HIRING OFFICIAL USER GUIDE

Welcome to the Fairleigh Dickinson University Online Paperless PRF/PIN Applicant Tracking System provided by PeopleAdmin

HR has created your user account using your FDU email sign-on (LDAP)

Enter your user name (email sign-on) and your password for email.

Login at http://jobs.fdu.edu/hr

Please contact Pat Miller, Employment Administrator, 201-692-2705 for assistance and one-on-one instruction and to set up a user account if you do not have one.

Home Page

- Announcements these may be information-only or alerts
- Items that need your attention – summary views of your Inbox and your Watch List
- Links to saved searches that you use often

Your Inbox

The header area of the home page presents your Inbox. Each item in your Inbox includes a link that opens the appropriate page for you to take the required action on the item.

Your Watch List

Your Watch List allows you to follow the progress of postings in which you are interested. By default, each posting you create is placed on your Watch List. When a posting is filled or canceled, it is automatically removed from your Watch List. You can also choose to stop watching a posting at any time.

Your Watch List is always accessible from the header area of each page. To add a posting to your Watch List, locate the posting of interest and select the Watch link associated with it.

The PRF online process electronically routes the PRF through the various departments for approval. This process will eliminate all of the hardcopy signatures for PRF's as they pass from one approval department to another. The system automatically tracks each online approval signature on the PRF and provides a date and time for each step of the approval process.

The online system will mirror the current paper workflow. The following is an overview of the steps for this process:

- A one page online PRF will be completed by the hiring official or designated originator.
- Upon completion, the PRF will be electronically transmitted to HR for additional input and approval.
• HR will electronically transmit the PRF to the next level person for review and approval (Supervisor/Chair, Dept.Head/Dean, VP/Provost of Division, University Provost, President or CFO).

• At each level the PRF will be reviewed/approved and electronically transmitted to the next level.

• (i.e. Supervisor/Chair, to Dept.Head/Dean who approves and sends to VP/Provost of Division for approval, VP/Provost approves and sends to University Provost for approval, University Provost approves and sends to CFO for approval, CFO approves and sends to HR for approval and to post the position.

• HR will provide the proper flow for the approval this process.

An email will be sent to the hiring official (and at each level of the approval process) advising them that a PRF has been forwarded to them for approval. They will log on to the system, review the PRF and either approve or disapprove the PRF. In either case, they will click the appropriate command button and the requisition will automatically be sent to the next step or returned to the hiring official. The command buttons are set up by HR.

Designator Originator
There is an option for a Designator Originator to complete the initial PRF. This is a non-approving step to be used by individuals who complete forms for the hiring official. It could be an Administrative Assistant or other Assistant. In these cases HR will set up this profile.

Update the Status of Each Applicant
The Supervisor/Chair User(s) have the responsibility to review/update the status of each applicant. All user types have Supervisor/Chair capabilities in addition to their approval level status.

• Review all documents (resume, cover letter, etc.)
• Update the status of each applicant from “Under Review by Department”
• Recommend to Hire the candidate of your choice which will initiate the online PIN process

Guest Users
Other people may have access to review each applicant as a guest user. HR will set up the guest user function as per the request of the hiring official.

Complete the Paperless PIN Process

• Provide the name of candidate, salary, hire date, new or change employment, gender and ethnicity.
• Electronically transmit to next level of approval (follow the same flow as you did for the PRF).
• Staff Hires At the end of the PIN approval process (CFO transmits to HR to hire the applicant and send the offer letter to all staff persons).
• Faculty Hires The PIN, approved by the CFO and transmitted to HR will be printed. The PRF/PIN form in hard copy will be sent to the appropriate Dean’s department for the offer letter to be created and sent to the applicant.
• Payroll HR will provide Payroll with a hardcopy print out of the PRF/PIN form and other material provided by the hired applicant when approved by the CFO.
Instruction and Walkthrough for the Online PRF/PIN Process

Logon at http://jobs.fdu.edu/hr and enter your email ID and password for your email to create your online PRF.

Online PRF/PIN Approval and Tracking Process

Create Paperless PRF
- Hiring Official sends to HR to complete and approve
- HR sends to next level for approval
- Final approval from CFO; sends to HR for review posting of position

SAMPLE ONLINE PRF

Create from Position Type – enter data for all fields on the PRF page and submit to HR to complete. HR will review, contact you regarding any requested supplement questions, complete the PRF and forward to the next level for approval.

What would you like to use to create this new posting?

- Create from Position Type

New Posting

1. Create New Posting

* Required Information

2. Job Title: General

1. Division*

- Default Division

2. Department*

1. Applicant Workflow Under Review by HR
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Online Applications

1. Accept online applications?

2. Special offline Application instructions

Accepted Application Forms

1. Accepted application forms
   1. Application for Employment
   2. Faculty Profile

NEXT (Hit Next Box)

Posting Details

To create a requisition, first complete the information on this screen, then click Next>>. Proceed through all sections completing all necessary information. To submit the requisition to appropriate approval, you must click on the Next>> button from the last section. Once a summary page appears, hover on the Take Action On Posting button and select the appropriate approval step. The Take Action Box will appear where you can enter Comments and add the posting to your Watchlist. Select the Submit button to successfully transition you posting to the next appropriate level.

* Required Information
Posting Details (Default Section)

Posting Number:

POSITION INFORMATION

Classification Title: 

* Job Title: General

Job Code: (job description #)

Campus: Please select

Department (for applicant view): Please select

Hiring Official for this Requisition: Please select

Other Supervisor/Chair’s with Access to Requisition:

Hiring Manager: 

Hiring Manager Title: 

College: Please select

Position Type: Please select

Budget Account ID: 

Object Code: 

* Budget Salary Range: 

Grade: Please select

FLSA: Please select

Faculty Rank: Please select

Salary Viewed by Applicant: 

Salary Distribution: Please select

Status: Please select

Months Worked: Please select
Proposed Start Date:
If temporary, exempt, non-exempt, or non-Union positions length of time?
(Cannot exceed six months)
If temporary, Union position, length of time -- vacant position up to 90 days, Leave of absence up to 6 months:

Change in Position?
If change in position, contact Compensation Manager for new job description.

Reason for Position:

Name of Employee Replacing (if applicable):

Reason for Replacement (if applicable):

Date of Replacement Occurrence:

DEPARTMENT INFORMATION

Contact(s):
Required & Optional Applicant Documents:

Applicant documents can be included in the application process by selecting Included? to make the documents optional and Required? to make the document(s) mandatory to complete the application process.

See listing on page and make selections

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Included?</th>
<th>Required?</th>
</tr>
</thead>
</table>

Posting data completed by hiring official

At the top right hand corner of the page hit on the button “Take Action On Posting” and select “Send PRF to HR for Initial Review (Move to Human Resources)"
The Hiring Process (PIN)

To Activate the PIN process you must be in Supervisor mode and select “Recommend Candidate for Hire” the candidate of choice. This action will trigger the following:

The Hiring PIN Online Process  ---  Select “Start Hiring Proposal” from the following links:

- View Posting Applied To
- Preview Application
- Edit Application
- Start Hiring Proposal
- Reactivate

Complete the following:

Salary ______________________

Hire Date _____________________

Employment   New    Change

Gender _______________________

Ethnicity ____________________