This manual is designed to provide an overview and Quick Steps to processAppState Careers Positions and Hire (formerly Applicant Tracking) modules for EHRA Non Faculty Staff.


This manual provides Quick Steps for:

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*Note: Postings for EHRA Non Faculty Staff are created by Employment Office.*
Creating a New Position Description – EHRA Non Faculty Staff

Step 1. Select from the drop down (upper left side of the screen).

Step 2. Select the correct User Group (upper right side of the screen) (Search Committee Chair, Department Head, Hiring Manager, etc.).

Step 3. Select the Position Descriptions tab (top middle of the screen).

Step 4. Select the position type = EHRA Non Faculty Staff.

Step 5. Click if creating a New Position (right side of screen).

Step 6. Note that you can *Clone an existing Position Description* or create a *New Position Description*:
   a. If cloning, search for the position at the bottom of the screen and click to select.
   b. If not cloning, enter the Position Title, Division and Department.

Step 7. Click .

Step 8. Complete the required fields in each section beginning with Position Justification:

*Note:* Clicking will save each section.
Step 9. Once you complete all sections, you will be on the Summary page. Verify that each section is valid by the ✔️ on the left. If a section is not valid 🟢, click Edit to fix it.

Step 10. When you are satisfied all data is valid, click Take Action On Position Action.

Step 11. Workflow Actions will vary based on the Position and your Current User Group. Select the appropriate action.

Step 12. Add desired Comments and choose if you want to Watch this position status. Note that comments are emailed to the next approver in the workflow and cannot be removed.
Modifying a Position Description – EHRA Non Faculty Staff

Step 1. Select from the drop down (upper left side of the screen).

Step 2. Select the correct User Group (upper right side of the screen) (Search Committee Chair, Department Head, Hiring Manager, etc.).

Step 3. Select the Position Descriptions tab (across the top middle of the screen).

Step 4. Select EHRA Non Faculty Staff.

Step 5. On the row of the desired position, click select the desired action:
   1. Start Action on Position Description
   2. Update Supervisor
   3. Separation Notice (if only separating but not ready to request to post)

Step 6. Click Start

Step 7. Select the desired section to edit (from the menu on the left):
Step 8. Make the desired modifications and click Save or click Next.

Step 9. From the menu on the left, click on the Summary page Position Action Summary.

Step 10. When you are satisfied all data is accurate, click Take Action On Position Action.

Step 11. Workflow Actions will vary based on your Current Group. Select the appropriate action.

Step 12. Add desired Comments and decide if you want to Watch this position status.

*Comments are emailed to the next approver in the workflow and cannot be removed.

Notes:

- If a position has not yet been approved, the level where approval is waiting is the only user who can Edit or submit for approval.

- Changes to a position will not be made to open Postings.
Step 1. Select Position Management from the drop down (upper left side of the screen).

Step 2. Select the Position Descriptions tab (across the top middle of the screen) and select appropriate position type.

Step 3. Select EHRA Non Faculty Staff for approved positions. Select EHRA Non Faculty Staff Position Actions to view pending actions or approved actions.

Step 4. Your default search will automatically execute.

Step 5. You can click Saved Searches for other saved searches other than default.

Step 6. You can create a new Ad Hoc search by entering new search criteria or clicking More Search Options to add columns or to select a specific Workflow State.

Step 7. Once the search results are displayed at the bottom of the screen, you can move columns around, sort and delete columns by hovering over a column title and clicking an icon (to the right).

= move the column to the left/right

= sort ascending/descending

= delete the column
Step 8. To save this new Ad Hoc Search, click Save this search.

Step 9. Enter

Step 10. Click Make it the default search? if desired.

Step 11. To export the query results to Excel, click the Actions button and Export results.

Step 12. To view specific details about a position, click Actions and then View on that row.

Step 13. You can view Summary, History, or other options.
**Viewing a Posting – EHRA Non Faculty Staff**

**Step 1.** Select ![Applicant Tracking System](image) from the ![drop down](image) (upper left side of the screen).

**Step 2.** Select the ![Postings](image) tab (across the top middle of the screen).

**Step 3.** Select the Posting type EHRA Non Faculty Staff.

**Step 4.** Your default search will automatically execute.

**Step 5.** You can click ![Saved Searches](image), and select the desired one.

**Step 6.** You can create a new Ad hoc search by entering new search criteria ![or clicking More Search Options](image) to add columns or to select a specific Workflow State.

**Step 7.** Once the search results are displayed at the bottom of the screen, you can move columns around, sort and delete columns by hovering over a column title and clicking an icon ![to the right](image).

- Equal sign = move the column to the left/right
- = sort ascending/descending
- = delete the column

**Step 8.** To save this new Ad hoc Search, click ![Save this search?](image).

**Step 9.** Enter ![Name](image).

**Step 10.** Click ![Make it the default search?](image) if desired.
Step 11. To export the query results to Excel, click Actions and Export results.

Step 12. To view specific details about a position, go to the end of the row, click Actions and then View Posting.

Step 13. You can view Summary, History, or other options.
Viewing an Application – EHRA Non Faculty Staff

Step 1. Select from the drop down (upper left side of the screen).

Step 2. Select the tab (across the top middle of the screen).

Step 3. Select the Posting type EHRA Non Faculty Staff.

Step 4. Search for the desired Posting (use more search options for added columns).

Step 5. At the end of the posting row, click and then .

Step 6. To view one applicant, click on that line and then .

Step 7. To view all applications for that Position:
   a. Click the to the left of the title row next to the name heading to select all applicants.
   b. Click the button above the Actions column on the right.
   c. Select .
   d. Select the documents you want to view (Application Data, Resume, etc.) then click.
   e. A file will be generated which could take a while depending on the number of applicants.

Note: A list of applicants can be exported by clicking then click .
Step 1. Select Applicant Tracking System from the drop down (upper left side of the screen).

Step 2. Select the correct User Group (upper right side of the screen) (Search Committee Chair, Department Head, Hiring Manager, etc.).

Step 3. Select the Postings tab (across the top middle of the screen).

Step 4. Select the EHRA Non Faculty Staff posting type.

Step 5. Search for the desired Position Description (use more search options for added columns).

Step 6. On the row of the position, click Actions and then View Applicants.

Step 7. To view one applicant, click Actions on that line and then click View Application.

Step 8. After reviewing the application, select Take Action On Job Application at the top right of the screen.

Step 9. Select the appropriate Workflow Action for the application.

-Or- Applicants can also be processed in Bulk (Use Search to filter workflow states):
  i. Click the to the left of the Top Column Heading
  ii. Click
  iii. Under the BULK section in list, click Change for all applicants
  iv. Either change the status for all next to the field
  v. Or select a for each applicant
  vi. Save Changes

*Examples of Workflow Movement:*
Step 1 – “Qualified”, “Search Committee Det’d not Qualified” (helpful in initial screening stages)
Step 2 – “Select for Phone Interview”, “Phone Interviewed”, “Finalist”
Step 3 (on-campus interview or final phone interview) – “Selected for Interview – Requires Compliance/EEO Approval” (This step required for all on-campus interviews, or if no on-campus interview - for the final phone interview). Once Equity Review is completed, HR will move candidate in workflow to “On-Campus Interview Pending”/“On Campus Interview”.
Step 4 – Selected candidate for hire moved to “Recommend for Hire”. All others moved to “Not Hired” (several options to choose from depending on process of candidate), or “Search Committee Det’d not Qualified”.

**Hiring Proposal Workflow – EHRA Non Faculty**

**Step 1.** Select from the drop down (upper left side of the screen).

**Step 2.** Select the Postings tab (across the top middle of the screen).

**Step 3.** Select the EHRA Non Faculty Staff Posting type.

**Step 4.** Search for the desired Posting (use more search options for added columns).

**Step 5.** On the row of the Posting, click on the title (far left).

**Step 6.** Click on the tab.

**Step 7.** Click on the Name of the applicant who is in the Recommend for Hire Workflow State.

**Step 8.** Click on the right side of the screen.

*Note: If you do not see “Start Hiring Proposal, verify your user group is correct. The user group must be the hiring authority’s highest level user group.*

**Step 9.** Verify the Hiring Proposal is connected to the correct Position Description. Select

**Step 10.** Complete the required fields on each section.

*Note: Clicking will save and move to the next section.*
Step 11. After completing all sections, you will be on the Hiring Proposal Summary page. Verify that each section is valid by the ✓ on the left. If a section is not valid 🚫, click Edit to fix it.

Step 12. When you are satisfied all data is valid, click Take Action On Hiring Proposal.

Step 13. Select the appropriate action under “Move Directly To…” based on your Current Group:

- Hiring Manager
- Department Head
- Dean/Director
- Compliance/EOO
- Vice Chancellor
**Viewing Inbox for Quick Access**

**Step 1.** Select or from the drop down (upper left of screen).

**Step 2.** Scroll on main screen of Positions or Hire to locate “Inbox” section.

**Step 3.** Click the appropriate tab to see your available actions.

**Step 4.** To access, click on the job title (far left).

**Add to Watch List**

**Step 1.** Access position, hiring proposal, etc., and click “Add to Watch List” in upper right hand corner of position page.

**Viewing Watch List**

**Step 1.** Select or from the drop down (upper left side of screen).

**Step 2.** Scroll on main screen of Positions or Hire to locate “Watch List” section.

**Step 3.** A list of Postings, Hiring Proposals and Position Actions you have checked to watch will be displayed.

**Step 4.** To access, click on the job title (far left).

*Note:* To unfollow click the beside the job you wish to unfollow and click (right side of Watch List section).
Step 1. Select or from the drop down (upper left of screen).

Step 2. Select the correct User Group (upper right side of the screen) (Search Committee Chair, Department Head, Hiring Manager, etc.).

Step 3. Select the desired action (Position Descriptions if you chose Positions or Postings/Hiring Proposals if you chose Hire) and select the type from the list (EHRA Non Faculty Staff, etc.).
   a. Note: SHRA Position Actions or EHRA Position Actions will display all positions with an action whereas SHRA or EHRA shows only those approved.

Step 4. Create a new search:
   a. Enter your desired keyword and click . Your results will display at the bottom of the screen.
   b. Click to add more columns and set defaults.
   c. From the Add Column drop down list, you can select columns to add to the search results. Add as many as desired.
   d. If you are searching SHRA Position Descriptions or EHRA Non Faculty Position Descriptions, you can select a desired Department to create a departmental search.
   e. You can now move columns around into desired positions (or even delete if not needed):
      1. To move a column, hover over the column at the bottom of the screen.
      2. There are several choices:
         1) = move the column to the left/right
         2) = sort ascending/descending
         3) = delete the column
   f. Notice this search folder is temporarily called . To save it, click .

Saving a Search
g. Complete Saved Search criteria including – “Name of Search, Type of Search Access, and make default if desired).

![](image)

h. Click [Make it the default search?] if desired.

i. Click [Save this Search].

**Note:** You can modify a saved search and save it with a new name if desired - choose “Overwrite Saved Search” by selecting the saved search you wish to replace.

**Step 5.** You can open a Saved Search by hovering over [Saved Searches] and selecting from the drop down list. (Saved searches apply to the type of search you are performing and the Current Group you have selected.)

**Step 6.** To export the query results to Excel, click [Actions] and [Export results].