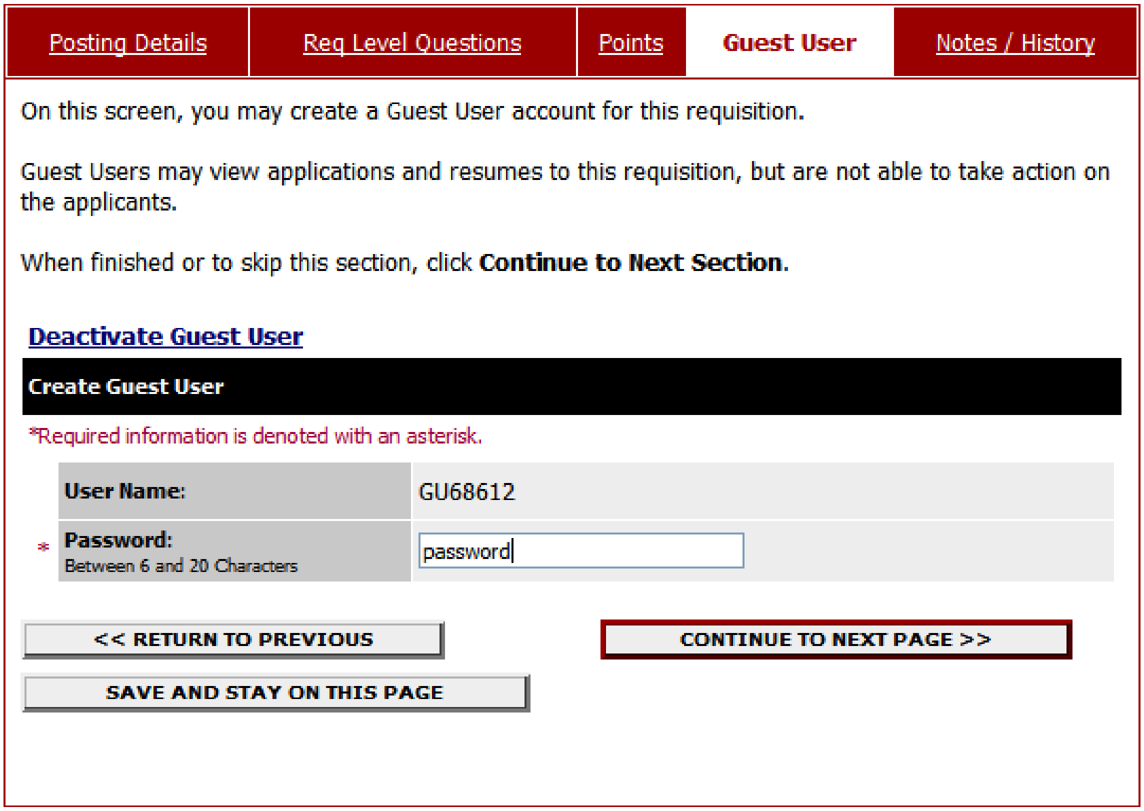
If your requisition involves a search committee, you may set up a special account that will be used by members of the committee so they can log in to the system and view the applicants who have applied to this requisition and any attached documents.

Guest users are only able to view the applicants and attached documents to the requisition(s) to which they are assigned, and are not permitted to take action on any of the applicants nor the requisition. When the requisition is filled, the guest user name and password are automatically deactivated.

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



After clicking “Activate Guest User”, you should see a screen similar to the one shown below:


Posting Details | Req Level Questions | Points | Guest User | Notes / History

On this screen, you may create a Guest User account for this requisition.

Guest Users may view applications and resumes to this requisition, but are not able to take action on the applicants.

When finished or to skip this section, click **Continue to Next Section**.

Deactivate Guest User

Create Guest User

*Required information is denoted with an asterisk.

User Name:	GU68612
* **Password:** Between 6 and 20 Characters	password

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

The system automatically assigns a user name for the requisition (which will be GU####). You will need to enter a password, which must be between 6 and 20 characters.

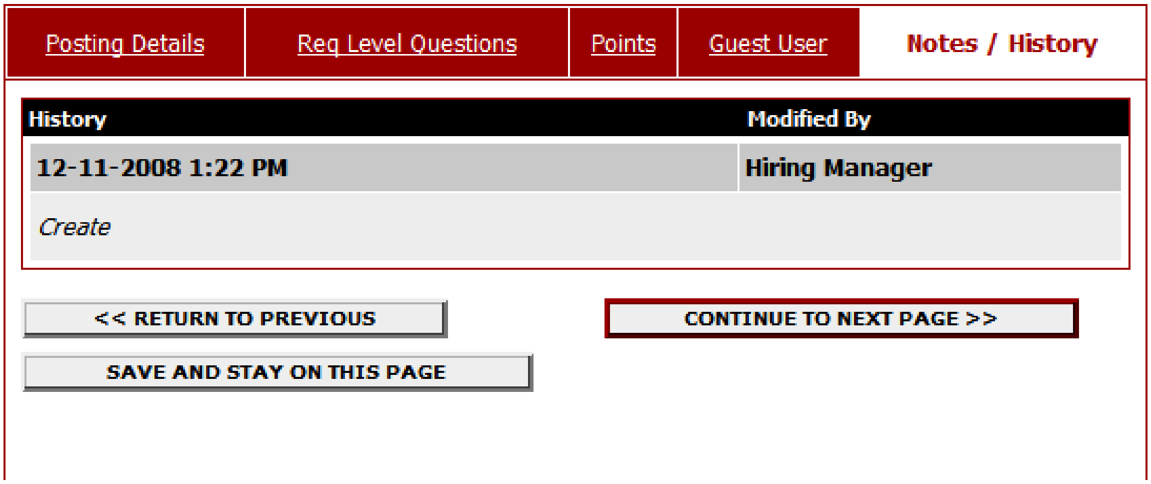
Please record this user name and password and notify the appropriate search committee members.

After entering a password for the guest user, click “Continue to Next Page” to go to the tab titled “Notes/History”.

Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your requisition for completion at a later date or to send for approval.

Notes and History

You may review the history of a requisition at any time by going to the tab titled “Notes/History”. This page contains the electronic signature of approvals for the posting. Each approver will electronically sign the posting when it is saved or moved forward in the approval process.

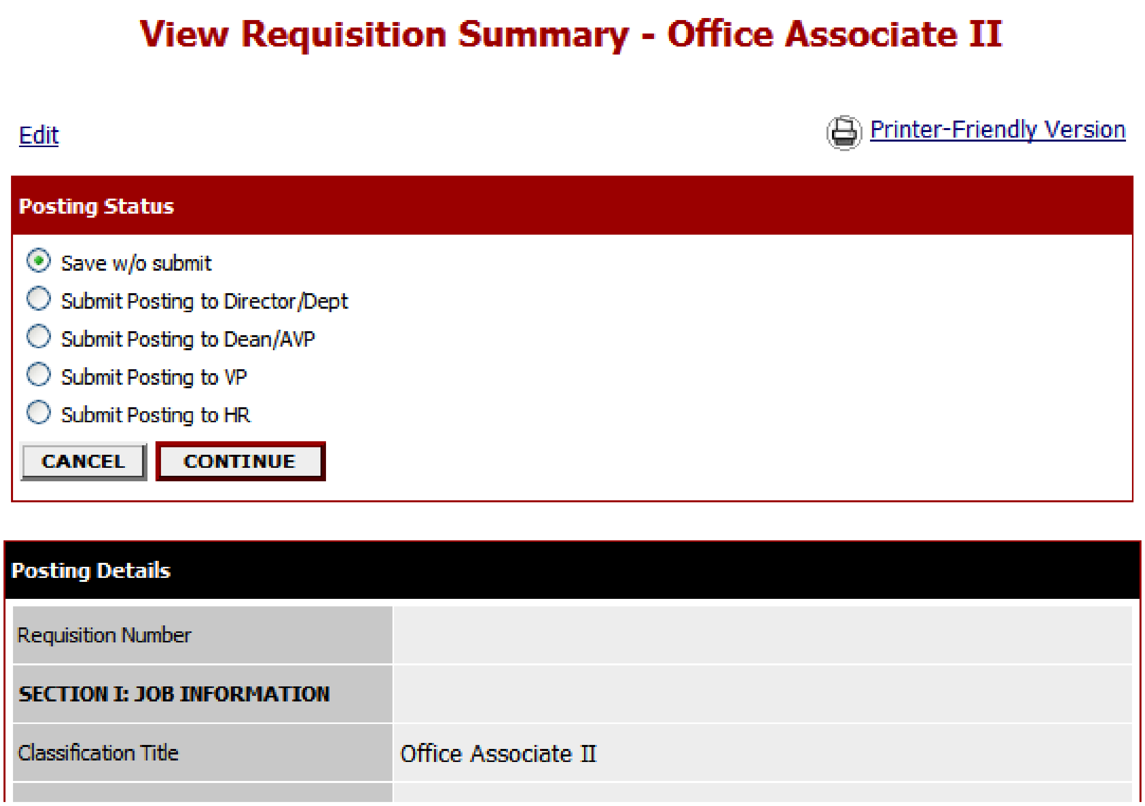


After reviewing the tab titled “Notes/History” click “Continue to Next Page” or “Preview Requisition” to continue to the final step.

Note: It is recommended to click “Save and Stay on this Page” before continuing to the next tab in order to save your requisition for completion at a later date or to send for approval.

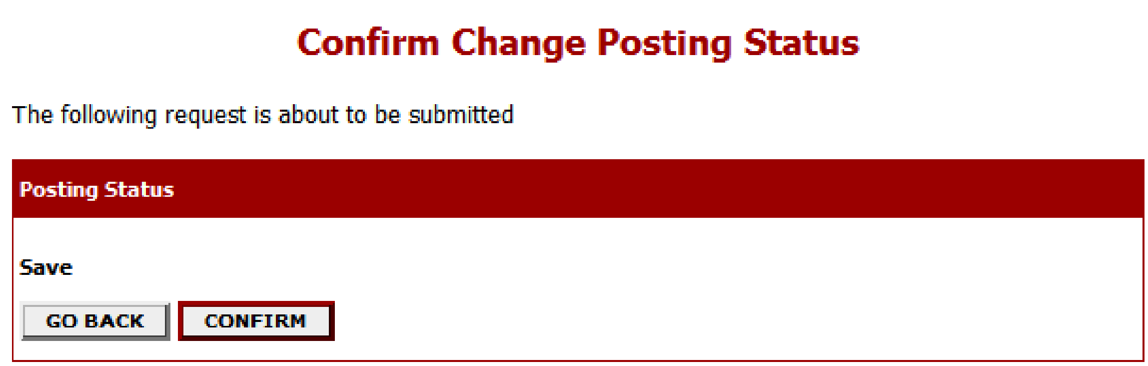
Submitting the Requisition

After clicking "Continue to Next Page**"** or "Preview Requisition" you should see a screen similar to the one shown below. Scroll down through this screen to review the information you entered.



The last step is to select the next approval level and click "Continue**"** either at the top or the bottom of this page.

Clicking "Continue" will take you to the following confirmation page:



The text describes the change that is to be taken, and asks you to confirm that is the action you want to take.

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

VIEWING REQUISITIONS

Underneath the Job Postings heading on the left hand side menu, you are presented with the options “View In Process”, “View Pending” or “View Historical” Requisitions.

JOB POSTINGS
VIEW IN PROCESS
VIEW PENDING
VIEW HISTORICAL

View In Process: Requisitions that are “In Process” are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

  Note: The system will automatically default to this screen when you log in to the online system.

View Pending: Requisitions that are “Pending” are either:

- waiting for approvals or final review by HR
- approved by HR but not open on the applicant site

View Historical: Requisitions that are “Historical” are:

- Filled and are no longer listed on the applicant website

To view the details of a specific requisition, including the description and the applicants to that requisition, click on “View” below the relevant title.

View In Process

Posting Status - The Posting Status column indicates the Current status of the requisition (in black) and, for requisitions that may require action, the next approval steps available for the requisition (links in blue). When approving a requisition send it to the NEXT approval status appropriate for the position and your department.

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

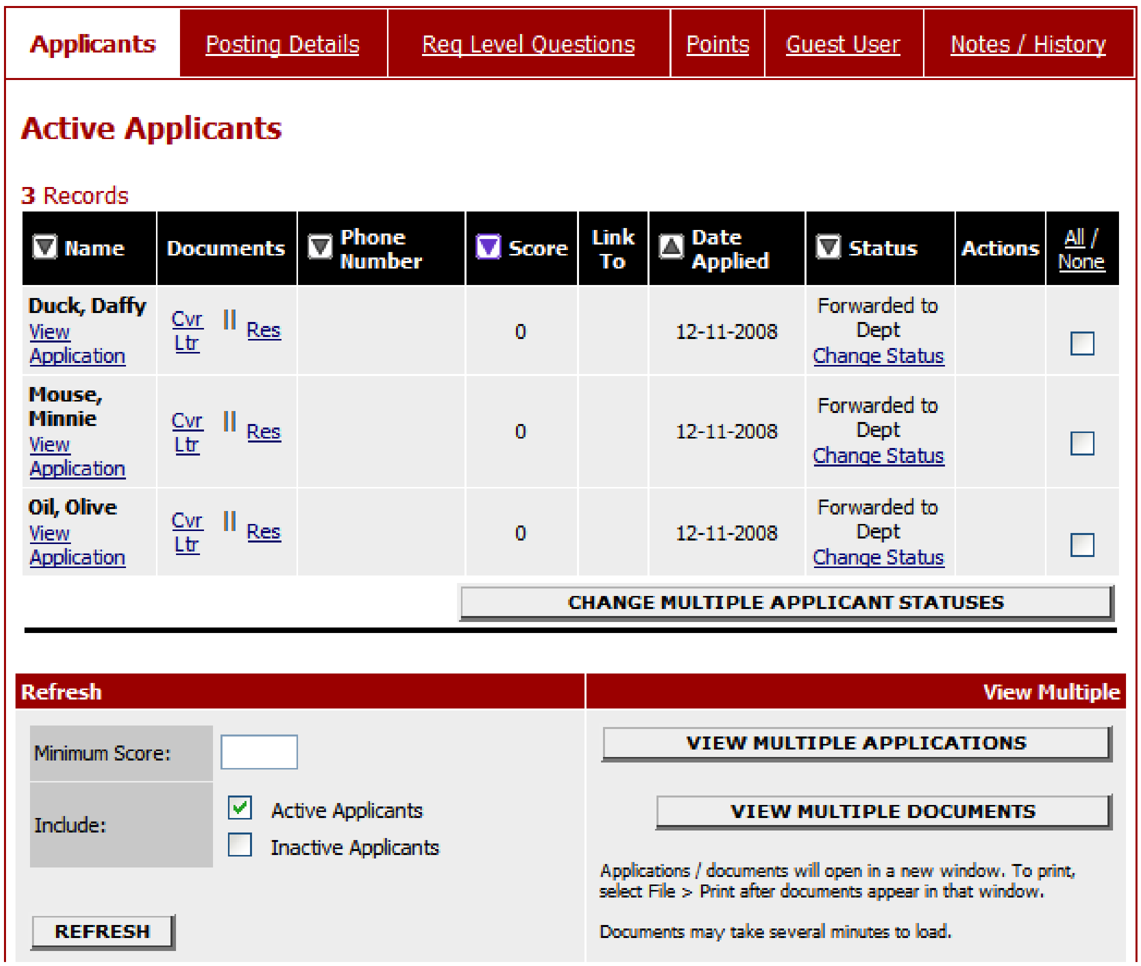
In Process

150 Records

Classification Title	Job Title 2	Req Nmbr	Posting Status	Resp Hiring Mgr	Original Open Date	Current Open Date	Job Close Date	Total Apps	College/ School/ Dept
Program Assistant View || View Summary		004269	Opened	Morgan, Jacqueline	02-06-2009	02-06-2009	02-17-2009	0	216141 - UNIVERSITY HONORS PROGRAM

VIEWING APPLICANTS

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. The 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.

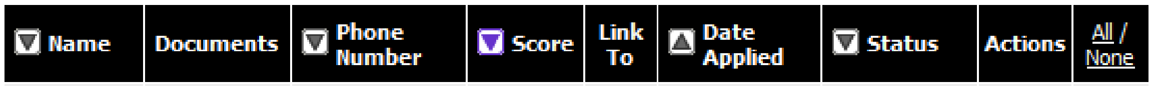


From the screen shown above you may perform a number of tasks, including:

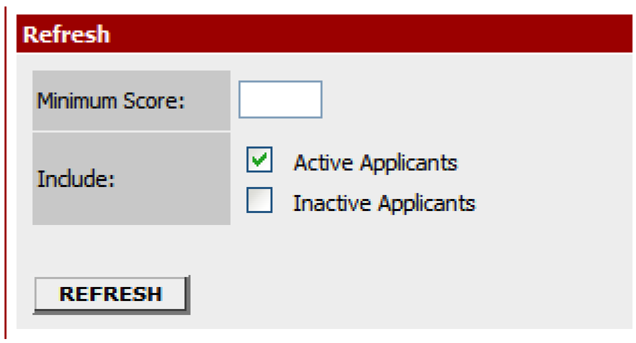
- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

Sorting & Filtering Applicants by Different Criteria

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

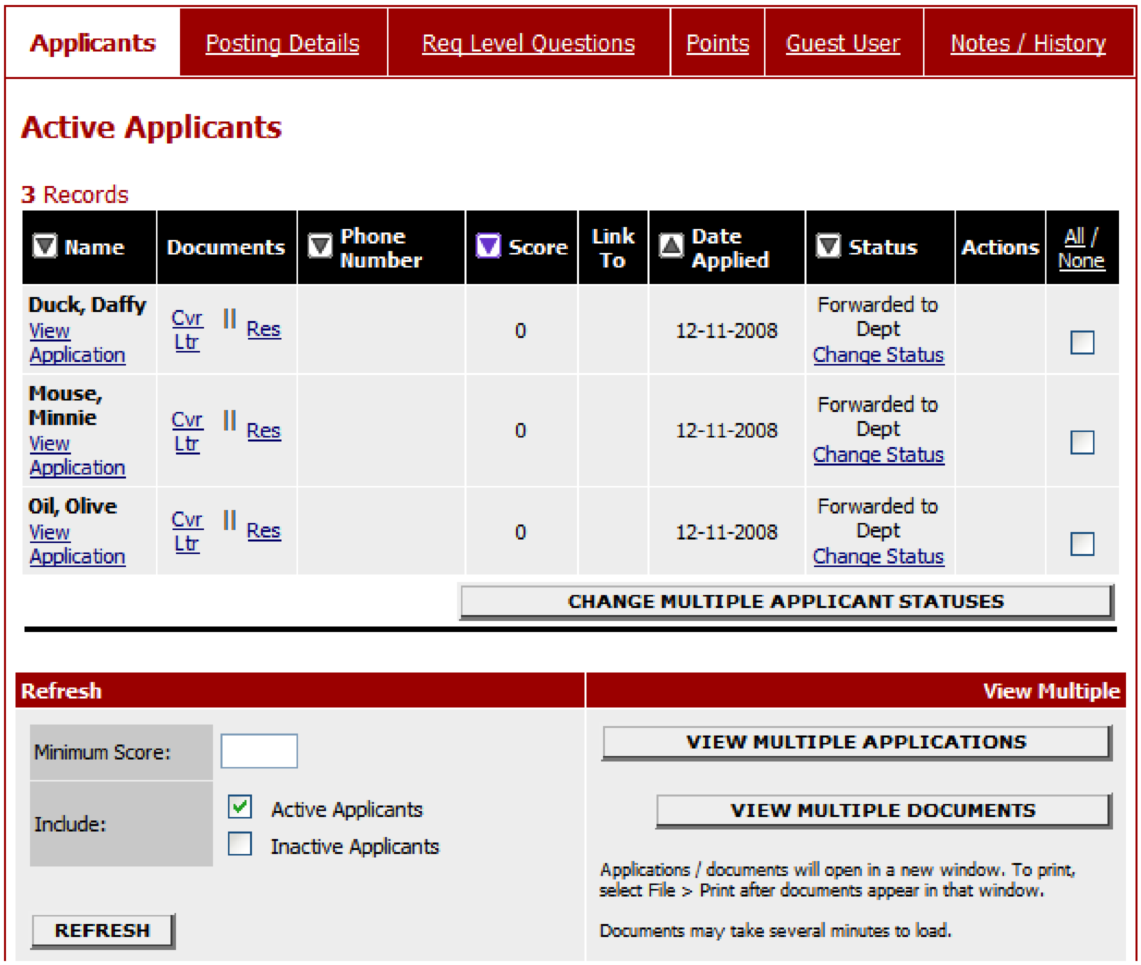


You may choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click “Refresh**”** to refresh the screen.



Viewing and Printing Applications

To view and print an application, click "View Application" under the applicant's name from the "Active Applicants" screen as shown below.



After clicking on this link, a screen similar to the one shown below will appear in a new browser window. It may take a few moments for the information to load into the new window.

Close Window

THE UNIVERSITY OF ALABAMA

Employment Application

Department of Human Resources
Employment Office
(205) 348-7732

Requisition Number: **004175**	Job Title: **Office Associate II**

Personal Information

Salutation **Mr.**	First Name: **Daffy**	Middle or Maiden Name:	Last Name: **Duck**	Suffix:
Address: **a**		City: **osa**	State: **AL**	Zip: **00000**
Contact Phone: **000-000-0000**	Home Phone:	Work Phone:	Email: **z@z.com**	
International Contact Information:				
Is your age 16 or over? **Yes**	How soon can you begin work? **r**	Are you legally eligible for employment in the United States? **Yes**		
Current driver's license number:		Current driver's license issuing state: **AL**		
Have you ever been employed by this Institution as a faculty member, a staff member or a student? **No**		If yes, please tell us when you were employed, your job title, and your department.		
Do you have any family members who are currently employed by The University of Alabama? **No**				
If Yes, relative's name:		If Yes, relative's position and department::		

Select File > Print from your browser's menu to print the application.

To close the window, click "Close Window", 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).

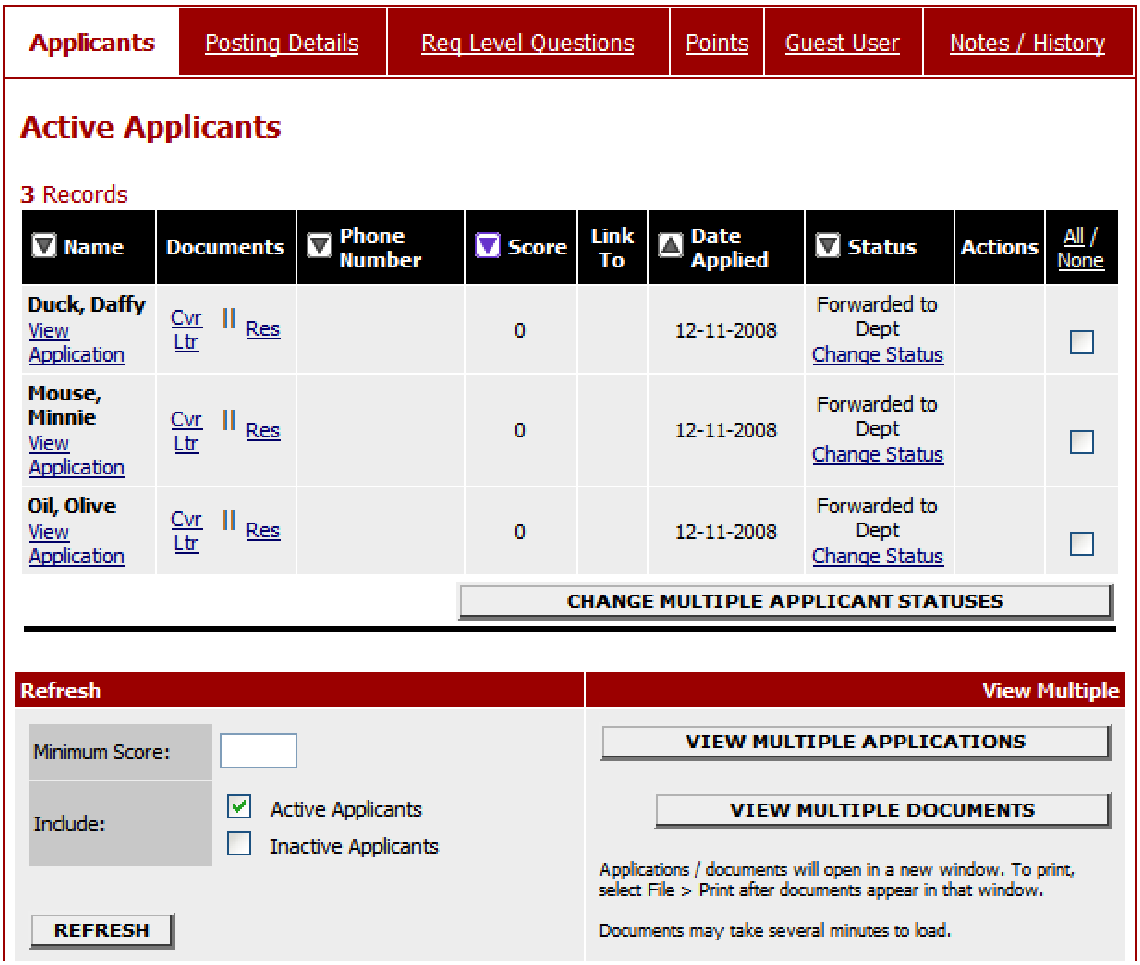
To view and print multiple applications at the same time, perform the following steps:

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

Viewing and Printing Documents

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

To view and print a document (such as a resume or cover letter) that the applicant attached click the link of the document (i.e. "Cvr Ltr", "Res", "Ref", "Other") under the column labeled "Documents" from the "Active Applicants" screen as shown below.



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 applicant 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 Posting" 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 "All/None"). These boxes are located on the right side of the page.
2. Click "View Multiple Documents**"**.

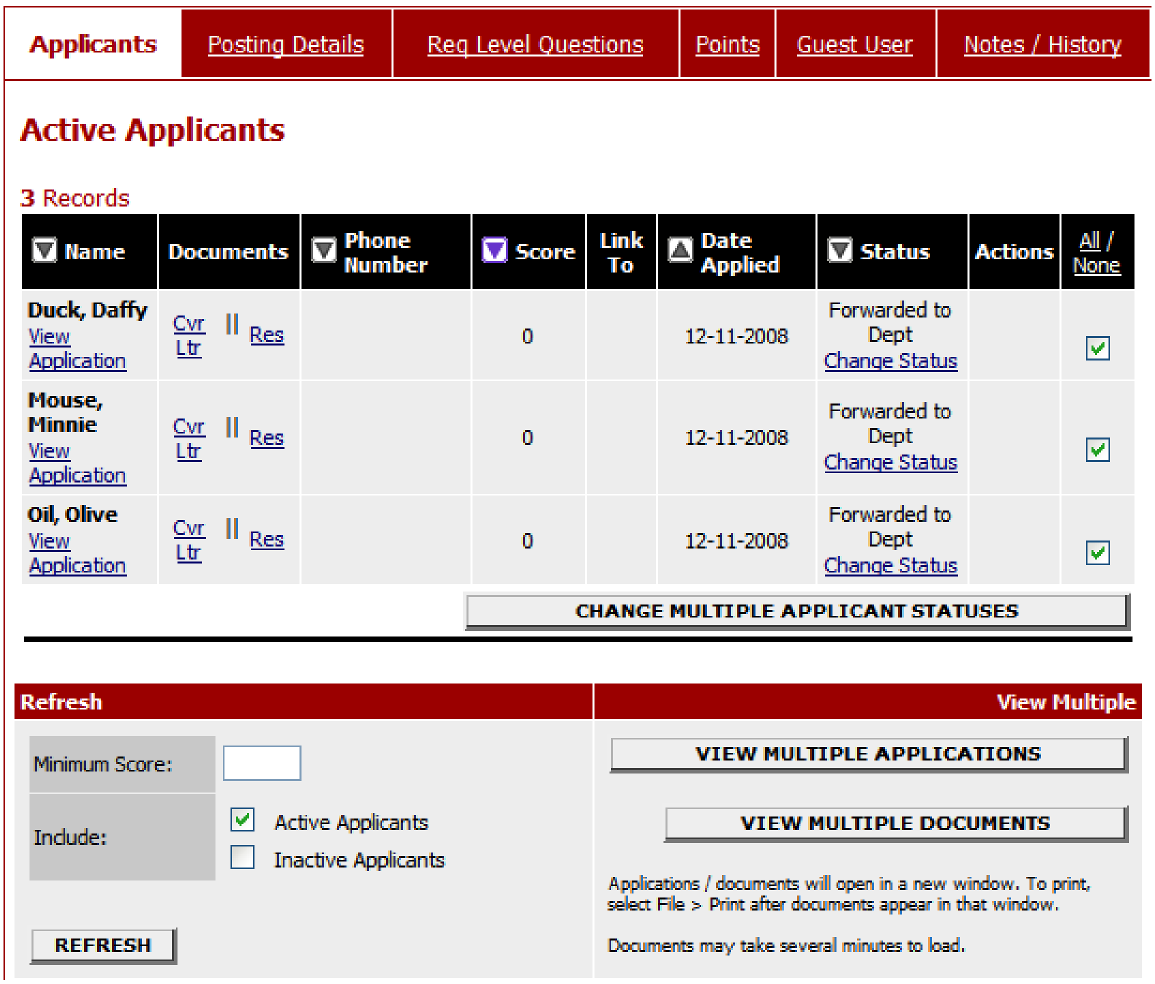
3. Select File > Print from the Adobe Acrobat menu.

Changing the Status of Applicants

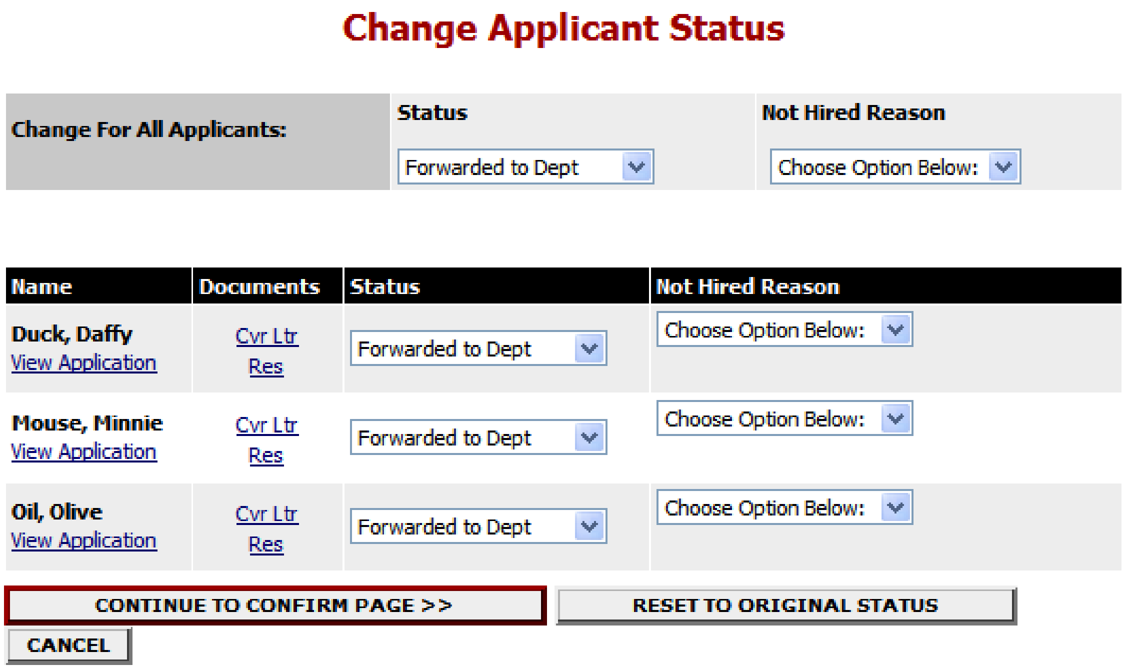
While in the active applicants display screen, you can change the status of applicants as you review their applications.

To change the status of one applicant, click “Change Status” under the status column in the row corresponding to the applicant (see screen shown below).

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 “All/None”), and then click “Change Multiple Applicant Statuses**”**.



After clicking “Change Multiple Applicant Statuses**”**, a screen similar to the one shown below will appear:



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

You may also change all selected applicants’ statuses at the same time, <u>to the same status</u>, 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. Click “Save Status Changes**”** to complete the action as shown in the screen below.

Change Applicant Status

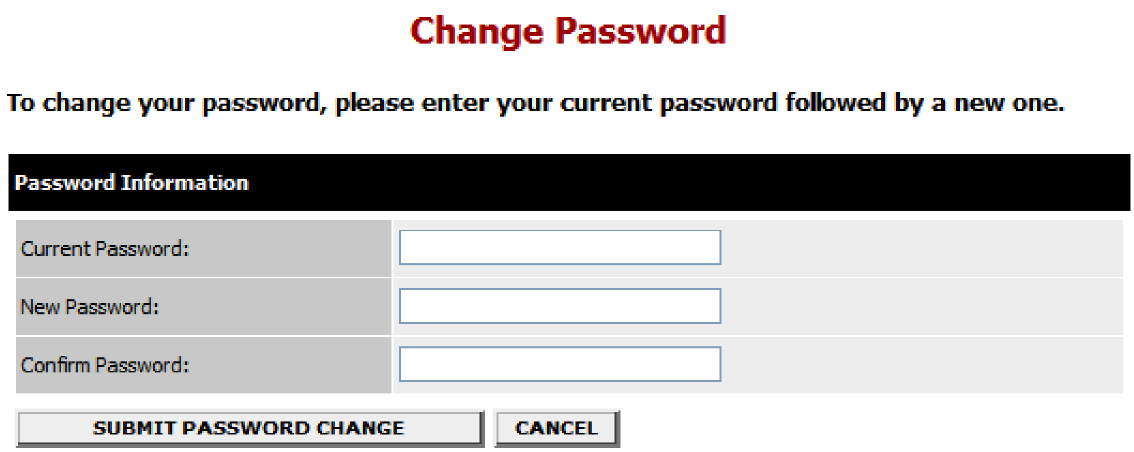
Name	Documents	Status	Not Hired Reason
Duck, Daffy View Application	Cvr Ltr Res	Forwarded to Dept	
Mouse, Minnie View Application	Cvr Ltr Res	Forwarded to Dept	
Oil, Olive View Application	Cvr Ltr Res	Forwarded to Dept	

SAVE STATUS CHANGES >> CANCEL

ADMINISTRATIVE FUNCTIONS

Changing Your Password

To change your password, click “Change Password” on the left hand side menu, and enter the required information. Click “Submit Password Change” and your request will be updated automatically.



Changing Your Default View

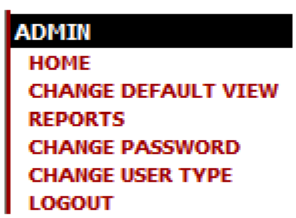
Be sure each time you log in, you are confirming your default view. There are two views:

User View
Department View

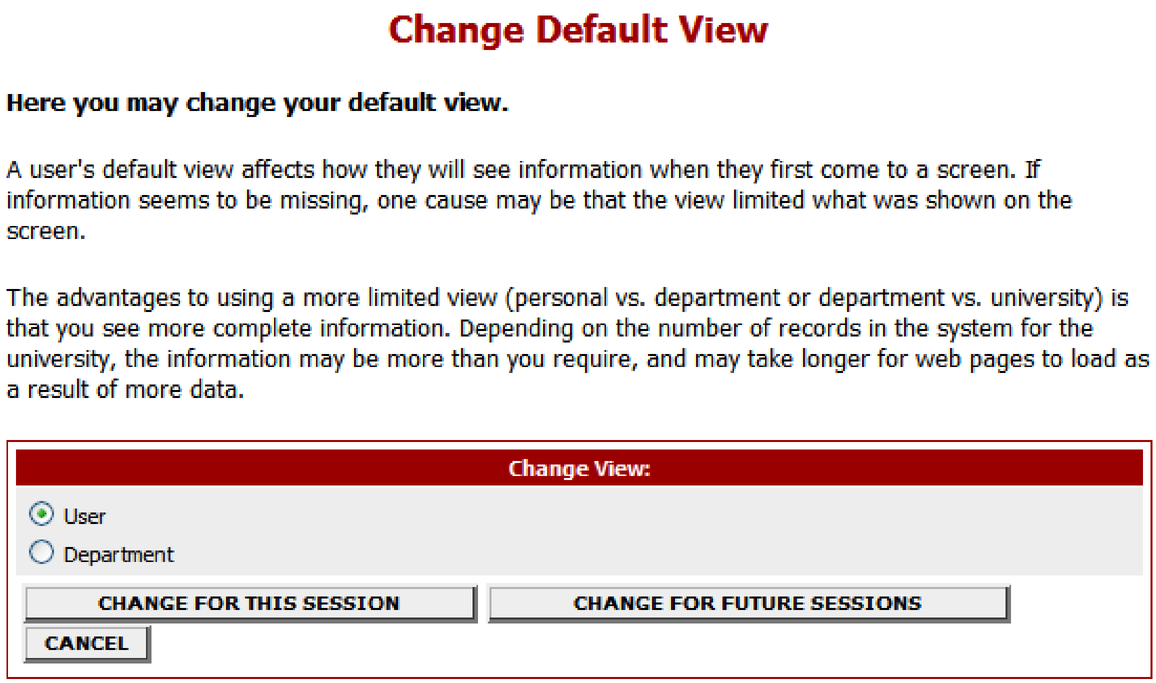
If you are logged in with User View, you may not be able to see all positions in your assigned organizational number(s). This view is limited to only display positions you are attached to as a Hiring Manager.

If you are logged in with Department View, you should see all positions within your assigned organizational number(s). To determine which view you are logged in with, look at the top of the screen and there will be a screen similar to the one shown below:

To change your default view click "Change Default View" located on the left hand side menu:



After clicking “Change Default View” a screen similar to the one shown below should appear:



After making your selection click “Change for this Session” or “Change for future Sessions”.

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.