



**VCU** Human Resources

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**PERSONNEL ADMINISTRATOR AND HIRING MANAGER  
EGUIDE TO EJOBS FOR NON-BENEFITED POSITIONS**

**VCU**eJobs

## A quick note about eJobs and documentation:

This system is designed to improve efficiency and to cut down on paper. ARMICS compliance remains critical. Personnel administrators will still be responsible for obtaining all internal approvals before initiating actions in eJobs. PA responsibilities include the following:

- Certification of appropriate signatures and authorizations, and employee, supervisor, and reviewer signatures on Wage Position Description (WPD) when necessary.
- Personnel Action Form (PAF) approval from appropriate management (home department head or chair, dean, and/or vice president), as necessary. All supplemental documents must be attached in the Supplemental Documentation section of eJobs. You should also attach revised organizational charts, memos, and any related compensation action materials that you may have.
- Maintenance of documentation in departmental personnel files verifying authorizations. This documentation is subject to audit review.

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## Signing in to eJobs

**PAs and hiring managers:** use your VCU eID and password to log into eJobs; this is the same login that is used to access myVCU.

Personnel administrators and hiring managers can access eJobs one of two ways:

- Go to <http://www.hr.vcu.edu/pa.html> and click on the eJobs link in the toolbox
- Go to <https://www.vcujobs.com/hr/sso>

**Guest user access:** users accessing eJobs with a guest username and password must log into eJobs by going to <https://www.vcujobs.com/hr>

Virginia Commonwealth University

USERNAME

PASSWORD

Log In

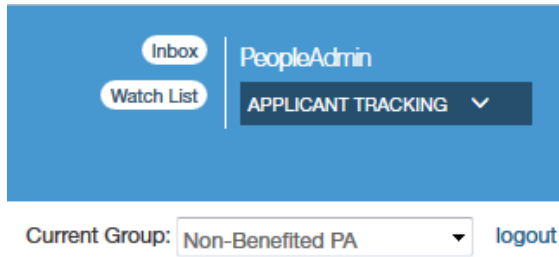
*Authenticate with single sign-on? [SSO Authentication](#)*

After twenty minutes of inactivity, eJobs will log you out. Click on the **SSO Authentication** link to log in again.

You can find more general information about navigating eJobs in the [eGuide to eJobs for classified positions](#).

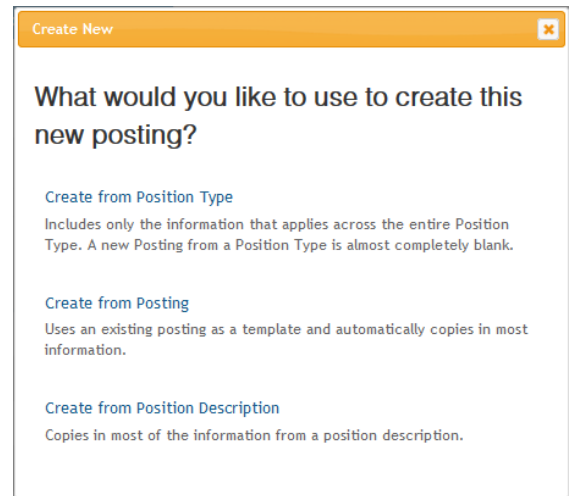
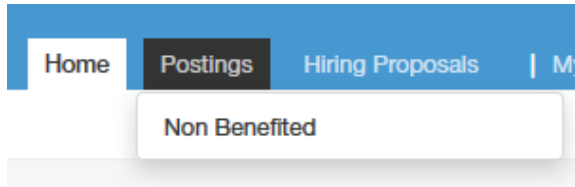
# Creating a job posting

## Creating a job posting



Make sure you are in the **APPLICANT TRACKING** module of eJobs, in the **Non-Benefited PA** or **Non-Benefited HM** user group.

On the **Postings** tab, choose **Non-Benefited**, and click the **Create New Posting**  box.



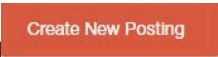
**Note:** “Create from Position Description” appears in the list, but **do not** select this option for non-benefited positions.

If you are creating a posting from **Position Type** skip to step 3 below. If using **Create from Posting**, find the posting on which you wish to base your posting by using the **Search** function. Click on **Create From** under the **Actions** link for the posting you want to use.

**Note:** “Create from Posting” will copy most of the information from the posting from which you are creating your new posting. Make sure you change any information that should be different on your new posting.

Working Title	Position Number	Posted Date	Close Date	Applications	Department	Workflow State	Actions
Web Developer Assistant	H39111	04/11/2013 12:09 PM	Open Until Filled	19	Advancement Services	Closed	GENERAL View Posting Create From
Lab and Research Aide	H59071	04/15/2013 03:22 PM	Open Until Filled	23	Physiology & Biophysics	Closed	
Hourly Police Dispatcher	H69151	04/17/2013 03:38 PM	Not specified	103	Campus Police	Closed	




- Student Application
- Post Doc Application
- Hourly Application
- Police Student Worker Application
- Police Hourly Application

On the next page, enter a new **Working Title** if the field is blank, or edit the current title if necessary. Choose the appropriate application type, then click **Create New Posting** .

**Note:** Do not check more than one application type. If you select more than one application type, applicants will be asked to choose which application to complete.

# Creating a job posting

You can navigate through the **Posting** in either of two ways:

- Fill out each page then click “Next”  or “Prev” , and your changes will be saved automatically or
- Use the links on the left side of the page to go directly to the section you want. Use “Save”  to save your progress.

**Note:** You can also use the “forward” and “back” buttons on your browser to navigate.

Move through the following sections, completing all fields. Be sure to follow any help text that appears below the fields. Failure to complete required field (noted with red text box or red asterisk) will prevent your action from being submitted.



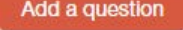
**1. Posting:** Complete all fields regarding position.

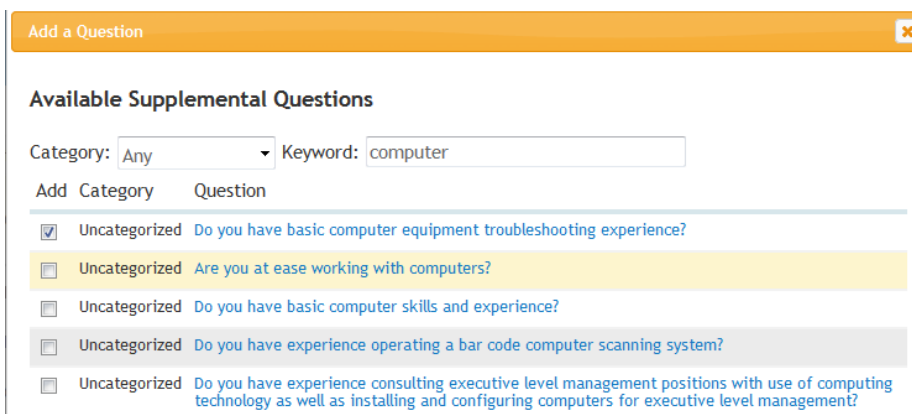
- **Labor Distribution:** Add labor distribution by clicking **Add Labor**

**Distribution Entry**



- **Posting Supplemental Questions:** If you wish to add posting specific

questions, click **Add a question**  to open the list of available supplemental questions. There are hundreds of questions already in this list, so it is quite likely that you will be able to find the one you want by searching. Enter a keyword, and the questions will be filtered as you type. Note: the supplemental question search only finds questions with the exact words you enter, so searching for one keyword is better than searching for a whole phrase.



## Creating a job posting

- If you do not see the question you wish to ask, click **“Add a new one”** to submit your proposed question.
- Choose a category (Education or Experience), and enter a **Name**; this will be the name of the question (Note: This is not the user’s name. It is a short name for the question, e.g. “driver’s-license”).
- If you want to assign predefined answers to your question, select **Predefined Answers** under the **Possible Answers** section. This opens up fields to enter possible answers to the question.
- Click “Submit” at the bottom of the page. Any new question(s) you have added will be placed in a pending status until it is reviewed and approved by your HR Consultant.

**Note:** Please contact your HR Consultant directly about approving new questions added to non-benefited postings.

- After submitting your question, you may choose to:
  - Make it required. If you check the “Required” checkbox to the left of the question, the applicant will be required to answer the question before submitting the application.
  - Assign points to predefined answers. To do so, click on the title of the question – this will display the predefined answers to the question as well as the fields to assign points.
  - Designate a response as disqualifying. This means that if the applicant chooses that answer and submits the application, the system will automatically disqualify the application.

**Note:** If you would like to remove a question that is already selected, you may do so by clicking the “X” to the right of the question.

- **Applicant Documents:** Choose which documents are Not Used, Optional or Required for applicants to submit with their application.

### Applicant Documents

If a document should only be optional, check the Included checkbox. If a document is required, you must

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Curriculum Vitae (CV)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Creating a job posting

- **Guest User:** you may create a guest user account for those who need access to the posting to review applications. Click on **Create Guest User Account**. The username and password are automatically generated by the system. If you wish, you may change the password, by entering a new password, then click **Update Password**. Enter email addresses for all individuals who will access this posting via the guest user account. An email with the username and password will be sent to each person.
- **Summary:** On the summary page, you can review the posting, see how the posting looks to applicants and see a print preview of the posting. Once you have reviewed the posting, click **Take Action on**

**Posting**

Take Action On Posting ▾

...if you are a hiring manager, **Move to PA** for review and approval.

...if you are a PA:

**HR Consultant** – send any postings that have a salary range that is **greater than \$20**, for approval and posting.

**Open** – this will make the posting available to applicants immediately.

**Approve for Later Posting** – choose this option if you would like the posting to open at a later date. The posting will open on the date you keyed in the “Job Open Date” field.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username  
gu589832

Password  
l0nN441

Update Password

Email Addresses of Guest User Recipients  
Email addresses (one per line)

Update Guest User Recipient List

## Publish changes for the posting to the applicant portal

If a change needs to be made to the posting after it has been posted.

1. Make sure you are in the **APPLICANT TRACKING** module of eJobs. The banner across the top of the page should be blue.
2. Make sure you are in the **Non-Benefited PA** user group.
3. On the **Posting** tab, choose **Non-Benefited**, and find the position you wish to edit in the list that appears at the bottom of the page or search for the posting using the search feature. From the **Actions** list, choose **View Posting**.
4. Find the section of the posting that you would like to edit and select **Edit** to the right of the title.
5. Make the need changes and select **Save** or **Next**.
6. Go to the **Summary** tab and select **Take Action On Posting** the select **Publish changes for this Posting to the Applicant Portal**, click **Submit**.

Take Action On Posting ▾

Keep working on this Posting

Publish changes for this Posting to the Applicant Portal

WORKFLOW ACTIONS

Close (move to Closed)

Cancel Posting (move to Canceled)

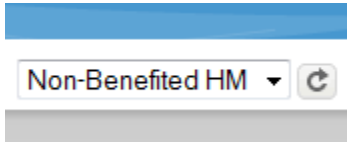
Fill (move to Filled)

# Changing the applicant status

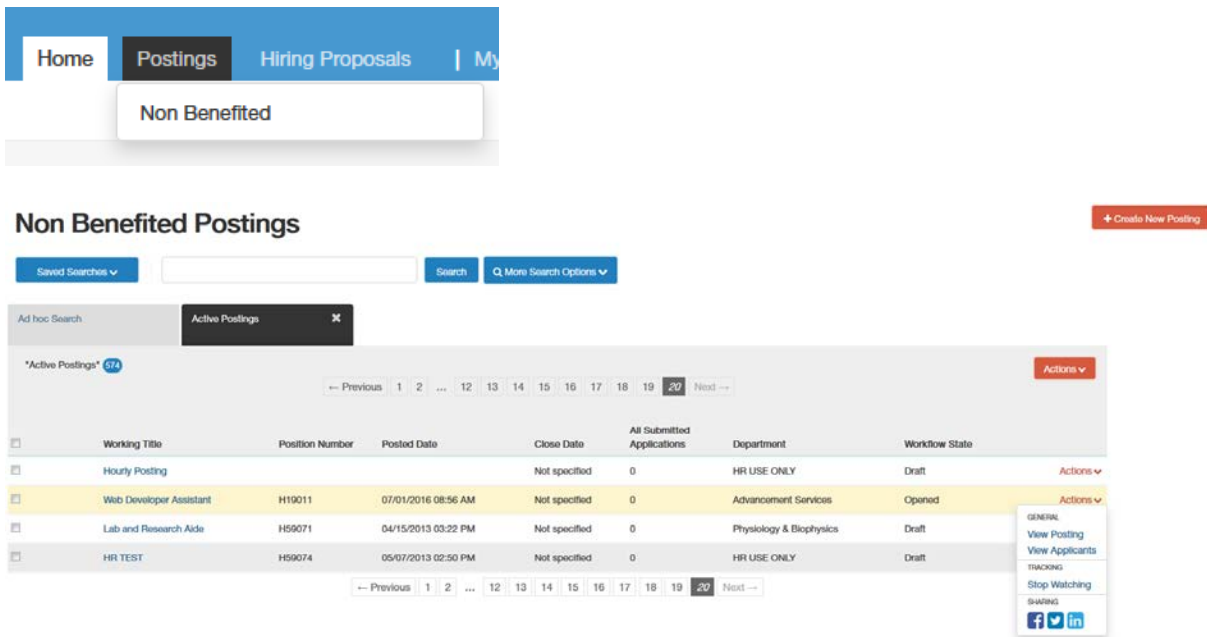
## Changing the applicant status:

Updating the status of applicants is important as it can be used for auditing and reference purposes.

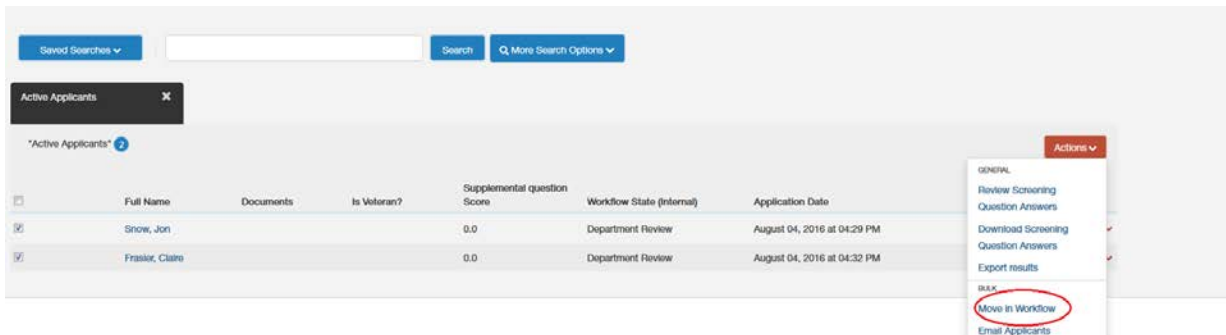
1. Make sure you are in the **APPLICANT TRACKING** module of eJobs. The banner across the top of the page should be blue.
2. Make sure you are in the **Non-Benefited HM** user group.



3. On the **Postings** tab, choose **Non-Benefited**, and find the position you wish to view in the list that appears at the bottom of the page or search for the posting using the search feature. From the **Actions** list, choose **View Applicants**.



4. You will see a list of all active applicants, to view the application select **View Application** from the **Actions** list by each applicant. For each applicant, change the status to **Selected for Interview** or **Not Interviewed**. Use the checkboxes to select more than one applicant. From the **Actions** list, choose **Move in Workflow**.





## Changing the applicant status

- For any applicant changed to a **Not Interviewed** status, select a **Reason** and **Save changes**.

Applicant	Current State	New State	Reason
Jon Snow	Department Review	Not Interviewed, Not Hired	<ul style="list-style-type: none"><li>Please select...</li><li>Please select...</li><li>Application Errors/Incomplete</li><li>Did not meet preferred qualifications</li><li>Falsified Application</li><li>Layoff Hired</li><li>Less relevant education than other applicants</li><li>Less relevant experience and education than other applicants</li><li>Less relevant experience than other applicants</li><li>Other</li><li>Qualified, but Not Interviewed</li><li>Received Poor References</li><li>Unable to contact</li></ul>

Note: Applicants moved to either **Interviewed** or **Not Interviewed** status will see “in progress” status until the position is filled or the posting is canceled.

- After conducting interviews, change applicant status for interviewed candidates: **Interviewed – Not Hired** or **Recommend for Hire** (for the successful candidate) and **Save changes**.

Applicant	Current State	Reason
Claire Frasier	Selected for interview	<ul style="list-style-type: none"><li>Select a workflow state...</li><li>Select a workflow state...</li><li>Recommend for Hire</li><li>Interviewed - Not Hired</li><li>Department Review</li><li>Not Interviewed, Not Hired</li><li>Second Choice</li></ul>

## Closing the job posting and attaching documents

### Closing the job posting

When you no longer want applications submitted to the posting, make sure you change the status of the posting to Closed. Close your posting by selecting **Take Action On Posting > Close (move to Closed)**.

Take Action On Posting ▾

Keep working on this Posting

Publish changes for this Posting to the Applicant Portal

WORKFLOW ACTIONS

Close (move to Closed)

Cancel Posting (move to Canceled)

Fill (move to Filled)

### Attaching Documents (Interview notes, reference checks, and other documents) to the posting:

You may go into eJobs and attach these documents to the posting for HR review and for future reference.

## Closing the job posting and attaching documents

1. Scan and save the supplemental documents on your desktop. When scanning interview notes, scan one set of documents per interviewee instead of scanning all interview notes for all your interviewees in one batch. This will prevent the document from becoming too large (each document must be no larger than 9MB) to attach in eJobs. Also note that scanning documents at a high resolution may increase the file size. Try setting up your scanner to scan at a lower but legible resolution.
2. Make sure you are in the **Applicant Tracking** module. Search and find the posting to which you would like to attach documents.
3. Click on “Edit” to the right of the posting title at the top left.
4. Click on the “Posting Documents” section to the left.
5. Select “Upload New” from the “Actions” menu to the right of the document type you would like to attach.



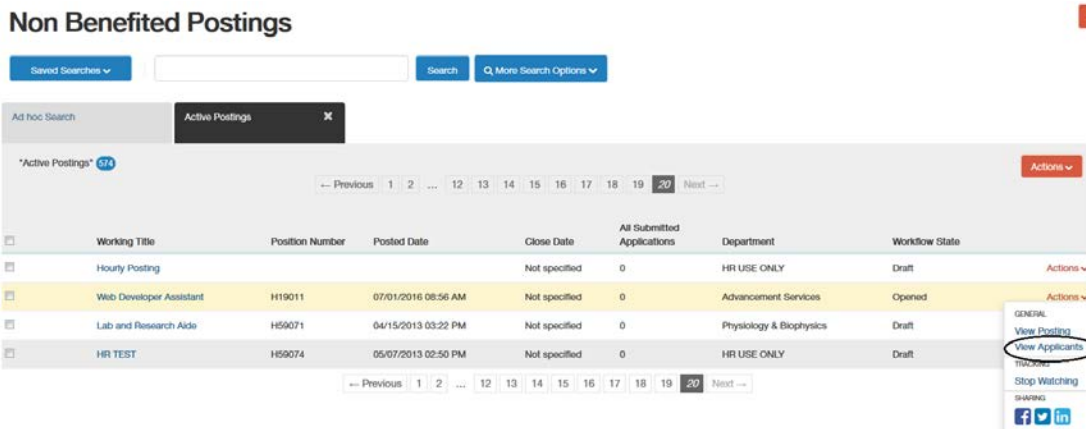
6. You can rename your document on the next screen and add a description.
7. Click on the **Browse** button and find the document you would like to attach and click on the **Submit** button.
8. Repeat the above steps until you have attached all the necessary documents. Once all documents have been attached, click the **“Save”** button. After saving your changes, you may exit the posting by going to the Summary section and moving to another task within eJobs.

## Creating the Hiring Proposal

### Hiring Proposal:

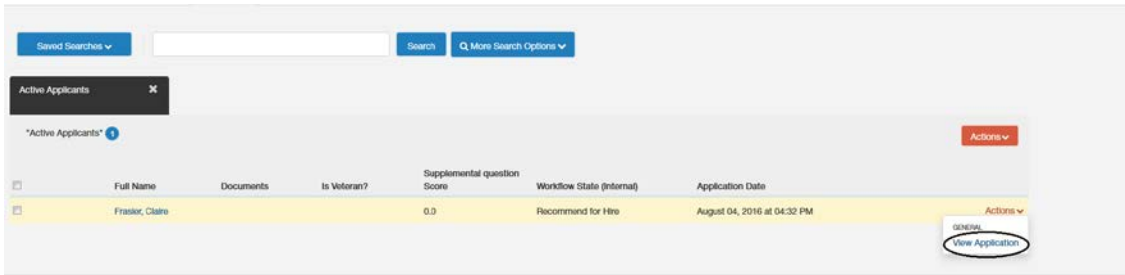
Once the successful candidate’s application is in **Recommend for Hire** status, the **Hiring Proposal** is available. ONLY users who have Non-Benefited PA user group can start the hiring proposal process and change the move the successful candidate’s application in the workflow – therefore, make sure your user group is Non-Benefited PA.

1. On the **Postings** tab, choose **Non-Benefited**, and find the position you wish to view in the list that appears at the bottom of the page or search for the posting using the search feature. From the **Actions** list, choose **View Applicants**.



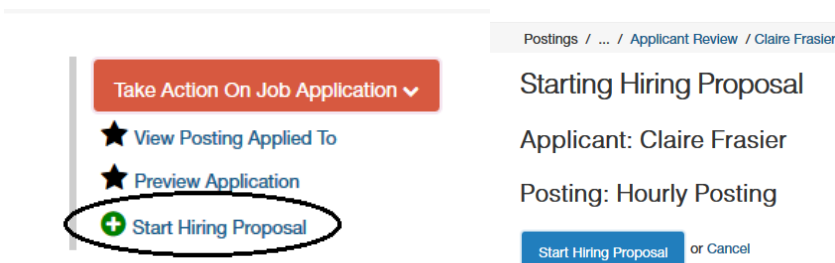
## Creating the Hiring Proposal

- Find the applicant with a “Recommend for Hire” status. From the **Actions** list, choose **View Application**.



- Click on **Start Hiring Proposal**, verify the Applicant and Posting on the next page and click “Start Hiring Proposal”

[Start Hiring Proposal](#)



- Move through the following sections, completing all fields. Be sure to follow any help text that appears below the fields. Failure to complete required field (noted with red text box or red asterisk) will prevent your action from being submitted.
  - Position Details:** Complete all in this section regarding the position.
  - Labor Distribution:** Verify the labor distribution and edit if needed.
  - Hiring Proposal Summary:** Verify that the information on the hiring proposal is correct.

- Under **Take Action On Hiring Proposal**, choose **Candidate Accepted (move to Offer Accepted)** or **Candidate Declined (move to Offer Declined)**.

- Print the PAF, WPD, and Confirmation Letter from eJobs.
  - Go into the **Applicant Tracking** module and select **Non Benefited** from the **Hiring Proposal** tab
  - Find the hiring proposal for which you would like to print documents for.
  - Click on the last name of the candidate to view the hiring proposal
  - Click on the **Reports** tab
  - Click on document type.



Get the documents signed and attach it to the new hire paperwork along with the confirmation letter and submit to HR Operations through ImageNow fax at 827-8250 or email to [hrdocs@vcu.edu](mailto:hrdocs@vcu.edu)