

# HUMAN RESOURCES USER'S GUIDE

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for the  
**Rensselaer Polytechnic Institute**  
**Hiring System**



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# INTRODUCTION

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Welcome to the Rensselaer Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

- 1) Review Requisitions
- 2) Search and Review Applicants
- 3) Create and Review Templates
- 4) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system. If you have any questions, please call (512) 997-2500.

## Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at [www.Adobe.com](http://www.Adobe.com).

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

The site is best viewed in Internet Explorer 5.5 and above.

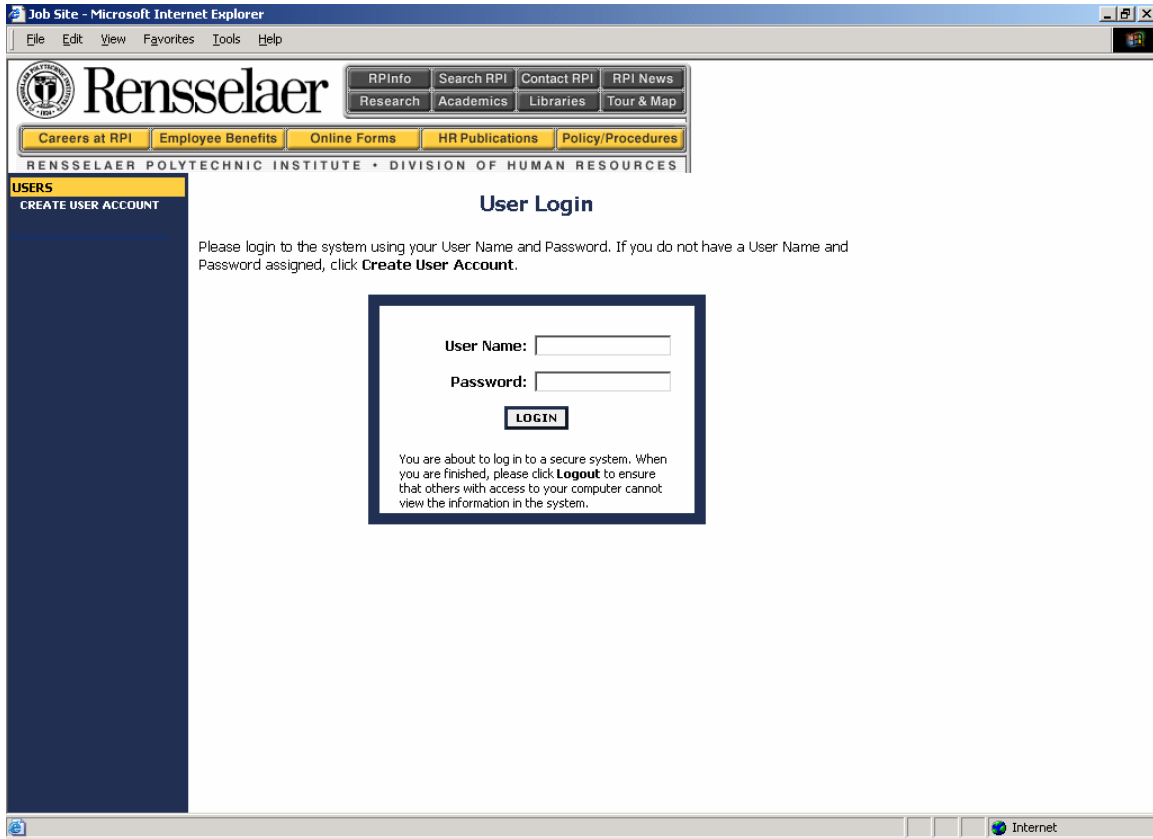
## Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

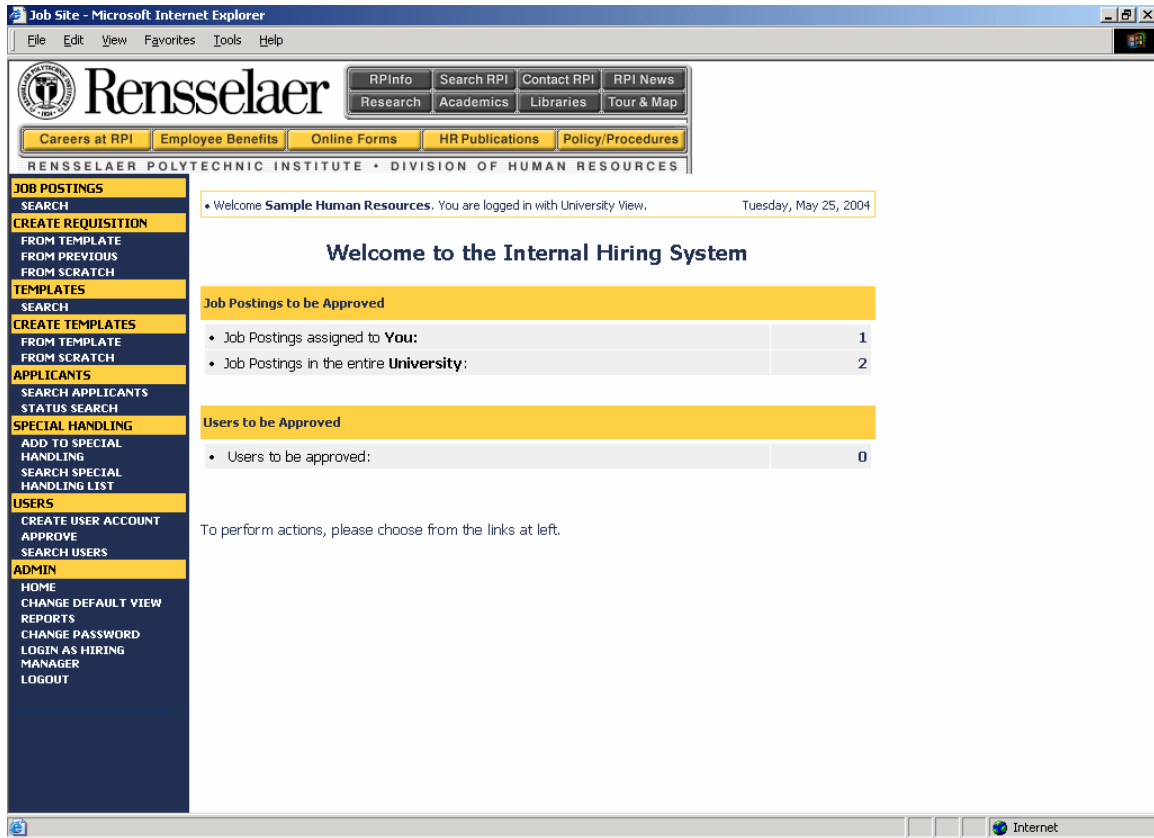
# GETTING STARTED

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After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:



The Welcome Screen appears after you log in, and should appear similar to the following screen:



This page is designed to help you keep track of the actions required by you or your department.

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.

# CREATING A REQUISITION

To create a Requisition, begin by clicking a link under the header “Create Requisition”. Your options are:

- From a Template (where several fields are predefined)
- From a Previous Posting
- From Scratch

## Entering Requisition Information

In the following example, the "From Template" option was selected. After clicking on the template you want to use, you should see a screen similar to the following:

Position	Template	Qualifying	Template Level	Posting Specific	Points	Guest
Approval Form	Qualifying Groups	Group	Questions	Questions		User

**CONTINUE TO NEXT PAGE >>**

To create a requisition, first complete the information on this screen, then click **Continue to Next Section>>**. Proceed through all sections completing all necessary information. To submit the requisition to human resources, you must click on the **Continue to Next Section>>** button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your requisition will not be saved/submitted until you see the confirmation page and click the **Confirm** button.

\*Required information is denoted with an asterisk.

Search Number	
* Position Number	<input type="text"/>
* Position Title	<input type="text"/>
Advertised Title	Public Safety Sergeant
New/Replacement Position	<input type="text"/>
* (If replacement list incumbent name and title)	<input type="text"/>

There are several tabs across the top of the screen. When you first enter this screen, you will be in the “Position Approval Form” tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

### A few notes about this screen:

1. Fields with an Asterisk (\*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. **VERY IMPORTANT:** A Requisition is **Not Saved** until after you have completed the final step of the process, clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

**TIP:** Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

## Adding Qualifying Equivalencies

Qualifying Equivalencies (also referred to as Qualifying Groups) are used to accommodate the need for equivalencies in minimum qualifications for given positions. As an example, you may have a position which requires either a bachelor's degree OR at least 3 years of experience. A more complex example is one in which a position requires a Bachelor's degree plus 2 years of experience OR a Master's degree plus 1 year of experience. Another use can be for minimum qualifications that substitute work experience for years of education or degrees.

The Qualifying Equivalency functionality allows you to screen applicants based on their answers to two or more qualification criteria (questions).

This is accommodated by distributing qualifying points among two or more questions, and assigning a qualifying threshold of 100 points. Points are assigned to individual answers and, based on applicant responses to these questions; points are totaled and compared to the threshold to see if they qualify. If the applicant receives enough points, they will see the "Employer Pass Message" and will move to an active applicant status. If not, they will see the "Employer Fail Message" and will move to an inactive status, such as "Not Hired".

Qualifying Equivalencies can be used in combination with standard supplemental screening questions, such as "Do you have a valid driver's license?"

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for Rensselaer Polytechnic Institute, Division of Human Resources. The main heading is "Create Requisition - Public Safety Sergeant". Below the heading is a table with the following columns: Position (Approval Form), Template (Qualifying Groups), Qualifying Group, Template Level (Questions), Posting Specific (Questions), Points, and Guest User. The "Qualifying Group" column is currently empty, and a message states "No Qualifying Group exist." Below the table are buttons for "ADD A QUALIFYING GROUP", "CONTINUE TO NEXT PAGE >>", "CANCEL", and "PREVIEW REQUISITION".

If you are not adding any Qualifying Equivalencies, click the **Continue to Next Section** button.

To add a Qualifying Equivalency to this Requisition, click on the **Add a Qualifying Group** button, which returns the following page:



Clicking the Search button will return results similar to the following:




For this example, click the View/Add Qualifying Group link for HS + 6 mos. -- HS+6 existing Qualifying Group.



Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Rensselaer** 
[RPI Info](#) [Search RPI](#) [Contact RPI](#) [RPI News](#)  
[Research](#) [Academics](#) [Libraries](#) [Tour & Map](#)

[Careers at RPI](#) [Employee Benefits](#) [Online Forms](#) [HR Publications](#) [Policy/Procedures](#)

RENSSELAER POLYTECHNIC INSTITUTE • DIVISION OF HUMAN RESOURCES

[JOB POSTINGS](#)  
[SEARCH](#)  
[CREATE REQUISITION](#)  
[FROM TEMPLATE](#)  
[FROM PREVIOUS](#)  
[FROM SCRATCH](#)  
[TEMPLATES](#)  
[SEARCH](#)  
[CREATE TEMPLATES](#)  
[FROM TEMPLATE](#)  
[FROM SCRATCH](#)  
[APPLICANTS](#)  
[SEARCH APPLICANTS](#)  
[STATUS SEARCH](#)  
[SPECIAL HANDLING](#)  
[ADD TO SPECIAL HANDLING](#)  
[SEARCH SPECIAL HANDLING LIST](#)  
[USERS](#)  
[CREATE USER ACCOUNT](#)  
[APPROVE](#)  
[SEARCH USERS](#)  
[ADMIN](#)  
[HOME](#)  
[CHANGE DEFAULT VIEW](#)  
[REPORTS](#)  
[CHANGE PASSWORD](#)  
[LOGIN AS HIRING MANAGER](#)  
[LOGOUT](#)

Welcome **Sample Human Resources**. You are logged in with University View. Tuesday, May 25, 2004

## View/Add Qualifying Group

[Return to Search](#)

**ADD QUALIFYING GROUP**

**HS + 6 mos. -- HS+6**

Minimum Points Required: 100

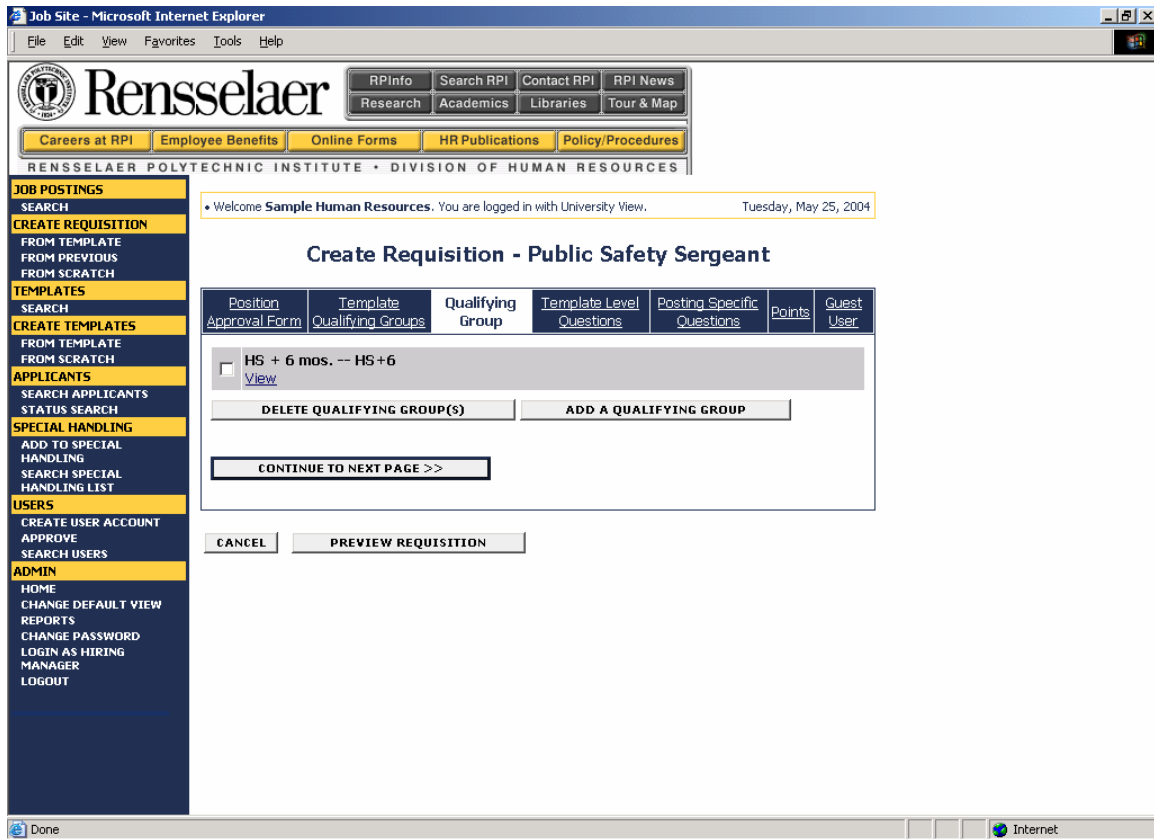
**1 Please indicate the highest level of education you have completed:**

ANSWER	QUALIFYING POINTS
No Response	0
Less than high school diploma	65
HS/GED	95
One year college coursework	100
Two years college coursework	100
Associate's Degree	100
Three years college coursework	100
Four years college coursework	100
Bachelor's Degree	100
Master's Degree	100
Ph.D.	100
Other Terminal Degree	100

Please indicate the number of years of paid work experience you have that is

Done Internet

To add this Qualifying Group to the requisition, click the **Add Qualifying Group** button. If not, click the Return to Search link.



After you have added this Qualifying Group to the requisition, click the **Add a Qualifying Group** button to add an additional qualifying group. To delete the Qualifying Group, check the box next to the title and click the **Delete Qualifying Group** button.

Once the Qualifying Groups are set to your satisfaction, click the **Continue to Next Section** button to continue creating this requisition.

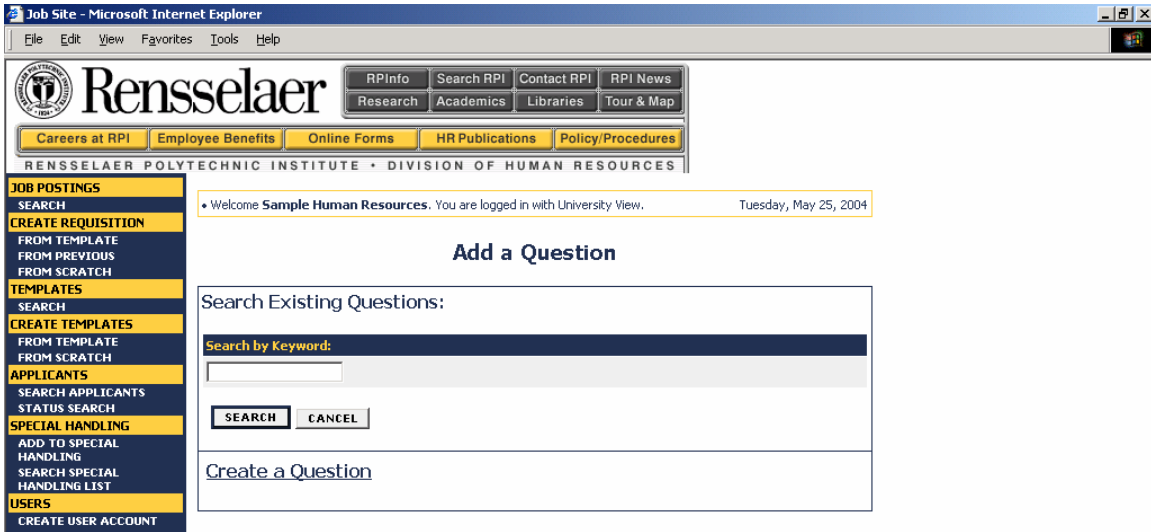
## Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for "RENSSELAER POLYTECHNIC INSTITUTE - DIVISION OF HUMAN RESOURCES". The main heading is "Create Requisition - Public Safety Sergeant". A navigation menu on the left includes sections like "JOB POSTINGS", "TEMPLATES", "APPLICANTS", "USERS", and "ADMIN". The main content area has a breadcrumb trail: "Position Approval Form" > "Template Qualifying Groups" > "Qualifying Group" > "Template Level Questions" > "Posting Specific Questions" > "Points" > "Guest User". Below the breadcrumb, there is a text box with the instruction: "To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Section >>** to skip this section or when finished." Below this text, it says "No Posting Specific Questions exist." and provides two buttons: "ADD A QUESTION" and "CONTINUE TO NEXT PAGE >>". At the bottom of the main content area, there are "CANCEL" and "PREVIEW REQUISITION" buttons. A status bar at the top of the page indicates "Welcome Sample Human Resources. You are logged in with University View." and the date "Tuesday, May 25, 2004".

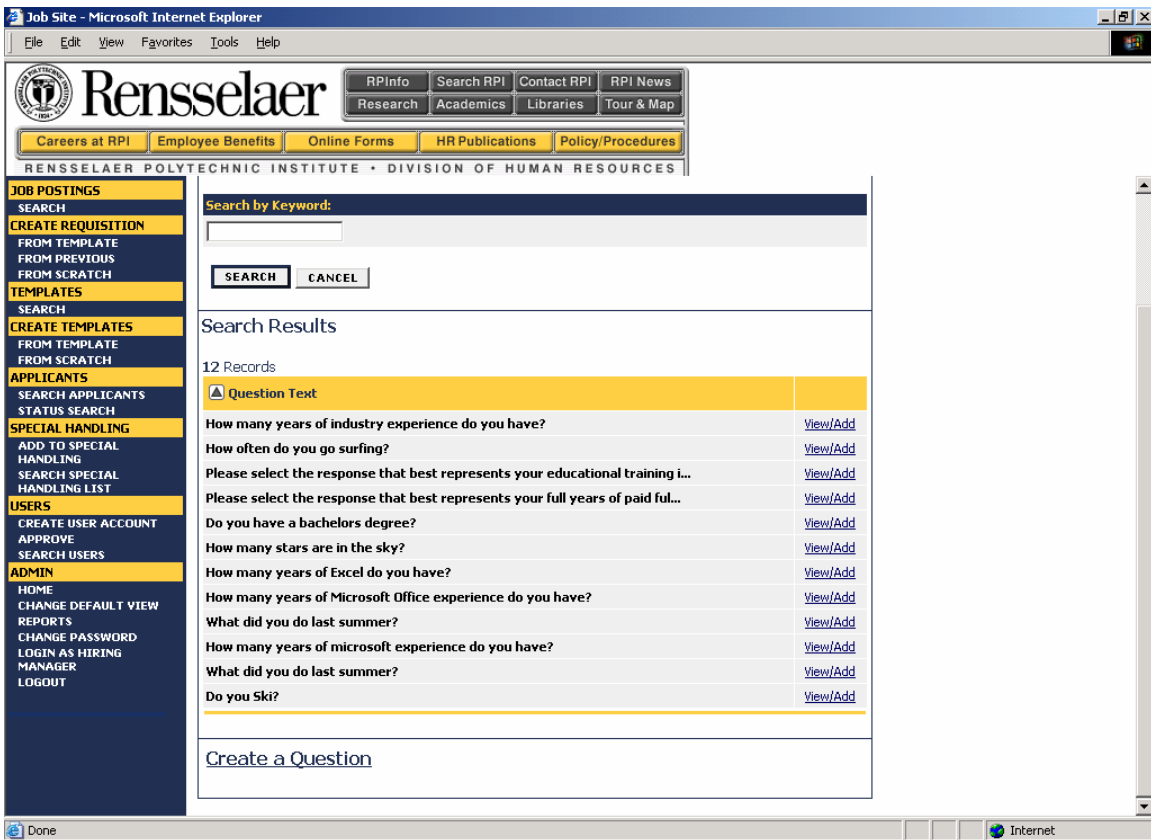
If you are not adding any Screening Questions, click the **Continue to Next Section** button.

To add a Screening Question to this Requisition, click on the **Add a Question** button, which returns the following page:



The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.



After clicking the **Create a Question** button, the following screen will appear:

**Question**

Please enter question text:

Please select answer type:

Closed Ended (e.g. Do you have experience working in an office environment?)

Open Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers	Open-Ended Answers
Display No Response As: <input type="text" value="No Response"/>	<input checked="" type="radio"/> None
Possible Responses (up to 7): 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/>	<input type="radio"/> Short Text (Text < 50 characters)
	<input type="radio"/> Long Text (Text > 50 characters)
	<input type="radio"/> Phone
	<input type="radio"/> Date

Step 1: *Please enter question text:* Enter the text of the question you wish to ask all candidates who will apply to this Posting.

Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.

## Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

***Do you have experience working in an office environment?***  
**Possible Responses: Yes or No**

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for the Rensselaer Polytechnic Institute's Division of Human Resources. The main content area is titled "Question" and contains the following fields:

- Please enter question text:** A text input field containing "Do you have experience working in an office environment?".
- Please select answer type:** Two radio buttons: "Closed Ended (e.g. Do you have experience working in an office environment?)" (selected) and "Open Ended (e.g. Describe any work experience relevant to this Posting.)".
- Closed-Ended Answers:** A section with a "Display No Response As:" field containing "No Response" and a "Possible Responses (up to 7):" section with seven numbered input boxes. The first two boxes contain "Yes" and "No".
- Open-Ended Answers:** A section with five radio buttons: "None" (selected), "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date".

At the bottom of the form are "SUBMIT QUESTION" and "CANCEL" buttons. A left sidebar contains navigation links for various HR functions like "JOB POSTINGS", "APPLICANTS", and "ADMIN".

After selecting the "Closed Ended" radio button, enter the answer choices that candidates can choose from in the boxes labeled "Possible Responses". In this case, you would enter:

1. Yes
2. No

## Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

***Describe any work experience relevant to this position.***

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Rensselaer logo and navigation links: "RPInfo", "Search RPI", "Contact RPI", "RPI News", "Research", "Academics", "Libraries", and "Tour & Map". Below the header are links for "Careers at RPI", "Employee Benefits", "Online Forms", "HR Publications", and "Policy/Procedures". The main content area is titled "Question" and contains the following fields and options:

- Question:** A text input field with the placeholder text "Please enter question text:" and a dropdown menu showing "Describe any work experience relevant to this position."
- Please select answer type:** Two radio buttons: "Closed Ended (e.g. Do you have experience working in an office environment?)" and "Open Ended (e.g. Describe any work experience relevant to this Posting.)". The "Open Ended" option is selected.
- Closed-Ended Answers:** A section with a "Display No Response As:" dropdown menu (set to "No Response") and a "Possible Responses (up to 7):" section with seven numbered input fields.
- Open-Ended Answers:** A section with five radio buttons: "None", "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date". The "Long Text (Text > 50 characters)" option is selected.

At the bottom of the form are two buttons: "SUBMIT QUESTION" and "CANCEL".

The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Rensselaer logo and navigation links such as "RPInfo", "Search RPI", "Contact RPI", "RPI News", "Research", "Academics", "Libraries", and "Tour & Map". Below the header, there are tabs for "Careers at RPI", "Employee Benefits", "Online Forms", "HR Publications", and "Policy/Procedures". The main content area is titled "RENSSELAER POLYTECHNIC INSTITUTE - DIVISION OF HUMAN RESOURCES".

On the left side, there is a vertical navigation menu with categories: "JOB POSTINGS", "APPLICANTS", "SPECIAL HANDLING", "USERS", and "ADMIN".

The main content area contains the following text and form elements:

- Text: "To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Section**>> to skip this section or when finished."
- Section: "Posting Specific Questions" (highlighted in yellow)
- Text: "To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below."
- Form Item 1: A checkbox labeled "Do you have experience working in an office environment? (Edit)". Below it is an "ANSWER" section with radio buttons for "No Response", "Yes", and "No". At the bottom of this section is a radio button for "Is this question required?" with "Required" selected and "Not Required" as an option.
- Form Item 2: A checkbox labeled "Describe any work experience relevant to this position. (Edit)". Below it is a "LONG TEXT" section with a radio button for "Is this question required?" with "Required" selected and "Not Required" as an option.
- Buttons: "DELETE QUESTION(S)", "ADD A QUESTION", and "CONTINUE TO NEXT PAGE >>".
- Bottom Buttons: "CANCEL" and "PREVIEW REQUISITION".

When you have finished adding screening questions for this Requisition, click the **Continue to Next Section** button.



## Assigning Points

In order to assist you in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the **Continue to Next Section** button.

Job Site - Microsoft Internet Explorer

Rensselaer

RENSSELAER POLYTECHNIC INSTITUTE • DIVISION OF HUMAN RESOURCES

• Welcome **Sample Human Resources**. You are logged in with University View. Tuesday, May 25, 2004

### Create Requisition - Public Safety Sergeant

Position Approval Form	Template Qualifying Groups	Qualifying Group	Template Level Questions	Posting Specific Questions	Points	Guest User
<p>On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of <i>did not meet minimum qualifications</i>.</p> <p>When finished adding points, selecting disqualifying answers, or to skip this section, click <b>Continue to Next Section</b>&gt;&gt;.</p> <p>Open-ended questions will not be visible on this tab, but will be visible on the summary page.</p> <p>Maximum Points Possible: 0</p>						
<b>Posting Specific Questions</b>						
Do you have experience working in an office environment?						
<b>ANSWER</b>		<b>DISQUALIFYING</b>	<b>SCORE</b>			
No Response		<input type="checkbox"/>	<input type="text" value="0"/>			
Yes		<input type="checkbox"/>	<input type="text" value="0"/>			
No		<input type="checkbox"/>	<input type="text" value="0"/>			
0 %						
<input type="button" value="RECALCULATE"/>		<input type="button" value="RESET"/>				

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: “Do you have experience working in an office environment?”

**NOTE:** You may also see questions that were added to this Requisition as part of the template. These questions are displayed on this screen for informational purposes, and you may not designate them as disqualifying or assign them points.

To disqualify a candidate based on a particular answer, click the corresponding box under the word “DISQUALIFYING”. In the above example, when a candidate answers “No” to this question, the system would disqualify them for further consideration for this Requisition. The candidate would receive the "Fail Message" for this position and be classified as “Inactive”.

To specify how many points the applicant should receive for each response, enter a number in the “SCORE” column. For example, an applicant answering “Yes” to this question would receive 20 points.

To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the **Recalculate** button.

Clicking the **Reset** button returns all the Screening Question point values to 0.

When all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Section** button.

## Activating Guest Users

Guest User accounts are used by committee members. If your Requisition involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Requisition.

Guest Users are only able to view the applicants to the Requisition(s) to which they are assigned, and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the Requisition(s) to which they are assigned. When the Requisition is filled, the guest user name and password are automatically deactivated.

To set up a guest user account, click the "Activate Guest User" link.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for "Rensselaer" and is part of the "RENSSELAER POLYTECHNIC INSTITUTE - DIVISION OF HUMAN RESOURCES". The main heading is "Create Requisition - Public Safety Sergeant".

On the left is a navigation menu with categories: JOB POSTINGS, CREATE REQUISITION, TEMPLATES, CREATE TEMPLATES, APPLICANTS, SPECIAL HANDLING, USERS, and ADMIN.

The main content area includes a welcome message: "Welcome Sample Human Resources. You are logged in with University View. Tuesday, May 25, 2004". Below this is a table with columns: Position Approval Form, Template Qualifying Groups, Qualifying Group, Template Level Questions, Posting Specific Questions, Points, and Guest User.

The text on the page reads: "On this screen, you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants. When finished or to skip this section, click **Continue to Next Section**."

There is a link for "Activate Guest User" and a button for "CONTINUE TO NEXT PAGE >>". At the bottom of the main content area are "CANCEL" and "PREVIEW REQUISITION" buttons.

After clicking the "Activate Guest User" link, you should see a screen similar to the following:

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for the Rensselaer Polytechnic Institute's Human Resources division. The main heading is "Create Requisition - Public Safety Sergeant". Below the heading is a table with tabs for "Position Approval Form", "Template Qualifying Groups", "Qualifying Group", "Template Level Questions", "Posting Specific Questions", "Points", and "Guest User". The "Guest User" tab is selected. The form contains the following text and fields:

Welcome **Sample Human Resources**. You are logged in with University View. Tuesday, May 25, 2004

### Create Requisition - Public Safety Sergeant

Position Approval Form	Template Qualifying Groups	Qualifying Group	Template Level Questions	Posting Specific Questions	Points	Guest User
------------------------	----------------------------	------------------	--------------------------	----------------------------	--------	------------

On this screen, you may create an account that will be used by members of the review committee.

Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.

When finished or to skip this section, click **Continue to Next Section**.

[Deactivate Guest User](#)

**Create Guest User**

\*Required information is denoted with an asterisk.

User Name: GU51398

\* Password:  (Between 6 and 20 Characters)

**CONTINUE TO NEXT PAGE >>**

**CANCEL**   **PREVIEW REQUISITION**

The system automatically assigns a User Name for this Requisition (which will be GU#####). You will need to enter a password, which must be between 6 and 20 characters.

Please record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.

After entering a password for the Guest User, click **Continue to Next Section** to continue to the final step.

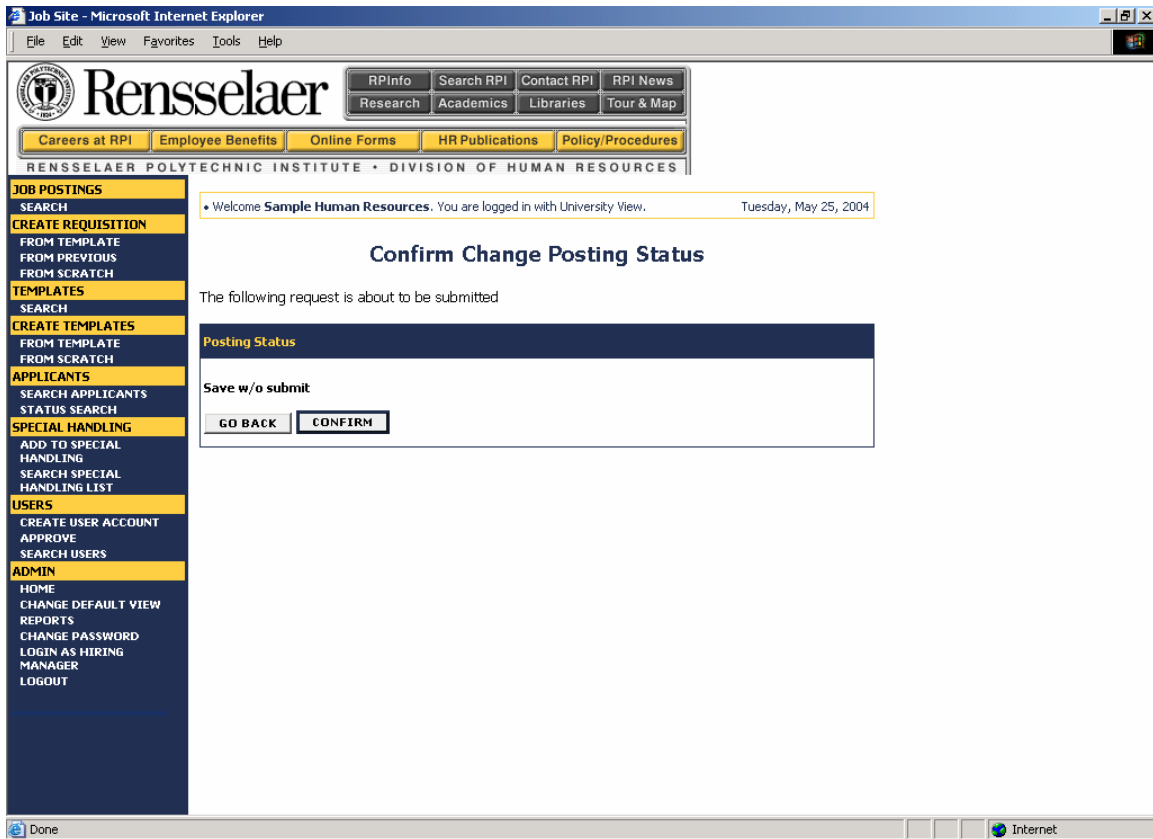
## Saving/Approving the Requisition

After clicking the **Continue to Next Section** button from the previous screen and viewing any notes associated with the requisition, click on the **Continue to Next Section** or **View Requisition Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Rensselaer logo and navigation links such as "RPInfo", "Search RPI", "Contact RPI", "RPI News", "Research", "Academics", "Libraries", and "Tour & Map". Below the header is a navigation bar with buttons for "Careers at RPI", "Employee Benefits", "Online Forms", "HR Publications", and "Policy/Procedures". The main content area is titled "View Requisition Summary - Public Safety Sergeant". It includes a welcome message, a date (Tuesday, May 25, 2004), and instructions to review details before continuing. There are "Edit" and "Printer-Friendly Version" links. A "Posting Status" section contains radio buttons for "Save w/o submit" (selected) and "Approve", with "CANCEL" and "CONTINUE" buttons below. A "Position Approval Form" table displays the following information:

Position Approval Form	
Search Number	
Position Number	234342
Position Title	sample
Advertised Title	Public Safety Sergeant
New/Replacement Position (If replacement list incumbent name and title)	New

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Continue** to go to the confirmation page:



Press **Confirm** to complete this step.

**The details of your Requisition are NOT SAVED until you complete this step.**

## One Page Guide for Creating a Requisition

- 1) From the HR site, click **Create Requisition**.
- 2) Fill in the Posting details
  - a. When finished, click **Continue to Next Section**
- 3) Add screening question(s) (optional...to skip, click **Continue to Next Section**)
  - a. From "Screening Questions" section, click **Add A Question**
  - b. Click **Search**
  - c. Select one of the previously entered questions, or click **Create A Question**
  - d. Enter the text of the question
  - e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
  - f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
  - g. Click **Submit Question** to attach the question to the Requisition
  - h. Enter additional screening questions, or click **Continue to Next Section**
- 4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Section**). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Section**
- 5) Assign a "Guest User" if appropriate, then click **Continue to Next Section**
- 6) Review the Requisition, and edit if necessary. When finished, select the appropriate step and then click **Confirm** on the following screen.

# SEARCHING POSTINGS

Clicking the **Search** link under the Job Postings heading on the left side will take you to a screen that looks similar to the following:

The screenshot shows the Rensselaer Job Site search interface. The left sidebar contains a navigation menu with the following items:

- JOB POSTINGS**
  - SEARCH
  - CREATE REQUISITION
  - FROM TEMPLATE
  - FROM PREVIOUS
  - FROM SCRATCH
- TEMPLATES**
  - SEARCH
  - CREATE TEMPLATES
  - FROM TEMPLATE
  - FROM SCRATCH
- APPLICANTS**
  - SEARCH APPLICANTS
  - STATUS SEARCH
- SPECIAL HANDLING**
  - ADD TO SPECIAL HANDLING
  - SEARCH SPECIAL HANDLING LIST
- USERS**
  - CREATE USER ACCOUNT
  - APPROVE
  - SEARCH USERS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - REPORTS
  - CHANGE PASSWORD
  - LOGIN AS HIRING MANAGER
  - LOGOUT

The main search area is titled "Search" and includes the following fields and options:

- Advertiser Title: Any (dropdown)
- Recruiter: Any (dropdown)
- Actual Start Date: (text input)
- Search Number: (text input)
- Position Number: (text input)
- Department: Any (dropdown)

Below the search criteria are checkboxes for various posting statuses:

- Saved
- Financial Manager Review
- Sent to Provost
- Sent to Budget
- Submitted to HR for Approval
- On Hold
- Req Returned to Hiring Mgr for Review
- Approved
- Denied Req
- Posted
- Extended Open
- Reopened
- Closed
- Filled
- Cancelled

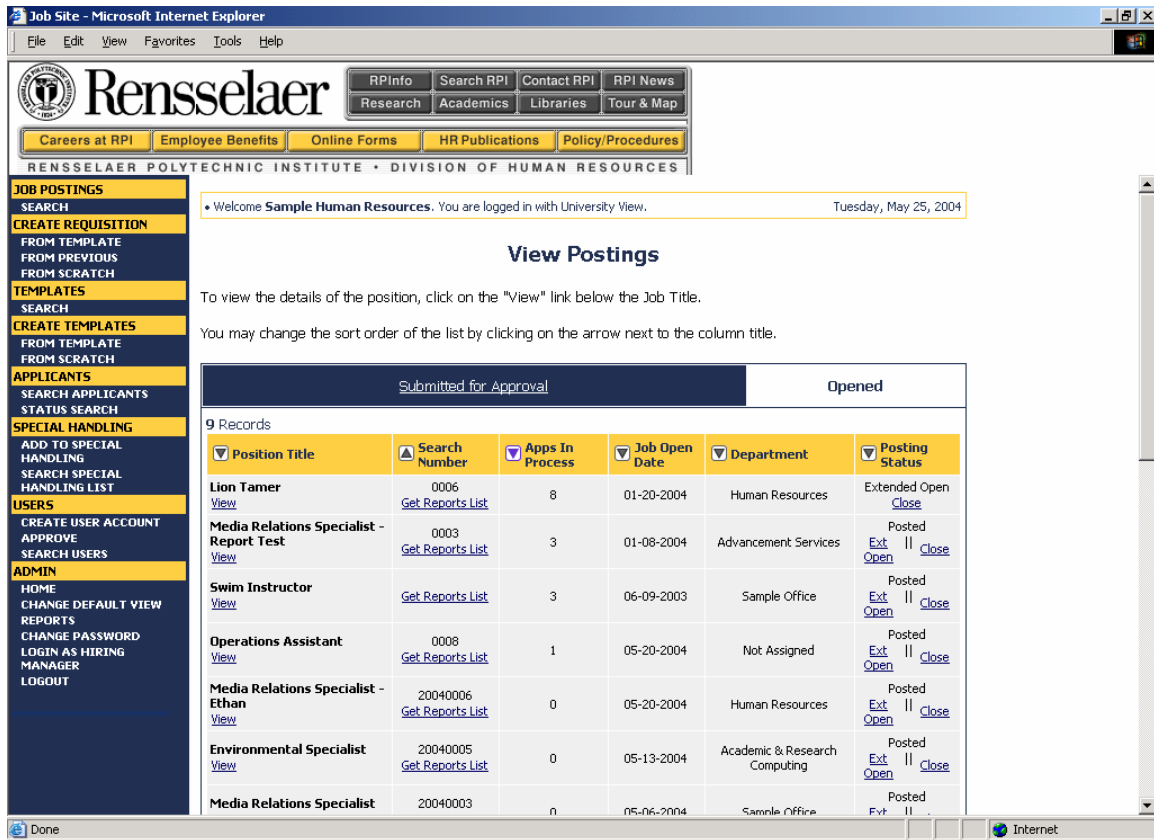
At the bottom of the search area are two buttons: **SEARCH** and **CLEAR RESULTS**.

You may select the criteria to search for Postings from this screen. You may search by some or none of the parameters.



## Viewing Postings by Status

After clicking the Search button, you will be taken to a screen similar to the following:



The screenshot shows the Rensselaer Polytechnic Institute Job Site in Microsoft Internet Explorer. The page title is "View Postings". The navigation menu includes "JOB POSTINGS", "CREATE REQUISITION", "TEMPLATES", "APPLICANTS", "SPECIAL HANDLING", "USERS", and "ADMIN". The main content area shows a list of 9 records under the "Opened" tab. The table has columns for Position Title, Search Number, Apps In Process, Job Open Date, Department, and Posting Status. The status column includes links for "Ext", "Open", and "Close".

Position Title	Search Number	Apps In Process	Job Open Date	Department	Posting Status
<a href="#">View</a> Lion Tamer	0006 <a href="#">Get Reports List</a>	8	01-20-2004	Human Resources	Extended Open <a href="#">Close</a>
<a href="#">View</a> Media Relations Specialist - Report Test	0003 <a href="#">Get Reports List</a>	3	01-08-2004	Advancement Services	Posted <a href="#">Ext</a> <a href="#">Open</a> <a href="#">Close</a>
<a href="#">View</a> Swim Instructor	<a href="#">Get Reports List</a>	3	06-09-2003	Sample Office	Posted <a href="#">Ext</a> <a href="#">Open</a> <a href="#">Close</a>
<a href="#">View</a> Operations Assistant	0008 <a href="#">Get Reports List</a>	1	05-20-2004	Not Assigned	Posted <a href="#">Ext</a> <a href="#">Open</a> <a href="#">Close</a>
<a href="#">View</a> Media Relations Specialist - Ethan	20040006 <a href="#">Get Reports List</a>	0	05-20-2004	Human Resources	Posted <a href="#">Ext</a> <a href="#">Open</a> <a href="#">Close</a>
<a href="#">View</a> Environmental Specialist	20040005 <a href="#">Get Reports List</a>	0	05-13-2004	Academic & Research Computing	Posted <a href="#">Ext</a> <a href="#">Open</a> <a href="#">Close</a>
Media Relations Specialist	20040003	n	05-06-2004	Sample Office	Posted <a href="#">Ext</a> <a href="#">Open</a> <a href="#">Close</a>

At the top of the screen are tabs that organize your search results by the status of the Posting. In this example, our search returned results of Postings in several statuses, and the "Opened" tab is currently selected.

You may sort Postings within each tab by clicking on the arrows next to the column headings.

## Changing the Status of a Posting

The actions which you perform on a Posting are customized based on your hiring process, but may include:

- 1) Post the Requisition (enable candidates to view it on your Online Employment Site)
- 2) Close the Posting (remove it from your Online Employment Site)
- 3) Fill the Posting (designate that the Posting has been filled)
- 4) Place a Posting on Hold (stop accepting applications in order to review current applicant pool, but it may be opened up again in the future)
- 5) Additional statuses, depending on your hiring process

To perform any of these actions, click the appropriate link under "Posting Status", and then click the "Confirm" button on the ensuing confirmation page. The Posting will then appear under the tab representing its new status (On Hold, Filled, etc.).

# APPLICANTS

There are several methods to view applicants in the system. You may view an applicant by clicking "Search" under the Job Postings heading on the left, then selecting the Posting whose applicants you wish to view.

## Viewing Applicants to a Posting

In the following example, clicking the word "View" below a position title brings up the following screen:

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for Rensselaer Polytechnic Institute, Division of Human Resources. The main heading is "View/Edit Posting - Media Relations Specialist - Report Test". Below this, there is a table of active applicants. The table has columns for Name, Documents, Score, Link To, Date Applied, Status, and Actions. There are three records listed.

Name	Documents	Score	Link To	Date Applied	Status	Actions
Bad, Johnny	Other    Res	100	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager	<a href="#">Attach Most Recent Application</a>
Creech, Jackie	Res	67	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager	
Doe, Jane	Res	100	<a href="#">History/Notes</a>	01-20-2004	Under Review by Manager	<a href="#">Attach Most Recent Application</a>

Below the table, there are buttons for "CHANGE MULTIPLE APPLICANT STATUSES" and "COPY FROM POOL". At the bottom, there is a "Refresh" button and a "View Multiple" button. A "Minimum Score:" field is also visible.

The first tab labeled "Applicants" is a screen listing the Applicants for this Posting. Additional summary information is also provided in this table, including links to uploaded documents (such as resumes and cover letters), date applied, etc. Each column may be sorted by the arrows next to the column heading.

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

- Sort and view Applicants by different criteria
- View and print applications
- View and print uploaded documents
- Add notes to a applicant's record
- Change an applicant's status

## Sorting and Viewing Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the arrow next to the corresponding column heading. Clicking the arrow again reverses the sort order.

The screenshot shows the Rensselaer Job Site interface. At the top, there are navigation links for RPI Info, Search RPI, Contact RPI, RPI News, Research, Academics, Libraries, and Tour & Map. Below this is a navigation bar with links for Careers at RPI, Employee Benefits, Online Forms, HR Publications, and Policy/Procedures. The main content area is titled 'RENSSELAER POLYTECHNIC INSTITUTE • DIVISION OF HUMAN RESOURCES' and displays a table of applicants.

Name	Documents	Score	Link to	Applied	Status	Actions
Bad, Johnny <a href="#">View Application</a>	Other    Res	100	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager	<a href="#">Attach Most Recent Application</a> <input type="checkbox"/>
creech, Jackie <a href="#">View Application</a>	Res	67	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager	<input type="checkbox"/>
Doe, Jane <a href="#">View Application</a>	Res	100	<a href="#">History/Notes</a>	01-20-2004	Under Review by Manager	<a href="#">Attach Most Recent Application</a> <input type="checkbox"/>

Below the table are buttons for 'CHANGE MULTIPLE APPLICANT STATUSES' and 'COPY FROM POOL'. A 'Refresh' section is located below the table, containing a 'Minimum Score' input field, an 'Include' section with checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants', and a 'REFRESH' button. To the right of the 'Refresh' section is a 'View Multiple' section with buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'. A note below these buttons states: '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.' At the bottom of the page are buttons for 'CANCEL' and 'VIEW POSTING SUMMARY >>'.

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you filter (view) them by.

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 still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

## Viewing and Printing Applicants

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

Select File > Print from your browser's menu to print the application. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click 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 applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

The screenshot shows the Rensselaer Job Site interface. The main content area is titled "Active Applicants" and displays a table with 3 records. The table columns are: Name, Documents, Score, Link To, Date Applied, Status, and Actions. The records are as follows:

Name	Documents	Score	Link To	Date Applied	Status	Actions
Bad, Johnny <a href="#">View Application</a>	Other    Res	100	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager <a href="#">Change Status</a>	<a href="#">Attach Most Recent Application</a>
Creech, Jackie <a href="#">View Application</a>	Res	67	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager <a href="#">Change Status</a>	<a href="#">Attach Most Recent Application</a>
Doe, Jane <a href="#">View Application</a>	Res	100	<a href="#">History/Notes</a>	01-20-2004	Under Review by Manager <a href="#">Change Status</a>	<a href="#">Attach Most Recent Application</a>

Below the table, there are buttons for "CHANGE MULTIPLE APPLICANT STATUSES" and "COPY FROM POOL". At the bottom of the main content area, there is a "Refresh" section with a "Minimum Score:" input field, an "Include:" section with checkboxes for "Active Applicants" (checked) and "Inactive Applicants", and a "REFRESH" button. To the right of the "Refresh" section is a "View Multiple" section with buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS". A note at the bottom of the "View Multiple" section states: "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."

## Viewing and Printing Documents

This process is very similar to printing applications, except the documents are loaded using 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 the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the Applicants you selected to print. Select File>Print from the Adobe Reader menu to print the document. To close the window, 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 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 "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

## Adding Notes to an Applicant's Record

While in the Active Applicants screen, you may add notes to an applicant's record. These notes are saved by the system and can be viewed by all users within the system.

To view the notes for an individual, click the "History/Notes" link under the "Link To" column. After clicking the link, a screen similar to the following will appear:

The screenshot displays a web application interface. On the left is a vertical navigation menu with categories: JOB POSTINGS, CREATE REQUISITION, TEMPLATES, CREATE TEMPLATES, APPLICANTS, SPECIAL HANDLING, USERS, and ADMIN. The main content area shows a table of applicant history entries. Below the table is an 'Add Notes' form with a text input field and an 'ADD NOTES' button. At the bottom of the page is a 'RETURN' button.

Date/Time	Action
01-28-2004 10:28 AM	Applicant
<i>Incomplete - Attached Documents</i>	
01-28-2004 10:28 AM	Applicant
<i>Completed Application Process</i>	
01-28-2004 10:28 AM	Applicant
<i>Under Review by Manager</i>	
03-09-2004 12:15 PM	Sample Human Resources
NOTE: Document Associated (Other Doc_03-09-04_12-15-07CT)	
03-11-2004 11:25 AM	Sample Human Resources
NOTE: Application Updated to Most Recent Application on File	
05-03-2004 9:52 AM	Sample Human Resources
NOTE: Application Updated to Most Recent Application on File	

**Add Notes**

Notes:

Once you have completed entering a note for that applicant, click the **Add Notes** button. A confirmation page will appear; after clicking **Confirm** on that page you will see the note you created added to the applicant record. To return to the applicant list, click the **Return** button.

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Common History entries you may see for each applicant include:

**Incomplete – Attached Application** (indicating the applicant clicked the "Apply to this Position" button)

**Incomplete – Attached Questions** (indicating the applicant clicked the "Submit Questions" button)

**Incomplete – Attached Documents** (indicating the applicant clicked the "Finished Attaching Documents" button)

**Completed Application Process** (indicating that the applicant completed all necessary steps in applying for that position)

Others may appear, depending on your institution's hiring process.

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

## Changing the Status of Applicants

While in the Active Applicant display screen, you can change the status of applicants as you review their applicants, interview them, and make a final decision. To change the status of one applicant, click the “Change Status” link under the Status column heading.

To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant that you wish to change, then click the button labeled **Change Multiple Applicant Statuses**. You may also click the “All” link to select all applicants at the same time. To deselect all applicants, click the “None” link.

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Rensselaer

RPInfo Search RPI Contact RPI RPI News  
Research Academics Libraries Tour & Map

Careers at RPI Employee Benefits Online Forms HR Publications Policy/Procedures

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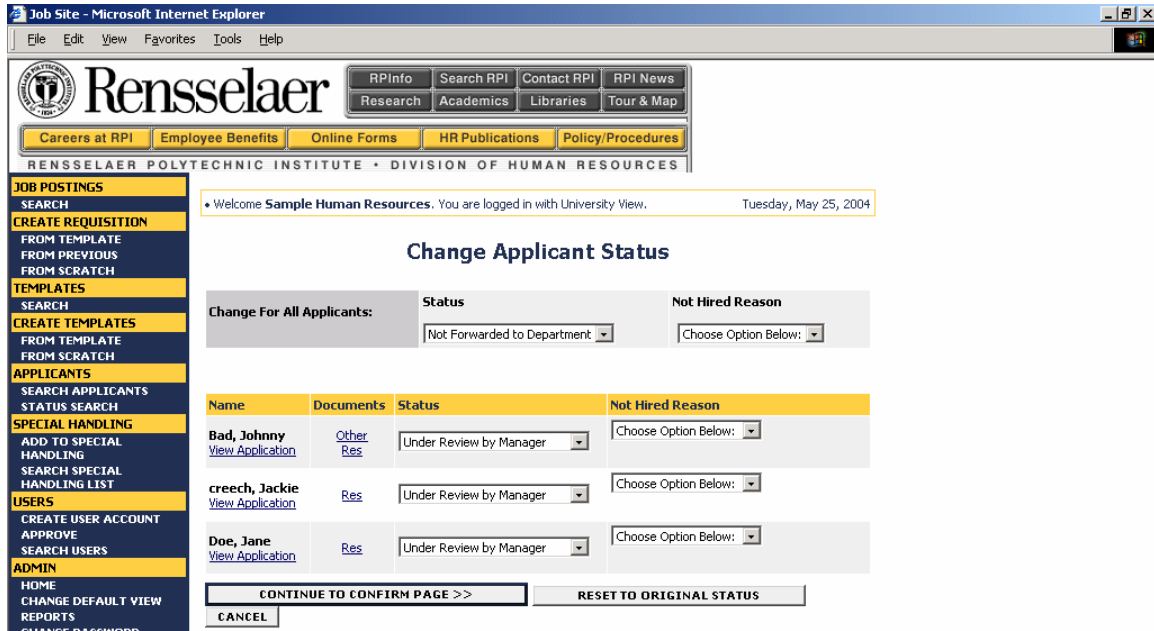
• Welcome Sample Human Resources. You are logged in with University View. Tuesday, May 25, 2004

### View/Edit Posting - Media Relations Specialist - Report Test

Applicants	Position Approval Form	Template Qualifying Groups	Qualifying Group	Template Level Questions	Posting Specific Questions	Points	Hiring Steps	Guest User	Notes / History
Active Applicants									
3 Records									
Name	Documents	Score	Link To	Date Applied	Status	Actions	All / None		
Bad, Johnny <a href="#">View Application</a>	Other II Res	100	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager <a href="#">Change Status</a>	<a href="#">Attach Most Recent Application</a>	<input checked="" type="checkbox"/>		
creech, Jackie <a href="#">View Application</a>	Res	67	<a href="#">History/Notes</a>	01-28-2004	Under Review by Manager <a href="#">Change Status</a>		<input checked="" type="checkbox"/>		
Doe, Jane <a href="#">View Application</a>	Res	100	<a href="#">History/Notes</a>	01-20-2004	Under Review by Manager <a href="#">Change Status</a>	<a href="#">Attach Most Recent Application</a>	<input checked="" type="checkbox"/>		
<b>CHANGE MULTIPLE APPLICANT STATUSES</b>					<b>COPY FROM POOL</b>				
<b>Refresh</b>					<b>View Multiple</b>				
Minimum Score: <input type="text"/>					<b>VIEW MULTIPLE APPLICATIONS</b>				
<input checked="" type="checkbox"/> Active Applicants					<b>VIEW MULTIPLE DOCUMENTS</b>				

Done Internet

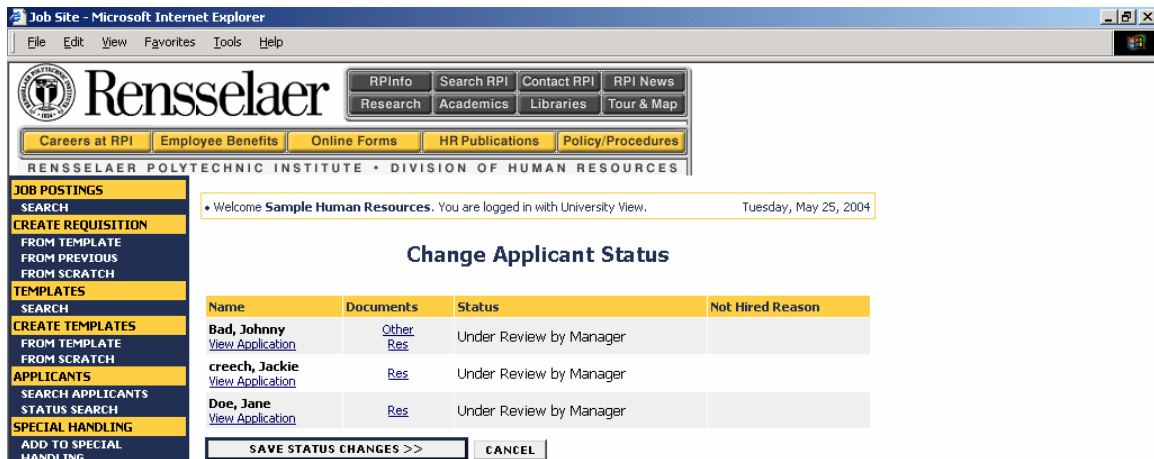
After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:



Under the “Status” column appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

You may also change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.

After clicking on the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.





## Searching Applicants by Name and SSN

You may search for a specific applicant by first name, last name, and SSN. To begin, click the "Search Applicants" link under Applicants on the left side of the screen and a screen similar to the following will appear:

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Rensselaer logo and navigation links: RPI Info, Search RPI, Contact RPI, RPI News, Research, Academics, Libraries, and Tour & Map. Below this are links for Careers at RPI, Employee Benefits, Online Forms, HR Publications, and Policy/Procedures. The main content area is titled "RENSSELAER POLYTECHNIC INSTITUTE • DIVISION OF HUMAN RESOURCES". A navigation menu on the left lists categories: JOB POSTINGS, CREATE REQUISITION, TEMPLATES, APPLICANTS, SPECIAL HANDLING, USERS, and ADMIN. The "APPLICANTS" section is expanded, showing "SEARCH APPLICANTS" and "STATUS SEARCH". The "SEARCH APPLICANTS" page features a search form with fields for "First Name:", "Last Name:", and "SSN or RIN:". Below the form are "SEARCH" and "CLEAR RESULTS" buttons. A status bar at the top of the content area reads: "Welcome Sample Human Resources. You are logged in with University View. Tuesday, May 25, 2004".

This screen will most commonly be used when an applicant calls your office and asks for the status of his/her application. After obtaining the applicant's name, click the **Search** button. The following screen will appear after clicking the **Search** button on the Search Applicants page. For the below example, no name was entered, so a list of all applicants was returned.

Job Site - Microsoft Internet Explorer

Rensselaer

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• Welcome **Sample Human Resources**. You are logged in with University View. Tuesday, May 25, 2004

### Search Applicants

View Applicants

41 Records

Name	Social Security Number	User Name	Actions
z, z <a href="#">View Application</a>	<a href="#">Change SSN</a>	2222225	<a href="#">Edit Application</a>    <a href="#">View Job History</a> <a href="#">Reset Password</a>    <a href="#">Assign to Posting</a>
z, z <a href="#">View Application</a>    <a href="#">View Application</a> <a href="#">Edits</a>	<a href="#">Change SSN</a>	2222222	<a href="#">Edit Application</a>    <a href="#">View Job History</a> <a href="#">Reset Password</a>    <a href="#">Assign to Posting</a>
a, a <a href="#">View Application</a>	879897879 <a href="#">Change SSN</a>	878787	<a href="#">Edit Application</a>    <a href="#">View Job History</a> <a href="#">Reset Password</a>    <a href="#">Assign to Posting</a>
a, a <a href="#">View Application</a>	787898789 <a href="#">Change SSN</a>	131313	<a href="#">Edit Application</a>    <a href="#">View Job History</a> <a href="#">Reset Password</a>    <a href="#">Assign to Posting</a>
a, a <a href="#">View Application</a>	879987978 <a href="#">Change SSN</a>	aaafdsfadf	<a href="#">Edit Application</a>    <a href="#">View Job History</a> <a href="#">Reset Password</a>    <a href="#">Assign to Posting</a>
Bad, Johnny <a href="#">View Application</a>    <a href="#">View Application</a> <a href="#">Edits</a>	987654623 <a href="#">Change SSN</a>	ejackson2312	<a href="#">Edit Application</a>    <a href="#">View Job History</a> <a href="#">Reset Password</a>    <a href="#">Assign to Posting</a>

You may also search the first and last name fields by partial names by entering just the portion of the name for which you wish to search. For example, if you enter “LIZ” in the first name field, you would receive all applicants who have “LIZ” in their first name. This would include “Liz”, “Lizzy” as well as “Elizabeth”. The search is not case sensitive.

To reverse the order of the sort, click on the arrow next to the title of the column (e.g. "Name").

Options under the “Action” column:

- **View Job History** – this will display a list of the job openings for which the applicant has applied.
- **Reset Password** – this will allow you to reset an applicant’s password. For security purposes, you are not able to view their password, just reset their password to their user name.
- **Assign to Posting** – this will allow you to assign an applicant to a job opening.

## Viewing Postings for which an Applicant Has Applied

Click **View Job History**, which will take you to a screen similar to the following. From this screen you can change the applicant's status, or view details of the individual's application for the Posting for which the applicant has applied.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Rensselaer logo and navigation links such as "RPInfo", "Search RPI", "Contact RPI", "RPI News", "Research", "Academics", "Libraries", and "Tour & Map". Below the header, there are tabs for "Careers at RPI", "Employee Benefits", "Online Forms", "HR Publications", and "Policy/Procedures". The main content area is titled "Applicant Job History" and displays a table with 2 records. A sidebar on the left contains various navigation options like "JOB POSTINGS", "TEMPLATES", "APPLICANTS", "SPECIAL HANDLING", "USERS", and "ADMIN".

RENSSELAER POLYTECHNIC INSTITUTE • DIVISION OF HUMAN RESOURCES

Welcome **Sample Human Resources**. You are logged in with University View. Tuesday, May 25, 2004

### Applicant Job History

2 Records

Name	Documents	Manage Docs	Link To	Position Title	Dept	Date Applied	Status	Actions
<b>Coleman, Gary</b> <a href="#">View Application</a>		<a href="#">Manage Documents</a>	<a href="#">History/Notes</a>	<a href="#">Bottle Washer View</a>	Sample Office	06-21-2002	Not Hired	<a href="#">Change Status</a>
<b>Coleman, Gary</b> <a href="#">View Application</a>	<a href="#">Res</a>	<a href="#">Manage Documents</a>	<a href="#">History/Notes</a>	<a href="#">Cash Operations Supervisor View</a>	Sample Office	06-21-2002	Not Hired	<a href="#">Change Status</a>

[RETURN TO PREVIOUS](#)

## Resetting an Applicant's Password

The applicant site is set up with a self-retrieval mechanism for Applicants who forget their password. However, it is possible that you may need to reset an individual's password for them. From the Search Applicants results screen, click **Reset Password** and the following screen will appear. Press **Confirm** to confirm the change, or cancel to return to the previous screen.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for Rensselaer Polytechnic Institute, Division of Human Resources. The main content area is titled "Confirm Reset Applicant Password". It includes a welcome message: "Welcome Sample Human Resources. You are logged in with University View. Tuesday, May 25, 2004". Below this, there is a confirmation message: "By clicking **Confirm** >> below, this applicant's password will be reset to be the same as their User Name." A table shows 1 record with the following data:

Applicant Name	User Name
a, a	aaafdsfadf

At the bottom of the table, there are two buttons: "CONFIRM >>" and "CANCEL".

After you click **Confirm**, the applicant's password and username will be the same. You should instruct the applicant to change his/her password the next time he/she logs in.

## Assigning an Applicant to a Posting

The system allows HR users to assign Applicants to Postings from the applicant search results. To begin, click on “Assign to Posting”. This will take you to the following screen:

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for Rensselaer Polytechnic Institute, Division of Human Resources. The main heading is "Apply Applicant to Posting" for applicant "Brady, Daren". Below this is a table titled "Choose Job to Apply To" with 9 records. Each record includes a position title, search number, and posting status, along with a link to "Apply to this Posting".

Position Title	Search Number	Posting Status
<a href="#">Environmental Specialist</a>	20040005 <a href="#">Apply to this Posting</a>	Posted
<a href="#">Ethan Test Media Relations Specialist</a>	20040002 <a href="#">Apply to this Posting</a>	Posted
<a href="#">Lion Tamer</a>	0006 <a href="#">Apply to this Posting</a>	Extended Open
<a href="#">Media Relations Specialist</a>	20040003 <a href="#">Apply to this Posting</a>	Posted
<a href="#">Media Relations Specialist - Ethan</a>	20040006 <a href="#">Apply to this Posting</a>	Posted
<a href="#">Media Relations Specialist - Report Test</a>	0003 <a href="#">Apply to this Posting</a>	Posted
<a href="#">Operations Assistant</a>	0008 <a href="#">Apply to this Posting</a>	Posted

You may apply the applicant to any Posting on the screen by selecting the “Apply to this Posting” link. You will then have the ability to answer or skip any posting specific questions. If you skip them, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you choose to answer questions, you will be able to attach documents or skip attaching documents for the applicant. If you skip attaching documents, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

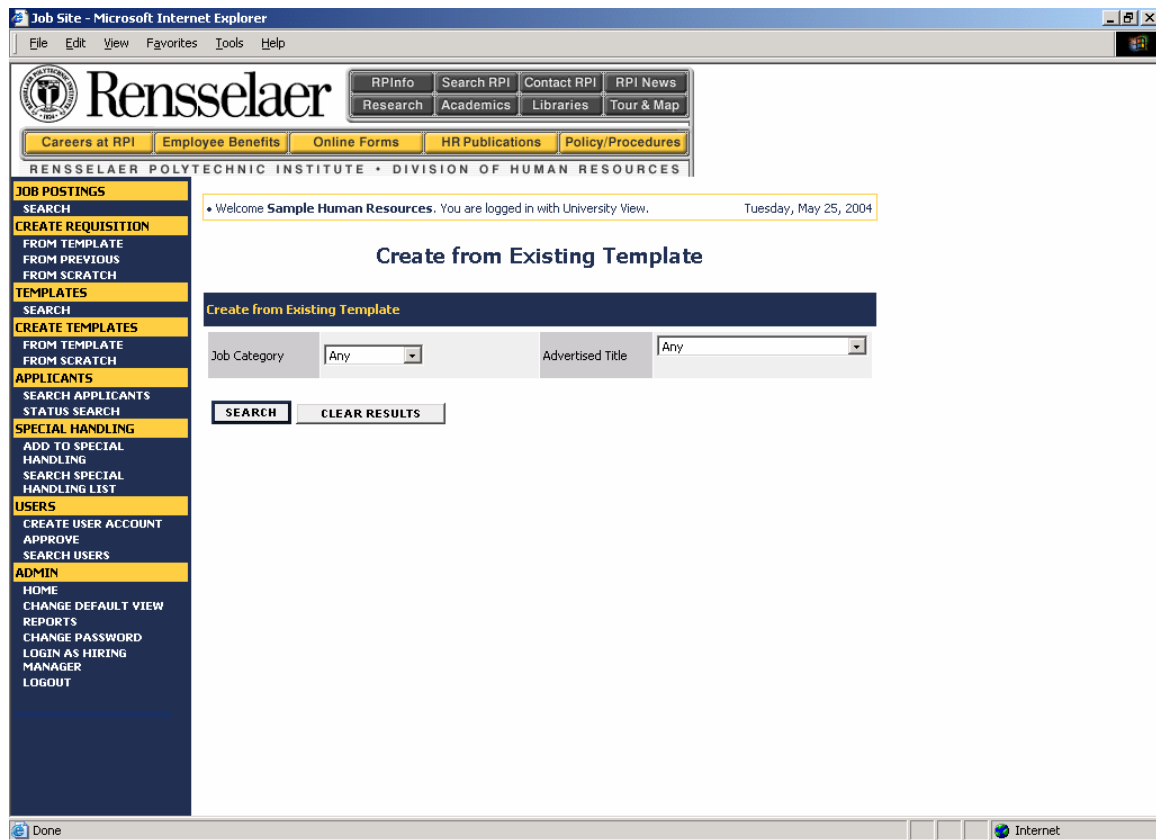
If you click the “Finish Attaching Documents” button, the applicant will be qualified and moved to the appropriate status. You can always change this status when you are finished.

# TEMPLATES

To eliminate the need for users to retype repeating information every time a similar Requisition is created, the system enables HR users to create “Templates.” Whenever a Requisition is created from a template, all the information from that template will be copied over to the Requisition.

## Creating a Template

To begin, click “From Template” or “From Scratch” under the Create Templates header on the left navigation bar. You should see a screen similar to the following.



# ADMINISTRATION

## Logging In as a Hiring Manager

Selecting this option enables you to see the site as a Hiring Manager sees it, with the same permissions. This also allows you to see all Postings assigned to that Hiring Manager. This can serve as a valuable training tool as you introduce this system throughout your Institution.

For questions about functionality when logged in as a Hiring Manager, please see the Hiring Manager User Manual.

**To Log Out of Hiring Manager** and return to your normal Human Resources views, click the link on the lower left side titled "Logout of Hiring Manager" (this link appears when you are logged in as a Hiring Manager).

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page is for the Rensselaer Polytechnic Institute, Division of Human Resources. The main content area is titled "Login as Hiring Manager" and contains the following text:

Welcome **Sample Human Resources**. You are logged in with University View. Tuesday, May 25, 2004

### Login as Hiring Manager

This screen allows you to login to the system as a Hiring Manager.

Although you will be logged into the system and see the same screens as a Hiring Manager, any modifications you make will be recorded as being performed by you.

Select the Hiring Manager's name you would like to login as:

None Selected

**LOGIN AS HIRING MANAGER**

The left sidebar contains a navigation menu with the following categories and links:

- JOB POSTINGS**
  - SEARCH
- CREATE REQUISITION**
  - FROM TEMPLATE
  - FROM PREVIOUS
  - FROM SCRATCH
- TEMPLATES**
  - SEARCH
- CREATE TEMPLATES**
  - FROM TEMPLATE
  - FROM SCRATCH
- APPLICANTS**
  - SEARCH APPLICANTS
  - STATUS SEARCH
- SPECIAL HANDLING**
  - ADD TO SPECIAL HANDLING
  - SEARCH SPECIAL HANDLING LIST
- USERS**
  - CREATE USER ACCOUNT
  - APPROVE
  - SEARCH USERS
- ADMIN**
  - HOME
  - CHANGE DEFAULT VIEW
  - REPORTS
  - CHANGE PASSWORD
  - LOGIN AS HIRING MANAGER
  - LOGOUT

## Changing Passwords

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Rensselaer logo and navigation links: "RPInfo", "Search RPI", "Contact RPI", "RPI News", "Research", "Academics", "Libraries", and "Tour & Map". Below this is a secondary navigation bar with "Careers at RPI", "Employee Benefits", "Online Forms", "HR Publications", and "Policy/Procedures". The main content area is titled "Change Password" and contains the instruction: "To change your password, please enter your current password followed by a new one." A yellow box labeled "Password Information" contains three input fields: "Current Password:", "New Password:", and "Confirm Password:". Below these fields are two buttons: "SUBMIT PASSWORD CHANGE" and "CANCEL". A left-hand navigation menu lists various system functions such as "JOB POSTINGS", "CREATE REQUISITION", "TEMPLATES", "APPLICANTS", "SPECIAL HANDLING", "USERS", and "ADMIN". A status bar at the bottom of the browser window shows "Done" and "Internet".

## Logging Out

To ensure the security of the data provided by applicant, **the system will automatically log you out after 60 minutes if it detects no activity.** Anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the Logout link located on the bottom left side of your screen.