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INTRODUCTION

Welcome to the University System of New Hampshire Online Position Management and Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the position description and employment application processes.

You will use this system to:

• Create and submit position actions through approval channels
• View applicants to your postings
• Notify HR of your decisions regarding the status of each applicant
• Create and submit hiring proposals when recommending a candidate for hire

The system is designed to benefit you by facilitating:

• Faster processing of employment information
• Up-to-date access to information regarding all of your Postings
• More detailed screening of Applicants’ qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser’s "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.
GETTING STARTED

Important Note:
This guide was prepared using the training site: https://training629.peopleadmin.com/hr.
The live site URL for USNH is: https://jobs.usnh.edu/hr.

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

If you have an approved user account, you will be able to log in using your approved USNH User Name and Password.
POSITION ACTIONS

You can think of positions as the functional center of this system. You may create new and modify existing positions, create postings from positions, hire applicants from postings into positions, and evaluate employees seated in existing positions.

The position “change options” are broken down into different actions in the online system. As a Department User, your action options are:

- Create a New Position
- Modify an Existing Position

To begin a position action, click the “Begin New Action” link in the Position Description section of the navigation bar. Your Action choices will then appear.
Creating a New Position

Click on **Start Action** under the action you wish to use. In the following example, “New Position Description” was selected. There are several tabs across the top of the screen.

Proposed Classification

First, you must pick the Class Title that you would like to associate with your new position. Every position in the system must be associated with an existing class title. If you cannot find the correct class title for the new position you want to create, you should contact HR and request that they input a new Class Title. To pick a Class Title, hit the Class Title dropdown and select a Title. You may also search Class Titles by Class Code or Job Category if that aids you in your search. Once you find, search for and ‘Select and Continue’ your class title, you will move forward to the Position Details tab.

Position Details

The position details tab will include most of the position information. Any editable field with a red asterisk is a required field, and you will need to enter information. The larger text area fields will hold approx. 3900 characters of text (just over one MS Word page, single spaced). The medium size text area fields have a 1200 character limit, and the single line text box fields hold up to 200
characters (might be less depending on HR rules). Note that you may copy and paste from an existing position description to fields in the system, but be careful about bullets – the system will replace bullets with question marks (?), so to avoid this, simply replace bullets with dashes or numbered lists.

If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.
Duties/ Responsibilities

After continuing to the next page, you will be on the “Duties/Responsibilities” tab. This page is set up as a builder, allowing you to enter as many duties/responsibilities as are necessary for the new position you are creating. Click ADD NEW ENTRY to start entering duties.
**Additional Documents**

After continuing to the next page, you will be on the “Additional Documents” tab. On this page, you may attach additional documents in support of the new position you are requesting. You may click on the ‘Definitions of Additional Documents’ at the top of the page to see what is required on each campus, as well as to get better definitions of each document listed. In order to attach a document, click the ‘Attach’ link next to the document you’d like to attach. You can either browse out and ‘Upload’ the document from your computer, or copy and paste text into the ‘Paste a New Document’ box. If you are attaching a document, make sure and confirm that the document has attached properly before proceeding.

**Comments Tab**

After continuing to the next page, you will be on the “Comments” tab. On this page, you may input comments which you’d like to share with other users involved in workflow for this new position. You may also want to pay careful attention to this tab if an action is returned to you – often higher level approvers in the workflow may make comments here before returning (if an action needs to be returned).
Saving/ Approving the Action

After continuing past the Comments page, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm**.
**Search Actions**

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved positions you have access to in the system.

Once you search for your position action, you should see a table that shows you the position and its current status in the "Status" column. You may click the view link to review details or comments from other approvers.
Pending Actions

If you have saved without submitting your position, or if your position action has been returned or submitted for review, you may also click on “Pending Actions”. This is basically a quick search version of search actions on the previous screen. You can click the view link under the title to open your action back up and make changes or submit to the next level approver.
Modify Existing Position

You will be modifying existing positions more commonly than creating new positions. Click on **Begin New Action**, then select the Modify Existing Position Description action.

Once you have started this action, you must find the existing position you wish to modify. You should see a screen similar to the following:

You may Search Positions by Employee Name, Position Number, Title or Category. You may also use a combination of these fields to help you hone your search. Once you find the position you would like to work with, click Start Action.
Once you specify what kind of modification you are requesting, on the Modification Requested tab, and review the Current Job Description to ensure you are working with the correct position, proceed to the Proposed Classification tab. If you wish to reclassify the position, you will be able to propose the changed title on this tab.
Proceed through the other tabs on the action in the same manner as the New Position Description action discussed earlier.
CREATING A POSTING FROM POSITION

To create a Posting, begin by clicking the ‘Create Posting From Position’ link under the header “Create Posting”. You may create a posting from positions that have been updated in the system – see Important Note in the screenshot below. There are rare cases where you may need to create a posting from scratch, but only when you need to create a posting and there is no existing position to create from. You should create posting from position whenever possible.

Posting Information

Once you click Create Posting From Position, you will need to search for the position you wish to use to create a posting from, by using the search fields. Click Search.
You will see a table with your search results. You can click **Create** under the correct position.
There are several tabs across the top of the screen. The “Posting Details” tab data fields should pull in all information from your position description. You can edit information on this page as needed, but keep in mind that changes made to a posting WILL NOT write back to the underlying position description.

Review and confirm all fields and click on Continue to Next Page. You may VIEW ONLY the information on the Duties/Responsibilities tab, and add Advertising/Billing Information or Documents as needed. We will now cover the Posting Specific Questions and Disqualifying/Points tabs.

**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. You may create those questions in this section. If you are not adding any Screening Questions, click the Continue to Next Page button.

To add a Screening Question to this Posting, scroll all the way to the bottom of the page and click on the Add a Question button, which returns the following page:
The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click **Search**, the system will return a list of all questions that have been entered approved previously for other Postings. Select one of the questions from the list if it is appropriate for this Posting. Click the View/Add link to the right of the question in order to add it to your posting.
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.

**Why Do you want to work for this organization?**

**Describe any work experience relevant to this Posting:**

---

**Create a Question**

After clicking the **Create a Question** button, the following screen will appear:
Step 1: Please enter question text: Enter the text of the question you wish to ask all candidates who will apply to this Posting.

Step 2: Please select answer type: select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.

Adding Closed Ended Questions

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

*Do you have experience working in an office environment?*
Possible Responses: Yes or No
After selecting the “Closed Ended” radio button, enter the answer choices that candidates can choose from in the boxes labeled “Possible Responses”. In this case, you would enter:

1. Yes
2. No

**Adding Open Ended Questions**

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

*Describe any work experience relevant to this position.*

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.
The next step is to click on the **Submit Question** button at the bottom of the screen. If approved, this question will attach to the Posting, and every applicant who applies to this Posting will be asked this question.

After you click **Submit Question**, you should see a screen which 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 continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **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.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.
When you have finished adding screening questions, click the **Continue to Next Page** button.

### Disqualifying/ Points

On the Disqualifying/Points tab, you may add points or select an answer as a Disqualifier. Note that you should NOT put points or DQ criteria on any of the ‘default questions’ – only on YOUR questions which you added on the previous tab. In general, use caution with the ‘Disqualifying’ column – if you set a disqualifier, and an applicant answers this way, the system will automatically disqualify them for the posting, and they will receive a message immediately letting them know they have been screened out due to posting specific questions.
Guest User

You may activate a Guest User account on the Guest User page. This Guest User account can be sent to the Search Chair for this posting, to distribute to all members of the Search Committee. The Guest User account is only active while a posting is at Posted and Closed/Removed from Web statuses, and is inactivated once a posting is moved to Filled status. Guest Users have View Only access to applicant and posting information, and cannot edit any field or applicant status.

To Activate a Guest User account, click on the link that says "Activate Guest User".

Activate Guest User

You will be able to specify the password and can give the login credentials to the Search Chair or to individual members of the search committee.
Saving/ Submitting the Posting

Once you complete all posting tabs/pages, you will have the ability to save the posting, or send it to any applicable other status.

The next step in the workflow for a Department User is to send to Department Authority or to Campus HR, depending on the process at your Campus.

Quick Guide to Creating a Posting

1) Click Create Posting From Position on the left hand menu.
2) Fill in the Posting details
   a. When finished, click Continue to Next Page
3) Add screening question(s) (optional…to skip, click Continue to Next Page)
   a. From “Screening Questions” section, click Add A Question
   b. Click Search
   c. Select one of the previously entered questions, or click Create A Question
   d. Enter the text of the question
   e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
   f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
g. Click **Submit Question** to attach the question to the posting.

h. Enter additional screening questions, or click **Continue to Next Page**

4) Add any Points/Disqualifying, only to the questions YOU ADDED – not the default questions.

5) Assign a “Guest User” if appropriate, then click **Continue to Next Page**

6) Review the Posting, and edit if necessary. When finished, select the appropriate step and then click **Confirm** on the following screen.

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**Search Postings/ Reports List/ Review Applicants**

As a Department user, you can search for all postings by clicking the Active, Pending or Historical Postings links on the left hand side of the screen. You can use these search criteria to locate your postings. Search for Active Postings (at the status of posted/closed) to review all applicants that have applied.

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To review applicants that have applied to this posting, click the view link under the title of the job.
The tab labeled “Applicants” is a screen listing the applicants who have applied to this posting. Additional summary information is also provided in this table, including links to uploaded documents (such as resumes and cover letters), date applied, etc. Each column may be sorted by the arrows next to the column heading.

From this screen, you may perform a number of tasks, including:

- Sort and view Applicants by different criteria
- View and print applications
- View and print uploaded documents
- Change an applicant’s status
Sorting and Viewing Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the arrow next to the corresponding column heading. Clicking the arrow again reverses the sort order.

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you filter (view) them by.
You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the Refresh button to refresh the screen.
Viewing and Printing Applications

To view and print a single Application, click the "View Application" link under the applicant’s name from the “Active Applicants” screen (shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File > Print from your browser’s menu to print the application. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Posting” screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants you wish to print (or click “All”). These boxes are located on the right side of the page.
2. Click the View Multiple Applications button.
3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select File > Print from your browser’s menu to print the application(s).

**Viewing and Printing Documents**

This process is very similar to printing applications, except the documents are loaded using the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents’ formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled “Documents” from the “Active Applicants” screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the Applicants you selected to print. Select File>Print from the Adobe Reader menu to print the document. To close the window, click on the “X” in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the “View Posting” screen).

To view and print multiple documents at the same time, perform the following steps:
1. Check the boxes next to the corresponding applicants you wish to print (or click “All”). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.
Changing the Status of Applicants

While in the Active Applicant display screen, you can change the status of applicants as you review their applicants, interview them, and make a final decision. To change the status of one applicant, click the “Change Status” link under the Status column heading.

To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant that you wish to change, then click the button labeled Change Multiple Applicant Statuses. You may also click the “All” link to select all applicants at the same time. To deselect all applicants, click the “None” link.
After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

Under the “Status” column appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

You may change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.
After clicking on the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

**Hiring Proposal**

When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this candidate and send through the electronic approval process built in to your site. To start a Hiring Proposal, click on the “Change Status” link under the candidate you wish to hire.

Once you click change status, you will need to select the “Recommend for Hire” option. Click on Continue to Confirm Page and Save Status Changes.

A link will appear under the applicant that says “Begin Hiring Proposal”.

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Click the Begin Hiring Proposal link and you will see the Hiring Proposal options for a Department User:

**EPAF Hiring Proposal for Position Description Listed Below**: use this hiring proposal action to request a candidate for hire into the position listed below. The position listed below is the position that the posting was created from. If this action is approved, it will generate an EPAF in Banner.

**EPAF Hiring Proposal for Different Position Description**: use this hiring proposal action to request a candidate for hire into a position other than the position listed below. If this action is approved, it will generate an EPAF in Banner. Note: You will have the opportunity to search positions.

Once you choose your Hiring Proposal selection, click “Start Action”. You will see an open form where you can specify the detail about the candidate you wish to hire. Once you complete the Hiring Proposal, choose Continue to Next Page.
Choose which option you wish to take on your Hiring Proposal action. You may either:

a) Save without Submitting  
b) Send Hiring Proposal to Finance (UNH Only)  
c) Send Hiring Proposal to Campus HR

Make your selection and click on Continue.
View EPAF Hiring Proposal for Position Description Listed Below Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the Continue button. To edit the position description, click the Edit link. To exit the position description without making any changes, click the Cancel button.

Edit

Action Status

- Save Hiring Proposal Without Submitting
- Send Hiring Proposal to Finance (Year Only)
- Send Hiring Proposal to Campus HR

CANCEL  CONTINUE

Employee Information

Employee First Name: Tigor
Searching Hiring Proposals

To check the status of your Hiring Proposal, you may search for it at any time. Click on the left hand side of the screen “Hiring Proposal Search”.

You will be able to search using any of the specified criteria on the search page. Click search once you have marked your search criteria.

Once you locate your Hiring Proposal, you may click View under the title to either:
   a) View the Hiring Proposal as it is being sent through approval.
   b) Edit a Hiring Proposal that you saved and have not submitted.