

Jobs at Princeton Hiring System

Compliance Officer's Quick Reference

The Jobs at Princeton System provides a way for Compliance Officers to view applicants and posting details for faculty and academic professional staff openings, as well as generate EEO and applicant detail reports.

Important! The compliance reports provided by the Jobs at Princeton System are **strictly confidential**. They should **never** be shared with Hiring Managers, search committees, or any unauthorized individual.

Note: As a Compliance Officer user, you will **not** be able to change the status of an applicant, or alter or delete information.

Logging In

Open a web browser and type the web address: <http://jobs.princeton.edu/hr>

To log in, click the Login via Princeton Central Authentication Services link. Then enter your Princeton net ID and your LDAP password, and click the LOGIN button.

Click the [Login via Princeton Central Authentication Service](#) link

Type your net ID and LDAP password...
...then click LOGIN

Important! Only guest users will use this login window.

The Hiring Manager Site page appears, showing the Compliance Officer's view. From this page, you are able to view posting details and applicant information, and

generate EEO and applicant detail reports for the department(s) with which you are affiliated.

Your group is Compliance Officer.

Click the View link to display the applicants for this posting.

Position Title	Department	Requisition Number	Apps In Process	Job Open Date	Application Deadline	Posting Status
Assistant/Associate/Full Profes...	PUDOF	1000775 Get Reports List	27	10-05-2010	Open Until Filled or See Position Summary.	Posted
Pathy Visiting Professorship	PUDOF	0900499 Get Reports List	0	10-26-2000	Open Until Filled or See Position Summary.	Finalist Selected

Logging Out

Click the LOGOUT link in the menu on the left edge of the page.

Note: The system logs you out automatically **after 60 minutes** of inactivity.

Helpful Hint

Do not use your browser's Back, Forward, or Refresh buttons to navigate in this site. Always use the navigation buttons within the site.



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Viewing Posting and Applicant Information

To view details of a posting and information about the individual applicants and their status in the department review process, click the [View](#) link below the position title. You will then see the View Posting page, where the individual applicants are listed alphabetically by last name. To sort on a different criteria, click the arrow at the top of the data column you want to sort on. By clicking the links in the row for each person, you can view each individual's application and their supporting documents, as well as view their applicant status.

The default display shows active applicants only. To view information for applicants that the department has already rejected, click the **Inactive Applicants** checkbox in the Refresh section, then click the **REFRESH** button.

To see multiple documents in one PDF file, click the **All / None** checkbox, then click the **View Multiple Documents** button in the Refresh area. The PDF file opens in a new window, displaying the candidate's documents, including letters of reference.

To close the document(s), click the  in the upper right corner of the window.

Generating Reports

You can access the reports you need from either the View Posting page (shown at left), or from the Hiring Manager Site page.

- From the Hiring Manager Site page, click the **View Active** option under the Job Postings header in the menu on the left. You will see a list of openings that you may review.
- Click on the [Get Reports List](#) link below the Requisition Number that you want to review.
- Select the report you want from the Report Choices list and click the **Generate Report** button.

Position Title	Department	Requisition Number	Apps In Process	Job Open Date	Application Deadline	Posting Status
Assistant/Associate/Full Professor	PUDOF	1000775	27	10-05-2010	Open Until Filled or See Position Summary	Posted

Select the desired report, and click Generate Report

Note: In order to comply with new federal regulations for collecting Self-ID data (sex and ethnicity/race) from applicants and employees, Princeton has implemented a new method for collecting this data, *effective 7/1/10*. Because some requisitions cross over this date, some applicants have self-identified using both methods. For this reason, the totals in the summary sections of the EEO Summary report can be difficult to interpret.

In the individual listings below the summary, the report shows data from both methods, with the **Race** column indicating data collected with the old method, and the **Ethnicity** and **Racial Identity** columns indicating data collected in the new method. For more information about the Self-ID information, see <http://www2.ed.gov/policy/rschstat/guid/raceethnicity/>.

Please Remember!

The compliance reports provided by the Jobs at Princeton System are **strictly confidential**. The gender and ethnicity of individual applicants should **never** be shared with the Hiring Managers, search committees, or any unauthorized individual in accord with U. S. Department of Labor regulations regarding fair hiring practices and confidentiality protection guaranteed to individuals who apply for job openings.

