

DOF HIRING MANAGER'S USER'S GUIDE

Princeton University

Jobs at Princeton Hiring System

Using the system for searches and openings for the faculty, professional researchers, professional specialists, and professional librarians appointed through the Office of the Dean of the Faculty



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Introduction

The Jobs at Princeton Online Employment Application System allows departments to submit searches for faculty, professional researchers, professional specialists, and professional librarians to the Office of the Dean of the Faculty (DOF) for approval, and post them to the Jobs at Princeton and HERC websites.

You will use this system to:

- Create and submit requisitions to DOF for approval and posting
- Solicit reference letters automatically and confidentially, and then review them online
- View applicants to your requisitions
- Notify DOF of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of approvals and postings
- Up-to-date access to information regarding all of your requisitions
- Posting of all your faculty and staff openings on the Princeton University and HERC websites
- Receiving online applications and materials from potential candidates
- Receiving confidential letters of reference for potential candidates

System Specifications

Your Web Browser:

- The Employment Application System runs in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above, and Internet Explorer 4.0 and above. Ideally, the system is best viewed in Internet Explorer 5.5 and above. Some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify system administrator Pete Cassaday at (609) 258-9103 of any significant issues that arise.
- Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site or to open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site instead of browser buttons.

Adobe Acrobat:

The system also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

If you need assistance installing a web browser or Adobe Acrobat, please contact the Office of Information Technology's help desk at (609) 258-HELP, or helpdesk@princeton.edu.

If you need assistance in using the Jobs at Princeton system, please contact the Office of Human Resources at (609) 258-3300, or staffing@princeton.edu.

Security of Applicant Data:

To ensure the security of the data provided by applicants, **the system will automatically log you out after 2 hours if it detects no activity.** However, should you leave your computer, we strongly recommend that you save any work in progress and logout of the system by clicking on the logout link located on the bottom left side of your screen.

Helpful Hints

- Once you are in the system, fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.
- **VERY IMPORTANT:** A Requisition is **Not Saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side of the screen before completing these steps, none of the information you have entered or edited will be saved.

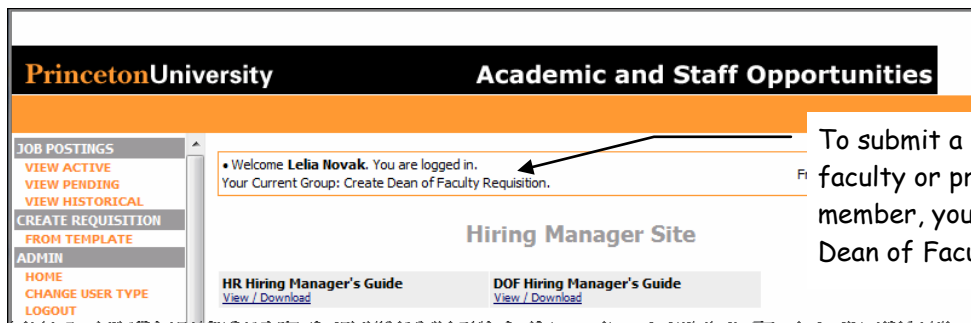
Logging Into The System

Open a web browser and type in the following web address: <http://jobs.princeton.edu/hr> to log into the Jobs at Princeton website as a Hiring Manager. After entering the URL, the “login screen” for the system will appear. Click the [Login via Princeton Central Authentication Services](#) link.

Note: Only guest users who do not have a Princeton netID will continue to use the Jobs at Princeton login screen to log in.

On the Central Authentication Service (CAS) window, enter your Princeton **netID** and your LDAP **Password**, and click on the **LOGIN** button.

Once you have logged into the system, the **Hiring Manager Site** is displayed. On this screen you can create Requisitions, view job postings, and access links to other key documentation.

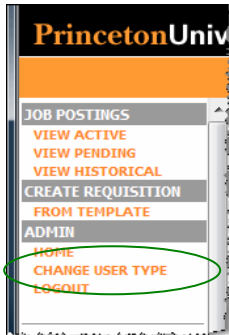


To submit a DOF requisition for a faculty or professional staff member, your group must be Create Dean of Faculty Requisition

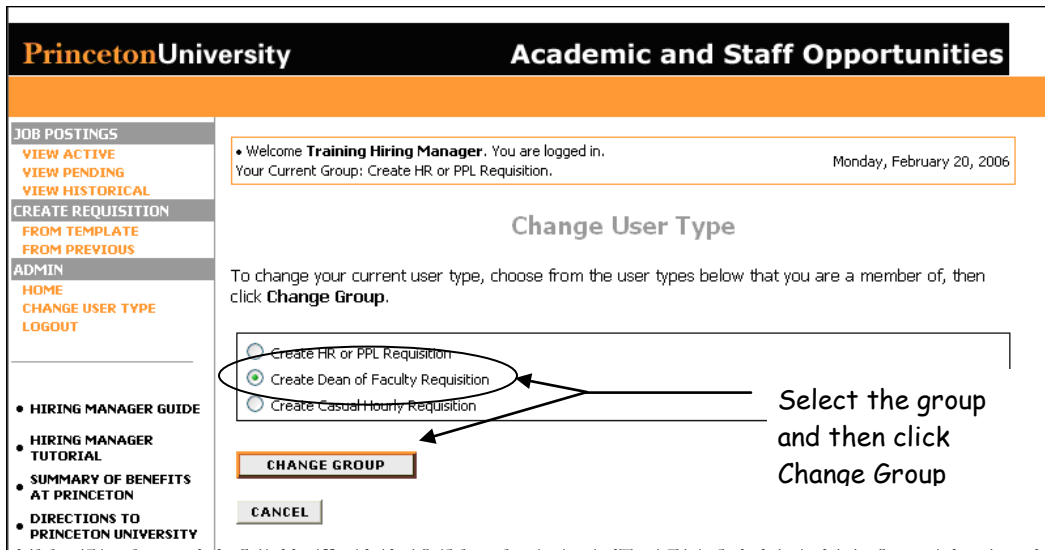
Important! For anyone with both HR and DOF hiring manager roles, the default Current Group is “Create HR or PPL Requisition.” To submit a DOF requisition for a faculty or professional staff member opening, you must be sure to change your Group (see Changing Your User Type, on page 6). If you only have the hiring manager role for DOF searches, “Create Dean of Faculty Requisition” will automatically display and you can skip the next steps to change your user type as this will be unnecessary.

Changing Your User Type

To change your Current Group, click on the “Change User Type” link on the left bar.



On the Change User Type screen, select “Create Dean of Faculty Requisition.” This is required to access the template for faculty and DOF professional staff hires.



Press the “Change Group” button to save this selection and return to the Hiring Manager Site.

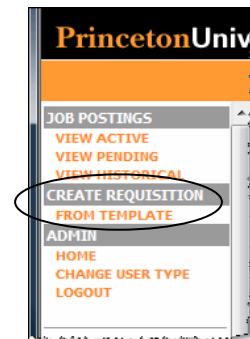
Creating a Regular Requisition

There are two ways to create a requisition:

- ✧ **FROM TEMPLATE** Use this option to create a requisition from a template, where several fields are predefined. Note that in almost all cases you will create requisitions from a template.
- ✧ **FROM PREVIOUS** (available only to central office recruiters due to the feature's inconsistent behavior) Although not recommended, central office recruiters may use this option on your department's behalf to repost a similar requisition on the Jobs at Princeton website and use an earlier posting as the basis for the new requisition. It is **strongly recommended** that re-posted requisitions all be re-created from the template, in order to capture the recently revised Department of Labor self-identification rules (ethnicity and gender) properly.

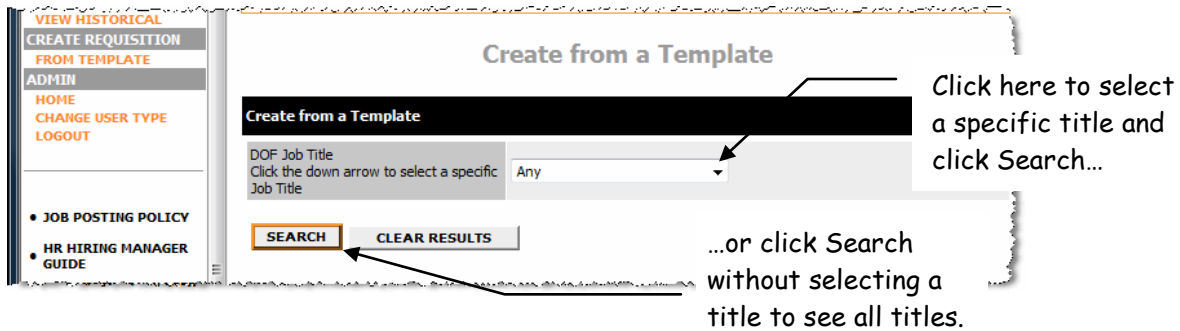
To create a requisition from a template:

From the Hiring Manager Site, click the **FROM TEMPLATE** option under the **Create Requisition** Category.



This displays the **Create from a Template** screen, where you can search for one job title, or all DOF job titles:

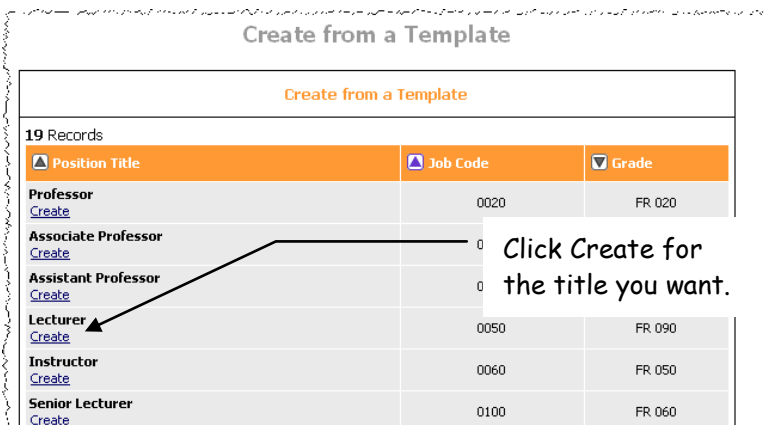
- To search for a single job title, use the drop down to select a specific DOF job rank, and then click the **Search** button.
- To search for all DOF job titles, press the **Search** button without selecting a specific title. This displays the complete list of available job ranks for selection.



Click here to select a specific title and click Search...

...or click Search without selecting a title to see all titles.

After you click the **Search** button, you will see a list of records, or if you selected a specific job title, a single record. Click the [Create](#) link below the position title you want.



Click Create for the title you want.

Position Title	Job Code	Grade
Professor Create	0020	FR 020
Associate Professor Create	0	
Assistant Professor Create	0	
Lecturer Create	0050	FR 090
Instructor Create	0060	FR 050
Senior Lecturer Create	0100	FR 060

Entering Requisition Information

Once you are on the Create Requisition screen for the job title you chose, verify that the following fields are displayed:

- Job Code Title
- Job Code
- Job Function
- Grade

Please note that this information comes from PeopleSoft HRMS. If you find that any of this information is incorrect either start over and select the correct job title or contact the Dean of the Faculty’s Office at (609) 258-1660.

Enter the following information:

- Job Title – only necessary if you want to display something on the posting that is different from the generic title associated with the job code
- Directory Title – only necessary if you want an additional title to display on the posting along with the Job Title (above). This additional title could be one that might also be listed in the University Register or Online Directory, for example, “Electron Microscopist”.
- HERC Job Category. From the drop down, select the academic area that most closely fits your department or the field of specialization for this opening.
- Full-time/Part-time. Indicate whether this opening will be either a full or part-time position.
- Benefits Eligible. Indicate whether this opening will be eligible for university health benefits. Information about determining benefits eligibility for DOF staff is on the left menu bar for your reference.
- Be sure to click the check box acknowledging you have obtained DOF approval to proceed with this posting.
- For Faculty positions ONLY:
 - Enter the Faculty Search Authorization number you have received from DOF.
 - Enter the account(s) the FTE will be charged to.

* Job Title	Lecturer
Job Code Title	Lecturer
Job Code	0050
Directory Title	Literature and Writing Conference Preceptor
Job Function	Regular Faculty
* Advertising Job Category	Academic - English/Literature
Grade	FR 090
Full-time/Part-time	Full Time
* Benefits Eligible	Yes
I acknowledge that I have obtained DOF authorization to proceed with posting this opening.	
	<input checked="" type="checkbox"/> Yes
Faculty Search Authorization Number	FSA-4526
For Faculty appointments only, where will FTE be charged?	0001002
	Not Selected Selected

TIP: Proofread carefully! Certain fields you enter on this screen will appear on the Applicant site exactly as you enter it on this screen.

Don't Forget: Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.

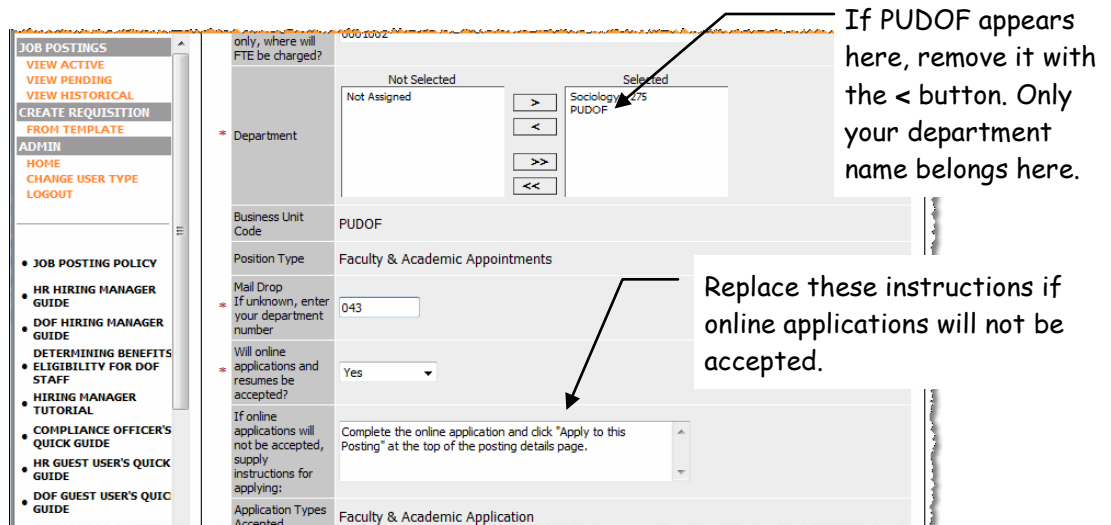
Scroll down the screen to complete the posting details.

Verify that the following fields are displayed:

- Business Unit Code
- Position Type
- Application Types Accepted –note that for DOF openings the applicant completes a simplified application template, different from the one for HR.

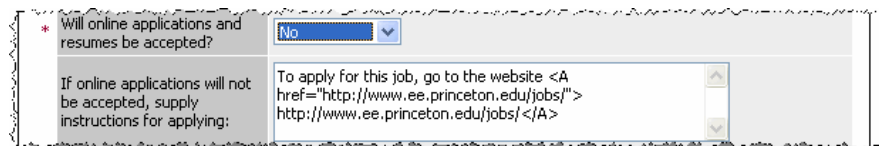
Enter information in the following fields as indicated:

- Department: If PUDOF is listed in the “Selected” column, use the arrow to move it to “Not Selected”; otherwise it will display on the online posting. Be sure to leave your own department name in the “Selected” block.
- Mail Drop: Type your mail drop code. If unknown, type in your department number here.
- Indicate whether Online Applications will be accepted.
 - If no online applications will be accepted, in the next field, replace the default instructions for online application with the appropriate instructions to the applicant for applying on paper.



- If you want applicants to apply through your own web site, select No in the “Will online applications be accepted?” field, and, in the next field, replace the default instructions for online application with the text to direct the applicant to the link for your site.

Note: You must enter the HTML code for the link to display the website as a link in the instructions. For example, the code `http://www.cs.princeton.edu/jobs/` will be an active link which the applicant will see as <http://www.cs.princeton.edu/jobs/> on the requisition posted on the Jobs at Princeton site. The following figure shows an example of how this would look.



Don’t Forget: Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.

Continuing further down the screen, indicate the documents/files that you want the candidate to include with their application. Only one file per document type may be attached. If you would like additional documents included that are not listed here, click on the “Other Document” options and then define what these should be specifically for the applicant within the “Position Summary” field that follows later.

Note: Use the Reference Letters tab to request letters of reference directly from the provider. Only select the **Letter of Recommendation** option in the Documents list if you want the applicant to attach a reference letter they have already solicited and have in hand.

Enter the following information (remember these are required fields, as indicated by the *):

- Department Contact Person Name
- Department Contact Person Email, including the domain (e.g. hirmgr13@princeton.edu)
- Department Contact Person Phone, including the area code

Verify that the User Responsible for Electronic Requisition field displays your login name in the **Selected** column.

The screenshot displays the 'Faculty & Academic Application' form. On the left is a navigation menu with options like 'JOB POSTINGS', 'VIEW ACTIVE', 'CREATE REQUISITION', and 'ADMIN'. The main form area is divided into several sections:

- Application Types Accepted:** Faculty & Academic Application
- Documents requested to apply for this position:** Includes checkboxes for Resume/CV, Cover Letter, Bibliography/Publications List, Statement of Research Interest, Statement of Teaching Interest, Teaching Portfolio, Letter of Recommendation, Writing Sample, Transcript, and Visa Information Form. There are also three 'Other Document' options (1, 2, 3).
- Department Contact Person Information:** Fields for Name (Betty Trainer), Email (hirmgr13@princeton.edu), and Phone (609-258-2678). Asterisks (*) indicate these are required fields.
- User responsible for Electronic Requisition:** A field with two columns: 'Not Selected' (containing 'No Response') and 'Selected' (containing 'Novak, Lella'). Navigation arrows (>, <, >>, <<) are between the columns. A callout box with an arrow points to the 'Selected' column, stating 'Make sure your name shows here'.

Don’t Forget: Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.

Continuing to scroll down the screen, enter data into:

- Application Deadline. For DOF openings, you may specify a maximum of one year out for the deadline. Requisitions will automatically be removed from the Jobs at Princeton web site on the date indicated in this field. Even if the “Open Until Filled” option is selected, the job will only be allowed to be posted for one year. If the requisition remains open after a year, it will be removed and we will ask that you resubmit another requisition to DOF for approval renewal.
- Proposed Start Date
- If Term Appointment, specify end date.
- Comments related to end date. Any text entered in this field will be viewable by the applicant.
- Academic Year: Use the drop-down to indicate the July 1-June 30 period in which this posting has been **opened**.
- Position Summary
- Essential Qualifications: Only include qualifications the lack of which would disqualify the applicant.

The screenshot displays a web form for creating a job requisition. On the left is a navigation menu with categories like 'JOB POSTINGS', 'CREATE REQUISITION', 'ADMIN', and 'JOB POSTING POLICY'. The main form area contains several sections:

- Application Deadline:** A date field set to 09/01/2011 with a format MM/DD/YYYY-or-MM-DD-YYYY. Below it is a checkbox for 'Open Until Filled or See Position Summary'.
- Proposed Start Date:** A date field set to 09/01/2011 with the same format.
- If Term Appointment, specify end date:** A date field set to 06/20/2012 with the same format.
- Comments related to end date:** A text area containing the text: 'This position is a one-year term, and is filled each year by a different artist, in order to provide our students with a wide variety of view-points and experience.' A note below states: 'Note: Applicant will see this comment online.'
- Academic Year:** A dropdown menu set to '2010-2011'.
- Position Summary:** A text area containing: 'Princeton University invites applications for a Lecturer to teach courses on fine art in contemporary culture. This could be a lecture or a seminar, and will involve studio time. Whether one or two courses, the teaching would take place in the fall and spring terms of 2011-2012. Applicants from abroad are welcome.'
- Essential Qualifications:** A text area containing: 'Applicant must have at least an MFA, and must be a working artist who is currently exhibited in at least one gallery.'

Since this is a term appointment, the end date is entered, with related comments that will appear in the online position description

Continue to tab through the fields or scroll down the screen to enter the following information used for job posting purposes:

- Preferred Qualifications: Include qualifications that would be nice to have, but are above and beyond the essential qualifications.
- DOF Advertising Text: Please copy-and-paste the information from the three preceding fields (“Position Summary,” “Essential Qualifications,” and “Preferred Qualifications”) and insert before the standard compliance text. Edit as appropriate for readability, however, we will expect this to match closely. DOF will expect the information in this field to be exactly what is posted as an advertisement for any outside sources, such as the New York Times.
- Indicate in this section any external sites/publications on which you will be posting this position in addition to the Jobs at Princeton site. If none, type **None**.
- Education Required – You may indicate the highest degree required here, if desired, or leave the default text, which refers the applicant back to the “Essential Qualifications” section above.
- Department/Hiring Manager Comments – You may use this section to include any information which you feel may assist the DOF recruiters with their review of the posting.

Experience with web marketing in the art world preferred.

Preferred Qualifications

abroad are welcome.

DOF Advertising Text

Applicant must have at least an MFA, and must be a working artist who is currently exhibited in at least one gallery.

Experience with web marketing in the art world preferred.

Princeton University is an equal opportunity employer and complies with applicable EEO and affirmative action regulations

Indicate where this job opening will be posted on external sites

New York Times
Tje Artist's Magazine
Philadelphia Inquirer
Monster.com

Education Required

Other-see essential qualifications

HR/DOF Comments to Department

Department/Hiring Manager Comments

This text was copied from the prior 3 fields and pasted here to replace instructional text.

Don't Forget: Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.

- Click on the **CONTINUE TO NEXT PAGE** button located at the bottom of the screen.

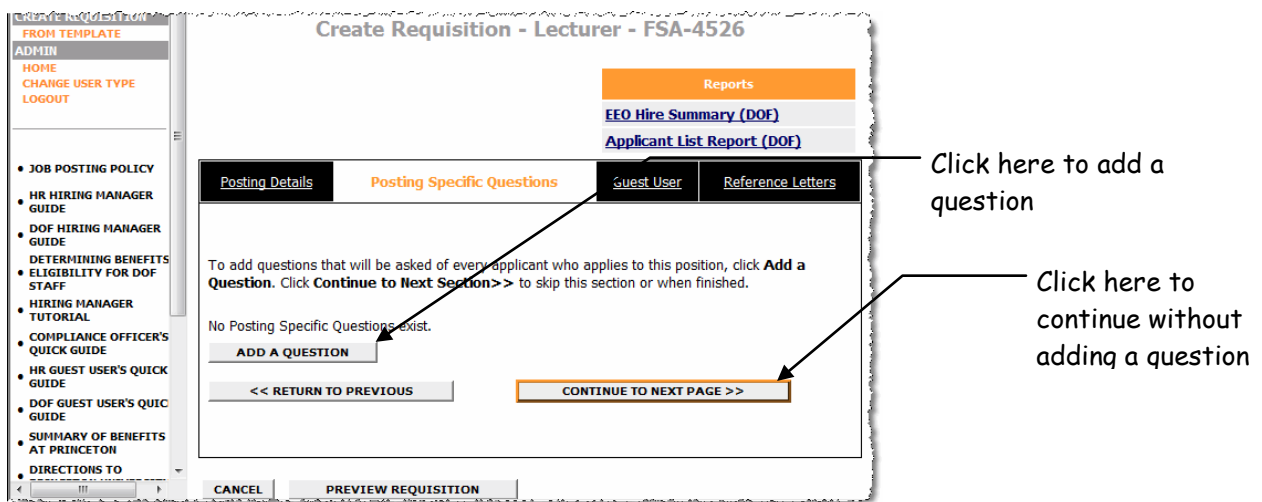
Adding Application Specific Questions

For DOF searches, you may also add position-specific questions (for example, “How many years of teaching experience do you have?”, “Please describe your field research,” etc.) that will become part of the application the candidate completes online.

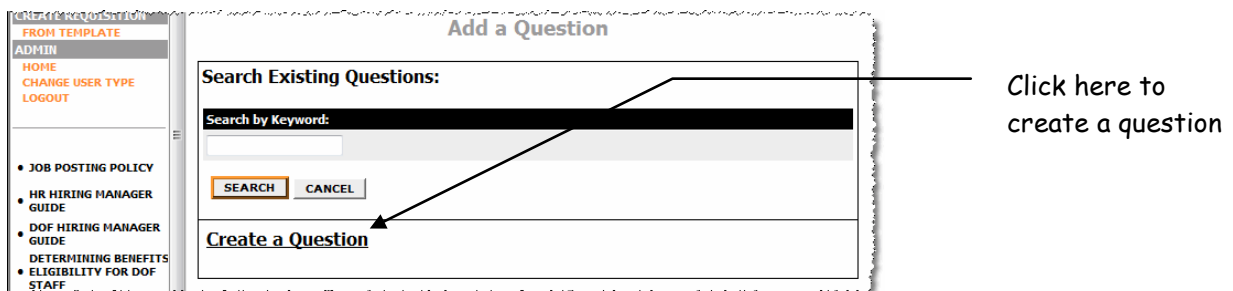
Please be sure the questions you propose to ask an applicant are not personal in nature or in conflict with Department of Labor Fair Hiring Practice laws. For example, questions about age, race/ethnicity, and marital status are prohibited. Questions about relevant experience and education are permissible as they relate directly to the opening you are advertising.

To add a question, click on the “Add a Question” button on the “Posting Specific Questions” page that follows the Posting Details section.

If you do not wish to add a question, click on the Continue to Next Page button, and see Activating Guest Users on page 15.



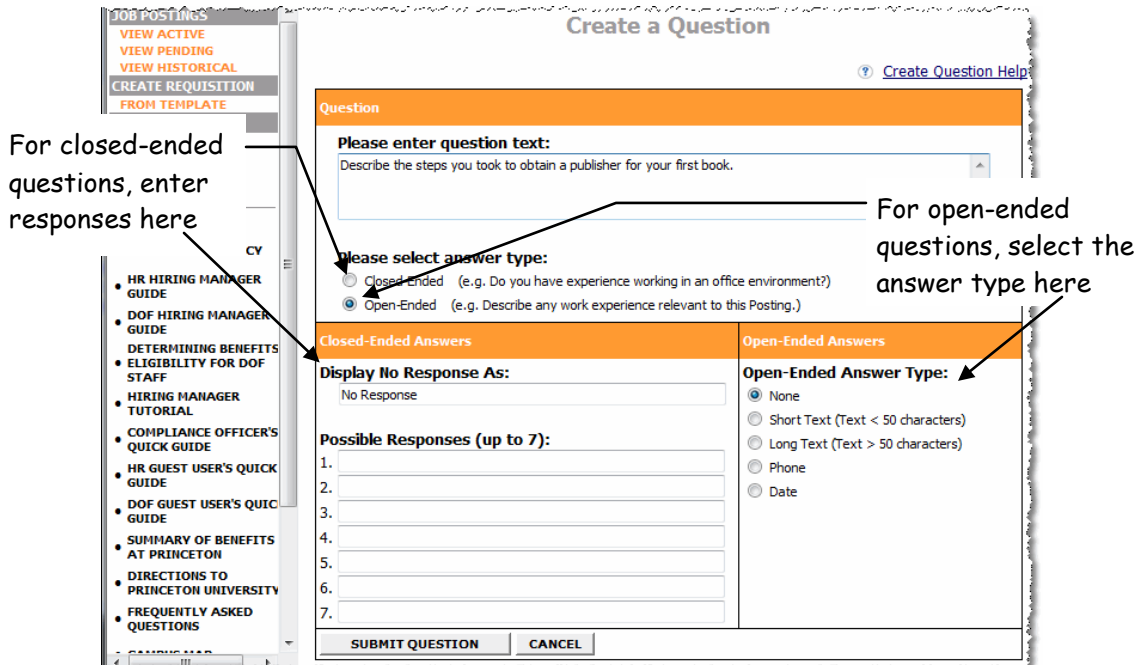
If you clicked on the “Add a Question” link, the “Add a Question” page is displayed. Click on the “Create a Question” link.



On the “Create a Question screen, type your question in the *Please enter question text* field.

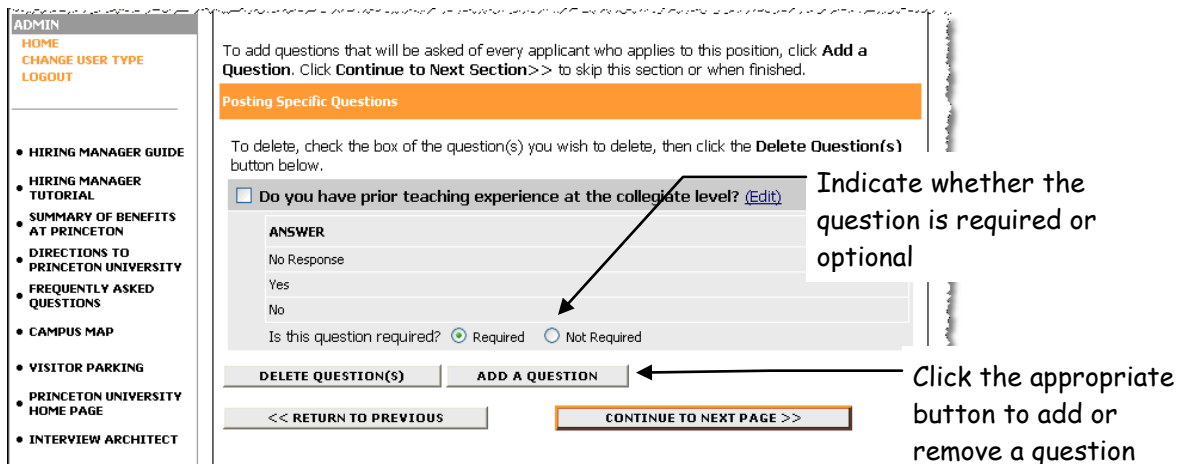
- Indicate whether your question is closed-ended (for example, Yes/No) or open-ended (for example, allowing for a couple of free-form sentences in response).
 - If the question is closed-ended, click the Closed-ended button and define your possible responses in the Closed Ended Answers area.
 - If the question is open-ended, click the Open-ended button and select the format (short text, long text, phone, or date) under Open-Ended Answers.

When you have entered your questions and defined the responses, press the “Submit Question” button at the bottom of the screen.



On the next screen, you can review your question and define whether your question is required or optional. You may also:

- Click Delete Question(s) to remove this question from the application
- Click Add a Question to add another question.



When you have finished adding questions for the Applicant, click on the “Continue to Next Page” button at the bottom of the screen.

Activating Guest Users

The next step is to create a Guest User Account. If your requisition involves committee review, you may set up a special account that will be shared by members of the search committee to log in to the system and view the applicants to this requisition. The guest user account is used by the chair, search committee members, or additional interviewers.

Guest users are only able to view the requisition(s) to which they are assigned, and any applicants to those requisition(s), and are not permitted to take action on any of the applicants. When the requisition is filled, the guest user name and password are automatically deactivated.

To set up a guest user account, click the [Activate Guest User](#) link.

The screenshot shows the 'Create Requisition - Lecturer - FSA-4526' page. On the left sidebar, the 'Activate Guest User' link is circled. The main content area has a tabbed interface with 'Guest User' selected. The text on the page reads: 'On this screen, you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants. When finished or to skip this section, click **Continue to Next Page**.' Below this text are buttons for '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. At the bottom, there are 'CANCEL' and 'PREVIEW REQUISITION' buttons.

The system automatically assigns a User Name for this requisition (which will be **GU####**). You will need to create and enter a password, which must be between 6 and 20 characters. Note that the Password is a required field; you **must** enter a password before you can continue with the next step.

Please record this user name and password so that it can be given to the chair and/or search committee members, as appropriate.

The screenshot shows the 'Create Guest User' form. The 'User Name' field is populated with 'GU53674'. The 'Password' field is marked with an asterisk and contains 'xtraAct's'. A note below the fields states: '*Required information is denoted with an asterisk.' Below the form are buttons for '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. The left sidebar shows a list of navigation links, with 'DEACTIVATE GUEST USER' highlighted.

After entering a password for the guest user, click the **CONTINUE TO NEXT PAGE** button to proceed to the final step.

On occasion, you may find that you forgot to define a Guest User ID and password before submitting the application for approval. You may do so as described in Adding a Guest User ID After Posting the Requisition, on page 19.

Requesting References from a Candidate

As a hiring manager, you may ask candidates to provide names and contact information for references online. If the applicant provides you with a reference’s email address and says it is OK to do so, the reference provider will be automatically contacted through an email from the Jobs at Princeton system to provide a letter of reference. The reference provider can then respond by attaching the information through a confidential web portal without the candidate ever seeing the actual letter.

Note: The size limit for files that can be attached by a reference is 2MB.

The reference letters will be available only to the hiring manager and any guest users of the system.

In addition, once an applicant has applied, the hiring manager can add references for a particular candidate without the candidate’s knowledge. The candidate will also not be able to see the reference letter, although the hiring manager and guest users will have access to these letters as well as the ones from references provided by the candidate.

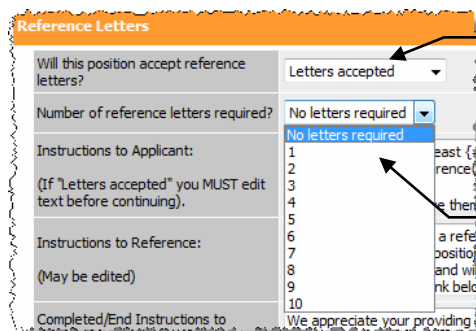
To start the process, complete the Reference Letters tab as part of the requisition setup.

You may choose to accept reference letters or not. The default is **No letters requested**. If you leave the default, no further entries are required on this page.

Important! If you do **not** select **Letters accepted**, even if you do select a number of reference letters required, the applicant will not be able to submit them.

When you choose **Letters accepted**, you will have two options:

- You may accept reference letters, but not require a minimum number. If you choose this option, be sure to give full instructions to the applicant. In this case, if the applicant submits their application without providing the reference information requested, they will not be allowed to go back in and edit or add to their reference contact information. However, you, as Hiring Manager, have the capability to delete and add references on behalf of the applicant (see Adding Departmental References for a Candidate on page 31).
- You may **require** a certain minimum number of references as part of the application. If letters are to be accepted and you indicate a minimum number (up to 10), the applicant will not be able to submit their application in final form until they provide reference contact information for this minimum number of references. If they try to submit their application before doing so, the system will warn them and save the application for them to return to later, but will not submit it. The applicant will be allowed to go back in at a later time to add their references along with their required documents, and then submit the application.



To accept references online, you **must** change the default to **Letters accepted**.

You can then decide how many references, if any, must be supplied.

In both scenarios, when you select **Letters Accepted**, applicants will be asked

- To provide the reference’s name, current institution, and phone number .
- To indicate whether they will allow Princeton to contact the reference automatically through email, and if so, provide the email address of the reference.
- If desired, to enter a personal note to the reference that will be displayed in the email sent automatically by the Jobs at Princeton system.
- Applicants will be asked to alert their references to expect an email from dofjobs@princeton.edu, to they know it is coming and to respond to it.

Samples of what the applicant and reference providers will see are provided in “Appendix A: What Do They See?” To set up automatic reference letters, proceed as follows:

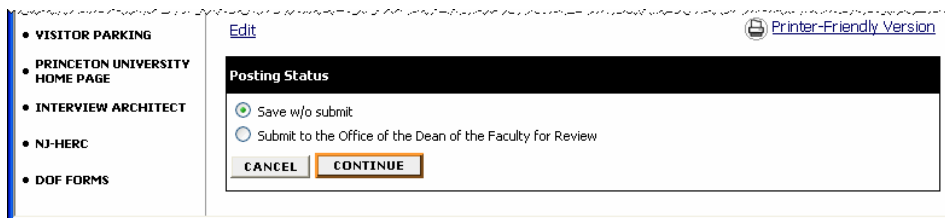
- Instructions to Applicant: Text entered here will be displayed to provide information to the applicant on how to complete the Provide References page they will see. Default text is provided for your convenience, but does require some editing to include your contact name and address. Other changes and additional instructions can be entered as appropriate for your requisition.
- Instructions to Reference: Text entered here will be included automatically in the email sent to the reference provider. Again, default text is provided, but can be edited as appropriate. You must at least replace the bracketed text with your departmental contact information.
- Completed/End Instructions to Reference: Text entered here will be included at the end of the request for a reference, and is an opportunity to thank the reference provider on behalf of the applicant.

Submitting the Requisition

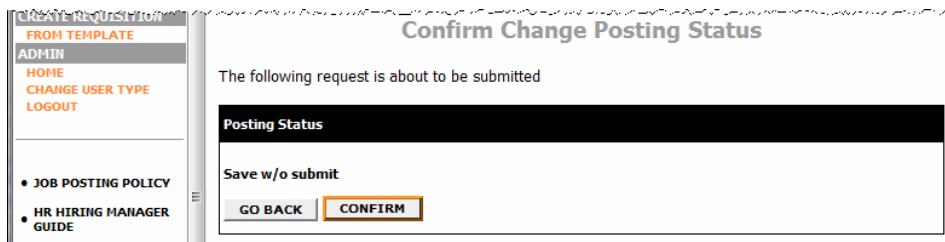
You may now review the Requisition for accuracy and completeness. At the top and bottom of the requisition, there is a Posting Status box.

- ✧ If you do not have time to review the requisition now, or there are fields that you know you want to change, click the Save w/o submit button. This saves the requisition, but does not send it to the Office of the Dean of the Faculty for review. You can submit the requisition for approval at a later date.
- ✧ When the requisition is complete and correct, click the Submit to Office of the Dean of the Faculty for Review button to save the Requisition.

Then click the **CONTINUE** button.



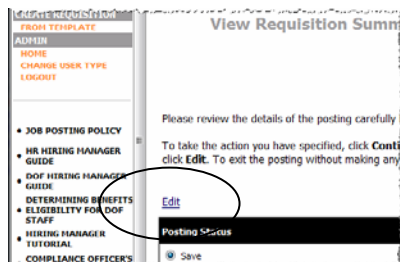
To complete this step and save your requisition, click on the **CONFIRM** button. **Note that the details of your requisition are NOT SAVED until you complete this step.**



The requisition will be reviewed by the Office of the Dean of the Faculty and, upon approval, posted to the Jobs at Princeton website. Your posting will remain in Pending status until it is approved by DOF.

On occasion, a requisition may be returned to you by DOF for corrections or changes. In this case you will receive an email prompting you to log back into the site and update the requisition using the Edit feature. To update a pending requisition:

- On the Jobs at Princeton web site, select View Pending from the Job Postings menu.
- When the pending requisitions are listed, click the [View](#) link below the requisition you need to edit.
- At the top of the requisition is an [Edit](#) link. Click the link to edit the requisition.



Note: When you edit data, you must review the entire requisition, as some other fields may revert to the default.

- When complete, resubmit to DOF again through the same process outlined above.

Managing Requisitions

Adding a Guest User ID After Posting the Requisition

On occasion, you may find that you forgot to define a Guest User ID and password before submitting the application for approval. You may do so after the approval of the posting by selecting **View Active** in the Job Postings menu, and following the steps below:

- Click on the [View](#) link under the Position Title
- Next select the “Guest User” tab
- Enter a password for the Guest User id
- Select **VIEW POSTING SUMMARY**
- Click on **CONTINUE**
- And finally click on **CONFIRM**

Please record this user name and password so that it can be given to the chair and/or search committee members, as appropriate. If you do not note this information or forget it, please contact a DOF recruiter and they can look it up for you.

Viewing Applicants To Your Requisitions

You may view active, pending or historical requisitions by selecting the appropriate option from the Job Postings menu:

View Active: To see requisitions that are either:

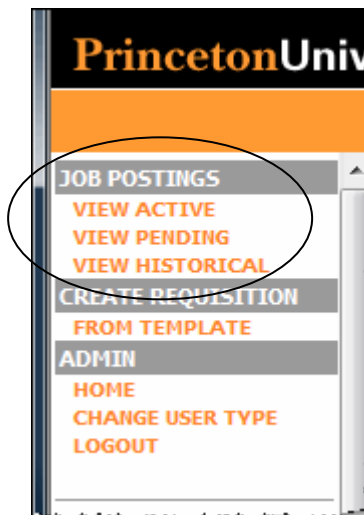
- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

View Pending: To see requisitions that are either:

- waiting for final review by DOF and/or HR, or
- approved by DOF and/or HR but not Active on the applicant site

View Historical: To see requisitions that are either:

- filled and are no longer listed on the applicant website, or
- cancelled and therefore not listed on the applicant website



To view applicants to active requisitions:

After logging into the system, click the View Active option under **Job Postings** and a list of active requisitions is displayed. Notice that you can see how many applicants have applied, as well as other administrative information about the requisition.

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
2 Records						
Position Title	Department	Requisition Number	Apps In Process	Job Open Date	Application Deadline	Posting Status
Vis Asst Professor View	Sociology - 275	1000868 Get Reports List	2	11-17-2010	09-01-2011	Posted
Lecturer View	Sociology - 275	1000867 Get Reports List	0	11-16-2010	09-01-2011	Posted

Click to see details on the posting

To view the details of a specific Posting (including the description and the applicants to that Posting), click on the [View](#) link below the relevant title.

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the applicants who have applied to this posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition.

View/Edit Posting - Lecturer - 1000981 - SOC-L-3389

Reports
[EEO Hire Summary \(DOF\)](#)
[Applicant List Report \(DOF\)](#)

Applicants | Posting Details | Posting Specific Questions | Guest User | Notes / History | Reference Letters

Active Applicants

3 Records

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
McClanahan, Dorothy View Fac/Acad App	Biblio/Pub Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	1 of 3 Manage References	<input type="checkbox"/>
Pumpkin, Peter View Fac/Acad App	Teach Int Biblio/Pub Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	2 of 2 Manage References	<input type="checkbox"/>
Taylor, Jessica View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	0 of 2 Manage References	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh | View Multiple

Minimum Score:

Include: Active Applicants Inactive Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, click on the Print icon after documents appear in that window.

From this page, you can:

- ✧ Sort and view applicants by different criteria
- ✧ Print applications and documents
- ✧ Change an applicant’s status
- ✧ View and manage references for this applicant

Sorting and Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the blue arrow at the top of the data column you wish to sort, as illustrated below. The order in which applicants are displayed will change accordingly.

The screenshot shows the 'Active Applicants' section of the hiring system. At the top, there are navigation tabs: 'Applicants', 'Posting Details', 'Posting Specific Questions', 'Guest User', 'Notes / History', and 'Reference Letters'. Below these is a table of 3 records. Each column header has a small blue arrow indicating it can be clicked to sort. Below the table is a 'Refresh' section with checkboxes for 'Active Applicants' and 'Inactive Applicants', and a 'REFRESH' button. A 'View Multiple' button is also visible.

Name	Documents	Score	Link To	Date Applied	Status	References Received	Alt / None
McClanahan, Dorothy View Fac/Acad App	Biblio/Pub Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	1 of 3 Manage References	<input type="checkbox"/>
Pumpkin, Peter View Fac/Acad App	Teach Int Biblio/Pub Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	2 of 2 Manage References	<input type="checkbox"/>
Taylor, Jessica View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	0 of 2 Manage References	<input type="checkbox"/>

Click one of these arrows to sort by that column.

Click the checkbox for the applicants you want to see, and then click Refresh

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes for Active Applicants (those still under review) and Inactive Applicants (those no longer under review). Click the **REFRESH** button below these selections to update the screen.

Tip! Applicants are defined as Active or Inactive by virtue of the Status assigned to them by the Hiring Manager (see Changing the Status of Applicants on page 27 for more information).

Viewing and Printing Documents (Resume and Cover Letter)

This process is very similar to printing applications except that the documents appear in the Adobe Acrobat Reader software. This preserves the formatting, and helps prevent viruses from entering the system via documents attached by applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link for the document under the column labeled **Documents** in the Active Applicants area.

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the “All/None” link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. You can either click on the printer icon located in Acrobat’s toolbar or click on the File menu option and then click the Print option.

Note: The documents you view or print using this option will also include any reference letters received for the candidate to date.

Click the document link to view and print a single document, or...

...click the checkboxes for the desired applicants and then click the View Multiple Documents button to view and print a group of documents

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
McClanahan, Dorothy View Fac/Acad App	Biblio/Pub Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	1 of 3 Manage References	<input type="checkbox"/>
Pumpkin, Peter View Fac/Acad App	Teach Int Biblio/Pub Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	2 of 2 Manage References	<input type="checkbox"/>
Taylor, Jessica View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	0 of 2 Manage References	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

A new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the selected document. If you selected multiple documents, the Reader window contains a single file that includes all of the documents for the selected applicant(s), one after the next. To print the document, you can either click on the printer icon located in Acrobat’s toolbar or click on the File menu and then click the Print option. To close the window, simply click the **X** in the upper right-hand corner of the window (this will NOT log you out of the system – it will return you to the list of applicants on the “View Posting” screen).

Viewing Reference Letters

The References Received column indicates how many references have been requested and how many have been received.

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
McClanahan, Dorothy View Fac/Acad App	Biblio/Pub Res/CV Cvr Ltr	0	History/Notes	01-07-2011	Submitted Change Status	1 of 3 Manage References	<input type="checkbox"/>
Pumpkin, Peter View Fac/Acad App	Teach Int Biblio/Pub Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	2 of 2 Manage References	<input type="checkbox"/>
Taylor, Jessica View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-07-2011	Submitted Change Status	0 of 2 Manage References	<input type="checkbox"/>

To view documents, add references, or attach materials, click [Manage References](#)

By clicking the Manage References link for a candidate, you can:

- View, edit, or delete the information for a reference—click the appropriate link under the reference name
- View the documents submitted by a reference provider—click the [View](#) link under References
- Attach the materials on behalf of a reference provider if the reference sends the letter to you directly rather than to the Jobs at Princeton portal link—click the [Attach](#) link under References
- Add references for this candidate (see page 31.)

Name	Email Address	Hidden from Applicant?	Portal Link	References
James McClanahan View Edit Delete	cukibaker@opt	<input type="checkbox"/>	https://cs170.peopleadmin.com/userfiles/Central?40637187499	Attach
Lea Novak View Edit Delete	lean@prince	<input type="checkbox"/>	userfiles/Central?40681338734	Attach
Natalie Shilkevich View Edit Delete	lean@princeton.edu	<input type="checkbox"/>	https://cs170.peopleadmin.com/userfiles/Central/referenceId=894350_2_4050940750925926	Remove View

To add a file on behalf of the reference, click [Attach](#).

Tip! The [Attach](#) link is only displayed if no materials have already been submitted. If a reference provider wants to submit an updated letter, you will need to remove the existing file before the reference will be able to attach an updated file.

To delete a submitted file, click [Remove](#).

To display a PDF of the submitted material, click [View](#).

Click to return to Active Applicants page

Guest users may also view the references submitted for candidates. However, they will have view-only access.

Samples of what the reference providers will see on the portal, and the emails they will receive, are included in “What the Reference Provider Sees” on page 38.

Viewing and Printing Applications

To view and print a single application, click the [View Fac/Acad App](#) link under the applicant’s name from the "Active Applicants" page.

Active Applicants
4 Records

Name	Documents	Score	Link To	Date Applied	Status	References
James, Henry View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-16-2009	Submitted Change Status	
Roosevelt, Franklin View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Submitted Change Status	manage References
Trinney, Seth View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Submitted Change	0 of 2 Manage

Click the [View Fac/Acad App](#) link for an applicant to view and then print the application

When you click on the [View Fac/Acad App](#) option, a separate window opens to display the application.

To print the application, you can either click on the printer icon located in the browser’s toolbar or click on the File menu option and then click the Print option. There is a signature line at the bottom of the page for obtaining the applicant’s signature.

To close this application window, click the Close Window link above the Employment Application title or simply click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will return you to the list of applicants on the “View Applicants” screen).

Application Information - Windows Internet Explorer
https://cs170.peopleadmin.com/userfiles/jsp/shared/application/PrintableApplication.jsp?time=1232396410781

File Edit View Favorites Tools Help

Close Window

Princeton University Employment Application

Requisition Number: 0800790 Job Title: Lecturer

Personal Information

Last Name: Roosevelt	First Name: Franklin	Middle Name:	Other names you have been known under:		
Address: 316 Washington Ct.	Address 2:	City: Trenton	State: NJ	Zip Code: 08629	Email Address:
Home Phone Number:	Work Phone Number:	Cell Phone Number: 609-510-3389	Which of the above phone numbers is preferred? <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		

Are you currently employed by Princeton University?
No

References

Name of Reference:	Current Institution:	Phone Number:	Email Address:	May we contact this person?
--------------------	----------------------	---------------	----------------	-----------------------------

Supplemental Questions
How did you hear about this position?
PAC-Packet Publications

Click here to close this window and return to the View Posting page

Click here to print the application

References will not be listed here for the online Reference Letters feature. This section is used only by HR.

Note: If you are using the Reference Letters feature, as described on page 16, a listing of references will not display here. Access the references as described on page 24.

Viewing an Applicant’s History

While in the Active Applicants screen as shown on previous page, you may view an applicant’s history by clicking on the [History/Notes](#) option under the Link to category .

4 Records

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
James, Henry View Fac/Acad App	Teach Int Res/CV	0	History/Notes	01-16-2009	Submitted Change Status	0 of 3 Manage References	<input type="checkbox"/>
Roosevelt, Franklin View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Submitted Change Status	2 of 4 Manage References	<input type="checkbox"/>
Tringali, Beth					Submitted	0 of 0	

Each time an applicant changes status (e.g., submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the History/Notes section, which is viewable on this screen.

Job Postings

- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL
- CREATE REQUISITION
 - FROM TEMPLATE
 - FROM PREVIOUS
- ADMIN
 - HOME
 - CHANGE USER TYPE
 - LOGOUT
- JOB POSTING POLICY
- HR HIRING MANAGER GUIDE
- DOF HIRING MANAGER GUIDE
- DETERMINING BENEFITS
- ELIGIBILITY FOR DOF STAFF
- HIRING MANAGER TUTORIAL
- COMPLIANCE OFFICERS' QUICK GUIDE
- GUEST USER'S QUICK GUIDE
- SUMMARY OF BENEFITS AT PRINCETON
- DIRECTIONS TO PRINCETON UNIVERSITY
- FREQUENTLY ASKED QUESTIONS
- CAMPUS MAP
- VISITOR PARKING
- PRINCETON UNIVERSITY HOME PAGE
- NJ/EPA/DE HERC
- DOF FORMS

Name: Roosevelt, Franklin

History	Modified By
01-19-2009 11:21 AM <i>Incomplete - Attached Application</i>	Applicant
01-19-2009 11:23 AM <i>Incomplete - Answered Questions</i>	Applicant
01-19-2009 11:26 AM <i>Incomplete - Provided References</i>	Applicant
01-19-2009 11:27 AM NOTE: Document Associated (Resume/CV_01-19-09_10-25-27CT)	Applicant
01-19-2009 11:34 AM NOTE: Document Associated (Cover Letter_01-19-09_10-27-25CT)	Applicant
01-19-2009 11:36 AM <i>Incomplete - Attached Documents</i>	Applicant
01-19-2009 11:36 AM <i>Completed Application Process</i>	Applicant
01-19-2009 11:36 AM <i>Submitted</i>	Applicant
01-19-2009 3:42 PM NOTE: Letter of Reference Associated (3)	Reference
01-19-2009 3:43 PM NOTE: Letter of Reference Associated (1)	Reference

[RETURN](#)

Click to return to the View Posting page

Common History entries you may see for each applicant include:

- **Incomplete – Attached Application** (the applicant clicked “Apply to this Position”)
- **Incomplete – Attached Questions** (the applicant clicked “Submit Questions”)
- **Incomplete – Attached Documents** (the applicant clicked “Finished Attaching Documents”)
- **Completed Application Process** (the applicant completed all necessary steps to apply)
- **NOTE: Letter of Reference Associated (n)** (the *n*th reference provider has attached a letter)

Others may appear, depending on your department’s hiring process.

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant through that step in the process.

Click the **Return** button to return to the previous screen.

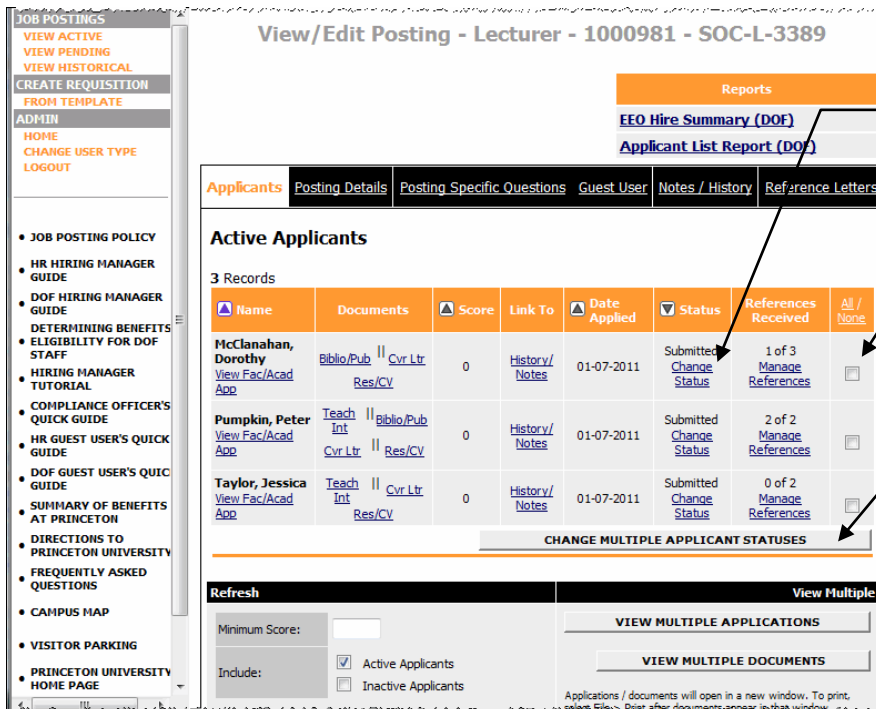
Managing Applications

Changing the Status of Applicants

While in the Active Applicants display on the View/Edit Posting page, you can change the status of applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant.

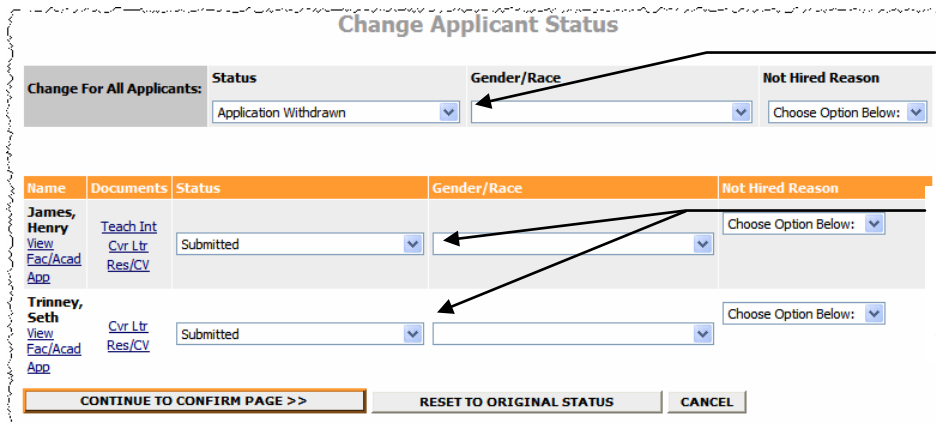
To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.



Click the link to change the status for one applicant, or...

...select the checkbox(es) and then click the Change Multiple Applicant Statuses button to change the status for multiple applicants

If you selected a single applicant, the Change Applicant Status page shows only the line for that applicant. If you selected multiple applicants, the Change Applicant Status page allows you to change all the selected applicants to the same status at once, or to change each selected applicant’s status individually.



Use this line to make the same change for all selected applicants

Use these lines to make different changes for each selected applicant

A drop-down list of the possible statuses appears under the Status column. Select the new status for each applicant, and then click the **Continue to Confirm Page** button.

Note: Only DOF recruiters will be able to change an applicant’s status to “Hired.” Please coordinate all hiring decisions with the DOF recruiter who is assisting you with the search. For further information, please see Hiring a Candidate on page 33.

On this screen, you may also indicate the gender/race for candidates that have been interviewed in person.

To reset the statuses to their original values, click the **Reset to Original Status** button. Click **Cancel** to return to the previous screen without saving your changes (if you wish, for example, to edit your selection of candidates).

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

Name	Documents	Status	Gender/Race	Not Hired Reason
James, Henry View Fac/Acad App	Teach Int Cvr Ltr Res/CV	Not Interested (DOF)		
Trinney, Seth View Fac/Acad App	Cvr Ltr Res/CV	Not Interested (DOF)		

SAVE STATUS CHANGES >> **CANCEL**

Ranking Candidates Within Your Online Pool

You may rank and group the most promising applicants who have applied online to a DOF requisition by using the Status attribute. When you assign a tier status to your candidates, you can then use the sorting option to bring them to the top of the list for convenient review.

Ranking is optional, and as the hiring manager, you may decide whether or not you wish to rank candidates for a particular requisition.

There are a few preliminary statuses (i.e., pre-hire) that you may use to rank your top candidates after your initial review, and before your final interview and decision process:

- 1st Tier of interest—for your top candidates
- 2nd Tier of interest—for your secondary level candidates who are of possible interest, but not top candidates
- 3rd Tier of interest—for any candidates remaining who are of some interest and can be grouped together as such.

Multiple candidates may be ranked with the same tier statuses, so you can separate your promising applicants into groups.

Notice that on the View/Edit Posting screen, that you may sort by these rankings and they will appear at the top of the screen. This should be particularly helpful to any Guest Users you may have who are reviewing the applicants’ information online so they can be focused quickly and directly on the most likely applicants and their materials.

Active Applicants

4 Records

Name	Documents	Score	Link To	Date Applied	Status	References Received
James, Henry View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-16-2009	1st Tier of Interest (DOF) Change Status	0 of 3 Manage References
Roosevelt, Franklin View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	1st Tier of Interest (DOF) Change Status	2 of 4 Manage References
Trinney, Seth View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	2nd Tier of Interest (DOF) Change Status	0 of 2 Manage References
Trumble, Jane View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-16-2009	3rd Tier of Interest (DOF) Change Status	0 of 2 Manage References

Click arrow to sort by Status

Tier of interest statuses

CHANGE MULTIPLE APPLICANT STATUSES

Once you select other statuses, such as **Interviewed but Not Hired**, **Finalist**, etc., the applicant moves out of the high level ranks and will appear under the new status categories in the Status column, including moving to Inactive Applicant, when appropriate.

Note: If the applicant moves to an inactive status, you will need to check the Inactive Applicants checkbox and click the Refresh button to see the applicant in the Inactive Applicants list.

The tier ranking status will continue to be viewable as part of the applicant’s history (see page 24).

Active Applicants

3 Records

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
James, Henry View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-16-2009	1st Tier of Interest (DOF) Change Status	0 of 3 Manage References	<input type="checkbox"/>
Trumble, Jane View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-16-2009	3rd Tier of Interest (DOF) Change Status	0 of 2 Manage References	<input type="checkbox"/>
Roosevelt, Franklin View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Finalist (DOF) Change Status	2 of 4 Manage References	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

When the Status changes, the applicant moves out of the tiered part of the list.

Inactive Applicants

1 Record

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
Trinney, Seth View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Interviewed Not Hired (DOF) Change Status	0 of 2 Manage References	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Depending on the Status change, the applicant may become inactive.

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input checked="" type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> <small>Applications / documents will open in a new window. To print.</small>

To see inactive applicants, you must check this box and click Refresh.

Adding Departmental References for a Candidate

The References Received column indicates how many references have been requested and how many have been received. In addition to the references the applicant has requested, you can enter other references that you want to solicit for this candidate or from whom you have received unsolicited materials that you want to add to the candidate’s record. To add a new reference, click the [Manage References](#) link for the applicant.

Active Applicants

4 Records

Name	Documents	Score	Link To	Date Applied	Status	References Received	All / None
James, Henry View Fac/Acad App	Teach Int Cvr Ltr Res/CV	0	History/Notes	01-16-2009	Submitted Change Status	0 of 3 Manage References	<input type="checkbox"/>
Roosevelt, Franklin View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Submitted Change Status	0 of 3 Manage References	<input type="checkbox"/>
Trinney, Seth View Fac/Acad App	Cvr Ltr Res/CV	0	History/Notes	01-19-2009	Submitted Change Status	0 of 2 Manage References	<input type="checkbox"/>

Click [Manage References](#) to add a new reference provider.

On the Manage References page, the current reference providers are listed.

4 Records

Name	Email Address	Hidden from Applicant?	Portal Link	References
Chloe Davidson View Edit Delete	lean@princeton.edu	<input type="checkbox"/>	https://cs170.peopleadmin.com/userfiles/Central?referenceId=769337_2_3983043523950617	Remove View
Jack Sprat View Edit Delete	lean@princeton.edu	<input type="checkbox"/>	https://cs170.peopleadmin.com/userfiles/Central?referenceId=769337_2_3983043523950617	Attach
Jill Endicott View Edit Delete	lean@princeton.edu	<input type="checkbox"/>	https://cs170.peopleadmin.com/userfiles/Central?referenceId=769337_1_3983043377249228	Remove View
Trevor Harding View Edit Delete	lean@princeton.edu	Yes	https://cs170.peopleadmin.com/userfiles/Central?referenceId=769337_4_3983062424278549	Attach

[ADD NEW ENTRY](#)

[SUBMIT LIST OF REFERENCES AND/OR RETURN TO POSTING>>](#)

A hiring manager may view, delete, or edit the information about a reference.

If this is blank, the reference was listed by the applicant.

A Yes or No indicates that the Hiring Manager added this reference. **Yes** means the applicant will *not* see this reference on the Application Status page.

To return to the list of postings, click the **SUBMIT LIST OF REFERENCES AND/OR RETURN TO POSTING** button.

If you click on the **Add New Entry** button below the reference list, the displayed page is expanded to include a section similar to the one the applicant sees when they enter references to be contacted (a sample of what the applicant sees is provided on page 36). However, for the hiring manager, there is an additional option to hide this reference from the applicant’s view, so they will not be aware that the person was contacted for a reference.

Note: The applicant can never view materials submitted on his behalf by a reference provider, whether he provided the reference himself or not.

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

* Name of Reference

Reference Current Institution

Reference Phone Number

Allow our system to email this Reference Automatically? (Recommended - MUST provide email address below)

* By allowing us to email your Reference Provider automatically, your Reference will be able to upload their Letter of Reference directly into our system, and you will be able to track whether we have received the Reference. No Response

Reference Email

Add a Personal Note to the Automated Email:

Hide from Applicant? No

ADD ENTRY

CANCEL

If you don't want the reference to be contacted automatically by email (if, for example, a non-solicited reference has been sent that you want to add to the applicant's record), select **No**.

Text entered here will appear in the email the reference receives

To hide the reference from the applicant, select **Yes**.

To add a person to the candidate’s reference list, complete the fields and click the **ADD ENTRY** button. If you indicate that you want the system to automatically contact the reference and you provide an email address, the system will automatically send the email when you click the **ADD ENTRY** button. You are returned to the list of references, which shows the new entry.

To see a sample of the email and link that will be sent to the reference, see “What the Reference Provider Sees” on page 38.

Hiring a Candidate

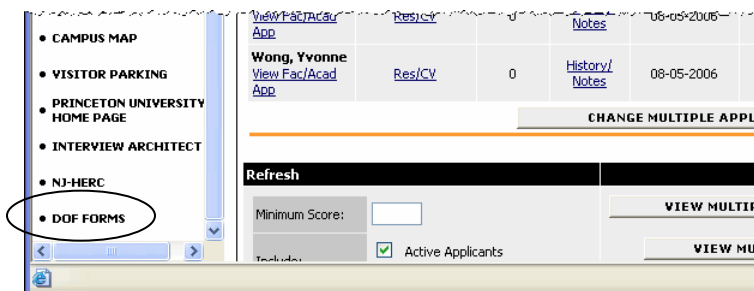
Only DOF recruiters will be able to change an applicant’s status to **Hired**. You must coordinate all hiring decisions with the DOF recruiter who is assisting you with the search.

When you are ready to identify a specific applicant(s) as someone you would like to hire, contact the appropriate DOF Recruiter and submit an appointment recommendation form to our office. You will notice that the appointment forms now provide a space for you to indicate the Jobs at Princeton requisition number. Providing this number will be extremely helpful in our efforts to keep our records in sync.

For DOF postings, there may be only one hire on a single requisition, or you may indicate multiple applicants to be hired on a single requisition.

This latter option is particularly useful to departments that may have an “open” posting (for example, for multiple postdoctoral hires in their department from a single requisition) which is left open for up to a year. There is no need to close and open a new search after each hire in these cases. As the year progresses, you may note that there are multiple people indicated with a Hired status on the “View/Edit Posting” screen. When an open requisition is to be closed, the final hire will be made by the DOF recruiter and the posting will be removed from the web and closed. After one year, if you wish to continue posting an open search, a new requisition will need to be submitted and approved (see Creating a Regular Requisition on page 7).

All hires will require the regular appointment paperwork to be submitted to us. Please notice the link to the **DOF Forms** site at the bottom of the left menu bar for your convenience.



The candidate will not be indicated as “Hired” in the Jobs at Princeton site until all the appropriate appointment paperwork and supporting materials are received by the Office of the Dean of the Faculty and the appointment has been approved. After that point, the person will be processed as a hire in the PeopleSoft Human Resources Management System (HRMS) and the workflow manager in your department will receive email notification that the person is now finalized.

Administrative Functions

Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, should you leave your computer, we strongly recommend that you save any work in progress and log out of the system by clicking on the **LOGOUT** link located on the left side of your screen.

Appendix A: What Do They See?

This appendix shows what applicants and reference providers see on the Jobs at Princeton portal.

Both the applicant and the reference provider go through the Jobs at Princeton portal to provide information. The reference provider also receives an email requesting the reference.

What the Applicant Sees

On the Application Status Page

What an applicant sees depends on the status of their application:

- If the applicant has submitted his/her application and has a confirmation number, he/she can manage/update his/her documents at any time. However, they can only view the other items or withdraw. **Note:** An applicant cannot view the actual reference materials, but only see if the materials have been received or not.
- If an applicant has withdrawn the application, he or she cannot reapply.
- If an applicant has not completed the application, he or she must click the Complete link to finish adding references, documents, and so on, and then submit their application.

Application Status

The table below lists the positions for which you have applied.

- To remove your application from consideration for a position, click on the **Withdraw Application** link below the status column for that position.
(Note: If you withdraw your application, you will NOT be able to apply for the same position again.)
- If the job you applied for allowed you to provide references using our online portal, you will see them listed in the right hand column. Otherwise, your reference list will be viewable as part of your application or as part of your other attached documents.

Title	Requisition Number	Confirmation Nbr	Application	Status	Documents	References Received
Visiting Fellow-Hodder Fellow View	1000103	879403 Manage Documents	10-29-2010 View Fac/Acad App	Submitted Withdraw Application	Res/CV	0 of 0 View Status
Assistant Professor of Chinese Literature, Ming-Qing to May Fourth View	1000460	879401	10-27-2010 View Fac/Acad App	Application Withdrawn		0 of 3 View Status
Open Rank Professor Early Modern Japanese History (Tokugawa era) View	1000461		View Fac/Acad App	Incomplete - Finish Applying Complete		0 of 0 View Status

Annotations:

- Arrow pointing to the 'Submitted' status: This application has been submitted, and has a confirmation number. Notice the links to view documents or withdraw.
- Arrow pointing to the 'Application Withdrawn' status: This application has been withdrawn
- Arrow pointing to the 'Incomplete - Finish Applying' status: This application is not complete. The applicant needs to click the Complete link to finish and then submit their application.

Internet | Protected Mode: On

The applicant will receive an automated confirmation email thanking them for applying.

What Do They See For Reference Letters?

When the applicant has completed the rest of the basic application, the Provide References page is displayed. In the following image, the applicant has already entered one reference.

✓ **The entry has been added.**
 Please provide the name and contact information of at least 3 references. If your references prefer not to use email, please have them send their letter to Search Committee, Ancient Art and Archaeology, Department of Art and Archaeology, 105 McCormick Hall, Princeton University, Princeton, NJ 08544. Your reference will not be contacted automatically unless you answer "Yes", allowing us to do so. Please notify your reference(s) to expect an email from dofjobs@princeton.edu on your behalf.

When you are finished adding your entries, you may go to the next page by clicking "Submit List of References".

TO THE APPLICANT: Once you submit your list of references and leave this screen, you will not be able to add, edit, or delete references or information about your references. Please review carefully before pressing the "SUBMIT LIST OF REFERENCES" button below.

To Add A New Entry: Click the **Add New Entry** button.
 To Edit An Entry: Click the **Edit** link for the specific entry.
 To View An Entry: Click the **View** link for the specific entry.
 To Delete An Entry: Click the **Delete** link for the specific entry.

Existing Entries

1 Record

Name	Email Address
Matt McClanahan	cukibak

[View](#)
[Edit](#)
[Delete](#)

ADD NEW ENTRY

SUBMIT LIST OF REFERENCES AND/OR RETURN TO POSTING>>

CANCEL APPLYING TO THIS POSTING

Until they submit the application, the applicant can view the reference information, edit it, or delete the reference entirely. After they submit the application, they can only view the status of the references.

To add a reference, the applicant clicks here.

To add references, the applicant clicks the ADD NEW ENTRY button. The applicant then completes the page, as shown below for the reference listed above.

Existing Entries

1 Record

Name	Email Address
Matt McClanahan	lean@princeton.edu

[View](#)
[Edit](#)
[Delete](#)

ADD NEW ENTRY

FINISH SUBMITTING LIST OF REFERENCES LATER

CANCEL APPLYING TO THIS POSTING

* Required information is denoted with an asterisk.

Scroll up for instructions on providing reference(s), if necessary.

* Name of Reference: Marcia Haggis

Reference Current Institution: Brown University

Reference Phone Number: 401-883-9827

* Allow our system to email this Reference Automatically? (Recommended - MUST provide email address below) Yes

By allowing us to email your Reference Provider automatically, your Reference will be able to upload their Letter of Reference directly into our system, and you will be able to track whether we have received the Reference.

Reference Email: cukibaker@optonline.net

Add a Personal Note to the Automated Email:

I really enjoyed working with you on the Committee for the Arts in Rhode Island, and hope to meet with you the next time I'm up there. Thanks for providing a reference for me!

If the applicant selects **Yes**, an email is sent to the reference automatically, with a link to the portal where they can confidentially submit their materials.

This text is included in the email sent to the reference, to personalize the automated request.

If references are required, the applicant can click this button to save the application and come back later to complete the references. This button is not available if references are not required.

An applicant may delete or edit the information for a reference only until he or she clicks the SUBMIT LIST OF REFERENCES button. After that point, only the Hiring Manager can edit or delete references. If incorrect information was given by the applicant (such as an incorrect email address), the Hiring Manager must delete the old entry and re-add it on behalf of the applicant. If the information is only corrected on the existing reference record, an automated email message will not be regenerated to the new address.

The applicant can later log in to the system, and at any time check the status of their application, including that of their references. They can see how many references have been received, and by clicking the [View Status](#) link under References Received, they can see which references have responded.

Application Status
1 Record

Title	Requisition Number	Confirmation Nbr	Application	Status	Document	References Received
Vis Asst Professor View	1000868	894350 Manage Documents	11-29-2010 View Fac/Acad App	Submitted Withdraw Application	Writing Samp Teach Int Biblio/Pub Cvr Ltr Res/CV	1 of 3 View Status

The candidate will *not* be able to see the submissions, but will be able to see a list of names and whether or not their reference has submitted anything yet.

• Welcome **Pumpkin, Peter**. You are logged in. Monday, November 29, 2010

View Reference Status

3 Records

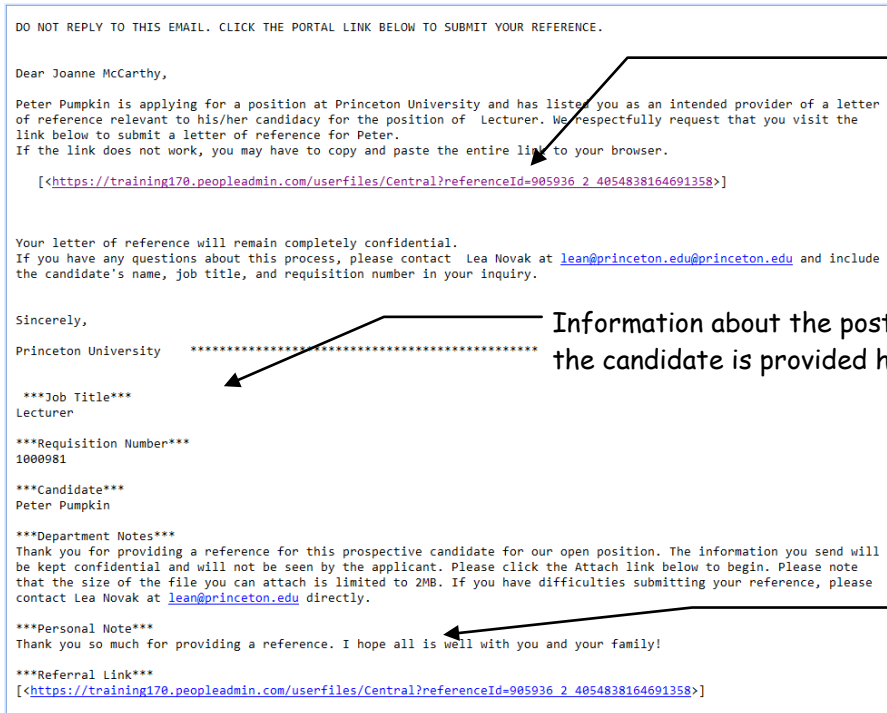
Name	Email Address	Document Received?
James McClanahan	cukbaker@optonline.net	No
Lea Novak	lean@princeton.edu	No
Natalie Shilkevich	lean@princeton.edu	Yes

[RETURN](#)

Indicates whether this reference has responded

What the Reference Provider Sees

When either you or the applicant adds a reference, the reference provider receives an email that looks like this:



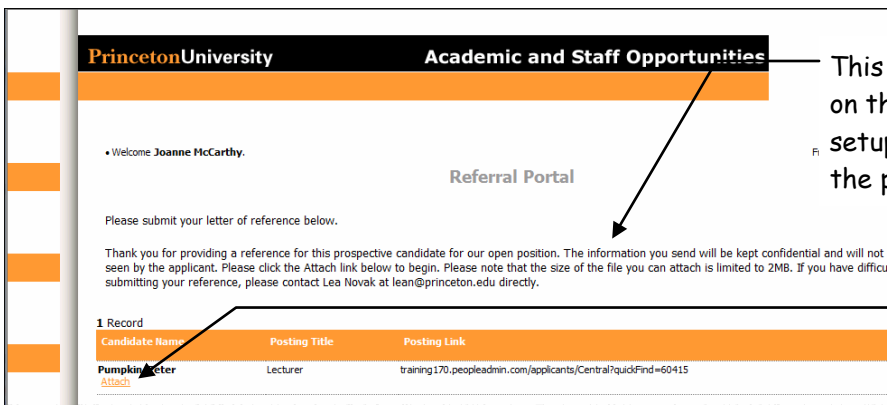
The reference clicks here to open the portal.

Information about the posting and the candidate is provided here.

The applicant’s personal note is included here.

The reference provider can simply click the portal link to display their own personalized portal page. The email clearly states that they should not reply to the email, but click the portal link within the email to submit their reference materials.

On the portal page, the reference provider can attach a reference letter for the applicant by clicking the Attach link and uploading the document, or by entering the text directly.



This is the text you provided on the reference letter setup page when you created the posting.

The reference provider clicks here to attach the reference

When they click on the Attach link, a page opens where they can either upload a Word or PDF document, or enter the reference directly by either cutting and pasting text, or typing it from scratch.

Note: The size limit for files that can be attached by a reference is 2MB.

Princeton University Academic and Staff Opportunities

Welcome Joanne McCarthy.

Referral Portal

[Return to Previous](#)

Please choose one of the following methods to associate and attach a document.

Upload a new document:
Browse below to select a document to associate.

File:

Paste a new document:
Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

The reference can either attach a file here,

...or type or paste text here.

After the reference clicks the ATTACH button and confirms the attachment, a thank you page is displayed.

Princeton University Academic and Staff Opportunities

Welcome Joanne McCarthy.

Referral Portal

Thank you for your submission. Please print a copy of this screen as your receipt.

We appreciate your providing a reference for this applicant.

1 Record

Candidate Name	Posting Title	Posting Link
Pumpkin, Peter	Lecturer	training170.peopleadmin.com/applicants/Central?quickFind=60415