

Director Instructions to Review and Approve Posting Requisitions and Personnel Actions

When a posting requisition or personnel action request has been submitted for your approval you will receive an email from HRweb@shepherd.edu. The email message will be like or similar to one of the following.

Job Posting Submitted for Review/Approval

A job posting from the department of ____ for the position of ____ has been submitted for review/approval. Please log in to the online system at <https://jobs.shepherd.edu/hr> to review and perform action on this request.

Hiring Proposal, New/Modifications to Position Descriptions, Stipends or Separations

A ____ from the department of ____ for the position of ____ has been submitted for review/approval. Please log in to the online system at <https://jobs.shepherd.edu/hr> to review and perform action on this request.

To perform action on these requests log in to <https://jobs.shepherd.edu/hr> using your HR System username and password. If you have never logged on before or have forgotten your password please contact Marsha Branch at extension 5328 or mbranch@shepherd.edu.

The screenshot shows the user login interface for the Applicant Tracking, Position Description, and Performance Management System at Shepherd University. The page features a dark blue header with the university logo and title. A left sidebar contains a 'USERS' menu with a 'CREATE USER ACCOUNT' link. The main content area is titled 'User Login' and includes a training update notice, login instructions, a login form with fields for 'User Name' and 'Password', a 'LOGIN' button, and a security warning.



Applicant Tracking, Position Description, and Performance Management System

USERS

CREATE USER ACCOUNT

User Login

Training Site Last Updated: 04/10/2008

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the **Create User Account** link on the navigation bar.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click the **Logout** link on the navigation bar to ensure that others cannot access the information in the system.

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

After you log in you will see a screen similar to the one below. It will default to the active postings for your area. The navigation bar on the left side will allow you to select the pending action or proposal that requires your review/approval.

At the top of the page you will see a message similar to this:

“Welcome (your name). You are logged in.

Your Current Group: (will either be Employee, Supervisor or Director/Dean)

If you are approving actions as the “Director/Dean” make sure that the current group listed is “Director/Dean”. If it is not, click on “Change User Type” from the left hand navigation bar and change the user type.

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

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE USER TYPE
LOGOUT
LOGOUT OF SUPERVISOR/MANAGER

SHEPHERD UNIVERSITY
• OFFICE OF HUMAN RESOURCES
• CLASSIFIED STAFF SALARY SCHEDULE

Welcome **LuAnn Yanna**. You are logged in as Marie DeWalt with Department View. Friday, April 17, 2009
Your Current Group:Director/Dean.

Online System

Supervisor/Manager's Guide
[View / Download](#)

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	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
ADMIN SEC View	0000137	3	04-11-2009	Open Until Filled	Human Resources	Posted

If the email you received indicates that you have a job posting to review, click on “Pending Postings” from the navigation bar and a screen similar to the following will appear.

To view the position details, click on the “View” link below the “Job Title”.

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

• Welcome **LuAnn Yanna**. You are logged in as Marie DeWalt with Department View. Friday, April 17, 2009
Your Current Group: Director/Dean.

Pending Postings

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.

Pending			
1 Record			
Job Title	Date Submitted	Department	Posting Status
ADMIN SEC View	04-17-2009	Human Resources	Posting Submitted to Director/Dean for Review Submit Posting to VP/Executive Officer for Review Submit Posting to Dept Chair for Review Submit to Academic Affairs Budget Office (Academic/Athletic Postings Only) Submit Posting to Supervisor

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

You will have the option to edit and/or add comments and submit the posting back to the Supervisor or Dept Chair for review. To approve and move the action forward in the approval workflow, change the status to “Submit Action to VP/Executive Officer” for all non-academic or non-athletic proposals. If the action is for Academic Affairs or Athletics, change the status to “Submit Action to Academic Affairs Budget Office”. Click on “Continue” and then “Confirm”.

Please remember that any comments or notes that you add will become part of the history of this posting or action. They can not be removed and can be viewed by everyone with access to the system including, potentially, the employee.

If the email you received indicates that you have a Hiring Proposal, New or Modification to Position Descriptions, Hire for Stipend, Renew or Modify Stipend, Adjunct Hires or Separation Notice action to review/approve, click on “Pending Actions” on the navigation bar and a screen similar to the following will appear.

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

• Welcome **LuAnn Yanna**. You are logged in as Marie DeWalt with Department View.
Your Current Group:Director/Dean. Friday, April 17, 2009

Pending Actions

Pending Actions

3 Records

Job Title	Working Title	Action Number	Status	Action Type	Last Name	Last Name (Stipend)	Last Name	Date of Last Action
ADMIN SEC View	test	002603	Action Submitted to Director/Dean	Modification of Staff Position Description	Vacant			04-17-2009
INFO SYS SPEC View	HR Information Systems Specialist	002605	Action Submitted to Director/Dean	Separation Notice	Yanna			04-17-2009
STIPEND View		002604	Action Submitted to Director/Dean	Hire for Stipend		Doe		04-17-2009

SHEPHERD UNIVERSITY

- OFFICE OF HUMAN RESOURCES
- CLASSIFIED STAFF SALARY SCHEDULE

Select the action you would like to review/approve. Click on the “View” link under the “Job Title”. You will have the option to edit and/or add comments and submit the pending action back to the Supervisor or Dept Chair for review. To approve and move the action forward in the approval workflow, change the status to “Submit Action to VP/Executive Officer” for all non-academic or non-athletic proposals. If the action is for Academic Affairs or Athletics, change the status to “Submit Action to Academic Affairs Budget Office”. Click on “Continue” and then “Confirm”.

Please remember that any comments or notes that you add will become part of the history of this posting or action. They can not be removed and can be viewed by everyone with access to the system including, potentially, the employee.