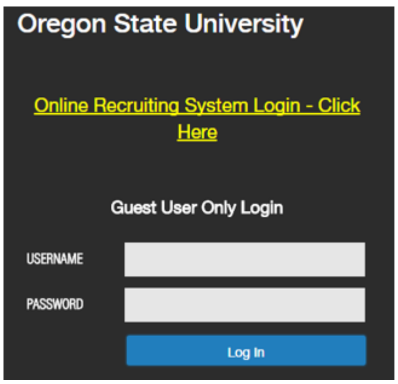
Online Recruiting System – PeopleAdmin 7
General Navigation

General Login Process

- ► Click link: https://jobs.oregonstate.edu/hr
- ► Select the "Online Recruiting System Login – Click Here" link and enter your ONID credentials
- ► Default page upon log in is the Home page. If you are denied access, please email employment@oregonstate.edu for assistance.



Main Menu: Displays a menu of options from which to work.

You will have access to **Main Menu** of options based on the permissions that are established for your role in the recruitment process. Because this is a role-based application, your role, or user type, in the system determines what you are able to view and process.

Module Selector: Allows the permitted user to navigate among modules of the applications by selecting the three blue dots in the upper left hand corner of the screen. These include Positions (Position Descriptions), Hire (Postings) and Admin.

- Positions allows the permitted user to create and modify position descriptions
- Hire uses approved position descriptions or classifications to create and manage job postings and the applicant selection process
- Admin allows system administrators to perform tasks that manage the system

User Group: If you have more than one role in the application, the User Group dropdown menu will list the roles that you may choose from to perform your work in the applications.

When viewing the **Hire module** these include Postings and Hiring Proposals.

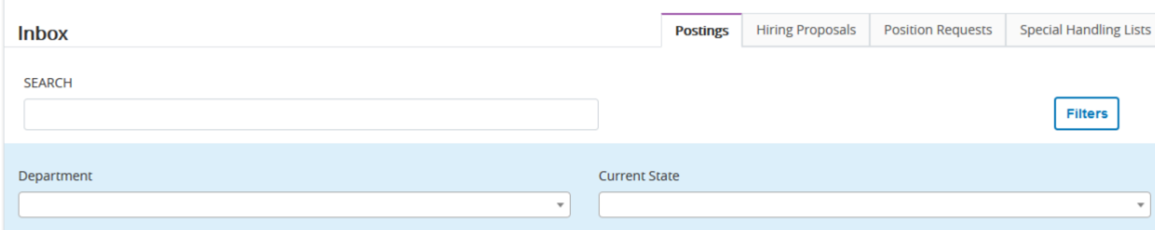
- Postings are open jobs which are posted for the solicitation of applicants
- Hiring Proposals include the offer of employment to applicants and sets the details for employment

When viewing the **Positions module** these include Position Descriptions and Classifications.

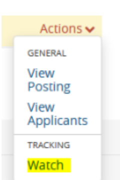
- Position Description menu includes both approved position descriptions and position requests (formerly referred to as actions).
- Classification menu includes classification and position title standards by position type.

Alerts: Displays important notifications from the system administrator and is only visible when there is an active alert.

Inbox: Displays transactions that have been assigned to you, for approval, during the workflow process. Transactions may be quickly accessed by clicking on the blue link in the first column. You may also search and filter results.



Watch List: Displays transactions, which you have specific interest in by checking the "Watch" option under the "Actions" menu from the postings menu or when viewing the posting by selecting "Add to Watch List". Transactions may be quickly accessed by clicking on the blue link in the first column on the home page.



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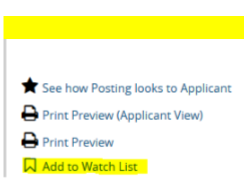
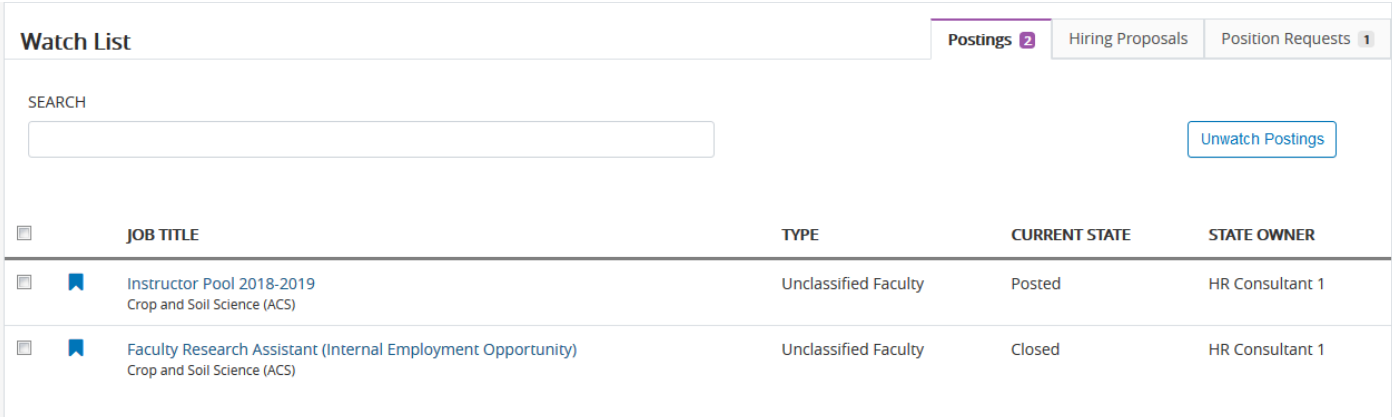


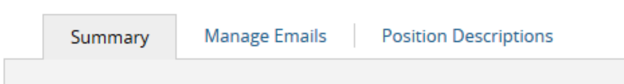


Shortcuts: Displays frequently used functions that you manage directly. To add a shortcut, select the "star" in the left hand corner of a page containing your query results and then name the shortcut. It will then appear under your shortcuts menu for future reference and quick access. You may also manage/edit your shortcuts from this menu.

My Links: Displays specific links to training and other hiring process documentation. Contents display for all user roles.

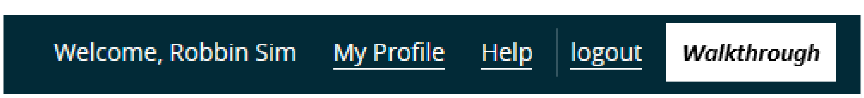
My Profile: On your profile page, you can:

- View and edit your User Details
- Manage and Opt out of email messages you receive from the system.
- View your Position Description. Each classified, temporary or unclassified employee who has an approved position description in the Online Recruiting System may now access and review their own Position Description.



Help: The help provides several ways of finding information – the table of contents and index can guide you to specific topics, and the search capabilities let you find specific words and phrases. The search function in help behaves similarly to Google – when you enter a phrase, it searches the entire help system for topics containing text similar to that phrase.

Walkthrough – Provides an online tour of the Home page and helpful instruction!



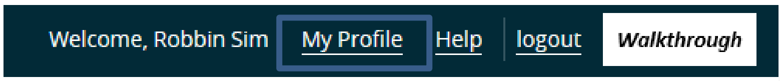
Navigation Tip – Right click on a different module, position type, or link to open in a new tab or window. You may have multiple tabs or windows open in this version of the system, unlike in PeopleAdmin 5.8, where you would get an error message that would kick you out of the system.

Additional Functionality

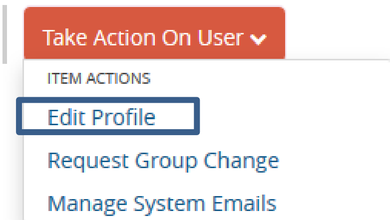
Change Default Role

Upon initial login, the system will default to the “Employee” role.   If you have additional roles, such as Initiator or Student Initiator, you may wish to change your default login role to the role you use most frequently. To do so, follow these steps:

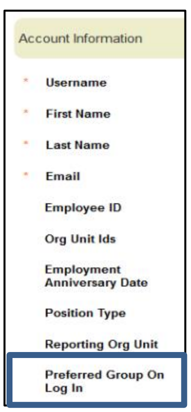
- Click on *My Profile* from the menu bar at the top of the screen.



- Navigate to the *Take Action On User* button near the upper right corner and select Edit Profile…



- Under Account Information, find *Preferred Group On Log In*.



- Select your desired role – i.e. “Initiator”

- Click on Update User button on the right side of the screen at the top and bottom of the page to save the changes.
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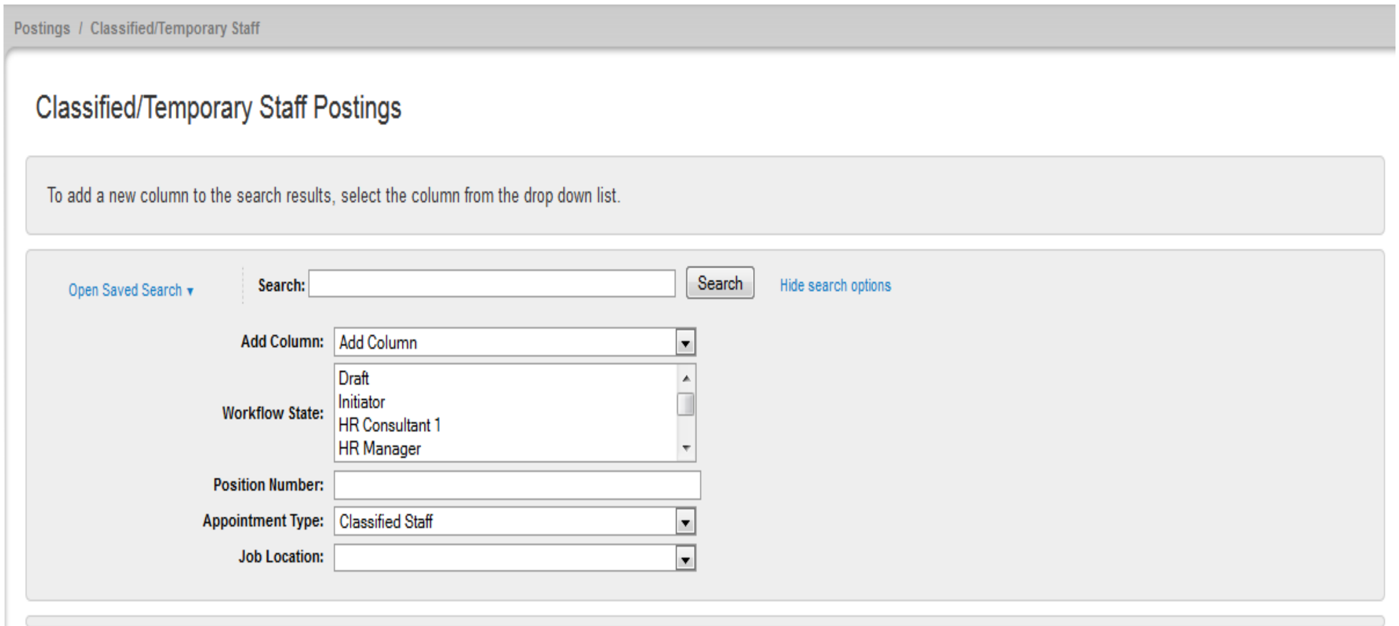
Search Functionality and Saved Searches

Users have the ability to search through position descriptions, postings, applicants and hiring proposals using a variety of different filters and search criteria.



Each user has access to Saved Searches created by the HR Administrator, as well as the ability to create and save personal searches specific to the user's account. The data within these searches can be manipulated to reflect the user's needs. Columns can be sorted in ascending or descending order, as well as shifted from left to right as the user sees fit.

Additionally, users can export any search data directly to Excel using the Action Item "Export Results".

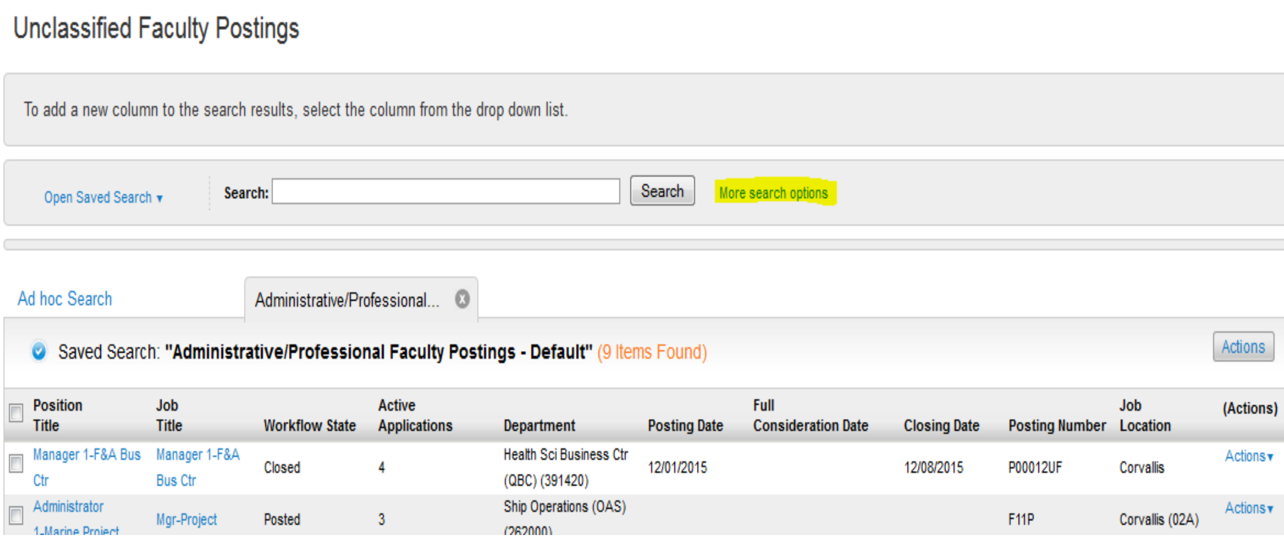
To modify and save searches:

1. Hover over the Postings tab at the top of the home screen and select the appropriate posting type:
   - Classified/Temporary Staff
   - Unclassified Faculty
   - Academic Wage

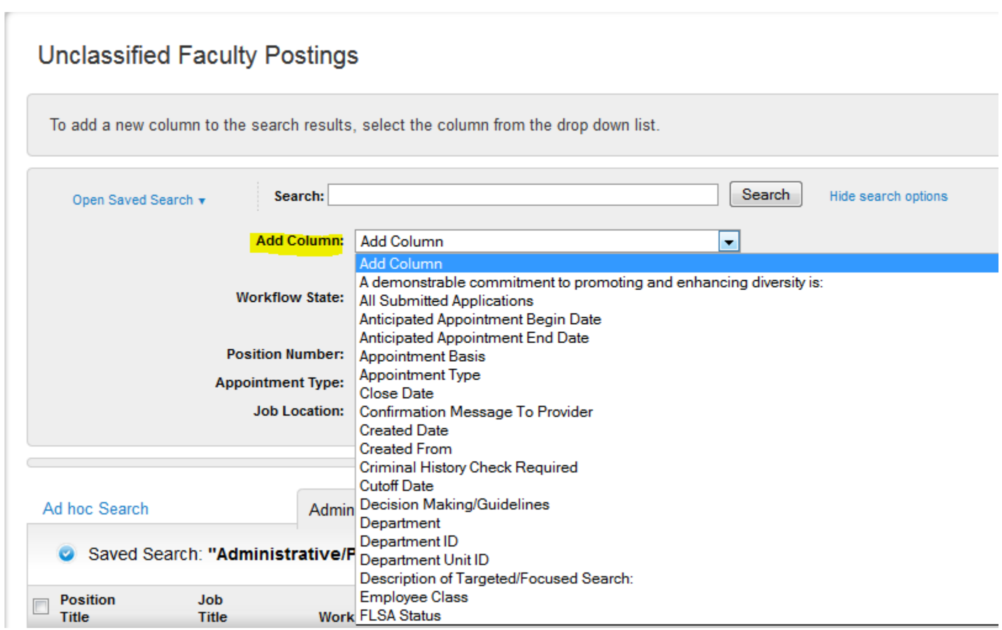
Note: Searches saved within the Unclassified Faculty postings or positions will **not** be saved within the Classified/Temporary Staff postings or positions search panels, etc. To use the search for both types of postings, it will need to be created and saved within each posting type.

2. Once on the search page (shown below), the user default search will automatically populate
   a. Each column can be moved from left to right by hovering over the column title (i.e. Workflow state) and selecting the left arrow (←) to move the column to the left, or the right arrow (→) to move the column to the right
   b. Select the up arrow (↑) to sort data in ascending order, or the down arrow (↓) for descending order
   c. The (X) will eliminate the column and information below it

3. To add a missing column or filter data , select the “More search options” tab highlighted below



4. Select different criteria from the Add Column highlighted below

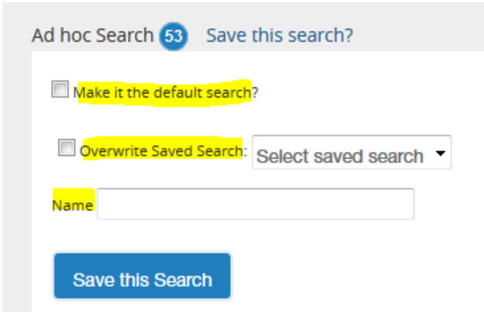


5. Once selected, click the Search button and the information will populate

Note: Each criterion can be manipulated using the left and right directional arrows as demonstrated in step 2a, and most can be manipulated in ascending and descending order as shown in step 2b

6. Filter data by workflow state by highlighting the desired workflow(s) to be included in the search and click Search

7. Select “Save this Search?”

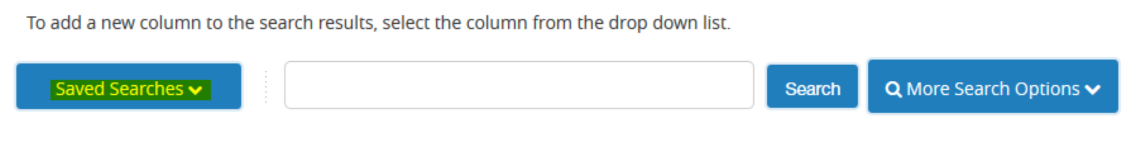


8. Name your search or overwrite a previously saved search by selecting the search from the drop down menu.

    a. To make the search populate automatically each time the Postings tab is selected, select "Make it the default search?"

9. Click Save this Search

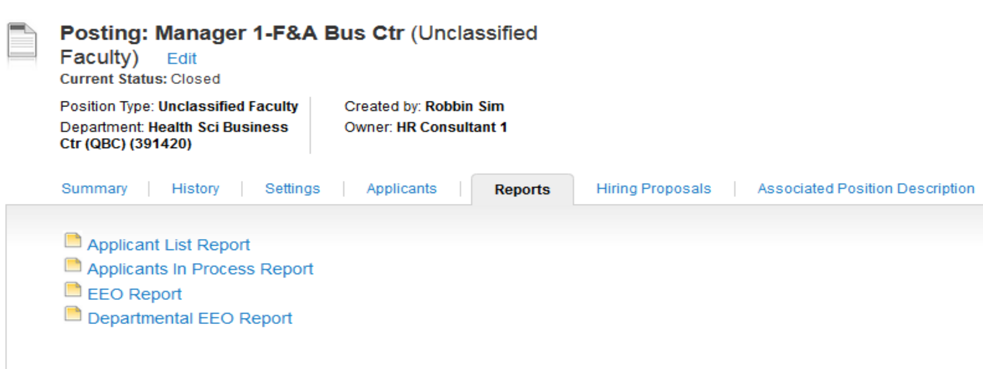
Note: Saved searches can be opened by clicking the Saved Search dropdown menu highlighted below. To delete a saved search, click the grey X located next to the Items Found tab (also highlighted below). Additionally, users can export any search data directly to Excel using the Action Item "Export Results".



Applicant and EEO Reports

PeopleAdmin users have the ability to generate several different applicant reports within the system. All of these reports can be found under the Reports tab within the posting. Report permissions may vary based on your role in the system.

1. Click on the Postings tab located at the top of the home page
2. Search by posting title, position number or job opening number
3. Select the posting
4. Navigate to the Reports tab within the posting



TIP: There will be a short wait as the report is generated, but Users can use the refresh button on the browser window to speed up this process.

Messages

You have 3 messages. Messages automatically expire after 1 day.

Title	Status	Message	(Actions)
Applicant List for Academic Advisor And Staff Ast	Queued		Actions▾
Applicant List for Academic Advisor And Staff Ast	Queued		Actions▾
Applicant List for Stores Clerk	Queued		Actions▾

When the report is complete, the status will change from Queued to Complete, and you will be able to open your report by selecting the Actions link and clicking View report. Reports will expire after 1 day.

<u>Search Committee Member and Guest User Accounts</u>

The Search Committee Member role can be assigned per search to classified staff and unclassified faculty who have approved position descriptions in the system.

Those assigned the Search Committee Member role are able to login to the system with their ONID credentials by selecting the yellow “Online Recruiting System Login – Click Here” link on the login page.

There is also the traditional “**Guest User**” account that can be assigned to other search committee members who do not have approved positions in the system but still participate on the search committee i.e. stakeholders, academic wage employees, etc. Guest Users have access to view applicants and run applicant reports. Guest Users login from the same page but enter a specific username and password under “Guest User Only Login”.

Guest Users and Search Committee Member users will receive a system generated email about the posting they were assigned to once the job opening is posted along with login instructions. The email will only be generated if your HR team activates this functionality prior to the job posting.