USER HOME
The User Home screen is the hub by which you can access all the features of UNCG Jobsearch.

SHORTCUTS
Quick access for commonly used tasks.

INBOX
Displays all items currently “owned” by you that require attention.

HOME – Takes you back to the User Home screen.
POSTINGS – Create a new EPA, SPA or EPA Quick Hire posting.
HIRING PROPOSALS – View the current hiring proposals of which you have ownership.
MY PROFILE – View your account profile. Manage emails, request group changes, etc.
HELP – Help documentation provided by PeopleAdmin.

MY LINKS
Links to relevant info such as training, etc.

WATCH LIST
Displays all items you have subscribed to, regardless of the current “owner.”

USER HOME SCREEN

USER GROUPS
Depending on the requirements of your department, you will have users assigned to the roles listed below.
(See Appendix #2 for more information)

Hiring Assistant: (previously Hiring Manager) Responsible for creating postings, moving applicants through workflow and creating Hiring Proposals.
Department Approver: (previously Department) Approval level typically at the Department level.
School/Area Approver: (previously AVC/Dean) Approval level typically at School, but may also be Division if necessary.
Executive Approver: (previously VC/Provost) Approval level typically at Division, but may also be the Provost or Chancellor if necessary.
Human Resources: (same) Various HR functions and approval.
Faculty Personnel Services: (new) Reviewing and approving faculty Hiring Proposals.
AA Officer: (new) Reviews posting, applicants and Final Candidates.
Budget: (new) Reviews budget information during the Hiring Proposal.
Contracts and Grants: (new) Reviews budget information during the Hiring Proposal if the position is grant funded.
PI: (new) Principal Investigator reviews Posting and Hiring Proposal if the position is grant funded.
Search Committee Member: (new) Views candidates for consideration.

NOTE: If you have been assigned multiple user roles, change your role by selecting it from the drop down and clicking refresh.

*These screenshots may differ slightly from what you see on your screen.