eJobs Guide for Hiring Managers

Contents

This guide provides instructions for hiring managers and supervisors on all functions of hiring and position management in the eJobs system.

eJobs Overview

eJobs is the electronic applicant tracking system used for creating and approving full-time budgeted and temporary jobs at ETSU and also for managing and updating job descriptions. eJobs has two portals, the applicant portal at jobs.etsu.edu and the HR portal at jobs.etsu.edu/hr. From the applicant portal, job applicants can view and apply for current posted jobs and also view all job active job descriptions in the system. Job postings, hiring proposals and position description updates are managed in the eJobs HR portal.

The eJobs HR portal (referred to as eJobs in this manual) has two modules to manage jobs and positions; the function of each is described below. You must be in the correct module to perform the described tasks. The color of the banner at the top of the screen changes depending on the module you are using. By default, the Applicant Tracking system is selected automatically unless you change this setting in Your Profile.

Module	Select this module to:
Applicant Tracking (Blue)	Create a job posting, review and rate applicants, request and route hiring proposals
Position Management (Orange)	View position descriptions, change a position's supervisor, request minor changes to a position description

To perform different actions in the system, users must be assigned the appropriate user group and scope. The table below summarizes the function of each user group. The user's scope is their department, function or division. Users may only access jobs or position descriptions in their scope. All full-time ETSU employees have the Employee, Search Committee Member and Applicant Reviewer group with the full ETSU scope. Departments may request additional group assignments or additional scope for their employees to the Office of Human Resources at jobs@etsu.edu.

With this Current Group	The user can:
Employee	View your personal position description and performance appraisals.
Applicant Reviewer	View applicant applications for a specific posting and move applicants to different work states (e.g. Recommended for Interview).
Search Committee Member	View applicant applications for a specific posting.
Hiring Manager	Create postings and hiring proposals for an assigned department(s) or division. Also able to update supervisors and request changes to a position description in the Position Management module.
Dept. Chair/Director, Dean/Administrative Unit, Vice President/President,	Create, review and approve postings and hires for a department, function or division. Also able to update supervisors and request changes to a position description in the Position Management module.
University Budget	Review and approve hires for the University.
College Budget Authority	Review and approve posting and hiring proposals in academic divisions.
Grant Accounting	Review and approve grant funded hires.

With this Current Group	The user can:
Special Budget	Review and approve Auxiliary and Foundation funded hires.
Affirmative Action	Review and approve postings, requests for interview and hires for the University.
Personnel	Review and process hires for the University.
Human Resources	Review and post jobs; review and complete hires; approve position description changes and supervisor updates; review and approve supplemental questions and evaluative criteria; manage user group assignments; create reports; manage the eJobs applicant and HR portals.

Posting and Hiring Process

Individual divisions and departments define their own processes for conducting a job search but here is a typical example of creating a posting, reviewing applicants and creating and processing a hire in the eJobs system.

1. The department hiring manager logs in as Hiring Manager and creates the posting and assigns Applicant Reviewer and Search Committee Members access to the posting. The posting is sent through the approval process and is posted.

2. The search committee members log in as Search Committee Member and review the applications and enter their evaluations (if Evaluative Criteria is used). The search committee chair or hiring manager logs in as Applicant Reviewer and moves the applications through the pool certification and interviewing workflow process. When an applicant is selected, the Applicant Reviewer moves the application to 'Recommend for Hire' and all other active applications to a final not-hired state. The Applicant Reviewer contacts the hiring manager to start the hire.

3. The hiring manager logs in as Hiring Manager and starts the hiring proposal. The hiring proposal is sent through the approval process and the applicant in move to Hired. When the selected candidate is hire, all other candidates receive an automated email explaining they were not selected for the position.

Approval Processes

eJobs manages the approval processes for job postings, hiring proposals and minor position description updates. Examples of the routing for job postings and hiring proposals are described below. Approvers get an automated email when they have an 'action item' to approve that includes instructions and a link to the item. Action items also appear in the user's Inbox on the eJobs Home page. To move items in eJobs through the approval process, users must sign into the system and select the correct user group and then move the item in the workflow. Each action along with all comments and automated emails are captured by the system in the item's history.

The approval chain varies depending on division or creator. See examples in Appendix B: Approver Quickguide.

Getting Help

Training guides and videos are available on the eJobs Information and Training webpage. eJobs users may also join the eJobs User Group for news and updates and to connect with other eJobs users.

The Office Human Resources Employee Relations, Compensation and Development manages the eJobs system. Human Resources staff have access to all current and historic job postings, job applications and position descriptions in the system. To assist with questions or issues, Human Resources staff have the ability to 'log in' as any user to see the system as you do. [Note: HR cannot move/approve an item as another user.] By request of the department, Human Resources can also reactivate applications for applicants to add or change information on their application. For assistance with eJobs, contact the Office Human Resources Employee Relations at jobs@etsu.edu | 423.439.5825.

eJobs uses the department, position and classification numbers from the Banner system and integrates user, position and organizational data from the Banner in a nightly upload. For Banner inquiries, contact The Office Human Resources Benefits, Retirement and HRIS at humanres@etsu.edu | 423.439.4457.

Navigating eJobs

Logging In

1. Open a web browser and navigate to **https://jobs.etsu.edu/hr**
2. Log in using your ETSU username (e.g. 'smithj') and password.

Navigating the Home Page

Selecting a Module

To change modules, hover over the dropdown menu to the right side of the banner and select from the dropdown. The color of the banner changes depending on the selected module.

Selecting your User Group

To change your user group, click in the Current Group box and select from the dropdown menu.

My Profile

In the My Profile tab you can change your default user group, opt out of email notifications, and view your position description.


Changing your Default Login User Group

If you generally use a specific user group when accessing the system, you can set this group as the default each time you log in.

1. Click My Profile.
2. Hover over "Take Action on User" and click Edit Profile.
3. Scroll to the 'Preferred Group on Login' field and choose your preferred user group.
4. Click Update User.

Preferred Group On Log In

Human Resources ▼
Employee
Human Resources
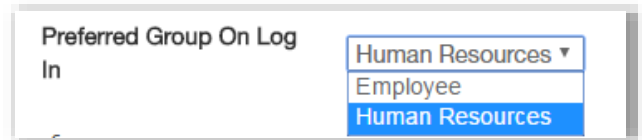
Managing your System Emails

Depending on your user group assignment, you will receive email notifications for actions associated within your user role and your designated department/college scope. To opt out of all or specific emails:

1. Click My Profile.
2. Hover over "Take Action on User" and click Manage Emails.
3. Find the email notification you want to stop receiving (ex. Hiring Proposal Transition) and check the 'Opt Out?' box to the right.
4. Click Update System Email Options.

Viewing your Position Description

Under Position Descriptions, click on your job title to view and print your position description.

Help

Select **Help** to view a searchable help file with instructions for most features and actions in the system. Additional help documents can be access in the My Links list.

Inbox

Your Inbox displays items that you need to take action on. Your action items will be listed under two tabs: Postings and Hiring Proposals. The number next to each tab title indicates the number of items of that category waiting for your approval. Clicking on an item in the list will direct you to that item's action screen. Once you have submitted your approval for an item, it is removed from your Inbox.

Inbox ❶

Displaying items for group "Affirmative Action".

Postings (1)	Hiring Proposals (0)	Position Requests (0)	Special Handling Lists (0)	
Job Title	Type	Current State	Owner	
Test posting	Support Staff	Affirmative Action	Affirmative Action	

Watch List

Your Watch List shows the current state and owner of the requests you have started or flagged to monitor. Your watch list items will be listed under three tabs: Postings, Hiring Proposals and Position Requests. An item will stay in your Watch List until you remove it or until all approvals on that item are complete (e.g. a hiring proposal has been reviewed and approved at all levels).

Click on an item in your Watch List to view it. To remove an item from your watch list:

1. Click Watch List.
2. To the right of the item, hover over "Actions" and select the **Stop Watching** option.

Short Cuts and My Links

The Short Cuts list gives you access to reports that have been assigned to you or your user group and to actions related to your select user group.
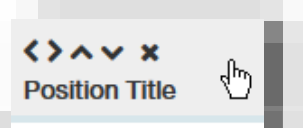
My Links includes a short cut to your performance evaluations as well as links to training content and other relevant web pages.

Using Tabs

Use the tabs in the banner to search for job postings or position descriptions and to return to you home screen. To find a posting, hiring proposal or position description from a tab, hover over the tab and then select the position type. [Note: Clicking on the tab will direct you to the Support Staff search screen.]

Customizing Your Search Result Screens

When you select a position type from 'Postings' or the 'Applicants' tab from within a posting, you are taken to a search results page. You can modify a search result page by adding, moving, sorting or deleting columns or by filtering the data in the list. After you have customized your search settings you can export the result and/or save your settings for quick access each time you view this page. Here are a couple of examples of different views of the "Postings" search.

Position Title	Posting Number	Department	Active Applications	Workflow State
Test - Faculty Posting	F00001P	Human Resources (50200)	1	Posted
Assistant Professor		Biomedical Sciences (31270)	0	Draft
Lecturer - maw		University Honors Program (28010)	0	Draft
Test Professor	F00002P	Curriculum and Instruction (23050)	1	Posted

Posting Number	Position Title	Active Applications	Close Date
F00001P	Test - Faculty Posting	1	
(None)	Assistant Professor	0	12/15/2016
(None)	Test Lecturer	0	
F00002P	Test Professor	1	

Move/Delete/Sort Columns

To move or delete columns from a search result page, hover over the column title and use the left and right arrows to move the column and the 'x' to delete (some columns cannot be deleted).

Use the up and down arrows to sort the column.

Add Columns

To add a column,

1. Select **More Search Options** next to the search box.
2. Click the down arrow next to 'Add Column'.
3. Select the new column from the list.
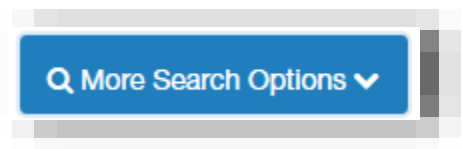
Filter Results

Use the search filters to limit the data in the list. For example, select 'Draft' from the 'Workstate' filter and select **Search** to show only postings that are the 'Draft' state.

Save the Search

To save these search settings,

1. Select **Save this search?** under 'Ad hoc Search'.
2. Mark **Make this the default search?** if you want this to be the settings each time you return to this page.
3. Give the search a name (e.g. Draft Postings).
4. Select Save this Search.

A new tab is created with your search name. To run this search, click the tab. To delete the saved search, click the 'x' on the tab.

Creating and Viewing Reports

Data from the eJobs system can be extracted either through generated reports or through search results.

Export the Search Results

To save search data such as an applicant search or posting search,

1. Following the instruction in 'Customizing Your Search Result Screens' to format and filter your data.
2. Hover the main 'Actions' button and select **Export results**. You have the option to save the file or open it in Excel.

Posting-specific Reports

From a posting, the Reports tab lists standard EEO and applicant reports that provide data related to the posting. To generate and view a posting-specific Report

1. Click the 'Reports' tab.
2. Click on the report name to generate it (this may take a few seconds). The report list will open in a new window. If you are not taken to a new window, click the messages link next to your name.

Mary Wright, you have 16 messages.

3. Next to the report name, hover over 'Actions' and select **View** or **Download to Excel**.
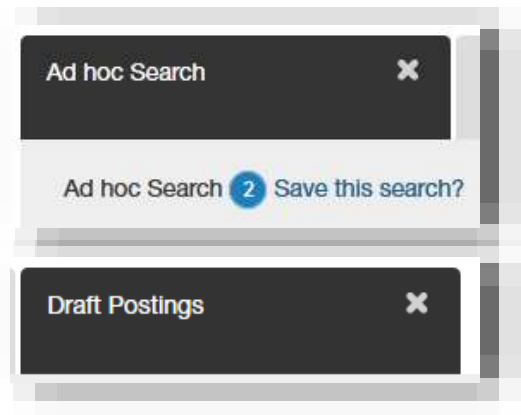
Assigned Reports

Human Resources can create and assign reports to specific user groups. To access your group-assigned reports,

1. Select **My Report**s from the eJobs Home page 'Shortcuts' list.
2. Next to the report name, hover over the 'Actions' and select **View** or select **Download CSV** to open the report in Excel.

Job Postings

All jobs in eJobs are posted by category – Faculty (full-time and adjunct), Administrative (exempt) and Support Staff (non-exempt). You must select the correct category when creating or reviewing a posting.

Full-time Postings

See PPP 35 - Search Guidelines for Filling Faculty, Administrative, and Clerical/Support for the requirements for posting and advertising full-time positions.

Temporary Postings and Temp Pools
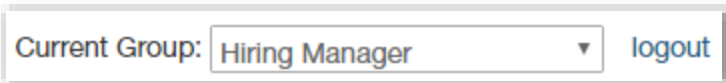
In eJobs you have the option to create a single temporary posting or create a temporary or PRN pool. Applicants can apply to your posting in the applicant portal but you would not submit the hire through eJobs. See **Hiring Temps** on the Recruitment and Hiring Search Essentials webpage for more information. All temporary postings will expire December 31 each year and applicants who wish to be considered for recurring temporary postings must reapply each year.

To create a temporary posting or temporary pool posting, select Temporary from the Position Type in the posting information. For temporary or PRN pools, include Pool or PRN in the job title (e.g. Nurse Practitioner PRN or Custodial Pool) and do not enter a posting ending date.

[Note: Human Resources maintains a temp pool for applicants interested in temporary staff positions. To review these applicants, you may request access to the Staff Temporary Pool at jobs@etsu.edu.]

Starting a Posting

1. Log onto the eJobs system using your ETSU username and password.
2. Verify or select 'Applicant Tracking' as the current module.
3. Verify or select your Current Group as Hiring Manager, Dean/Administrative Unit, Department Chair/Director or Vice President/President.

4. From the Home screen, use one of the "Shortcuts" to select the type of posting to create (Support Staff, Administrative Staff and Faculty). You will have three options to create a new posting.
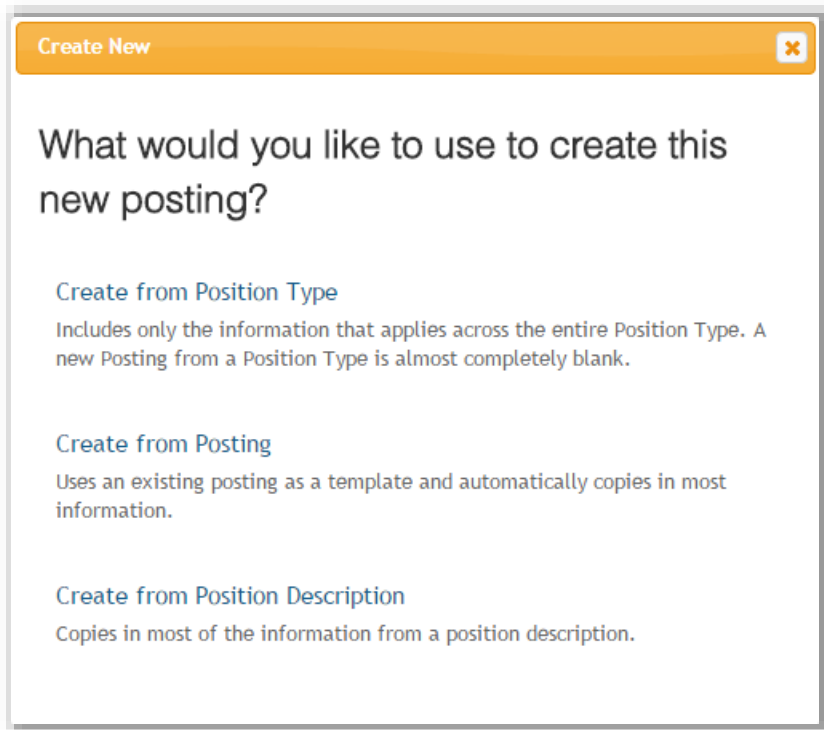
Create from Position Type

Creating from Position Type starts a posting from scratch with mostly blank fields. Choose "Create from Posting" or "Create from Position Description" to start a posting with pre-populated fields.

Create from Posting

To create a posting from another posting, first search the posting list by posting number or title. To the right of the selected posting, hover over the "Actions" menu and select **Create From**.

You can also choose "View Posting". From the posting view screen select **Create Posting from this Posting**.
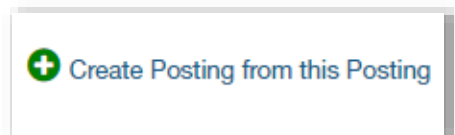
Create from Position Description

Use this option when creating a posting for an existing, budgeted position, either currently vacant or not yet vacant. To create a posting from an existing position description, first search the position description list by position number or title. To the right of the selected position description, hover over the "Actions" menu and select **Create From**.

You can also choose "View". From the position description view screen select **Create Posting from this Position Description**.

New Posting Screen

Before continuing, verify on the navigation banner at the top that you are creating a posting for the desired position type (Support Staff, Administrative Staff or Faculty).
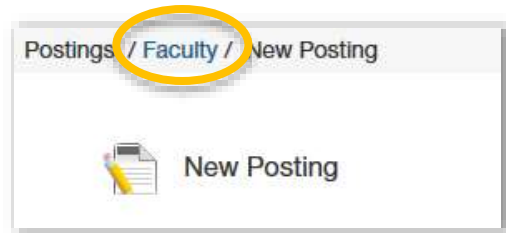
1. Provide the required information:
   - Position Title
   - Division
   - College/Administrative Unit
   - Department
   - Interest Card Category (applicants can sign up for emails based on interest)
2. If electronic references will be used, complete the Reference section as shown here. See Appendix A for recommendations for checking references for Faculty, Administrative and Support Staff positions.

3. For Administrative and Support Staff postings, you have to option to select either a standard application or short application. The standard application requires the applicant to enter their employment history while the short form omits the employment history. Faculty postings default to the short application. For Administrative or Support Staff postings, scroll down to verify or check the type of application you want to use.
4. Leave all other fields unchanged and click **Create New Posting**.

Posting Information Pages

Starting with the Position Details page, complete the information on each screen. See Appendix E for a detailed description of each field on each page of the posting form. Use the 'Check spelling' feature to spellcheck the page and then click **Next** to save and move to the next screen OR click **Save** and navigate to another screen using the menu. You must click either Next or Save to save your changes on each screen.

Formatting a Posting

Postings appear in the eJobs system in web format. You can improve the look of your posting with simple html or Textile code to format bullets, numbers, bold text, etc. Here are some common Textile codes:

Desired appearance	How to do it
Make a space between paragraphs.	p. Make a space between paragraphs.
Add **Bold** text.	Add *Bold* text.
Underline text.	+Underline+ text.
Add *Italic* text.	Add _Italic_ text.
• Make a bulleted list • Leave a space between the * and the first word of the list entry	* Make a bulleted list * Leave a space between the * and the first word of the list entry
1. Make a numbered list 2. Leave a space between the # and the first word of the list entry	# Make a numbered list # Leave a space between the # and the first word of the list entry

1. Numbered list item
  o Make a sub-bulleted list
  o Inside a bulleted or numbered list
2. Numbered list item
	# Numbered list item
	** Make a sub-bulleted list
	** Inside a bulleted or numbered list
	# Numbered list item

Link to your homepage.	Link to your "homepage": http://www.etsu.edu/.

Always review the posting as the applicant sees it from the summary page to identify any unexpected formatting or characters that may be the result of cutting and pasting from another application.

Adding/Modifying Supplemental Questions to the Application

The Supplemental Questions page allows you to generate additional questions to be included in the application. To add a supplemental questions from the question bank,

1. Select Add Question.
2. Search questions either by keyword or by selecting a question category.
3. Check the question or questions to add and click **Submit**.
4. Click on the question to view the predefined answers. You may add points to answers and/or mark an answer as 'Disqualifying' to allow the system to automatically disqualify applicants from consideration. You may only use disqualifying for criteria listed in 'Required Qualifications' on your posting. The candidate will automatically see a status of 'Not Qualified' if the system disqualifies them.

5. Drag and drop your selected questions to arrange them in order.
6. Select **Save** or **Next** to save your question list.

If you do not find a suitable question in the question bank, may request a new supplemental question be added. Once submitted, your question will be pending until it is reviewed and approved by Human Resources. To request a new supplemental question,

1. Select Add a question.
2. Select **Add a new one** at the bottom of the pop up.
3. Complete the question form.

4. Click **Submit**.

Name *
Holidays

Status *   pending ▾

Category   Availability ▾

Question *
Are you willing to work holidays if required?

Possible Answers

◯ Open Ended Answers

◉ Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: Yes

Possible Answer 2: No

| 4 | ☐ | Availability | Are you willing to work holidays if required? | | | pending ✕ |

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes		☐
2.	No		☐

Creating Evaluative Criteria

You have the option to create evaluative criteria that may be used by search committee members to evaluate and rank candidates at different stages of the search process. Evaluative criteria are different from Supplemental Question which are included as part of the application. Evaluative criteria are only available to search committee members and are used to rank applicants. You may set up criteria for multiple workflow states. For example, you may set up one group of criteria for reviewing the application and another for reviewing the candidate after the interview. To set up evaluative criteria,

1. Select the "Evaluative Criteria" tab.
2. Select **Add a Criterion**.
3. Select a criterion from the list.
4. Select a workflow state for which this criterion will be used (e.g. 'Under Review by Department' or 'Interviewed'). The criterion will not be available to the search committee until the applicant is in this state.
5. Select **Submit**.
6. Click on the criterion to set the ranking values and/or a weight value.

You may request a new criteria be added to the list. Once submitted, your criteria will be pending until it is reviewed and approved by Human Resources. To request a new ranking criteria,

1. Select Add a Criterion.
2. Select **Add a new one** at the bottom of the pop up.
3. Complete the Ranking Criteria form.
4. Click **Submit**.

When an application is in the selected state, the search committee members will have the option to select **Evaluate Applicant** from the Applicant Review screen and to enter ranking values and comments. The **Evaluate Applicant** option is only available when the application is in a state that has been assigned evaluative criteria. The search committee chair or hiring manager should notify the search committee members to request their evaluation when the selected applicants are in the appropriate workflow state.

Submitting the Posting for Approval

To submit the posting for approval:

1. Go to the "Summary" page and review the posting for errors or missing data. [Note: All required fields must be complete before submitting the posting. Red X's next to the page name indicate missing data.]

2. Review the summary for errors and completion. A red X will appear next to the name of any page that has missing required data. Click on the page name to complete the required field and then return to the "Summary" page.

3. Select 'See how Posting looks to Applicants' to review the posting information formatting.

4. To submit the posting for approval, hover your mouse over the **Take Action On Posting** button and select the appropriate approval step (e.g. **Submit for Approval (move to Dept. Chair/Director**). See the workflow descriptions in Appendix B.

5. On the popup window, click **Submit**. By default, the posting will automatically be added to your Watch List.
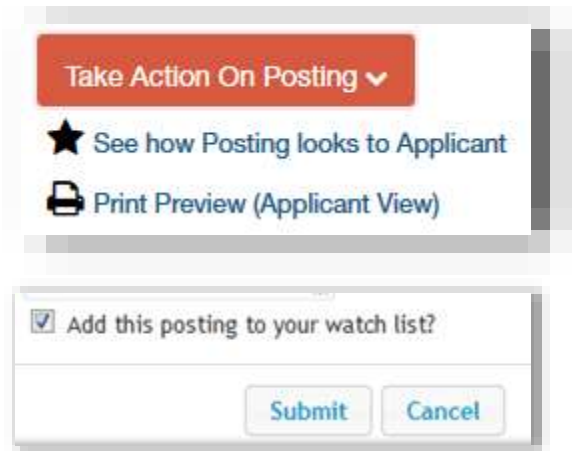
Sharing your Posting

Job Boards and Advertisements

All jobs are posted to our eJobs portal at jobs.etsu.edu and are also linked to searches on our ETSU Jobs page at www.etsu.edu/jobs. Jobs posted to our portal are automatically fed to the Jobs4TN job board and may also be posted to Higher Education Recruitment Consortium (HERC) (all jobs) and HigherEd Jobs (Faculty and Administrative postings) at no cost to the Department. Departments may choose to pay for other jobs boards, journals or newspaper advertisements and may use either the Single Post Link or Multiple Postings Link described below or may direct applicants to our ETSU Jobs website at www.etsu.edu/jobs.

Single Post Link

When a job is posted in eJobs, it creates a unique link that you can share in an advertisement or email or post to a website. The posting URL can be found on the posting Summary page. Alternatively you can click on the job in the applicant portal and copy the URL from your browser.

Multiple Postings Link

Human Resources posts jobs by common categories on our www.etsu.edu/jobs website using search criteria in the applicant portal. Search criteria creates a unique URL that lets you share a link to all posting in the search without ever having to update the URL. You can create your own search criteria URL that will link applicants to all or specific types of jobs in your department or college. For example, if you can create and save the URL to a search to all Faculty in your department, the link will always return a list of currently posted faculty positions or will be empty if none exist.

1. From the applicant portal, click **Search Jobs**.

2. Specify your criteria using the search filters (e.g. Position Type and Department). Use the Ctrl key to make multiple selections in a criteria field (e.g. to select both Support Staff and Administrative jobs).

3. Select **Search**.

4. Copy the URL from your browser.

For help creating your search criteria URL, contact Human Resources.

Social Media

All jobs are automatically added to the eJobs RSS feed. Additionally, Human Resources posts jobs to the Human Resources Twitter, Facebook and LinkedIn accounts. You can use your social media sites to increase exposure by following us and by sharing our links and/or posts. Here are the links to the HR social media sites:

- RSS - https://jobs.etsu.edu/all_jobs.atom
- Facebook - https://www.facebook.com/etsuhr
- Twitter - https://twitter.com/etsuhr
- LinkedIn - https://www.linkedin.com/in/etsuhr

Hiring Managers can also tweet job postings to your college or department Twitter account by clicking on the Twitter icon on the posting page. This should only be done after the request to advertise is approved and posted.

1. Select the posting.
2. Click on the Twitter icon.
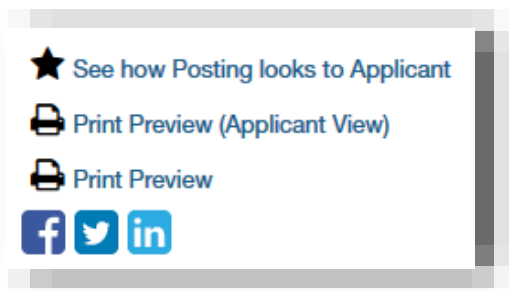
3. Log in to your Twitter account to tweet this posting.
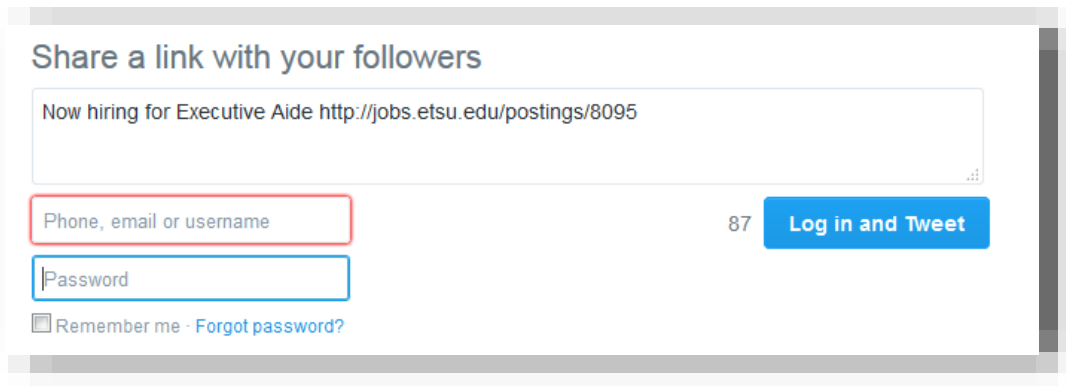
4. Select 'Remember me' to save your login credentials.

East Tennessee State University | Office of Human Resources

Applicant Review

Applicant Review Process

Refer to PPP-35 for guidelines on reviewing applicants and certifying your applicant pool through Affirmative Action. In eJobs, supervisors or search committee members review job applications using the Applicant Reviewer and the Search Committee Member user groups. These are assigned to a posting when it is created. See Appendix D for a sample applicant review workflow.

The Applicant Reviewer user group can access to applications and resumes and can move applicants to different workflow states such as Recommend for Interview or Recommend for Hire. Typically supervisors, search committee chairs or hiring managers are assigned as Applicant Reviewers and are responsible for moving applicants through all the appropriate workflow states.

The Search Committee Member user group can access applications and resumes and submit electronic evaluations if Evaluative Criteria were added to the posting. The search committee chair can submit an evaluation and view evaluations submitted by other search committee members.

A link to the Search Committee Quickguide is included in the emails sent to search committee members. See Appendix G for sample emails to search committee members and search committee chairs.

Finding a Posting

Click on the link from the automatic email you were sent regarding this post.

OR

1. Hover over the "Postings" tab and click on the type of posting you are reviewing (Support Staff, Administrative Staff or Faculty).
1. On the Search screen, select the posting or search using the posting number or position title. The search results show the number of active applications for each posting.
2. Click on the position title to view the posting and applicants.
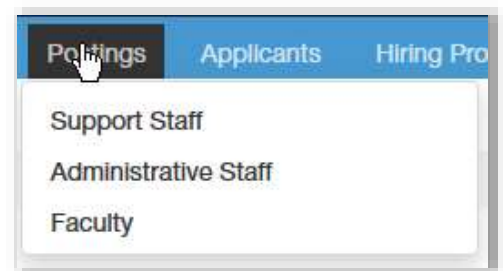
Reviewing an Application

1. From the posting, select the "Applicants" tab.
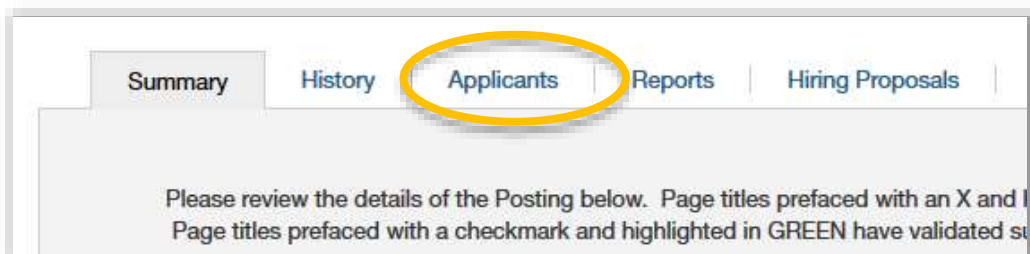
2. From the applicant list, select the applicant name to open the application.
3. Scroll to review the application.
4. If the applicant uploaded a document, click on the document name to review.
5. You can view and print a pdf version of the application by selecting **View** at the bottom of the page.

Required Documents

Document Type	Name	Conversion Status
✓ Resume	Resume 09-28-16 13:47:43 (11.3 KB)	PDF complete

6. Click **Generate** at the bottom of the page to create a single pdf that includes the application along with the applicant's uploaded documents.

You can use the "breadcrumb" navigation banner at the top of the screen and click Applicant Review to navigate back to the applicant list to review other applicants for this posting.

/ Sample Support Staff Posting (Posted) / Applicant Review / Sample Applicant3 Under Review by Department
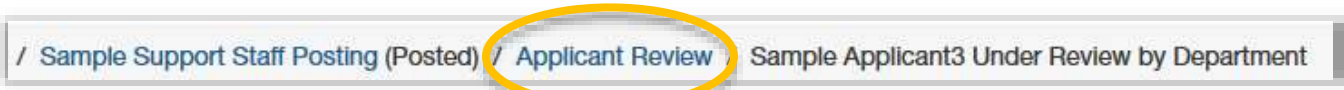
Generating Applicant Documentation PDFs

Individual Applicant

The options for PDF Documents are located at the bottom of the applicant review screen.

1. Select **View** next to 'Application' to view the pdf version of the application.
2. Select **Generate** next to 'Combined Document' to create and then view a pdf that includes the application along with any documents uploaded with the application.

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

Multiple Applicants

From the Applicant Review page, you can generate pdfs for multiple applicants.

1. Select the applicants to generate.

	Applicant Last Name	Applicant First Name	Documents	Posting Number
☑	Applicant	Test		SS00003P

2. Hover over the main Actions button and scroll down to select either **Download Applications as PDF** to generate a single report for all select application or **Create Document PDF per Applicant** to generate multiple pdfs.

Download Applications as PDF

Create Document PDF per Applicant

3. Choose either **Application and All Document** to include all document
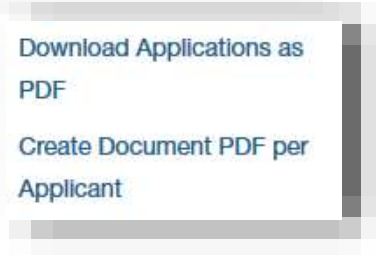
uploaded to the application or select specific documents and click **Submit**.

Select the document type(s) to use.

- Application and All Documents
- Only These Document Types
  - Application Data

Submit   Cancel
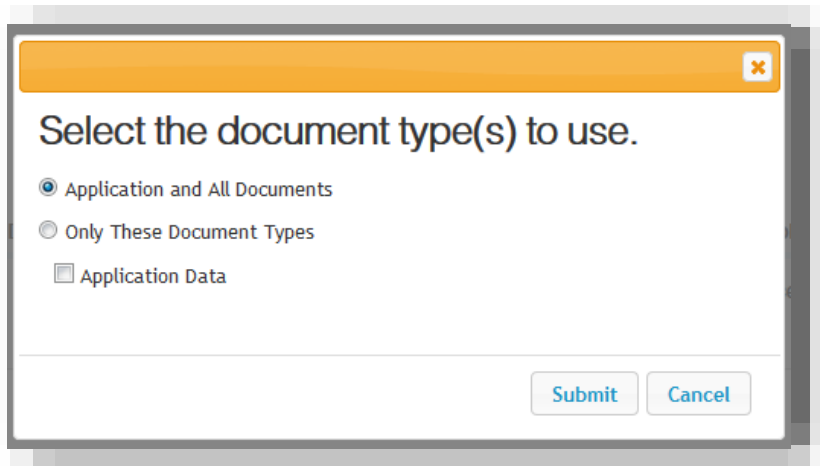
4. Save or print the document and use your browser Back button to return to the Applicant Review page.

Moving Applicants in the Review Workflow

Only Applicant Reviewers can move applicants, either individually or in bulk, to a different workflow state (e.g. 'Recommend for Interview' or 'Solicit Letters of Recommendation').

1. To begin change or verify your Current Group selection is Applicant Reviewer.
2. Select the posting from your inbox or hover over the Posting tab and select the correct position type and select the posting from the list.
3. Click on the posting and select the Applicants tab.

Summary | History | Settings | Applicants | Reports | Hiring Proposals
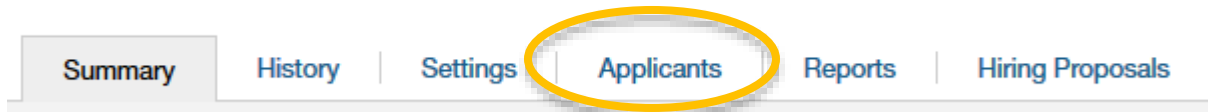
Move Applicants Individually

Click on the application:

1. Hover over 'Take Action On Job Application'.
2. Select the appropriate work state. Enter a reason if required.
3. On the popup screen, click **Submit**.

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Select (move to Recommend for Interview)

Select (move to Solicit Letters of Recommendation)

Select (move to Not Recommended for Interview)
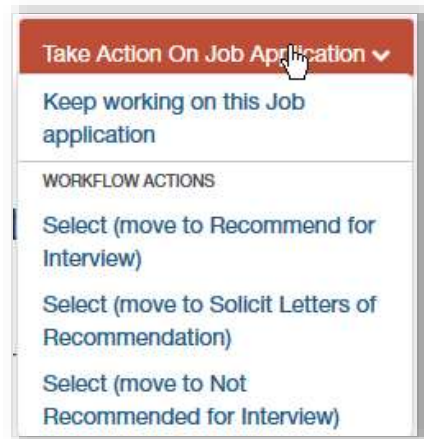
Move Applicants in Bulk

From the Applicants tab:

1. Check the box next to each applicant you want to move to a specific workflow (checked applicants must be in the same current state).

2. Hover over the main "Actions" button and select **Move in Workflow** under the Bulk heading.
3. Select the desired state from the 'Change for all applicants' dropdown. Enter a reason for each applicant if required.
4. Click **Save Changes** to update the applications.
5. Refresh your screen to see your changes.
6. Repeat to move the remaining applicants to different workflows.

Postings / ... / Executive Aide / Applicant Review / Bulk Workflow Status Change
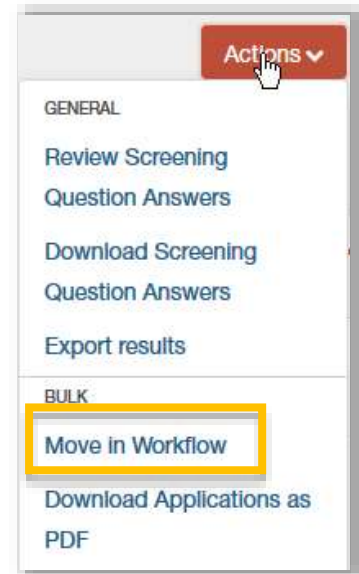
Submitting a Recommend for Hire

When you have completed the applicant review process and submitted a state of "Recommend for Hire" for your selected candidate, contact the hiring manager to start the hiring proposal.

Starting a Hiring Proposal

To start a Hiring Proposal, the Applicant Reviewer must have moved an applicant to 'Recommend For Hire'. Once the Recommend for Hire has been submitted:

1. Log onto the eJobs system using your ETSU username and password.
2. Verify or select 'Applicant Tracking' as the current module.
3. Verify or select your Current Group as Hiring Manager, Department Chair/Director, Dean/Administrative Unit, or Vice President/President.

Finding an Application

To find an applicant from your watch list:

1. Select the posting from your Watch List
2. Click the 'Applicants' tab
3. Click the applicant's name to open the application

To find an application from the Posting tab:

1. Hover over the 'Postings' tab and click on the type of posting you are reviewing (Support Staff, Administrative Staff or Faculty)
2. On the Search screen, select the posting or search using the posting number or position title
3. Hover over the 'Action' button next to the selected posting and click **View Applicants**
4. Click the applicant's name to open the application

Starting the Hiring Proposal

1. Click on the **Start Hiring Proposal** button on the right. [Note: For all Health Science Faculty positions, select Start Health Science Hiring Proposal.]
2. Select or verify the position description for this hire. Scroll to the bottom of the screen and click **Select Position Description**.

3. Complete the required fields on each page of the Hiring Proposal. You must click either **Next** or **Save** on each screen to save your data. See Appendix F for instructions for each field in the Hiring Proposal.
4. On the Summary page, a red exclamation point next to a page name indicates required data that is missing. Click **Edit** next to the page name to complete the page and then return to the Summary page.
5. Click **Take Action On Hiring Proposal** and select the appropriate workflow action. See the workflow descriptions in Appendix B.
6. On the popup screen, click **Submit**. By default this hiring proposal will be added to your Watchlist so you can track the approval process.

Managing Position Descriptions

All current full-time position description can be viewed in the Position Description Library in the eJobs applicant portal at jobs.etsu.edu. Users with approval authority can view position descriptions in their scope in the Position Management module in the eJobs HR portal at jobs.etsu.edu/hr, Through the Position Description module, hiring managers and users with approval authority may request minor changes to position descriptions including the position's supervisor. The change request is submitted to Human Resources to review and approve. Significant changes to a position description require a position audit. For more information about position audits, visit the Position Classification webpage.

Finding and Selecting a Position Description

Before you can review and modify a position description, you must navigate to the Position Management module in eJobs from the application dropdown menu. The header will change to orange.

Verify or select your Current Group to a unit authority (e.g. Dean/Administrative Unit).

To find the position description from the Position Management module,

1. Hover over the 'Position Description' tab and select the type of position - either Support Staff, Administrative Staff, or Faculty.
2. Search using the position title, position number, department or employee name.
3. Click on the selected position title.

Completing the Modification Request

1. From the selected position description, select **Modify Position Description**.
2. Select **Start**. This locks position description from other updates.
3. You must complete the 'Reason for Position Modification' and 'Justification of Need' fields to begin.
4. Select **Save**.
5. Select a tab on the left to navigate to the correct content to modify.
6. When you have completed the updates, select the 'Position Request Summary' tab to review your changes.
7. To submit the changes to Human Resources, hover over 'Take Action On Position Request' and select **Submit to Human Resources for Approval**. Your Position Request will automatically be added to your Watchlist.
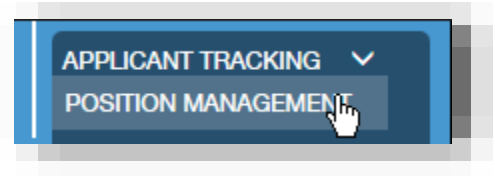
Changing a Position's Supervisor

To update a position's supervisor,

1. Follow the steps for starting the modification and select 'Replacement of Supervisor' for the 'Reason for Position Modification'.
2. Select **Save**.
3. Navigate to the 'Supervisory Position' tab.
4. To find the correct supervisor, click on **Filter these results** next to 'Position Description (vacant or not vacant)'

Position Description (vacant or not vacant)s – Filter these results

5. Change the Position Type to the supervisor's position type (e.g. Administrative Staff).
6. Search the supervisor's last name or department.
7. Select the radio button next to the supervisor's name.
8. Select **Save** to save this selection.
9. Submit the request to Human Resources as described above.

Appendix A: Recommendations for Reference Checks

Reference checks are a vital part of a recruitment plan. Keep in mind that personal or professional reference checks may be conducted in a variety of ways such as speaking with a supervisor personally by phone or email or by soliciting letters via mail or through the eJobs Applicant Tracking system. Based on feedback from references and applicants and also on common recruitment practices, Human Resources makes the following recommendation for conducting employment and reference checks:

Administrative Staff/Faculty

Electronic letters of recommendation may be used but are not required for administrative staff or faculty positions. It is recommended that one or more reference checks (phone, email, reference letters, etc.) for administrative or faculty positions be collected only on applicants that are submitted to Equity and Diversity for pool certification. Use these settings when creating a posting in eJobs to solicit electronic letters of recommendation only for selected candidates:

1. Use these setting when creating a posting:
   - For "Reference Notification", select the state **Solicit Letters of Recommendation**
   - Leave "Recommendation Workflow" blank
   - For "Recommendation Document Type" select **Reference Letter**
2. In the "Reference" tab, enter a 1 or greater in the 'Minimum Requests' field
3. To request letters of recommendation prior to submitting applicants for pool certification, move the selected applicants to the "Solicit Letters of Recommendation" state. This sends automatic emails to the applicants' references. [Note: This can be done in bulk.]
4. When you have checked and are satisfied with at least one reference, move the selected applicants to a recommend for interview state.

See the instructions for Support Staff to use an alternate method for checking references.

Support Staff
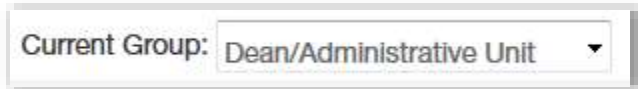
Electronic letters of recommendation are not required or recommended for support staff positions. It is recommended that one or more reference checks (phone, email, etc.) for support staff positions be collected only on applicants that are submitted to Equity and Diversity for pool certification. Use these settings when creating a posting in eJobs for a support staff position:

When creating a posting

- Leave "Reference Notification" blank
- Leave "Recommendation Workflow" blank
- Leave "Recommendation Document Type" as **No Document**
- Leave the fields in the Reference tab blank

Appendix B: Approver Quickguide

1. You will receive an email when you have an item or items in the new eJobs system to review and approve. Click on the link in the email or log onto the eJobs system at jobs.etsu.edu/hr using your ETSU username and password.

2. Verify or change your Current Group to your appropriate approver role.

Current Group: Dean/Administrative Unit ▾

3. In your Inbox, a number next to the tab title indicates the number of action items you have in that category. Click on an item in the list to open it.

Postings (3)	Hiring Proposals (0)	Position Requests (0)
Job Title		**Type**
Sample Executive Aide		Support Staff
See more...		

4. Scroll to review the open item. To approve or return the item:
a. Hover over the red action button and select the appropriate action.

Take Action On Posting ▾
★ See how Posting looks to Applicant

b. In the popup window, add comments if needed and/or add the item to your Watch List.
c. Click **Submit**. The item will be removed from your inbox.

   Note: If you need to take additional action on this item from another role, stay on this page and change your user group.

5. Return to your Home screen to review more items.

Sample Jobs Posting Workflows

Jobs Posting Workflow – Academics and Health Sciences

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Affirmative Action ⇒ Human Resources

Jobs Posting Workflow – Non-academic Divisions

Hiring Manager ⇒ Depart./Chair ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Affirmative Action ⇒ Human Resources

Sample Hiring Proposal Workflows

Hiring Proposal Workflow – Academic, Health Sciences, Non-academic

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority (if Academic, Health Sciences) ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

Hiring Proposal Workflow – Grant funded

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority (if Academic, Health Sciences) ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Grant Funding ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

Hiring Proposal Workflow – Auxiliary or Foundation funded

Hiring Manager ⇒ Depart./Chair ⇒ College Budget Authority (if Academic, Health Sciences) ⇒ Dean/Administrative Unit ⇒ Vice President/President ⇒ Special Budget (select correct agent) ⇒ University Budget ⇒ Human Resources ⇒ Personnel ⇒ Affirmative Action ⇒ Executive ⇒ Human Resource (processing)

Appendix C: Search Committee Quickguide

Logging In

1. ETSU employees, log onto the eJobs system at jobs.etsu.edu/hr using your ETSU username and password. Non-ETSU employees log in with the username and password sent to you in an email.
2. Verify or select your Current Group as Search Committee Member.

Current Group: Search Committee Member ▾

Finding a Posting

Click on the link from the automatic email you were sent regarding this post.

OR

1. Hover over the "Postings" tab and click on the type of posting you are reviewing (Support Staff, Administrative Staff or Faculty).
2. On the Search screen, select the posting or search using the posting number or position title. The search results show the number of active applications for each posting. Click on the position title to view the posting and applicants.
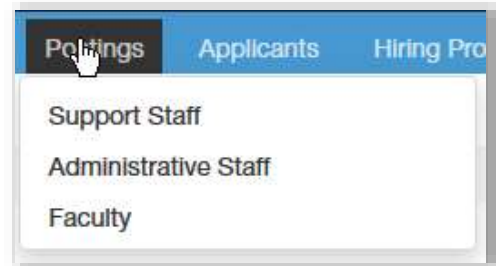
	Position Title	Posting Number	Department	Active Applications	Workflow State	
☐	Sample Patient Care Specialist	SS00002P	Graduate Programs, College of Nursing (35400)	1	Posted	Actions ✔
☐	TEST Staff Position	SS00003P	Human Resources (50200)	0	Dept. Chair/Director	Actions ✔

Reviewing an Application

1. From the posting, select the "Applicants" tab.

Summary   History   **Applicants**   Reports   Hiring Proposals

Please review the details of the Posting below. Page titles prefaced with an X and Page titles prefaced with a checkmark and highlighted in GREEN have validated su
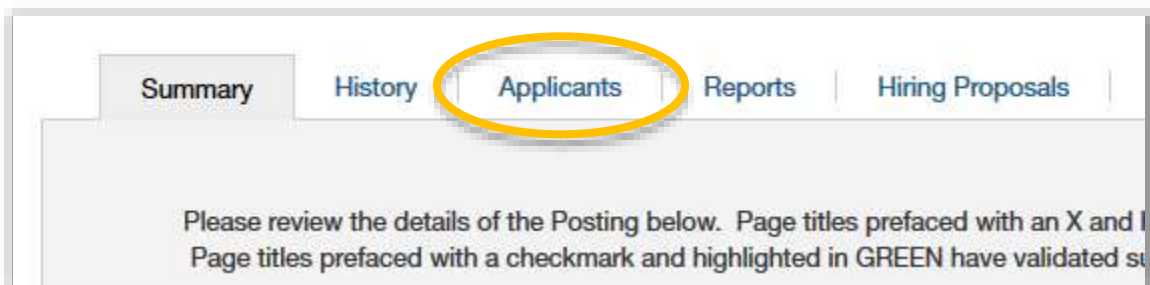
2. Select the applicant's name to open the application.
3. Scroll to review the application.

4. If the applicant uploaded a document, click on the document name to review.

Required Documents

Document Type	Name	Conversion Status
✅ Resume	Resume 09-28-16 13:47:43 (11.3 KB)	PDF complete

5. You can view and print a pdf version of the application by selecting **View** at the bottom of the page.
6. Click **Generate** at the bottom of the page to create a single pdf that includes the application along with the applicant's uploaded documents.
7. At the top of the screen and click **Applicant Review** to navigate back to the applicant list to review other applicants.

/ Sample Support Staff Posting (Posted) / Applicant Review / Sample Applicant3 Under Review by Department

Submitting Your Evaluation (Optional)

If the job posting was set up with evaluative criteria, you can submit your evaluation of the applicant's resume and/or interview. To submit your evaluation,

1. Select 'Evaluate Applicant' in the upper right corner.

⭐ View Posting Applied To
⭐ Preview Application
⭐ Evaluate Applicant
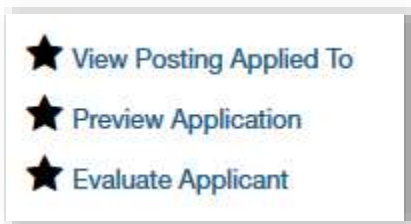
2. Enter your score and/or comments for each criteria.

Evaluative Criteria

Mary Wright   Overall: N/A

Quality of References: Please rate the candidate's quality of references.

Please select ▼

Comments

[   ]

Save   Cancel

---

3. Click **Save**. The application will be marked as 'Evaluated'. You can change your evaluation by selecting 'Evaluate Applicant' again.

Mary Wright (Faculty) ● Evaluated

Search Committee Chair – Reviewing Evaluations

A search committee chair is assigned in the eJobs system when a posting is created. If evaluative criteria are set up, the search committee chair can view all the evaluations submitted by the other search committee members.

1. From the Applicants tab, hover over actions and select Evaluation Applicants.

Actions ⌄

GENERAL

Evaluate Applicants

Download Applicants

Evaluations

2. Use the tabs to review the evaluations for each candidate at each workflow state in which evaluative criteria was used.

3. Select **View Detailed Entries** and summary scores for all active applicants. Click on an applicant's name for a summary of the evaluations for that applicant

Evaluative Criteria

Under Review by Depart...

Interviewed

View Detailed Entries

Appendix D: Sample Applicant Review Workflow

Applicant 1 was reviewed by the search committee and online letters of recommendation were requested. The applicant was recommended for an interview and approved by Affirmative Action. The applicant was interviewed but not hired.

Action	State
Initial state. Search committee members log in to review the application and request letters of recommendation for this applicant.	Under Review by Department
The Applicant Reviewer selects this state to send automated emails to the applicant's references.	Solicit Letters of Recommendation
Applicant Reviewer selects this state before contacting Affirmative Action for pool certification.	Recommend for Interview
After review, Affirmative Action moves the applicant to this state.	Approved for Interview
Applicant Reviewer selects this state after applicant interview.	Interviewed
Applicant Reviewer selects this state (reason required) when a different candidate is selected.	Interviewed Not Hired

Applicant 2 was reviewed and was determined not to meet the minimum qualifications so no letters of recommendation were requested and the applicant was not recommended for an interview.

Action	State
Initial state. Search committee members log in to review the application and do not recommend this applicant for interview. A reason is required.	Under Review by Department
Applicant Reviewer selects this state (reason required) before contacting Affirmative Action for pool certification.	Not Recommended for Interview

Applicant 3 was reviewed and letters of recommendation were requested. The applicant was recommended for an interview and approved by Affirmative Action. The applicant was interviewed and recommended for hire.

Action	State
Initial state. Search committee members log in to review the application and request letters of recommendation for this applicant.	Under Review by Department
Applicant Reviewer selects this state to send automated emails to the applicant's references.	Solicit Letters of Recommendation
Applicant Reviewer selects this state before contacting Affirmative Action for pool certification.	Recommend for Interview
After review, Affirmative Action moves the applicant to this state.	Approved for Interview

Action	State
Applicant Reviewer selects this state after applicant interview.	Interviewed
Applicant Reviewer selects this state and contacts the Hiring Manager to start a hiring proposal from this application.	Recommend for Hire

Appendix E: Posting Form Details

Page	Section/Field	Instructions
Position Details		On this page you will enter information about this position that will display on the advertised posting as well as information for internal review and approval.
	Classification Information	A classification is a group of positions with similar duties and responsibilities. All ETSU positions are included in a classification. If you are creating a posting from a position description, the appropriate classification information including the Fair Labor Standards Act (FLSA) designation -Exempt or Non-exempt will auto-populate. If you are creating a position from a position type or posting these fields will not be available.
	Classification Title	
	Classification Code	
	FLSA	
	Position Information	This is the information that will appear to the applicants on the posting. Use the formatting codes described in this manual to style your text to improve the look of your posting. Refer to PPP 35 for required and recommended posting information.
	Position Title	
	Department	
	Position Number	If you are creating the posting from a position description, this field will auto-populate. Otherwise enter the approved position number. If the position does not have a number yet (e.g. grant-funded position), leave this field blank.
	FTE	Enter the full-time equivalent (FTE) numeric value. If this is a full time employee, enter 1. Otherwise enter a decimal number (e.g. .5 or 0.5).
	Contact Name	Enter the name and email address of the person who should be contacted regarding this posting.
	Contact Email	
	Campus Box Number	Enter the campus box number for the hiring department. If electronic references are requested, this box number is included in the email sent to references.
	Pay Grade	

Page	Section/Field	Instructions
	Job Category	Select a job category that applicants can use to search jobs. Select 'Temporary' for temporary non-faculty positions.
	Job Summary	This is a description of the job that will appear first in the job posting. The first couple of lines of the summary will also appear on the job search page and Facebook posting. A best practice would be to include information in the first 2 sentences regarding the scope of the job and general qualifications.
	Knowledge, Skills and Abilities	
	Required Qualifications	
	Preferred Qualifications	
	Physical Demands	This field is optional but may include information about required physical demands such as lifting more than 20 pounds, etc.
	Salary	This field is optional and will be included in the posting. May use a value, a salary range, or text.
	Posting Detail Information	This information is for internal processing only and not available to the applicants.
	Posting Number	This number is generated by the system and is used to track postings. A support staff posting has an SS prefix; administrative postings have an A prefix; and faculty postings have an F prefix. Please include the posting number when contacting Human Resources for assistance with your posting.
	Is there an approved budget for this position?	
	Budgeted Amount	
	Number of Vacancies	You can use one position posting to hire into multiple position with the same position title/type. Enter 1 in this field if you are hiring for only one position.
	Is this position subject to a criminal background check?	Refer to the Criminal Background policy (PPP-77) or contact Human Resources for clarification.
	Is any part of the funding for this posting coming from a grant or outside funding source?	

Page	Section/Field	Instructions
	Applicant Reviewer Access	This is a required field. Only Applicant Reviewers can move applicants through the review workflow. Generally applicant reviewers are supervisors or committee chairs who are managing the hiring process but may be Hiring Managers or office administrative staff. You can assign multiple Applicant Reviewers and it is a good practice to always include the originator of the posting (typically the Hiring Manager) as an Applicant Reviewer to assist in the applicant workflow process. To select an Applicant Reviewer, begin typing the employee's last name in the field and then select the correct employee. Click the X next the selected employee to remove them as an Applicant Reviewer.
	Open Date	This is the desired date for the posting to open. The position will not be posted until all approvals are complete and HR moves the job to Posted. Enter a date in this field only if you want the posting to publish on a certain date after HR approval. The minimum required days of posting (see PPP-35) begins from the date the job actually posts. To enter a date, click on the field and then click on a date from the calendar.
	Close Date	Enter a date in this field only if you want the posting to automatically close on a certain date. The date must be on or after the minimum required days of posting for the type of position (see PPP-35).
	Open Until Filled	Select Yes in this field only if you want to keep the position posted until a candidate is hired or the search is declared failed. Select No for this field if you want the option to close the posting after the required minimum days posted and you have an acceptable pool of candidates.
	Special Instructions Summary	Use this field to include special instructions to candidates in the application (e.g. "A portfolio should be sent directly to the department.")
	Quick Link for Internal Postings	You have the option to restrict a posting to internal candidates only and not posting it on the applicant portal. This generated link can be sent to prospective internal candidates to view and apply for this posting.

Page	Section/Field	Instructions
	Pass Message	In Supplemental Questions, you have the option to identify disqualifying answers that would automatically move an applicant to 'System Determined Does Not Meet Minimum Qualifications'. When an applicant submits an application, they will been sent an email with the Pass Message if they meet the minimum qualification or if there are no minimum qualification. They will immediately be sent an email with the Fail Message if the response to a qualifying supplemental question is disqualifying. The message for both fields is auto-populate but you can edit the responses if needed.
	Fail Message	
Recruitment Plan		The recruitment plan is required by Equity and Diversity and will be reviewed as part of your applicant pool certification.
	Method of Directing the Search	This is the method by which applicants will be reviewed. For faculty and administrate positions this is always Search Committee. For staff position, select Supervisor if the only department supervisor will be reviewing the applicants.
	List the Supervisor/Search Committee Members including race and gender. Denote Chair of Search Committee if applicable.	If Supervisor was selected, enter the supervisor's name, race and gender. Otherwise enter the name, race and gender of all search committee members and denote 'Chair' next to the search committee chair.
	Describe how you will achieve diverse participation on your search committee.	Refer to PPP-35 for guidelines on achieving diverse participation on your search committee.
	Describe how you will seek requests for nominations and make direct contacts to ensure minority participation in the applicant pool.	
	List places to be advertised.	Include in your advertising list: • Jobs4TN - all jobs (automatically posted) • HERC - all jobs except temporary (free to departments) • ETSUHR Facebook, Twitter, LinkedIn, RSS • HigherEd Jobs - Faculty and Administrative jobs (free to departments) • Other sites you select (fees incurred by department)

Page	Section/Field	Instructions
	Post To HERC	Select to post Higher Education Recruitment Consortium (HERC) job board (all jobs except Temporary).
	HERC Category	If you know the HERC category for this type of position, enter it here. Otherwise leave this field blank and it will be completed by HR.
Budget Information		This information includes the budget index and percent funding for this position. At least one index number is required. To enter an index number, click 'Add Budget Summary Entry'.
	Index Number	Enter the budget index starting with the 'E'.
	Percentage Funded	Enter a number for the percent that this index is paying for this position. If 100%, enter 100 and then click Save or Next save this information and move to another screen. For multiple indices, enter the percent for this index (e.g. 50) and then click the Add Budget Summary Entry again to general another Index and Percent field.
Reference Collection		From this screen you can enter the number of references the applicant is required to provide in their application.
	Minimum Requests	Leave blank if no reference information is required. Otherwise enter the minimum number required. The applicant will not be able to submit the application until they have not added the minimum number of references.
	Maximum Requests	Leave blank if you have no maximum for the number of references the applicant provides.
	Recommendation Deadline	Entering a date in this field means that references will not be able to electronically send a recommendation after this date.
	Provider Special Instructions	You can add a message that will be included in the automated email that is sent to references. A special instruction might include asking the reference to comment on a specific skill or experience. See Appendix G for a sample email that is sent to a reference.
	Confirmation Message To Provider	A confirmation email is automatically sent to the applicant and reference provider when a recommendation is submitted. The message content is

Page	Section/Field	Instructions
		auto-populate so you do not need to add anything in this field.
Supplemental Questions		In addition to the standard application questions, you may add supplemental questions specific to your search. See Adding/Modifying Supplemental Questions to the Application for more information and instructions.
Documents Needed to Apply		This section identifies optional or required documents that the applicant uploads to their application. Skip this page if no documents can be added to the application. If a document type is marked 'Required', the applicant cannot submit the application if this document is not uploaded.
		[Note: The eJobs system cannot upload transcripts that have electronic signatures or security verifications. These types of transcripts must be printed and scanned to upload. If transcripts are not required as part of the applicant search process, it is recommended that you make Transcription optional. Official transcripts may still be required for some positions after the hire.]
Posting Documents		You have the option to upload supporting documentation to a posting request such as the position questionnaire, Moving Expenses form, etc. These documents are for internal review purposes only and are not seen by the applicant. To add a document, hover 'Actions' and select 'Upload New'. Optionally you may skip this page.

Page	Section/Field	Instructions
Search Committee		From this page, you will give full-time ETSU employees search committee member or individual supervisor access to the posting and applicant list. Selected employees will automatically be sent an email informing them they are a search committee member or chair and a link to the posting. To add search committee members, • Select 'Add Existing Member' and search for the employee by typing the name of the employee in the Search box or the department in the Department box. • Check the Committee Chair box for committee chairs and individual supervisors. • Click on the 'Add Member' button. Caution: Selecting 'Add Member' will automatically send an email to the employee so select carefully. Repeat for each search committee member and select Close to return to the posting. To remove an employee from the list, hover over the Actions button and select 'Remove from Posting'. Be aware that no confirmation email is sent when an employee is removed from a posting. See Appendix G for samples of emails sent to search committee members and search committee chairs/search supervisors.
Evaluative Criteria		You can create questions and criteria that all search committee members can use to evaluate applicants at various stages of the review process. See Creating Evaluative Criteria for Applicant Reviews/Interviews for more information and instructions.
Guest User		If all members of your search committee are ETSU employees, you can skip this page. If members of your search committee are part-time employees or not employed by ETSU, you can create a guest user account that will give these members access to your posting. Select 'Create Guest User Account'. Enter a new password if desired and select 'Update Password'. To share the username and password with your guest user, enter their email address in the box and select 'Update Guest User Recipient List'. The recipients will be sent an automated email with the username, password and link to the posting.

Page	Section/Field	Instructions
Summary		When you have completed all of the appropriate posting pages, navigate to the Summary screen to submit the posting for approval. Pages that have incomplete required information will have an exclamation mark next to the page name. You cannot submit the posting until all required information is complete. Click Edit next to the page name edit the page content. To submit the posting for approval, hover over the 'Take Action On Posting' button select the appropriate workflow action (e.g. Submit for Approval (move to Dept. Chair/Director)). From this page you can also print the posting or view the posting as it will appear in applicant portal.

Appendix F: Hiring Proposal Details

Support Staff and Administrative Hiring Proposal Form

Field Name	Description
Applicant Information	Applicant information is pulled from the application.
First Name	
Middle Name	
Last Name	
Address1	
Address2	
City	
State	
Zip Code	
Primary Phone	
Secondary Phone	
Email	
Employee E Number	If this is a current or former employee, enter their E number. Otherwise leave this blank.
Position Information	Position information is pulled from the posting. You have the option to change the Position Title.
Classification Title	
Classification Code	
FLSA	
Posting Number	
Position Title	
Position Number	
Pay Grade	
Department	
Position Budget Information	Position budget information is required. If more than one index is used to pay this position, add another entry.
Index Number	
Percentage Funded	
Hiring Proposal Information	
Hiring Proposal Number	
Reason For Selection of Candidate	
Was the stated recruitment plan followed?	
List all the persons interviewed and date of interview	
Recommended Salary	
Recommended Start Date	This is the recommended start date. The candidate may not start until the hiring

Field Name	Description
	proposal is approved and all require HR paperwork is complete.
Background Check	
Hiring Proposal Position Info	Enter the general contact and reporting information about this position.
Campus Box Number	
Campus Phone Number	
Building Name and Room Number	
Department Org Number	
Timekeeping Location	
Supervisor	
Position Status	
Hours Per Week % Employment	
Official Transcript	
Hiring Proposal Documents	Hiring document such as the Moving Expense Form may be attached.

Faculty Hiring Proposal Form

Field Name	Description
Applicant Information	Applicant information is pulled from the application.
First Name	
Middle Name	
Last Name	
Address1	
Address2	
City	
State	
Zip Code	
Primary Phone	
Secondary Phone	
Email	
Employee E Number	If this is a current or former employee, enter their E number. Otherwise leave this blank.
Position Information	Position information is pulled from the posting. You have the option to change the Position Title.
Classification Title	
Classification Code	
FLSA	
Posting Number	
Position Title	
Position Number	
CIP Code	
Pay Grade	

Field Name	Description
Department	
Position Budget Information	Position budget information is required. If more than one index is used to pay this position, add another entry.
Index Number	
Percentage Funded	
Hiring Proposal Information	
Hiring Proposal Number	
Reason For Selection of Candidate	
Was the stated recruitment plan followed?	
List all the persons interviewed and date of interviewed	
Recommended Salary	
Recommended Start Date	This is the recommended start date. The candidate may not start until the hiring proposal is approved and all require HR paperwork is complete.
Background Check	
Hiring Proposal Position Info	
Hiring Proposal Position Info	Enter the general contact and reporting information for this position.
Campus Box Number	
Campus Phone Number	
Building Name and Room Number	
Department Org Number	
Timekeeping Location	
Supervisor	
Origin of Appointee	
Salary Type	

Field Name	Description
Type of Appointment	
Duration of Appointment	
For renewable appointment, year _ of _	
Contract Condition(s)	
Years Credit toward Tenure	
Years Credit toward Promotion	
Primary Activity	
Faculty Type	
Moving Expenses and Index to Pay From	
Immigration Expenses and Index to Pay From	
Credentials and Salary	
Credentials	
Highest degree for the teaching discipline is from a	
Official transcript is:	
Faculty competency demonstrated by	
I certify that this applicant is qualified to perform all duties of this position, is competent in the use and understanding of spoken and written English, and can communicate effectively in an academic environment (TBR Policy 5:02:01:03)	
Discipline of Study	
Highest Degree Earned	
Salary	
Base	
Per	
Additional	

Field Name	Description
Additional Salary Source	
Total compensation	
Hiring Proposal Documents	Hiring document may be attached including Budget Authorization, Moving Expense Form, etc.

Health Science Faculty Hiring Proposal Form

Field Name	Description
Applicant Information	Applicant information is pulled from the application.
First Name	
Middle Name	
Last Name	
Address1	
Address2	
City	
State	
Zip Code	
Primary Phone	
Secondary Phone	
Email	
Employee E Number	If this is a current or former employee, enter their E number. Otherwise leave this blank.
Position Information	Position information is pulled from the posting. You have the option to change the Position Title.
Classification Title	
Classification Code	
FLSA	
Posting Number	
Position Title	
Position Number	
CIP Code	
Pay Grade	
Department	

Field Name	Description
Position Budget Information	Position budget information is required. Click on the **Add Position Budget Information Entry** to complete the 'Index Number' and 'Percent Funded' fields. If more than one index is used to pay this position, add another entry.
Index Number	
Percentage Funded	
Hiring Proposal Information	
Hiring Proposal Number	
Reason For Selection of Candidate	
Was the stated recruitment plan followed?	
List all the persons interviewed and date of interviewed	
Recommended Salary	
Recommended Start Date	This is the recommended start date. The candidate may not start until the hiring proposal is approved and all require HR paperwork is complete.
Background Check	
Hiring Proposal Position Info	
Hiring Proposal Position Info	Enter the general contact and reporting information about this position.
Campus Box Number	
Campus Phone Number	
Building Name and Room Number	
Department Org Number	
Timekeeping Location	
Supervisor	
Origin of Appointee	
Salary Type	
Type of Appointment	

Field Name	Description
Duration of Appointment	
For renewable appointment, year _ of _	
Contract Condition(s)	
Years Credit toward Tenure	
Years Credit toward Promotion	
Primary Activity	
Faculty Type	
Moving Expenses and Index to Pay From	
Immigration Expenses and Index to Pay From	
Credentials and Salary	
Credentials	
Highest degree for the teaching discipline is from a	
Official transcript is:	
Faculty competency demonstrated by	
I certify that this applicant is qualified to perform all duties of this position, is competent in the use and understanding of spoken and written English, and can communicate effectively in an academic environment (TBR Policy 5:02:01:03)	
Discipline of Study	
Highest Degree Earned	
Salary	
Base	
Per	
Additional	
VAMC Salary	

Field Name	Description
MEAC Salary	
MEAC salary paid by	
Additional Salary Source	
Total compensation	
Remarks (Please include any special considerations to be incorporated into letter of appointment and on contract)	
Hiring Proposal Documents	Hiring document may be attached including contract, offer letter, moving expense form, etc.

Appendix G: Sample Emails

Sample Email Sent to Search Committee Members

From: do-not-reply@etsu.edu
Sent: Monday, July 03, 2017 3:06 PM
To: Jane Doe
Subject: Assigned Search Committee (for emailaddress@zed.zed)

Search Committee Chairperson,

You have been assigned as a search committee chair for the following eJobs posting:
Job Title: Test - Faculty Posting
Job Category: Faculty
Posting Number: F00001P
Job Description:

[Full job description displays here]

Direct Link: http://jobs.etsu.edu/hr/postings/1234

To review the position and applicants, select the link above and log in with your ETSU username and password (for ETSU employees) or a guest username and password (provided in separate email). Next, check your Current Group next to your name and change your group assignment to 'Search Committee Member' if it is does not default to that assignment. For information on reviewing an applicant as a search committee member, visit the eJobs Information and Training website or download the Search Committee Member's Quickguide (pdf).

All search committee members must complete a Search Committee Confidentiality Form. Please contact your department or search committee chairperson for questions and additional information.

Thank you,
ETSU Office of Human Resources
423.439.5825

Sample Email Sent to Search Committee Chair/Search Supervisor

From: do-not-reply@etsu.edu
Sent: Monday, July 03, 2017 3:06 PM
To: Jane Doe
Subject: Assigned Search Committee Chair/Search Supervisor (for emailaddress@zed.zed)

Search Committee Chairperson or Search Supervisor,

You have been assigned as a search committee chair or search supervisor for the following eJobs posting:
Job Title: Test - Faculty Posting
Job Category: Faculty
Posting Number: F00001P
Job Description:

[Full job description displays here]

Direct Link: http://jobs.etsu.edu/hr/postings/1234

To review the position and applicants, select the link above and log in with your ETSU username (e.g. smithj) and password. Part-time ETSU employees and non-ETSU employees will use the guest username and password provided in a separate email. Next, check your Current Group next to your name and verify or change your group assignment to 'Search Committee Member'. For information on reviewing an applicant as a search committee member, visit the eJobs Information and Training website or download the Search Committee Member's Quickguide (pdf).

Thank you,
ETSU Office of Human Resources
423.439.5825
jobs@etsu.edu

Important Information

The following information has been compiled to assist you in conducting this search in the most effective and efficient manner.

Search Guidelines for Filling Faculty/Administrative/Support Vacancies

PPP-35 Search Guidelines for Filling Faculty, Administrative, and Clerical/Support Vacancies can be found on the Human Resources Policies and Procedures website. Please refer to the Search Guidelines to answer most questions related to searches.

Confidentiality Form

All search committee members must complete a Search Committee Confidentiality Form to ensure that committee members are aware of the confidentiality of searches and the ramifications of violating that confidentiality. It is recommended that you have each member of the committee sign the form and that you keep the originals in your search file.

Maintenance of Records

You should keep all search related documentation in a secure file for a period of not less than three (3) years. This information should include any and all notes taken during interviews and search committee meetings. Be sure that the committee understands that all information recorded during the search process is discoverable in a lawsuit, and that all records and notes should be appropriate and relevant to the search.

Using eJobs to Conduct Your Search

All university searches are conducted using the eJobs system. All applicants will apply through the eJobs system; the system will maintain all applications/faculty profiles, CV/resumes, reference letters, etc., in an electronic format. There is no need to print applications/faculty profiles or CV/resumes for the search file. For help with eJobs, visit the eJobs Information and Training website.

User Access in eJobs

Current Full-time ETSU employees can log into the eJobs system using their ETSU username and password. For non-employee committee members or supervisors, a guest user account can be set up with a temporary username and password.

Certifying the Applicant Pool

You may not conduct any interviews until the application pool has been certified by the Office of Equity and Diversity. Before requesting certification of your applicant pool, the Office of Equity and Diversity requires that references be check on candidates recommended for interview. You should contact references listed in the application or previous supervisors listed in the employment history. ETSU strictly prohibits the use of social media for conducting reference checks (for additional information contact Human Resources). Specific instructions for certifying your applicant pool are found in PPP-35, Applicant Pool. Before recommending a final candidate for hire, you should conduct a final reference check by contacting the candidate's current employer (prior approval from the candidate must be obtained).

Sample Email Sent to Approvers

From: do-not-reply@etsu.edu

Sent: Monday, July 03, 2017 3:06 PM

To: Jane Doe

Subject: eJobs Posting Status Update

The following posting is at the status of: Dean/Administrative Unit

Job Title: Maintenance/Custodian Worker
Job Category: Support Staff
Posting Number: SS00101P
Department: Custodial Services - 40320

Please login to http://jobs.etsu.edu/hr/postings/1234 to review/approve this posting. For help with eJobs, please visit the eJobs Information and Training website.

Thank you,
ETSU Office of Human Resources
423.439.5825
jobs@etsu.edu

Previous User Comments:

Sample Email Sent to References

[Note: The following email is sent when the applicant is moved to the state of Solicit Letters of Reference. If a due date was added to the reference letters in the posting, the references will receive a reminder email before the due date with the same instructions. Both the reference and the applicant receive a confirmation email when a reference is submitted.]

From: do-not-reply@etsu.edu
Sent: Monday, July 03, 2017 3:06 PM
To: Jane Doe
Subject: eJobs Posting Status Update

Dear jdoe@zed.zed

Mary Wright has applied for the position of Test Admin Posting doc upload at East Tennessee State University. You were listed in the application as a provider for a letter of recommendation.

Below you will find instructions for uploading your reference letter, as well as the position title, job description and commonly asked questions.

We appreciate the significant time and effort that goes into preparing letters of recommendation and thank you in advance for helping us with this search. Should you have any questions or encounter any difficulties with these procedures, please contact Human Resources; please include this reference number in your e-mail communications: CN000000038.

Sincerely,

OFFICE *of* HUMAN RESOURCES
EAST TENNESSEE STATE UNIVERSITY

Information for Reference Providers

Instructions for submitting your letter of recommendation:

- Please copy and paste the following link, with no spaces, into your browser address bar: http://jobs.etsu.edu/ref/new/9/28b3fca09dd3331d150f75faa38c98a4
- On the recommendation submission webpage, enter your name, institution, email and how you know the candidate.
- Click **Add Recommendation Lette**r (red text) and upload your document.
  The system will automatically convert your document to PDF. This may take a few minutes.
- Click the **Submit** button.

The position title and description:

Sample Admin Posting

[Full job description displays here]

FAQs:

How do I contact the applicant?

The applicant's e-mail address is: emailaddress@zed.zed

How will I submit my letter of recommendation?

Select the 'reference portal' link above to access an online recommendation form where you may upload your letter.

What do I do if I can't upload my recommendation letter?

1. Be sure your browser type is supported. (see above).
2. Be sure that your recommendation document file type is one of the following: .doc, .docx, .pdf,.rtf,.rtx,.txt,.tiff,.tif,.jpeg,.jpe,.jpg.,png,.xls and .xlsx.
3. Mac users: If your filename does not include the appropriate file extension (i.e. filename.**docx** for Word, or filename.**pdf** for PDF) you will need to rename it. To rename: **Ctrl**+**click** on the file and select **Get Info**. Click in the **Name and Extension** field. Add the appropriate extension and press the **Return** key. When prompted, select **Add**.
4. The file size of your letter must be smaller than 10MB. If you are uploading your reference as an image file that is over 10MB, opening the image in an image editing application and resaving it may reduce the image size. Taking a screen shot of the image and saving it as a new image file may also help reduce the file size.
5. Be sure that your file does not have security restrictions placed upon it. The system cannot accept files with security restrictions enabled.

Please include this reference number in your e-mail communications: CN000000038

Sample Email Sent to Applicants

From: do-not-reply@etsu.edu
Sent: Monday, July 03, 2017 3:06 PM
To: Jane Doe
Subject: eJobs Posting Status Update

Dear Jane Doe,

Thank you for your recent application to the Sample Job position F0000123 at East Tennessee State University. Your confirmation number is: 123456.

We are still reviewing candidates for this position and will notify you once a decision has been made. You can check the status of this position at any time by logging in and clicking 'Your Applications'. If you no longer wish to be considered for this opening, you can withdraw your application on this screen.

Thank you for your interest in employment at ETSU. We look forward to reviewing your application.

Support for Applicants

How do I know my submitted application has been received?

This acknowledgement e-mail contains your confirmation number.

How do I make changes to my application once it has been certified and submitted?

Applications may not be edited once they are certified and submitted. Contact the department listed on the position for information regarding making changes to your application. Use the 'A-Z Index' to search for the departmental contact information.

When will I be notified regarding a decision on my application?

The review process can take several weeks and the status of the position will show 'In Progress' until a final decision has been made. You will be contacted directly if you are selected for an interview. Otherwise you will get an automated email if the posting is filled or canceled. Please note that ETSU Human Resources cannot provide information on a job search status. If you have specific questions regarding a search, please contact the department listed on the posting.

Where can I review my submitted application materials?

Log into eJobs using your username and password.
Select 'Your Applications'.
Applications are listed under the 'Completed Applications' heading.

What if I forgot my username or password?

To change your password, click **Log In** and then click 'Forgot your username or password? Enter your Username under Forgot Password and click **Set New Password**. You will be prompted to answer your security question and then enter your new password.

To retrieve your username, enter your email address under 'Retrieve Username' and click **Retrieve Username**. Your username will be sent to you in an email.

Sample Email Sent to Applicants

From: do-not-reply@etsu.edu
Sent: Monday, July 03, 2017 3:06 PM
To: Jane Doe
Subject: eJobs Posting Status Update

Dear Jane Doe,

Thank you for applying to the position of Sample Job Name F0000123 in the Sample Department. Unfortunately, we have selected another applicant for this position. We encourage you to continue apply for additional positions that match your interests and skills set.

Thank You,

OFFICE *of* HUMAN RESOURCES
EAST TENNESSEE STATE UNIVERSITY