

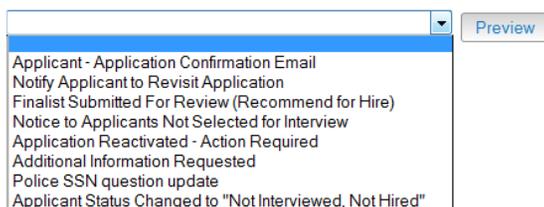
Sending Email Messages to Applicants

Make sure you are in the **APPLICANT TRACKING** module of eJobs (upper right corner, banner is blue), in the Search Chair (Faculty) user group.

On the **Postings** tab, choose Faculty and find the posting you want 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**.

You will see a list of all active applicants. Check the box(es) next to the applicant(s) you wish to communicate with. Hover over the “Actions” button, and choose “Email Applicants” from the menu.

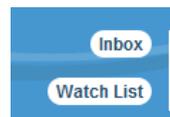
Choose a template, and click “Preview.” The email message(s) will be queued as soon as the “Send Emails” button is pressed. Note: the email notifications in the system are generic and cannot be edited.



Definitions

Inbox/Watch List

The inbox is a notification area where the system will display any items that users need to take action on. The Watch List allows users to flag any particular actions they wish to monitor. Note: The tabs that display for the Inbox and Watch List will depend on user permissions. Users can always quickly access these notification areas with the button at the top of the screen.



Module Selection

In the upper right corner is the module drop-down, where users can switch between the APPLICANT TRACKING and POSITION MANAGEMENT modules.

Owner

The user group responsible for completing a current action (e.g., the user group is prompted to “Take Action on Action”)

User Drop Down

This drop-down menu allows users to switch between user groups.



Faculty eJobs

Faculty Search Committee

Faculty eJobs is a collaborative project between Human Resources (HR) and the Provost’s Office of Faculty Recruitment and Retention (OFRR) to automate the faculty recruitment process. This initiative also supports the university’s efforts to improve efficiency and reduce paper.

Search committee members should familiarize themselves with VCU’s faculty recruitment policies and procedures in the [Faculty Search Process Handbook](#) (found at the VCU Policy Library: <http://www.assurance.vcu.edu/policylibrary.html>) and on the [OFRR website](#) (<http://www.provost.vcu.edu/ofrr/index.html>).

www.vcujobs.com/hr/sso

This mini-guide is for faculty search committee members and chairs. Search Committee Members will use eJobs to review applications and the respective application documents associated with the faculty position. Search Committee Chairs will be responsible for moving applicants through the “workflow” (i.e. selected for an interview).

Department users, approvers, and personnel administrators can find detailed instructions for using eJobs for faculty recruitment in the *eGuide to Faculty Recruitment in eJobs*:

hr.vcu.edu/media/hr/documents/eGuidetoJobs-fac.pdf

Brief instructions for approving actions can be found in the mini-guide for approvers:

hr.vcu.edu/media/hr/documents/eJobsFac-Approvers.pdf



Virginia Commonwealth University
Human Resources

www.hr.vcu.edu

Office of Faculty Recruitment and Retention
www.provost.vcu.edu/ofrr

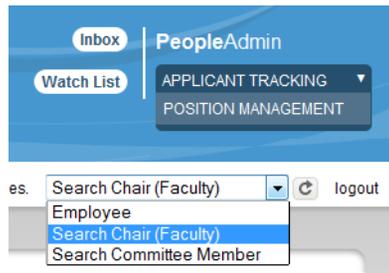
Signing in to eJobs:

www.vcujobs.com/hr/sso

Enter your eID and eID password to access the system. If you do not know your eID, find it at <http://go.vcu.edu/eidfinder>.

About “Modules” and “User Groups”:

eJobs has two modules – **APPLICANT TRACKING** and **POSITION MANAGEMENT**. Switch between the modules by choosing from the menu in the upper right corner:

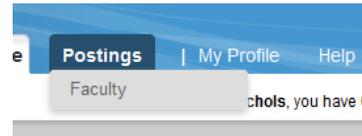


As a SEARCH COMMITTEE MEMBER, you will only use the **APPLICANT TRACKING** module. The banner across the top of the page is blue. Actions related to postings, including changing applicant status, take place in the Applicant Tracking module.

User groups are roles by which the system identifies the actions a user can perform. You may belong to more than one user group, such as **Employee**, **Search Chair (Faculty)** and **Search Committee Member**. Certain actions will require that you switch between user groups. When you log in, you will see the menu options that correspond to your user permissions.

Reviewing Applications

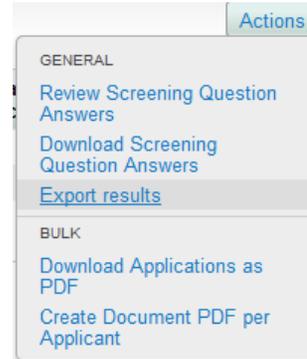
Sign in to eJobs, make sure you are in the **Applicant Tracking** module and in the **Search Committee** user group, and click on the **Faculty** link under the **Postings** tab.



A list of your postings will be displayed. Click on the **Posting Name** of the posting you wish to review.

Ad hoc Search	Active	
Saved Search: "In Process" (4 lte)		
Posting Name	Position Number	Date Posted
School of Education PD	FA9999	07/09/2
Marketing PD	FA9996	07/09/2

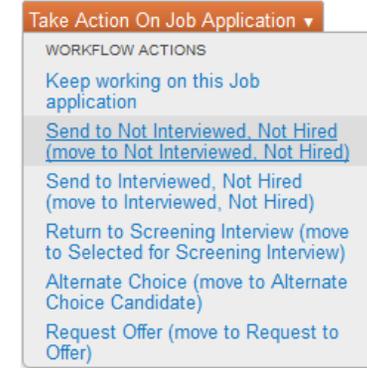
There are four tabs on the next page: Summary, History, Applicants, and Reports. Choose **Applicants**. View each application individually, or choose an action from the Actions menu on the right:



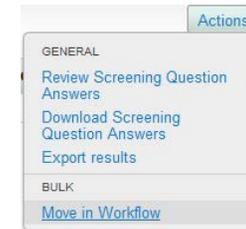
Changing an Applicant's Status (Search Chairs only)

View applicants (follow steps under “**Reviewing Applications**”). For each applicant, pick the applicable status. You can do this in one of two ways:

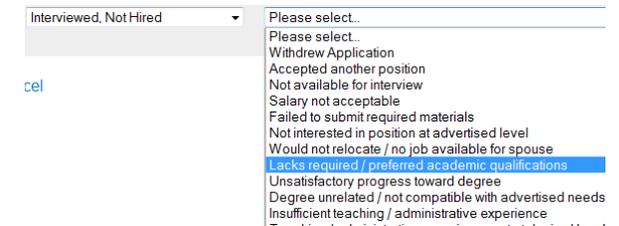
- Choose an applicant (click on the last name), and from the **Take Action On Job Application** list, choose the applicable workflow action.



- Or use the checkboxes to select more than one applicant. From the Actions list, choose Move in Workflow.



For any applicant changed to a Not Interviewed, Not Hired status, select a Reason from the list provided.



Note: Applicants will see a status of “Under review by search committee” until the position is filled or the posting is canceled.