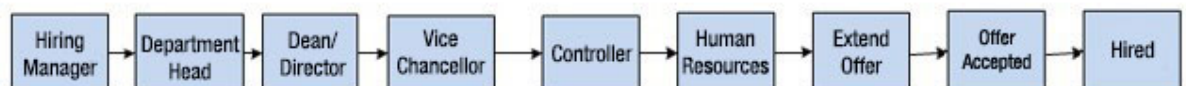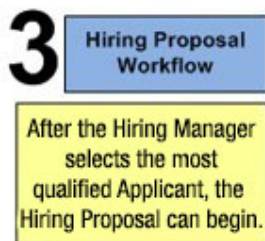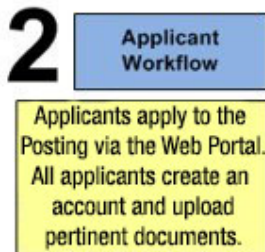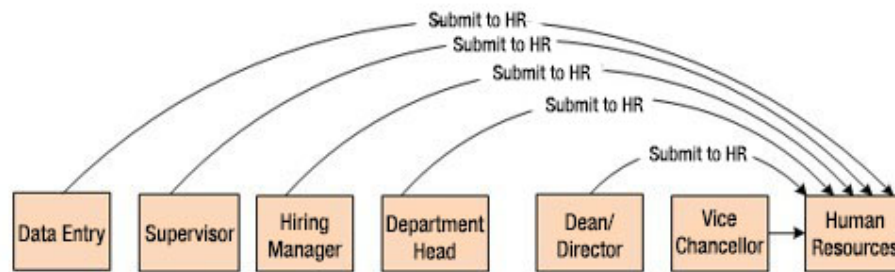# AppState Careers
Quick Steps – Temporary

This manual is designed to provide an overview and Quick Steps to process the AppState Careers Applicant Tracking (Posting and Hiring Proposal) modules.
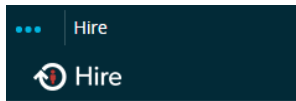
This manual provides Quick Steps for:

Workflow – Temporary

Creating a Posting – Temporary

Step 1. Select the Hire Module from the top-left corner of the screen

••• | Hire
🔄 Hire

Step 2. Select the correct User Group if authorized (Data Entry, Department Head, Hiring Manager, etc.)

User Group:

Hiring Manager ▾

You will receive a message at the top of the screen indicating that you are now viewing as a member of the group you selected.
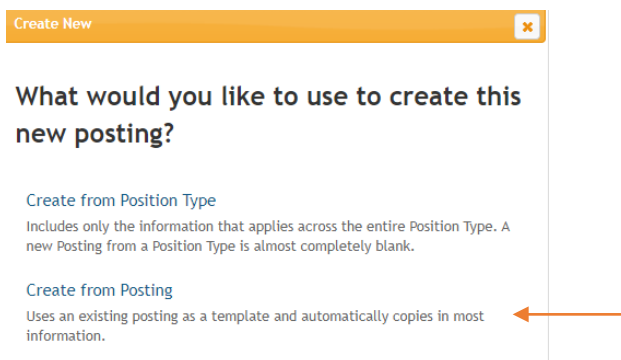
Step 3. Select

Postings ▾   Pools
    SHRA Staff
    EHRA Non Faculty Staff
    Faculty
    Temporary   ←

Postings-Temporary (across the top middle of the screen).
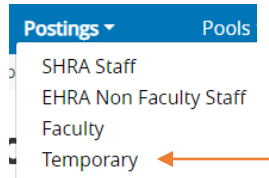
Step 4. Click the orange box on the right side of the screen

+ Create New Posting

Step 5. Choose Create from Posting from the pop-up box. You may select Create from Position Type instead, however a new posting using this option is almost completely blank.

Create New   ✖

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information. ←

Step 6. Search for the desired Posting (or Position Number) from which to copy.

Step 7. If the posting looks like the one you want to use, click the Create Posting from this Posting option on the right side of the screen ⊕ Create Posting from this Posting
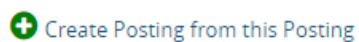
Step 8. On the next page, change Working Title (and other fields) if needed. Clicking Next will save and move to the next section.

Step 9. Scroll down under the Interest Card area, please choose the last option ☐ Temporary
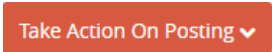Then, click Create New Posting in the orange box at the top or bottom of the screen. Create New Posting
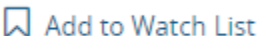
Step 10. Once you complete all sections,

✅ Posting Details
✅ Supplemental Questions
✅ Applicant Documents
✅ Evaluative Criteria
✅ Search Committee Members
✅ Guest User
✅ Comments
Summary

you will be on the Summary page. Verify that each section is valid with a ✅ . If section is not

valid, ⚠ you must click *Edit* to correct.

Step 11. When you are satisfied all data is accurate, click Take Action On Posting ⌄ and select the desired Workflow Action.

Step 12.   Add desired Comments. Comments are emailed to the next approver in the workflow and cannot be removed.
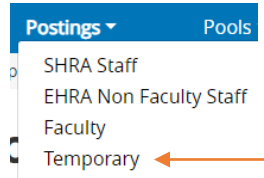
If you would like to add the new posting to your Watchlist, click the ribbon in the top right of the newly created posting 🔖 Add to Watch List

Viewing a Posting – Temporary

Step 1. Select the Hire Module `··· | Hire  🔄 Hire` from the top-left corner of the screen

Step 2. Select `Postings ▾    Pools` Postings-Temporary (across the top middle of the screen).

SHRA Staff
EHRA Non Faculty Staff
Faculty
Temporary

Step 3. Your default search will automatically execute or you can click on `Saved Searches ▾` and select the desired search.

Step 4. You can create a new Ad Hoc search by entering new search criteria or clicking the `🔍 More Search Options ▾` drop-down and choosing which columns you would like to appear on your search.

Step 5. Once the search results are displayed at the bottom of the screen, you can move columns, sort and delete columns by hovering over a column title and clicking an icon `<>^∨ ✖`

`<>` = move the column to the left/right

`^∨` = sort ascending/descending

`✖` = delete the column

Step 6. To save this new Ad Hoc search, click `Save this search?` and enter the name of the search. You may choose to make this your default search during this time. Then click `Save this Search`

Step 7. To export the query results to Excel, click `Actions ▾` then `Export results`

**Step 8.** To view specific details about a position, go to the end of the row, click `Actions ▾` and then `View`

Step 9. You can view `Summary` or `History` .

Modifying a Posting – Temporary

- *Changes cannot be made to open Postings.*
- *Changes can only be made by certain Current Groups and to Postings in a certain workflow state.*

Step 1. Select the Hire Module from the top-left corner of the screen
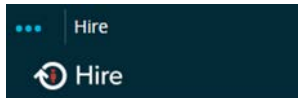
Step 2. Select the correct User Group if authorized (Data Entry, Department Head, Hiring Manager, etc.)

 You will receive a message at the top of the screen indicating that you are now viewing as a member of the group you selected.

**Step 3.** Select Postings-Temporary (across the top middle of the screen).

Step 4. Click for the desired Posting (use More search options for added columns).

Step 5. On the row of the desired Posting, click on the Posting Name in the far left column to access the edit screen.

Step 6. Next to Posting description at the top of the screen, click Edit

Step 7. From the menu on the left, select the desired area where the change is to be made.
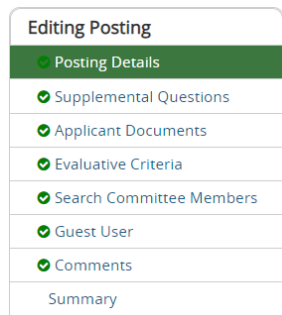
Step 8. Make the desired change and . You will get a message:

> Posting was successfully updated. Changes will not be visible to applicants until they are published on the applicant portal or the posting is transitioned.

Step 9. Click on the Summary page Summary from the menu on the left.

Step 10. Scroll down the screen to make sure each section is error free with a ✓ .

Step 11. When you are satisfied all data is accurate, click Take Action On Posting ▾ .
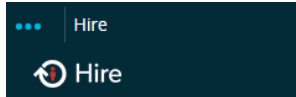
Step 12. Workflow Actions will vary based on the Posting type and workflow status.

Step 13. Add desired Comments and decide if you want to Watch this Posting.

Note that comments are emailed to the next approver in the workflow and cannot be removed.

Viewing an Application - Temporary

Step 1. Select the Hire Module from the top-left corner of the screen

•••	Hire
⊕ Hire	

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

Step 3. Select the Temporary posting type.

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

Step 5. Click on the Posting Name of the job you want to view.

Step 6. To view all applications for that position, click on the Applicants tab

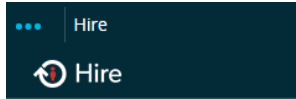| Summary	History	Settings	Applicants	Reports

Step 7. To view a specific application, click on the applicant's first name.

Step 8. To download all applicants as a PDF:

    a. Click the ☐ to the left of the title row next to the name heading to select all applicants.

    b. Click the Actions⌄ button above the Actions column on the right.

    c. Select Download Applications as PDF .

    d. Select the documents you want to view (Application Data, Resume, etc.) then click. Submit

    e. A file will be generated which could take a while depending on the number of applicants.

Changing an Applicant Workflow – Temporary

Step 1. Select   the Hire Module from the top-left corner of the screen

Step 2. Select the correct Current Group if authorized (Department Head, Dean, VC, etc.)

Current Group: Department Head   You will receive a message at the top of the screen indicating that you are now viewing as a member of the group you selected.

Step 3. Select the **Postings** tab.

Step 4. Select the Temporary posting type.

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

Step 6. To view all applications for that position, click on the Applicants tab

Summary | History | Settings | **Applicants** | Reports

Step 7. To view a specific application, click on the applicant's first name.

**Step 8.** After choosing the applicant, select Take Action On Job Application ▾ at the top right of the screen.

Step 9. Select the appropriate Workflow Action.

Hiring Proposal Workflow – Temporary

The Posting must have the Applicant in the correct Workflow State (Recommend for Hire) before the Hiring Proposal can begin.

__Note:__ Before beginning the Hiring Proposal, change Current Group to your highest level so you can submit up to the next level.

Step 1. Select   the Hire Module from the top-left corner of the screen
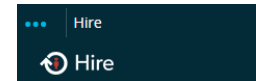
Step 2. Select the ⬛ Postings tab (across the top middle of the screen).

Step 3. Select the Temporary Posting type.

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

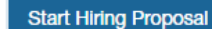**Step 5.** To view all applications for that position, click on the Applicants tab

Summary | History | Settings | **Applicants** | Reports

Step 6. Click on the Name of the applicant who is in the *Recommend for Hire* Workflow State.

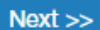**Step 7.** Click on ⊕ Start Hiring Proposal   under the orange box **Take Action On Job Application ⌄** .
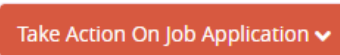
Step 8. Confirm the Posting and click **Start Hiring Proposal**

Step 9. Complete the required fields on each section.

Editing Hiring Proposal

Temporary Employment A...

✅ Hiring Proposal Documents

Hiring Proposal Summary

__Note__: Clicking **Next >>** *will save and move to the next section.*

Step 10. 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 complete, a ⚠ will appear. Click Edit to go back and complete that section.
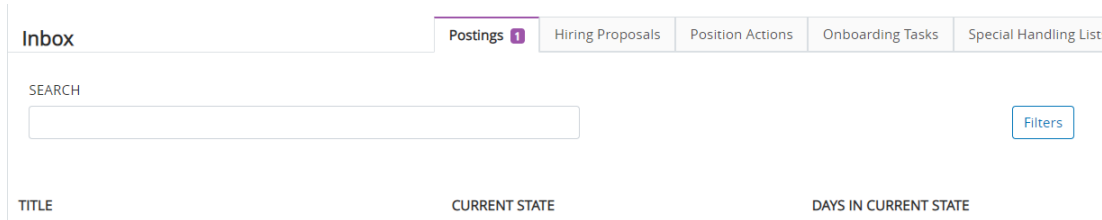
Step 11. When you are satisfied all data is valid, **Take Action On Hiring Proposal ⌄** and select the appropriate workflow action based on your Current Group (submit to your supervisor).
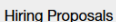
Viewing Inbox

Step 1. Select ![Positions] or ![Hire] from the upper left of screen ![...] .

Step 2. Your inbox will appear in the middle of the screen.

Inbox	Postings **1**	Hiring Proposals	Position Actions	Onboarding Tasks	Special Handling Lists
SEARCH					Filters
TITLE		CURRENT STATE		DAYS IN CURRENT STATE	

Step 3. Click the appropriate tab to see your available actions Postings **Hiring Proposals** Position Actions .

Step 4. If you have actions, click on the Title of the Position.

Step 5. After you validate the fields, click ![Take Action] and select the desired workflow action. If the Posting is in the Hiring Proposal state, you will have the option ![Take Action On Hiring Proposal ▾] .
Note: *The Actions will vary based on the Position or Posting user and workflow state.*

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Viewing Watch List

Step 1. Select ![Positions] or ![Hire] from the upper left of screen ![...] .

Step 2. The Watch List section will appear near the bottom of your screen

Watch List	Postings	Hiring Proposals	Position Actions
SEARCH			Unwatch Postings

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

Step 4. Click on the Job Title to view each item in your Watch List.

Step 5. To remove an item from your Watch List, click on the blue ribbon beside the Job Title ![ribbon]

Saving a Search

Step 1.   Select 🔵 Positions or 🔵 Hire from the upper left of screen ••• .

Step 2.   Change to the desired Current Group in the top right corner of the screen (Data Entry, Supervisor, etc.).

User Group:
Search Committee Chair ▼

You will receive a bar at the top of your screen indicating that you are now viewing as a member of the group you selected.

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 (SHRA, EHRA Non Faculty, etc.).

   a. **_Note_**: *SHRA Position Actions or EHRA Position Actions will display all positions with a current action whereas SHRA or EHRA shows only those approved with no current action.*

Step 4.   To create a new search:

   a. Enter your desired keyword and click Search . Your results will display at the bottom of the screen.

   b. Click Q More Search Options ✔ to add more columns and set defaults.

   c. From the Add Column drop down [Add Column ▼] 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 Ad hoc Search . To save it, Save this search? .

   g. Click ☐ Make it the default search? if desired.

   h. Provide a search name Name [   ] .

   i. Click Save this Search .

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.) You can then modify the saved search and save it with a new name if desired.

Step 6.   To export the query results to Excel, click Actions ✔ and Export results .