

Instructions to View Student Applicants to Your Posting

To view applicants who have applied to your posting, log in to the HR system as user type ‘Student Supervisor’. Your Home screen will be similar to the one below.

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

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

Active Postings: Postings that are Active are either:

- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

Pending Postings: These are postings that are still moving through the approval workflow.

Historical Postings: Postings that have been filled or cancelled will be here

To review applicants click on the “View” link just below the “Job Title” and a screen similar to the screen on the following page will appear.

Shepherd UNIVERSITY
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

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

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

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 | View Multiple

Minimum Score:

Include: Active Applicants
 Inactive Applicants

REFRESH

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.

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

1. Sort applicants
2. View and print applications
3. View and print documents
4. Change an applicant's status

The following is a description of these tasks.

1. Sorting Applicants by Different Criteria

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

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 on the **Refresh** button to refresh the screen.

2. Viewing and Printing Applications

To view and print a single application, click on the link "View Application" under the applicant's name from the "Active Applicants" screen. After you click on this link a screen will appear in a new browser window. It may take a few moments for the information to load into the new window.

To print applications from the new browser window menu, click on "File", and then "Print". There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the new browser window, click on the “Close Window” link, or click on 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 on the “All/None” link). These boxes are located on the right side of the page.
2. Click on the “**View Multiple Applications**” button.
3. A new browser window will appear. (It may take several moments to load.) This browser window contains all the applications you selected to print.
4. From the browser window menu click on “File”, and then “Print” to print the application(s).

3. 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 single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click on the link of the document under the column labeled “Documents” from the “Active Applicants” screen.

After clicking on the link, a new window will appear (possibly taking several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. To print the document, click on “File”, and then “Print” from the Adobe Acrobat Reader menu. 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 on the “All/None” link). These boxes are located on the right side of the page.
2. Click on the “**View Multiple Documents**” button.
3. To print, click on “File”, and then “Print” from the Adobe Acrobat menu.

4. Changing 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 applicants, click on the “Change Status” link under the Status column in the row corresponding to the applicant. A screen similar to the one on the following page will appear.

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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

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|--|---------------------|--|------------------------|
| Test, Sally Student Application | Res | <div style="border: 1px solid black; padding: 2px;"> Under Review by Manager 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 PAGE >>](#)
[CANCEL](#)

Select the new appropriate status.

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ADMIN
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CHANGE PASSWORD

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Change Applicant Status

| Name | Documents | Status | Selection Reason |
|--|---------------------|-------------------|------------------------|
| Test, Sally Student Application | Res | Interview Pending | Choose Option Below: ▾ |

[CONTINUE TO CONFIRM PAGE >>](#)
[RESET TO ORIGINAL STATUS](#)
[CANCEL](#)

Then click on “Continue to Confirm Page”.

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ADMIN

Welcome **Mary May**. You are logged in.
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Change Applicant Status

| Name | Documents | Status | Selection Reason |
|--|---------------------|-------------------|------------------|
| Test, Sally Student Application | Res | Interview Pending | |

[SAVE STATUS CHANGES >>](#)
[CANCEL](#)

Click on the “Save Status Changes” button to complete the status changes, or to cancel, click on the “Cancel” button to return to the previous screen to edit your changes.