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

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.

SHORTCUTS
Quick access for commonly used tasks.

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

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

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.
Creating a Posting
Quick Reference Guide

From the **Postings Tab**, select the position type for the job posting you would like to create.

Click the **Create New Posting** button.

Choose a method for creating the posting:
From **Position Type, Template** or from **Posting**.

Enter the settings for the position. Required information is noted with an **orange asterisk**.

The **Functional Title (EPA)** or **Working Title (SPA)** is the position title that will be advertised to applicants.

The **Applicant Workflow State** should be set to **“Under Review by Department”**.

*These screenshots may differ slightly from what you see on your screen.*
Creating a Posting
Quick Reference Guide

If successful, the "Posting was successfully created" banner will appear, transitioning you to the next step in the workflow. If additional information is needed, a red banner will alert to the item which needs further attention.

Now that the settings have been established, you can move on to the next step, entering the Posting Details.

Custom Communications: Custom email text that is sent when applicant statuses are changed to a status that triggers an email.

Internal Documents: Upload the job description, org chart and additional documents related to the position. These are not visible to the applicant.

Applicant Documents: The required or optional documents that an applicant submits along with their completed application.

References: Automated reference collection (EPA) allows applicants to submit email address of a reference and references are emailed at the appropriate workflow state.

Supplemental Questions: Assist in screening and ranking applicants in the pool and can help an applicant qualify or disqualify their own knowledge, skills and abilities.

Guest User: Create a unique guest user account with view only access to a posting.

Search Committee: Provides members of your Search Committee with access to this posting to complete ranking criteria for candidates.

Ranking Criteria: Allows interviewers to provide subjective assessments of applicants on specific items at specific points in the workflow or recruitment process.

Summary: The summary of all the information entered for this position.

Updated: 5/29/13 | UNC GREENSBORO

*These screenshots may differ slightly from what you see on your screen.
After a posting has been initiated, the next step is to complete the **Posting Details** for the position.

Some of the **Position Information** may be automatically populated with the information that has been previously entered. Some data entered in the **Position Information** section will appear in the online ad for the job.

The applicant view of the job can be viewed once **Posting Details** have been completed.

The **Documents** section is used for uploading a job description, org chart, or other related documents. These are internal documents and are not visible to an applicant.

The **Applicant Documents** section is for selecting the required and optional documents an applicant can or must submit along with a completed application.

**Note:** In order for a document to be required, BOTH **Included** and **Required** checkboxes must be checked. Documents only marked as **Included** will be optional for an applicant.
There is also an option of adding **Supplemental Questions** for applicants to answer. These questions can assist in screening and ranking your applicant pool.

Click the **Add a Question** button to add a supplemental question. You have the option of choosing an existing question from the question bank or adding a new one. Existing questions can be searched for by both category and keyword.

**NOTE**: New questions will have a "pending" state until they have been approved.

After questions are selected, they must also be checked as **Required**, or else they will be optional for applicants.
Search Committee members can be added in two ways. (1) Searching by name or email address for existing users or (2) Adding new members by filling out the form to request their access to the system.

Ranking Criteria can be added as a tool for Search Committee members to evaluate applicants.

Departments can develop their own database of evaluative criteria. New criteria will have a “pending” state until they have been approved. Existing entries can be searched for by both category and keyword.

A new evaluative criterion must be given a name, label and description. It can also be assigned to a category. Answers to criterion can be predetermined or left open ended. Criteria must also be given a weight and assigned points in order to function properly.

The guest username and password are automatically created by the system, however the password can be changed. Add the email addresses for those who will be given guest access and click on Update Guest User Recipient List. When finished, select the Next button.

*These screenshots may differ slightly from what you see on your screen.*
I. EVALUATING APPLICANTS BY SEARCH

If configured for the posting, Search Committee Members may access and evaluate applicants using custom evaluative criteria. Search Committee Members can then answer the evaluative questions and rank each applicant. Members can only see the ranking they assign to an applicant while the committee chair can see an aggregate.

Note: Users are cautioned against posting inappropriate comments as this data is stored and accessible upon request both during and after the hiring process.

A statistical breakdown of how the pool of applicants answered each of the supplemental questions can also be viewed by committee members.
II. SCREENING APPLICANTS BY HIRING ASSISTANT

Hiring Assistants will screen applicants by moving them individually, or in bulk, through the applicant workflow.

When an applicant is moved to any inactive status, they are no longer in consideration for the position.

**Note:** Certain inactive statuses will automatically send an email notification to applicants. Choose carefully, when using these statuses.

Key Applicant Workflow statuses:

<table>
<thead>
<tr>
<th>Applicant Statuses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review by Department</td>
<td>Applicants are at this status after applying.</td>
</tr>
<tr>
<td>Send to Short List</td>
<td>Applicants are moved here after successful initial screening</td>
</tr>
<tr>
<td>Not Selected (Email Now)</td>
<td>Applicants that will not be interviewed - An email is triggered to applicant IMMEDIATELY at this status.</td>
</tr>
<tr>
<td>Not Selected (Email Later)</td>
<td>Applicants that will not be interviewed - An email is triggered to applicant WHEN THE POSTING IS at “FILLED” status.</td>
</tr>
<tr>
<td>Not Selected (No Email)</td>
<td>Applicants that will not be interviewed – No email is triggered.</td>
</tr>
<tr>
<td>Recommend to Dean</td>
<td>Potential interviewees that require Dean approval are moved here.</td>
</tr>
<tr>
<td>Recommend To AA</td>
<td>Potential interviewees are moved here for Affirmative Action review.</td>
</tr>
<tr>
<td>Interviewed – Not Selected (Email Now)</td>
<td>Applicant was interviewed and not selected as the final candidate for hire – An email is triggered to applicant IMMEDIATELY at this status.</td>
</tr>
<tr>
<td>Interviewed – Not Selected (Email Later)</td>
<td>Applicant was interviewed and not selected as the final candidate for hire – An email is triggered to applicant WHEN THE POSTING IS at “FILLED” status.</td>
</tr>
<tr>
<td>Interviewed – Not Selected (No Email)</td>
<td>Applicants was interviewed and not selected as the final candidate for hire – No email is triggered.</td>
</tr>
<tr>
<td>Recommend for Hire</td>
<td>Final candidate to move to the hiring proposal</td>
</tr>
</tbody>
</table>
After interviews have concluded and a final candidate has been selected, the Hiring Assistant can initiate a Hiring Proposal.

The Hiring Assistant completes the information for the Initial Hiring Proposal (EPA only) including: Proposed Candidate Information, Position Info, Job Title, Job Title Change Justification (if needed), Proposed Hire Date, Justification for the Hire and Proposed Salary Range.

The Initial Hiring Proposal moves through initial approval steps: Department Approver (or PI if grant funded), School/Area Approver, Executive Approver and AA Officer (HR Comp if EPA non-faculty) before returning to the Hiring Assistant to complete the Final Hiring Proposal information.

Note: Refer to the EPA and SPA Workflows in the Documentation section of the UNCGjobsearch Support Portal, at: web.uncg.edu/hrs/jobsearch
Once the **Hiring Assistant** has received the **Initial Hiring Proposal** back from the **AA Officer**, then the **Final Hiring Proposal** (**EPA and SPA**) can be completed.

**Note:** The candidate’s contact information must be entered as it appears on their Social Security Card.

Additional sections in the **Final Hiring Proposal** that require input are:

- Candidate Information - Official
- Office Location
- Employee Information
- Early Job Termination (current UNCG employees)
- New Job Action
- Job/Employee Termination
- Pre Hire Checklist
- Reference Check
- Background Check
- New Job Action - Funding

Once documents have been added, click the **Next** button to view the summary of the **Hiring Proposal**. If any errors exist, these can now be corrected. The **Hiring Assistant** can then transition the **Hiring Proposal** on to the **Department Approver** to continue the final approval process.

**Note:** If at any point there is an issue with the **Initial** or **Final Hiring Proposal**, it can be returned to the **Hiring Assistant** for correction.
About Searches: Each user has access to Saved Searches and the ability to create and save personal searches, specific to a user’s account. The data within these searches can be personalized to reflect each user’s needs.

To create a customized search, start by modifying an existing saved search and selecting More Search Options.

There is now an option to Add Columns via a drop-down menu. Click on the desired field to insert it into the search. Fields can be moved to the left, right or removed.

To save this ad hoc search, select “Save this search?”, and provide a name for it.

A saved search can be set as the default search as well. Once a search is saved, it can be accessed by toggling over the Open Saved Search option.

*These screenshots may differ slightly from what you see on your screen.*
About Reports: Reports provide summary statistics on the applicant pool for EEO. The UNCG Human Resources office has the ability to run additional custom reports upon request.

When a report is activated it can be accessed from the Messages area (located beside your username and current role). Messages are available for 24 hours.

The EEO report provides demographic information for applicants in each of the active and inactive statuses.
REFERENCES

References can be collected in three (3) ways in Jobsearch depending on the position type you are recruiting for. Departments may choose to utilize the method that best suits their needs for each position type.

1. Automated Reference Letter Collection (EPA only)
2. Uploading a list of references as a document (EPA/SPA)
3. Providing a list of references on the application (SPA only)

AUTOMATED REFERENCE LETTER COLLECTION – EPA

Departments may choose to allow applicants to submit the email address of a reference. References will then be emailed automatically and asked to either upload or type a letter of reference for the applicant. These letters will then be collected by Jobsearch and made accessible to the department and search committees.

Various settings may be configured including:
- how many references are required
- at what workflow state emails are delivered to references

UPLOAD A LIST OF REFERENCES – EPA, SPA

Departments may choose to allow applicants to upload a document containing a list of references at the time of application.
COLLECT REFERENCES VIA APPLICATION –SPA

The SPA application allows applicants to enter their references via text field in a special section of the application.

REVIEWING REFERENCES

On the Hiring Proposal, Departments have the opportunity to record their communications with applicant submitted references.
**USER GROUP DESCRIPTIONS**

Users in Jobsearch can belong to any number of User Groups based upon need and organizational structure. The User Group determines what a user may do and see in Jobsearch, and what emails are received notifying users of actions taken or needed.

<table>
<thead>
<tr>
<th>User Group</th>
<th>Description</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Assistant: (previously Hiring Manager)</td>
<td>Responsible for creating postings, moving applicants through workflow, creating Hiring Proposals.</td>
<td>HA’s only have access to the postings they have created or have been assigned to.</td>
</tr>
<tr>
<td>Department Approver: (previously Department)</td>
<td>Approval level typically at Department level.</td>
<td>DA’s have access to all postings within the Departments to which they have been assigned.</td>
</tr>
<tr>
<td>School/Area Approver: (previously AVC/Dean)</td>
<td>Approval level typically at School/AVC, but may also be Division if necessary.</td>
<td>SAA’s have access to all postings within the Departments to which they have been assigned.</td>
</tr>
<tr>
<td>Executive Approver: (previously VC/Provost)</td>
<td>Approval level typically at Division or Provost, but may also be Chancellor.</td>
<td>EA’s have access to all postings within the Departments to which they have been assigned.</td>
</tr>
<tr>
<td>Budget: (new)</td>
<td>Reviews budget information during Hiring Proposal.</td>
<td>Budget has access to all University Postings.</td>
</tr>
<tr>
<td>Contracts and Grants: (new)</td>
<td>Reviews budget information during Hiring Proposal if position is grant funded.</td>
<td>C&amp;G has access to all University Postings.</td>
</tr>
<tr>
<td>PI: (new)</td>
<td>Principal Investigator reviews Posting and Hiring Proposal if position is grant funded.</td>
<td>PI’s have access to the postings they have been assigned to by HA’s.</td>
</tr>
<tr>
<td>Search Committee Member: (new)</td>
<td>View and Rank applicants</td>
<td>SCM’s have access to the postings they have been assigned to by HA’s.</td>
</tr>
<tr>
<td>AA Officer: (new)</td>
<td>Reviews posting, applicants, and Final Candidates.</td>
<td>AA has access to all University Postings.</td>
</tr>
<tr>
<td>Human Resources: (same)</td>
<td>Performs various HR Administrative Roles</td>
<td>HR has administrative access to all University Postings.</td>
</tr>
</tbody>
</table>

**USER GROUP ASSIGNMENTS**

Different Divisions, Departments, and Schools have different needs with regards to approving electronic forms in the workflow. Jobsearch has been setup so that these different needs can be met. Some examples of how these may be structured can be seen below.

<table>
<thead>
<tr>
<th>User Group</th>
<th>Academic Affairs</th>
<th>Athletics</th>
<th>Business Affairs</th>
<th>Chancellor</th>
<th>ITS</th>
<th>ORED</th>
<th>Student Affairs</th>
<th>Univ. Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Approver</td>
<td>Provost</td>
<td>Chancellor</td>
<td>VC</td>
<td>Chancellor</td>
<td>VC</td>
<td>Provost</td>
<td>Provost</td>
<td>VC</td>
</tr>
<tr>
<td>School/Area Approver</td>
<td>Dean/AVP</td>
<td>Athletic</td>
<td>Director</td>
<td>AVC</td>
<td>Designee</td>
<td>Director</td>
<td>VC</td>
<td>Director</td>
</tr>
<tr>
<td>Department Approver</td>
<td>Dept Head/Chair</td>
<td>Dept Head/</td>
<td>Dept Head</td>
<td>Dept Head</td>
<td>Unit</td>
<td>Dept Head</td>
<td>Dept Head</td>
<td>Dept Head</td>
</tr>
<tr>
<td>Hiring Assistant</td>
<td>Designee</td>
<td>Designee</td>
<td>Designee</td>
<td>Designee</td>
<td>Designee</td>
<td>Designee</td>
<td>Designee</td>
<td>Designee</td>
</tr>
</tbody>
</table>

*Users may be assigned to act as proxies for other users if necessary or otherwise desired.*
**USER GROUP EMAILS**

Emails are automatically sent to users to notify them of actions they need to take, or as a FYI notification. Users may opt out of emails if desired, though be advised, this is the primary method for notification of a pending action.
**User Login Page**

*First time here? Request an account*

*Forgot your password? Request a password reset*

**USERNAME** – Create a new username or use your iSpartan username.

**ORG UNIT IDS** - Choose your home organization or who you will be creating or approving requisitions for. *(This will be your default organization).* Only one org can be chosen on this screen. HR will be able to add additional orgs to your user account if needed.

**PASSWORD & CONFIRMATION**

**FIRST NAME, LAST NAME, EMAIL ADDRESS**

**REQUESTED GROUP** – Choose the User Group *(same as User type)* that will be your User default. Only one User Group can be chosen on this screen. You will be able to request additional user groups after your account has been approved.

Once a User Account Request is approved by HR, users will have the capability to manage their own accounts.

**EDIT PROFILE** - Select Org Units, edit Employee Information, and select default login user type.

**REQUEST GROUP CHANGE** – Request a user group change *(user type/role)* in addition to the original, default request that was made when the account was set up. HR will approve.

**MANAGE SYSTEM EMAILS** – Manage emails sent through Jobsearch. The “opt out of emails” option is located here.

**MANAGE PASSWORD** – Reset your password here.

**MANAGE USER DOCUMENTS** – Manage application and posting documents.

*These screenshots may differ slightly from what you see on your screen.*
If you need to have user groups added, click on **Request Group Change** (as seen of the previous page) and at the bottom of the page in the drop down arrow click on the user group you which to add and click on the **Request New Group** next to the drop down menu. This request will be approved by HR.

If you are a user with multiple user groups this is similar to what you may see. It will show you the title of your user group and the scope and the organizational unit/s you have approval for.
WHEN MUST I USE JOBSEARCH?

UNCG Jobsearch 7.6 will be used for SPA, EPA Faculty, and EPA Non-faculty recruitment.

- **SPA** – If you are recruiting for any SPA position you will use UNCG Jobsearch
- **EPA** – If you are recruiting for any EPA Faculty or EPA Non-faculty position that requires a formal search you will use UNCG Jobsearch.*

* Departments may optionally choose to use UNCG Jobsearch to recruit for EPA positions not requiring a formal search if so desired.

WHICH POSITION TYPE DO I USE IN JOBSEARCH?

<table>
<thead>
<tr>
<th>Posting Type</th>
<th>Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPA</strong></td>
<td>You are recruiting for any SPA position (Permanent FT or PT, Time-Limited, Temporary)</td>
</tr>
<tr>
<td><strong>EPA</strong></td>
<td>You are recruiting for any EPA Faculty or Non-faculty position that requires a formal search (position will be occupied for 6 months or more - per AA Search Guidelines).</td>
</tr>
<tr>
<td><strong>EPA Quick Hire</strong></td>
<td>You are recruiting for any EPA position via a Generic Ad pool. (Non Tenure Track-Lecturers/Visiting Faculty/Clinical Faculty/Research Scientists or Postdoctoral Fellows)</td>
</tr>
<tr>
<td></td>
<td>You are recruiting for any other EPA position that does not require a formal search.</td>
</tr>
</tbody>
</table>

AA-1 DEADLINE PRIOR TO GO-LIVE

UNCG Jobsearch 7.6 will go-live Wednesday, May 15th. To facilitate an orderly transition, all AA-1 forms initiating a posting must be received in **HR NO LATER than Friday, May 10th, 5pm**. AA-1s received after this date will be returned to the originating department which must initiate the recruitment process via Jobsearch.

EPA – UNDERWAY RECRUITMENTS ON MAY 15th

Any recruitment that has been posted prior to May 15th will be continued via the traditional, paper-based method. Postings advertised on the Provost’s website, will be moved to the Jobsearch website to consolidate all vacancies. Applicants to these positions will be instructed to apply as indicated on the initial posting.

SPA – UNDERWAY RECRUITMENTS ON MAY 15th

Underway recruitments will continue to be processed via the legacy Jobsearch system (5.8).
- On May 15th, this system will be moved to a new online location which will be accessible to all existing users.
- Any active postings will be moved to the new Jobsearch system for the purpose of consolidating postings.
- Applicants that apply to these postings will show up in the legacy system (5.8)
- Departments and other users must complete these recruitments in the legacy system (5.8)
When completing the electronic forms you may wish to format your text for information that will be presented to the applicant such as the Posting Description, the Job Duties and Responsibilities, the Minimum Qualifications, and the Preferred Qualifications.

Jobsearch utilizes a mark-up language that allows you to format text in a number of different ways such as Bolding and Italicizing text, creating bulleted and numbered lists, and creating link.

**Bold Text**
To Bold text, surround the text with “asterisk” with no space.

Here is an example of *bolded* text.

Here is an example of **bolded** text.

**Italicized Text**
To Italicize text, surround the text with an “underscore” with no space.

Here is an example of _italicized_ text.

Here is an example of *italicized* text.

**Underlined Text**
To Underline text, surround the text with a “plus sign” with no space.

Here is an example of +underlined+ text.

Here is an example of **underlined** text.

**Bulleted Lists**
To create a bulleted list, separate your list with a blank line, then add an “asterisk” and a space before each item in the list.

Here is an example of a bulleted list.

* Item 1
* Item 2
* Item 3

Here is an example of a bulleted list.

- Item 1
- Item 2
- Item 3
Numbered Lists
To create a numbered list, separate your list with a blank line, then add a “pond/number sign” and a space before each item in the list.

Here is an example of a numbered list.

# Item 1
# Item 2
# Item 3

Here is an example of a bulleted list.

1. Item 1
2. Item 2
3. Item 3

Hyperlinked Text
To create a hyperlink, surround the text with “quotes”, then add a “colon” with no space and then add the URL to the page you wish to link to.

Here is an example of “linked text”: http://www.uncg.edu.

Here is an example of linked text.

For more information on this mark-up system including additional formatting options, please visit the “Textile Quick Reference Guide” (http://redcloth.org/hobix.com/textile/quick.html#writing-in-textile). Please note that not all formatting options listed in the guide will be available in UNCGjobsearch.