

SEARCH CHAIR & ADMINISTRATIVE ASSISTANT'S USER'S GUIDE

Kenyon College
employment.kenyon.edu



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INTRODUCTION

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Welcome to the Kenyon College Online Employment Application System (<http://employment.kenyon.edu>). The Human Resources department has implemented this system in order to automate many paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit job postings to EEO, Division VP and HR
- View applicants to your job postings
- Record your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your job postings
- More detailed screening of applicants' qualifications – before they reach the interview stage

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

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Firefox 2.0 and above, Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

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

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate through 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.

Security of Applicant Data

To ensure the security of data provided by applicants, **the system will automatically log you out after 60 minutes of inactivity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and logout of the system. To log out, click on the logout link located on the bottom left side of your screen.

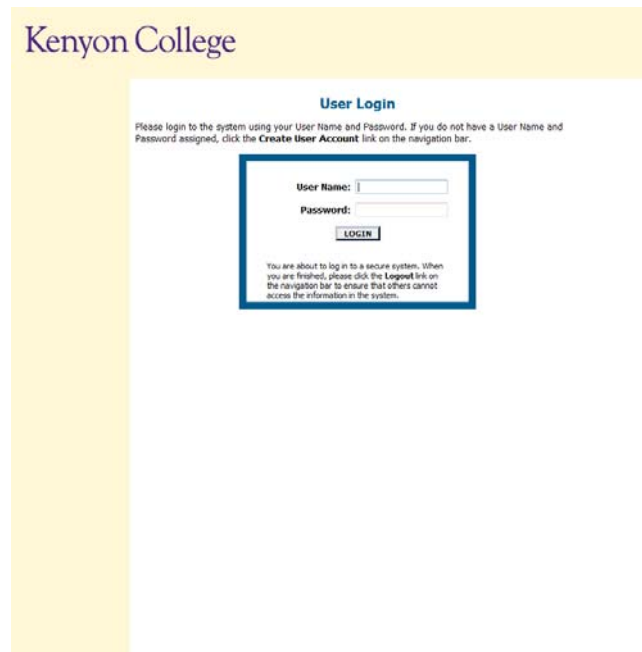
GETTING STARTED

.....

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

Enter **http://employment.kenyon.edu/hr** in your web browser.

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



CREATING A JOB POSTING

To create a job posting, begin by finding the label "Create Job Posting"

Click "From Template" (where several fields are predefined)

Entering Job posting Information

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

Kenyon College

Welcome **Jared Hoffman**. You are logged in as PeopleAdmin Test.
Your Current Group: Search Chair/Adm. Assistant. Tuesday, January 13, 2009

Create Posting - Basic Template

Job Postings
Active Postings
Pending Postings
Historical Postings
Create Posting
From Template
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

Reports
Posting Preview

Posting Details	Posting Specific Questions	Disqualifying / Points	Recruitment Plan	Search Committee Account	Comments	Reference Letters
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CONTINUE TO NEXT PAGE >>

To create a Posting, first complete the information on this screen, then click the **Continue to Next Page** button. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the **Continue to Next Page** button from the last section. Once a summary page appears, select the **Submit** button and then click the **Continue** button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.

Posting Number:	
POSITION INFORMATION	
* Job Title:	Basic Template
Position Number:	
FTE:	No Response
Federal Classification:	
Pay Rate:	
Position Type:	No Response
DEPARTMENT INFORMATION:	
* Department:	Not Assigned
	Not Selected Selected
	No Response Test, PeopleAdmin

Done

On this screen there are several tabs across the top. The first tab is the "Posting Details" tab.

A few notes about this screen:

1. Fields with an asterisk (*) are required. If you do not include information in one of the fields, an error message will appear reminding you that you are required to complete it before you continue.
2. **VERY IMPORTANT:** A Job posting is **Not Saved** until **After** you have completed the final step of the job posting process by clicking **Confirm** on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.
3. **EOE Statement:** The Equal Opportunity Employer statement automatically appears at the bottom of each page so you do **NOT** need to include it in the job ad on this page.

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

Adding Screening Questions

Posting specific questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.

The screenshot shows the Kenyon College PeopleAdmin interface. At the top left is the Kenyon College logo. A navigation menu on the left includes: Job Postings (Active Postings, Pending Postings, Historical Postings), Create Posting (From Template), and Admin (Home, Change User Type, Logout, Logout of Supervisor/Manager). The main content area is titled "Create Posting - Basic Template". At the top right of this area, it says "Welcome Jared Hoffman. You are logged in as PeopleAdmin Test. Your Current Group: Search Chair/Adm. Assistant." and "Tuesday, January 13, 2009". Below this is a "Reports" section with a "Posting Preview" link. A table of navigation tabs is visible: Posting Details, Posting Specific Questions (active), Disqualifying / Points, Recruitment Plan, Search Committee Account, Comments, and Reference Letters. The main content area contains the following text: "To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished." Below this text, it states "No Posting Specific Questions exist." and provides three buttons: "ADD A QUESTION", "<< RETURN TO PREVIOUS", and "CONTINUE TO NEXT PAGE >>". At the bottom of the main content area, there are two buttons: "CANCEL" and "PREVIEW POSTING". A status bar at the very bottom of the page shows "Done".

If you are not adding any Posting specific questions, click the **Continue to Next Page** button.

To add posting specific questions to this job posting, click on the **Add a Question** button. This button will return you to the following page:

The screenshot shows the Kenyon College website interface. On the left is a navigation menu with the following items: Job Postings (Active Postings, Pending Postings, Historical Postings), Create Posting (From Template), Admin (Home, Change User Type, Logout, Logout of Supervisor/Manager). The main content area is titled "Add a Question". At the top, there is a user notification: "Welcome Jared Hoffman. You are logged in as PeopleAdmin Test. Your Current Group: Search Chair/Adm. Assistant." and the date "Tuesday, January 13, 2009". Below this is a search section for existing questions. It has a heading "Search Existing Questions:" and a sub-heading "Search by Keyword:". There is a text input field, and below it are "SEARCH" and "CANCEL" buttons. At the bottom of the search section is a link "Create a Question".

The first step is to search existing questions. You can enter a keyword, which will search for previously created questions or leave the field blank to see all previously created questions. After you click the **Search** button, the system will return a list of all questions that have been previously created by Human Resources or Hiring Managers for other job postings. Select one of the questions from the list if it is appropriate for this job posting.

If you do not find an applicable sample question from the list, you may create a question from scratch. First, click on the **Create a Question** link at the bottom of the Search Results screen.

This screenshot shows the same "Add a Question" page, but with search results displayed. The search section is identical. Below it, the "Search Results" section shows "17 Records". A table is displayed with the following structure:

Question Text	View/Add
How did you find out about this employment opportunity?	View/Add
Other or additional information	View/Add

After clicking the **Create a Question** link, the following screen will appear:

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Job Postings
Active Postings
Pending Postings
Historical Postings
Create Posting
From Template
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

Welcome **Jared Hoffman**. You are logged in as PeopleAdmin Test.
Your Current Group: Search Chair/Adm. Assistant. Tuesday, January 13, 2009

Create a Question

Create Question Help

Question

Please enter question text:

Please select answer type:

Closed-Ended (e.g. Do you have experience working in an office environment?)
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers **Open-Ended Answers**

Display No Response As:
No Response

Open-Ended Answer Type: None
 Short Text (Text < 50 characters)
 Long Text (Text > 50 characters)
 Phone
 Date

Possible Responses (up to 7):

1.
2.
3.
4.
5.
6.
7.

SUBMIT QUESTION CANCEL

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

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

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

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer.

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

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

1. Yes
2. No

Adding Open Ended Questions

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

For example: ***Describe any work experience relevant to this position.***

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

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

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

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

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

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

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

Assigning Points

In order to assist you in ranking the candidates to your job posting by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Open-ended questions are not allowed to have points assigned to them and they will not appear on this screen.

If you did not enter any Posting Specific Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the **Continue to Next Page** button.

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: "Do you have experience working in an office environment?"

NOTE: You may also see questions that were added to this job posting as part of the template. These questions are displayed on this screen for informational purposes, and you may not designate them as disqualifying or assign them points.

To disqualify a candidate based on a particular answer, click the corresponding box under the word "DISQUALIFYING". In the above example, when a candidate answers "No" to this question, the system would disqualify them for further consideration for this job posting. The candidate would receive the "Fail Message" for this position and be classified as "Inactive".

To specify how many points the applicant should receive for each response, enter a number in the “SCORE” column. For example, an applicant answering “Yes” to a question would receive 20 points.

To have the system calculate the total points an applicant could receive for all the questions, which is useful if you have several questions to which you are assigning points, click the **Recalculate** button.

Clicking the **Reset** button resets all the Job Specific Question point values to 0.

When all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Page** button.

Recruitment Plan

The Recruitment Plan tab is the replacement of the old Hiring Report 1. The information entered here is required and will be reviewed by the Office of Equal Opportunity.

Links at the bottom of the form allow you submit supplementary information (e.g. sample letters) via email.

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<ul style="list-style-type: none"> Job Postings Active Postings Pending Postings Historical Postings Create Posting From Template Admin Home Change User Type Logout Logout of Supervisor/Manager 	<p>• Welcome Jared Hoffman. You are logged in as PeopleAdmin Test. Your Current Group: Search Chair/Adm. Assistant.</p> <p style="text-align: right;">Tuesday, January 13, 2009</p>										
<h3 style="margin: 0;">Create Posting - Basic Template</h3>											
<table border="1" style="border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px;">Reports</td> </tr> <tr> <td style="background-color: #e0e0e0; padding: 5px;">Posting Preview</td> </tr> </table>		Reports	Posting Preview								
Reports											
Posting Preview											
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px;">Posting Details</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Posting Specific Questions</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Disqualifying / Points</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Recruitment Plan</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Search Committee Account</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Comments</td> <td style="background-color: #0056b3; color: white; padding: 5px;">Reference Letters</td> </tr> </table>		Posting Details	Posting Specific Questions	Disqualifying / Points	Recruitment Plan	Search Committee Account	Comments	Reference Letters			
Posting Details	Posting Specific Questions	Disqualifying / Points	Recruitment Plan	Search Committee Account	Comments	Reference Letters					
<p> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </p> <p style="color: red; font-size: small;">*Required information is denoted with an asterisk.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">List the members of the search committee, indicating the chair and any outside members</td> <td style="width: 70%; height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">Administrative Assistant, if applicable:</td> <td style="width: 70%; height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">List the publications in which the announcement will be placed. Indicate whether the ad will be in print or online and how long it will appear:</td> <td style="width: 70%; height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">List any email listservs that will be used to advertise the position:</td> <td style="width: 70%; height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">List the names and titles of individuals who will be contacted directly by</td> <td style="width: 70%; height: 40px;"></td> </tr> </table>		List the members of the search committee, indicating the chair and any outside members		Administrative Assistant, if applicable:		List the publications in which the announcement will be placed. Indicate whether the ad will be in print or online and how long it will appear:		List any email listservs that will be used to advertise the position:		List the names and titles of individuals who will be contacted directly by	
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List any email listservs that will be used to advertise the position:											
List the names and titles of individuals who will be contacted directly by											

Activating Search Committee Account

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

Search Committee accounts are only able to view one specific job posting and the applicants to that posting.

To set up a Search Committee account, click the "Activate Search Committee Account" link.

The screenshot shows the Kenyon College PeopleAdmin interface. The top left features the Kenyon College logo. A navigation menu on the left includes sections for Job Postings, Admin, and Reports. The main content area is titled 'Create Posting - Basic Template' and contains a grid of options. The 'Search Committee Account' option is highlighted in blue. Below the grid, there is instructional text and three buttons: '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', and 'SAVE AND STAY ON THIS PAGE'. At the bottom of the page, there are 'CANCEL' and 'PREVIEW POSTING' buttons.

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Job Postings
Active Postings
Pending Postings
Historical Postings
Create Posting
From Template
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

• Welcome **Jared Hoffman**. You are logged in as PeopleAdmin Test. Tuesday, January 13, 2009
Your Current Group: Search Chair/Adm. Assistant.

Create Posting - Basic Template

						Reports	
						Posting Preview	
Posting Details	Posting Specific Questions	Disqualifying / Points	Recruitment Plan	Search Committee Account	Comments	Reference Letters	

On this screen, you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.

When finished or to skip this section, click the **Continue to Next Page** button.

Activate Search Committee Account

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW POSTING

After clicking the "Activate Search Committee Account" link, you should see a screen similar to the following:

The screenshot shows the Kenyon College PeopleAdmin interface. On the left is a navigation menu with categories like Job Postings, Admin, and Reports. The main content area is titled "Create Posting - Basic Template" and contains instructions for creating a search committee account. A form is present with a "User Name" field containing "GU51457" and a "Password" field with a note that it must be between 6 and 20 characters. Below the form are several buttons: "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "PREVIEW POSTING".

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

Please record this user name and password and notify the Committee Members of the user name and password so they can access the applications.

After entering a password for the Search Committee account, click **Continue to Next Page** button to continue to the final step.

Reference Letters

The Reference Letter tab is only used for faculty searches when you want to request reference letters at the time of application. By requiring reference letters on this tab, the system will email each referrer and provide the referrer with directions on how to submit their references. Because this happens at application time, NOT when finalists are determined, this is NOT recommended for non-faculty searches, since normally, only the finalists are contacted.

To use this feature, select **REFERENCE LETTERS REQUIRED** in the first field, then select the **number of reference letters required** and customize the **Instructions to Applicant** and **Completed/ End Instructions to Reference** fields for your posting.

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Job Postings	Posting Preview																		
Active Postings	Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Recruitment Plan	Search Committee Account	Comments	Notes / History	Email Reference Letter Requests										
Pending Postings	<< RETURN TO PREVIOUS				CONTINUE TO NEXT PAGE >>														
Historical Postings	<p>On this tab, you can indicate whether you would like to require one or more Reference Letters for each applicant who applies to this posting. You can write detailed instructions to the applicant, and instructions/completion message to the person(s) being asked to submit reference letter.</p> <p style="color: red; font-size: small;">*Required information is denoted with an asterisk.</p> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;"> Reference Letters </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Will this position accept reference letters?</td> <td style="padding: 5px;">No letters requested <input type="button" value="v"/></td> </tr> <tr> <td style="padding: 5px;">Number of reference letters required?</td> <td style="padding: 5px;">No letters required <input type="button" value="v"/></td> </tr> <tr> <td style="padding: 5px;">Instructions to Applicant:</td> <td style="padding: 5px; border: 1px solid #ccc;"> The hiring manager for the position of (INSERT TITLE) has established that reference letters must be submitted in order to be fully considered for this position. You must submit email address(es) for (INSERT NUMBER) reference providers. The system will send an email to your reference providers. You have the ability to track the status of these reference letters online. Please contact (CONTACT INFORMATION) if you have any questions concerning reference letters. Sincerely, Kenyon College </td> </tr> <tr> <td style="padding: 5px;">Instructions to Reference:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Completed/End Instructions to Reference:</td> <td style="padding: 5px; border: 1px solid #ccc;"> Your letter of reference has been received. Thank you for contributing a letter of reference. We sincerely appreciate your participation in the employment process at Kenyon College. Sincerely, Kenyon College </td> </tr> </table> <p style="color: red; font-size: small;">*Required information is denoted with an asterisk.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div>									Will this position accept reference letters?	No letters requested <input type="button" value="v"/>	Number of reference letters required?	No letters required <input type="button" value="v"/>	Instructions to Applicant:	The hiring manager for the position of (INSERT TITLE) has established that reference letters must be submitted in order to be fully considered for this position. You must submit email address(es) for (INSERT NUMBER) reference providers. The system will send an email to your reference providers. You have the ability to track the status of these reference letters online. Please contact (CONTACT INFORMATION) if you have any questions concerning reference letters. Sincerely, Kenyon College	Instructions to Reference:		Completed/End Instructions to Reference:	Your letter of reference has been received. Thank you for contributing a letter of reference. We sincerely appreciate your participation in the employment process at Kenyon College. Sincerely, Kenyon College
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Instructions to Reference:																			
Completed/End Instructions to Reference:	Your letter of reference has been received. Thank you for contributing a letter of reference. We sincerely appreciate your participation in the employment process at Kenyon College. Sincerely, Kenyon College																		

Done

Submitting the job posting

After clicking the **Continue to Next Page** button from the Reference Letter tab and viewing any notes associated with the job posting, click the **Continue to Next Page** or **View job posting Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review all of the information you entered.

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Job Postings
Active Postings
Pending Postings
Historical Postings
Create Posting
From Template
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

Welcome **Jared Hoffman**. You are logged in as PeopleAdmin Test. Tuesday, January 13, 2009
Your Current Group: Search Chair/Adm. Assistant.

View Posting Summary - Basic Template

Printer-Friendly Version

Please review the details of the posting carefully before continuing.

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

Reports
Posting Preview

Edit

Posting Status
 Save Without Submitting
 Send to EEO
CANCEL **CONTINUE**

Posting Details

Posting Number:	
POSITION INFORMATION	
Job Title:	Basic Template
Position Number:	
FTE:	No Response
Federal Classification:	
Pay Rate:	
Position Type:	No Response
DEPARTMENT INFORMATION:	
Department:	Library & Information Services
Department Users with Access:	Test, PeopleAdmin

Done

Once you have reviewed the Posting Summary, select one of the Posting Status choices and click the **Continue** button either at the top or the bottom of this page. After selecting your choice, click the **Continue** button to go to the confirmation page.

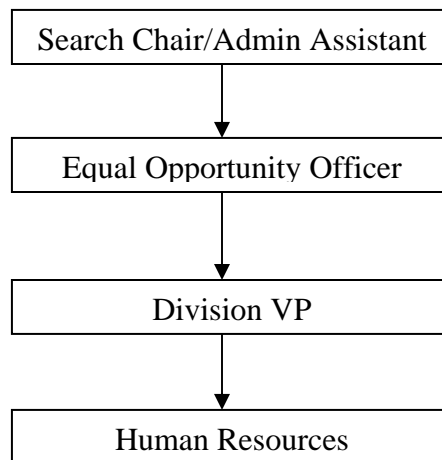
To save the posting to view later, choose the **Save without Submitting** status. To send the posting to the equal opportunity officer, choose the **Send to EEO** status instead.

Press **Confirm** to complete this step.

The details of your job posting are NOT SAVED until you press the Confirm button

Workflow

After submitting the posting, the system will send a notification to the EOO who will review the posting. If further changes are needed, the EOO will send the posting back to the search chair (you will receive an email notification). Otherwise, the posting will be forwarded to the division VP who can send it back for further changes or approve it and send it to HR for posting.



One Page Guide for Creating a Job Posting

- 1) From the left side menu, click **Create Posting: From Template**.
- 2) Fill in the Posting details
 - a. When finished, click **Continue to Next Page** button
- 3) Add screening question(s) (optional...to skip, click **Continue to Next Page** button)
 - a. From "Screening Questions" section, click **Add A Question** button
 - b. Click **Search** button
 - c. Select one of the previously entered questions, or click **Create A Question** button
 - d. Enter the text of the question
 - e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
 - f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
 - g. Click **Submit Question** to attach the question to the job posting
 - h. Enter additional screening questions, or click **Continue to Next Page**
- 4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Page**
- 5) Fill out the Recruitment Plan fields (Hiring Report 1). When finished, click **Continue to Next Page**
- 6) Assign a Search Committee Account if appropriate, then click **Continue to Next Page**
- 7) For Faculty postings, enable automated Reference Letters. To do this, set both drop down fields and customize the paragraphs for the applicant and references. When finished, click **Continue to Next Page**
- 8) Review the job posting, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen

Note: will not be saved until **Confirm** button is pressed

VIEWING APPLICANTS TO YOUR JOB POSTINGS

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

Kenyon College

Welcome **Jared Hoffman**. You are logged in with College View. Tuesday, January 13, 2009

View Postings

To view the details of the position, click on the "View" link below the Job Title.

You may change the sort order of the list by clicking on the arrow next to the column title.

Posted					
6 Records					
Job Title	Posting Number	Apps In Process	Job Open Date	Department	Posting Status
Kenyon-Mellon Post-doctoral Fellowship View View Summary	0600054 Get Reports List	0	12-23-2008	Provost	Posted Close/Remove from Web Cancel Posting

Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical job postings.

View Active: job postings that are Active are either:

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

View Pending: job postings that are Pending are either:

- waiting for review by EEO, Division VP or HR
- approved by HR but not Active on the applicant site

View Historical: job postings that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

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

Kenyon College

• Welcome **Jared Hoffman**. You are logged in as PeopleAdmin Test. Tuesday, January 13, 2009
Your Current Group: Search Chair/Adm. Assistant.

View Posting - Lion Tamer

Reports
Posting Preview

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Recruitment Plan	Search Committee Account	Comments	Notes / History	Reference Letters
Active Applicants								
25 Records								
▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	References Received	All / None	
View Application	Cvr Ltr Res	0	12-23-2008 History/ Notes	Under Review Change Status	In Progress	0 of 0 Manage References		<input type="checkbox"/>
View Application	Refs Res Cvr Ltr	0	12-26-2008 History/ Notes	Under Review Change Status	In Progress	0 of 0 Manage References		<input type="checkbox"/>

You will notice the posting data is divided into tabs, listed across the top, starting with applicants. This first tab lists the Applicants who have applied to this job posting. 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 Posting, including Posting Specific Questions and Recruitment Plan.

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 the status of an applicant

Sorting & Filtering Applicants by Different Criteria

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

To filter applicants by Score, enter a numeric value in the Minimum Score box, and click the **Refresh** button. Only applicants meeting the score entered (and higher) will be included in your results.

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

Viewing and Printing Applications

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

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

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

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

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File --> Print from your browser's menu to print the selected 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 to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by applicants.

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

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File --> Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the **X** in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the View 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 the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Viewing an Applicant's History

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Common History entries you may see for each applicant include:

Incomplete – Attached Application (indicating the applicant clicked the “Apply to this Position” button)

Incomplete – Attached Questions (indicating the applicant clicked the “Submit Questions” button)

Incomplete – Attached Documents (indicating the applicant clicked the “Finished Attaching Documents” button)

Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)

Others may appear, depending on your institution's hiring process.

The Modified By column shows you who was responsible for moving the applicant through that step. An action taken by Template or System Generated indicates that the system automatically moved the applicant to that step in the process.

Click the **Return** button to return to the previous screen.

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 the **Change Status** link under the Status column in the row corresponding to the applicant (see following example).

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

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

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

NOTE: After preliminary screening of applicants, but before inviting candidates for campus interviews, change the status of the top candidates to TOP 10. Then, submit Hiring Report II for approval.

<http://www.kenyon.edu/x42274.xml#x42275>

POST-SEARCH TASKS

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Once you have completed your search, there are a few post-search tasks that you will need to complete before your search is closed. These tasks are in addition to the EEO Hiring Reports that must be submitted to the Director of Equal Opportunity.

Contact HR to Remove Posting

When you do not want to receive any more applications, contact Human Resources so they can remove your posting from the public applicant employment.kenyon.edu site. You will still be able to log in and work with the search information, but no one else will be able to apply.

Follow Up with Applicants

Notify candidates that were not hired by email. You can get a list of each candidate email by clicking the Get Report List link and then run the Applicant Contact Information report.

View	View Summary	0600058 Get Reports List	11	02-03-2009	Modern Languages	Posted Now Close/Remove from Web	Cancel Posting
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Update Applicant Statuses

Once your search is complete, applicant statuses must be updated to reflect which candidates were interviewed, hired, top ten and not hired.

Using the instructions below, change applicant statuses to the following

1. **Top 10** – Select your top ten and change their status to **Top 10**
2. **Interviewed** – Select those interviewed on campus and change their status to **Interviewed**
3. **Hired** – Select your hired candidate(s) and mark them as **Hired**
4. **Not Hired** – Select all candidates using the “All” link in the heading row and then uncheck the hired candidate(s). Then change their status to **Not Hired**

There are two ways to update statuses.

1. Individually update an applicant status.
 - a. Click “Change Status” on an individual applicant’s row.

View Application	Other Refs Philosophy CV Cvr Ltr	0	02-10-2009 History/ Notes	Under Review Change Status	In Progress	0 of 2 Manage References	<input type="checkbox"/>
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2. Change multiple statuses.

- a. Select the checkbox for each applicant that you want to update.

View Application	Other Refs Philosophy CV Cvr Ltr	0	02-10-2009 History/ Notes	Under Review Change Status	In Progress	0 of 2 Manage References	<input checked="" type="checkbox"/>
View Application	Philosophy CV Cvr Ltr	0	02-12-2009 History/ Notes	Under Review Change Status	In Progress	2 of 3 Manage References	<input type="checkbox"/>
View Application	Other Refs Philosophy CV Cvr Ltr	0	02-17-2009 History/ Notes	Under Review Change Status	In Progress	2 of 2 Manage References	<input checked="" type="checkbox"/>
View Application	Other Refs Philosophy CV Cvr Ltr	0	02-21-2009 History/ Notes	Under Review Change Status	In Progress	4 of 4 Manage References	<input checked="" type="checkbox"/>

- b. Click Change Multiple Statuses

View Application	Other Refs Philosophy CV Cvr Ltr	0	03-10-2009 History/ Notes	Under Review Change Status	In Progress	4 of 4 Manage References	<input type="checkbox"/>
CHANGE MULTIPLE APPLICANT STATUSES							COPY FROM POOL
Refresh				View Multiple			

- c. Set the Status for each applicant you selected, then make any individual customized changes that you need to make.

Change Applicant Status

Change For All Applicants:	Status Under Review ▼	Selection Reason Choose Option Below: ▼
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Name	Documents	Status	Selection Reason
View Application	Other Refs Philosophy CV Cvr Ltr	Under Review ▼	Choose Option Below: ▼
View Application	Other Refs Philosophy CV Cvr Ltr	Under Review ▼	Choose Option Below: ▼
View Application	Other Refs Philosophy CV Cvr Ltr	Under Review ▼	Choose Option Below: ▼

CONTINUE TO CONFIRM PAGE >>
RESET TO ORIGINAL STATUS
CANCEL

- d. Click **CONTINUE TO CONFIRM PAGE** to save your changes.

Notify HR that Search is Complete

Once you have completed all the steps above, contact Human Resources so they can close and archive the search. You will still have access to the data, but this step shows that the search has been completed.

ADMINISTRATIVE FUNCTIONS

Changing Your Password

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.

The screenshot shows the Kenyon College administrative interface. At the top, the Kenyon College logo is displayed in purple. Below the logo is a navigation bar with a welcome message: "Welcome Jared Hoffman. You are logged in with College View." and the date "Tuesday, January 13, 2009". The main content area is titled "Change Password" and contains the instruction: "To change your password, please enter your current password followed by a new one." Below this instruction is a form titled "Password Information" with three input fields: "Current Password:", "New Password:", and "Confirm Password:". At the bottom of the form are two buttons: "SUBMIT PASSWORD CHANGE" and "CANCEL". On the left side of the interface is a navigation menu with the following items: Job Postings (Search Postings, Create Posting From Template, From Scratch), Templates (Search Templates, Create Templates From Template, From Scratch), Applicants (Search Applicants, Conf Number Search), Users (Create User Account, Approve User Account, Search Users), and Admin (Home, Change Default View, Change Password, Logout).

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.