

Online Recruiting & Hiring Guide for Laboratory Schools

Last updated: August 6, 2007

Table of Contents

Introduction.....	5
Create a User Account	7
Logon to the Online System	9
Functions of the Online System.....	10
Create a Job Description	11
Create a Posting	16
Attaching Ad Copy	19
Request Committee Access to Applications.....	22
Submit the Posting for Approval	24
Posting Approval Indication	24
View/Print Applications and Documents.....	25
Access the Posting and Applicants	25
View Active and/or Inactive Applicants.....	25
View/Print Applications & Documents	26
Manage Applications	28
Applicant Status Information.....	28
Change Applicant Status.....	29
Background Check.....	31
Employee Hired Through the Online System.....	31
Employee Hired Outside of the Online System.....	31
APRS Entry.....	32
Complete Appointment.....	33
Update Applicant Status	33
Select Candidate.....	33
Complete Selection Form	35
Finish the Posting.....	40
Update Status for Applicants Not Selected.....	40
Fill the Posting	40
Update an Approved Job Description	41
Handling Paper Resumes	42
Appendix A: Documentation Needed for Appointments.....	43
Faculty Associate Appointed through Online System.....	43
Faculty Associate Not Appointed through Online System.....	43
Substitute Teacher Appointed through Online System.....	44

Introduction

The Online Recruiting & Hiring System will allow the Laboratory Schools to post openings for Faculty Associates and Substitute Teachers online. The entire hiring process will now be handled online, which includes job descriptions, postings, applications, and appointing paperwork. This should provide a more efficient mechanism for completing the hiring process.

The following outlines the steps in the hiring process:

1. Department has need to make a hire and receives appropriate approval
2. Department updates job description of employee who is leaving or creates a job description for a new position
3. Human Resources reviews and approves the job description
4. Department creates the posting from position
 - ODAA will have access to the posting at all times; therefore Affirmative Action Search is no longer needed.
5. Human Resources reviews and approves the posting
6. Applicants apply to posting
7. Department receives and reviews applications
 - Documentation will be attached electronically
 - Letters of recommendation will be mailed in hard copy form
 - Committee access can be granted to view/print applications
8. Department interviews and selects employee
9. Lab School Superintendent secures accepted offer letter
10. Department updates applicant statuses which will automatically notify the applicant
 - Utilize background check e-mail to send applicant information on fingerprinting process
11. Department completes online selection form

Create a User Account

In order to access the online system as a Hiring Manager, you need to have a user account. As a Hiring Manager you will have access to create job descriptions, create postings, manage applicants, and appoint Faculty Associates and Substitute Teachers. Follow these steps to create an account.



NOTE: If you already have a user account for the online system to hire AP, Civil Service, GA, or student employees, you do not need to do anything further.

1. Access the website www.jobs.ilstu.edu/hr
2. Click on 'Create User Account'

Click on **Create User Account**

ILLINOIS STATE | Majors | Attending ISU | Life at ISU | Visitors | ISU A-Z | Map | ISU Home | small-college

Career opportunities | commitment | diverse community | at ILLINOIS STATE UNIVERSITY | large-university

CREATE USER ACCOUNT

User Login

Welcome to Illinois State University's online job description and recruitment system.

This site is designed for Hiring Managers, Department Heads, and Search Committees to:

- Create a new job description
- Update a job description for reclassification/upgrade (if updating, please contact the Office of Human Resources for access to job description)
- Create a posting
- Request recruitment funds
- View applicant information
- Record screening and hiring decisions
- Create Selection Form(hiring document)

[Contact Us](#)

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.

Online Recruiting & Hiring Guide for Laboratory Schools

Create a User Account

3. On the Create User page, enter all required information
 - Record your user name and password, as you will need them each time you log into the system.
 - Select all departments that you are responsible for Hiring Manager functions in.



NOTE: User name and password cannot be the same.

ILLINOIS STATE • Majors • Attending ISU • Life at ISU • Visitors • ISU A-Z • Map • ISU Home • small-college

Career opportunities commitment
diverse community at ILLINOIS STATE UNIVERSITY large-university

USERS
CREATE USER ACCOUNT

Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Create User

* Username Must be between 6 and 20 characters	<input type="text"/>																											
* Password Must be between 6 and 20 characters	<input type="password"/>																											
* Confirm Password	<input type="password"/>																											
* First Name	<input type="text"/>																											
* Last Name	<input type="text"/>																											
Employee ID	<input type="text"/>																											
Title	<input type="text"/>																											
Business Name (for off campus employers only)	<input type="text"/>																											
Business Address	<input type="text"/>																											
City	<input type="text"/>																											
State	<input type="text"/>																											
Zip	<input type="text"/>																											
* Phone Number/extension	<input type="text"/>																											
* Email	<input type="text"/>																											
* Department	<table border="1"><thead><tr><th>Not Selected</th><th></th><th>Selected</th></tr></thead><tbody><tr><td>Off Campus</td><td>></td><td>Not Assigned</td></tr><tr><td>Academic Advisement Center</td><td><</td><td></td></tr><tr><td>Academic Senate</td><td><</td><td></td></tr><tr><td>Accounting</td><td><</td><td></td></tr><tr><td>Administrative Information E</td><td>>></td><td></td></tr><tr><td>Admissions</td><td>>></td><td></td></tr><tr><td>Affirmative Action</td><td><<</td><td></td></tr><tr><td>Agriculture</td><td><<</td><td></td></tr></tbody></table>	Not Selected		Selected	Off Campus	>	Not Assigned	Academic Advisement Center	<		Academic Senate	<		Accounting	<		Administrative Information E	>>		Admissions	>>		Affirmative Action	<<		Agriculture	<<	
Not Selected		Selected																										
Off Campus	>	Not Assigned																										
Academic Advisement Center	<																											
Academic Senate	<																											
Accounting	<																											
Administrative Information E	>>																											
Admissions	>>																											
Affirmative Action	<<																											
Agriculture	<<																											
	<p>Check All Clear All</p> <p><input type="checkbox"/> No Response <input type="checkbox"/> Administrative Professional <input type="checkbox"/> Civil Service <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Student</p>																											

To which employment group/s are you requesting access?

User Status

Submit for Approval

CANCEL CONTINUE ← Click Continue

Provide all required information and indicate which employment group you are requesting access to

4. Click 'Continue' and review the information you have submitted
5. Click 'Submit'
6. Human Resources will approve or deny your account and will notify you appropriately.

Logon to the Online System

Each time you need to create a job description, add a posting, manage applicants, or appoint a Faculty Associate or Sub, you will need to log on to the system.

1. Access the website www.jobs.ilstu.edu/hr
2. Type your user name and password.
 - Remember, this is the user name and password you selected when you created your Online Recruiting System account. This password does not expire and will not need to be updated.
3. Click 'Login'.

The screenshot shows the login page for the Illinois State University online job description and recruitment system. The page features a navigation bar at the top with links for 'Majors', 'Attending ISU', 'Life at ISU', 'Visitors', 'ISU A-Z', 'Map', and 'ISU Home'. Below the navigation bar, there are several banners: 'Career opportunities', 'diverse community', 'commitment', and 'large-university'. The main content area is titled 'User Login' and includes a 'Welcome to Illinois State University's online job description and recruitment system.' message. Below this, there is a list of user roles: 'Hiring Managers, Department Heads, and Search Committees to:'. A list of actions is provided, including 'Create a new job description', 'Update a job description for reclassification/upgrade', 'Create a posting', 'Request recruitment funds', 'View applicant information', 'Record screening and hiring decisions', and 'Create Selection Form(hiring document)'. A 'Contact Us' link is also present. The login form is highlighted with a red oval and includes fields for 'User Name:' and 'Password:', along with a 'LOGIN' button. A note at the bottom of the form states: '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.'

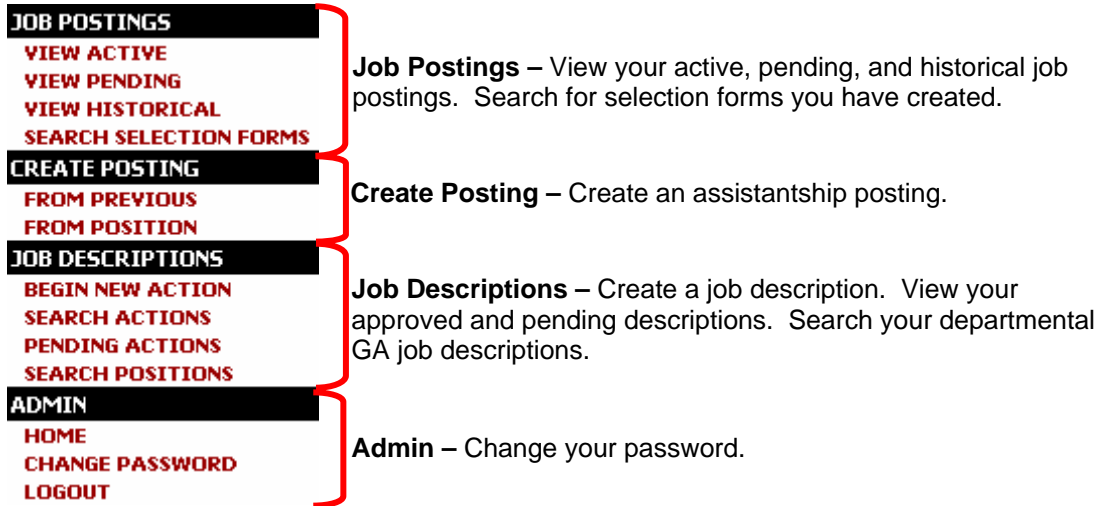
Type your User Name & Password, then click Login

Online Recruiting & Hiring Guide for Laboratory Schools

Functions of the Online System

Functions of the Online System

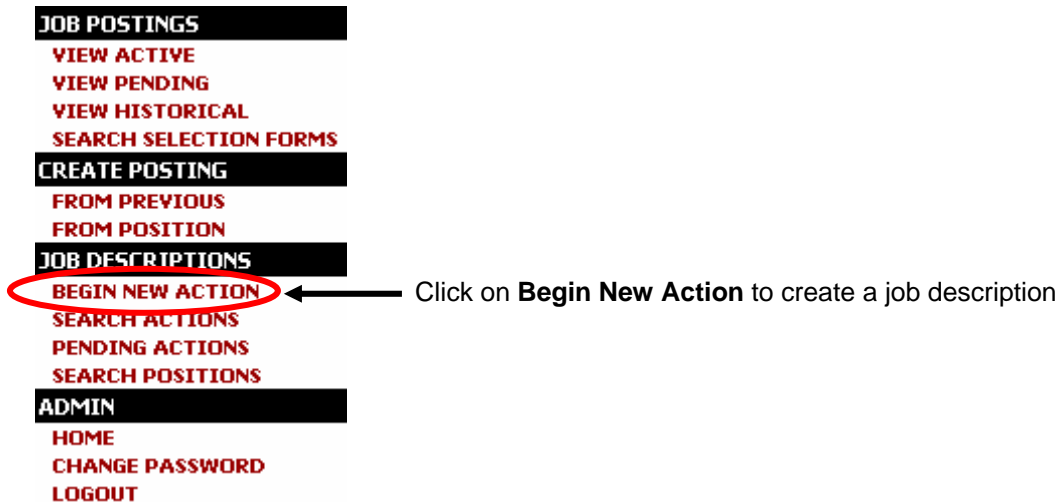
Once you have logged on to the system, you will have the following menu options: Job Postings, Create Posting, Job Descriptions, and Admin.



Create a Job Description

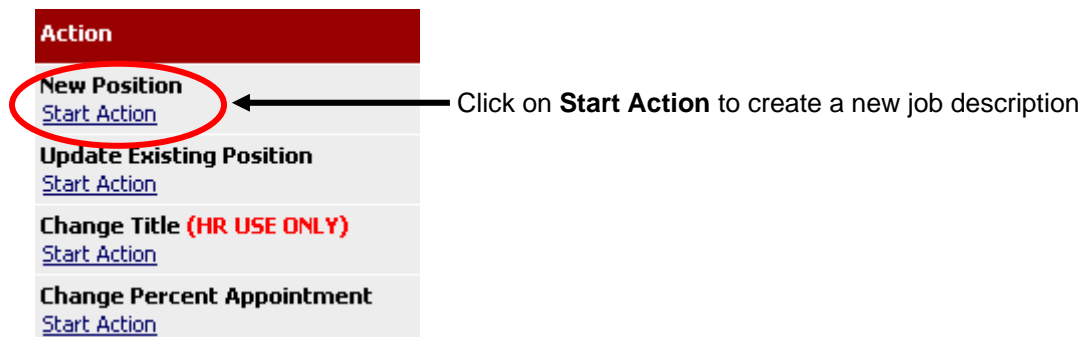
Creating a job description is the first step in the process. A specific job description will be created for each Faculty Associate. One generic job description will be created for Substitute Teachers for each school. A job description must be created in order for you to create a posting.

1. Under Job Descriptions, click on 'Begin New Action'.



JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
SEARCH SELECTION FORMS
CREATE POSTING
FROM PREVIOUS
FROM POSITION
JOB DESCRIPTIONS
BEGIN NEW ACTION ← Click on **Begin New Action** to create a job description
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

2. Under New Position, click on 'Start Action'.



Action
New Position
Start Action ← Click on **Start Action** to create a new job description
Update Existing Position
Start Action
Change Title (HR USE ONLY)
Start Action
Change Percent Appointment
Start Action

3. On the Create New Position page, choose the Classification Title you will be creating a job description for and click 'Search'.



Search Titles
Classification Title: Faculty Associate
Job Class:
SEARCH CLEAR RESULTS
Find the **classification title** and click **Search**

Online Recruiting & Hiring Guide for Laboratory Schools

Create a Job Description

4. Verify that the appropriate job classification is provided and click on 'Select Title and Continue'.

Choose Title to Assign

You may associate this Position Description with one of the titles below by choosing **Select Title and Continue**.

1 Record

Title	Class Code
Faculty Associate Select Title and Continue View Summary	850000

Click on **Select Title and Continue** to begin creating your job description

5. Click on 'Position Details' in the grey shaded box.

Proposed Classification Title	Copy From Position	Position Details	Essential Job Functions	Mandatory Physical Requirements	Supplemental Documentation	Notes / History
-------------------------------	--------------------	------------------	-------------------------	---------------------------------	----------------------------	-----------------

6. On the Create New Position – Position Details tab, enter the information for the job description as it should appear each time a posting is created for that position.
 - **Position Number:** Enter the position number for the employee you are creating a job description for.
 - **Employee first name:** Enter the employee's first name.
 - **Employee last name:** Enter the employee's last name.
 - **Posting Desired?:** Select 'Yes' to indicate a posting will be created from the job description.
 - **Required Qualifications:** Enter the specific required qualifications for the position in this field. Minimum educational background (baccalaureate or higher in a relevant field), professional training, and experience.
 - **Preferred qualifications:** Enter any qualifications that are preferred for the position.
 - **Required Licenses/Certifications/Degrees:** List the minimum degree required, certifications they need to hold, and content areas they must be certified in.
 - **General Summary:** Provide a summary of the primary purpose of the position.
 - **First Level Supervisor:** List the individual who directly supervises this employee.
 - **Departmental Homepage:** Enter your departmental homepage as it should appear on the posting.
 - **Organizational Relationships:** Who this person reports to and second level supervisor, third level, etc.

- **Supervisory Responsibilities:** List full-time and part-time employees, student workers, etc. that this individual is responsible for.
- **Work Environment/Dynamics:** List anomalies such as evening work, alternate locations, a highly technical environment, etc.
- **Departmental users with permission:** Choose all individuals who should have Hiring Manager access, which includes the ability to create/change posting, view applicants, update candidate statuses, and complete the selection form. Highlight their name in the ‘Not Selected’ box and click the right facing arrow.
 - To have access to complete the selection form, the individual must be included as a departmental user on the job description.
 - Grant access to the Lab School Superintendent and appropriate staff.



NOTE: If the individual you are looking for is not in the list, that means they do not have hiring manager access to the system. They will need to request an account before you can add them as a departmental user.

Find the name to be added as a departmental user

Click the right facing arrow to add the user to the Selected list

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Not Selected		Selected
Logon01, Training	▶	No Response
Logon02, Training	▶	
Logon03, Training	▶	
Logon04, Training	▶	
Logon05, Training	▶	
Logon06, Training	▶	
Logon07, Training	▶	
Logon08, Training	▶	

- **Department:** Select your department from the drop down list. You will only see departments you have been granted access to.

7. Click on ‘Essential Job Functions’ in the grey shaded box.

Proposed Classification Title	Copy From Position	Position Details	Essential Job Functions	Mandatory Physical Requirements	Supplemental Documentation	Notes / History
-------------------------------	--------------------	------------------	-------------------------	---------------------------------	----------------------------	-----------------

Online Recruiting & Hiring Guide for Laboratory Schools

Create a Job Description

- On the Create New Position – Essential Job Functions tab, add all job responsibilities and duties, in order of their priority. To begin, click on ‘Add New Entry’.

Existing Entries

No Records Found



Click on **Add New Entry** to add the job responsibilities and duties

- Provide the required information for the job responsibility/duty and click ‘Add Entry’ when all required information has been entered.
 - Percent of total time.** Enter the percentage of time the employee will spend on this responsibility in any given day.
 - Description of job responsibility/duty.** Enter a brief description of the job responsibility/duty.
 - Essential/Marginal.** Indicate whether this is an essential or marginal function of the position.

Add New Entry

* Required information is denoted with an asterisk.

* Percent of total time:	<input type="text"/>
* Description of job responsibility/duty:	<input type="text"/>
* Essential/Marginal: Additional Information	<input type="text"/>

Enter the appropriate information for the job responsibility/duty



Click on **Add Entry** to add the information for this job responsibility/duty

- Repeat steps 8-9 until all job responsibilities and duties have been added for the position.
 - Total percent should equal 100 when complete.
- Click on ‘Mandatory Physical Requirements’ in the grey shaded box.

Proposed Classification Title	Copy From Position	Position Details	Essential Job Functions	Mandatory Physical Requirements	Supplemental Documentation	Notes / History
-------------------------------	--------------------	------------------	-------------------------	---------------------------------	----------------------------	-----------------

- On the Create new Position – Mandatory Physical Requirements tab, enter any mandatory physical requirements for the position.
 - This would include requirements such as lifting, prolonged viewing of data on screens, playground supervision, etc.
- Click ‘Preview Action’ at the bottom of the page.
- Review the information you entered for the job description. Click the ‘Edit’ link at the top or bottom of the page to make any changes.

15. Click 'Submit to HR for Approval' and 'Continue' to submit the job description.

Action Status

Save Action Without Submitting

Submit to HR for Approval ← Check **Submit to HR for Approval**

← Click **Continue** to submit the description

16. Click 'Confirm'.

17. Human Resources will approve the job description and you will receive an e-mail when the approval is complete.




NOTE: Allow up to **five business days** for the job description to be approved.

Create a Posting

The posting can also be considered your advertisement. This is the information the applicant will see when determining if they will apply for your position. You will create a posting from position each time you advertise to ensure the most up-to-date information is pulled from the job description.

1. Under 'Create Posting' click on 'From Position'



The screenshot shows a navigation menu with the following items:

- JOB POSTINGS**
 - VIEW ACTIVE
 - VIEW PENDING
 - VIEW HISTORICAL
 - SEARCH SELECTION FORMS
- CREATE POSTING**
 - FROM PREVIOUS
 - FROM POSITION** (circled in red)
- JOB DESCRIPTIONS**
 - BEGIN NEW ACTION
 - SEARCH ACTIONS
 - PENDING ACTIONS
 - SEARCH POSITIONS
- ADMIN**
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

An arrow points from the text "Click on **From Position** to create a posting from the job description" to the circled "FROM POSITION" menu item.

2. On the Create from a Position page, specify the appropriate search criteria to find the position to create a posting from and click the Search button.
3. Once the job class information is displayed, click 'Create' under the job class you need to create a posting for.



The screenshot shows a table titled "From Position" with the following data:

Classification Title	Class Code	ISU Position #	Employee Last Name	Last Action	Date Approved
Faculty Associate	850000	12345		New Position Description Approved	07-26-2007

The "Create" link under the "Faculty Associate" row is circled in red. An arrow points from the text "Click on **Create** to begin creating your posting" to the circled "Create" link.

4. On the Create Posting – Posting Details tab, enter the Position Information.
 - **Working Title:** Descriptive title for the position. For example, '1st Grade Teacher' or 'Biology Teacher' to provide a more accurate description of the position. This helps you and your applicants differentiate multiple postings within your department.
 - **Percent Appointment:** FTE assigned to this position. For a Substitute Teacher, enter '0' in this field.
 - **Hiring Rate/Range:** Pay range for this position or field can be left blank.

5. Enter the Department Information.

- **Department:** Department where the job will be located. Choose the appropriate department from the drop down list.
- **Departmental users with permission:** Your name should already appear in the 'Selected' box. If there are any other users who should have Hiring Manager access (ability to change posting, update candidate statuses, complete selection form), you should highlight their name in the 'Not Selected' box and click the right facing arrow.
 - Grant access to the Lab School Superintendent and appropriate staff.



NOTE: To have access to complete the selection form, the individual must also be included as a departmental user on the job description.

Find the name to be added as a departmental user

Click the right facing arrow to add the user to the Selected list

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Not Selected		Selected
Logon01, Training	>	Bohm, Michelle
Logon02, Training	<	
Logon03, Training	>>	
Logon04, Training	<<	
Logon05, Training		
Logon06, Training		
Logon07, Training		
Logon08, Training		

- **Website Address:** Departmental web address to appear on the posting.
6. Enter the Posting Information.
- **General Summary:** Summary of the primary purpose of the position as it was entered in the job description.
 - **Required Qualifications:** This field will be locked for the department and will pull any required qualifications that were entered on the job description.
 - **Desired Qualifications:** Any qualifications not included in the required section that would be beneficial for the applicant to have. Information will pull from the 'Preferred Qualifications' field in the job description.
 - **Required Licenses/Certifications/Degrees:** Minimum degree the employee must have along with the certifications they need to hold. Information will pull from the job description.
 - **Work Hours:** Indicate specific hours needed or need to be flexible. Evening or weekend requirements should be noted here.
 - **Proposed Starting Date:** Begin date of appointment.
 - **Name of Employee Replacing:** Generally carries over from job description. Add the name of the employee this posting will be replacing if it is not populated.

Online Recruiting & Hiring Guide for Laboratory Schools

Create a Posting

- **Supplemental Questions:** Screening questions that will be used to narrow your pool of applicants, open ended questions to gather information, yes/no questions regarding specific skills, etc. If you have a required qualification, consider asking a question to ensure all candidates meet your minimum requirements. Limit to 5 questions.
 - Indicate whether or not the question should disqualify an applicant.
 - Short answer questions allow for entry of 50 characters.
 - Long answer questions allow for entry of 1200 characters.
- **Posting date:** Date the position should be posted to the web. This field allows you to create the posting in advance and have it appear on the web on the specified date.
 - Posting date should be at least five days after it is submitted to allow time for the posting to be reviewed and approved.
- **Closing date:** Date the position should be removed from the website. Generally four (4) weeks – please check with Human Resources for specifics.
 - Open until filled can only be used for Substitute Teacher postings.
- **Application Type Accepted:** Always select Faculty Associate Application.
- **Special Instructions:** Use if needed to provide any special considerations for the position. For example, indicate that the applicant should mail three letters of recommendation and be prepared to bring transcripts and a copy of their certificate to the interview.
- **Contact Information:** Name of the individual the applicant should contact for further information. Include name along with e-mail address. Phone number can be provided if desired.
- **Required Documents:** Indicate any documents the applicant should submit with their application. By indicating documents for the applicant to submit, they cannot complete their application until they attach the appropriate documents.



NOTE: If you select Other, you will need to indicate what that document is under Special Instructions.

- **Civil Service Test:** Field will default to Not Applicable.
7. Answer the Underutilization questions
- **Have you reviewed the ODAA underutilization information...:** Indicate whether the position is underutilized.
 - **This position is underutilized in the following areas:** Check the appropriate boxes for each area the position is underutilized in, if applicable.
 - **Advertising venues:** Indicate the venues you will utilize for advertising this position.



NOTE: The Underutilization section, in combination with the application, is used by the ODAA in place of the Search paperwork.



Continue to Attaching Ad Copy

Attaching Ad Copy

Human Resources will continue to approve ad copy for the position you are posting. All of the current ad requirements are still in place when you will be posting your ad in other media outlets.

Regular Ad

Your regular ad is sometimes also referred to as the long ad. This ad typically includes more detailed information with information about the school as well as the position. The regular ad must include the following information:

- “Illinois State University, Normal/Bloomington” header
- Position title
- Direction to online application system www.IllinoisState.edu/jobs for applicants
- Job responsibilities
- Required and preferred qualifications
- Preferred beginning date of employment
- An application deadline or, preferably, a date when screening will begin (continuing until the position is filled). The statement "Initial review of applications will begin on xx/xx/xxxx and continue until filled. To assure full consideration, please apply by xx/xx/xxxx," enhances recruiting flexibility
- Materials to submit online, such as cover letter, resumé or curriculum vitae, names of references, letters of recommendation, placement credentials, or transcripts
 - Provide the name, title, and address where letters of recommendation should be submitted,
- ODAA Tag line – “Illinois State University is an equal opportunity/affirmative action university encouraging diversity.”

Short Ad

Short ad copy can also be attached and is used when placing a shortened version of your ad in print media. Utilizing this method can be very cost effective since you will refer applicants to the full ad copy that is already online. The short ad must contain the ODAA tagline “EEO/AA employer” and the statement “Please visit www.IllinoisState.edu/jobs for a full description of the position.”. All required information about the position will be in the online posting.

Online Recruiting & Hiring Guide for Laboratory Schools

Create a Posting

Attach Ad Copy

1. Click on the Documents tab.
2. Click on the Attach link next to the document type you want to attach.

Click the **Attach** link next to the Document Type

Attach / Remove	Document Type	Attached Document ("Type"_"Date"_"Time")	View Document
Attach	Regular Ad Copy	Not Attached	
Attach	Short Ad Copy	Not Attached	
Attach	Other	Not Attached	

3. Upload or Paste your ad copy and click 'Attach'.
 - Upload allows you to attach a document you have already created.
 - It is best to attach a Word or PDF document.
 - Paste allows you to either type text directly into the box or paste text from an existing document.

Upload a new document:

Browse below to select a document to associate.

File:

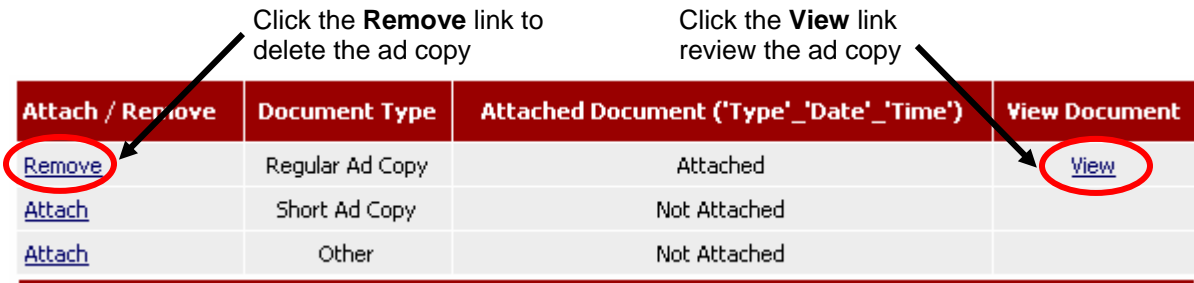
Paste a new document:

Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

4. Click 'Confirm' to confirm the attachment.

5. When returned to the main Documents tab, you will see links for 'Remove' and 'View' on the line of the document you attached.
- Remove will delete the ad copy you have attached. You will then have the ability to attach a different document.
 - View will open a pop-up window and allow you to review the ad you have attached.



Click the **Remove** link to delete the ad copy

Click the **View** link review the ad copy

Attach / Remove	Document Type	Attached Document ("Type"_'Date'_'Time')	View Document
Remove	Regular Ad Copy	Attached	View
Attach	Short Ad Copy	Not Attached	
Attach	Other	Not Attached	

6. Repeat steps 2-5 until all required documents are attached to the posting.



Continue to Request Committee Access to Applications

Request Committee Access to Applications

On the Search Committee Tab, you should indicate all members of the search committee. This includes both Lab School employees, Illinois State University employees, and other community members (i.e. parents, coaches, etc.) who will be part of the committee reviewing applications and participating in the hiring process.

Through this process, a guest user account and password will be created for the posting and allows access to view applications and any associated documents for the specified posting only. Human Resources will forward the guest user name and password to the Hiring Manager that submitted the posting. The user name and password can be shared with the search committee members to allow them to view and print the application materials. You may choose not to share the guest user name and password with those members of the search committee who are not affiliated as employees with the Lab Schools or Illinois State University.



NOTE: Skip this step for Substitute Teacher postings.

1. Click on the Search Committee tab.
2. Click on Add New Entry.

Posting Details	Documents	Search Committee
Please list all members of the search committee for this position.		
<ul style="list-style-type: none">· To Add A New Entry: Click the Add New Entry button.· To Edit An Entry: Click the <Edit> link for the specific entry.· To View An Entry: Click the <View> link for the specific entry.· To Delete An Entry: Click the <Delete> link for the specific entry.		
Existing Entries		
No Records Found		
ADD NEW ENTRY		← Click on Add New Entry to begin adding your committee members
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE		

3. Type the First Name, Last Name, and E-mail address of the committee member. Click 'Add Entry'.

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Title	<input type="text"/>
Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> I do not wish to disclose
Racial/Ethnic Class:	<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian or Pacific Islander <input type="radio"/> Black/African American, non-Hispanic <input type="radio"/> Hispanic <input type="radio"/> White, non-Hispanic <input checked="" type="radio"/> I do not wish to provide this information
* E-Mail Address:	<input type="text"/>
Phone:	<input type="text"/>
Search Chair?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No

ADD ENTRY ← Click on **Add Entry** to add the information for the committee member

4. Repeat steps 2-3 for each committee member.
5. Click 'Continue to Next Page' once all committee members have been added.

 **Continue to Submit the Posting for Approval**

Online Recruiting & Hiring Guide for Laboratory Schools

Create a Posting

Submit the Posting for Approval

1. Once all required information has been entered, click on 'Preview Posting'.
2. Review the information you have submitted.
 - If you notice an error in the information you have entered, click 'Edit' to return to the posting to make the necessary updates.
3. Select 'Submit for Approval' and click 'Continue' to submit your posting to Human Resources for approval and posting.

Posting Status

Save w/o submit

Submit for Approval ← Check **Submit for Approval**

← Click **Continue** to submit the posting

4. Confirm the change in posting status by clicking 'Confirm' in the Posting Status box.
 - A message will display indicating you have changed the status of your posting to 'Submitted for Approval'.
5. Human Resources will approve the posting and will contact you if further information is necessary.



NOTE: Allow up to **five business days** for the posting to be approved.

QuickLink

A QuickLink provides the department the ability to post an opening on the online system and then provide the link on their departmental websites. Human Resources would recommend that text such as 'Apply for our Math Teacher position' be used with the link in the background. When an applicant opens the link, they will be taken directly to your opening and will not be required to search. To obtain this link, send an e-mail to Human Resources when you submit your posting.

Posting Approval Indication

Once the posting is approved, it will appear as posted when you log on to the system.

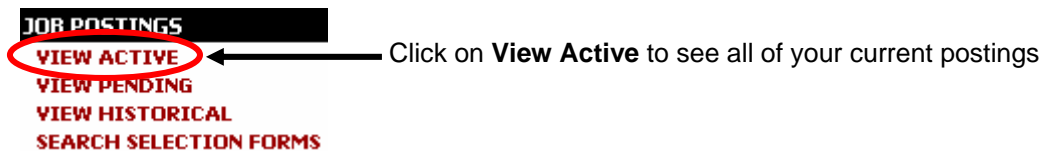
▼ Classification Title	▼ Working Title	▲ Posting Number	▲ Apps In Process	▼ Posting Date	▲ Job Close Date	▼ Department	▼ Posting Status
Faculty Associate View	High School Math Teacher	0700454	0	07-26-2007	Open Until Filled	University High School	Posted

View/Print Applications and Documents

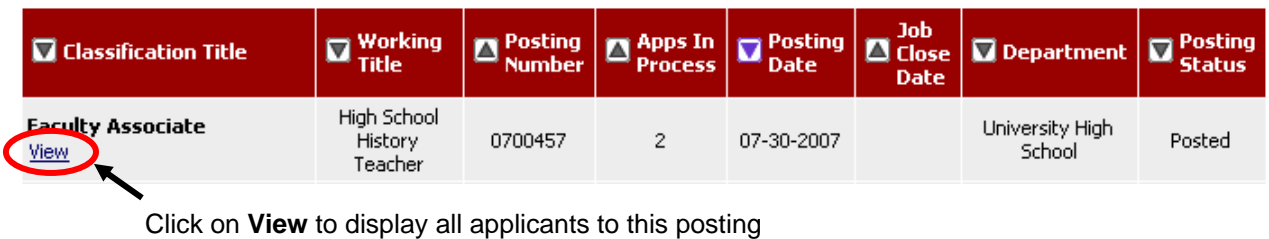
Managing applications is a key function of the online system. This is where you will view applications and track your applicants through the use of statuses.

Access the Posting and Applicants

1. Under 'Job Postings' click on 'View Active'.
 - Your active postings will also appear on the home page when you login. To access that page, click 'Home' in the main navigation bar on the left.



2. On the View/Edit Posting page, locate the posting and click 'View'.

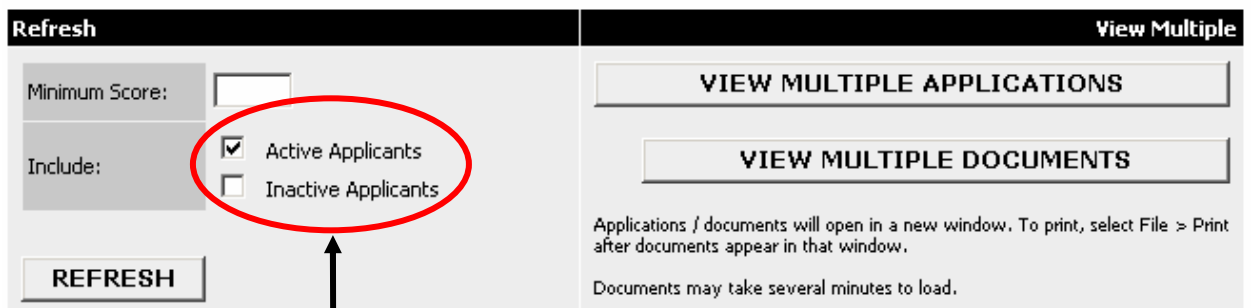


3. A list of applicants for the specified posting will be displayed.

View Active and/or Inactive Applicants

The system will default to displaying only active applicants. This can be changed to view both active and inactive or only inactive.

1. Follow the steps to Access the Posting and Applicants.
2. On the View/Edit Posting page, check the appropriate box in the 'Include' field to specify the applicants to be viewed.



Check **Active, Inactive, or both** to customize the list of applicants

Online Recruiting & Hiring Guide for Laboratory Schools

View/Print Applications and Documents

3. Click 'Refresh' and the specified list of applicants will be displayed.

View/Print Applications & Documents

The online system allows the ability to view each application and associated documents individually or as a group. Applications and documents will open as a printable version in a pop-up window.

View/Print Individual Applications & Documents

1. Follow the steps to Access the Posting and Applicants.
2. On the View/Edit Posting page, click on 'Faculty Associate Application' under the applicant's name.



Teacher, High School
Faculty Associate Application

Click on **Faculty Associate Application** to open a window to view/print the PDF version of the application

3. Click the link with the document name in the Documents column to view/print documents that were submitted with the application.

View/Print Multiple Applications & Documents

1. Follow the steps to Access the Posting and Applicants.
2. On the View/Edit Posting page, check the box in the All/None column to select specific applicants or click on All/None to select all applicants.

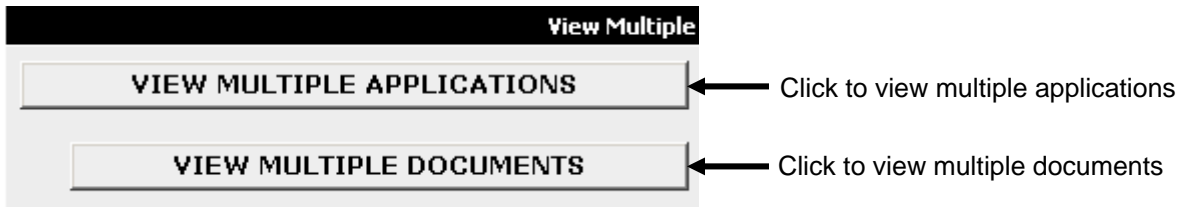
Check the box to **select specific applicants** or click 'All/None' to select all applicants

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Questions Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Selection Form?	<input type="checkbox"/> Status	All / None
Teacher, High School <u>Faculty Associate Application</u>	<u>Cvr Ltr</u> <u>Res/CV</u>	0	07-30-2007	No	Under Review by Manager <u>Change Status</u>	<input type="checkbox"/>
Teacher 2, High School <u>Faculty Associate Application</u>	<u>Cvr Ltr</u> <u>Res/CV</u>	0	07-30-2007	No	Under Review by Manager <u>Change Status</u>	<input type="checkbox"/>

Online Recruiting & Hiring Guide for Laboratory Schools

View/Print Applications and Documents

3. To view in a printable format, click 'View Multiple Applications' or 'View Multiple Documents'.



Manage Applications

Applicant Status Information

Applicant status determines where the applicant is in the appointment process. It also indicates whether the candidate is Active or Inactive for the posting. Active Applicants are those still under review and Inactive Applicants are those no longer under review. The following are the status options available, the corresponding status the applicant will see, and whether the application is active or inactive.

Application Status	Applicant sees	Active v. Inactive
Under Review by Manager (assigned by system)	In Progress	Active
FA - Missing Letters of Rec (Metcalf) - Send Email	Missing Letters of Rec	Active
FA - Missing Letters of Rec (UHigh) - Send Email	Missing Letters of Rec	Active
FA - Phone Interview	In Progress	Active
FA - Reference Check	In Progress	Active
FA - Personal Interview	In Progress	Active
FA - Offer Position	In Progress	Active
FA - Background Check - Send Email	In Progress	Active
FA - Recommend Candidate	In Progress	Active
FA - Not Selected	Not Selected	Inactive
FA - Not Selected (Interviewed) - Send Email	Not Selected	Inactive
FA - Not Selected - Send Email	Not Selected	Inactive

¹ When the Selection Form is approved by Human Resources, the applicant will see their status changed to “Offered Job”.

² The hiring manager must update the applicant status for all candidates who were not selected before the posting status can be changed to “FILL”.

Change Applicant Status

Use of applicant status is the key to managing your applicants. Status allows the system to do the work for you and helps filter your applicants. Status can be changed one applicant at a time or for multiple applicants at once.

One Applicant

1. Follow the steps to Access the Posting and Applicants.
2. On the View/Edit Posting page, locate the applicant to be updated and click the 'Change Status' link in the Status column.

Name	Documents	Questions Score	Date Applied	Selection Form?	Status	All / None
Teacher, High School Faculty Associate Application	Cvr Ltr Res/CV	0	07-26-2007	No	FA - Personal Interview Change Status	<input type="checkbox"/>

3. On the Change Applicant Status page, select the appropriate status from the drop down menu in the status column and click 'Continue to Confirm Page'.

Choose the status from the drop down menu

Name	Documents	Status	Selection Reason
Teacher, High School Faculty Associate Application	Cvr Ltr Res/CV	FA - Personal Interview	Choose Option Below: ▾

Click **Continue to Confirm Page** to submit the change

4. On the Change Applicant Status confirmation page, click 'Save Status Changes'.

Name	Documents	Status	Selection Reason
Teacher, High School Faculty Associate Application	Cvr Ltr Res/CV	FA - Personal Interview	

Click **Save Status Changes** to confirm the change

Multiple Applicants

1. Follow the steps to Access the Posting and Applicants.
2. On the View/Edit Posting page, check the box in the All/None column, or click 'All/None' to select all applicants, then click 'Change Multiple Applicant Statuses'.

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Questions Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Selection Form?	<input type="checkbox"/> Status	All / None
Teacher, High School Faculty Associate Application	Cvr Ltr Res/CV	0	07-30-2007	No	Under Review by Manager Change Status	<input type="checkbox"/>
Teacher 2, High School Faculty Associate Application	Cvr Ltr Res/CV	0	07-30-2007	No	Under Review by Manager Change Status	<input type="checkbox"/>

Click **Change Multiple Applicant Statuses** after selecting the applicants

CHANGE MULTIPLE APPLICANT STATUSES

3. On the Change Applicant Status page, change the status of all previously selected applicants. Click 'Continue to Confirm Page'.

Select the status from the drop down menu to change the status for all previously selected candidates

Change For All Applicants:

Status	Selection Reason
<input type="text" value="FA - Personal Interview"/>	<input type="text" value="Choose Option Below:"/>

Name	Documents	Status	Selection Reason
Teacher, High School Faculty Associate Application	Cvr Ltr Res/CV	<input type="text" value="FA - Personal Interview"/>	<input type="text" value="Choose Option Below:"/>
Teacher 2, High School Faculty Associate Application	Cvr Ltr Res/CV	<input type="text" value="FA - Personal Interview"/>	<input type="text" value="Choose Option Below:"/>

CONTINUE TO CONFIRM PAGE >> **RESET TO ORIGINAL STATUS**

Click **Continue to Confirm Page** after all status changes are complete

4. On the Change Applicant Status confirmation page, click 'Save Status Changes'.

Background Check

Employee Hired Through the Online System

For any new Faculty Associate or Substitute Teacher who is hired through the online system, all required documents for the background check will be handled online. The applicant will provide their authorization for the background check via a question on the certification page of the application. The applicant status 'FA – Background Check – Send Email' will automatically send the Fingerprinting Memo to the applicant and a notification to Human Resources when it is selected. For these individuals, there will not be any paper forms required for the background check process.

1. Update applicant's status to 'FA – Offer Position'.
2. Lab School Superintendent will make offer to applicant.
3. Applicant will accept offer.
4. Lab School Superintendent will communicate accepted offer to Lab School.
5. Update applicant's status to 'FA – Background Check – Send Email'.
 - Applicant will receive an e-mail providing them with instructions on how to complete the fingerprinting process.
 - Human Resources will receive an e-mail indicating that the applicant has received the fingerprinting memo.



NOTE: Skip steps 1-4 for Substitute Teachers since there is not an offer letter process. Proceed with step 5 once a decision has been made to allow the individual to sub.

Employee Hired Outside of the Online System

Any employee who is being hired outside of the online system will need to continue to complete the paper version of the PERS 944 Campus Security Act Conviction Information Request form and Fingerprinting Memo. Both documents will need to be submitted to Human Resources with the appointment paperwork.

APRS Entry

Alternative Program Records System (APRS) entry allows generation of the UID for employees who are new to the University. For those new employees who have had a prior affiliation with the University, APRS entry allows you to provide updated address information and “re-activate” their status. APRS entry assists the employee in that it provides them will access to University resources sooner in the process (ULID, keys, parking permit, etc.) and is a tool that will be used for the Human Resources Orientation process.

Once the offer has been accepted, you can enter the employee into APRS following the process that was provided to you in APRS training. The information you need for APRS entry can be found on the application the new employee submitted for the position you are hiring them for. You do not need to have the employee fill out a separate form.



NOTE: APRS entry should only be completed for Faculty Associates, not Substitute Teachers.

Complete Appointment

After the applicant has accepted the offer and the background check e-mail has been sent, you are ready to complete the selection form to submit the appropriate information to Human Resources to generate the stipend and tuition waiver. The selection form replaces the PAF (PERS 900/910). It is submitted electronically and relieves you from completing a paper form, obtaining signatures, and mailing to Human Resources.

Update Applicant Status

1. Follow the steps to Access the Posting and Applicants.
2. Locate the applicant you will be appointing and click 'Change Status' in the status column.
3. On the Change Applicant Status page, choose 'FA – Recommend Candidate' from the status drop down menu. Click 'Continue to Confirm Page'.
4. Save the status change.
5. The View/Edit Posting page will be displayed listing the applicants to the posting.

Select Candidate

1. On the View/Edit Posting page, locate the applicant and click 'Begin Selection Form' in the status column.

Click on **Begin Selection Form**

<input checked="" type="checkbox"/> Name	Documents	<input checked="" type="checkbox"/> Questions Score	<input checked="" type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Selection Form?	<input checked="" type="checkbox"/> Status	All / None
Teacher, High School Faculty Associate Application	Cvr Res/CV	0	07-26-2007	No	FA - Recommend Candidate Begin Selection Form Change Status	<input type="checkbox"/>

2. On the Begin Hiring Proposal for Job Description page, click 'Start Action' under Faculty Associate Selection Form.

Begin New Action

5 Records

Action

A/P Selection Form

[Start Action](#)

Civil Service Selection Form

[Start Action](#)

Faculty Associate Selection Form

[Start Action](#)

Graduate Assistant Selection Form

[Start Action](#)

Student Employment Selection Form

[Start Action](#)

Online Recruiting & Hiring Guide for Laboratory Schools

Complete Appointment

- The Faculty Associate Selection Form page will be displayed. Search by one or more of the options available on this page and click 'Search' to find the position.
 - Position Number:** Searching by position number will be the easiest search mechanism as it will only display the position that you intend to hire.
 - Classification Title:** Searching by classification title only will bring up every job description created for the classification title that has been selected. For example, if you search by 'Faculty Associate' you will see all Faculty Associate classifications and will have scroll through the list to find the one you want.
 - Department:** Searching by department only will bring up every classification title that has been created for the specified department.
 - Employee First Name:** Searching by first name of employee being replaced should be done in conjunction with last name to bring up the appropriate employee's job description.
 - Employee Last Name:** Searching by last name of employee being replaced should be done in conjunction with first name to bring up the appropriate employee's job description.



NOTE: Remember you are searching for information currently in the job description which will display the name of the employee being replaced and their position number. If this is a new hire to a brand new job description, you will not be able to search by Employee First Name or Employee Last Name.

Faculty Associate Selection Form

You may search by one or more of the following:

Search Positions to Begin Action On			
Position Number	<input type="text"/>	Employee First Name	<input type="text"/>
Classification Title	<input type="text" value="Any"/>	Employee Last Name	<input type="text"/>
Department	<input type="text" value="Any"/>		

SEARCH	CLEAR RESULTS
---------------	----------------------

Click on **Search**

- The position you searched for will be displayed. Click on 'Start Action' under the classification title.

Classification Title	Department	Class Code	ISU Position #	Employee Last Name	Date of Last Action	Last Action
Faculty Associate Start Action View Summary	University High School	850000	12345		07-26-2007	New Position Description Approved View History

- The Create Faculty Associate Selection Form page will be displayed for the specified applicant.

Complete Selection Form

The selection form is completed on the 'Create Faculty Associate Selection Form' page. This online form replaces the paper PAF (PERS 900/910). All required fields are indicated with an * (asterisk).

- Enter all necessary data for the appointment.
 - Review all segments and requirements on the succeeding pages.
- Click 'Preview Action' when complete.
 - To make any changes to the data, click 'Edit'.
 - If any errors were made, the fields will be flagged and you will need to correct the data before proceeding.
- Submit the selection form to Human Resources. Check 'Submit Selection Form to HR' and click 'Continue'.

The screenshot shows a section titled "Action Status" with two radio button options: "Save Selection Form w/o Submit" and "Submit Selection Form to HR". The "Submit Selection Form to HR" option is selected and circled in red. Below the options are two buttons: "CANCEL" and "CONTINUE". The "CONTINUE" button is also circled in red, and an arrow points to it with the text "Click on Continue".

- Click 'Confirm' on the Confirm Change Status Action page to submit the form to Human Resources.
- The View/Edit Posting page will be displayed with the message 'Selection Form Submitted to HR'.
 - Be sure to mail all other required documents to Human Resources.
- Human Resources will review and approve the selection form. Upon approval, a selection form approval e-mail will be sent to the Hiring Manager.
 - Receipt of the e-mail is your notification that the appointment is approved and on the system.

Online Recruiting & Hiring Guide for Laboratory Schools

Complete Appointment

Personal Data Segment

Where applicable, data will automatically populate in this segment from the application.

Personal Data Segment	
* Employee First Name	<input type="text" value="High School"/>
MI:	<input type="text"/>
* Employee Last Name	<input type="text" value="Teacher"/>
Citizenship-Visa Type:	<input type="text" value="No Response"/>
Citizenship- Country (Country Code)	<input type="text"/>
Work Authorization Date: (<i>Date I-9 verified for US or RA. Date authorized to work until for alien.</i>)	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
* 4 Digit Mail Code/Delivery Point (e.g. 1000)	<input type="text"/>
* Tenure Eligibility:	<input type="text" value="No Response"/>
Tenure Year (Add four years to the beginning year of the appointment)	<input type="text"/>
3 Digit Degree Code from Degree Table: (please indicate highest degree attained -do not include degrees in progress) Degree Table	<input type="text"/>
* Degree Year:	<input type="text"/> / <input type="text"/> (yyyy)
* Name of highest degree- granting institution:	<input type="text"/>

Appointment Data Segment

Indicate information regarding the appointment.

Appointment Data Segment	
* Beginning Indicator:	<input type="text" value="No Response"/>
* Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
* End Date: (contract cannot be greater than one year):	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
* Department	<input type="text" value="Not Assigned"/>
* Percent (1-100 for Faculty Associates, 0 for Substitute Teachers):	<input type="text"/>
* Rate: (monthly salary to nearest dollar):	<input type="text"/>
* Months: (1.0-12.0)	<input type="text"/>
* Category:	<input type="text" value="No Response"/>
* Appointment Type:	<input type="text" value="No Response"/>
* Job Class:	<input type="text" value="850000"/>
* Job Class Entry Date: (first date in this job class):	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
* Rank:	<input type="text" value="No Response"/>
* Rank Department (if no faculty rank use home department number):	<input type="text"/>
* Terminal Degree:	<input type="text" value="No Response"/>

Online Recruiting & Hiring Guide for Laboratory Schools

Complete Appointment

Funding Source

Two funding source boxes are provided. All information in Funding Source 1 is required, except %FM and %LM. Funding Source 2 is optional if the appointment will be funded by a second account.

Funding Source 1

* Account # (xx-xxxx-xxxx):	<input type="text"/>
* Position #:	<input type="text" value="12345"/>
* Amount (NOTE: total monthly salary should round to nearest whole dollar)	<input type="text"/>
* Type:	<input type="text" value="FRG"/>
* Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
* End Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
* Percent (1-100 for Faculty Associates to nearest whole percent, 0 for Substitute Teachers):	<input type="text"/>
% FM (pro-rated percentage of first month pay for this account):	<input type="text"/>
% LM (pro-rated percentage of last month pay for this account):	<input type="text"/>

Contract/Comments & Contingencies

The Contract/Comments & Contingencies box allows you to submit information regarding the contract. You may also utilize this section to provide other information about the appointment or associated paperwork to Human Resources.

Contract/Comments & Contingencies	
* Type:	<input type="text" value="No Response"/>
* Full-time or Part-time:	<input type="text" value="No Response"/>
* Transcript:	<input type="text" value="No Response"/>
* Campus Security:	<input type="text" value="No Response"/>
* Work day contingency (emergency day utilization):	<input type="text" value="No Response"/>
Other Contract Comments/Contingencies	<input type="text"/>
Please note all that apply Helplink	
Comments to Human Resources:	<input type="text"/>

Finish the Posting

Once the selection form has been completed and approved by Human Resources, all other applicants should be moved to a 'Not Selected – Send Email' status and the posting should be updated to 'Fill' status.

Update Status for Applicants Not Selected

Once the offer has been made and accepted by applicant, the status for all other applicants should be changed to indicate they were not selected.

1. Follow the steps to Access the Posting and Applicants and Change Applicant Status.
2. Select one or multiple applicants.
3. Choose the applicant status 'FA - Not Selected (Interviewed) - Send Email' or 'FA - Not Selected - Send Email'.
4. Online system will automatically send an e-mail to the applicant indicating they were not selected and they will become inactive for the posting.

Fill the Posting

Once Human Resources approves the submitted selection form and all other applicants are moved to a 'Not Selected – Send Email' status, the posting should be indicated as filled. The Posting Status will appear as 'Removed from Web'.

1. Under 'Job Postings' click on 'View Active'.



2. Find the posting that is complete and click 'Fill' in the Posting Status column.

Classification Title	Working Title	Posting Number	Apps In Process	Posting Date	Job Close Date	Department	Posting Status
Faculty Associate View		0700451	0	07-26-2007	08-15-2007	University High School	Removed from Web Fill

Click **Fill** to indicate all applicants are either selected or not selected

3. Confirm that the appropriate posting has been changed to Fill and click 'Confirm'.
4. A message stating 'The status of this Posting has been changed to: Filled' will be displayed.



NOTE: In order to ensure appropriate records retention, once a month Human Resources will fill all postings that have zero (0) applications in process.

Update an Approved Job Description

Once a job description has been approved by Human Resources, updates can be made to that job description. Any updates will be reflected in future postings that you create from position.

1. Under Job Descriptions, click on 'Start Action' under Update Existing Position

Action	Display Order
New Position Start Action	10
Update Existing Position Start Action	20
Change Title (HR USE ONLY) Start Action	24
Change Percent Appointment Start Action	26

2. Choose the appropriate search criteria to locate the job description you need to update and click 'Search'.
3. Once the appropriate job description is located, click on 'Start Action' under the job class title.
4. The job description will be displayed. Information in editable fields can be updated. After you make your changes on all necessary tabs, click 'Preview Action' and you can save without submitting or submit to Human Resources.

Handling Paper Resumes

Paper copy resumes will likely still continue to be received via mail or at job fairs. These resumes continue to be a good recruiting tool and need to be addressed. The following are a few recommendations on handling resumes.

- Review the resume and contact the candidate if you believe they are a good fit for an opening. Provide them with instructions on how to apply.
- Create a standard e-mail response to send to all candidates providing them with instructions to access the online system to apply.
- Create a flyer to take to job fairs providing applicants with instructions on accessing and applying to positions via the online system.

Appendix A: Documentation Needed for Appointments

Faculty Associate Appointed through Online System

- Selection Form (submitted online)
- VITA Sheet (PERS 150)
- I-9, Employment Eligibility Form
- Illinois Teaching Certificate
- Official Transcripts
- Offer Letter
- PERS 903, New Employee Address Submission form
- TB Test Results
- CANTS 22 DCFS Mandated Reporter form
- SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

Faculty Associate Not Appointed through Online System

- Personnel Action Form (PERS 900)
- VITA Sheet (PERS 150)
- I-9, Employment Eligibility Form
- PERS 930 Waiver from Affirmative Action Search
- Illinois Teaching Certificate
- Official Transcripts
- Offer Letter
- PERS 903, New Employee Address Submission form
- PERS 944, Campus Security Act Conviction Information Request form
- Fingerprinting Memo
- TB Test Results
- CANTS 22 DCFS Mandated Reporter form
- SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

Online Recruiting & Hiring Guide for Laboratory Schools

Appendix A: Documentation Needed for Appointments

Substitute Teacher Appointed through Online System

- Selection Form (submitted online)
- VITA Sheet (PERS 150)
- I-9, Employment Eligibility Form
- Illinois Teaching Certificate or Illinois Substitute Teacher Certificate
- PERS 903, New Employee Address Submission form
- TB Test Results
- CANTS 22 DCFS Mandated Reporter form