UNIVERSITY OF KENTUCKY
Human Resources
Employment

HIRING OFFICIAL'S DIRECT USER'S GUIDE

for
The University of Kentucky's Online Employment System

The University of Kentucky
Human Resources Employment

Last Revised:
11/01/2006

PeopleAdmin

TABLE OF CONTENTS

INTRODUCTION

Welcome to The University of Kentucky's Online Employment System (OES). Human Resources Employment has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

The Direct User account is appropriate for:

- Posting HR Temporary Employment (STEPS) exemptions
- Posting Student Wage Lines
- Posting Teaching Assistant, Resident Assistant and Graduate Assistant positions
- Posting Post Doctorial Scholars

The Direct User account is *NOT* appropriate for:

- Posting regular positions (with benefits)
- Posting HR Temporary Employment (STEPS) positions
- Faculty Positions

The Direct User account is used to complete three main tasks:

- Create job requisitions
- View applicants to your requisitions
- Complete Pre-Employment National Background Checks

The system is designed to benefit you by facilitating:

- Faster processing of employment applications
- Up-to-date access to information regarding all of your requisitions
- More detailed screening of applicants' qualifications – before they reach the interview stage

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

Your Web Browser

We ask that you use Internet Explorer 6.0 or higher or Netscape 7.0. **Note: You will not be able to print applications if you are using an older version of Internet browser.** OES 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 Employment Office of any significant issues that arise at (859) 257-9555 press "2".

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.**

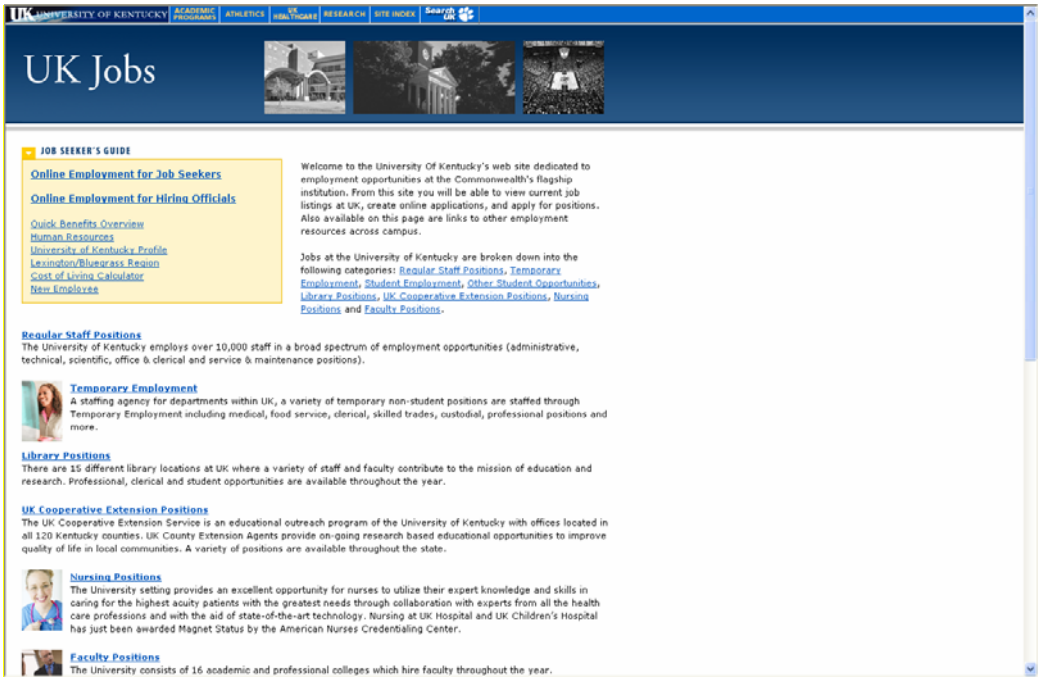
Security of Applicant Data

To ensure the security of the data provided by applicants to the University of Kentucky, **the system will automatically log you out after 90 minutes if it detects no activity.** You will receive a three minute warning before being timed out. Any time you leave your computer, save any work in progress and logout of the system by clicking on the log out link located on the left hand side of your screen.

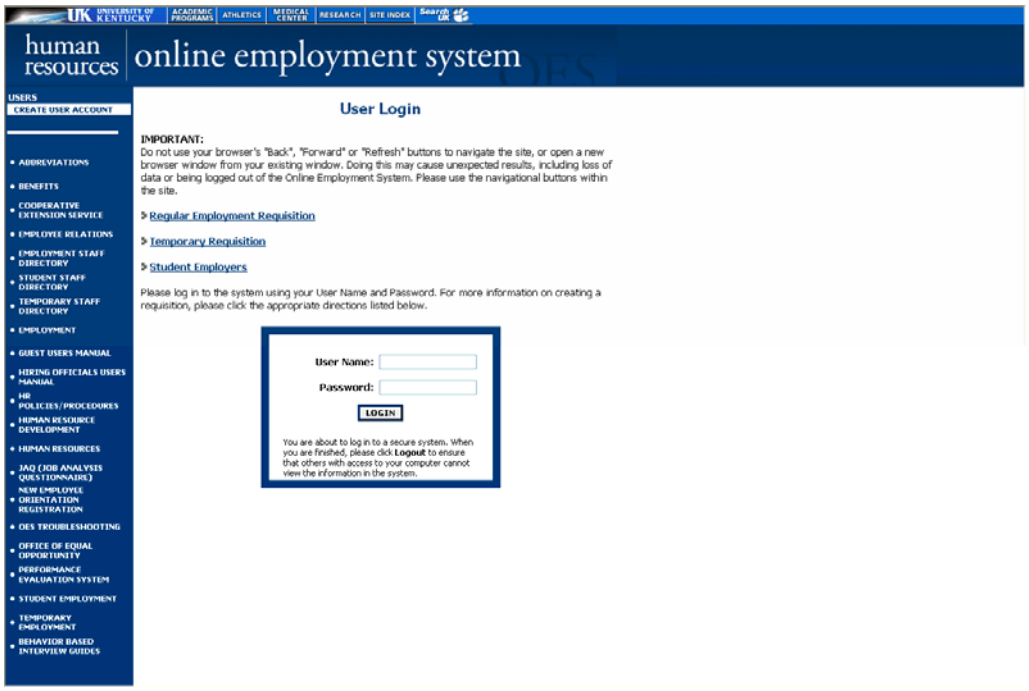
GETTING STARTED

www.uky.edu/hr/ukjobs

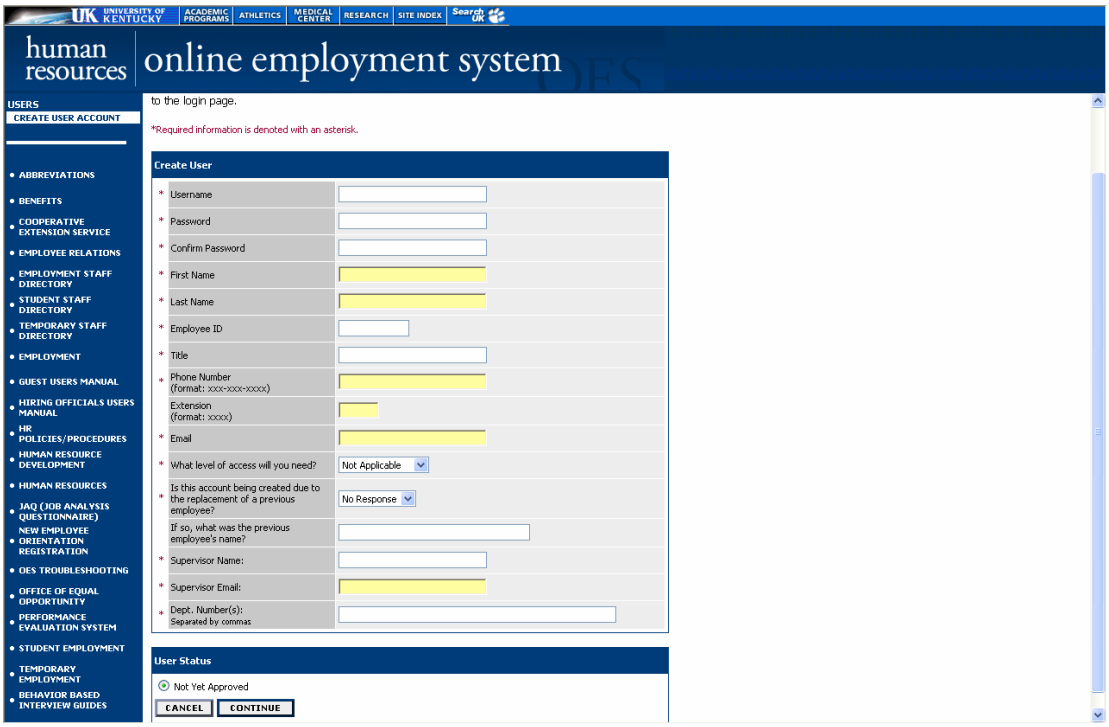
To enter the system, type in the following URL: www.uky.edu/hr/ukjobs
After entering the URL, the UKJobs homepage will appear:



From here you will click on **"Online Employment for Hiring Officials"** located in the upper left hand corner of the screen. The following screen will appear:



Before you may enter the site, you must create your own account by clicking on the **"Create User Account"** link on the upper left hand side of the screen. After you click on this link, the following screen will appear:



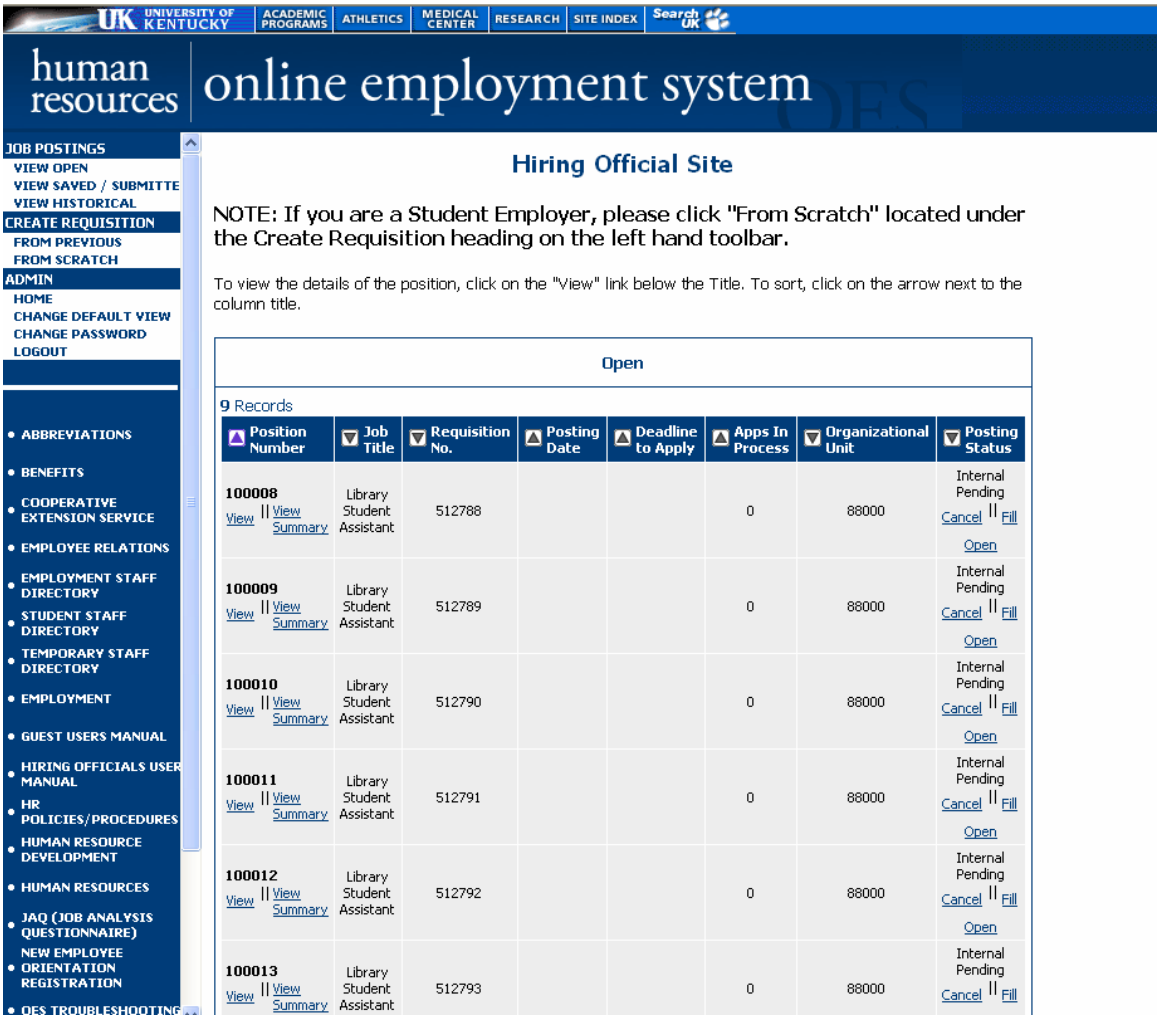
Enter a confidential user name and password along with the rest of the information. You will need to enter a password which is in accordance with the UK Computing Policy. Your password must be changed every 6 months. After 6 months the system will require you to change your password before you will be allowed back into the system.

Please note your user name and password and keep in a secure place. You will need them each time you log onto the system. If you forget your password, contact the Employment office at 859-257-9555 press "2".

After completing this form, click **Continue** and you will be asked to review your information. After your information is verified, click **Submit**. Your request will then be sent to Employment who will approve your account based on confirmation from your departments appropriate main contact. Once Employment notifies you that your request has been accepted, you will then be able to log into the system using the user name and password you created.

CREATING AND POSTING A REQUISITION

To create a requisition, click on a method of creating a requisition located under the “Create Requisition” heading on the left hand side of the following screen:



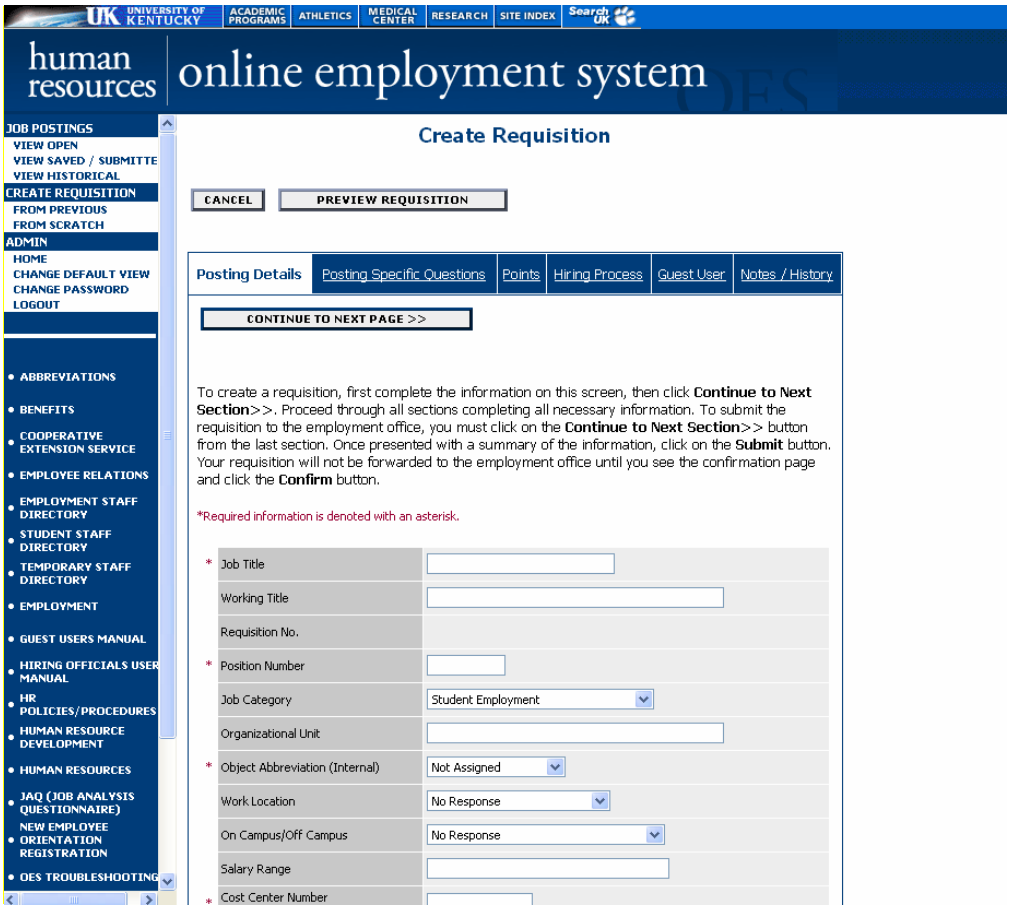
From this screen you may:

- Create a requisition from one of your previously created requisitions.
- Create a requisition from scratch

Whichever option you choose, you will be able to modify the contents to meet the needs of your position.

Posting Details Page

In the following example, the "Create from Scratch" option was selected.

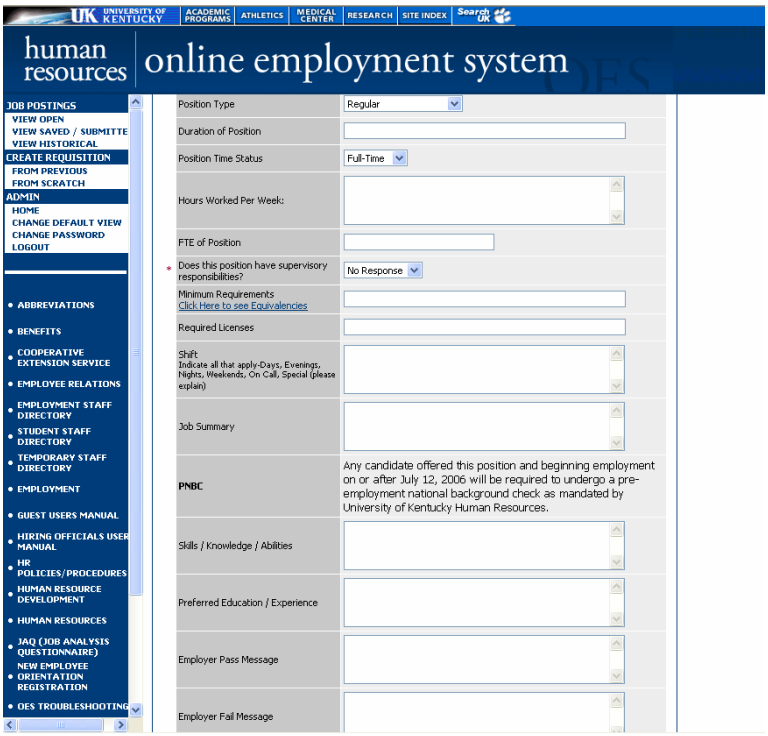


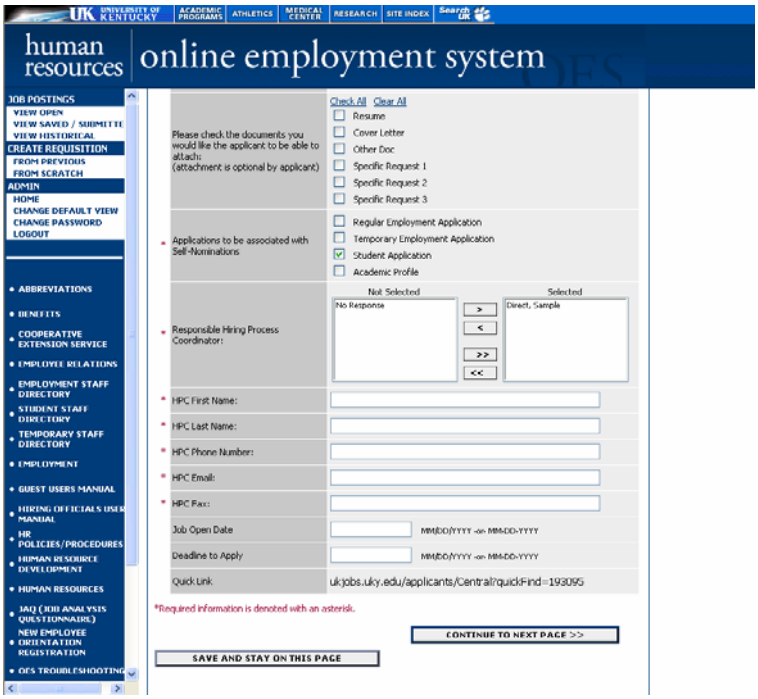
There are several tabs across the top of the "Create Requisition" screen. When you first enter this screen, you will be in the “Posting Details” tab. The other tabs you will see and be using are as follows:

1. Position Access - Requires you to check all areas the employee will have access to.
2. Posting Specific Questions - Will allow you to add questions related to your posting. In return, the applicants will be required to answer these questions when applying.
3. Points - Allows you to assign points to closed-ended "Posting Specific Questions." The scores may be distributed for a weighted score.
4. Hiring Process – This defines the steps the applicant will move to when they first apply.
5. Guest User - Allows for you to set up a guest user account. With this account, search committees will be given the designated username and password to access the applicants for this position only.
6. Notes/History - Allows you to add additional notes to the requisition.

A few notes about this screen:

1. Fields with an asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it before you proceed to the next page.
2. **VERY IMPORTANT:** A requisition is **Not Saved** until you either click on “Save and Stay on this Page” located at bottom of each screen or have completed the final step of the process: clicking **Confirm** on the final summary page. If you log out or click a link on the left-hand side before completing these steps, none of the information you have entered will be saved.





Please note the section which states "Please check the documents you would like the applicant to be able to attach:." By checking these document types, you are allowing the applicant to attach these as an option. If nothing is checked, the applicant will not be able to attach any documents. In addition, you will be accepting the “Student Application” for all student positions or the “Temporary Employment Application” for all temporary positions.

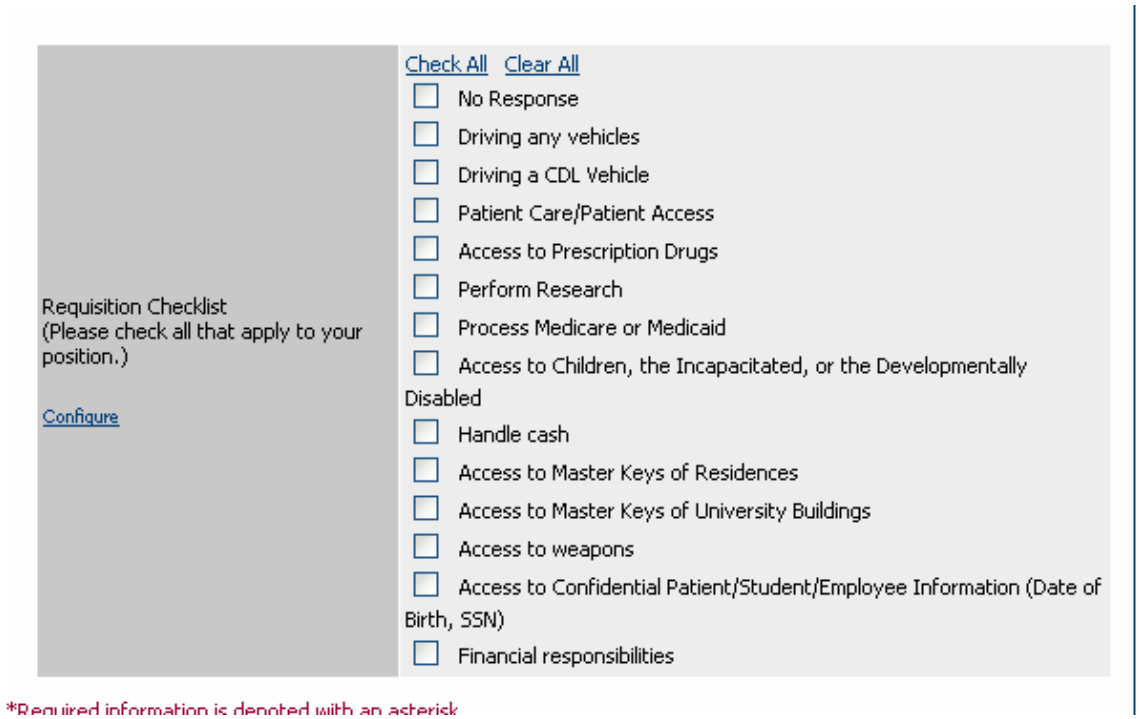
TIP: You must always click **Continue to Next Section** to begin the next step or click **Preview Requisition** to save the requisition.

Points to Remember:

1. Certain fields on this screen appear on the applicant site exactly as entered. Please proofread carefully.
2. To be consistent, please use the **job category** of **Student Employment** for all student positions or in the appropriate category for temporary positions to make it easier to locate your position.
3. The Cost Center Number will be used for pre-employment screening billing purposes only. Please indicate the appropriate Cost Center Number the Pre-Employment Screening (PES) Service Center should bill.
4. The pre-employment national background check (PNBC) statement is automatically added on the requisition for you. If your position requires pre-employment drug screening (PDS), please include this statement in the job summary.
5. The **position type** should be marked either **Student** for student positions or **Temporary** for temporary positions. All other positions should be handled through the Regular Employment office.
6. The Job Open Date and Deadline to Apply fields are automatic status timers. The Job Open Date you enter will be the day the position automatically goes up on the posting. Likewise, the Deadline to Apply date will be the day the posting is automatically placed into a status of Pending discontinuing the ability for applicants to apply for the position. If using the "Internal Pending" (see page 22) option, please leave these fields blank.
7. The Quick Link may be used in advertisements to directly link candidates to your positions. In addition, if you are using the requisition status of "Internal Pending", you will provide this link to applicants being invited to apply.

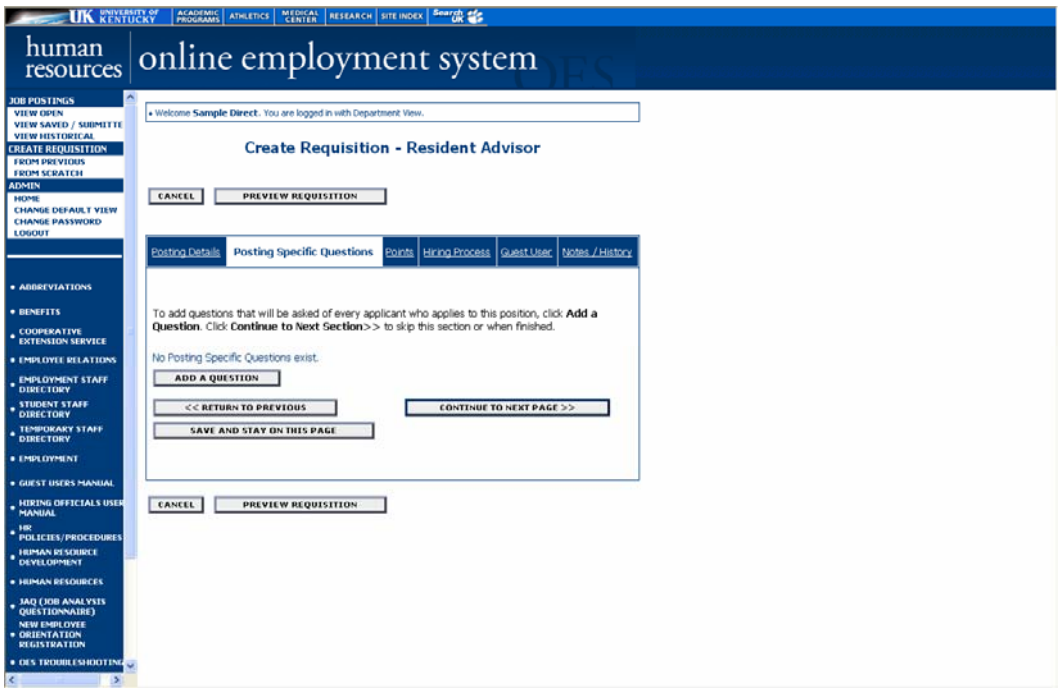
Position Access

The Position Access tab consists of a checklist of areas where the individual hired will have access. Please check all that applies to your position as this information will be used to determine whether the candidate is viable or not.

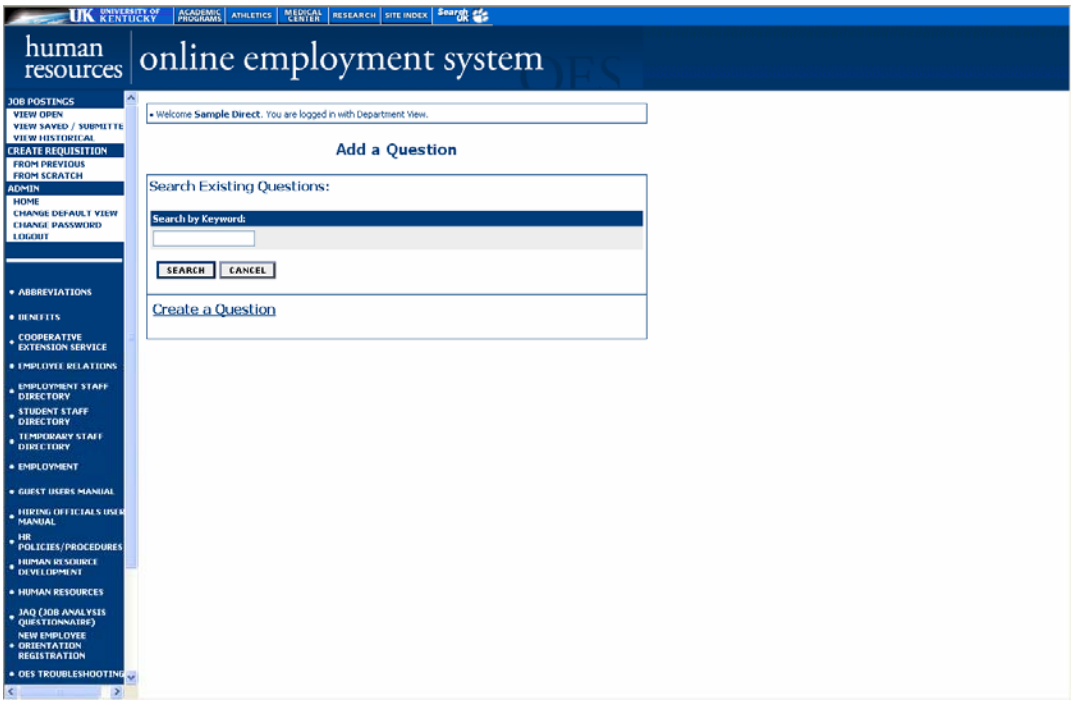


Posting Specific Questions

Posting Specific Questions (screening questions) are individual questions used to rank candidates based upon a score. You may create these questions in this section; however, be sure to compose your questions carefully. You cannot change the order of the questions without deleting and re-entering the entire list of questions.

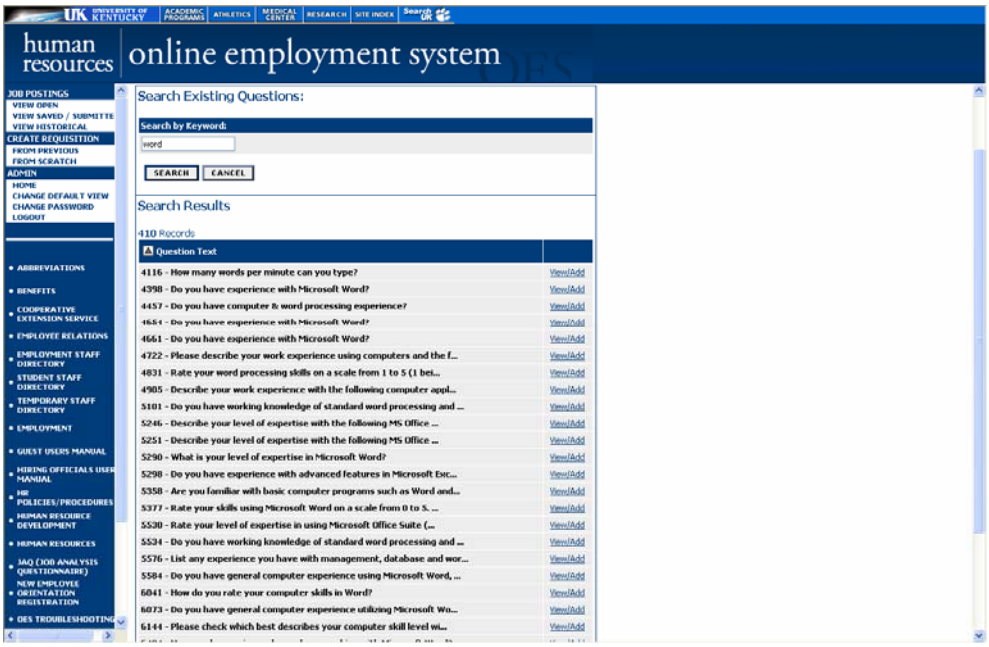


If you are not adding Posting Specific Questions, click the **Continue to Next Section** button. To add a Posting Specific Question to the requisition, click on **Add a Question**, which returns the following page:

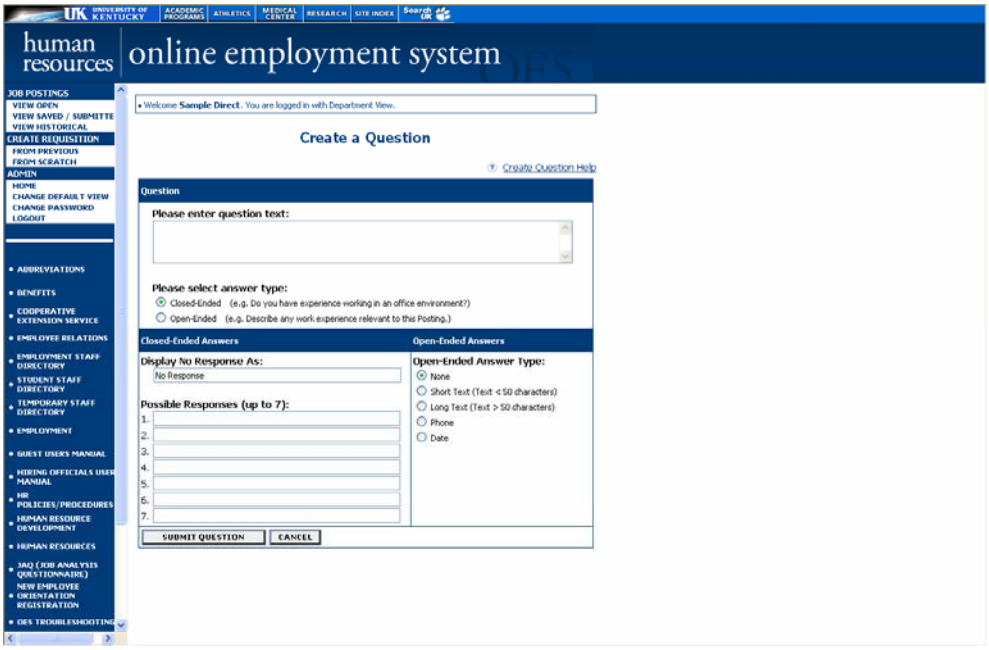


The first step is to enter a keyword then click **Search** to review questions already approved or click **Create a Question** in order to create a question from scratch. If you would like to review the previously used questions, enter a keyword, click **Search** and the system will return a list of all questions containing the keyword. In the example below, a search for the keyword "Word" was used. You may view and select the question by clicking on **View/Add**.

TIP: When using a previous question, you will be unable to change the answer type or possible responses.



If you do not want to use a previous question or cannot find an appropriate previous question, you may create a question from scratch by clicking on the **Create a Question** link on the bottom of the Search Results screen. After clicking the **Create a Question** button, the following screen will appear:



There are three steps you must complete in order to add questions. They are as follows:

Step 1: *Please enter question text:* Enter the text of the question you wish to ask all applicants who are applying to this requisition.

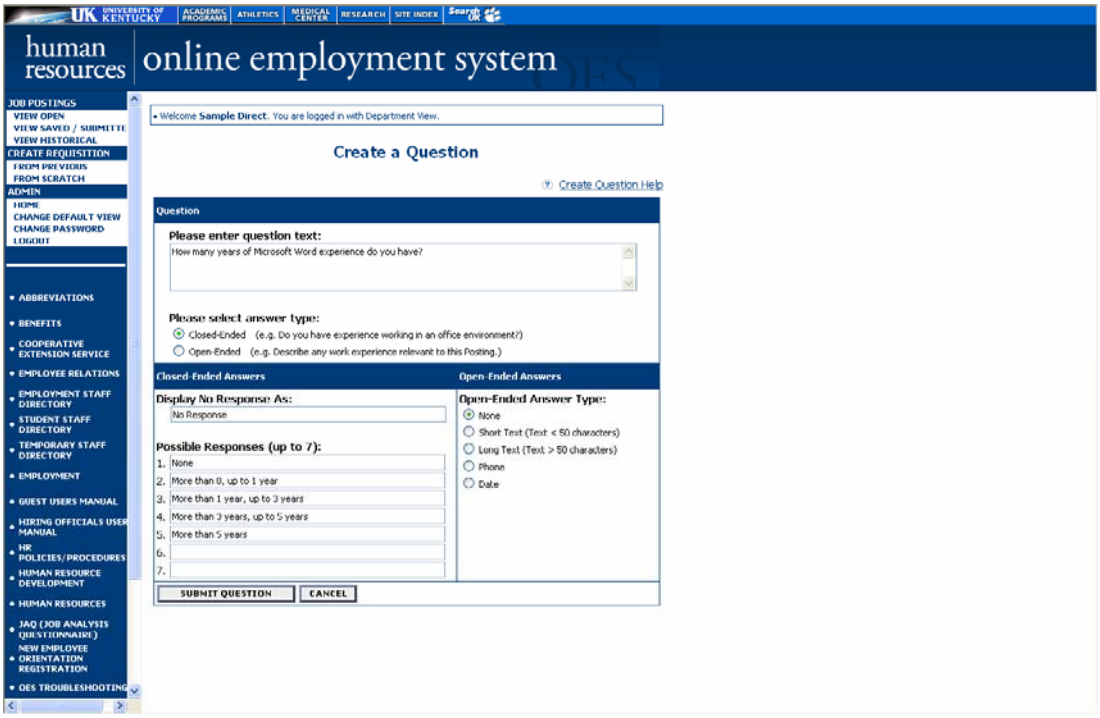
Step 2: *Please select answer type:* select either Closed Ended or Open Ended (Please see pages 11 and 12 for additional details).

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

Adding Closed Ended Posting Specific Questions

Closed ended questions are comprised of any additional screening criteria that may be required for a position. Closed ended questions require a multiple-choice answer and the applicants are scored based on how they answer these questions. For example:

How many years of Microsoft Word experience do you have?
Possible Responses: "None," "More than 0, up to 1yr," "More than 1yr, up to 3yrs," "More than 3yrs, up to 5yrs," and "More than 5yrs."



It is <u>required</u> that you include "No Response" as an answer choice for all questions requiring multiple-choice answers. This is important because if no answer is provided, browsers default to one of the button choices, which may cause inaccurate data. Take for example the question "Do you have Microsoft Word experience?" If only *Yes* and *No* are the answer choices, some web browsers will automatically default to either *Yes* or *No* if the applicant failed to answer the question. Therefore, the wrong answer might accidentally be entered.

Enter the answer choices that applicants can choose from in the boxes labeled "Possible Responses." You may add up to 7 answer choices remembering to include a beginning point as one of the answer choices (Ex. none or 0 yr). There is limited space available for answer choices so be sure to word your questions accordingly. In this case, you would enter:

1. *None*
2. *More than 0, up to 1 yr*
3. *More than 1 yr, up to 3 yrs*
4. *More than 3 yrs, up to 5 yrs*
5. *More than 5 yrs*

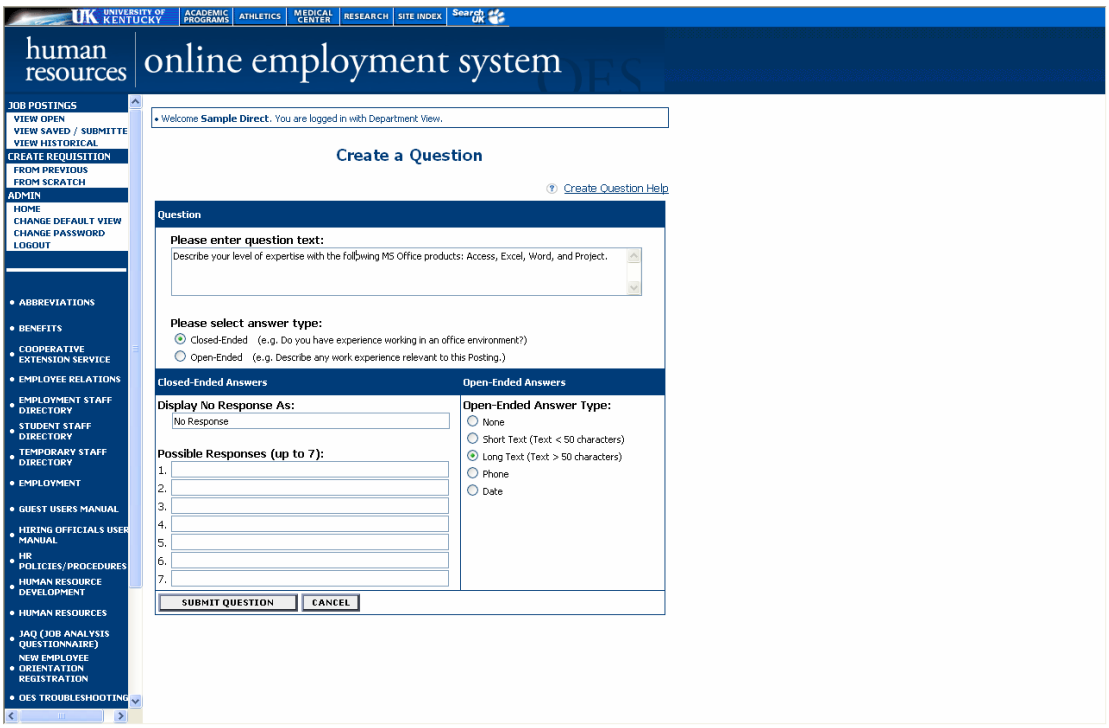
The final step is to click the **Submit Question** button at the bottom of the screen.

Adding Open Ended Posting Specific Questions

Open ended questions will provide you with additional information on the applicants which may not be obtained in closed ended questions; however you may not assign points to open ended questions. For example:

Describe your level of expertise with the following MS Office products: Access, Excel, Word, and Project.

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 an applicant's response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** to allow the applicant's response to be up to 1250 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.

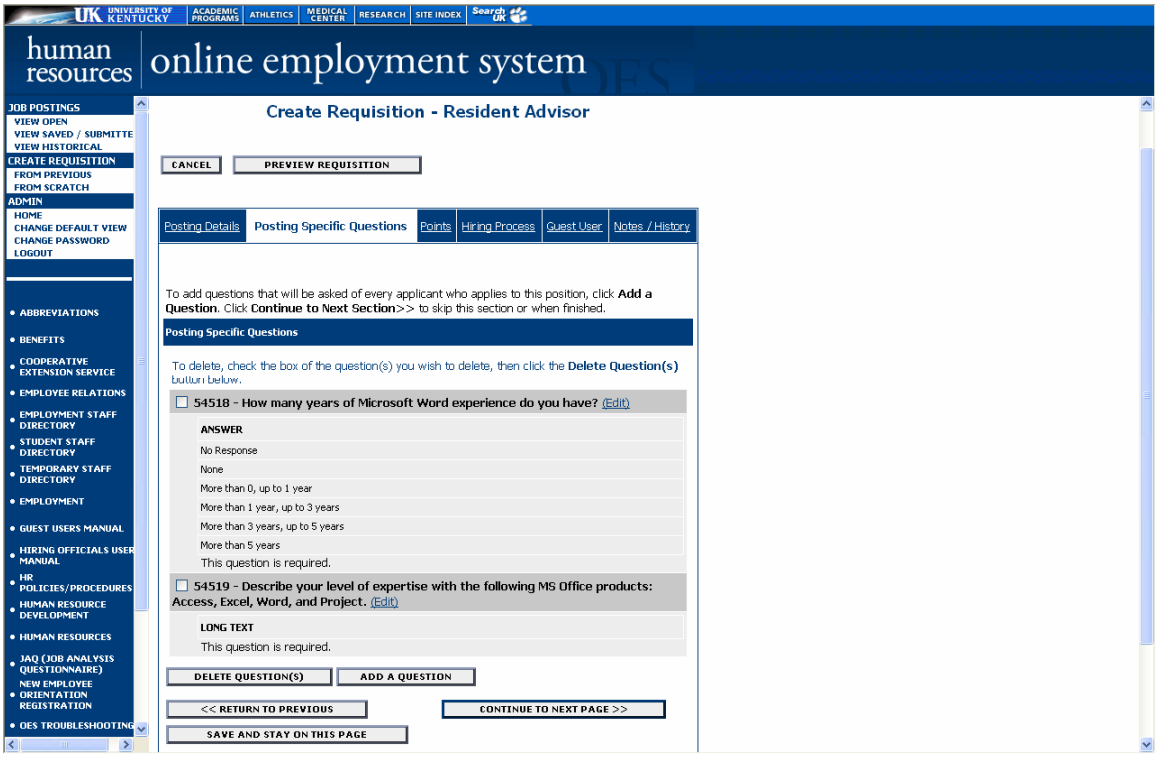


The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the requisition requiring every applicant who applies to answer the question.

Adding and Deleting Posting Specific Questions

After clicking **Submit Question**, you should see a screen similar to the one below. This screen displays the question(s) you have entered. As you enter additional questions, they will be added to this 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 that question and clicking the **Delete Question(s)** button.



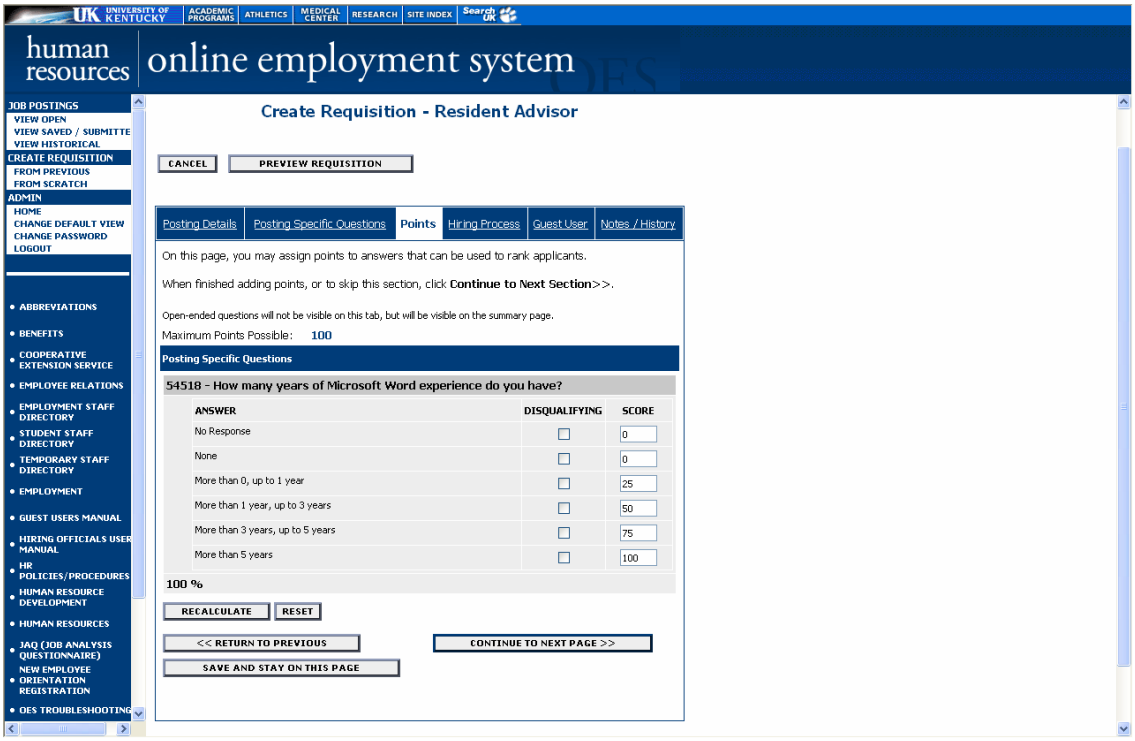
TIP: If there is a typographical error in the question you entered, you will only be able to edit the question(s) you created. You may edit the question by clicking on "Edit" located next to the question. All other questions will have to be deleted and retyped.

When you have finished adding Posting Specific Questions for this requisition, click the **Continue to Next Section** button.

Assigning Points

In order to assist in ranking the candidates by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen. If you did not enter any closed ended questions, click the **Continue to Next Section** button at the bottom of the screen.

On this screen you will see all the closed ended questions you created on the Posting Specific Questions screen. In this case, the only closed ended question entered was: "How many years of Microsoft Word experience do you have?"



To specify how many points the applicant should receive for each response, enter a number in the "SCORE" column. For example, an applicant answering "More than 0, up to 1yr" to this question would receive 25 points.

<u>Points to Remember</u>

1. You may not use more than 100 points for the highest possible answer choice per question.
2. If you would like to screen out candidates who do not have a certain requirement, you may make these questions disqualifying. If the candidate does not have the experience, they will not be allowed to apply for the position.

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. Clicking the **Reset** button returns all the Screening Question point values to 0. When all the points are set to your satisfaction, click **Continue to Next Section**.

Points Calculation Reference Sheet

Understanding score calculations can be overwhelming when trying to determine how the weighting should work. On the next page is an example of three previously used supplemental questions. Two of the questions have a maximum score of 100 points. The other question has a maximum score of 75 points. These questions add up to the overall possible score of 275 points as seen in the "Maximum Points Possible" section.

Under each question you will notice a percentage. This percentage shows how much weight this question will contribute towards the applicant's score. In order to get the percentages, the system uses the following formula:

Highest Possible Single Score/Maximum Points Possible = Weighted Percentage of Question

For instance, Question 2 will allow for a maximum of 75 points. If you take 75/275, this will give you a weighted average percentage of 27.2%. Question 1 or 3 allow for a maximum of 100 points, or 100/275. This equates to a weighted average percentage of 36.4%. All three questions combined add to 100% (36.4 + 36.4 + 27.2). Note that the system shows percentages in whole figures only.

Applicant Scoring

When you receive your applicants you are actually receiving the applicant's weighted average score for the questions. Though the points for a series of questions may total more than 100, the applicants score will never be over 100%. For instance, if you have three applicants with the following scores:

Applicant 1:	100%
Applicant 2:	78%
Applicant 3:	63%

In order for Applicant 1 to receive 100%, s/he had to answer all questions with the highest possible answer. Applicant two however, made the following selections:

Question 1: Yes	100 points
Question 2: Yes	75 points
Question 3: more than 2 years, up through 3	40 points
	215 points

The system uses the following formula to calculate the weighted average score:

Applicant Score/Maximum Points Possible = Weighted Average Applicant Score

Taking 215/275 gives you the score of 78%.

Figure 1

Maximum Points Possible: 275

Posting Specific Questions

53861 - Are you familiar with UK forms such as DAV's, IDIV's and Travel Vouchers?

ANSWER	SCORE
No Response	0
Yes	100
No	0

36 %

53862 - Are you familiar with UK databases such as HRS or SIS?

ANSWER	SCORE
No Response	0
Yes	75
No	0

27 %

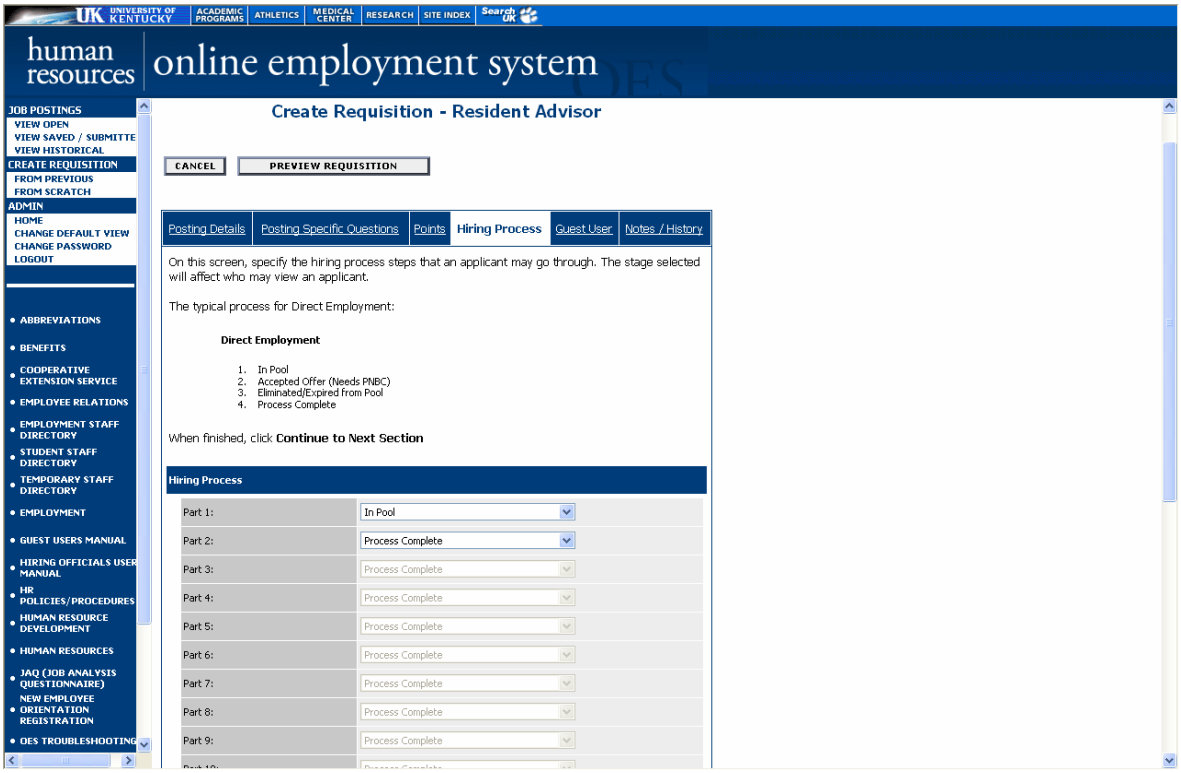
53863 - Please indicate your number of years of Microsoft Office experience.

ANSWER	SCORE
No Response	0
None	0
More than 0, up through 1 year	10
More than 1 year, less than 2 years	20
More than 2 years, less than 3 years	40
More than 3 years, less than 4 years	60
More than 4 years, less than 5 years	80
More than 5 years	100

36 %

Hiring Process

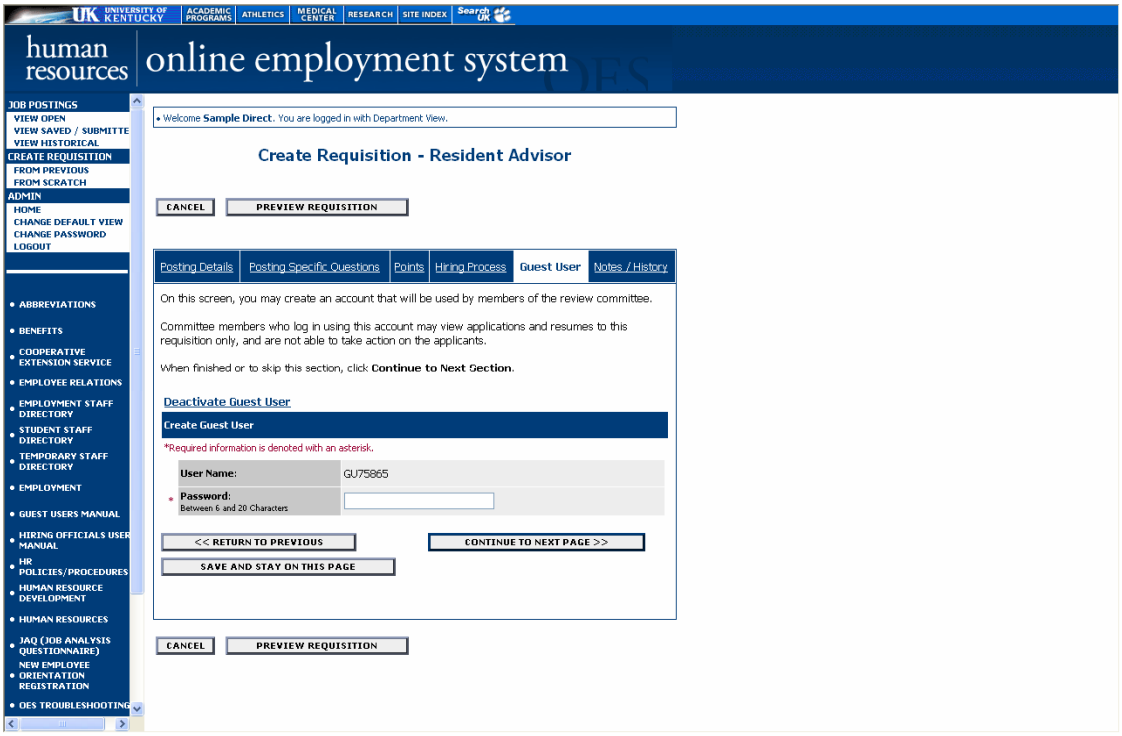
The hiring process tab allows you to establish the steps in the hiring process. For Direct Users, you will need to add the status of **In Pool** as the first step. The second step should be **Process Complete**. All other status changes will be handled from the Applicants tab (see pages 31 and 32).



Note: If Part 1 is not “In Pool” you will be unable to view your applicants.

Activating Guest Users

Guest User accounts are used by search committee members or in circumstances where someone other than the hiring official will view applications and related documents. Guest Users are only able to view the applications to the requisition for which they are assigned and are not permitted to take action on any of the applicants. When the requisition is filled, the Guest User name and password are automatically deactivated. To set up a Guest User account, click the **Activate Guest User** link. After clicking the **Activate Guest User** link, you will see the following screen:



The system automatically assigns a user name for this requisition (which will be GU#####). You will need to enter a password. Please record and notify the Guest User of the user name and password

TIP: All Guest Users will use the same user name and password to log into the system at (www.uky.edu/ukjobs) as hiring officials. A Guest Users manual is available upon request.

After entering a password for the Guest User, click **Continue to Next Section >>** to continue to the final step.

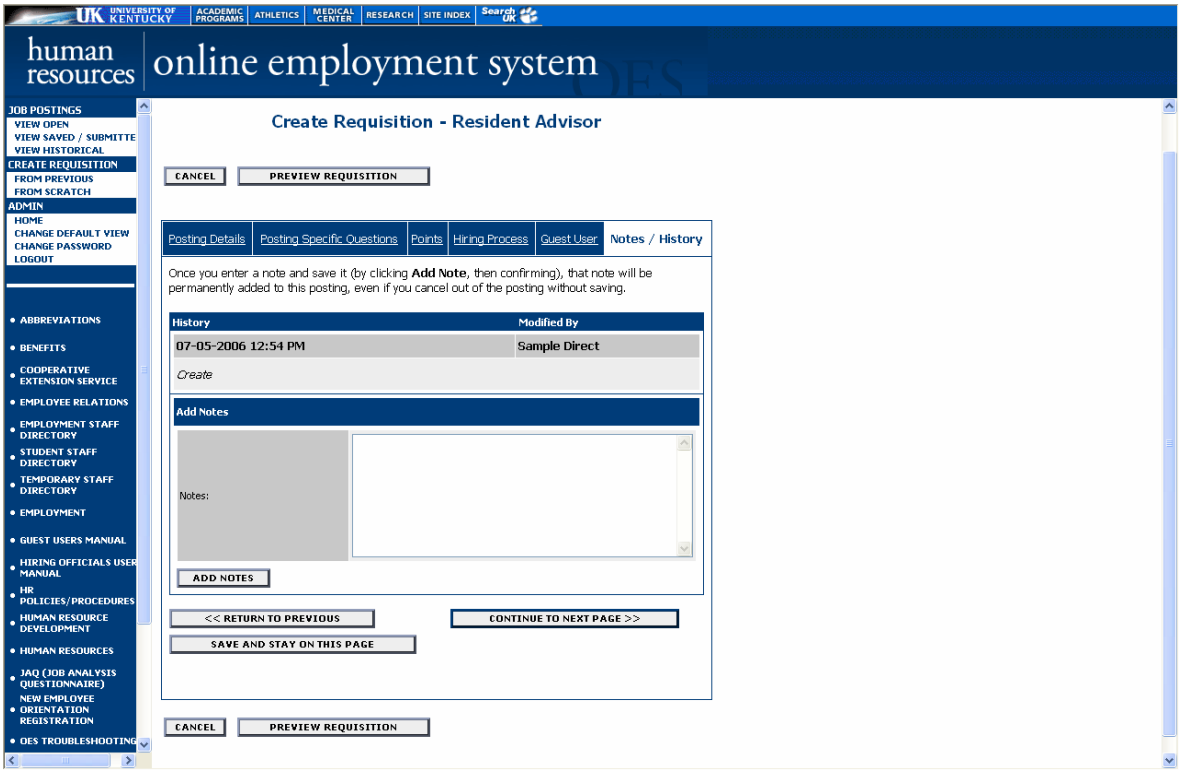
Adding Notes/History

You may add additional notes to the requisition in order to stay organized if the job is being viewed by multiple users. Add a note to the requisition by completing the following three steps:

Step 1: Enter the note you wish to add to the "Notes" text box.

Step 2: Click on **Add Notes** to add the note to the requisition

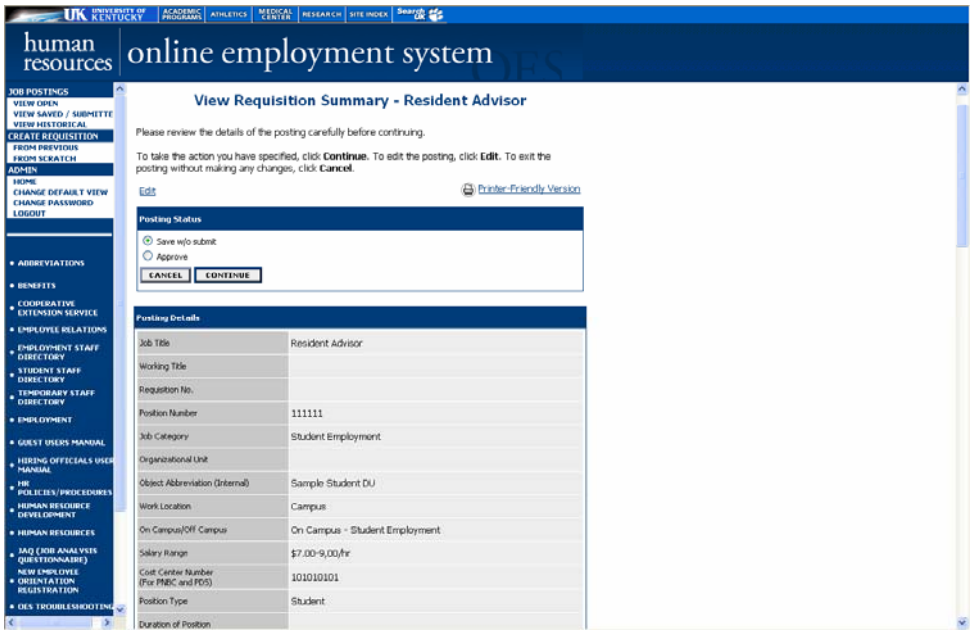
Step 3: Click on **Confirm** to confirm that your note is correct.



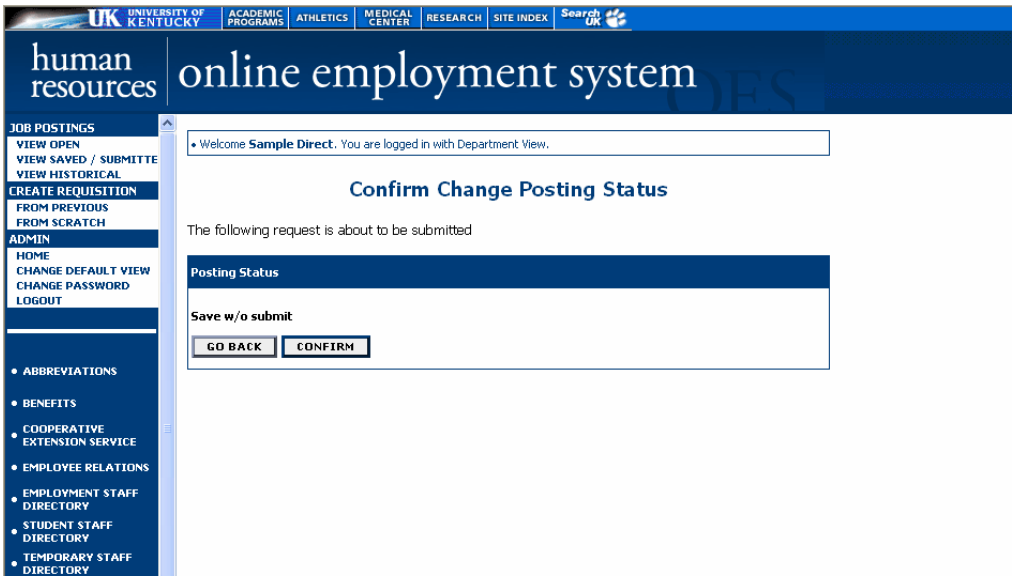
TIP: Once the note is added, it cannot be removed or changed. Be sure to verify the spelling is correct and the correct message is being entered.

Saving the Requisition

After viewing the Notes/History tab and clicking **Continue to Next Section**, you should see a similar screen to the following. Scroll down through this screen to review the information you entered.



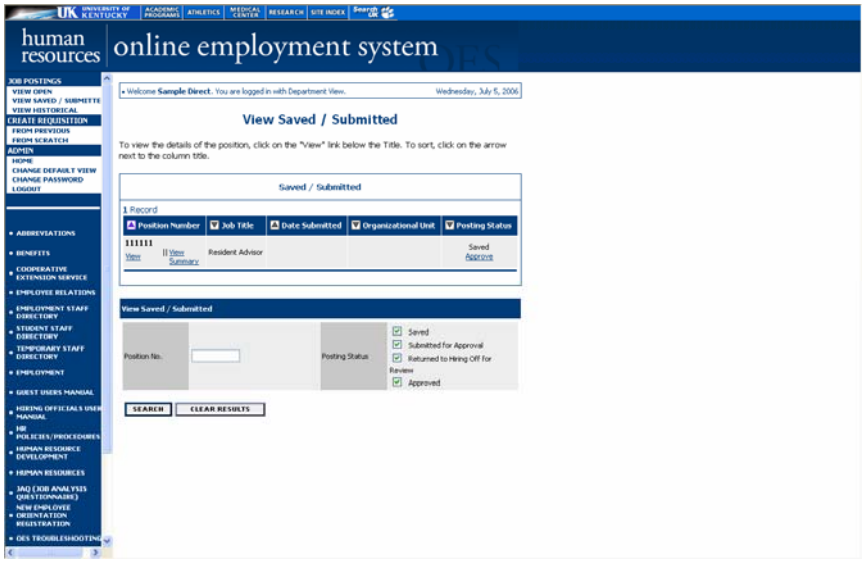
The last step is to select the status you would like the requisition to be in (Save w/o Submit to come back later or Approve to post the position) and click **Continue** either at the top or bottom of this page. The system also gives you the option of: editing the requisition or canceling the requisition (no details will be saved). Selecting **Save w/o Submit** and clicking **Continue** will take you to the following confirmation page:



<u>The details of your requisition are NOT SAVED until you complete this confirmation step.</u>
Following your confirmation, the requisition will either be saved but not submitted for you to review later or approved to be posted. After you have saved your requisition, you may view it by clicking the **View Saved/Submitted** link on the left-hand navigation bar.

Viewing/Editing a Saved Requisition

If you need to complete or edit a requisition at a later time you may do so by clicking on **View Saved/Submitted**. The following screen will appear:

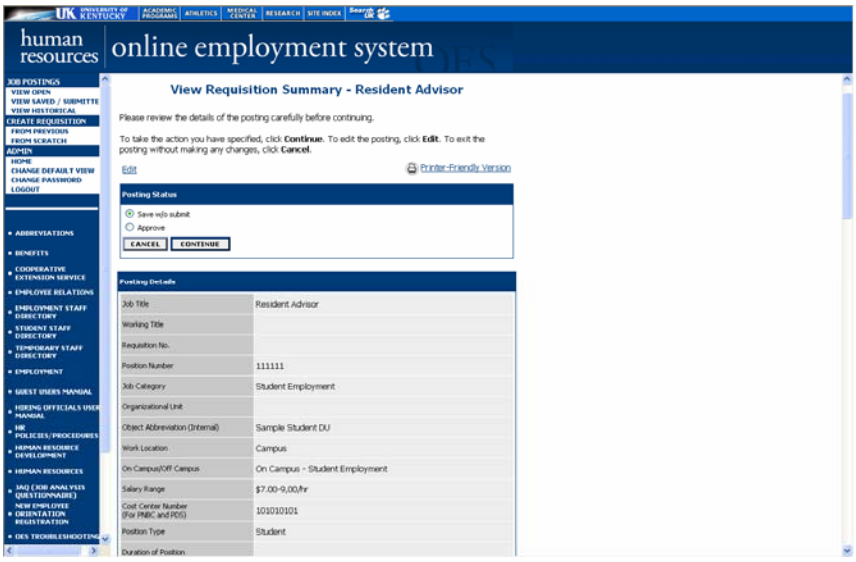


This will bring up the list of all saved and approved requisitions. From here you will have one of the below options:

1. If the requisition is saved, you may change the requisition status to either **Cancel** or **Approve**.
2. If the requisition is approved, you may change the requisition status to either **Cancel**, **Open** or **Internal Pending**.

TIP: You will only be able to edit "Saved" or "Approved" requisitions on this screen. Once a requisition has been posted, it is moved to the View Open screen until filled or cancelled.

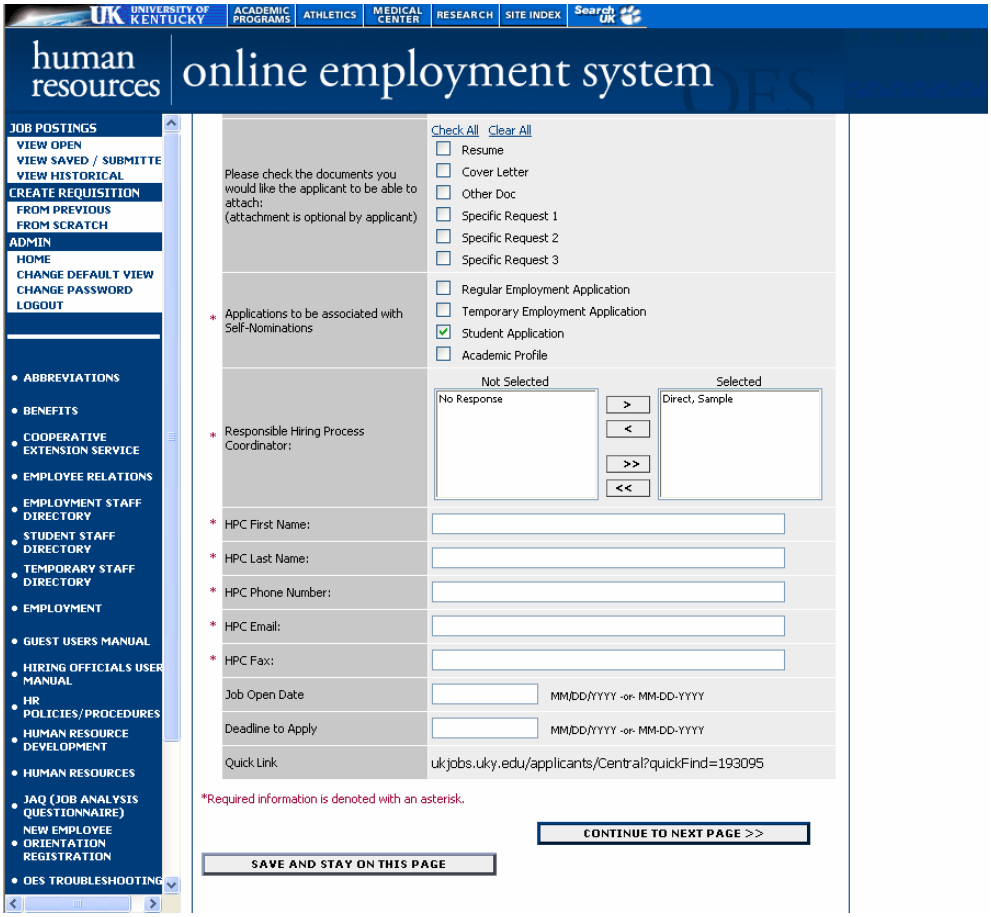
If you would like to edit a saved requisition, click **View** and the following screen will appear:



From here you will be able to make changes to the requisition by clicking on **Edit**.

Posting a Requisition

When completing a requisition, one of the fields you are required to fill out is the Job Open Date. This field is an automatic status timer that will automatically post the position on the day entered. For example, if you approve a position on January 2, 2006 and enter a Job Open Date of January 3, 2006, the requisition will automatically open at 12:01am on the 3rd. If you would like for your position to open on the same day you created the requisition, enter today's date in the Job Open Date and the requisition will automatically post once approved.



Internal Pending

If you are creating a position but want only certain individuals to apply, you will need to leave the Job Open Date blank and approve the requisition as normal. Once approved, go to the View Saved/Submitted screen and locate the position. You will then change the position to a status of Internal Pending and provide the quick link (as seen above) to any candidates you would like to invite to apply.

One Page Guide for Creating a Requisition

1) After logging into the site, select on of these options under the “Create Requisition” subheading: **From Scratch** or **From Previous**.

2) Fill in the Requisition details:
    a. Enter the fields exactly as they should appear on the applicant site
    b. When finished, click **Continue to Next Section**

3) Add Posting Specific Questions - (to skip, click **Continue to Next Section**):
    a. From the “Posting Specific Questions” section, click **Add A Question**
    b. Enter a keyword and click **Search** to use a previous question or click **Create A Question** to create from scratch
    c. If searching the questions, select one of the previously entered questions
    d. If not, 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 an answer type for an open-ended question
    g. Click **Submit Question** to attach the question to the requisition
    h. Enter additional screening questions, or click **Continue to Next Section**

4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Section**). You may not use more than 100 points for the highest possible answer choice per question or more than 500 points total. When finished, click **Continue to Next Section.**

5) Complete the hiring process for applicants to follow.

6) Assign a Guest User name if appropriate and enter a password. Then click **Continue to Next Section.**

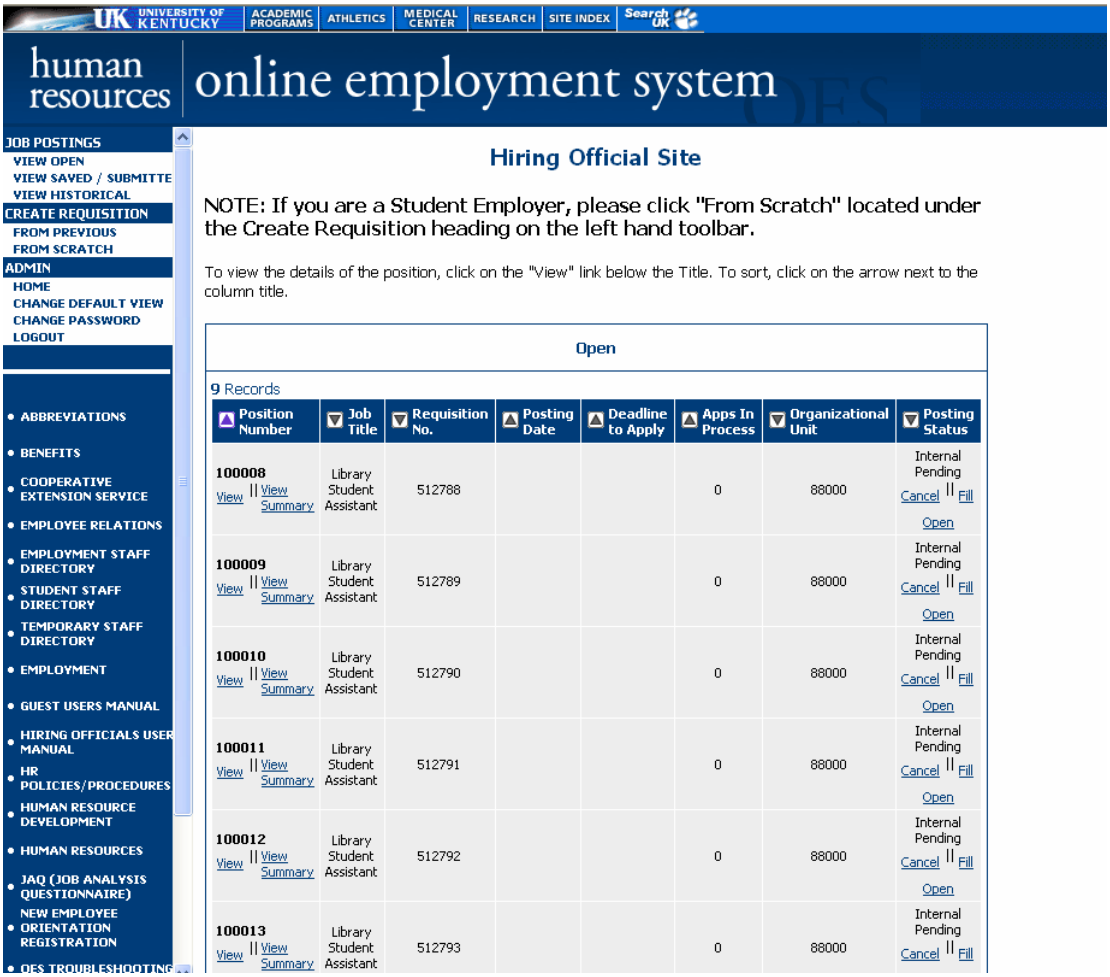
7) Add any notes in the "Notes/History" section.

8) Review the requisition and edit if necessary. When finished, select either **Approve** or **Save w/o Submit** (to save the requisition details), and then click **Confirm** on the following screen.

9) If you would like to limit your posting to certain individuals, leave the Job Open Date blank and once approved, move the requisition to a status of **Internal Pending**. Then, email the quick link to the applicants you wish to apply.

VIEWING APPLICANTS AND FILLING POSITIONS

After logging into the system, if you have a requisition that is currently accepting applications, on hold, or is in the process of being filled, you will see the following screen:



Underneath the Job Postings heading on the left navigation bar, you are presented with the option of **View Open**, **View Saved/Submitted**, **View Historical**, or **Search Postings**.

View Open: Requisitions that are Open are either:

- Currently posted on the applicant site
- Currently on hold, or
- No longer posted but contain applicants still under review

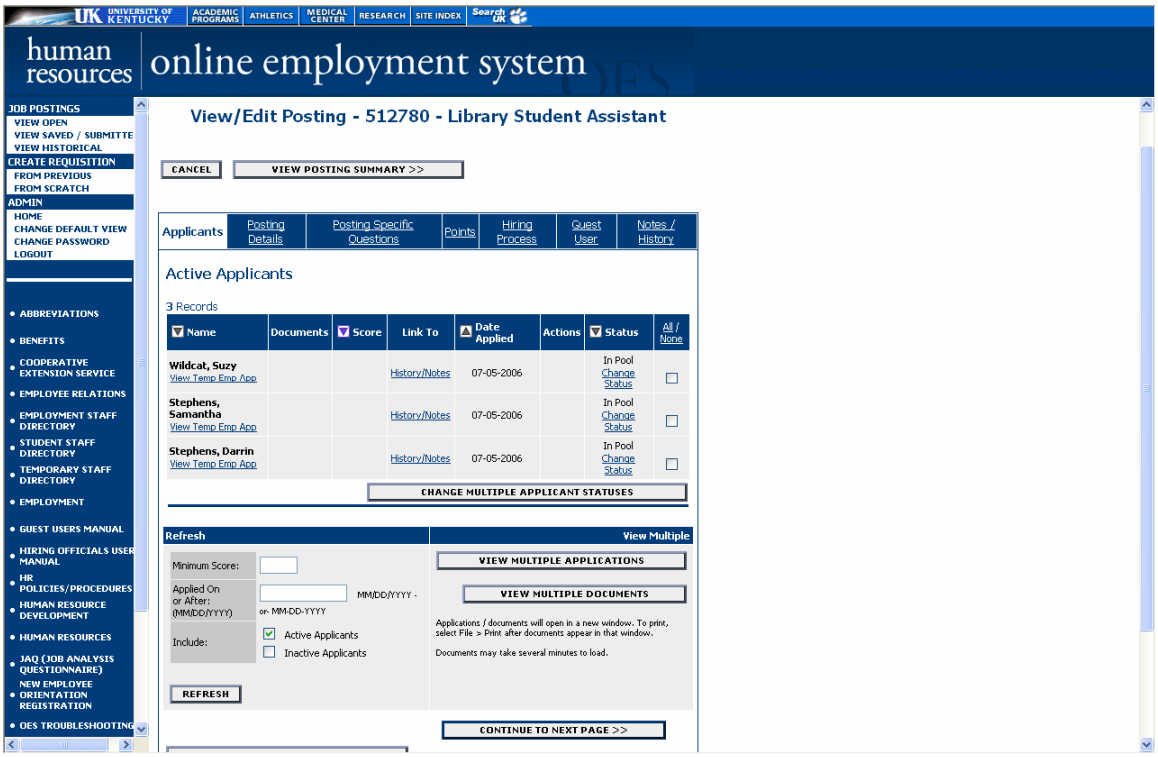
View Saved/Submitted: Requisitions that are Saved/Submitted are either:

- Saved by you
- Approved but has not yet been posted

View Historical: Requisitions that are Historical are either:

- Filled and are no longer listed on the applicant website
- Withdrawn and no longer listed on the applicant website
- Denied or Cancelled from being posted

To view the details of a specific requisition only, click **View Summary** under position number. This will bring up a summary page of the requisition which you may print out. To view the details of a specific requisition including the description and the applicants to that requisition, click **View** below the relevant Position Number. This will bring you to the following screen:



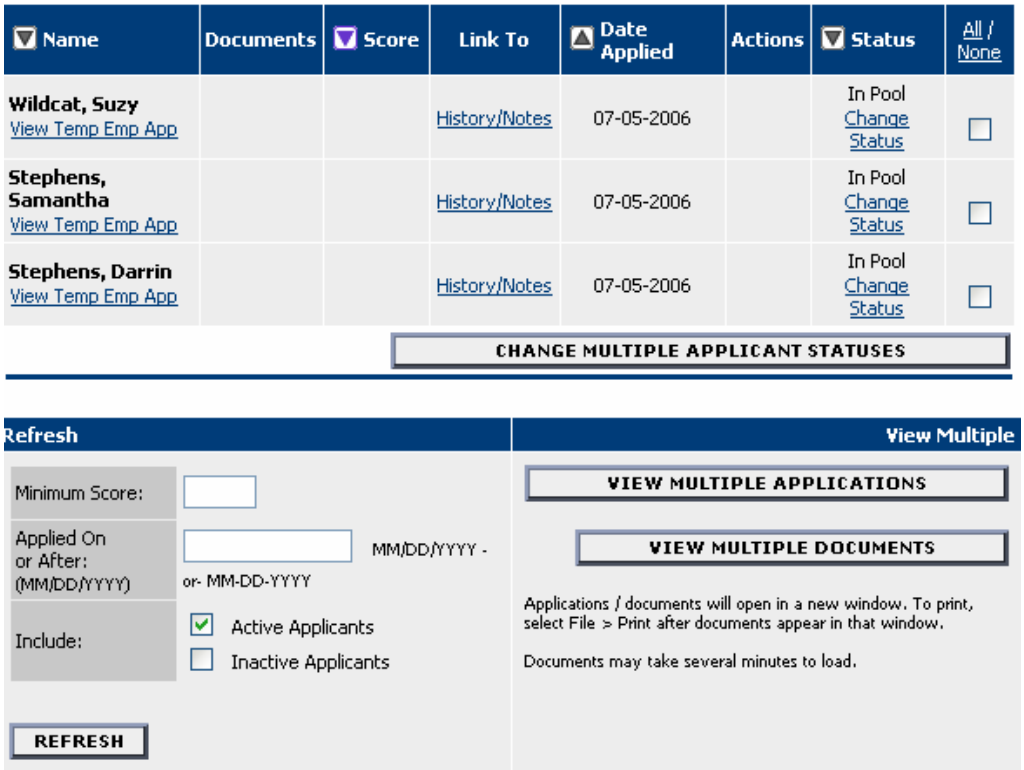
The first tab labeled "Applicants" is the screen listing the applicants who applied for this requisition. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the requisition, including the Posting Specific Questions and Points.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applications by different criteria
- Print applications and documents
- Change an applicant's status

Sorting Applicants by Different Criteria

To sort applications by Name, Date Applied, etc., click the arrow above the corresponding column heading.



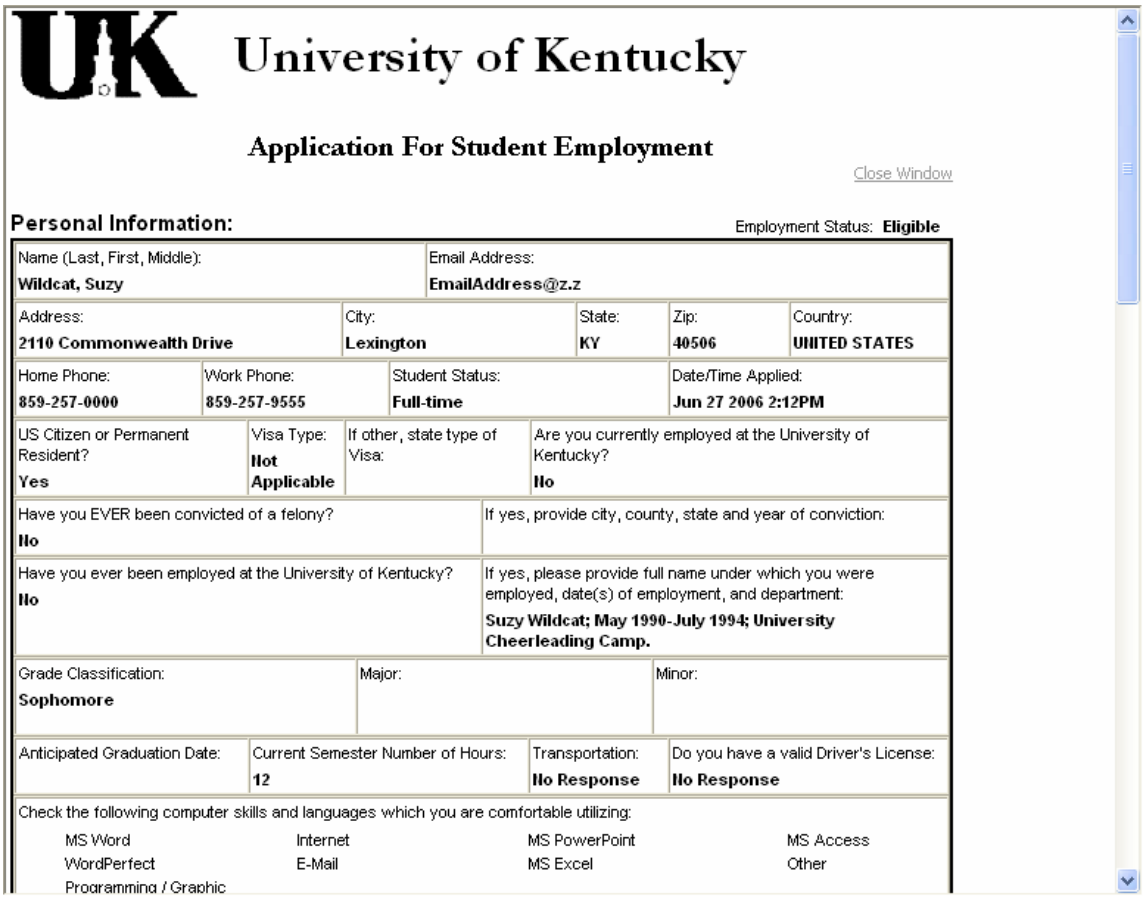
You may also choose to show "Active Applicants," "Inactive Applicants," or applicants with a certain score or higher. This is performed by checking the boxes next to **Active Applicants** (active applicants are still In Pool), **Inactive Applicants** (inactive applicants are no longer under review and may include applicants already hired or who are ineligible for hire at UK) or by entering a score into the "Minimum Score:" box. Click the **Refresh** button to refresh the screen.

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you select.

Viewing and Printing Applications

To view and print a single application, click the link **View Student App** under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, the following screen 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.



University of Kentucky

Application For Student Employment

Close Window

Personal Information: Employment Status: **Eligible**

Name (Last, First, Middle): **Wildcat, Suzy**		Email Address: **EmailAddress@z.z**		
Address: **2110 Commonwealth Drive**	City: **Lexington**	State: **KY**	Zip: **40506**	Country: **UNITED STATES**
Home Phone: **859-257-0000**	Work Phone: **859-257-9555**	Student Status: **Full-time**	Date/Time Applied: **Jun 27 2006 2:12PM**	
US Citizen or Permanent Resident? **Yes**	Visa Type: **Not Applicable**	If other, state type of Visa:	Are you currently employed at the University of Kentucky? **No**	
Have you EVER been convicted of a felony? **No**	If yes, provide city, county, state and year of conviction:			
Have you ever been employed at the University of Kentucky? **No**	If yes, please provide full name under which you were employed, date(s) of employment, and department: **Suzy Wildcat; May 1990-July 1994; University Cheerleading Camp.**			
Grade Classification: **Sophomore**	Major:	Minor:		
Anticipated Graduation Date:	Current Semester Number of Hours: **12**	Transportation: **No Response**	Do you have a valid Driver's License: **No Response**	

Check the following computer skills and languages which you are comfortable utilizing:

MS Word, Internet, MS PowerPoint, MS Access
WordPerfect, E-Mail, MS Excel, Other
Programming / Graphic

TIP: Sometimes the document will open behind the original browser window. If you click on **View Student App** and the link does not open, look for a program called "Applicant Information" located at the bottom of the screen between the start option and the clock. Then click on the program box to bring the application to the forefront.

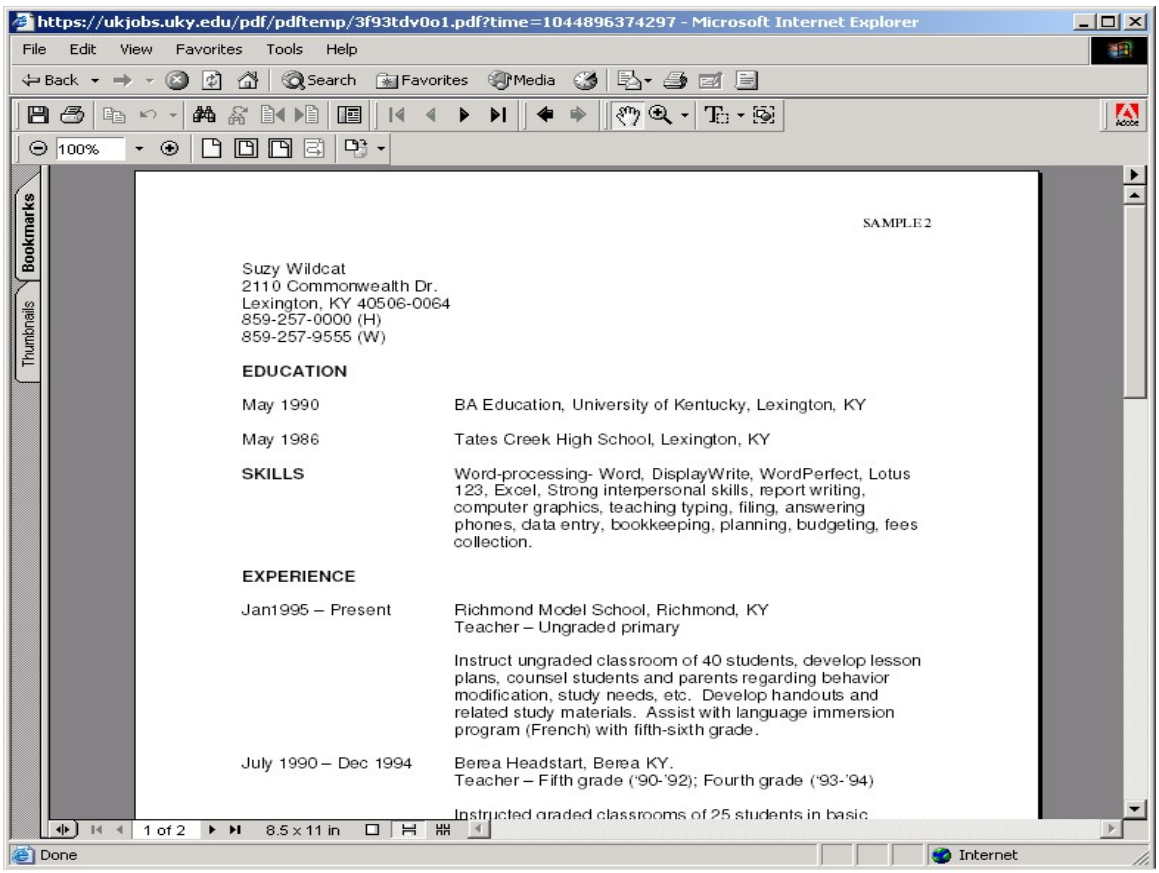
To close the window, click the **Close Window** link, or click the **X** in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View/Edit Requisition" screen).

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in Adobe Acrobat Reader. This is done to preserve the integrity of the document's formatting and to assist in preventing viruses from entering the system via documents attached by applicants. If you do not have Adobe Acrobat Reader installed on your computer, you will be provided a link to download it.

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

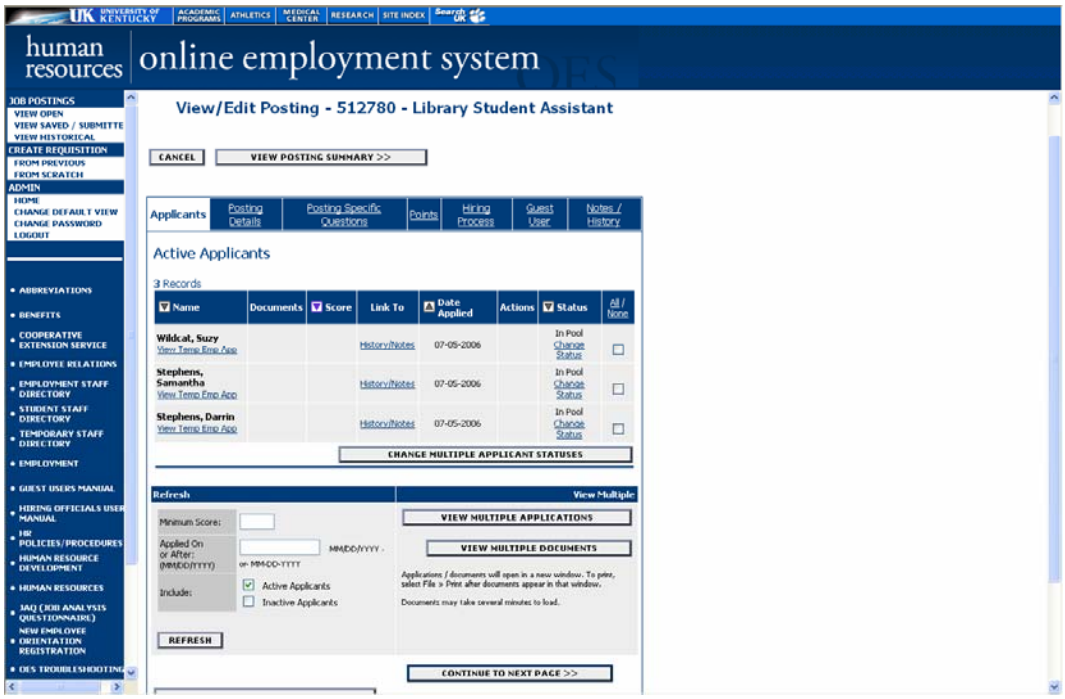
After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader as seen below. This window contains the document for the applicant you selected to print. Select **File>Print** from the Adobe Acrobat Reader menu to print the document. To close the window, click on 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/Edit Requisition” screen).



Viewing and Printing Multiple Applications and Documents

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/None**). 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 applications.



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

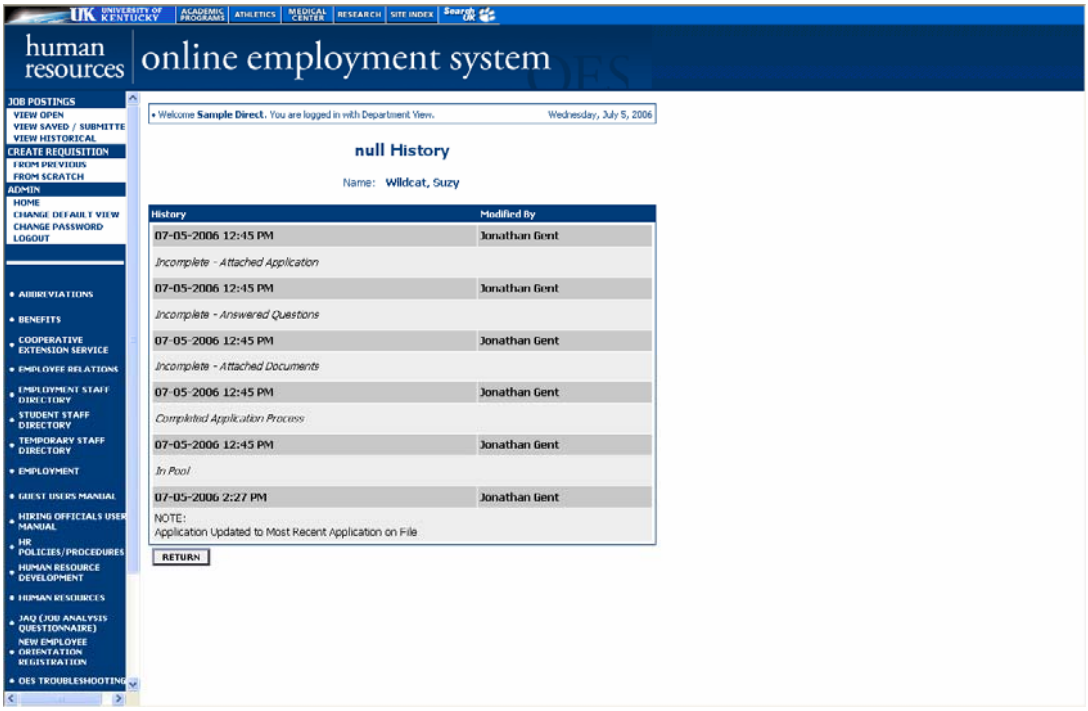
1. Check the boxes next to the corresponding applicants you wish to print (or click **All/None** box) as illustrated above. These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select **File>Print** from the Adobe Acrobat menu.

Viewing an Applicant's History

While in the "Active Applicants" screen, you may view an applicant's history by clicking on **History/Notes**. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

The "Modified By" column shows you who was responsible for moving the applicant through that step. An action taken by "Applicant Template" or "System Generated" indicates that the system automatically moved the candidate to that step in the process.

Click **Return** to return to the previous screen.

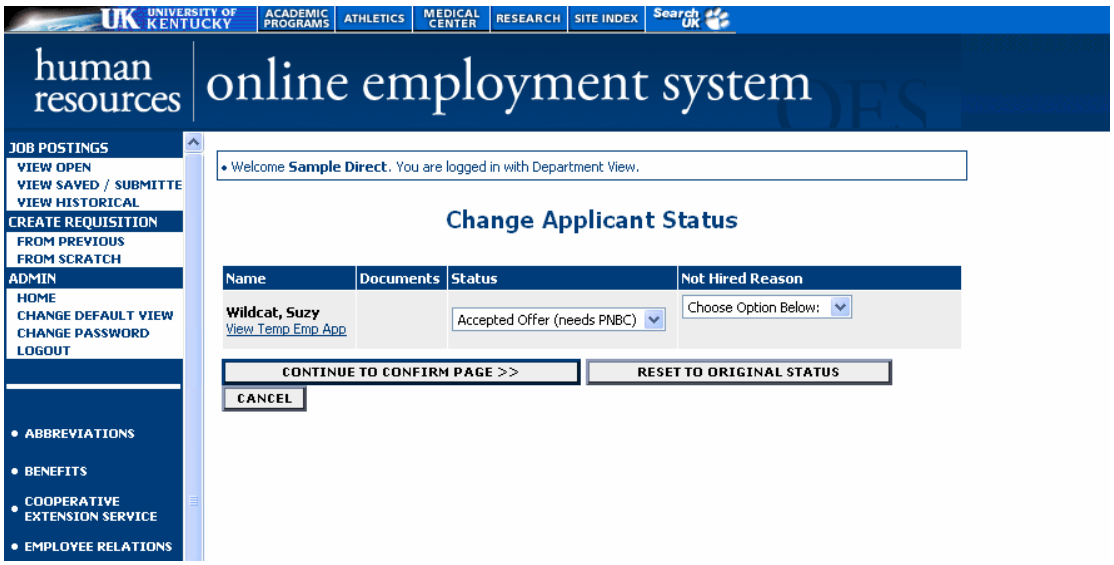


Reposting a Position

If you review your applicant pool and decide you would like to repost your position, you will need to click the **Posting Details** tab and change the Deadline to Apply date. Then click on **View Posting Summary**, select **Open** and then click on **Continue** and then **Confirm**. This will repost your position thru the new Deadline to Apply date.

Ordering Pre-Employment Screening

All Pre-Employment Screenings will be completed by simply changing the status of the final candidate accepting your contingent offer. In order to do this, click on **Change Status** located to the right of the appropriate candidate. The following screen will appear.



Under the status column, change the applicants' status to Accepted Offer (needs PNBC). You will then click **Continue to Confirm Page.** After clicking on **Continue to Confirm Page**, you will receive a confirmation page. Select **Save Status Changes** to complete the action.

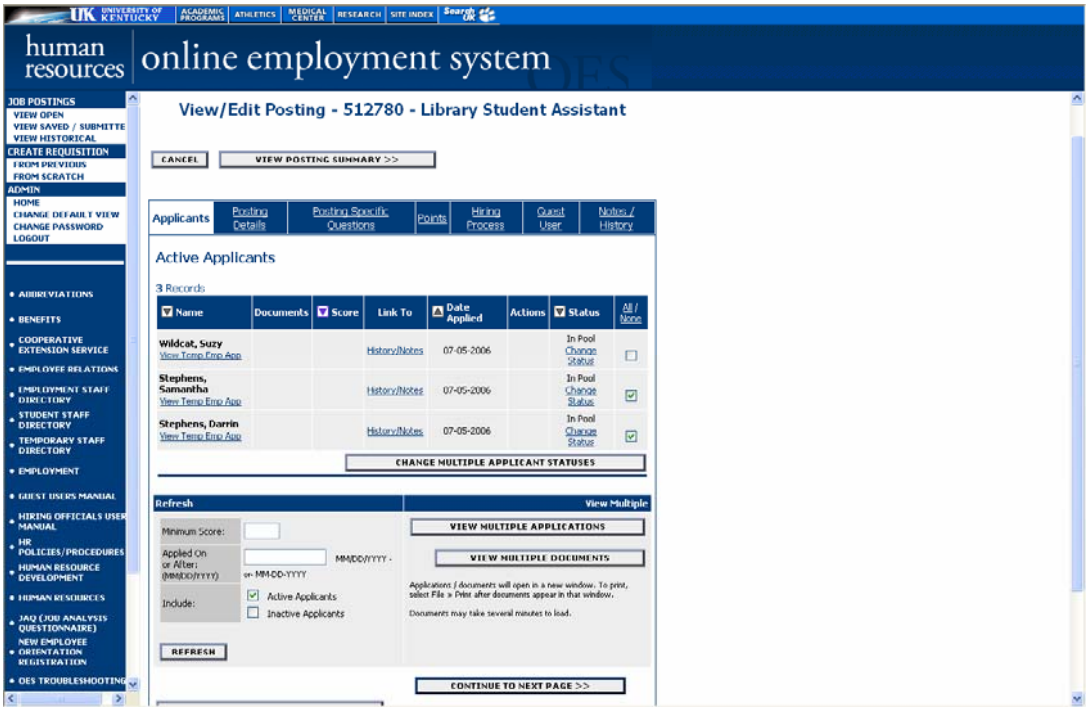
By making this status change, an email is automatically sent to the PES Service Center requesting the appropriate screen to be completed. The PES service center will then contact the candidate to complete the necessary screening. When the results are verified, you will either receive an automatic email notifying you the candidate may be considered viable and to proceed with the hiring process or if the candidate comes back as not being viable, then you will be contacted directly by the PES Service Center who will notify you that the candidate may no longer be considered for your position.

TIP: Pre-Employment National Background (PNBC) Hiring Official Script:
As you may be aware from the application process, your employment for this position is contingent upon your undergoing a routine national criminal background check screening process. Should a national criminal background check reveal an adverse event, as determined by UK Human Resources, your employment offer may be withdrawn (consideration is given to recency as well as job-relatedness to the position for which you are being hired).

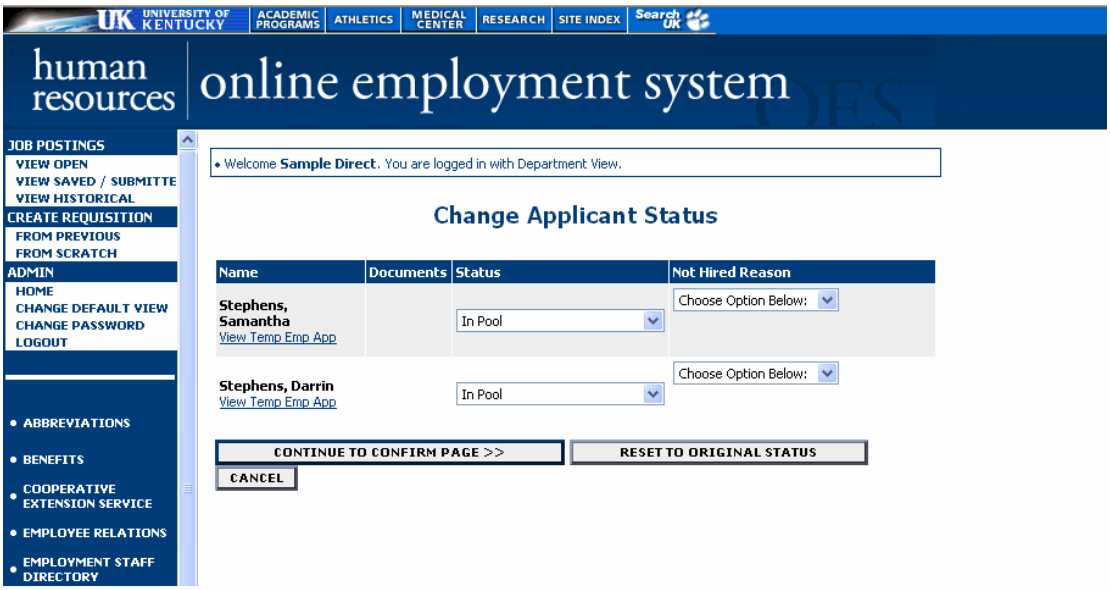
Should you falsify your application by neglecting to disclose a criminal conviction or providing incorrect employment, licensure/certification or education information, you may be disqualified from employment for any position at the University of Kentucky permanently.

Changing Multiple Applicant Statuses

While in the "Active Applicants" display screen, you can change the status of applicants as you review their applications. 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 **All** to select all applicants at the same time. To deselect all applicants, click **None**.



After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:



Under the "Status" column heading a drop down menu will appear with the statuses to which an applicant could be changed. They are as follows:

1. In Pool
2. Eliminated/Expired from Pool
3. Reviewed
4. Position Cancelled
5. Accepted Offer (needs PNBC)
6. Accepted Offer (needs PNBC and PDS)
7. Hired

Select the status to which you wish to change each applicant, and then click **Continue to Confirm Page**. To reset the statuses to their original values, click **Reset to Original Status**. To return to the previous screen, click **Cancel**. After clicking on **Continue to Confirm Page**, select **Save Status Changes** to complete the action.

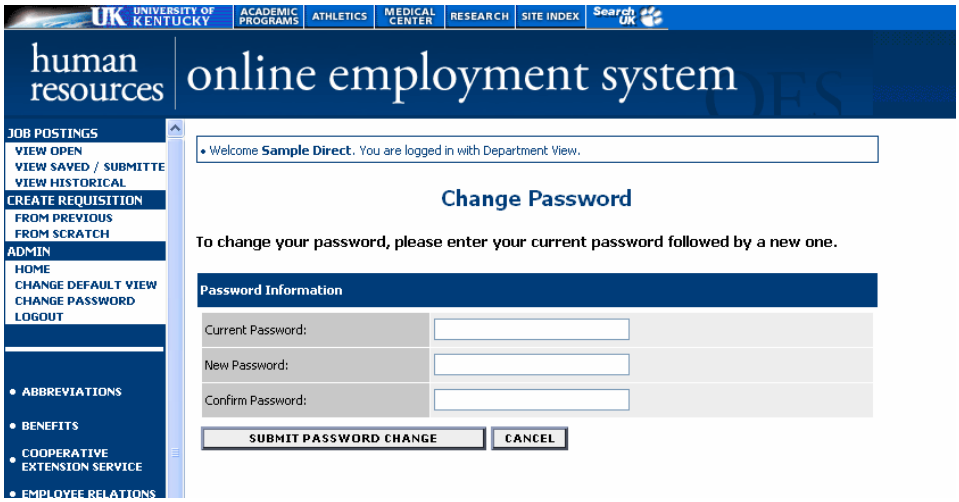
Filling a Position

Once you have completed all of the necessary PES screening, you may change the candidates being hired to the status of "Hired." All other candidates will need to be placed under the status of "Eliminated/Expired from Pool". Once all candidates are in an inactive status, you may fill the position by clicking on **Preview Requisition,** selecting **Fill** and then clicking on **Continue** and then **Confirm**.

ADMINISTRATIVE FUNCTIONS

Changing Your Password

To change your password, click the **Change Password** link on the left hand navigation bar, and enter the required information. The change will be updated automatically. The password must be compliant with the UK Computing Policy. In addition, the password will expire every 6 months.

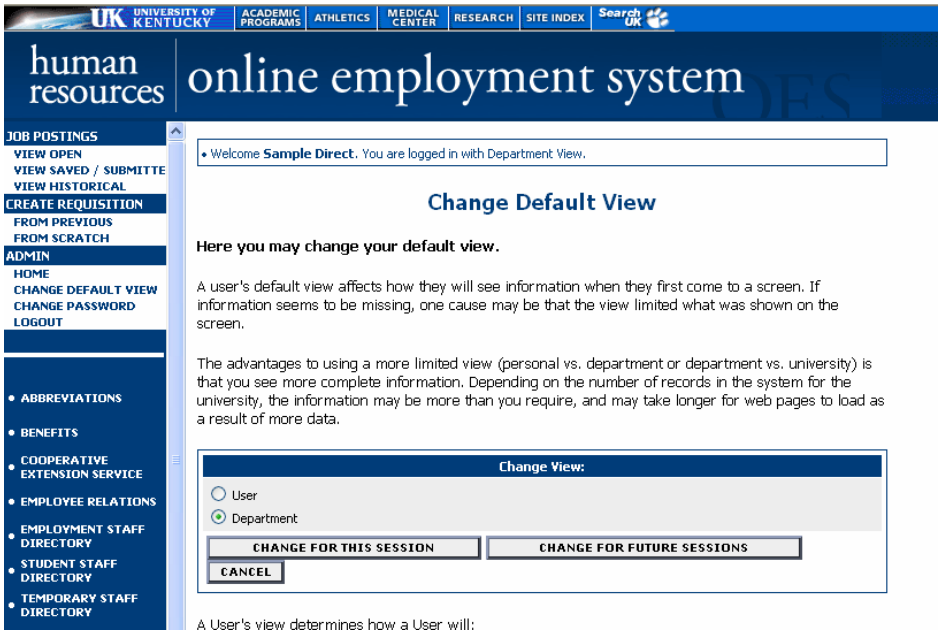


Changing the Default View

If you have submittal approval there will be an option to change your default view. There are two different default views you may use:

- User View - Allows you to only see requisitions that are attached to your name.
- Department View - Allows you to see all the requisitions within your assigned department number(s).

In order to change your default view, click on **Change Default View** and the following screen will appear:



After selecting your preferred default view, you may click either **Change For This Session** (once you log out and back in the default view will be reset) or **Change For Future Sessions** (will remember your selection in the future).

Logging Out

To ensure the security of the data provided by applicants to the University of Kentucky, **the system will automatically log you out after 90 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress (especially when creating requisitions) and logout of the system by clicking **Logout** located on the left side of your screen.