Quick Reference Guide
Human Resource System used for the Hiring Process
Effective 03/26/2012

**Please note: Your User ID and Password to log into the system has not changed.

Create and Post New Job Requisitions:
Please follow the steps below to create and post a new job requisition.

1. Under Main Menu, select Recruiting and then select Create New Job Opening

2. On the Create New Job Opening – Primary Job Opening Information page, enter the Job Code of the employee you are replacing (to look up the appropriate job code, click on the magnifying glass symbol)
   *Please note: the Get Data button functionality no longer exists*

3. Once a Job Code is selected, tab to the next line and the Posting Title should automatically populate

4. Click Continue
5. On the Create New Job Opening – Job Opening page, under the Job Details tab enter:
   a. Your Department and Location codes (to look up the appropriate codes, click on the magnifying glass symbol)
   b. Employee being replaced
   c. Hours (actual hours worked per week)
   d. Account code (to look up the appropriate code, click on the magnifying glass symbol)

6. Click on the Hiring Team link below the account code
7. On the Create New Job Opening – Job Opening page, under the Hiring Team tab:
   a. Click on Add Recruiter and enter your HR Coordinator
   b. Click on Add Hiring Managers and enter the Primary Contact for this position
   c. Click on Add Interested Parties to add other individuals that will need to access online applications

8. Click Save & Submit *(this is the final step – your requisition has been submitting to accounting for approval)*
View Requisition Activity:
Please follow the steps below to view your requisitions and a list of routed applicants.

1. Under Main Menu, select Recruiting and then select Browse Job Openings

2. On the Browse Job Openings page, you will see a listing of your open job requisitions – To view a list of eligible applicants, click on the specific Job Opening link
3. On the Job Opening page, you will see a list of eligible candidates for your position – Click on the candidate’s Application icon or Resume icon to view the application/resume

4. A second screen will open with the candidate’s Application Details – Once you are done reviewing that candidate’s application, close the second screen that opened to return to the list of routed candidates