

Recruiting Solutions 9.1

Search Committee Guide

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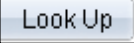

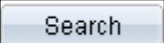

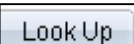


Recruiting Solutions 9.1




Navigation

Navigating Recruiting Solutions

Step	Action
1.	<p>To Login, enter your User Id and Password.</p> <p>User ID: User Id is your NetID Example: abc09001</p> <p>Password: NetID Password</p> <p>Click the LogIn button to continue.</p> <p>NOTE: For more information about NetID accounts, navigate to https://netid.uconn.edu.</p>
2.	<p>Arrive at the Home page. From the Home page, users access the menu on the left, and links to the right.</p> <p>MENU</p> <p>Favorites: Favorite pages and recently view pages are bookmarked and listed.</p> <p>Main Menu: Navigation to components in Recruiting Solutions. Menu options are based on security access assigned to each user's account.</p> <p>LINKS</p> <p>Home: Returns to the Home page from any page in the system (current page on screen).</p> <p>Worklist: Access to items pending your approval.</p> <p>Add to Favorites: Bookmark a favorite or frequently visited page.</p> <p>Sign out: Sign out from the secured system. Due to the sensitive data, all users are recommended to sign out at the end of each session.</p> <p>? Help: Help link provides help resources (tutorials and help documents for print). Help is context sensitive and filters documents relevant to the page you are currently on.</p>
3.	<p>Click the ? Help link.</p> 






Step	Action
4.	<p>The Help Main Player is context sensitive and filters help documents relevant to the most recently viewed page. The outline pane to the left displays relevant topics, and allows users to browse the topics listed. Uncheck the "Applicable" tab or enter keywords to browse other available topics not found in the context filter.</p> <p>To the right, options are available for help materials:</p> <p>Try It! Try It! mode allows you to perform the selected task in a simulated environment. This mode requires you to follow the instructions exactly as defined in each step.</p> <p>Do It! Do It! Mode is a playback mode providing step-by-step interactive instruction while you are working in Recruiting Solutions 9.1.</p> <p>Print It! Print It! mode provides a Job Aid document to save as a reference file or print to paper.</p>
5.	<p>Main Menu and folders within the menu are used to navigate pages.</p>
6.	<p>As you navigate, a path builds to identify the page location. The path can also be used to navigate back pages.</p> <p>For example, to select a different task within recruiting, you can click recruiting, and the menu will display.</p>
7.	<p>As you use the system, you will identify pages frequently visited. To bookmark these pages, click the Add to Favorites link.</p> 
8.	<p>Add to Favorites allows you to save with the default description, or click in the field and rename for you brown use.</p>
9.	<p>Click the OK button.</p> 
10.	<p>Saved Favorites are located to the left of the main menu link.</p> <p>Click the Favorites button.</p> 
11.	<p>The favorite saved is listed. You will also see the system retains your top 5 most Recently Used pages for easy access.</p> <p>Click the Find Job Openings menu to continue.</p>
12.	<p>The system provides several options for performing a search including: free form text fields, drop down selections, calendar dated lookup, searchable lookup fields, type ahead autofind fields and more.</p>

Step	Action
13.	<p>To search the job openings page, enter criteria specific to the Job Opening (e.g. ID, Status, Title).</p> <p>In this example, the Job Opening ID is a searchable lookup field.</p> <p>Click the Lookup icon to search for openings.</p> 
14.	<p>Enter criteria in the Search by field, and click the Look Up button.</p> 
15.	<p>Click the applicable Job Opening ID from the filtered results.</p> 
16.	<p>Click Search.</p> 
17.	<p>Click the Job Opening link to select the record.</p>
18.	<p>Lookup fields can be searched by the key number field or description in many cases. In this example, look up the Department number for Marketing.</p> <p>In the Description field, click the contains list item.</p> 
19.	<p>Enter the desired information into the Description field.</p>
20.	<p>Click the Look Up button.</p> 
21.	<p>Select the applicable link.</p> 
22.	<p>The search look up for Job Codes is very similar.</p> <p>In this example, the search criteria Contains the text "Tech"</p> <p>Type Tech in the field.</p>
23.	<p>Click the Look Up button.</p> 
24.	<p>The results list provides job codes for titles with the Job Family which contains "Tech" in the description.</p> <p>Click a Job Code from the list to continue.</p>

Step	Action
25.	<p>As you begin to type in many of the lookup fields, applicable selections will display.</p> <p>Click to select from the list, OR lookup using the magnify glass to the right.</p>
26.	<p>To delete rows, a delete icon displays next to each row. This page displays two types of delete icons:</p> <p>Trash Can Minus (-) sign</p> <p>Click the trash can to delete the row of data for Vanessa Miller.</p> 
27.	<p>Click the minus sign to delete the Newspaper/Chronicle recruitment contact.</p> 
28.	<p>Menus, Tabs, and Links are used for easy navigation.</p> <p>Important: Tabs may become links as an opening moves through the business process. Additional links and tabs also become accessible at key points.</p> <p>More information is provided during the Recruiting Solutions 9.1 instructor led training.</p>
29.	<p>For this example, we have navigated to Find Applicants page.</p> <p>The search criteria in this example produced more than 300 results; however, only the first 300 display. Use specific search criteria to narrow the results.</p> <p>Of the top results, the system displays 50 per page. To navigate results:</p> <p>View 100: Click to increase the 50 results per page, to 100 results per page.</p> <p>< >: User arrows to scroll forward or back to browse results pages.</p> <p>First: Return to the first page of results.</p> <p>Last: Go to the last page of results.</p>
30.	<p>Click the Sign out object.</p> 
31.	<p>End of Procedure.</p>

Pre-Interview Evaluations

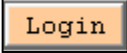




Search Committee Pre-Interview Recommendations






Step	Action
1.	Click the Main Menu link. 
2.	Click the Recruiting menu. 
3.	Click the Pre-Interview Evaluations link. 
4.	Enter search criteria and click the Search button. 
5.	The Pre-Interview Evaluations page displays. This page displays: Job Opening Information List of Qualifications List of Applicants
6.	The Applications section has two tabs: <u>Applicant Info:</u> Links to applicant materials, disposition, and comments. <u>Qualifications:</u> Matrix of Qualifications NOT met for each applicant and disposition. Note: Search Committee members have read only access to these pages.
7.	Click the Download Report button. 
8.	The Qualifications Matrix downloads with the applicant name, disposition, and qualifications listed across the top in Excel format. Note: The Excel report is not required as part of the job opening and is a worksheet if the committee chooses to use. The administrator will enter final disposition, check qualifications NOT met, and enter comments into the system.
9.	Click an applicant name link to view application materials.
10.	The applicant's application displays. Scroll the page to view information and attachments submitted.
11.	Click the next applicant to continue.
12.	End of Procedure.

AJO

Navigation




Navigating AJO (Academic Jobs Online)

Step	Action
1.	Navigate to Academicjobsonline.org
2.	Search Administrators are granted view and limited edit access in AJO. Faculty/Search Committee users are granted view only access. To log in, click the ...as Faculty or staff at employer institutions link.
3.	Enter your UConn email address into the Login field.
4.	Enter your password into the new password: field. You received a prior email with account and password information. Contact HRSearchFeedback@uconn.edu or your HR Associate if you have lost your password and need it reset.
5.	Click the Login button. 
6.	Select your role (if applicable), and click the Go button. 
7.	Click the List link to list applicants. 
8.	If you have access to more than one search within a group, all of the openings will display within the list. To filter, click on the job opening ID. Click green to turn on, and gray to turn off. 
9.	Click the PDFs link to view all applicant materials in one organized PDF file. 
10.	One file opens with all applicant materials bookmark by applicant name. Within each applicant, the file is organized by attachments (e.g. portfolio items including resume, cover letter, etc; Reference letters by writer). The PDF file can be saved and printed for easy search committee access outside of the system.
11.	Click the applicable Applicant link to view individual applicant materials.

Step	Action
12.	<p>Applicant information displays including coversheet (contact information and limited background information), reference letters and required materials.</p> <p>AJO lists two documents for each attachment. The first document is the original uploaded by the applicant; the second is the document converted into a PDF.</p> <p>Referees listed will receive an email link to upload reference letters directly into AJO. Applicants are notified when the letter is received; however, applicants do not have access to the contents of the letters.</p>
13.	<p>Click the PDF link to view reference letter attachment.</p> 
14.	<p>Click the PDF link to view applicant materials.</p> 
15.	<p>Click the down arrow to scroll forward to the next applicant; click the up arrow to scroll back to a previous applicant.</p> 
16.	<p>Close the current browser window.</p> 
17.	<p>Click All to view all listed applicants on one page.</p> 
18.	<p>End of Procedure.</p>

Faculty

AJO Faculty - Viewing Applicant Materials

Step	Action
1.	Navigate to Academicjobsonline.org
2.	Search Administrators are granted view and limited edit access in AJO. Faculty/Search Committee users are granted view only access. To log on, click the ...as Faculty or staff at employer institutions link.
3.	Enter your UConn email address into the Login field.
4.	Enter your password into the new password: field. You received a prior email with account and password information. Contact HRSearchFeedback@uconn.edu or your HR Associate if you need your password reset.
5.	Click the Login button.
6.	Select your role (if applicable), and click the Go button.
7.	Click the List link. 
8.	Click the PDFs link to view all applicant materials in one organized PDF file. 
9.	Click the applicable Applicant link to view materials specific to an individual applicant.
10.	Applicant information displays including coversheet (contact information and limited background information), reference letters and required materials. AJO lists two documents for each attachment. The first document is the original uploaded by the applicant; the second is the original document converted into a PDF. Referees listed will receive an email link to upload reference letters directly into AJO. Applicants are notified when the letter is received; however, applicants do not have access to the contents of the letters.
11.	Click the PDF link to view reference letter attachment.
12.	Click the PDF link to view applicant materials.
13.	Click the down arrow to scroll forward to the next applicant; click the up arrow to scroll back to a previous applicant.
14.	Close the current applicant window to return to the AJO Applicant List.
15.	Click All to view all listed applicants on one page. 
16.	End of Procedure.