

HIRING MANAGER'S USER'S GUIDE

**Worcester Polytechnic Institute
Online Hiring System**



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INTRODUCTION

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Welcome to the Worcester Polytechnic Institute Online Employment Application System. The Office of Human Resources has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Postings to HR
- View Applicants to your Postings

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Postings
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The Office of Human Resources has provided this training guide to assist with your understanding and use of this system. If you are interested in attending a hands-on tutorial of the PeopleAdmin system please contact the Office of Human Resources at extension 5470.

Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However, some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Please use the navigational buttons within the site. 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.

The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of the data, **the system will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

GETTING STARTED

Log into the Banner Web for Employees to get access to the system. The Banner Web for Employees can be accessed via the HR home page (<http://www.wpi.edu/Admin/HR/>) and clicking on the Banner Web for Employees link under "Related Sites" on the left hand navigation bar. Your Windows user ID and password will get you onto the Banner Web for Employees.

Applicants will be applying to jobs on the external Human Resources job site:
wpi.peopleadmin.com

Once you log in, you see any Active postings that are accepting applications or are closed for applicant screening:

WPI Human Resources

JOB POSTINGS
 ACTIVE POSTINGS
 PENDING POSTINGS
 HISTORICAL POSTINGS
CREATE POSTING
 FROM TEMPLATE
 FROM PREVIOUS
 FROM SCRATCH
ADMIN
 HOME
 CHANGE PASSWORD
 LOGOUT

• Welcome **Hiring Manager**. You are logged in. Friday, February 22, 2008

Online System

[Supervisor/Manager's Guide](#)
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
3 Records						
<input type="checkbox"/> Position Title	<input type="checkbox"/> Posting Number	<input type="checkbox"/> Apps In Process	<input type="checkbox"/> Job Open Date	<input type="checkbox"/> Job Close Date	<input type="checkbox"/> Department	<input type="checkbox"/> Posting Status
Admin Asst VI View	0600005	8	02-12-2008	Open Until Filled	Admissions Office	Posted
Gina Training Title View	0600004	5	02-12-2008		Academic Affairs	Posted
Training Title 1 View	0600001	1	02-11-2008		Academic Advising	Closed/Removed from Web

CREATING A POSTING

.....

There are three ways to create a new posting by clicking one of the following links under **Create Posting**:

- From Template
- From Previous
- From Scratch

From Template allows you to search for templates that have been created by Human Resources. When you create a posting **From Template** some of the posting information is pre-populated in the posting form.

When you click **From Previous** the system will allow you to select from postings that you have previously created and filled using the system (or that you were granted access as indicated in **Departmental Users with Access** on the posting).

From Scratch provides the user with blank fields that all need to be entered in order to create a brand new posting.

Entering Posting Information

In the following example, the **From Scratch** option was selected:

A few notes about Posting Details:

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. A posting is **Not Saved** until you have completed the final step of the process, clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.
3. Fields that are “grayed-out” are view-only and will be entered by Human Resources.
4. Date fields require that you enter the **mm/dd/yyyy** date format.

NOTE: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so proofread carefully.

There are six tabs across the top of the screen. When you first enter this screen, you will be in the **Posting Details** tab. This is where you enter the basic information of the posting.

Create Posting - Training Title

[Reports](#)

[Job Posting Preview](#)

Posting Details	Comments	Notes / History
------------------------	--------------------------	---------------------------------

CONTINUE TO NEXT PAGE >>

To create a Posting, first complete the information on this screen, then click the **Continue to Next Page** button. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the **Continue to Next Page** button from the last section. Once a summary page appears, select the **Submit** button and then click the **Continue** button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.

Posting Number:																
POSITION INFORMATION																
* Position Title:	<input type="text" value="Training Title"/>															
* Department:	<input type="text" value="Not Assigned"/>															
* Departmental Users with Access:	<table style="width: 100%; border: none;"><tr><td style="width: 50%; text-align: center;">Not Selected</td><td style="width: 10%;"></td><td style="width: 40%; text-align: center;">Selected</td></tr><tr><td style="border: 1px solid gray; padding: 5px;">No Response</td><td style="text-align: center;"><input type="button" value=">"/></td><td style="border: 1px solid gray; padding: 5px;">Manager, Hiring</td></tr><tr><td></td><td style="text-align: center;"><input type="button" value="<"/></td><td></td></tr><tr><td></td><td style="text-align: center;"><input type="button" value=">>"/></td><td></td></tr><tr><td></td><td style="text-align: center;"><input type="button" value="<<"/></td><td></td></tr></table>	Not Selected		Selected	No Response	<input type="button" value=">"/>	Manager, Hiring		<input type="button" value="<"/>			<input type="button" value=">>"/>			<input type="button" value="<<"/>	
Not Selected		Selected														
No Response	<input type="button" value=">"/>	Manager, Hiring														
	<input type="button" value="<"/>															
	<input type="button" value=">>"/>															
	<input type="button" value="<<"/>															

In the **Position Title** field, enter the title of the position you wish to post.

The **Department** field determines how the posting will be routed and approved. Only the departments that are assigned in your user account by HR will appear in the drop-down list. The **Departmental Users with Access** field determines what other Hiring Managers will have access to the posting.

Enter the remaining information for fields in the **Position Information** section by either selecting options from the drop down menu or typing in the information. Remember, all fields that contain an asterisk **MUST** be completed, or the system will not allow you to proceed to the next page of the posting. For the position description and requirements, information can be cut and pasted into the system directly from Microsoft Word.

Location:	<input type="text"/>
*	Grade: <input type="text"/>
*	Employee Class Code: <input type="text"/>
	Proposed Date of Employment: <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
*	Position Status: <input type="text"/>
	If Non-Exempt, please specify number of hours per week: <input type="text"/> If part-time, temporary or summer, this individual will work how many hours per week: <input type="text"/> If part-time, temporary or summer, this individual will work how many weeks per year: <input type="text"/>
*	Reason for Hire: <input type="text" value="Replacement Retirement"/>
	If replacement, name of person replacing: <input type="text"/>
*	Position Description: <input type="text"/>

*

Requirements:

Enter the requested **Budget Information** and **Justification** for the position.

BUDGET INFORMATION

Requested Salary:

*

FOAPAL1:

Department/Grant Name:

Percent:

Position #:

FOAPAL2:

Department/Grant Name:

Percent:

Position #:

FOAPAL3:

Department/Grant Name:

Percent:

Position #:

Justification:

For faculty positions, enter the requested information under the **For Faculty Position Only** section. Otherwise, leave these fields blank.

FOR FACULTY POSITIONS ONLY	
Tenure Track:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response
Non-Tenure Track Full-Time Equivalent (i.e. .25 or .50, etc.) (Based on courseload)	<input type="text"/>
Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
End Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
List female and minority colleagues and professional networks that will be informed of the opening to help increase the presence of minorities and females in the applicant pool:	<input type="text"/>
Briefly describe the intended screening and selection process, including meetings or conventions that may be attended, and by whom:	<input type="text"/>
Briefly describe the specific expectations for performance to be undertaken in this position:	<input type="text"/>
Estimated Advertising \$:	<input type="text"/>
Estimated Transportation \$:	<input type="text"/>
Estimated Hotel \$:	<input type="text"/>

Estimated Meals \$:	<input type="text"/>
Estimated TOTAL \$:	<input type="text"/>
Estimated Funding Requirements	
Start-up Equipment	<input type="text"/>
Graduate Student Support (#students/#yrs):	<input type="text"/>
Summer Salary Support (#months/#years):	<input type="text"/>
Need Office/Lab Space:	<input type="checkbox"/> No Response <input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	<input type="text"/>

POSTING INFORMATION	
Posting Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Closing Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY <input type="checkbox"/> Open Until Filled
Optional Applicant Documents:	Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy <input type="checkbox"/> Research Philosophy <input type="checkbox"/> Other Document
	Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy <input type="checkbox"/> Research Philosophy
	Required Applicant Documents:

	<input type="checkbox"/> Other Document
Special Instructions to Applicants:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
* Application Types Accepted:	<input type="checkbox"/> Application (non-faculty positions only) <input type="checkbox"/> Faculty Profile <input checked="" type="checkbox"/> Internal Application
Advertising Sources: *Mandatory for ALL Engineering Faculty Postings	Check All Clear All <input type="checkbox"/> AcademicCareers.com <input type="checkbox"/> BostonWorks.com <input type="checkbox"/> Chronicle of Higher Education <input type="checkbox"/> COWC (Colleges of Worcester Consortium) <input type="checkbox"/> Educause <input type="checkbox"/> HEJ (HigherEdJobs.com) <input type="checkbox"/> *National Society of Black Engineers <input type="checkbox"/> NE- HERC (New England Higher Education Recruitment Consortium) <input type="checkbox"/> *Society for Hispanic Professional Engineers <input type="checkbox"/> *Society of Women Engineers <input type="checkbox"/> Women in Higher Education <input type="checkbox"/> Worcesterworks.com
Additional Advertising Sources:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>
Quicklink for Posting:	wpi.peopleadmin.com/applicants/Central?quickFind=50652

The **Posting Date** is the date that the posting will appear on the web if it is at a status of **Approved for Later Posting**. The **Closing Date** is the date that the posting will automatically be removed from the web and changed to a status of **Close/Remove from Web**. If the **Open Until Filled** check box is selected, the posting will not be removed from the web until HR changes it to a status of **Close/Remove from Web**.

The **Optional and Required Applicant Documents** fields determine what additional documents the applicant will be able to upload with their application. Applicants will not be able to successfully apply to a job unless they upload (or cut and paste) every document selected as required. If no documents are selected in the check boxes, the applicant will not have the opportunity to upload any documents.

POSTING SPECIFIC QUESTIONS AND DISQUALIFYING POINTS

The next two tabs on the posting are completely optional. They allow the hiring manager to input questions with associated point values for applicants to answer as a means to do some pre-screening of applicants during the evaluation process.

For example, if a hiring manager in Human Resources wanted to gain additional understanding of the skill sets of applicants to an HR Generalist position, they could ask applicants to state the number of years of experience they have in administering employee health benefits, employment law, conducting interviews, and maintaining affirmative action plans. The point values for the different HR specialties could be weighted in the Disqualifying Points tab so that the specialties most sought after in the open position assist in ranking applicants with the most relevant experience.

Guest User Accounts

Guest User accounts can be created to allow additional members of a screening committee to have access to the posting. HR will email the guest username and password to members of the screening committee.

The guest user name and password can be distributed to anyone needing the ability to view and print applications and other documents the applicant attached to their application (such as resumes, cover letters, references, etc.)

Guest Users are only able to view the applicants to the posting to which they are assigned and are not permitted to take action on any of the applicants. The guest user name and password are automatically activated when the posting appears on the web (is at a status of posted) and automatically deactivated when the posting is filled. Anyone logging in with the guest user name and password will only see the one posting they are assigned.

COMMENTS

The next tab on the posting is for any additional comments you want other approvers to view.

Comments entered by other users in the system can also be viewed on this tab. Click **Continue to Next Page** once you have finished entering any comments.

• Welcome **Hiring Manager**. You are logged in.

Friday, February 22, 2008

Create Posting - Training Title

Reports

[Job Posting Preview](#)

Posting Details

Comments

[Notes / History](#)

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

*Required information is denoted with an asterisk.

Supervisor/Manager Comments:	<input type="text"/>
Department Head Comments:	
Division Head/VP Comments:	
Budget Office Comments:	
Human Resources Comments:	

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Notes/History

The Notes / History tab shows a time and date stamp of every approval step for the posting. The Modified By column lists the name of the person who submitted the posting to the next approval level.

• Welcome **Hiring Manager**. You are logged in.

Friday, February 22, 2008

Create Posting - Training Title

Reports

[Job Posting Preview](#)

[Posting Details](#)

[Comments](#)

Notes / History

This page lists the notes of the posting. You can see at what date and time the note was added to the posting as well as by whom.

History	Modified By
02-22-2008 10:14 AM	Hiring Manager
<i>Create</i>	

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW POSTING

Submitting the Posting

After clicking the **Continue to Next Page** button on the **Notes/History** tab, the **View Posting Summary** page appears.

NOTE: Clicking the **Preview Posting** button at the bottom of any tab in the posting will also display the final summary page. Scroll down through this screen to review the information you entered.

To edit any information on the posting, click the **Edit** link to return to the tabs.

You may also open a new window that displays the **Printer-Friendly Version** of the posting. Clicking the **Job Posting Preview** link shows what the applicant will see on the posting.

The last step is to select a **Posting Status** from the list of choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Continue** to go to the confirmation page:

• Welcome **Hiring Manager**. You are logged in. Friday, February 22, 2008

View Posting Summary - Training Title

 [Printer-Friendly Version](#)

Please review the details of the posting carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the posting, click the **Edit** link. To exit the posting without making any changes, click the **Cancel** button.

Reports

[Job Posting Preview](#)

[Edit](#)

Posting Status

- Save Without Submitting
 Submit Posting to Department Head

CANCEL

CONTINUE

Posting Details

Posting Number:	
POSITION INFORMATION	
Position Title:	Training Title
Department:	Dean of Students Office
Departmental Users with Access:	Manager, Hiring

Press **Confirm** to complete this step.

The details of your posting are NOT SAVED until you confirm.

Posting Status Choices:

1) Save Without Submitting

Information entered on the posting is saved but the posting is NOT submitted to the next approver. Use this posting status if you are not finished editing the posting and want to add more details at a later date.

2) Submit Posting to Department Head

Select this status to send an email to the head of the Department you selected on the posting details tab.

One Page Guide for Creating a Posting

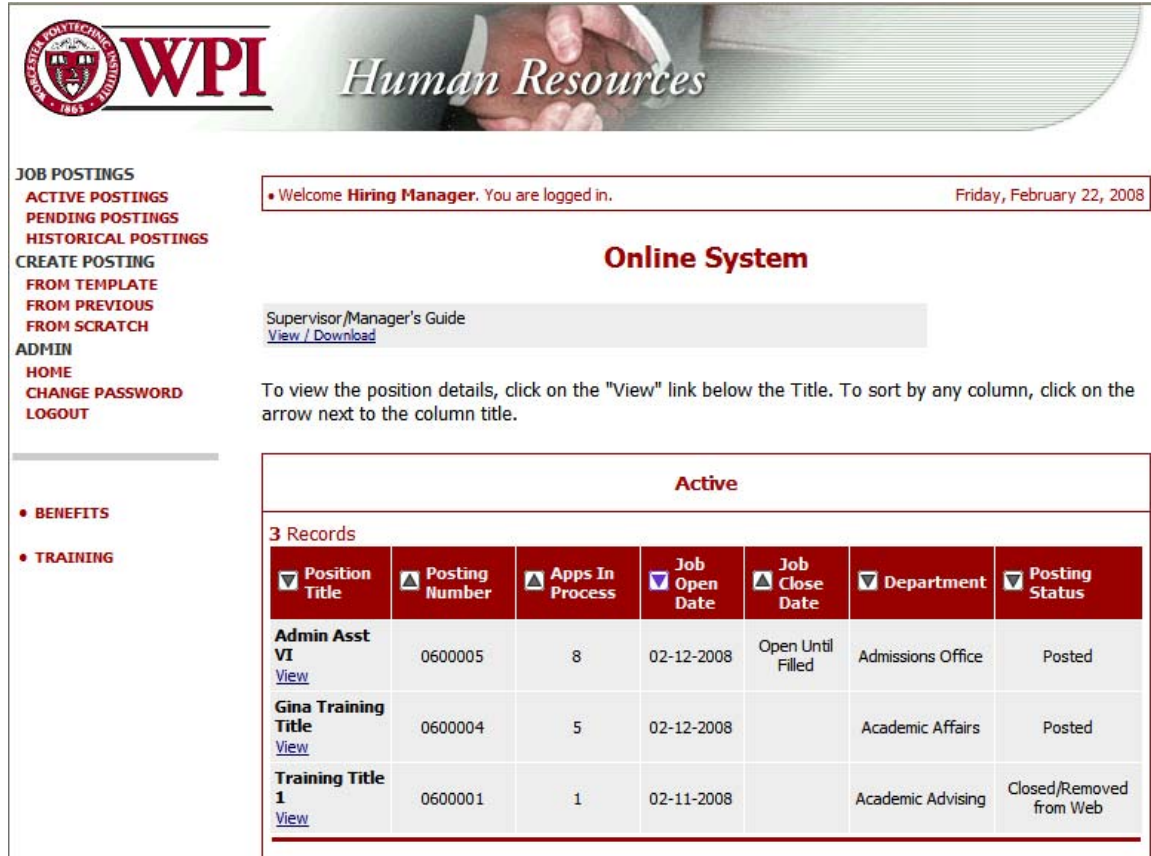
- 1) Click **From Template**, **From Previous**, or **From Scratch**.
- 2) Fill in the **Posting Details** tab and click **Continue to Next Page**.
- 3) Enter any additional information about the posting on the **Comments** tab and click **Continue to Next Page**.
- 4) Click **Continue to Next Page** at the bottom of the **Notes/History** tab.
- 5) Review the Posting and click the **Edit** link if necessary. When finished, select the appropriate **Posting Status** and then click **Confirm**.

VIEWING APPLICANTS TO YOUR POSTINGS

After logging in to the system, if you have a posting that is currently accepting applications or is closed and processing applicants, you will see the posting(s) in the list of **Active Postings**.

Below the **Job Postings** heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Postings.

NOTE: Pending Postings are those that have been submitted but have not gotten final approval and do not appear to applicants. **Historical Postings** have either been cancelled or already filled.



The screenshot shows the WPI Human Resources Online System interface. The header includes the WPI logo and the text "Human Resources". The left navigation bar lists "JOB POSTINGS" with sub-options: "ACTIVE POSTINGS", "PENDING POSTINGS", "HISTORICAL POSTINGS", "CREATE POSTING" (with sub-options "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH"), and "ADMIN" (with sub-options "HOME", "CHANGE PASSWORD", "LOGOUT"). Below the navigation bar are links for "BENEFITS" and "TRAINING". The main content area displays a welcome message: "Welcome Hiring Manager. You are logged in." with the date "Friday, February 22, 2008". The title "Online System" is centered. Below this is a link for "Supervisor/Manager's Guide" with a "View / Download" option. A text box explains: "To view the position details, click on the 'View' link below the Title. To sort by any column, click on the arrow next to the column title." The main table is titled "Active" and shows "3 Records". The table has the following columns: Position Title, Posting Number, Apps In Process, Job Open Date, Job Close Date, Department, and Posting Status. The data rows are:

Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Admin Asst VI View	0600005	8	02-12-2008	Open Until Filled	Admissions Office	Posted
Gina Training Title View	0600004	5	02-12-2008		Academic Affairs	Posted
Training Title 1 View	0600001	1	02-11-2008		Academic Advising	Closed/Removed from Web

Active Postings

Postings that are Active are either:

- currently posted on the applicant site
- no longer posted on the applicant site but are Closed/Removed from Web and contain applicants still under review

Pending Postings

Postings that are Pending are either:

- waiting for approval by another level user
- waiting for review by Human Resources
- approved by HR but not on the applicant site because the job open date is in the future, (i.e. at a status of **Approved for Later Posting**)

Historical Postings

Postings that are Historical are either:

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

To view the details of a specific posting, including the description and the applicants, click the **View** link below the job title. This displays the **Applicants** tab for the posting.

View Posting - Administrative Assistant - Instructional

Reports
Job Posting Preview

Applicants	Posting Details	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Comments	Notes / History
------------	-----------------	--------------------------	----------------------------	------------------------	----------	-----------------

Active Applicants

5 Records

<input checked="" type="checkbox"/> Name	Documents	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None
Bush, George View Application		09-07-2007	Under Review Change Status	In Progress	<input type="checkbox"/>
Nielson, Rob View Application	Cvr Ltr Res	09-17-2007	Under Review Change Status	In Progress	<input type="checkbox"/>
Polito, Pam View Application	Res	09-17-2007	Under Review Change Status	In Progress	<input type="checkbox"/>
Walker, Kelli View Application	Cvr Ltr Res	09-17-2007	Under Review Change Status	In Progress	<input type="checkbox"/>
Mahar, Delpha View Application	Cvr Ltr Res	09-18-2007	Under Review Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
<div style="margin-bottom: 5px;"> Minimum Score: <input style="width: 50px;" type="text"/> </div> <div style="margin-bottom: 5px;"> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants </div> <div style="text-align: center;"> REFRESH </div>	<div style="text-align: center; margin-bottom: 10px;"> VIEW MULTIPLE APPLICATIONS </div> <div style="text-align: center; margin-bottom: 10px;"> VIEW MULTIPLE DOCUMENTS </div> <p style="font-size: small; text-align: center;">Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.</p> <p style="font-size: x-small; text-align: center;">Documents may take several minutes to load.</p>

You will notice that the data is divided into tabs, listed across the top, starting with **Applicants**. You can click any of the tabs (**Posting Details**) to view the information on the posting.

This first tab lists the applicants who have successfully applied and were not screened out by any disqualifying answers. Additional information is also provided about applicants including any

Documents they attached, **Date Applied**, their internal **Status**, and the **External Status** that the applicant sees when they log in to the system to view the status of a job to which they applied.

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

- Sort and view applicants by different criteria (by clicking the arrow in the column heading)
- Print applications and documents
- Change an applicant's status

Sorting and Filtering Applicants by Different Criteria

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

The following list of applicants is sorted by the **Date Applied**. You are able to sort by **Date Applied** and can view applicants in real-time once they apply to a posting.

View Posting - Administrative Assistant - Instructional

Reports
Job Posting Preview

Applicants	Posting Details	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Comments	Notes / History
Active Applicants						
5 Records						
▼ Name	Documents	▲ Date Applied	▼ Status	External Status	All / None	
Bush, George View Application		09-07-2007	Under Review Change Status	In Progress	<input type="checkbox"/>	
Nielson, Rob View Application	Cvr Ltr Res	09-17-2007	Under Review Change Status	In Progress	<input type="checkbox"/>	
Polito, Pam View Application	Res	09-17-2007	Under Review Change Status	In Progress	<input type="checkbox"/>	
Walker, Kelli View Application	Cvr Ltr Res	09-17-2007	Under Review Change Status	In Progress	<input type="checkbox"/>	
Mahar, Delpha View Application	Cvr Ltr Res	09-18-2007	Under Review Change Status	In Progress	<input type="checkbox"/>	
CHANGE MULTIPLE APPLICANT STATUSES						
Refresh				View Multiple		
Minimum Score: <input style="width: 50px;" type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;">REFRESH</div>				<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;">VIEW MULTIPLE APPLICATIONS</div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;">VIEW MULTIPLE DOCUMENTS</div> <p style="font-size: small; margin: 0;">Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.</p> <p style="font-size: x-small; margin: 0;">Documents may take several minutes to load.</p>		

Active Applicants are still under consideration in the screening process (indicated by their Applicant Status). When an applicant's status is changed to one of the not hired applicant statuses they appear in the list of **Inactive Applicants**. To display both **Active** and **Inactive Applicants**, click the **Inactive Applicants** check box at the bottom of the page. Click the **Refresh** button to refresh the screen.

Viewing and Printing Applications

To view and print a single application, click the **View Application** link under the applicant's name from the **Active Applicants** screen (shown on the previous page). After clicking on this link, the system will display their application 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 application.

To close the window, click the **Close Window** link on the application, or click 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).

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

1. Check the boxes next to the corresponding applicants you wish to print (or click All/None to select all). These boxes are located on the right side of the page.
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select **File > Print** from your browser's menu to print the application(s).

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, click the link of the document (**Res, Cvr Ltr**) under the column labeled **Documents** from the **Active Applicants** screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select **File > Print** from the Adobe Acrobat Reader menu to print the document. To close the window, click on the **X** in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the View Posting screen).

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

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

ADMINISTRATIVE FUNCTIONS

Logging Out

To ensure the security of the data, **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.

Changing Your Password

Clicking the **Change Password** link will display the following screen and allow you to reset your password:

Change Password

To change your password, please enter your current password followed by a new one.

Password Information	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="SUBMIT PASSWORD CHANGE"/> <input type="button" value="CANCEL"/>	