

# **HIRING MANAGER'S USER'S GUIDE**

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## **Old Dominion University On-Line Hiring System**

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PeopleAdmin, Inc.  
1717 W. 6<sup>th</sup> Street  
Austin, TX 78703  
512-997-2500

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# INTRODUCTION:

## PLEASE READ THIS IMPORTANT INFORMATION

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Welcome to the Old Dominion University On-line 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:

- View Applicants to your Vacant Position Posting Requisitions
- Notify Human Resources 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 Human Resources 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 is compatible with Internet Explorer 6.0 and higher and Firefox Mozilla 2.0 and higher. 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).

Please **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, **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.

### Requests to Recruit

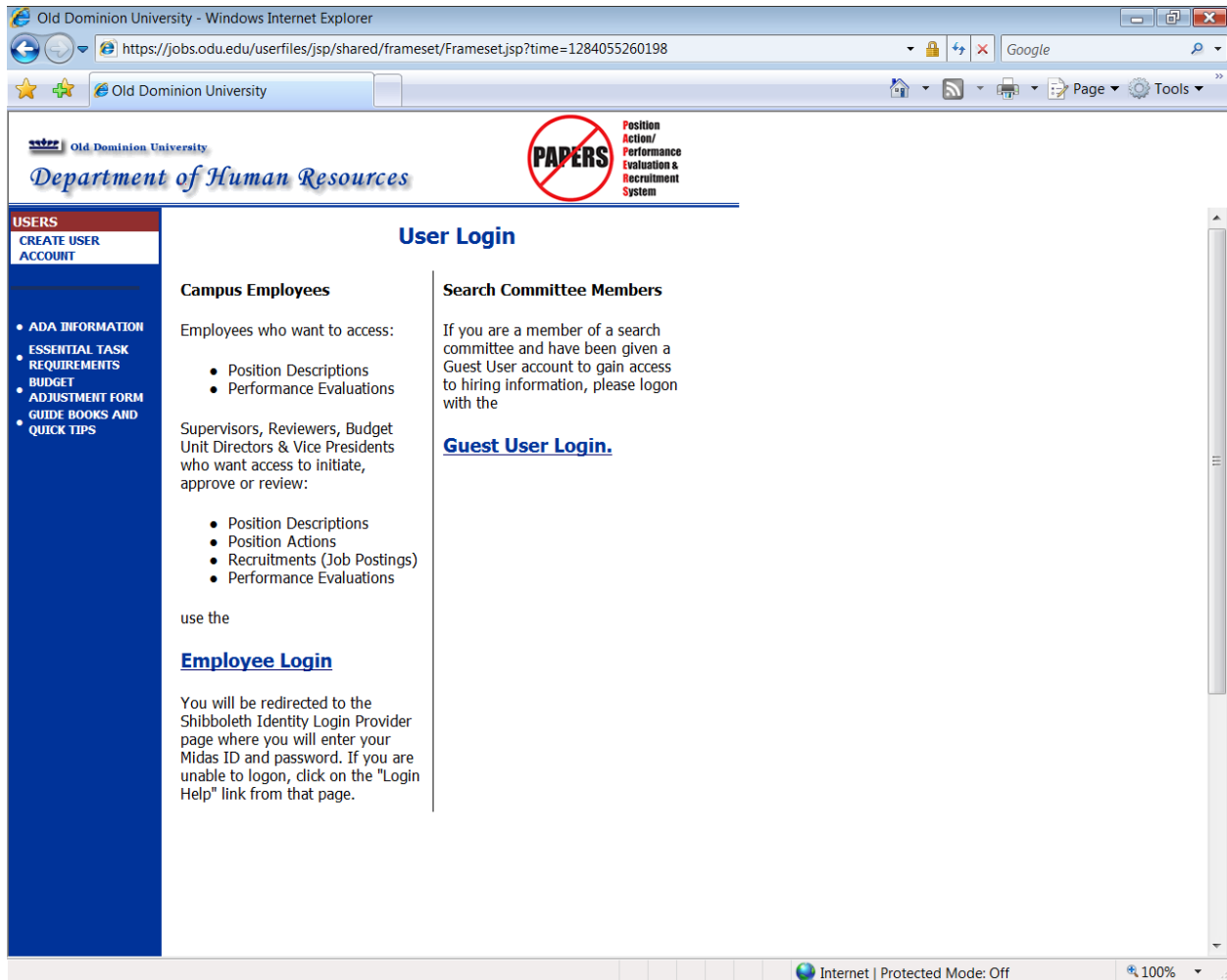
The first step to recruit a position is still the submission of an EO-1 Form, Request to Recruit a Classified or Hourly Position, along with a current organizational chart for classified positions **or** a Position Description Form **and** an organizational chart for hourly positions by 12:00 noon on Wednesdays. Positions received by this deadline can be posted in the on-line Employment Application System on the following Monday.

# GETTING STARTED

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<https://jobs.odu.edu/hr>

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



Before you may enter the site, 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:

You must have a valid faculty/staff email address in order to create a user account.

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 the Human Resources Department, which will approve your account. Once Human Resources notifies you that your request has been approved, you will be able to log in to the system.

If you already have a user account, you will click on the employee login link. You will then be directed to the Shibboleth Identity Login Provider page where you will enter your **MIDAS ID and password**. If you are unable to logon, click on the "Login Help" link from that page.

## VIEWING APPLICANTS TO YOUR REQUISITIONS

After logging in to the system, if you have a Requisition 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 Open, Pending or Historical Requisitions.

**View Open:** Requisitions that are Open are either:

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

**View Pending:** Requisitions that are pending are either:

- waiting for final review by Human Resources
- approved by Human Resources but not open on the applicant site

**View Historical:** Requisitions 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 job 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:

Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Old Dominion University  
Department of Human Resources

Employment Opportunities

Welcome System Generated. You are logged in. Monday, August 4, 2003

### View Posting - Admin & Office Specialist III

Applicants | Posting Details | Posting Specific Questions | Screening | Hiring Steps | Guest User | Notes / History

Active Applicants

3 Records

Name	Documents	Link To	Date Applied	Status	All / None
<b>Hepburn, Katherine</b> <a href="#">View Application</a>		<a href="#">History/Notes</a>	07-21-2003	Under Review <a href="#">Change Status</a>	<input type="checkbox"/>
<b>Holland-Babcock, Catherine</b> <a href="#">View Application</a>		<a href="#">History/Notes</a>	07-25-2003	Under Review <a href="#">Change Status</a>	<input type="checkbox"/>
<b>Morgan, Claudia</b> <a href="#">View Application</a>		<a href="#">History/Notes</a>	07-14-2003	Under Review <a href="#">Change Status</a>	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh | View Multiple

Include:  Active Applicants  Inactive Applicants

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

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 the date the person applied, their current status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including the Screening Questions, if you used any.

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

- Sort and view applicants by different criteria
- View and/or 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 a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes the Old Dominion University logo and the text "Department of Human Resources" and "Employment Opportunities". A left sidebar contains navigation links: "Job Postings", "View Open", "View Pending", "View Historical", "Admin", "Home", "Change Password", and "Logout". The main content area displays "Active Applicants" with "3 Records". A table lists three applicants:

Name	Documents	Link To	Date Applied	Status	All / None
Hepburn, Katherine <a href="#">View Application</a>		<a href="#">History/Notes</a>	07-21-2003	Under Review <a href="#">Change Status</a>	<input type="checkbox"/>
Holland-Babcock, Catherine <a href="#">View Application</a>		<a href="#">History/Notes</a>	07-25-2003	Under Review <a href="#">Change Status</a>	<input type="checkbox"/>
Morgan, Claudia <a href="#">View Application</a>		<a href="#">History/Notes</a>	07-14-2003	Under Review <a href="#">Change Status</a>	<input type="checkbox"/>

Below the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES". A "Refresh" section includes checkboxes for "Active Applicants" (checked) and "Inactive Applicants", a "REFRESH" button, and a "View Multiple" section with buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS". A note states: "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 are buttons for "CONTINUE TO NEXT SECTION >>", "RETURN TO SEARCH RESULTS", and "VIEW POSTING SUMMARY >>".

You will only be viewing Active applicants. Inactive applicants did not meet the minimum qualifications for your position and have been screened out by the system, if you used screening questions.

## Viewing and Printing Applications

**It is not necessary for you to print all applications.** You will, however, need to print applications for everyone you interview and have the applicant sign the printed copy of the application during the interview. These signed applications **must** be sent to Human Resources after the interviews have been completed. You **must** shred any other applications you have printed or any copies you made of the applications of persons interviewed.



To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen. After clicking on this link, a new 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 applications. There is a signature line at the bottom of the page for obtaining the applicant's signature if he or she is interviewed.

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).

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.

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 below.)
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).

Again, 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).

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.



## 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.

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.

At the conclusion of the recruitment for the position, you must **shred** any resumes, cover letters, or other documents which you printed of persons not interviewed.

## Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications. To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**. The following screen similar will appear:

The screenshot shows a web browser window titled "Job Site - Microsoft Internet Explorer". The page header includes "Old Dominion University" and "Department of Human Resources" with a logo, and "Employment Opportunities" in a stylized font. A navigation menu on the left includes "Job Postings" (View Open, View Pending, View Historical), "Admin" (Home, Change Password, Logout), and "Home" (Change Password, Logout). The main content area is titled "Change Applicant Status" and features a table with the following data:

Name	Documents	Status	Not Hired Reason
Hepburn, Katherine <a href="#">View Application</a>		Under Review	Choose Option Below: ▾
Holland-Babcock, Catherine <a href="#">View Application</a>		Under Review	Choose Option Below: ▾
Morgan, Claudia <a href="#">View Application</a>		Under Review	Choose Option Below: ▾

At the bottom of the table, there are three buttons: "CONTINUE TO CONFIRM PAGE >>" (highlighted with a red box), "RESET TO ORIGINAL STATUS", and "CANCEL".

Under the “Status” column there is a drop down menu of the different statuses to which an applicant can be changed. The definitions of these statuses are:

Under Review – this is the status all applicants are in prior to you reviewing the applications

Selected for Interview – this status indicates you have submitted this applicant to Human Resources for approval to interview

Not Selected for Interview – this status indicates that you do not wish to interview this applicant

Not Hired – this status indicates you have completed the interviews and you do not wish to hire this applicant

Hired – this status indicates you have completed the interviews and you are seeking approval from Human Resources to hire this applicant

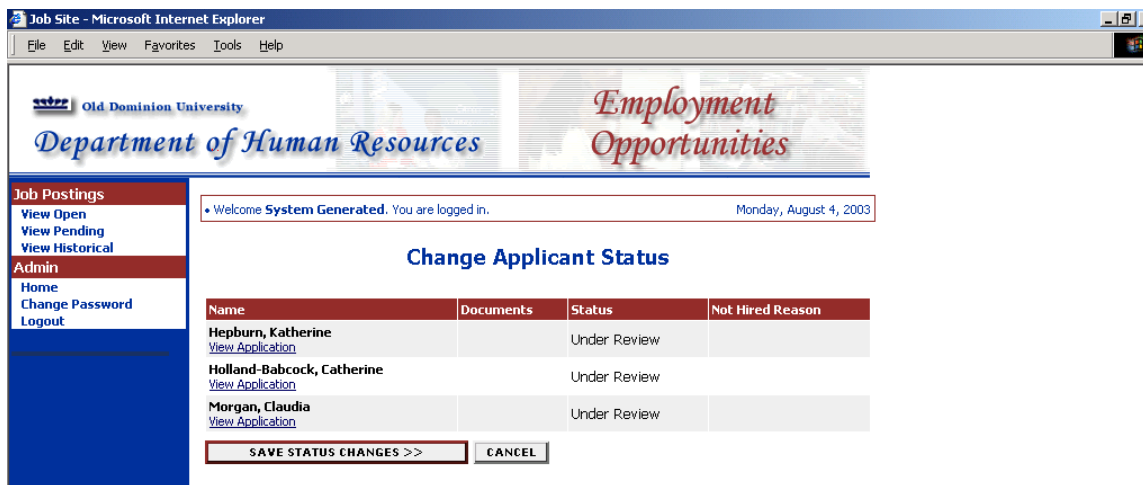
**Note:** The statuses of Selected for Interview, Not Selected for Interview, Not Hired, and Hired have accompanying drop-down boxes from which you **MUST** make a selection of the justification for that status. They also have a free form “other” box in which you **ARE REQUIRED** to enter notes justifying your selection of that status. (These notes must be specific and related to the minimum requirements for the position.)

Select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

You may also change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature. After setting all applicants’ statuses using the “Change For All Applicants” feature, if you selected the statuses of Selected for Interview, Not Selected for Interview, Not Hired, or Hired, then you **MUST** make a selection of the justification for that status for each applicant.

And, you **ARE REQUIRED** to enter notes in the free form “other” box justifying your selection of that status. These must be individualized for each applicant.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.



After you have completed reviewing all the applications and changed each applicant's status, you will need to send an e-mail to the Human Resources Staff member who is handling your recruitment, letting the staff member know that you are ready for them to review your selections for interviews. They will e-mail a response back to you. Either you or the Human Resources Staff member can schedule the interviews.

Likewise, after you have completed interviews, you will need to send an e-mail to the Human Resources Staff member who is handling your recruitment, letting her know that you are ready for her to review your selection of the applicant to hire.

Once you receive approval of your selection, you **MUST** complete at least two Reference Forms along with a Pay Action Form (all of which were attached to your approval e-mail) requesting the hiring of the applicant and send them to Human Resources, along with the signed applications from the interviewees. (References must be the current supervisor and at least one former supervisor – not the personal references the employee listed on the application. If the applicant indicated on the application that the current supervisor was NOT to be contacted, or you are unable to reach a current or former supervisor, please discuss this with the Human Resources Staff member who is handling your recruitment. If the applicant was a former employee of Old Dominion University, you **MUST** obtain a reference from his/her former ODU supervisor.)

## ADMINISTRATIVE FUNCTIONS

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### Changing Your Password

To change your password, you must contact the OCCS help desk.

### 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.