

# **HIRING SUPERVISOR/MGR'S USER'S GUIDE**

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**Tennessee Tech University  
Hiring System**



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# INTRODUCTION

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Welcome to The Tennessee Tech University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit requests to advertise
- View applicants to your posted vacancies
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your requisitions
- 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](http://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.

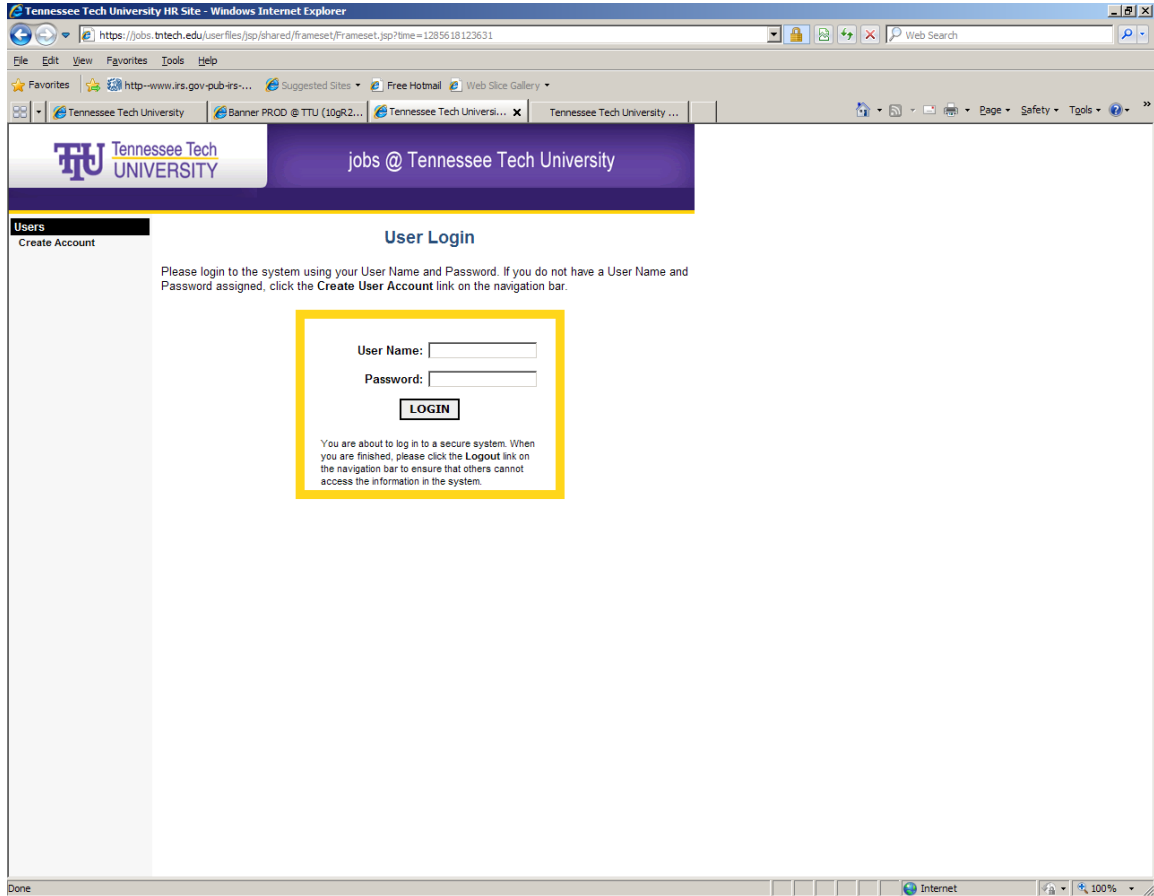
## Security of Applicant Data

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

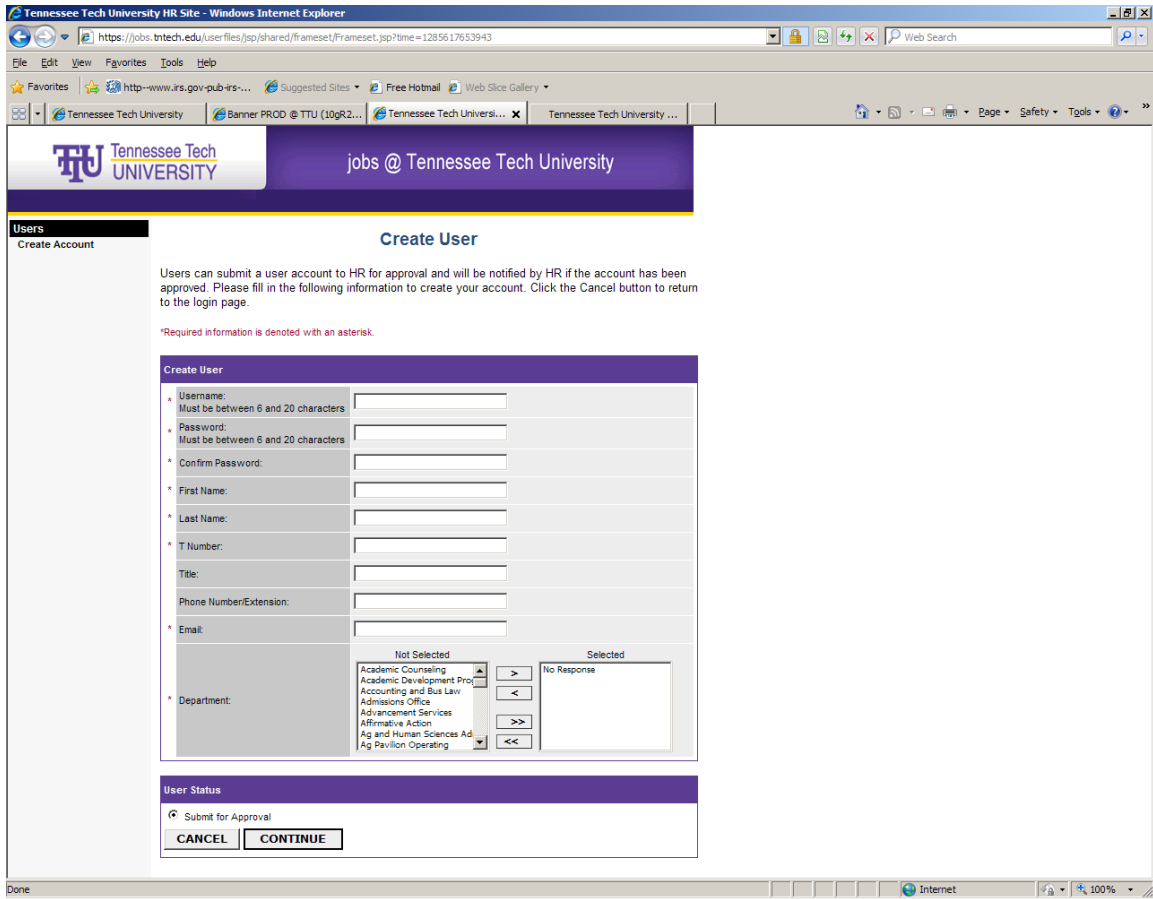
.....

After entering the URL, <https://jobs.tntech.edu/hr>, the “login screen” for the system will appear and should be similar to the following screen:



Employees currently in Banner at the time of start up, will have an account started for them and will not be required to create a new account. Initial username is the same as the first part of your TTU email address. *Please call or email HR for your initial password.* After you log in with your initial username and password, you will be immediately prompted to change your password.

If you do not have an initial account set up for you, you must create your own account by clicking on the **“Create User Account”** link on the left side of the screen. After you click this link, the following screen will appear:



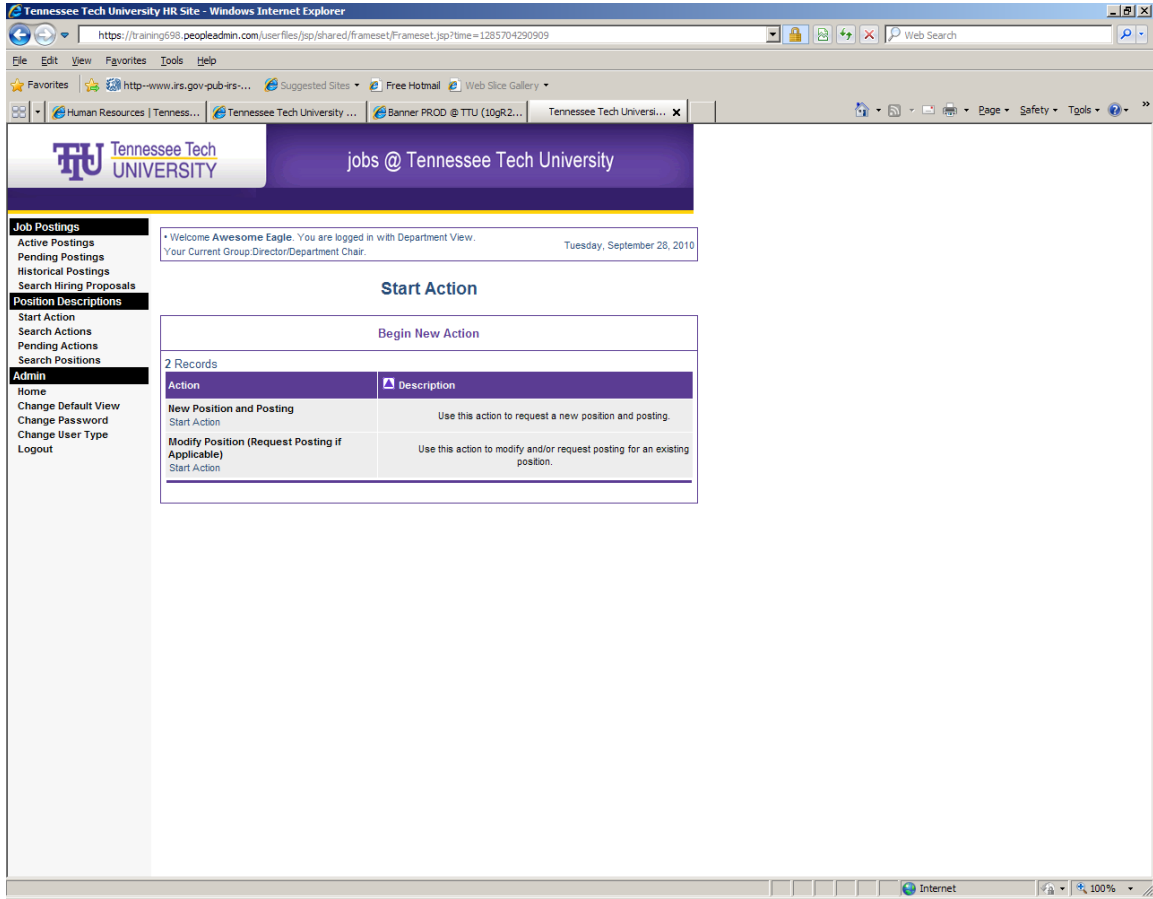
Enter a user name and password, along with the rest of the requested information.

**Please write down your user name and password. You will need them each time you log in to the system.**

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to Human Resources, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

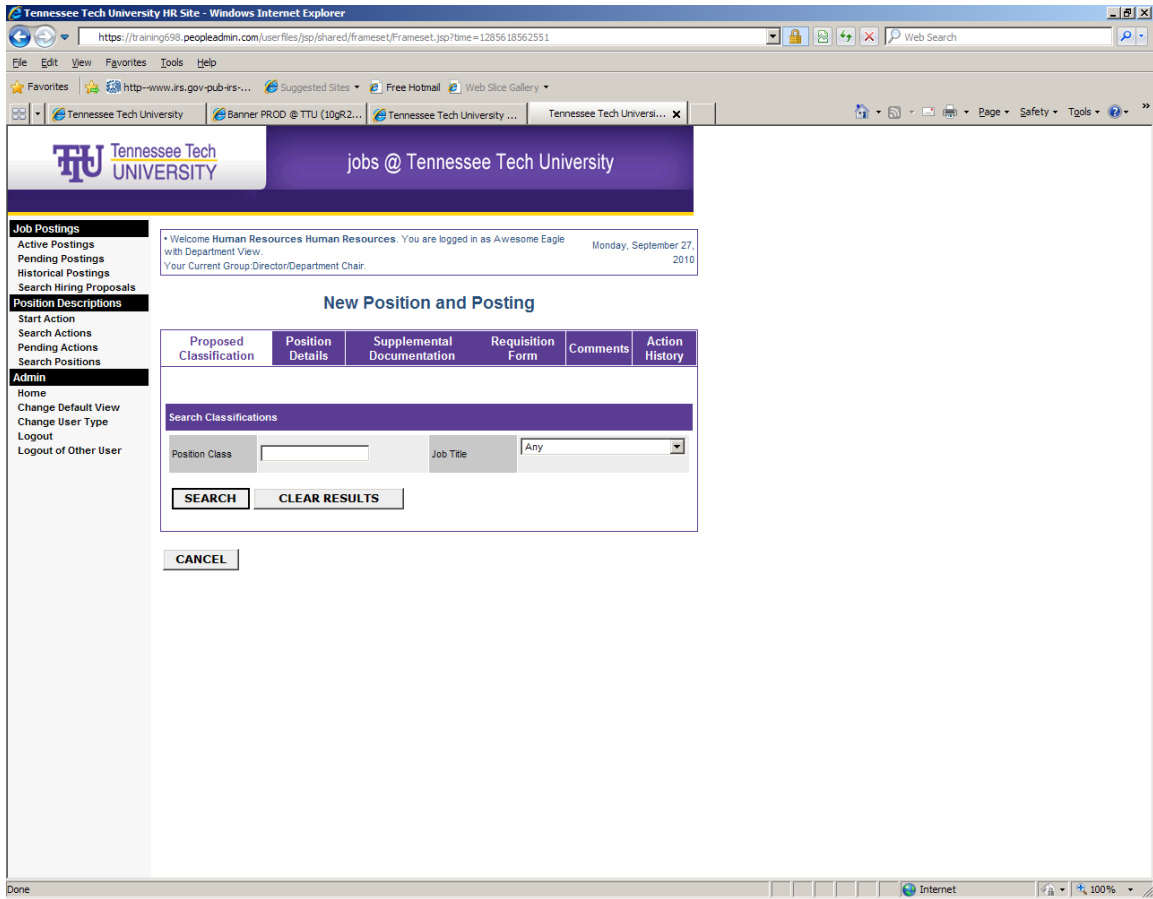
# POSITION DESCRIPTION REQUESTS & REQUISITION



Position Description & Requisition options are broken down into different requests in the online system. Typical request options are:

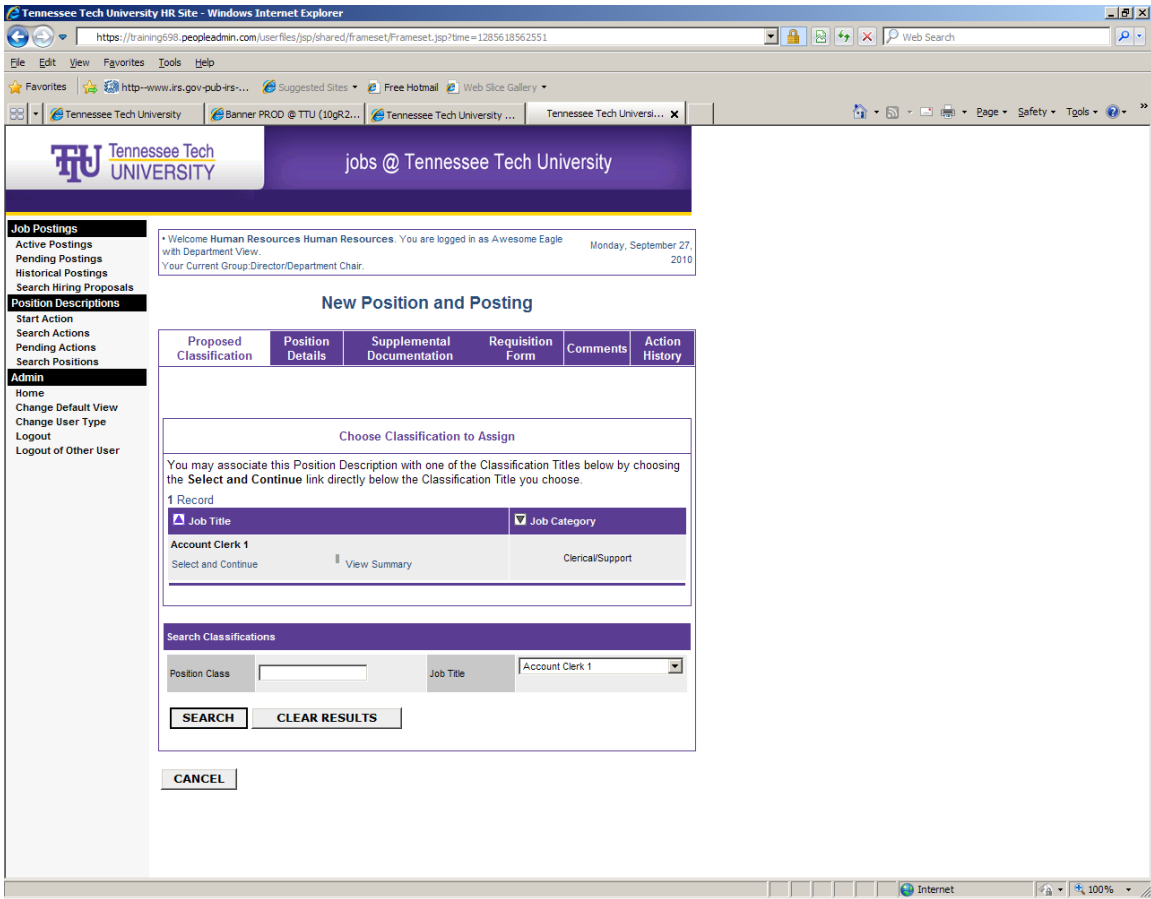
- New Position and Posting (Establish a new position)
- Modify Position (Request Posting if Applicable)

To begin a position description/requisition request, click the “Start Action” link in the Job Description section of the navigation bar. Your request choices will then appear. In the following example, “New Position Description” was selected. This is **only** to be used for never before used positions. (Best practice will be to modify an existing position.)

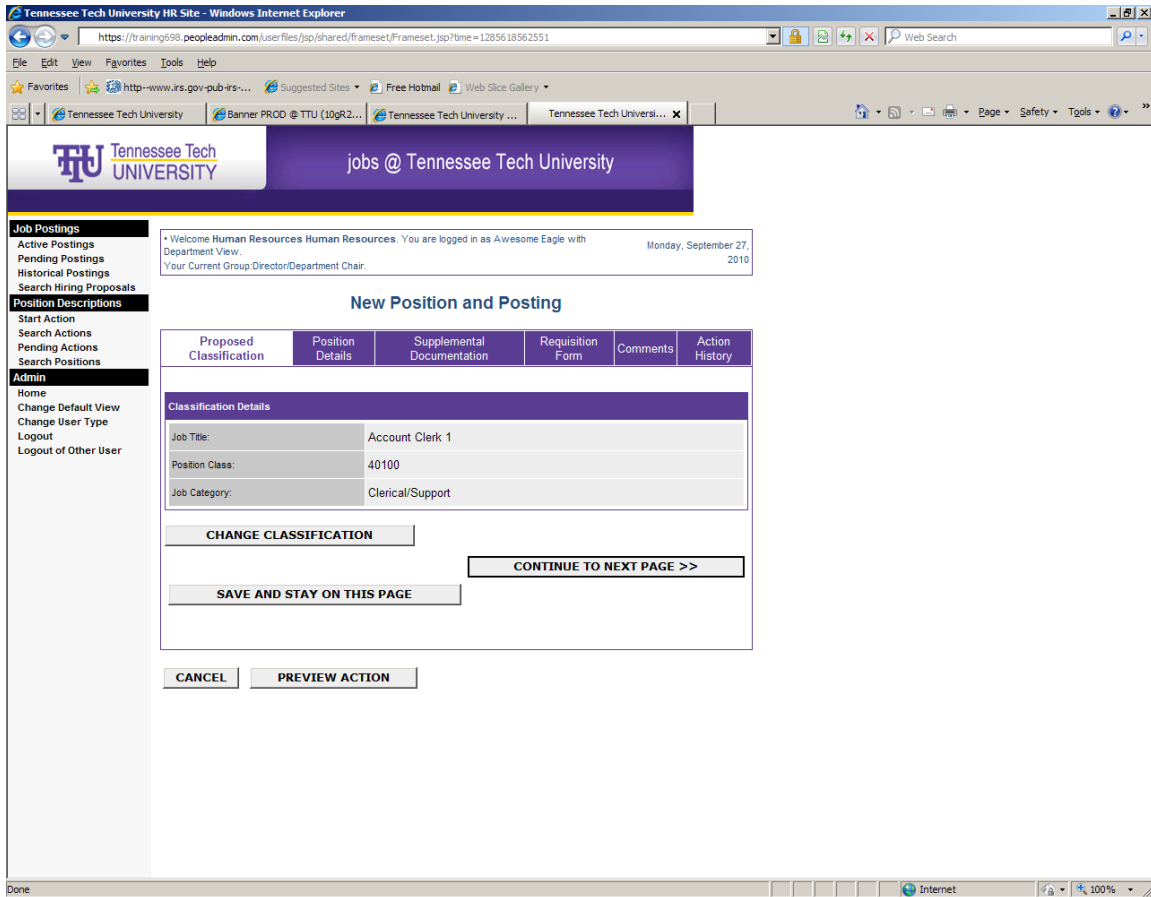


## Selecting a Job Classification

When you first enter this screen, you will need to select a title from the dropdown list.



After searching for the title, click on the 'Select Title and Continue' link to associate this specific title with the proposed Position Description & Requisition. This will copy the pertinent information into the proposed Position Description & Requisition form.

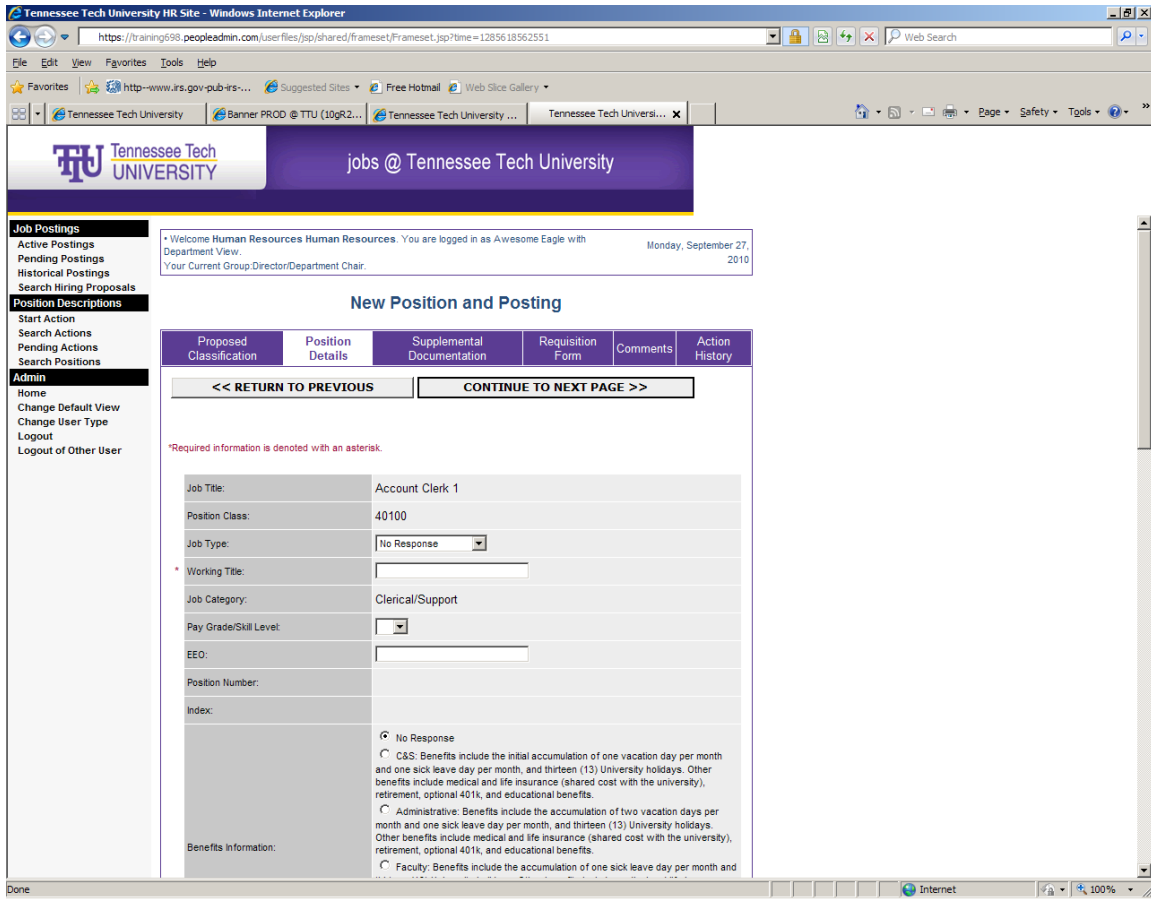


## Position Details

Once the title is selected, you will be looking at the Position Details screen for the Position Description/Requisition process. **The information on the Position Details tab will be the core information used by Human Resources in creating your Job Posting.**

### A few notes about this screen:

1. Fields with an Asterisk (\*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. **VERY IMPORTANT:** A Position Description is **Not Saved** until after you have selected one of the following: **(1)** Click **Save and Stay on this Page** (Note: This will save the Position Description/Requisition form in your Pending Actions) or **(2)** at the end of your form, the final step of the process is completed by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

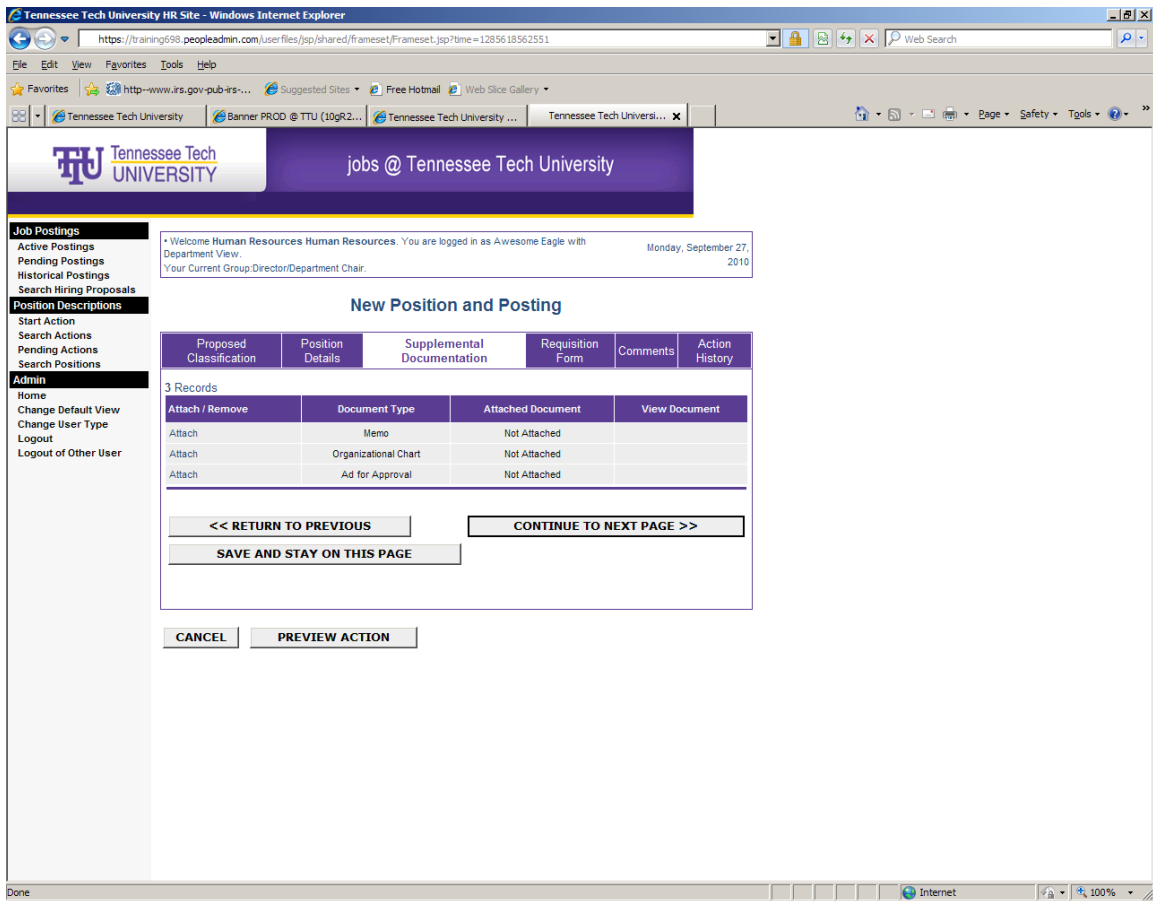


Once you have filled out your Position Details Tab, you may click the “Continue to Next Page” button to go to any additional tabs.

It is also important to note that you may click the “Preview Action” button at any time in order to save your position description for completion at a later date or to send for approval.

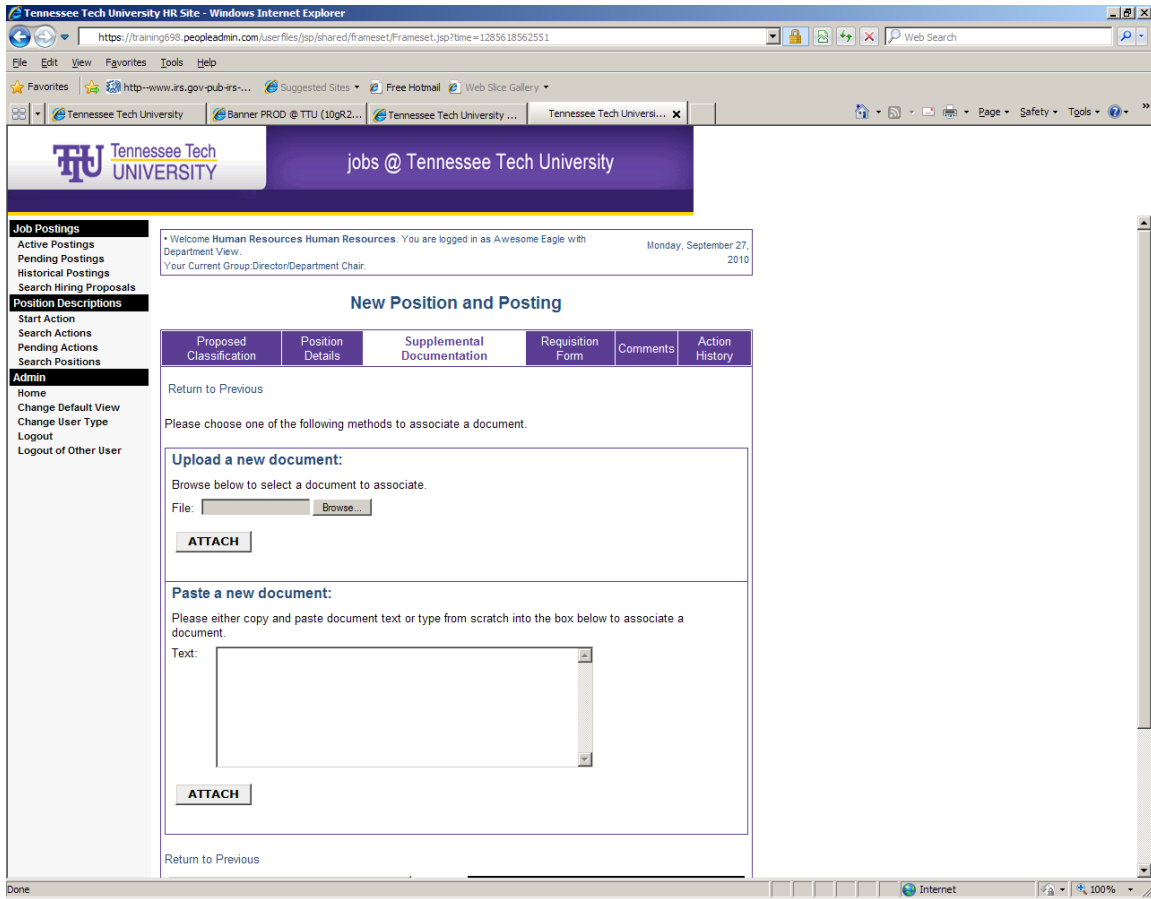
## Supplemental Documentation

Along with other tabs customized to our specific organization, you may have additional documentation to support your Position Description/Requisition request. For example, memos or organizational charts may be requested when creating a new Position Description. You may attach a particular document by clicking the ‘Attach’ link next to the specific type of document you want to attach to your position. Abbreviated ads will be attached here as well.



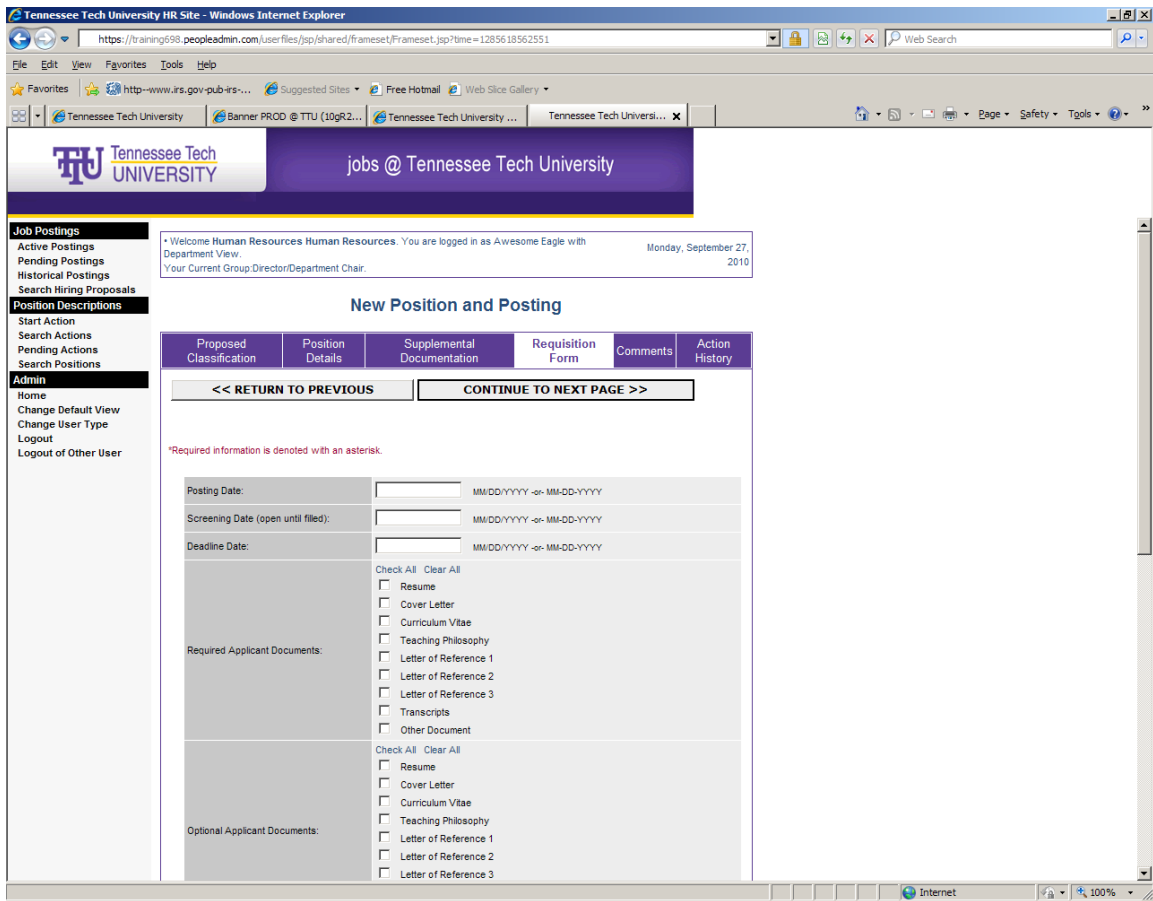
Once you have selected the document type you wish to upload you will have 2 options:

- You may browse for the file if you have it stored on your computer in one of the following formats:
  - Adobe Acrobat
  - Microsoft Word
  - Microsoft Excel
- You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.



## Requisition Form

After clicking the Continue to Next Page button from the previous screen you will be viewing the requisition form. You will need to complete the requisition form in order for Human Resources to post the advertisement. You should see a screen similar to the following. **Note:** Special Instructions to Applicants field is viewable by applicants interested in the position. If there is anything specific to the posting you would like applicants to know, please enter the text in this field. Also, this is where you will make applicants aware that they will be required to electronically attach required documents. **Sample:** All applicants will be required to electronically upload a cover letter, a resume, copies of transcripts (official transcripts required upon hire), and (3) letters of reference.



A space is provided for "Posting Specific Questions" you would like to include. These are questions for applicants that are specific to the individual posting. This is an important step as it allows the system to disqualify applicants who do not meet the minimum requirements for the position.

## Submitting the Position Description

After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the position description, click on the **Continue to Next Page** or **Preview Action** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.

**Tennessee Tech University HR Site - Windows Internet Explorer**

https://training698.peopleadmin.com/Userfiles/jsp/shared/frameset/frameset.jsp?time=1285618562551

File Edit View Favorites Tools Help

Jobs @ Tennessee Tech University

**Job Postings**  
 Active Postings  
 Pending Postings  
 Historical Postings  
 Search Hiring Proposals

**Position Descriptions**  
 Start Action  
 Search Actions  
 Pending Actions  
 Search Positions

**Admin**  
 Home  
 Change Default View  
 Change User Type  
 Logout  
 Logout of Other User

Welcome Human Resources Human Resources. You are logged in as Awesome Eagle with Department View. Monday, September 27, 2010  
 Your Current Group: Director/Department Chair.

### View New Position and Posting 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](#) [Printer-Friendly Version](#)

**Action Status**

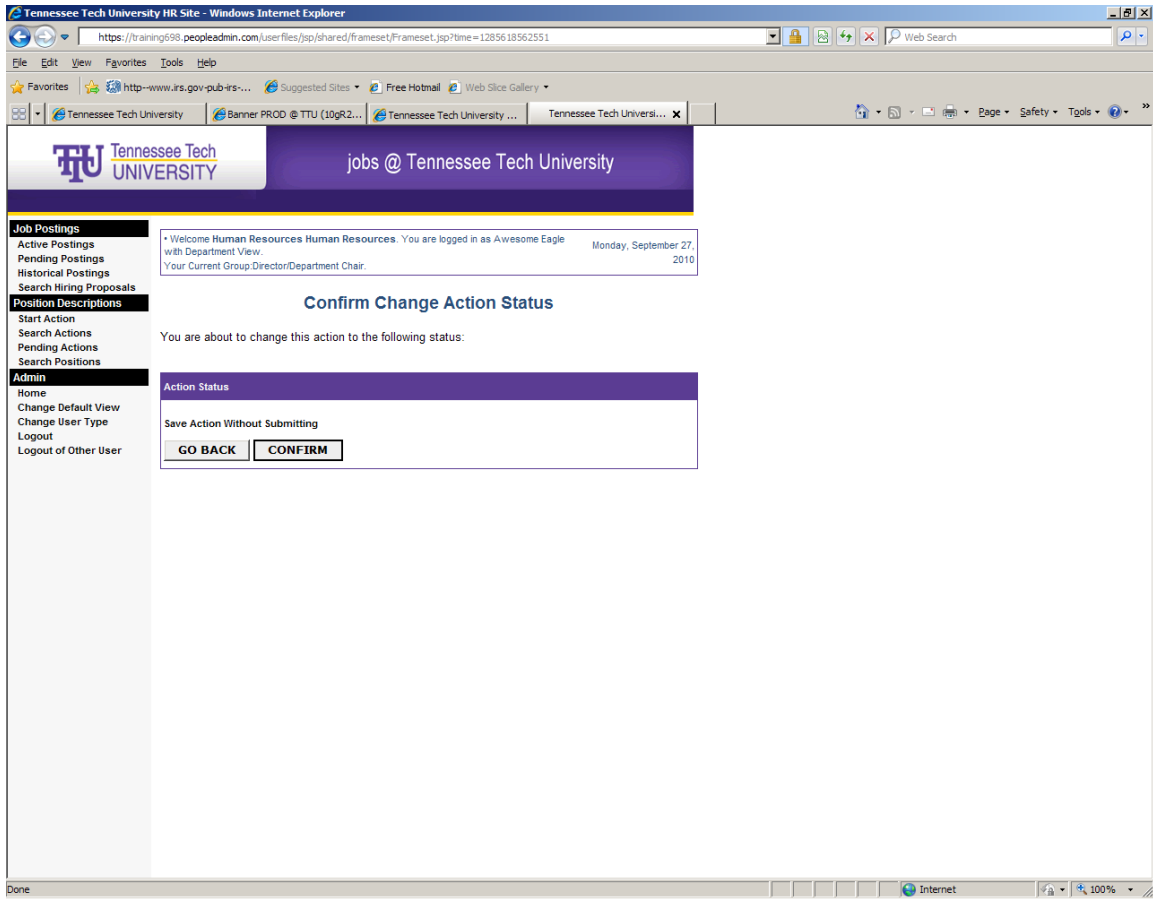
Send Action to Dean/Administrative Officer  
 Save Action Without Submitting

**CANCEL** **CONTINUE**

**Position Details**

Job Title:	Account Clerk 1
Position Class:	40100
Job Type:	Full-Time
Working Title:	Account Clerk 1
Job Category:	Clerical/Support
Pay Grade/Skill Level:	4
EEO:	
Position Number:	
Index:	
C&S: Benefits include the initial accumulation of one vacation day per month and one sick leave day per month, and thirteen (13)	

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 selecting your choice, click Continue to go to the confirmation page.



Press **Confirm** to complete this step.

**The details of your position description are NOT SAVED until you complete this step.**

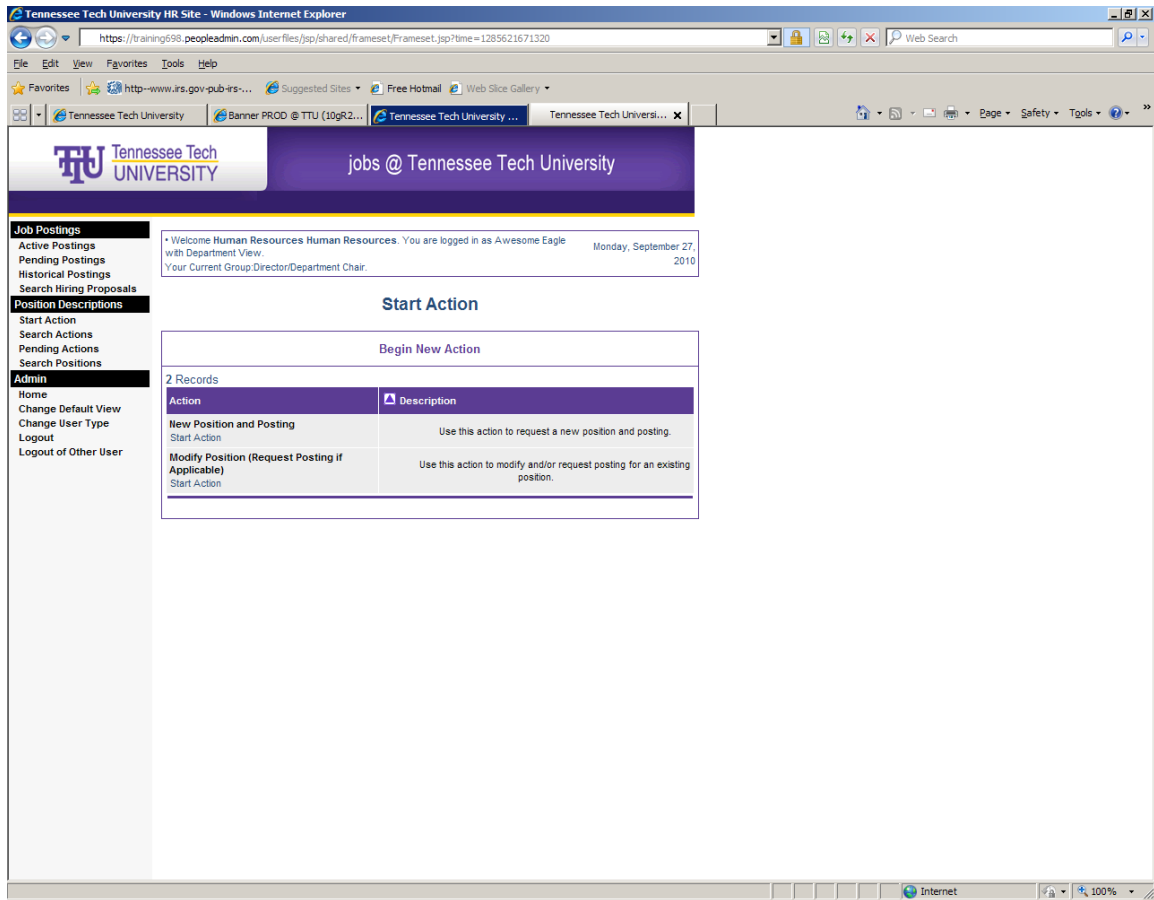
## Quick Guide for Creating a New Position Description/Requisition

- 1) From the site, click **Start Action**.
- 2) Select “**Start Action**” under **New Position Description**
- 3) On the Proposed Classification Title:
  - a. Select the **Job Title** from the dropdown on which the position will be based and click on Search.
  - b. Once you have identified the **Job Classification** desired, click on **Select and Continue**.
- 4) Review and edit the information on the **Position Details** tab. The information on this tab will be the foundation of the requisition advertised.
- 5) Complete appropriate entries on the remaining tabs using the **Continue to Next Page** button to navigate through the Request.
- 6) On the **View Summary** screen, review the summary information provided. If the information does not need editing, you may:
  - a. Save without Submitting (no request will be taken on this unless you submit to the next level).
  - b. Submit Action to next person in approval flow.
- 7) Click on the **Continue** Button and then the **Confirm** Button. If you do not confirm, your request will not be forwarded to the next approval step. Once approved, the information will create your new Job Posting.

# OTHER POSITION DESCRIPTION REQUESTS

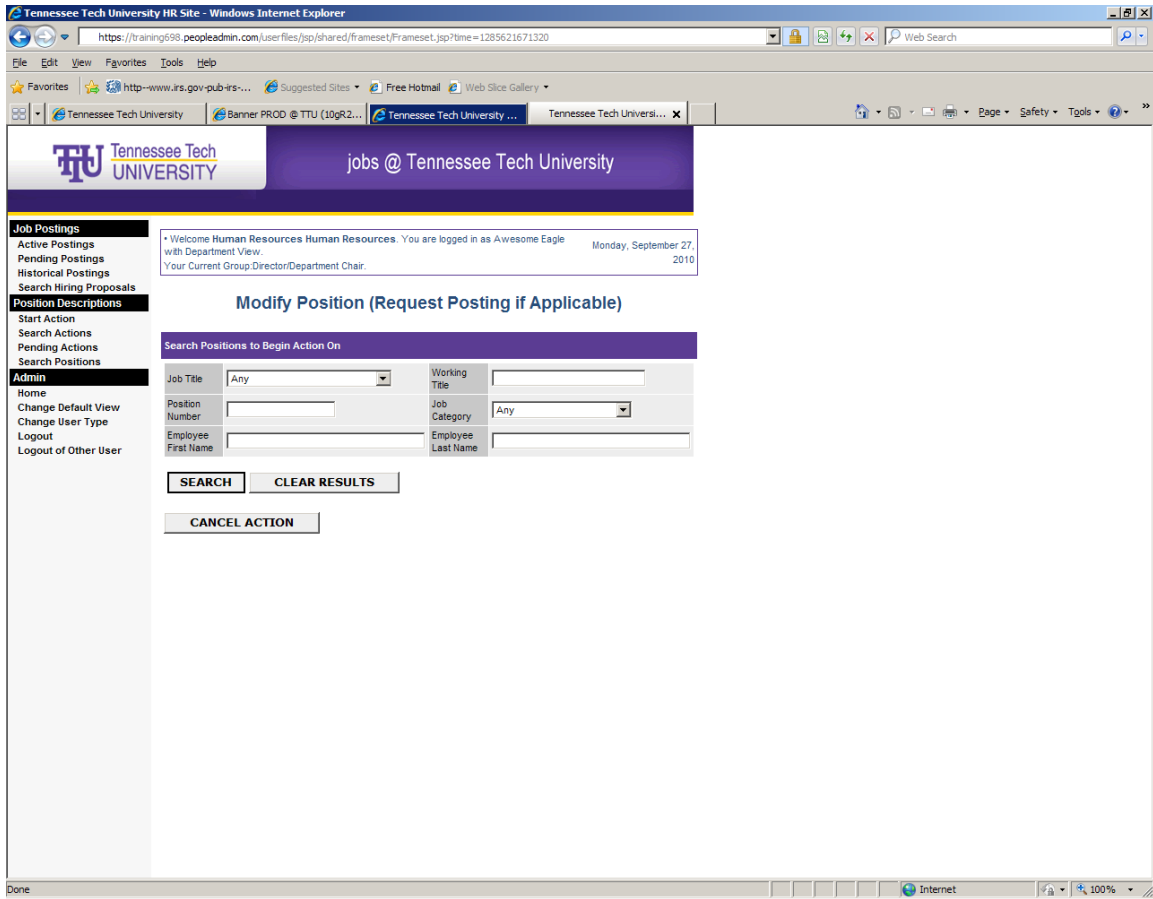
## Searching Existing Position Descriptions

Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions. Whether this involves a change in classification or not, we are still just updating the official position description with new information.



Select the request you wish to begin. For this example, a 'Modify Position' has been selected. Click "Start Action" under "Modify Position (Request Posting if Applicable)".

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



## Searching Position Descriptions

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

Tennessee Tech University HR Site - Windows Internet Explorer

https://training698.peopleadmin.com/Userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1285622535127

File Edit View Favorites Tools Help

http://www.irs.gov/pub/irs... Suggested Sites Free Hotmail Web Slice Gallery

Tennessee Tech University Banner PROD @ TTU (10GR2... Tennessee Tech University ... Tennessee Tech Universi... X

Page Safety Tools

**Tennessee Tech UNIVERSITY** jobs @ Tennessee Tech University

**Job Postings**  
 Active Postings  
 Pending Postings  
 Historical Postings  
 Search Hiring Proposals

**Position Descriptions**  
 Start Action  
 Search Actions  
 Pending Actions  
 Search Positions

**Admin**  
 Home  
 Change Default View  
 Change User Type  
 Logout  
 Logout of Other User

Welcome Human Resources Human Resources. You are logged in as Awesome Eagle with Department View. Monday, September 27, 2010  
 Your Current Group: Director|Department Chair.

### Modify Position (Request Posting if Applicable)

Choose Position Description to Begin Action On

1 Record

Job Title	Working Title	Position Class	Position Number	Employee First Name	Employee Last Name	Last Action
Account Clerk 1	Account Clerk 1	40100		VACANT	VACANT	New Position Description Approved View History

Start Action View Summary

Search Positions to Begin Action On

Job Title: Account Clerk 1 Working Title:

Position Number:  Job Category: Any

Employee First Name:  Employee Last Name:

SEARCH CLEAR RESULTS

CANCEL ACTION

Done Internet 100%

Once you have found the position you would like to update, click the 'Start Action' link below the position title.

The screenshot displays the Tennessee Tech University HR Site in a Windows Internet Explorer browser. The page title is "jobs @ Tennessee Tech University". The main content area is titled "Modify Position (Request Posting if Applicable)".

At the top, a message reads: "Welcome Human Resources Human Resources. You are logged in as Awesome Eagle with Department View. Your Current Group Director/Department Chair." The date is "Monday, September 27, 2010".

The form is organized into several sections:

- Employee Details:**
  - Employee First Name: VACANT
  - Employee Last Name: VACANT
  - T Number:
- Classification Details:**
  - Job Title: Account Clerk 1
  - Position Class: 40100
  - Job Category: Clerical/Support
- Position Details:**
  - Working Title: Account Clerk 1
  - Index:
  - Pay Grade/Skill Level: 4
  - EEO:
  - Position Number:
  - Salary:
  - FTE: ex: 100% - Enter 1, 50% - Enter 5

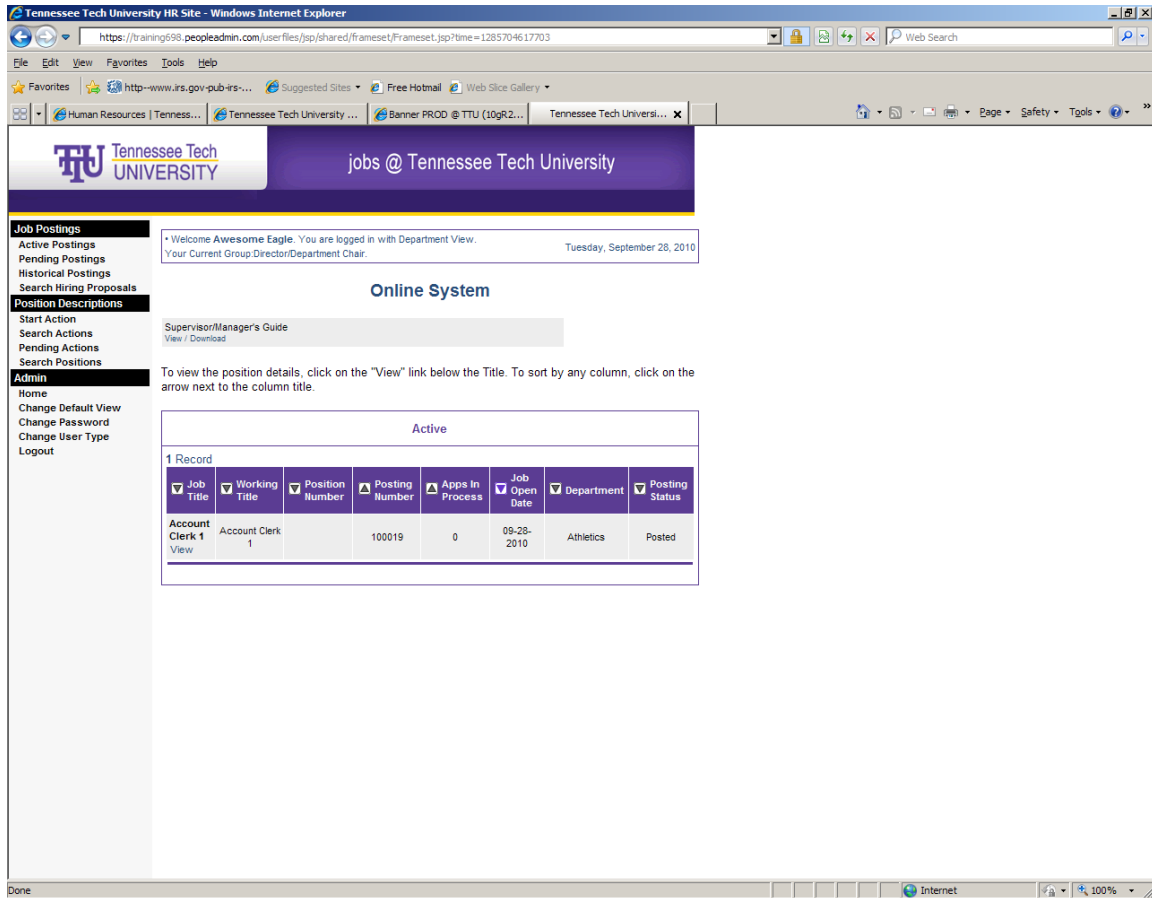
The form has a table-like structure with columns: Current Job Description, Proposed Classification, Position Details, Supplemental Documentation, Requisition Form, Comments, and Action History.

You will be taken back to a tab view where you can modify the details of the position description.

**NOTE:** the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.

# VIEWING APPLICANTS TO YOUR REQUISITIONS

After logging in to the system, if you have a position that is currently accepting applications, you will see a screen that looks similar to the following:



Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active and Filled Recruitments.

**Active Postings:** Postings that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

**Historical Postings:** Postings that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word "View" below the relevant title. This will bring you to a screen similar to the following:

The screenshot shows the 'View/Edit Posting - Account Clerk 1' page on the Tennessee Tech University HR Site. The page is viewed in a Windows Internet Explorer browser. The main content area is titled 'View/Edit Posting - Account Clerk 1' and features a 'Posting Preview' section. This section includes a table of 'Active Applicants' with 3 records. The table columns are: Name, Documents, Score, Date Applied, Status, External Status, and All/None. The applicants listed are Jane Smith, Awesome Eagle, and Beth Brown, all with a score of 0 and status of 'Under Review by HR'. Below the table are buttons for 'CHANGE MULTIPLE APPLICANT STATUSES' and 'COPY FROM POOL'. The page also includes a 'Refresh' section with a 'Minimum Score' field, an 'Include' section with checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants', and a 'REFRESH' button. There are also buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'. The page footer includes a 'CONTINUE TO NEXT PAGE >>' button.

Name	Documents	Score	Date Applied	Status	External Status	All/None
Smith, Jane General Application		0	09-28-2010 History/ Notes	Under Review by HR Change Status	In Progress	<input type="checkbox"/>
Eagle, Awesome General Application		0	09-28-2010 History/ Notes	Under Review by HR Change Status	In Progress	<input type="checkbox"/>
Brown, Beth General Application		0	09-28-2010 History/ Notes	Under Review by HR Change Status	In Progress	<input type="checkbox"/>

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. 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 Posting, including Posting Specific Questions.

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

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

## Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

The screenshot shows the 'View/Edit Posting - Account Clerk 1' page on the Tennessee Tech University HR Site. The page is viewed in Internet Explorer. The main content area displays a table of active applicants for the position 'Account Clerk 1'. The table has the following columns: Name, Documents, Score, Date Applied, Status, External Status, and All/None. There are 3 records listed:

Name	Documents	Score	Date Applied	Status	External Status	All/None
Brown, Beth General Application		0	09-28-2010 History/ Notes	Under Review by HR Change Status	In Progress	<input type="checkbox"/>
Eagle, Awesome General Application		0	09-28-2010 History/ Notes	Under Review by HR Change Status	In Progress	<input type="checkbox"/>
Smith, Jane General Application		0	09-28-2010 History/ Notes	Under Review by HR Change Status	In Progress	<input type="checkbox"/>

Below the table are two buttons: 'CHANGE MULTIPLE APPLICANT STATUSES' and 'COPY FROM POOL'. Below these buttons is a 'Refresh' section with a 'Minimum Score' field, an 'Include' section with checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants' (unchecked), and a 'REFRESH' button. To the right of the 'Refresh' section is a 'View Multiple' section with buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'. Below these buttons is a note: '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.' At the bottom of the page is a 'CONTINUE TO NEXT PAGE >>' button.

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 those 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 link "General Application" of "Faculty Application" if applicable under the applicant's name from the "Active Applicants" screen (the 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 applications. 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-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 Applicants" screen).

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

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next 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 applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

https://training698.peopleadmin.com/?time=1285707461584 - Applicant Information - Windows Internet Explorer

File Edit View Favorites Tools Help

http--www.irs.gov-pub-irs-... Suggested Sites Free Hotmail Web Slice Gallery

Close Window

### Tennessee Tech University Application

Posting Number: 100019	Job Title: Account Clerk 1
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**Personal Information**

First Name: Beth	Middle Name:	Last Name: Brown	Other names used:
Address: 789 Main St	City: Cookeville	State (enter N/A if a non US address): TN	Zip Code: 38501
Primary Telephone Number: 963-852-7410	Alternate Telephone Number:	Email Address: z@z.com	Enter the last four digits of your Social Security Number: 7896
Are you 18 years of age or older? Yes	Are you presently legally authorized to work in the United States? No	Will you accept temporary employment?	Have you ever worked for this university? No

If yes, please list job titles and dates of employment:

Do you have relatives currently working for TTU?  
No

If yes, name, relationship, and department in which they work?

Done Internet 100%

## Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in 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 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 Posting" screen).

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

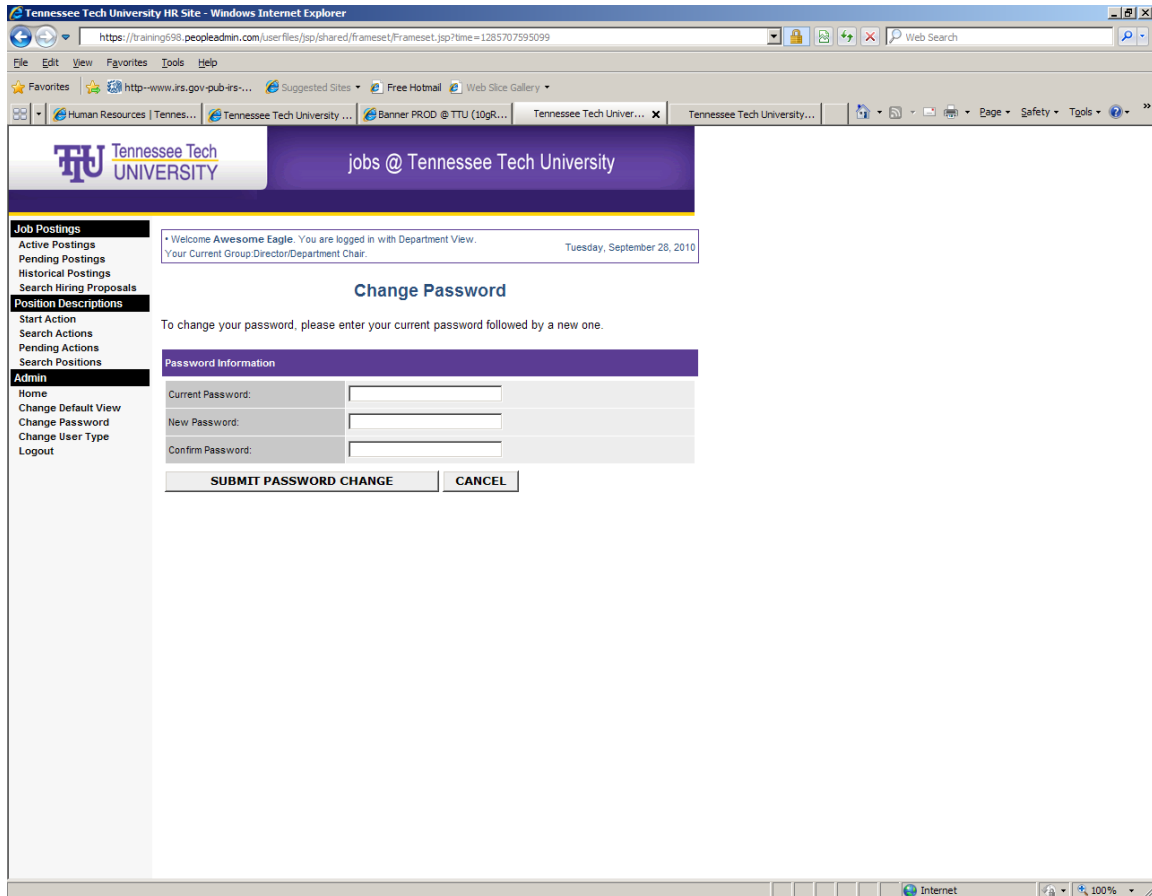
1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

# ADMINISTRATIVE FUNCTIONS

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## Changing Your Password

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.



## Logging Out

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.