


Instructions to Begin a Student Hiring Proposal, Searching Student Hiring Proposals, and Closing Student Postings

When you have identified a candidate that you wish to hire, you will need to complete the Student Hiring Proposal for that candidate and send it through the approval process before they can start working.

Log in to the HR system as user type “Student Supervisor”.



Applicant Tracking, Position Description, and Performance Management System

POSTINGS

- ACTIVE POSTINGS
- PENDING POSTINGS
- HISTORICAL POSTINGS
- SEARCH HIRING PROPOSALS

CREATE POSTING

- FROM POSITION

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

• Welcome **Mary May**. You are logged in.
Your Current User Type:Student Supervisor.

Tuesday, February 21, 2012

Welcome to the Online System for Shepherd University

Please ensure that you are logged in with the correct user type for the actions that you wish to perform.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information.

[Instructions for Performing Actions Using the Online HR System](#)

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

Active							
1 Record							
Job Title	Working Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
STUDENT EMPLOYEE View	Office Assistant	0000708	1	02-20-2012	Open Until Filled	Student Emp Human Resources	Posted

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF
- SALARY SCHEDULE
- INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

Click on “View” under the Job Title tab and a screen similar to the one on the following page will appear.

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• Welcome **Mary May**. You are logged in. Tuesday, February 21, 2012
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View Posting - STUDENT EMPLOYEE

Reports

Job Posting Preview

Applicants

Posting Details

Posting Specific Questions

Guest User

Comments

Notes / History

Active Applicants

1 Record

Name	Documents	Score	Date Applied	Status	External Status	All / None
Test, Sally Student Application	Res	0	02-21-2012	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score:

Include: ☒ Active Applicants
☐ Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

If you have not already done so, first change the status to “Interviewed”, click “Continue to Change Status” and then click on “Save Status Changes”. Then change the status to “Recommend for Hire” as shown on the screen below.

Applicant Tracking, Position Description, and Performance Management System

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Change Applicant Status

Name	Documents	Status	Selection Reason
Test, Sally Student Application	Res	<div style="border: 1px solid #003366; padding: 5px; margin-bottom: 5px;"> Interviewed Under Review by Manager Interview Pending INTERNAL APPLICANT - Under Review by Manager Interviewed Recommend for Hire Department Detd Did Not Meet Min Quals Adjunct Application Retained for Future Consideration Department Detd Other Applicant(s) Better Qualified </div>	Choose Option Below: ▼

CONTINUE TO CONFIRM

CANCEL

Click on “Continue to Change Status”, and then click on “Save Status Changes”. A screen similar to the one on the following page will appear.



Applicant Tracking, Position Description, and Performance Management System

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[Job Posting Preview](#)

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Posting Specific Questions

Guest User

Comments

Notes / History

Active Applicants

1 Record

Name	Documents	Score	Date Applied	Status	External Status	All / None
Test, Sally Student Application	Res	0	02-21-2012	Recommend for Hire Begin Hiring Proposal Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score:

Include: ☒ Active Applicants
☐ Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS


VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

You are now ready to begin your hiring proposal. Click on “Begin Hiring Proposal”.



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Tuesday, February 21, 2012

Begin Hiring Proposal for Job Description

Begin New Action

1 Record

Action	Description
Student Employment Hiring Proposal	

Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position, click the **Begin Hiring Proposal for Selected Position** link above.

1 Record

Job Title	Job Code	Current Employee Last Name	Last Action
STUDENT EMPLOYEE		VACANT	New Student Position Description Approved

CANCEL

Click on “Start Action”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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SHEPHERD UNIVERSITY
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Welcome **Mary May**. You are logged in.
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Tuesday, February 21, 2012

Student Employment Hiring Proposal

Search Positions to Begin Action On

Job Title:	Any PURCH ASST II RECORDS ASST II RECORDS ASST III REGISTRAR RESID HALL ASSOC RETENTION SPECIALIST SAFETY TECHNICIAN SECURITY GUARD SPEC ASST TO PRES FOR ADVANCE SPORTS INFORMATION DIRECTOR STAFF LIBRARIAN STAFF NURSE STAFF WRITER STDT RECORDS ASST STUDENT EMPLOYEE SUPERVISOR CAMPUS SERVICES SYS PROG TELEPHONE OPR TEMPORARY PROJECT MANAGER THEATER TECH DIR UNIVERSITY POLICE OFFICER	Working Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

SEARCH CANCEL

In the “Job Title” drop-down box, select “Student Employee” and then click the “Search” button.

Shepherd UNIVERSITY
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Student Employment Hiring Proposal

Choose Position Description to Begin Action On

1 Record						
Job Title	Working Title	Job Code	Employee Id	Employee Last Name	Last Action	
STUDENT EMPLOYEE						
Start Action	View Summary	Office Assistant		VACANT	New Student Position Description Approved	View History

Search Positions to Begin Action On

Job Title:	STUDENT EMPLOYEE	Working Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

SEARCH CLEAR RESULTS

CANCEL ACTION

Click “Start Action” on the Position Description that you want to hire the applicant into. That will bring up a screen similar to the one on the following 2 pages titled “Create Student Employment Hiring Proposal.”

Shepherd UNIVERSITY																																																															
Applicant Tracking, Position Description, and Performance Management System																																																															
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* Zip:	11111																																																														
County:																																																															
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FROM POSITION
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Is this person replacing someone? If so, please list name:	<input type="text"/>		
* Department:	Student Emp Human Resources ▾		
* Appointment Length:	Other ▾		
If other, please describe:	<input type="text" value="Fall/Spring"/>		
Undergraduate/Graduate:	Graduate		
* Departmental User(s) with Access:	Not Selected Willauer, Marian Yanna, LuAnn	> < >> <<	Selected May, Mary
* Campus Address:	<input type="text"/>		
Alternate Student Timesheet Signer:	<input type="text"/>		
* Current Phone:	<input type="text"/>		
* Supervisor:	Mary May		
* Fund:	enter fund number here		
* Org Unit & Number:	enter org number here		
Total Stipend:	If stipend position - list total stipend		
Number of Stipend Payments:	If stipend position - list number of payments		
Stipend Payment:	If stipend position - list stipend payment		
Hourly Day Rate:	7.25		
Hourly Night Rate:	10.88		
Student Pay Level:	1		
Federal Work Study Award Amount:	<input type="text"/>		
EEO Report Codes (Payroll - HR Only):	▾		
* Proposed Action (New Employees):	No Response ▾		
EPICS Non-FICA#:	<input type="text"/>		
EPICS FICA#:	<input type="text"/>		
HR Progress Update:			
Average work hours per week:	10-15		
Start Date:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY	

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

Complete all the appropriate information, not just the red asterisk fields. Click on “Continue to Next Page”.



Applicant Tracking, Position Description, and Performance Management System

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SHEPHERD UNIVERSITY

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Welcome **Mary May**. You are logged in.
Your Current User Type: Student Supervisor.

Tuesday, February 21, 2012

Create Student Employment Hiring Proposal

Hiring Proposal	Action History	Comments
-----------------	----------------	----------

This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

History	Modified By
02-21-2012 2:59 PM	Mary May
Create Action Status: Begin Student Hiring Proposal	
View Summary	

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL PREVIEW ACTION

Click on “Preview Action” and a screen similar to the following will appear.



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View Student Employment Hiring Proposal Summary

To change the status of this action, choose from the statuses below:

[Edit](#)  [Printer-Friendly Version](#)

Action Status
<input checked="" type="radio"/> Save Hiring Proposal Without Submitting <input type="radio"/> Submit Action to Academic Affairs Budget Office <input type="radio"/> Submit Student Hiring Proposal to HR
CANCEL CONTINUE

Hiring Proposal
Action Number: (Will be assigned upon first saving position)
Employee First Name: Sally
Employee Last Name: Test
Employee Middle Initial:
Student SU Email: Student SU email entered here
SSN: Student SSN entered here
Date of Birth: month/day/year entered here
Year of Birth: Enter year of birth here
Gender: Female

HISTORICAL POSTINGS SEARCH HIRING PROPOSALS CREATE POSTING FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Hispanic or Latino?	Yes
	Race Category:	White
	This category must be checked if "no" was selected in the previous question. Hiring proposals cannot be completed without this information.	
	Work Eligibility:	Citizen or National of the United States
	If other, explain:	
	Home Address:	Street
	City:	City
	State:	WV
	Zip:	11111
	County:	
	Home Phone:	111-111-1111
	Student ID:	Student ID number entered here
	Account:	enter account number here
	Cost Center:	if you know it, enter cost center here
	Student Status:	New
Position Number:		
Job Title:	STUDENT EMPLOYEE	
Working Title:	Office Assistant	
Position Status:	Federal Work Study	
Effective Date:		
Is this person replacing someone? If so, please list name:		
Department:	Student Emp Human Resources	
Appointment Length:	Other	
If other, please describe:	Fall/Spring	
Undergraduate/Graduate:	Graduate	
Departmental User(s) with Access:	May, Mary	
Campus Address:	enter	
Alternate Student Timesheet Signer:		
Current Phone:	enter	
Supervisor:	Mary May	
Fund:	enter fund number here	
Org Unit & Number:	enter org number here	
Total Stipend:	If stipend position - list total stipend here	
Number of Stipend Payments:	If stipend position - list number of payment here	
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02-21-2012 3:04 PM		Mary May
Create Action Status: Begin Student Hiring Proposal		
View Summary		

BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Comments <table border="1"> <tr><td>Supervisor Comments:</td><td></td></tr> <tr><td>Dept Chair Comments:</td><td></td></tr> <tr><td>Director/Dean Comments:</td><td></td></tr> <tr><td>General Counsel Comments:</td><td></td></tr> <tr><td>HR Comments:</td><td></td></tr> <tr><td>Payroll Comments:</td><td></td></tr> <tr><td>President Comments:</td><td></td></tr> <tr><td>VP Finance Comments:</td><td></td></tr> <tr><td>VP/Executive Officer Comments:</td><td></td></tr> <tr><td>Assistant's Comments:</td><td></td></tr> </table>	Supervisor Comments:		Dept Chair Comments:		Director/Dean Comments:		General Counsel Comments:		HR Comments:		Payroll Comments:		President Comments:		VP Finance Comments:		VP/Executive Officer Comments:		Assistant's Comments:	
Supervisor Comments:																					
Dept Chair Comments:																					
Director/Dean Comments:																					
General Counsel Comments:																					
HR Comments:																					
Payroll Comments:																					
President Comments:																					
VP Finance Comments:																					
VP/Executive Officer Comments:																					
Assistant's Comments:																					
SHEPHERD UNIVERSITY OFFICE OF HUMAN RESOURCES CLASSIFIED STAFF SALARY SCHEDULE INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM	Edit Printer-Friendly Version Action Status <input type="radio"/> Save Hiring Proposal Without Submitting <input type="radio"/> Submit Action to Academic Affairs Budget Office <input checked="" type="radio"/> Submit Student Hiring Proposal to HR <input type="button" value="CANCEL"/> <input type="button" value="CONTINUE"/>																				


Review all information. If there is anything that needs to be changed or added, click on “Edit” and make the changes. At this point you can either save without submitting, or move the Hiring Proposal forward in the approval work-flow, which is Student HR unless you are in Academic Affairs.*

*All supervisors in Academic Affairs and using only regular funds must submit all hiring proposals to the Academic Affairs Budget Office. After their review they will forward hiring proposals to Student HR. If there are budget concerns or problems, the Academic Affairs Budget Office will return the hiring proposal to the supervisor.

Click on “Continue: and then click on “Confirm”.

Searching Student Hiring Proposals

To search Hiring Proposals to check for updates, log in to the HR system as user type “Student Supervisor” and click on “Search Hiring Proposals” from the left-hand navigation bar.

 Applicant Tracking, Position Description, and Performance Management System									
POSTINGS ACTIVE POSTINGS PENDING POSTINGS HISTORICAL POSTINGS SEARCH HIRING PROPOSALS CREATE POSTING FROM POSITION POSITION DESCRIPTIONS BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	• Welcome Mary May . You are logged in. Your Current User Type: Student Supervisor. Tuesday, February 21, 2012 <h3 style="text-align: center;">Search Hiring Proposals</h3> <div style="background-color: #f9a825; padding: 5px; margin-bottom: 10px;">Search Hiring Proposals</div> <table border="1"> <tr> <td>Job Title: Any</td> <td>Working Title: <input type="text"/></td> </tr> <tr> <td>Position Number: <input type="text"/></td> <td>Employee Last Name: <input type="text"/></td> </tr> <tr> <td colspan="2"> Check All Clear All <input checked="" type="checkbox"/> Hiring Proposal Saved Not Submitted <input checked="" type="checkbox"/> Action Submitted to Academic Affairs Budget Office <input checked="" type="checkbox"/> Action Submitted to Student Supervisor <input type="checkbox"/> All Approvals Obtained (Student Hiring Proposal Approved) <input checked="" type="checkbox"/> Student Hiring Proposal Submitted to HR <input checked="" type="checkbox"/> Student Hiring Proposal Submitted to Payroll </td> </tr> <tr> <td>Status:</td> <td>Action Type: <input checked="" type="checkbox"/> Student Employment Hiring Proposal</td> </tr> </table> <div style="text-align: center;"> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </div>	Job Title: Any	Working Title: <input type="text"/>	Position Number: <input type="text"/>	Employee Last Name: <input type="text"/>	Check All Clear All <input checked="" type="checkbox"/> Hiring Proposal Saved Not Submitted <input checked="" type="checkbox"/> Action Submitted to Academic Affairs Budget Office <input checked="" type="checkbox"/> Action Submitted to Student Supervisor <input type="checkbox"/> All Approvals Obtained (Student Hiring Proposal Approved) <input checked="" type="checkbox"/> Student Hiring Proposal Submitted to HR <input checked="" type="checkbox"/> Student Hiring Proposal Submitted to Payroll		Status:	Action Type: <input checked="" type="checkbox"/> Student Employment Hiring Proposal
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Status:	Action Type: <input checked="" type="checkbox"/> Student Employment Hiring Proposal								

Click on “Search”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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SEARCH ACTIONS
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SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

• Welcome **Mary May**. You are logged in.
Your Current User Type: Student Supervisor. Tuesday, February 21, 2012

View Hiring Proposals

Hiring Proposals									
Job Title	Working Title	Status	Action Type	Position Number	Candidate Last Name	Date First Submitted to HR	Date of Last Action	Update	Date Approved
STUDENT EMPLOYEE View View Summary	Office Assistant	Student Hiring Proposal Submitted to HR	Student Employment Hiring Proposal		Test	02-21-2012	02-21-2012	Need I-9 and tax forms 2-21-2012...	

Search Hiring Proposals

Job Title: Any Working Title:

Position Number: Employee Last Name:

Check All Clear All

Status: ☒ Hiring Proposal Saved Not Submitted
☒ Action Submitted to Academic Affairs Budget Office
☐ Action Submitted to Student Supervisor
☐ All Approvals Obtained (Student Hiring Proposal Approved)
☒ Student Hiring Proposal Submitted to HR
☒ Student Hiring Proposal Submitted to Payroll

Action Type: ☒ Student Employment Hiring Proposal

SEARCH **CLEAR RESULTS**

On this screen you can see the current status of the Hiring Proposal and also read the notes in the “Update” column as shown above. In this case you will see that the student needs to go to the Student HR Office to complete I-9 and tax forms.

To search for Hiring Proposals pending and approved click on “Check All” and then click on “Search”. The screen that appears will include all Hiring Proposal and can be sorted by “Status”.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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View Hiring Proposals

Hiring Proposals									
Job Title	Working Title	Status	Action Type	Position Number	Candidate Last Name	Date First Submitted to HR	Date of Last Action	Update	Date Approved
STUDENT EMPLOYEE View View Summary	Office Assistant	All Approvals Obtained (Student Hiring Proposal Approved)	Student Employment Hiring Proposal		Test	02-21-2012	02-21-2012	...	02-21-2012

Search Hiring Proposals

Job Title: Any Working Title:

Position Number: Employee Last Name:

Check All Clear All

Status: ☒ Hiring Proposal Saved Not Submitted
☒ Action Submitted to Academic Affairs Budget Office
☒ Action Submitted to Student Supervisor
☒ All Approvals Obtained (Student Hiring Proposal Approved)
☒ Student Hiring Proposal Submitted to HR
☒ Student Hiring Proposal Submitted to Payroll

Action Type: ☒ Student Employment Hiring Proposal

SEARCH **CLEAR RESULTS**

Click on “View” under the “Job Title” “Student Employee” to view the Hiring Proposal. In the screen above you can see that the Hiring Proposal has been approved.

Closing Student Postings

Please email Student HR when you are ready to close a posting and remove it from the website so that no additional applicants can apply.

If you have not already done so, you will need to change all applicant statuses. Applicants not being hired will need to be changed to either “Department Detd Did Not Meet Min Qualifications” or “Department Detd Other Applicant(s) Better Qualified”. The process for changing applicant status is described on page 2 of these instructions as well as on page 3 and 4 of the Instructions to View Student Applicants to Your Posting.

So that we can have the online HR system generate those email messages to the candidates not selected, please email Student HR only the names of applicants who should not receive the ‘rejection’ email message. **That list should include the following information:**

- Names of applicants who were interviewed either by phone or in person and indicate if:
 - they accepted the position
 - they declined an offer
 - they withdrew
 - they were not hired because another applicant was better qualified
- Names of any other applicants that you are aware of that withdrew from the search so should not receive the email notification.

Important note: Supervisors need to call the applicants who were interviewed (either by phone or in person) to let them know that the position has been filled.

After Student HR has received the above information and all Student Hiring Proposals are completed and approved Student HR will change the status of the posting to “Filled”.