



ONLINE HIRING SYSTEM OVERVIEW OF THE REQUISITION

*Employment Service Center
Division of Human Resources*

***Check the Help System for future updates to this manual ***

Overview of the Requisition

Division of Human Resources
Employment Service Center

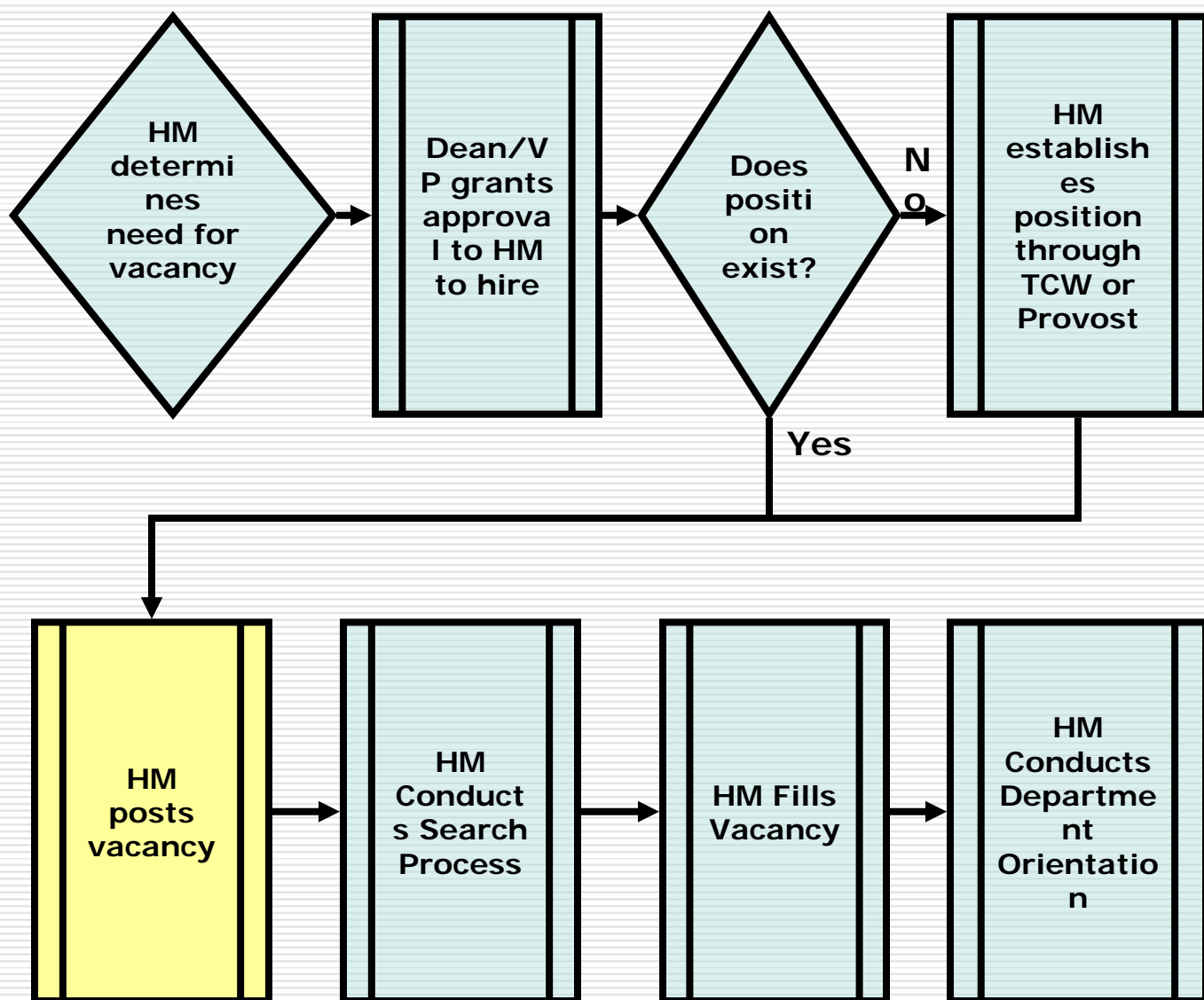
Agenda

- ☐ Introduction
- ☐ Objectives
- ☐ Help System
- ☐ 2007 OHS Training
- ☐ Q&A

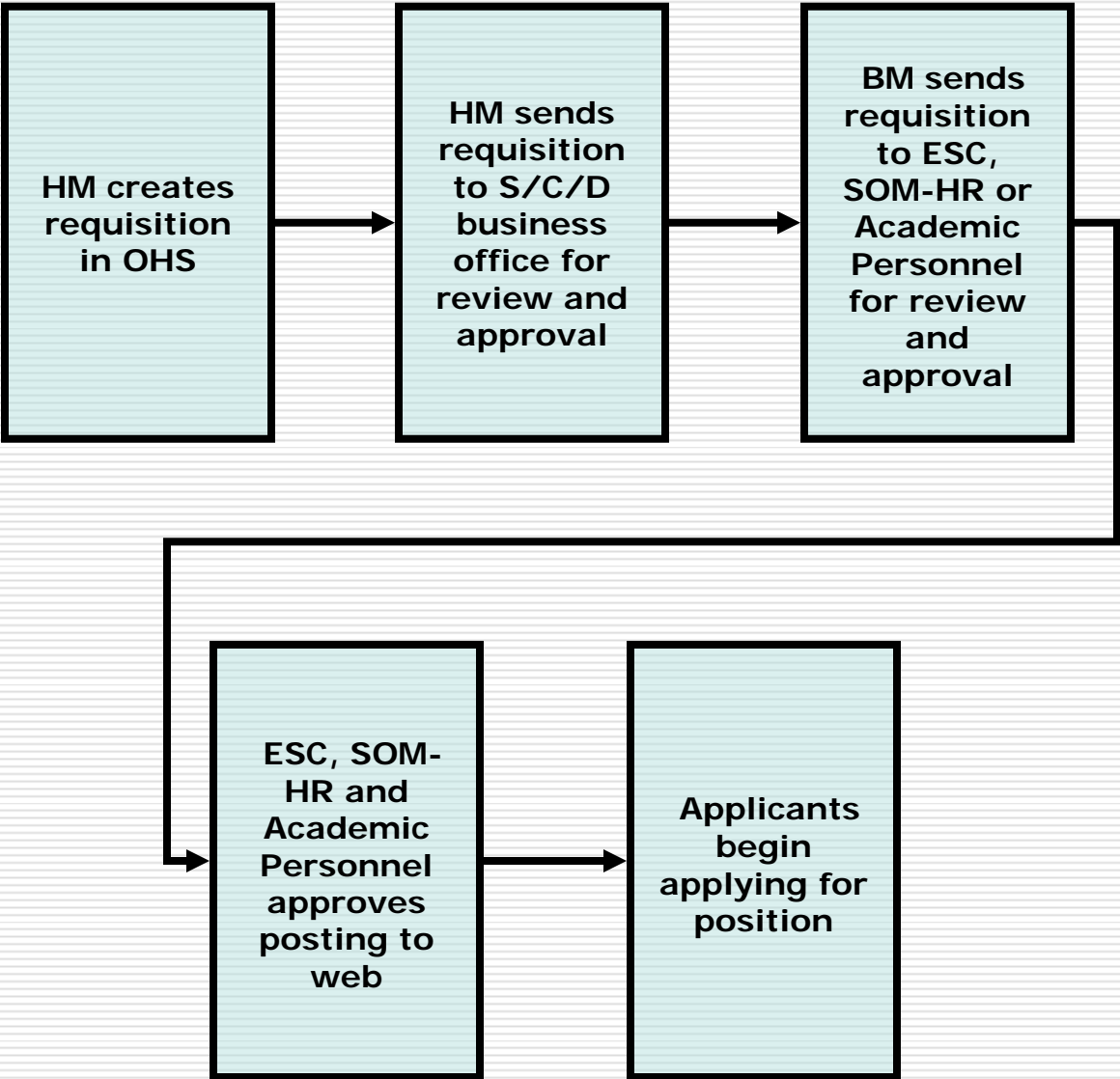
Objectives

- ❑ Discuss WSU hiring & posting process
- ❑ Review OHS background & purpose
- ❑ Clarify OHS user types & permissions
- ❑ Demonstrate how to create a requisition
- ❑ Hands-on practice

WSU Hiring Process



Posting Process



Posting Process

☐ Posting Requirements

- All academic and non-academic positions must be posted in order to fill (See Executive Order 99-5)
- Posting duration requirements:
 - ☐ **Staff Association** – At least 7 business days
 - ☐ **P&A** – At least 10 business days
 - ☐ **Non-Represented** – At least 5 business days
 - ☐ **Other groups** - See Collective Bargaining Agreements for posting duration requirements

OHS Overview & Background

□ What is OHS?

- Applicant tracking system developed by PeopleAdmin to assist WSU in track and collect data on applicants

OHS Overview & Background

- Implemented in 2003
 - October 2003 – Non-academic positions
 - May 2004 – Academic positions
- Increased efficiency and effectiveness
- Met federal & state reporting requirements
- Enhanced communication to applicants
- Easy to use

Role Clarification/User Types

- ☐ Administrators (ESC)
- ☐ Human Resources (SOM - HR)
- ☐ Class and Comp (TCW)
- ☐ Academic Personnel (AP)
- ☐ Business Manager (BM)
- ☐ Hiring Manager (HM)
- ☐ Equal Opportunity (EO)
- ☐ Labor Relations (LR)
- ☐ OISS (IS)

Role Clarification/User Types

□ Administrator

- System oversight & maintenance
- Guide BM and HM in the non-academic hiring and search processes
- Requisition review and approvals
- Applicant Screening
- Employment Offers – non-academic positions
- Requisition maintenance & oversight
- Applicant management

Role Clarification/User Types

□ Human Resources

- Guide BM and HM in the non-academic hiring and search processes
- Requisition review and approvals
- Applicant Screening
- Employment Offers – non-academic and academic positions
- Requisition maintenance & oversight

Role Clarification/User Types

□ **Total Compensation & Wellness**

- Create non-academic job descriptions
- Add new templates as new positions are created
- Edit existing templates
- Delete obsolete templates when necessary
- Update salary ranges

Role Clarification/User Types

□ Academic Personnel

- Guide BM and HM in the academic hiring and search processes
- Requisition review and approvals
- Offer letter packet review & approvals
- Requisition maintenance & oversight

Role Clarification/User Types

□ **Business Manager**

- Partner with HR to guide HM in the non-academic hiring and search processes
- Guide HM in the academic hiring and search process
- Requisition review and approvals
- Review offer letters
- Requisition maintenance & oversight
- Applicant management

Role Clarification/User Types

□ Hiring Manager

- Conduct search processes
- Requisition maintenance
- Applicant management

Role Clarification/User Types

□ **Equal Opportunity**

- Guide BM/HM and search committees in academic search process
- Federal and State Reporting

Role Clarification/User Types

☐ Labor Relations

- Consult and guide BM and HM in the non-academic, represented search process
- Respond to Union
 - ☐ Inquiries
 - ☐ Grievances
 - ☐ Reports

Role Clarification/User Types

☐ OISS

- Consult and guide HR and HM on the PERM and visa processes
- Respond to government requests
 - ☐ Inquiries
 - ☐ Audits
 - ☐ Reports

OHS User Permissions

| User | Department (Department Postings) | Division (Division Postings) | University (University Postings) |
|-----------------------|-------------------------------------|---------------------------------|-------------------------------------|
| Administrators | | | X |
| Human Resources | | X | |
| Total Comp & Wellness | | | X |
| Academic Personnel | | | X |
| Business Manager | | X | |
| Hiring Manager | X | | |
| Equal Opportunity | | | X |
| Labor Relations | | | X |
| OISS | | | X |

Creating a Requisition

- ☐ Demonstration
- ☐ Hands-on Practice

Gaining Access to OHS

- ☐ Attend training
- ☐ Create user account on OHS login page
(<http://jobs.wayne.edu/hr>)
- ☐ Complete account request form
 - Get supervisor's and/or business manager approval
 - Send to HR Representative for account activation

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OHS Basics (jobs.wayne.edu/hr)

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:

A screenshot of a Microsoft Internet Explorer browser window displaying the Wayne State University Online Hiring System login page. The browser's address bar shows the URL: https://jobs.wayne.edu/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1170879451827. The page header includes the Wayne State University logo and the text "Human Resources Online Hiring System" and "World-Class Education in the Real World™". On the left, a sidebar menu titled "USERS" contains links for "CREATE USER ACCOUNT" and "OHS BULLETIN" with dates. The main content area is titled "User Login" and contains a login form with fields for "User Name:" and "Password:", a "LOGIN" button, and a "Logout" link. Below the form, there is a security warning: "You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in this system." At the bottom, there is a footer with contact information for the Employment Service Center and a link to jobs@wayne.edu.

Logging into the OHS:

- 1) Enter username and password
- 2) Click **Login**

Changing your Password:

After logging into the OHS,

- 1) Click **Change Password**
- 2) Enter **Current Password**
- 3) Enter **New Password**
- 4) Confirm **New Password**
- 5) Click **Submit Password Change**

Changing Your Default View - Changing your default view will affect what you see the next time you log in to the OHS:

After logging into the OHS,

- 1) Click **Change Default View**
- 2) Enter **Click on User or Department**
- 3) Click **Change for This Session** or **Change for Future Sessions**

Changing your User Type – If you have more than one user type, i.e., hiring manager and business manager, you are able to change your user type during your OHS session:

After logging into the OHS,

- 1) Click **Change User Type**
- 2) Confirm **New Password**
- 3) Click **Change Group**

Creating Position Requisitions in OHS

Creating a position requisition allows hiring managers to post vacant positions in the OHS. When the requisition is approved, the posting will be posted to the internet available to for applicants to apply.

I. To create a position requisition from a template:

Note: All non-academic positions are required to be posted using a template.

- 1) Log into the OHS using your username and password.
- 2) Click **From Template** under the Create Position Request Form menu.
- 3) Search existing templates by selecting an **E-Class** or **Position Title**.
- 4) After locating the template to utilize to post, click **Create**.

Editing the Posting Details

A few notes about this tab:

- 1) 1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
- 2) 2. **VERY IMPORTANT:** A Position Request Form is **Not Saved** until you click **Save and Stay on this Page** or after you have completed the final step of the posting process, clicking **Confirm** on the **Final Summary Page**. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

- 1) Complete the following fields:
 - a. **School/College/Division/Institutes/Centers** – Select where the position is located
 - b. **Primary Department** – Select the department to which the position is assigned
 - c. **Unique Duties** (if appropriate) – Indicate any duties that are unique for the position
 - d. **Preferred Qualifications** (if appropriate) – List any qualifications that are preferred for the ideal candidate
 - e. **Job Type** – Identify whether the position is full-time, fractional time or temporary
 - f. **Fiscal Year of Job Open Date** – Select the fiscal year in which job is opened
 - g. **Is this position reposted?** – If position was posted previously, but not filled, indicate yes
 - h. **If position is reposted, check a Reposting Reason** – If the position was posted previously, indicate the reason that the position is reposted

- i. **Position Number** – Type the position number created by the Budget Office associated with the position
- j. **Hiring Manager/Business Manager** – Select the hiring manager(s) and/or business manager responsible for the search and/or approval of position
- k. **Provost Office/HR User** – Select the HR and/or Provost Office responsible for approving the posting
- l. **Documents that must be associated with this posting** – Check the document(s) that must be attached by applicants (Documents selected must be attached by applicant in order to complete the application process)
- m. **Documents that can be associated with this posting** – Check the document (s) that are optional for applicants to attach during the application process
- n. **Salary Range (Academic Only)** – if the position is academic, enter the salary range or To Be Determined if the salary range is not known
- o. **Source of Funding** – Select how the position is funded
- p. **If other is selected, please specify (Enter NA if not applicable)** – Enter other source of funding, if appropriate
- q. **Is Position Bump Ineligible?** – Select whether position is bump eligible by selecting Yes or No

2) Click **Save and Stay of this Page** or **Continue to Next Page**

Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. Questions created on this tab will be asked of all candidates who apply for this posting. .

- 1) If you are not adding any Screening Questions, click the **Continue to Next Page** button. To add questions, proceed to step 2.
- 2) To add a Screening Question to this Position Request Form, click on **Add a Question**
- 3) The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank).
- 4) After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Position Request Forms. Select one of the questions from the list if it is appropriate for this Position Request Form. If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

To create a question from scratch:

- 1) Enter question text: Enter the text of the question you wish to ask.
- 2) Select answer type: select either Closed Ended or Open Ended (See Sections below for further instructions on adding Closed Ended and Open Ended Questions)

To Add a Closed Ended Question:

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?

Possible Responses: Yes or No

- 1) Select the "Closed Ended" radio button
- 2) Leave **No Response** in the "Display No Response Answer As" field.
Note: It is strongly recommended that you include "No Response" as an answer choice for all questions requiring multiple-choice answers. If it is not included some browsers default to one of the remaining choices, which may cause inaccurate data.

For example, for the question, "Have you ever been convicted of a felony?" if there were only Yes and No answer choices, some older web browsers will automatically default to either Yes or No. If the applicant skipped that question, the wrong answer might accidentally be entered.

- 3) Enter the answer choices (up to 7 responses can be entered) that candidates can choose from in the boxes labeled "Possible Responses".
- 4) Click Submit Question

To Add an Open Ended Question:

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

- 1) Selecting the "Open Ended" radio button
- 2) Select one of the answer-type choices from the right side of the screen under the Open Ended Answers field.
 - a. **Short Text** - Limits the length of a applicant's response to less than 50 characters
 - b. **Long Text** - Allows applicants to submit responses greater than 50 characters in length
 - c. **Phone/Date** – If a phone or a date is the required response, this response type requires applicants to submit responses in a required format.
- 3) Click **Submit Question**
- 3) This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen. From this screen you may:
 - a. Continue to add more questions by clicking the **Add a Question** button.
 - b. Delete a question you have entered by clicking the box to the left of the question and click the **Delete Question(s)** button.
 - c. **Edit** a question if appropriate, by clicking the Edit link at the end of the question.

- d. **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.
- 4) When you have finished adding screening questions, click the **Continue to Next Page** button.

Assigning Points

In order to assist in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions created on the Posting Specific Questions screen. **Note:** Open-ended questions are not allowed to have points assigned to them, they will not appear.

- 1) If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, click the **Continue to Next Page** button. To add points to closed-ended questions, proceed to step 2.
- 2) To disqualify a candidate based on a particular answer, click the corresponding box under the word "**DISQUALIFYING**". If this box is checked, the system would disqualify them for further consideration for this posting. The candidate would receive the "Fail Message" for this position and be classified as an inactive applicant.
- 3) To specify how many points the applicant should receive for each response, enter a number in the "**SCORE**" column.
- 4) To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the **Recalculate** button.
- 5) Clicking the **Reset** button returns all the screening question point values to 0.
- 6) After all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Page**.

Assigning Hiring Steps

The Hiring Steps tab is used to track applicant flow throughout the process.

Note: The hiring steps will be loaded by default for templates and should only be modified under special circumstances. Such circumstances would involve a posting where the applicants will need a special routing.

Important: The last step in the process must always be Process Complete. Otherwise, all applicants will be forwarded directly to an Inactive status and will immediately receive the "Did Not Pass" message you created on the Posting Details page.

- 1) Follow the guide at the top of the page to indicate the hiring steps for this posting by position type by selecting the options in the drop-down menus.
- 2) Click Continue to Next Section.

Activating Guest Users

Guest User accounts are used by search committee members. If will need to be available to search committee members, involves committee review, this tab will allow a user to create a special account in to the system for the committee to view applicants who have applied to this posting.

Guest Users are only able to view the applicants to the posting 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 posting to which they are assigned.

When the posting is changed to the status of "Filled", the guest user name and password are automatically deactivated.

To set up a guest user account:

- 1) Click the "Activate Guest User" link. The system automatically assigns a User Name for this Position Request Form (which will be GU####).
- 2) Enter a password, which must be between 6 and 20 characters.
- 3) Record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.
- 4) Click **Continue to Next Section** to continue to the final step.

Saving/Approving the Position Request Form

- 1) Select one of the posting statuses from the choices provided (See Guide to Posting Statuses):
- 2) click the **Continue** button either at the top or the bottom of the page to go to the confirmation page
- 3) Click **Confirm** to complete this step.

II.To create a position requisition from a previous posting:

- 1) After logging into the OHS, the Welcome screen appears
- 2) Click **From Previous** under the Create Position Request Form menu
- 3) Search previous postings by position title, job open date or posting number
- 4) After locating the previous posting, click **Create**

Editing the Posting Details

A few notes about this tab:

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 - b. **Primary Department** – Select the department to which the position is assigned
 - c. **Unique Duties** (if appropriate) – Indicate any duties that are unique for the position
 - d. **Preferred Qualifications** (if appropriate) – List any qualifications that are preferred for the ideal candidate
 - e. **Job Type** – Identify whether the position is full-time, fractional time or temporary
 - f. **Fiscal Year of Job Open Date** – Select the fiscal year in which job is opened
 - g. **Is this position reposted?** – If position was posted previously, but not filled, indicate yes
 - h. **If position is reposted, check a Reposting Reason** – If the position was posted previously, indicate the reason that the position is reposted
 - i. **Position Number** – Type the position number created by the Budget Office associated with the position
 - j. **Hiring Manager/Business Manager** – Select the hiring manager(s) and/or business manager responsible for the search and/or approval of position
 - k. **Provost Office/HR User** – Select the HR and/or Provost Office responsible for approving the posting
 - l. **Application Types Accepted** – If posting is non-academic, select non-academic; If posting is academic, select academic
 - m. **Documents that must be associated with this posting** – Check the document(s) that must be attached by applicants (Documents selected must be attached by applicant in order to complete the application process)
 - n. **Documents that can be associated with this posting** – Check the document (s) that are optional for applicants to attach during the application process
 - o. **Salary Range (Academic Only)** – If position is academic, enter salary range or To Be Determined if the salary range is not known.
 - p. **Source of Funding** – Select how the position is funded
 - q. **If other is selected, please specify (Enter NA if not applicable)** – Enter other source of funding, if appropriate
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- 4) To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the Recalculate button.
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- 1) Follow the guide at the top of the page to indicate the hiring steps for this posting by position type by selecting the options in the drop-down menus.
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Activating Guest Users

Guest User accounts are used by search committee members. If will need to be available to search committee members, involves committee review, this tab will allow a user to create a special account in to the system for the committee to view applicants who have applied to this posting.

Guest Users are only able to view the applicants to the posting 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 posting to which they are assigned.

When the posting is changed to the status of "Filled", the guest user name and password are automatically deactivated.

To set up a guest user account:

- 1) Click the "Activate Guest User" link. The system automatically assigns a User Name for this Position Request Form (which will be GU####).
- 2) Enter a password, which must be between 6 and 20 characters.
- 3) Record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.
- 4) Click **Continue to Next Section** to continue to the final step.

Saving/Approving the Position Request Form

- 1) Select one of the posting statuses from the choices provided (See Guide to Posting Statuses):
- 2) click the **Continue** button either at the top or the bottom of the page to go to the confirmation page
- 3) Click **Confirm** to complete this step.

III. To create a position requisition from scratch:

- 1) After logging into the OHS, the Welcome screen appears
- 2) Click **From Scratch** under the Create Position Request Form menu
- 3) Search previous postings by position title, job open date or posting number
- 4) After locating the previous posting, click Create

Editing the Posting Details

A few notes about this tab:

- 1) Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
- 2) **VERY IMPORTANT:** A Position Request Form is **Not Saved** until you click **Save and Stay on this Page** or after you have completed the final step of the posting process, clicking **Confirm** on the **Final Summary Page**. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

- 3) Edit the following fields as appropriate:
 - a. **Position Title** – Type the title of the position
 - b. **Academic Classification Title** – If the posting is academic, select the classification title(s)
 - c. **Non-Academic Classification Title** – If the position is non-academic, select the classification title
 - d. **School/College/Division/Institutes/Centers** – Select where the position is located
 - e. **Primary Department** – Select the department to which the position is assigned

- f. **Essential Functions** – Enter the primary duties of the position from the job description
- g. **Unique Duties** (if appropriate) – Indicate any duties that are unique for the position
- h. **Qualifications** – List the minimum qualification of the position from the job description
- i. **Preferred Qualifications** (if appropriate) – List any qualifications that are preferred for the ideal candidate
- j. **Job Type** – Identify whether the position is full-time, fractional time or temporary
- k. **If fractional time, enter appointment percentage here (or enter To Be Determined):** complete this field if the fractional is selected in “J”.
- l. **Fiscal Year of Job Open Date** – Select the fiscal year in which job is opened
- m. **Is this position reposted?** – If position was posted previously, but not filled, indicate yes
- n. **If position is reposted, check a Reposting Reason** – If the position was posted previously, indicate the reason that the position is reposted
- o. **Position Class** – Enter the appropriate position class
- p. **Position Number** – Type the position number created by the Budget Office associated with the position
- q. **Hiring Manager/Business Manager** – Select the hiring manager(s) and/or business manager responsible for the search and/or approval of position
- r. **Provost Office/HR User** – Select the HR and/or Provost Office responsible for approving the posting
- s. **Documents that must be associated with this posting** – Check the document(s) that must be attached by applicants (Documents selected must be attached by applicant in order to complete the application process)
- t. **Documents that can be associated with this posting** – Check the document (s) that are optional for applicants to attach during the application process
- u. **Instructions for Submitting Your Application** – This field is optional. If used, it should instruct applicants to submit applications on-line.
- v. **Salary Range(Academic Only)** – Enter the salary range for the position
- w. **Shift Premium Code** – Select the appropriate shift premium code for the position.
- x. **Source of Funding** – Select how the position is funded
- y. **If other is selected, please specify (Enter NA if not applicable)** – Enter other source of funding, if appropriate
- z. **Is Position Bump Ineligible?** – Select whether position is bump eligible by selecting Yes or No

4) Click **Save and Stay of this Page** or **Continue to Next Page**

Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. Questions created on this tab will be asked of all candidates who apply for this posting. .

- 1) If you are not adding any Screening Questions, click the **Continue to Next Page** button. To add questions, proceed to step 2.
- 2) To add a Screening Question to this Position Request Form, click on **Add a Question**
- 3) The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank).
- 4) After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Position Request Forms. Select one of the questions

from the list if it is appropriate for this Position Request Form. If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

To create a question from scratch:

- 1) Enter question text: Enter the text of the question you wish to ask.
- 2) Select answer type: select either Closed Ended or Open Ended (See Sections below for further instructions on adding Closed Ended and Open Ended Questions)

To Add a Closed Ended Question:

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?

Possible Responses: Yes or No

- 1) Select the "Closed Ended" radio button
- 2) Leave **No Response** in the "Display No Response Answer As" field.
Note: It is strongly recommended that you include "No Response" as an answer choice for all questions requiring multiple-choice answers. If it is not included some browsers default to one of the remaining choices, which may cause inaccurate data.

For example, for the question, "Have you ever been convicted of a felony?" if there were only Yes and No answer choices, some older web browsers will automatically default to either Yes or No. If the applicant skipped that question, the wrong answer might accidentally be entered.

- 3) Enter the answer choices (up to 7 responses can be entered) that candidates can choose from in the boxes labeled "Possible Responses".
- 4) Click Submit Question

To Add an Open Ended Question:

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

- 1) Selecting the "Open Ended" radio button
- 2) Select one of the answer-type choices from the right side of the screen under the Open Ended Answers field.
 - a. **Short Text** - Limits the length of a applicant's response to less than 50 characters
 - b. **Long Text** - Allows applicants to submit responses greater than 50 characters in length

- c. **Phone/Date** – If a phone or a date is the required response, this response type requires applicants to submit responses in a required format.
- 3) Click **Submit Question**
- 4) This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen. From this screen you may:
 - a. Continue to add more questions by clicking the **Add a Question** button.
 - b. Delete a question you have entered by clicking the box to the left of the question and click the **Delete Question(s)** button.
 - c. **Edit** a question if appropriate, by clicking the Edit link at the end of the question.
 - d. **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.
- 6) When you have finished adding screening questions, click the **Continue to Next Page** button.

Assigning Points

In order to assist in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions created on the Posting Specific Questions screen. **Note:** Open-ended questions are not allowed to have points assigned to them, they will not appear.

- 1) If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, click the **Continue to Next Page** button. To add points to closed-ended questions, proceed to step 2.
- 2) To disqualify a candidate based on a particular answer, click the corresponding box under the word "DISQUALIFYING". If this box is checked, the system would disqualify them for further consideration for this posting. The candidate would receive the "Fail Message" for this position and be classified as an inactive applicant.
- 3) To specify how many points the applicant should receive for each response, enter a number in the "SCORE" column.
- 4) To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the Recalculate button.
- 5) Clicking the Reset button returns all the Screening Question point values to 0.
- 6) After all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Page**.

Assigning Hiring Steps

The Hiring Steps tab is used to track applicant flow throughout the process.

Note: The hiring steps will be loaded by default for templates and should only be modified under special circumstances. Such circumstances would involve a posting where the applicants will need a special routing.

Important: The last step in the process must always be Process Complete. Otherwise, all applicants will be forwarded directly to an Inactive status and will immediately receive the “Did Not Pass” message you created on the Posting Details page.

- 1) Follow the guide at the top of the page to indicate the hiring steps for this posting by position type by selecting the options in the drop-down menus.
- 2) Click Continue to Next Section.

Activating Guest Users

Guest User accounts are used by search committee members. If will need to be available to search committee members, involves committee review, this tab will allow a user to create a special account in to the system for the committee to view applicants who have applied to this posting.

Guest Users are only able to view the applicants to the posting 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 posting to which they are assigned.

When the posting is changed to the status of “Filled”, the guest user name and password are automatically deactivated.

To set up a guest user account:

- 1) Click the "Activate Guest User" link. The system automatically assigns a User Name for this Position Request Form (which will be GU####).
- 2) Enter a password, which must be between 6 and 20 characters.
- 3) Record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.
- 4) Click **Continue to Next Section** to continue to the final step.

Saving/Approving the Position Request Form

- 1) Select one of the posting statuses from the choices provided (See Guide to Posting Statuses):
- 2) click the **Continue** button either at the top or the bottom of the page to go to the confirmation page
- 3) Click **Confirm** to complete this step.

Guide to Posting Details Fields

| Field Name | Description |
|---|--|
| Quick Link | Automatic link generated by system when a posting is approved by HR or Provost |
| Posting Number | Number automatically generated by the system when a posting is approved by HR or Provost |
| Position Title | WSU position title from job description. A working job title is permitted in this field. |
| Academic Classification Title | (For academic postings only) - WSU position title from academic job description |
| Non-Academic Classification Title | WSU position title from job description. Can be same as Position Title |
| School/College/Division/Institutes/Centers | The S/C/D in which the position is located |
| Primary Department | The department in which the position is located |
| Essential functions (Job Duties) | Primary job duties of position |
| Unique Duties | Duties that are unique to the position |
| Qualifications | Minimum qualifications required of applicants for the position. |
| Preferred Qualifications | Qualifications which are preferred of applicants for the position. |
| Testing Requirements | Used to designate the testing requirements for clerical positions as indicated in the qualifications field |
| Test Scheduling | Instructs applicants on how to schedule clerical exams |

| Field Name | Description |
|---|--|
| Job Type. | Used to denote whether the position is full time, fractional-time, or temporary |
| "If fractional time, enter appointment percentage here:" | Used to indicate a fractional percentage for the position. Completed if a job is fractional time. If the appointment percentage is not known at the time of posting, enter "To be Determined". |
| Discuss Job Category | Categorizes the postings for the applicants for easier search |
| E-Class & Description | Employee Class - Taken from the job description |
| Position Class | Position Class - Taken from the job description |
| EEO | Taken from the job description |
| Position Number | Established by the Budget Office |
| Hiring Manager/Business Manager | The person who is responsible for hiring for the position |
| Provost Office/Hr User | The HR Consultant/Representative responsible for supporting the S/C/D in which the position is located |
| Special Instructions for HR/Provost Office | Used to instruct the HR/Provost office on when and how long to post a position |
| Fiscal Year of Job Open Date | Used to select the fiscal year that the job will be posted in. The year is driven by the job open date. |
| Job Open Date | Posting open date, completed by HR during the posting approval process |
| Job Close Date | Posting close date, completed by HR during the posting approval process |
| Is this Position Reposted? | Used to designate if the posting is a new posting or a re-posted posting |
| Reposting Reason | Used if the posting is a re-posted position. Indicate "None" if the posting is new. Indicate the following if the posting is re-posted: <u>Extended Search Opportunity</u> – Select when the hiring manager wants to expand the applicant pool. <u>Supersedes Previous Posting</u> – Select when HR has made a change to the |

| Field Name | Description |
|--|--|
| | original posting |
| Application Types Accepted | Used to designate application type accepted from applicants for the position |
| Documents that must be associated with this posting | Used to designate which documents applicants are <u>required</u> to attach in order to complete his/her application for the position |
| Documents which can be associated with the posting | Used to designate which documents are <u>optional</u> for applicants to attach to his/her application. Documents selected are not required to be attached in order for the applicant to complete his/her application |
| Represented Position Message | Used to notify applicants that the position is represented by a collective bargaining agreement |
| Employer Pass Messages | Used to inform of their successful application process based on his/her responses to the posting-specific questions |
| Employer Fail Messages | Used to inform of their unsuccessful application process based on his/her responses to the posting-specific questions |
| Salary (Minimum), Salary (Hire Max), Salary (Maximum) | Informs applicants of the salary range for the position |
| Hourly Rate (Non-Academic Only) | Informs applicants of the hourly rate for the position, if the position is an hourly position |
| Salary Range field | Informs applicants of the salary range for academic positions only |
| Shift Premium Code | Used to designate which shift the position works (for non-academic positions only) |
| Source of Funding field | Used to designate what type of source funds the position: General – position is funded fully or partially funded by the general fund Grant – position is fully or partially funded by grant funds or soft money Auxiliary – position is funded by income producing and self-supporting activities Research Stimulation – Position funded by research Other – position is funded by other sources |
| If other, please specify | Used to specify the funding source of the position when “Other” is selected in the Source of Funding field |
| Is Position Bump Ineligible? | Represented, Non-Academic positions only. Used to designate whether if the position is designated as ineligible for bumping (determined by the source of funding). |

The following table represents the statuses that a requisition may be in at any time during and/or after the search process:

| Job Requisition (Posting) Status | Definition |
|--|--|
| Saved | Hiring manager has created the requisition but not submitted to the next level approver. |
| S/C/D Business Office Review – NEW!! | Hiring manager has forwarded the requisition to the business manager review and approval. |
| Return to Hiring Mgr | Requisition has been returned to the hiring manager for revisions, etc. |
| Employment Office Review | Hiring manager or business manager has forwarded the requisition to the Employment Service Center to review, approve and post. |
| School of Medicine HR Office Review – NEW!! | Hiring manager has forwarded the requisition to the School of Medicine HR Office to review, approve and post. |
| Provost Office Review | Hiring manager or business manager has forwarded the requisition to Academic Personnel to review, approve and post. |
| Denied | Requisition denied by HR or Academic Personnel. |
| Approved | Requisition has been approved to post for a future date. |
| Opened | HR or Academic Personnel has approved the requisition. The requisition is now posted to applicant site and for applicants to begin applying. |

| Job Requisition (Posting) Status | Definition |
|---|--|
| Closed | Requisition has been removed from the applicant site, applications are no longer accepted. Hiring manager can begin search process. |
| HR Screen Completed – NEW!! | HR has screened the applicant pool for seniority eligibility and/or clerical testing |
| Interviews Completed – NEW!! | Hiring manager has completed interview process and identified a final candidate |
| Job Offered and Accepted – NEW!! | HR has extended an offer of employment to the final candidate; candidate has accepted offer |
| Filled | Requisition has been filled by a candidate who has accepted an offer of employment. |
| Pending Cancellation – NEW!! | Requisition has been in an opened or closed status for 10 months; posting will be cancelled if no action is taken to fill the position within the following 60 days. |
| Cancelled | Requisition is no longer a viable vacancy. |

Guide for Managing the Documents Tab

The documents tab should be utilized to attach supporting documents relating to the posting. The documents should be attached based on the following standards:

| Document Type | Standard |
|----------------------------|---|
| Seniority List | Seniority ranking memo prepared by Human Resources Representative and sent to the hiring manager. |
| Seniority List – Repost | Seniority ranking memo prepared by Human Resources after a position has been re-posted. |
| Attendance Report | ODS/Cognos Occasions report run for all eligible bargaining unit members that applied for the position. |
| Attendance Report – Repost | ODS/Cognos occasions report run for all eligible bargaining unit members that applied for the re-posted position. |
| Interview Questions | Questions utilized by the hiring manager in the selection process. |
| Interview Notes | Notes taken by the search committee regarding candidate responses to interview questions. |
| Disqualification Memo | Statement from the hiring manager as to why bargaining unit members do not meet the minimum qualifications (Note: Occasionally, the disqualification memo and hiring recommendation may be combined into one document.) |
| Hiring Recommendation | Statement provided by the hiring manager that provides a recommendation to HR about extending a formal offer of employment to a final candidate. |
| Other | Any other documents that don't fit that above descriptions that should be included in the search record |

To Attach Documents (documents must be in Word, Excel or PDF format):

- 1) After logging into the OHS, locate the position that you wish to attach documents by clicking **Search** on the Job Postings menu
- 2) Click **View** under the Job Title

- 3) Click the **Documents** tab, located on the far right hand side
- 4) Upload or paste a new document
- 5) When finished attaching documents, click on **View Posting Summary**
- 6) Click **Save**