Hiring Official’s Guide

Welcome to The Fairleigh Dickinson University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

Initially HR will create all online requisitions (job postings) using the current paper PRF method. Upon HR posting your job request, you will receive an email message advising you of the posting.

You will use this system to:

- View Applicants to your Requisitions (job postings)
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions (PRF’s)
- More detailed screening of Applicants’ qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

HR has created your user account using your FDU Novell sign-on. Enter your user name (Novell sign-on) and your password (Novell) on the Login screen.

After entering the FDU job site at http://jobs.fdu.edu/hr, the “login screen” for the system will appear

**User Login**

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, notify the HR Employment Administrator at ext. 2705, to have your User Name created. Once HR notifies you that your request has been accepted, you will then be able to login to the system with your user name and password.

User Name: [field]
Password: [field]

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.
Guest User accounts are used by committee members. If your Requisition involves committee review, please advise the HR Employment Administrator at ext. 2705, to set up a special account that will be used by members of the review committee to login to the system and view the Applicants to this Requisition (job posting).

Guest Users are only able to view the applicants to the Requisition(s) (job postings) 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.

After logging in to the system, if you have a Requisition (job posting) that is currently accepting applications, you will see a screen that looks similar to the attached example.

Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Requisitions.

**View Active:** Requisitions (postings) that are Active are either:
- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the relevant title.

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including Screening Questions and Points.

You may perform a number of tasks, including:
- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status
To sort applicants by Name, Date Applied, etc., click the arrow at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

To filter applicants by score, enter a numeric value in the Minimum Score box, and click Refresh. Only applicants meeting the score entered (and higher) will be included in your results.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the Refresh button to refresh the screen.

**Viewing and Printing Applications**

To view and print a single application, click the link “View Application” under the applicant’s name from the “Active Applicants” screen (the 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 applications. 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-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the “View Applicants” screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the “All/None” link). These boxes are located on the right side of the page. (See top of next 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 applications you selected to print.

Select File > Print from your browser’s menu to print the application(s).

**Viewing and Printing Documents**

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents’ formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click 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 Acrobat Reader menu to print the document. To close the window, click on the “X” in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Posting” screen).

To view and print multiple documents at the same time, perform the following steps:
1. Check the boxes next to the corresponding applicants you wish to print (or click the “All/None” link). 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.

**Viewing an Applicant’s History**

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 Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the Continue to Confirm button.
To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled Change Multiple Applicant_statuses.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Status</th>
<th>Selection Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, People</td>
<td></td>
<td>Under Review by Department</td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td></td>
<td></td>
<td>Choose Option Below:</td>
</tr>
</tbody>
</table>

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.

After clicking 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.

**Logging Out**

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 Logout of the system by clicking on the logout link located on the bottom left side of your screen.