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

Virginia Commonwealth University
Human Resources | Contacts
June 2017

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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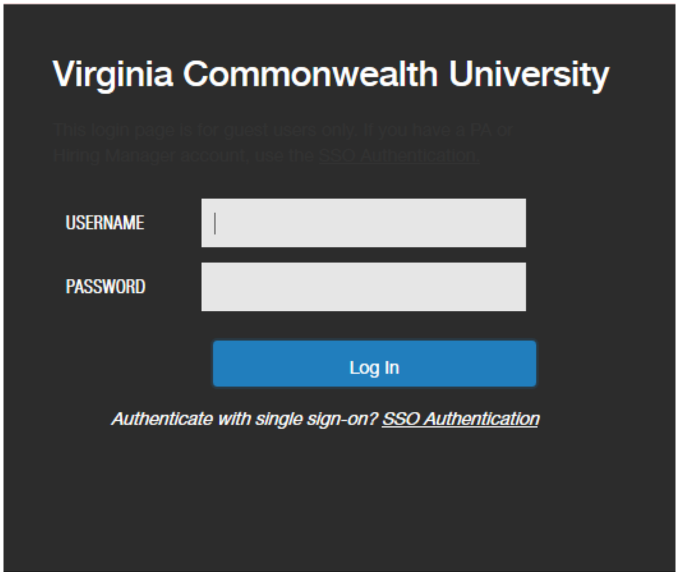
Signing in to eJobs

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/hr-partners/quicklinks-for-pas/** and click on the eJobs link in the toolbox
- Go to **https://www.vcujobs.com/hr/sso**

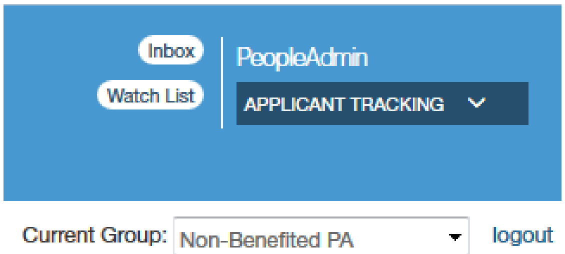
Guest user access: users accessing eJobs with a guest username and password must log into eJobs by going to https://www.vcujobs.com/hr



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.

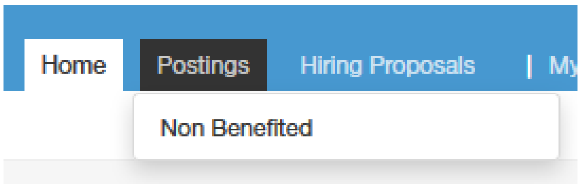
Creating a job posting

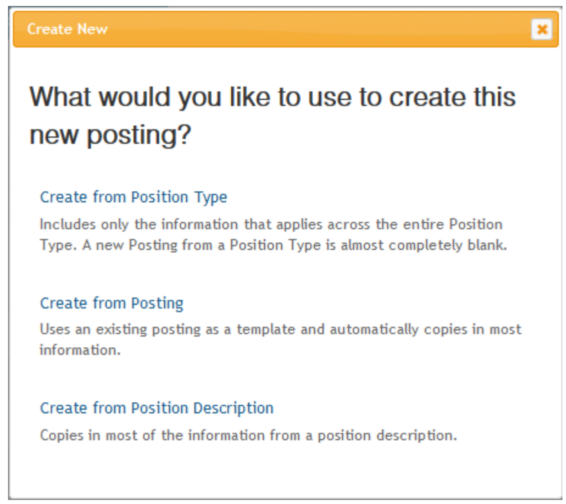


Make sure you are in the **APPLICANT TRACKING** module of eJobs, in the **Non-Benefited PA** or **Non-Benefited HM** user group.

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

box.

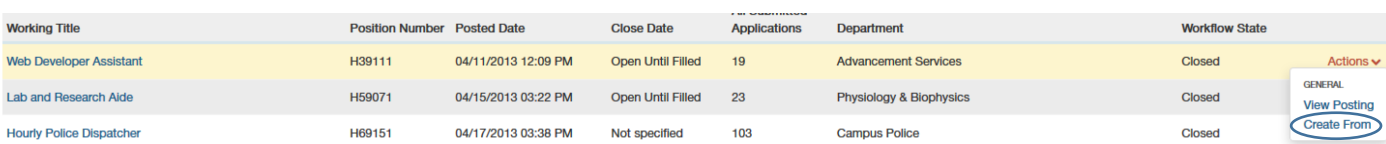




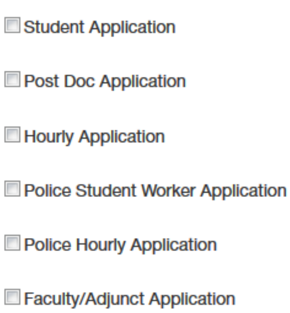
Note: "Create from Position Description" appears in the list, but **do not** select this option for non-benefited positions.

If 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. If you are creating a posting from **Position Type** you will start on the next step below.

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



Next: On the next page, enter a new **Working Title** if the field is blank, or edit the current title if necessary. Check the box next to **Supporting Documents** (this will allow you to attach documents to each application using the Supporting Documents tab on the application)**.** Choose the appropriate application type, then click **Create New Posting** 

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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:

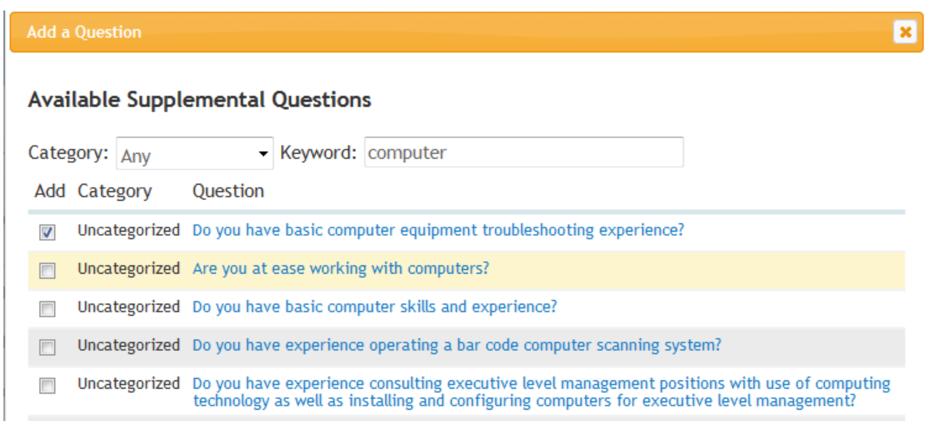
- Fill out each page then click “Next” Next >> or “Prev” << Prev, and your changes will be saved automatically or
- Use the links on the left side of the page to go directly to the section you want. Use “Save” Save to save your progress.

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** Add Labor Distribution Entry
- **Posting Supplemental Questions:** If you wish to add posting specific questions, click **Add a question** 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.

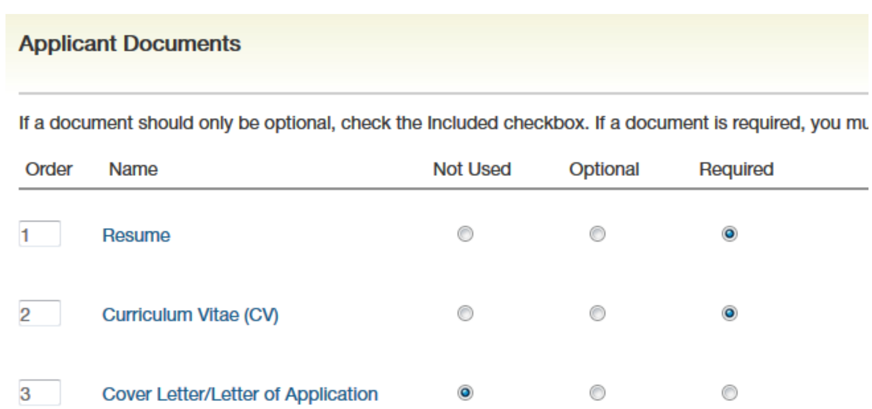


- If you do not see the question you wish to ask, click "**Add a new one**" to submit your proposed question.
- Choose a category (Education or Experience), and enter a **Name**; this will be the name of the question (Note: This is not the user's name. It is a short name for the question, e.g. "driver's-license").
- 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.

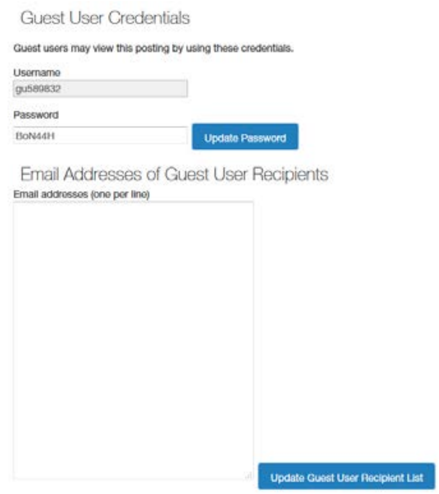

Applicant Documents

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

Order	Name	Not Used	Optional	Required
1	Resume	○	○	◉
2	Curriculum Vitae (CV)	○	○	◉
3	Cover Letter/Letter of Application	◉	○	○

Creating a job posting

- **Search Documents:** Interview notes, reference check results and other posting-related documents can be added to this section once the posting is closed and removed from the web, but before the posting has been marked as "Filled."
- **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.



- **Certification:** Complete the required certification.
- **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** 

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  - **For Hourly Positions:**

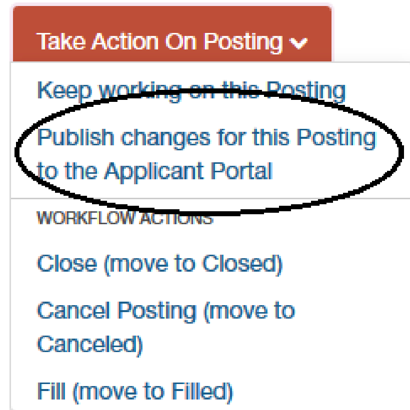
    …if you are a hiring manager, **Move to Non-Benefited PA** for review and approval.
    …if you are a PA:
    Move to HR Consultant – send any postings that have a salary range that is **greater than $80**, for approval and posting.
    Move to Opened – this will make the posting available to applicants 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.

  - **For Adjunct Positions:**

    …if you are a hiring manager, **Move to Non-Benefited PA** for review and approval.
    …if you are a PA:
    Move to HR Consultant – send all **non-teaching** to **HR Consultant**.
    Move to OFRR Reviewer or **Move to VPHS** – send to **OFRR Reviewer** or **VPHS**, all **teaching** adjuncts **IF** salary is greater than **$10,000,** 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.

Publish changes to the posting on 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.**

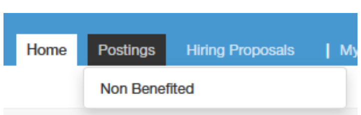
Note: If applications have already been received on the posting and the changes may affect the qualifications of those applicants, you will need to close the posting, repost position with the changes, and contact all applicants to reapply.

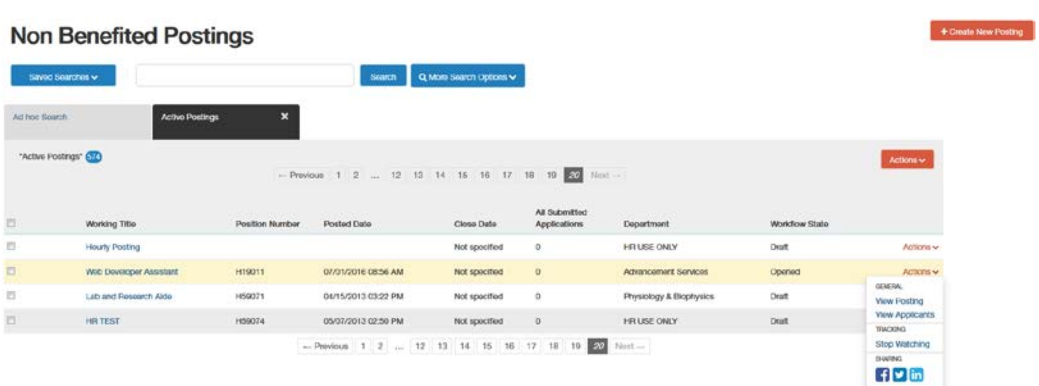
Changing the applicant status

Changing the applicant status:

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

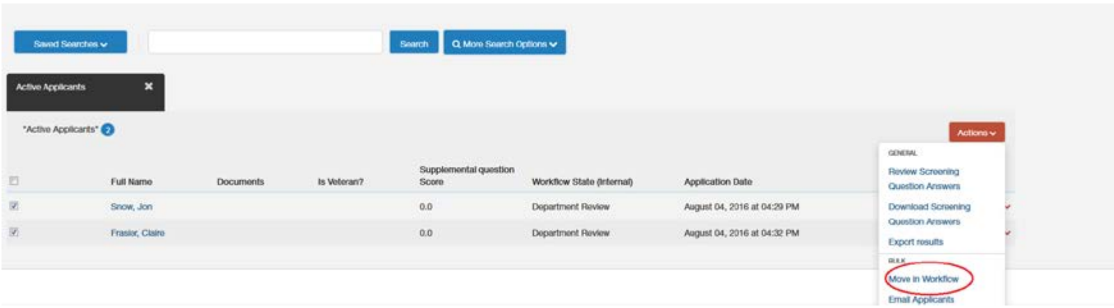
1. Make sure you are in the **APPLICANT TRACKING** module of eJobs. The banner across the top of the page should be blue.
2. Make sure you are in the **Non-Benefited HM** user group.
3. On the **Postings** tab, choose **Non-Benefited**, and find the position you wish to view in the list that appears at the bottom of the page or search for the posting using the search feature. From the **Actions** list, choose **View Applicants.**



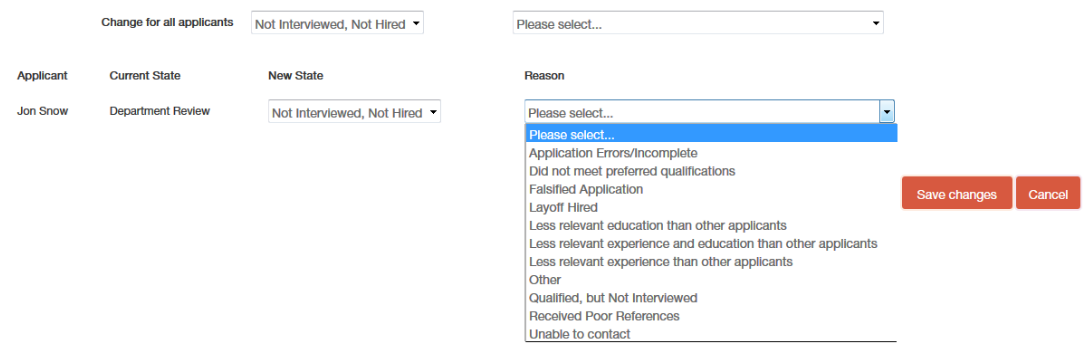


Changing the applicant status

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**.

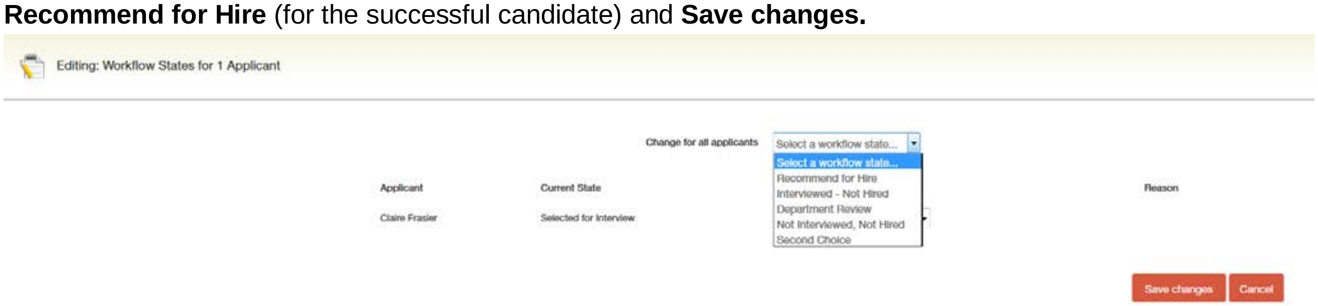


5. For any applicant changed to a **Not Interviewed status**, select a **Reason** and **Save changes.**



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.

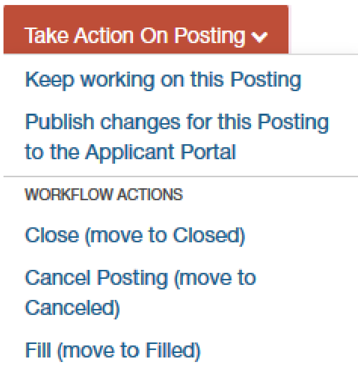
6. After conducting interviews, change applicant status for interviewed candidates: **Interviewed – Not Hired** or **Recommend for Hire** (for the successful candidate) and **Save changes.**



Closing the job posting and attaching documents

Closing the job posting

When you no longer want applications submitted to the posting that is **Open to Fill**, make sure you change the status of the posting to Closed. Make sure you are in the **Non-Benefited PA** user group, close your posting by selecting **Take Action On Posting** > **Close (move to Closed)**.



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.

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 in the **Non-Benefited PA** user group. 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 **Search 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.

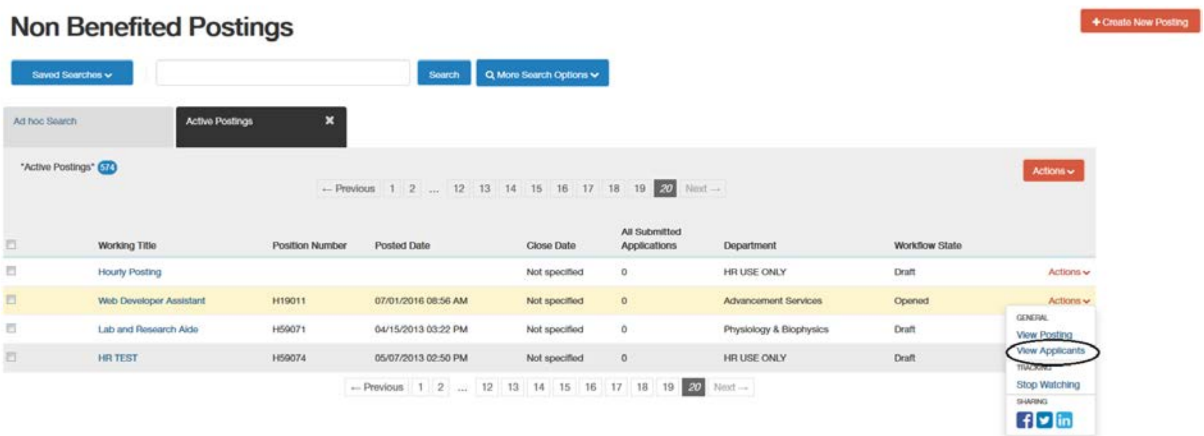
6. You can rename your document on the next screen and add a description.
7. Click on the **Browse** button and find the document you would like to attach and click on the **Submit** button.
8. Repeat the above steps until you have attached all the necessary documents. Once all documents have been attached, 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

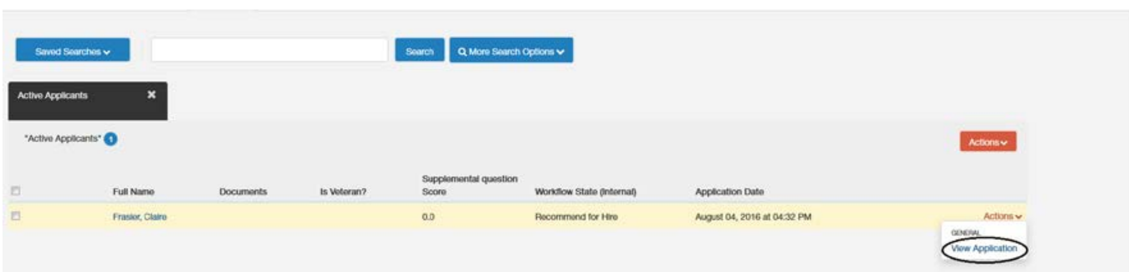
Hiring Proposal:

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**.

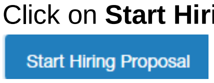
1. On the **Postings** tab, choose **Non-Benefited**, and find the position you wish to view in the list that appears at the bottom of the page or search for the posting using the search feature. From the **Actions** list, choose **View Applicants.**

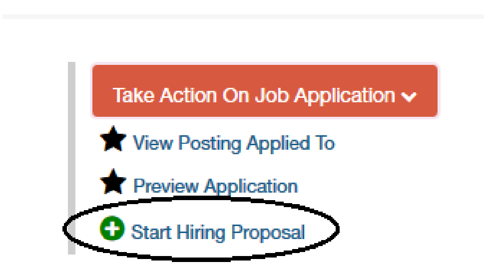


2. Find the applicant with a "Recommend for Hire" status. From the **Actions** list, choose **View Application.**



3. Click on **Start Hiring Proposal**, verify the Applicant and Posting on the next page and click "Start Hiring Proposal"





Creating the hiring proposal

4. 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 Documents:** Attach any required documents (i.e., copies of advertisements, CVs of those candidates who were interviewed on campus, proof of credentials, etc).

   Verifying the Applicant's Credentials: When an applicant creates their application in the system, they are giving permission to the hiring unit to verify their credentials should they be selected as a top candidate. However, credentials will still need to be verified and **a completed Verification of Credentials (VOC) form, must be uploaded in the "Verification of Credentials (Required)" section.** Additional documents verifying credentials can also be uploaded (i.e. degree verify confirmation email, transcripts, etc.).

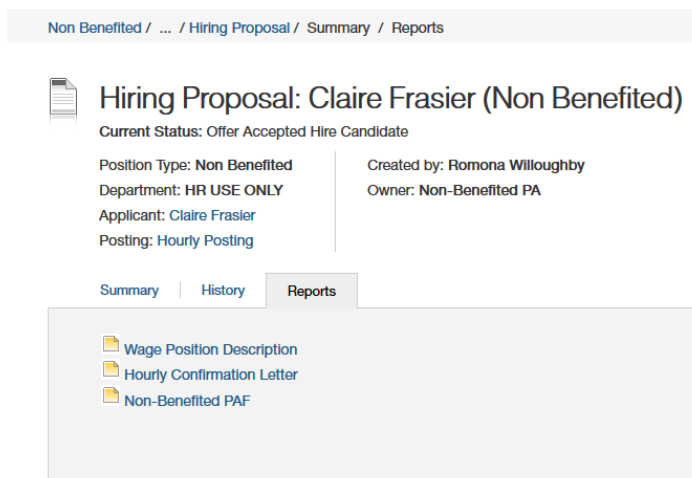
   - **Certification:** Complete the required certifications.
   - **Hiring Proposal Summary:** Verify that the information on the hiring proposal is correct.

Note: How would I handle an emergency adjunct hire?
This will be handled on a case-by-case basis; please check with OFRR or VPHS for guidance. If an emergency hire is deemed necessary, a waiver request will be required to be completed in eJobs and a VOC and CV must be included. The PAF must be printed from eJobs; if not, the hire paperwork will not be approved.

5. Under **Take Action On Hiring Proposal:**

   For Hourly Positions:
   - Choose **Candidate Accepted (move to Offer Accepted)** or **Candidate Declined (move to Offer Declined).**

   For Adjunct Positions:
   - Choose **Candidate Accepted (move to Offer Accepted)** or **Candidate Declined (move to Offer Declined).**



6. Print needed documentation 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.

   For Hourly Positions:
   - Print the PAF, WPD, and confirmation letter.
   - Get the documents signed and attach 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.

Creating the hiring proposal

For Adjunct Positions:

- For teaching adjunct appointment offers over $10,000, send PAF and contract to **OFRR Reviewer** or **VPHS** for review before sending to HR Operations. Once approved submit to HR Operations along with new hire paperwork through ImageNow fax at 827-8250 or email to hrdocs@vcu.edu.
- For non-teaching adjunct and teaching adjunct appointments under $10,000, send PAF and contract along with new hire paperwork to HR Operations through ImageNow fax at 827-8250 or email to hrdocs@vcu.edu.

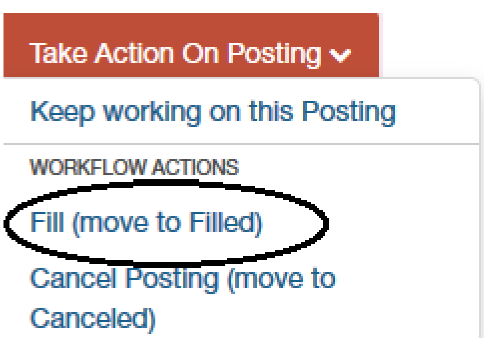
Move the posting to filled

Note: Required Documents for Adjuncts

Search Documents: Interview notes, reference check results and other posting-related documents are added to this section once the posting is closed and removed from the web, but **before the posting has been marked as "Filled."** It is strongly recommended that all search documentation is uploaded. This documentation is subject to audit review for three years after the position is filled or closed. Additional information and best practices on retention of search records is outlined in the Faculty Search Process Guidelines on the OFRR website (http://www.provost.vcu.edu/faculty-affairs/prospective-faculty/ofrr/).

Once all offers have been accepted, and you no longer need the posting, move the posting from **Closed** to **Filled**.

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 posting that needs to be moved to Filled 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. Fill the posting by selecting **Take Action On Posting** > **Fill (moved to Filled)**.



Canceling a posting

1. Make sure you are in the **APPLICANT TRACKING** module of eJobs. The banner across the top of the page should be blue.
2. On the **Posting** tab, choose **Non-Benefited**, and find the posting that needs to be moved to Filled 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**.
3. Fill the posting by selecting **Take Action On Posting** > **Cancel Posting (move to Canceled)**.