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Assist an Applicant – Upload Confidential Documents to a Submitted Application

1. HPM navigates to: **Recruiting > Browse Job Openings.**
2. Select the job title link. The Job Opening – Manage Applicants page displays.
3. Click on the Applicant's name.
4. Click on **Applicant Data.**
5. Click on **View Application.**
6. Verify you are on the correct application by scrolling down to view the Job Opening Data – the job opening should be in the list.
7. Click the **Add Attachment l**ink.
8. Click on **Browse** to locate the saved file.
9. Click **Upload**.
10. Leave the default Attachment Type Code of **008 Attachment by HPM**.
11. Click on the **Return to Previous Page** link to exit out of the application.

Screen Applicants

1. Search Chair or HPM sends e-mail to Search Committee members that applicants are ready for review.
2. Search Committee reviews candidates and creates the following and ***forwards the information via e-mail to the HPM***:
   a. "**Short list**" of candidates chosen for interview
   b. Interview evaluation criteria and questions

Route/Approve Applicant Short List

1. HPM uses the e-mail from the Search Committee and navigates to: **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. For each applicant on the short list, locate the applicant and click on their name.
4. The Manage Applicant page for that person displays. Locate the row for the job opening on which you are working. Click on the Disposition link, titled "**Applied**".
5. Click the Expand icon on the blue bar and change the **Status Code** to "**Review"** using the down arrow.

6. Click **Save**.
7. Click the **Return to Previous Page** link.
8. The Manage Applicant page displays. Click the **Applicant List** link**.**
9. Repeat steps 3-8 for each applicant on the short list.
10. When the Disposition is changed to "**Review"** for all the names on the short list, click on **Save** at the bottom of the Job Opening – Manage applicants page.

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Add Attachments to a Job Opening

The interview questions (from the Search Committee) must be uploaded to the Job Opening. Follow the steps below to upload the questions:

1. Navigate to: **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. Click the **Activity & Attachments** link.
4. Click the **Add Attachment** link.
5. Click the **Browse** button and locate the document to upload. Click **Open**.
6. Click **Upload.**
7. Enter a **Description** – for interview questions, enter "**Questions**"
8. Change the **Audience** to "**Public**"
9. Repeat steps 4-8 for each attachment to be uploaded.
10. Click **Save.**

Notify Others to Review Documents and Approve

1. Send email message to ***Department Chair/Director*** and copy the ***Search Committee Chair*** to notify that a list of applicants to review and interview questions have been entered in PeopleSoft. Include the following in the email:
   a. Job opening ID
   b. Indicate interview questions have been attached to the job opening
   c. List the name of each applicant on the short list that was marked as "**Review**".
2. ***Department Chair/Director:***
   a. Receives the email and reviews each applicant and adds any comments (Contact Notes), as needed, and reviews the interview questions.
   b. Once each applicant has been reviewed, the **Department Chair** will add any comments to the email regarding applicants selected for interview and forward the message to the ***Dean's Office*** with a copy to the ***Hiring Process Manager***.
3. ***Dean/AVP:***
   a. Receives the email and reviews each applicant and adds any comments (Contact Notes), as needed, and reviews the interview questions.
   b. Once each applicant has been reviewed, the ***Dean/AVP*** adds any comments to the email regarding the applicants selected for interview and forwards the email to the ***Provost's Office*** with a copy to the ***Hiring Process Manager.***
4. ***Provost or Designee:***
   a. Receives the email and reviews the applicants and adds any comments (Contact Notes) as needed, and reviews the interview questions.
   b. Once each applicant has been reviewed, the ***Provost (or Designee)*** adds any comments to the email regarding the applicants selected for interview and forwards the email to the EEO-AA Office at eeocompliance@uakron.edu
5. **EEO/AA:**
   a. Receives the email and adds either approval or denial of short list of applicants and interview questions.
   b. Changes the status code from "**Review**" to "**Interview**" for each approved applicant.
   c. Runs EEO stats report
   d. Emails ***Hiring Process Manager*** and ***Search Committee Chair*** with stats report and approval to begin interviews for selected candidates.

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Interview Applicants

EEO Approval is required BEFORE interviews can be scheduled

1. Receive approval from EEO of the short list and questions.
2. Search Chair or HPM coordinates interview location, dates and times with the applicants.
3. Search Committee:
    a. Conducts interviews
    b. Evaluates candidates
    c. Conducts reference checks, verifies credentials, and requests official transcripts

Prepare/Approve Job Offer

The job offer approval process takes place outside of PeopleSoft. Once Provost approval to extend a job offer is finalized, PeopleSoft data is updated.

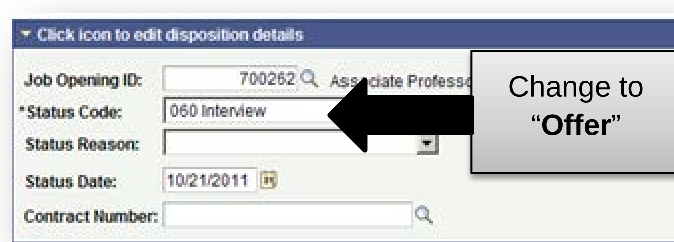
Add Attachments

Once Provost approval to extend a job offer is finalized, the HPM enters the data in PeopleSoft:

1. HPM navigates to **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. Click on the **Activity & Attachments** link.
4. Click the **Add Attachment** link.
5. Click the **Browse** button and locate the document to upload. Click **Open**.
6. Click **Upload.**
7. Enter a **Description** – for example **"Recommendations from the Search Committee to Dean/Provost**"
    a. The first word or two of the Description are the most important, because they easily are seen in the Description edit box.
8. Change the **Audience** to "**Public**".
9. Click **Save**.
10. Repeat steps 3-9 for each attachment to be uploaded.

Identify the Recommended Candidate

1. Navigate to **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. Locate the applicant chosen for the job and click on the Disposition link for that applicant.
4. Click the Expand icon and change the status code from "**Interview**" to "**Offer**".



5. Click **Save**.
6. Click **Return to Previous Page**.

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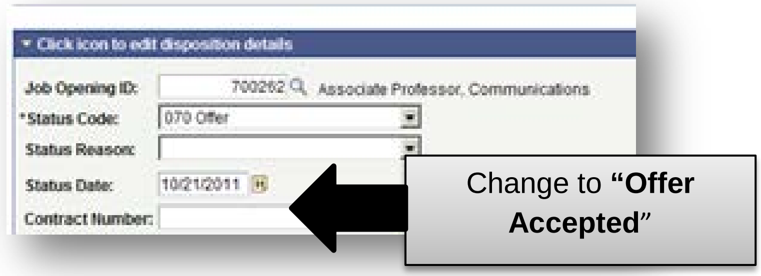
Prepare Candidate for Hire

1. HPM navigates to **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. Click on the **Activity & Attachments** link.
4. Click the **Add Attachment** link.
5. Click the **Browse** button and locate the document to upload, such as an offer letter.
6. Click **Open**.
7. Click **Upload.**
8. Enter a **Description** – for example - Signed Offer Letter
   a. The first word or two of the Description are the most important, because they easily are seen in the Description edit box.
9. Change the **Audience** to "**Public**".
10. Click **Save**.
11. Repeat steps 3-10 for each attachment to be uploaded.

Identify the Successful Candidate

1. Navigate to **Recruiting > Browse Job Openings**.
2. Select the job title link. The Job Opening- Manage Applicants page displays.
3. Locate the applicant chosen for the job and click on the Disposition link for that applicant.
4. Click the Expand icon and change the status code from "**Offer** " to "**Offer Accepted**".



5. The Status Date field will populate.
6. Click **Save**.
7. Click the **Return to Previous Page** link.
8. Click the link for the applicant's name.
9. Select the **Applicant Data** link.
10. Click on the **Eligibility & Identity** link.
11. Enter the date of birth (in the Personal Information area).
12. Click the **Add National Identification** link.
13. Enter **USA** in the Country field.
14. Enter the Social Security Number in the **National ID** field. ***Do not enter hyphens.***
    a. If the candidate does not have a social security number, work with the Office of International Programs to get a 999 temporary number.
15. Click **OK**.

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14. Click on the disk icon at either the top or bottom of the page to save the entered information.
15. Click the **Applicant List** link.
16. In the row for the selected applicant, click the down arrow in the Action field and select "**Prepare for Hire**".
17. Enter the **Start Date** for the new hire.
18. Click the down arrow for **Type of Hire** and select the appropriate type.
19. Click the **Verify Employee ID** link to determine if the new hire already has an EmplID in PeopleSoft.
    a. If the new hire is listed in the Search Results, verify date of birth and social security number match, click the **Carry ID** button for that row, and then click **Return**.
    b. If Search results are listed but the new hire is not listed, click the **Return** button.
20. Click the **Hire Comments** link and enter the data needed by Human Resources to manage the hire. Required fields are marked with an asterisk.
21. Click **Save**. Note: You will not be able to save the page until all required fields are entered.
22. Click the **Return to Previous Page** link.
23. The **Save & Submit Request to HR** button is now available. Click this button.
24. A message displays to indicate you have successfully submitted the request.

Generate status letters to non-selected candidates who were interviewed