

## VP/Executive Officer 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](mailto: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, Hire Adjunct, 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 the HR system at <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](mailto:mbranch@shepherd.edu).

The screenshot shows the user login interface for the Shepherd University Applicant Tracking System. At the top, the Shepherd University logo is displayed on the left, and the text "Applicant Tracking, Position Description, and Performance Management System" is on the right. Below the logo, a navigation bar contains the text "USERS" and "CREATE USER ACCOUNT". The main heading is "User Login". Below this, a red text line states "Training Site Last Updated: 04/10/2008". A paragraph of instructions reads: "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." The login form is enclosed in a yellow border and contains two input fields: "User Name:" and "Password:". Below the fields is a "LOGIN" button. At the bottom of the form, a security warning states: "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 VP/Executive Officer)

If you are approving actions as the “VP/Executive Officer” make sure that the current group listed is “VP/Executive Officer”. 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 PASSWORD  
CHANGE USER TYPE  
LOGOUT

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

Welcome **LuAnn Yanna**. You are logged in.  
Your Current Group:Supervisor. Wednesday, December 10, 2008

### 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
<b>ADMIN SEC</b> <a href="#">View</a>	0000113	0	12-10-2008	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 the following screen 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

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 USER TYPE  
LOGOUT  
LOGOUT OF SUPERVISOR/MANAGER

Welcome **LuAnn Yanna**. You are logged in as Edward Magee.  
Your Current Group:VP/Executive Officer. Monday, April 21, 2008

### 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
<b>CAMPUS SERVICE WORKER LEAD</b> <a href="#">View</a>	04-20-2008	Physical Plant/Facilities Management	Posting Submitted to VP/Executive Officer for Review <a href="#">Submit Posting to VP Finance for Review</a>    <a href="#">Submit Posting to Director/Dean for Review</a>

You will have the option to edit and/or add comments. You may submit the posting back to the Director/Dean for review. To approve and move the action forward in the approval workflow, change the status to “Submit Posting to the VP Finance for Review”.

**Please remember that all 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, Hire Adjunct, Rehire or Modify Adjunct, New or Modification to Position Descriptions, Hire for Stipend, Renew or Modify Stipend or Separation Notice action to review/approve, click on “Pending Actions” from the navigation bar and the following screen will appear.

The screenshot shows the Shepherd University Applicant Tracking, Position Description, and Performance Management System. A navigation menu on the left includes sections for Postings, Create Posting, Position Descriptions, Evaluations, and Admin. The main content area displays a 'Pending Actions' table with the following data:

Job Title	Working Title	Action Number	Status	Action Type	Date of Last Action
CAMPUS SERVICE WORKER <a href="#">View</a>	CSW	000348	Action Submitted to VP/Executive Officer	Hiring Proposal for Position Description Listed Below	04-20-2008
STIPEND <a href="#">View</a>		000349	Action Submitted to VP/Executive Officer	Hire for Stipend	04-21-2008

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 Director/Dean for review. To approve and move the action forward in the approval workflow, change the status to “Submit Action to the VP Finance for Review” or “Submit Action to HR”, depending on the type of action you are approving.

**Please remember that all 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.**