

GUEST USER'S USER GUIDE

for
**The University of Kentucky's
Online Employment System**

The University of Kentucky
Human Resources Employment

Last Revised:
11/27/2013



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1. 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.

You will be using this system to complete two main tasks:

- View applicants to your requisitions
- Print applicants/documents from the requisition

The system is designed to benefit you by facilitating:

- Faster processing of employment applications
- Up-to-date access to information regarding your requisition
- 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 system administrator of any significant issues that arise.

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

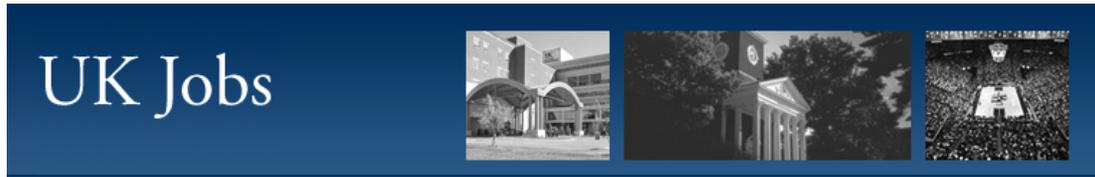
To ensure the security of the data provided by applicants to the University of Kentucky, **the system will automatically log you out after 90 minutes if it detects no activity.** Any time you leave your computer you are strongly recommended to save any work in progress and logout of the system by clicking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

2. 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:



JOB SEEKER'S GUIDE

[Online Employment for Job Seekers](#)

[Online Employment for Hiring Officials](#)

[Featured Positions at UK!](#)

[Quick Benefits Overview](#)

[Working & Living at UK](#)

[Lexington/Bluegrass Region](#)

[University of Kentucky Profile](#)

[Cost of Living Calculator](#)

[New Employee](#)

[Human Resources](#)

Welcome to the University of Kentucky's web site dedicated to employment opportunities at the Commonwealth's flagship institution. From this site you will be able to view current job listings at UK, create online applications, and apply for positions. Also available on this page are links to other employment resources across campus.

Jobs at the University of Kentucky are classified into the following categories: [Regular Staff Positions](#), [Temporary Employment](#), [Student Employment](#), [Other Student Opportunities](#), [Library Positions](#), [UK Cooperative Extension Positions](#), [Nursing Positions](#) and [Faculty Positions](#).

[Regular Staff Positions](#)

The University of Kentucky employs over 10,000 staff in a broad spectrum of employment opportunities (administrative, technical, scientific, office & clerical and service & maintenance positions).



[Temporary Employment](#)

A staffing agency for departments within UK, a variety of temporary non-student positions are staffed through Temporary Employment including medical, food service, clerical, skilled trades, custodial, professional positions and more.

[Library Positions](#)

There are 15 different library locations at UK where a variety of staff and faculty contribute to the mission of education and research. Professional, clerical and student opportunities are available throughout the year.

[UK Cooperative Extension Positions](#)

The UK Cooperative Extension Service is an educational outreach program of the University of Kentucky with offices located in all 120 Kentucky counties. UK County Extension Agents provide on-going research based educational opportunities to improve quality of life in local communities. A variety of positions are available throughout the state.

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:

human resources online employment system

USERS
CREATE USER ACCOUNT

- ABBREVIATIONS
- BENEFITS
- COOPERATIVE EXTENSION SERVICE
- EMPLOYEE RELATIONS
- EMPLOYMENT STAFF DIRECTORY
- STUDENT STAFF DIRECTORY
- TEMPORARY STAFF DIRECTORY
- EMPLOYMENT
- GUEST USERS MANUAL
- HIRING OFFICIALS USER MANUAL
- HR POLICIES/PROCEDURES
- HUMAN RESOURCE DEVELOPMENT
- HUMAN RESOURCES
- JAQ (JOB ANALYSIS QUESTIONNAIRE)
- NEW EMPLOYEE ORIENTATION REGISTRATION

User Login

IMPORTANT:
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. Doing this may cause unexpected results, including loss of data or being logged out of the Online Employment System. Please use the navigational buttons within the site.

- [Regular Employment Requisition](#)
- [Temporary Requisition](#)
- [Student Employers](#)

Please log in to the system using your User Name and Password. For more information on creating a requisition, please click the appropriate directions listed below.

User Name:

Password:

LOGIN

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 the system.

Enter the assigned username and password provided by the responsible hiring official into the appropriate boxes and click **Login** to continue.

3. APPLICANTS

After logging into the system you will see a screen similar to the following:

The screenshot displays the 'Hiring Official Site' interface. On the left is a vertical sidebar menu with categories like 'JOB POSTINGS', 'ADMIN', and 'EMPLOYMENT'. The main content area shows a welcome message for a 'Guest User' and a table of job postings. Below the table is a 'View Open' section with search filters for 'Position No.' and 'Posting Status', and a list of status options with checkboxes.

Table: Open

Position Number	Job Title	Requisition No.	Posting Date	Deadline to Apply	Apps In Process	Organizational Unit	Posting Status
50131298	Administrative Support Associate I	ZZ503842			5	Office of the Office	Pending

View Open Search Filters:

- Position No. [Input Field]
- Posting Status
- Check All Clear All
- On Hold
- Internal Pending
- Opened
- Pending
- Faculty Pending
- Offer Pending
- PAR Received

Buttons: **SEARCH** **CLEAR RESULTS**

With the guest user login, you will only have permission to view the assigned posting and have access from the time the posting is opened until the time it is filled. Once the position is moved into a "Filled" status, you will no longer have access to the system.

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

View Posting - ZZ503842 - Administrative Support Associate I

RETURN TO SEARCH RESULTS VIEW POSTING SUMMARY >>

Applicants	Posting Details	Position Access	Template Level Questions	Posting Specific Questions	Points	Hiring Process	Notes / History
------------	-----------------	-----------------	--------------------------	----------------------------	--------	----------------	-----------------

Active Applicants

5 Records

<input checked="" type="checkbox"/> Name	Documents	<input checked="" type="checkbox"/> Score	Link To	<input checked="" type="checkbox"/> Date Applied	Actions	<input checked="" type="checkbox"/> Status	All / None
Stephens, Samantha View Regular App	Res	100	History/Notes	02-10-2003		Referred to Hiring Official	<input type="checkbox"/>
Duck, Daffy View Regular App		100	History/Notes	02-10-2003		Referred to Hiring Official	<input type="checkbox"/>
Stephens, Darrin View Regular App	Res	100	History/Notes	02-10-2003		Referred to Hiring Official	<input type="checkbox"/>
Person, Sample View Regular App	Res	0	History/Notes	02-10-2003		Referred to Hiring Official	<input type="checkbox"/>
Bunny, Bugs View Regular App		0	History/Notes	02-10-2003		Referred to Hiring Official	<input type="checkbox"/>

Refresh **View Multiple**

Minimum Score:

Applied On or After: MM/DD/YYYY - MM/DD/YYYY
or MM-DD-YYYY

Include: Active Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

The first tab labeled “Applicants” is the screen listing the applicants referred for this requisition. Additional information is also provided on this screen, including their score, 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 view/print applications and documents.

Viewing and Printing Applications

To view and print a single application, click the link **View Regular 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.

UK University of Kentucky

Regular Staff Employment Application

Position Number: 50131298 Requisition Number: ZZ503842 Position Title: Administrative Support Associate I [Close Window](#)

Personal Information:

Name (Last, First, Middle): Person, Sample		Other Last Name Used:		Application Date:	
Home Phone:		Work Phone:		Ext.:	Other Phone:
Address:	City:	State:	Zip:	Country:	County:
Email Address:					

Position Information and Work Requirements:

Position Applied For: Administrative Support Associate I		
Are you currently employed at the University of Kentucky? Yes		Are, or were, you employed by, or as, a contractor at the University of Kentucky?
Were you previously employed by the University of Kentucky? Yes		Are you a University of Kentucky Retiree?
If yes to any of the above, mark area where employed:		
Lexington Campus	KCTCS (Community College not LCC)	UK Medical Center/Hospital
Lexington Community College	Temporary Employment	Other
If yes, please provide full name under which you were employed, date(s) of employment and department:		
Are you legally able to work in the United States? (Proof of citizenship or immigration status will be required upon employment)		

TIP: Sometimes the document will open behind the original browser window. If you click on **View Regular 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.

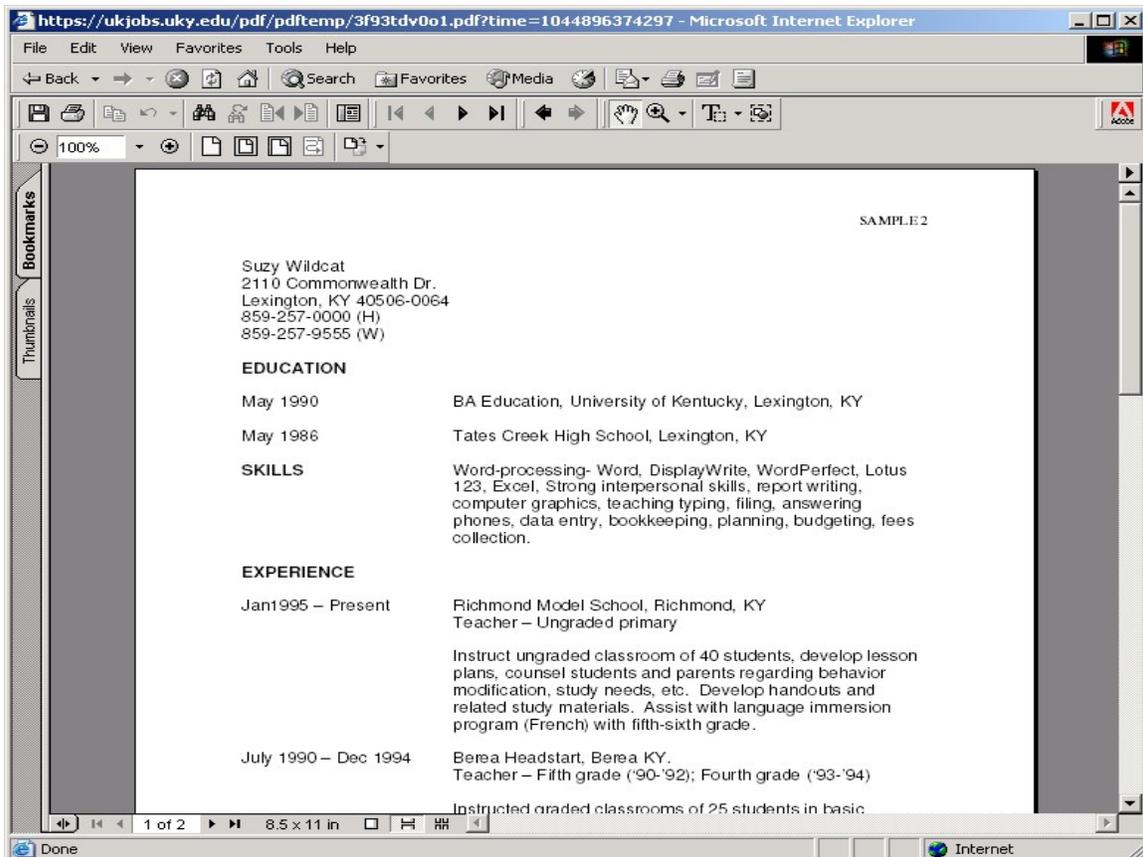
To close the window, click the **Close Window** link or click the **X** in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

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) that the applicant attached when applying for the requisition, 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 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 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).



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**). These boxes are located on the right side of the page.
2. Click **View Multiple Applications**.
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.

The applications will come up one after another until all checked documents are printed.

View Posting - ZZ503842 - Administrative Support Associate I

RETURN TO SEARCH RESULTS VIEW POSTING SUMMARY >>

Applicants	Posting Details	Position Access	Template Level Questions	Posting Specific Questions	Points	Hiring Process	Notes / History
Active Applicants							
5 Records							
<input checked="" type="checkbox"/> Name	Documents	<input checked="" type="checkbox"/> Score	Link To	Date Applied	Actions	Status	All / None
Stephens, Samantha View Regular App	Res	100	History/Notes	02-10-2003		Referred to Hiring Official	<input checked="" type="checkbox"/>
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Stephens, Darrin View Regular App	Res	100	History/Notes	02-10-2003		Referred to Hiring Official	<input checked="" type="checkbox"/>
Person, Sample View Regular App	Res	0	History/Notes	02-10-2003		Referred to Hiring Official	<input checked="" type="checkbox"/>
Bunny, Bugs View Regular App		0	History/Notes	02-10-2003		Referred to Hiring Official	<input checked="" type="checkbox"/>

Refresh **View Multiple**

Minimum Score:

Applied On or After: MM/DD/YYYY - or MM-DD-YYYY

Include: Active Applicants Inactive Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Documents may take several minutes to load.

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**) as illustrated above. These boxes are located on the right side of the screen.
2. Click **View Multiple Documents**.
3. Select **File>Print** from the Adobe Acrobat menu.

Viewing/Adding Applicant 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 automatically generated 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.

null History

Name: **Person, Sample**

History	Modified By
02-11-2004 2:40 PM	Applicant Template
NOTE: Document Associated (Resume_02-11-04_13-37-32CT)	
Add Notes	
Notes:	<input type="text"/>
ADD NOTES	
RETURN	

From here you may add notes to the applicants' history section as well. This will allow you to communicate with others if working in a search committee. You may add notes by:

1. Typing in the information onto the "Notes" box.
2. Clicking on **Add Notes**.
3. Clicking on **Confirm**.

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

Completing Disposition Reason

As a Guest User, you do not have permission to enter disposition reasons. You will need to jot down or print of the screen with your applicants. You will then need to give the appropriate turndown reasons to the person in your department with full access to the system. First you will need to identify who was interviewed and who was not. Next, you will need to list one of the following approved reasons:

- Accepted Other Employment at UK
- Accepted Other Employment Outside of UK
- Declined offer due to compensation
- Did not meet job requirements
- Did not show for interview
- Inadequate communication skills (oral/written/non-verbal)
- Inadequate degree/license/certification
- Inconsistent/unsatisfactory work history
- Insufficient job required/preferred skill set
- Insufficient related experience
- Not good "fit" (Behavioral Based Interviewing only)
- Not interested
- Other
- Other candidate(s) more qualified
- Unable to contact after multiple attempts
- Unsatisfactory references/personnel file review

4. ADMINISTRATIVE FUNCTIONS

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 and logout of the system by clicking **Logout** located near the top of the left menu bar of the screen.

The screenshot displays the 'Hiring Official Site' interface. On the left is a vertical navigation menu with categories like 'JOB POSTINGS', 'ADMIN', 'EMPLOYMENT', and 'HUMAN RESOURCES'. At the top right, a yellow bar displays 'Welcome Guest User. You are logged in.' Below this, the page title 'Hiring Official Site' is centered. A note informs student employers to click 'From Scratch' under 'Create Requisition'. A table titled 'Open' shows one record for position 50131298, an Administrative Support Associate I role with 5 applications. Below the table is a 'View Open' section with search filters for 'Position No.' and 'Posting Status', and a list of status options with checkboxes.

• Welcome **Guest User**. You are logged in.

Hiring Official Site

NOTE: If you are a Student Employer, please click "From Scratch" located under the Create Requisition heading on the left hand toolbar.

To view the details of the position, click on the "View" link below the Title. To sort, click on the arrow next to the column title.

Position Number	Job Title	Requisition No.	Posting Date	Deadline to Apply	Apps In Process	Organizational Unit	Posting Status
50131298	Administrative Support Associate I	ZZ503842			5	Office of the Office	Pending

View Open

Position No.

Posting Status

On Hold
 Internal Pending
 Opened
 Pending
 Faculty Pending
 Offer Pending
 PAR Received

SEARCH **CLEAR RESULTS**