Quick Guide for Ordering a Faculty Pre-Employment Screening

The Faculty position type is used for vacant, becoming vacant or new faculty positions. This position type can also be used for part-time instructors, voluntary faculty, and locum tenens.

Checklist for Reviewing Applications and Ordering Pre-Employment Screening:

☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system).
☐ 2. Select “Faculty” category listed under the Posting menu/tab.
☐ 3. Locate the posting you would like to view and click on the Job Title.
☐ 4. Click “Applicants” to obtain the list of individuals who have applied.
☐ 5. Click on the applicant’s name in order to view their application form.
☐ 6. Once you have selected the person you would like to hire, click on applicant's name and order the pre-employment screening by clicking “Take Action On Job Application” and select the applicant status of “Accepted Offer – Initiate PES” and then click “Submit”.