

DOF RECRUITER 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



Princeton University

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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 the 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:

- Review and approve requisitions submitted by departments to DOF for posting to the Jobs at Princeton website
- Review individual applicants and the applicant pools for open requisitions
- Hire applicant(s) for specific requisitions and close DOF postings
- Request and close access for departmental DOF Hiring Managers and Compliance Officers

The system is designed to benefit you by facilitating:

- Faster processing of approvals and postings
- Up-to-date access to information regarding all of department requisitions
- Review of confidential information from reference providers entered by applicants and departments
- Posting of faculty and staff openings on the Princeton University and HERC websites
- Receiving more complete data about the sex/ethnicity break out of candidate pools for openings
- Giving departments and EEO compliance officers more accurate and timely information throughout and at the end of the search process

The Office of the Dean of the Faculty has provided these training materials to assist with your understanding and use of this system.

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 navigation buttons within the site instead of browser buttons.

Adobe Acrobat:

The site 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.

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**. If 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.

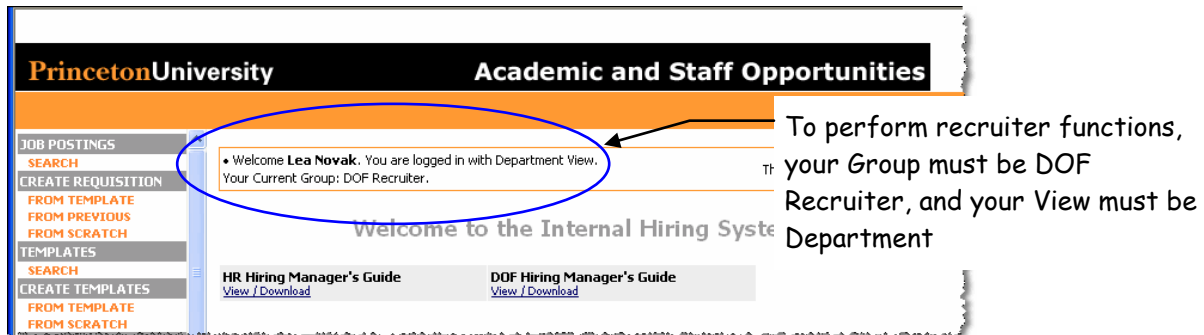
LOGGING INTO THE SYSTEM

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 DOF Recruiter. 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 **Recruiter Site** is displayed. On this screen you can create requisitions, view job postings, and access links to other key documentation.

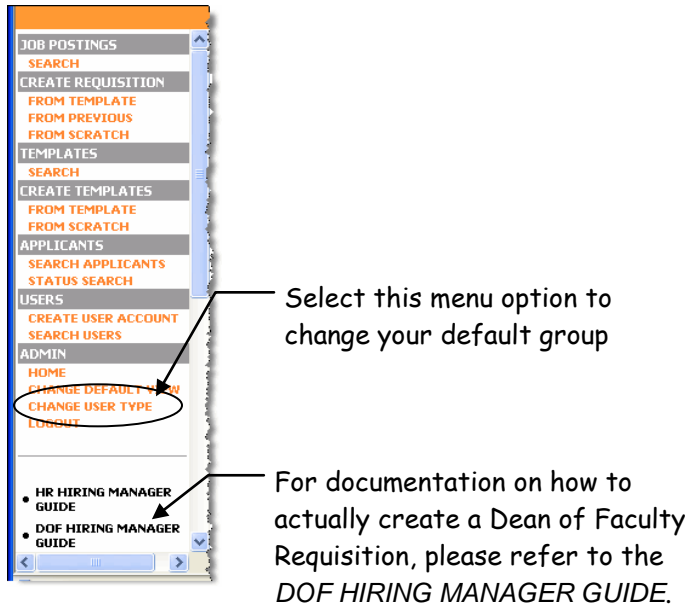


Important! Notice that in this example, the recruiter has been logged in under the Group **DOF Recruiter** with **Department View**. Use these settings for work in the DOF Recruiter role.

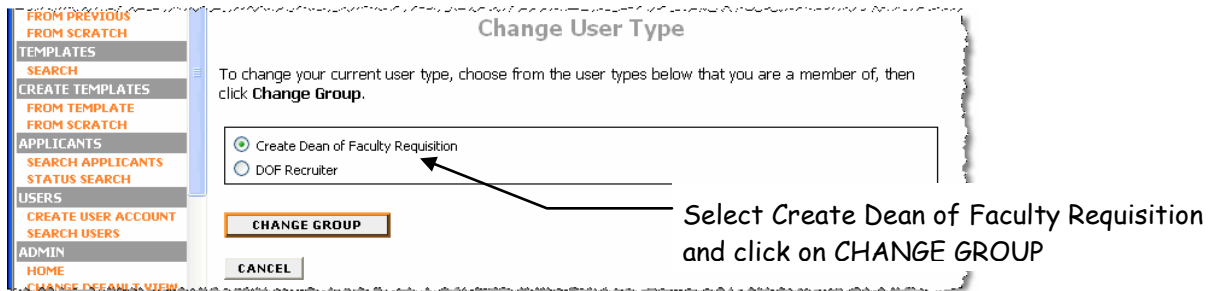
Changing your Default Group

You may occasionally wish to change your default Group—for example, in order to create a Dean of Faculty requisition. (You should not normally need to do this, but on occasion may wish to assist an academic department or program in creating a requisition on their behalf.)

To change your Default Group, click on **CHANGE USER TYPE** in the **ADMIN** menu (at the bottom of the left side menu 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.

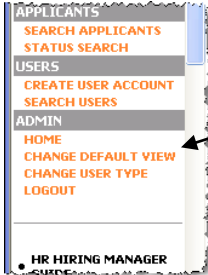


Press the **CHANGE GROUP** button to save this selection and return to the DOF Recruiter Site.

Changing your Default View

You may also change your Default View. Normally you should always use the Department View for your DOF Recruiter role work.

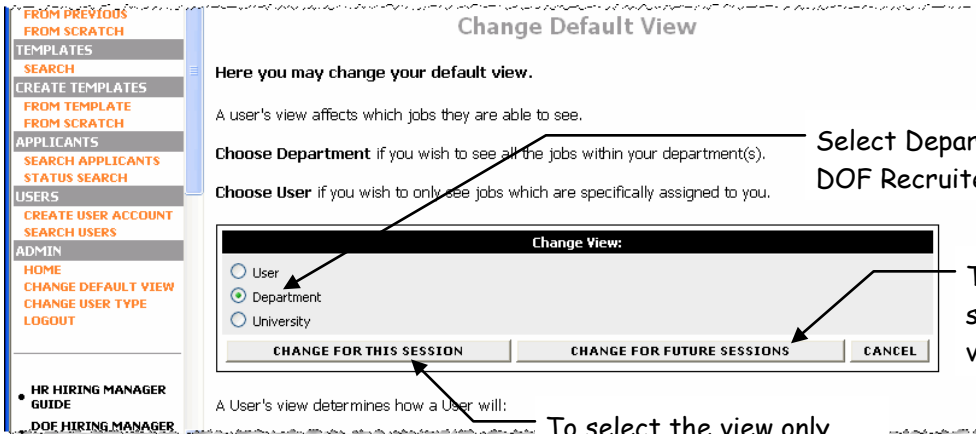
To change your Current View, click on the **CHANGE DEFAULT VIEW** link on the left bar.



Select this option to change your default view

Depending on your authorization, you can select User, Department, or University View. Scroll down to see explanations of these different views, and how they affect the available functions.

For your DOF Recruiter role work, use **Department View**. However, if you wish to change your view, select the view you wish, and then press the **CHANGE FOR THIS SESSION** or **CHANGE FOR FUTURE SESSIONS** button to save this selection and return to the DOF Recruiter site.



Select Department for DOF Recruiter work

To make the new setting your default view, click here

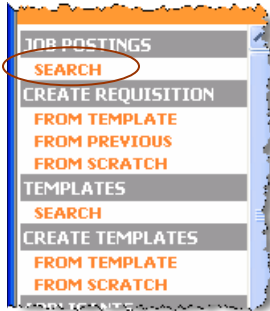
To select the view only for this session, click here

REVIEWING AND APPROVING DOF REQUISITIONS

Reviewing a Requisition

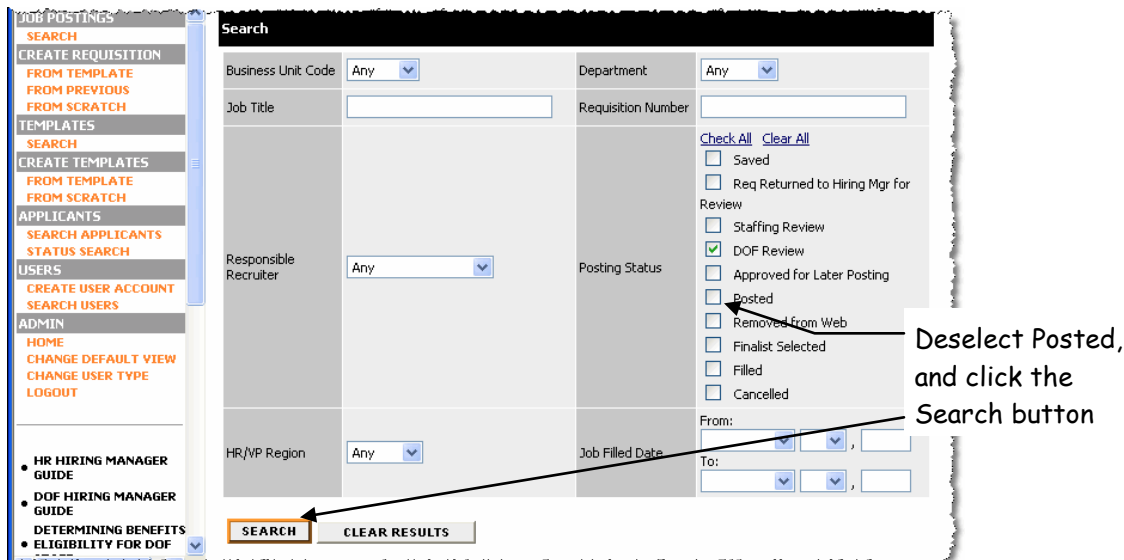
Normally an email will be sent to all DOF recruiters notifying them that a requisition is pending approval. Depending on the Job Title and Department indicated in the email, you would log in and review the pending posting or leave it for another DOF recruiter to handle.

To bring up Job Postings awaiting DOF approval, select **SEARCH** from the **JOB POSTINGS** menu on the left.



The Search page is displayed, with the Posting Status search criteria **DOF Review** and **Posted** selected (checked) by default.

In order to view only requisitions awaiting DOF Review, uncheck **Posted** (by clicking on the checkbox) and press the **SEARCH** button at the bottom of the screen.



Note: You may select whichever Posting Statuses you want to review. For this procedure, we are examining those awaiting DOF Review.

When you click the **SEARCH** button, you will then be brought to the View Postings page. Note that the postings are listed in order by the date they were submitted. You may sort by other columns by clicking on the down arrow for the desired column in the header line.

The screenshot shows the 'View Postings' page with a table of 33 records. The table has columns for Position Title, Department, Requisition Number, Date Submitted, Recruiter, and Posting Status. Annotations include:

- Arrows pointing to the down arrows in the column headers with the text: "Click any arrow to sort by the selected column".
- An arrow pointing to the 'View' link under the 'Assistant Professor' position title with the text: "Click view to display the requisition".

Position Title	Department	Requisition Number	Date Submitted	Recruiter	Posting Status
Assistant Professor	PUDOF		10-30-2006		DOF Review Return Approve for Later Posting
Associate Professor	PU		10-03-2006		DOF Review Return Approve for Later Posting
Associate Professor	PUDOF		10-03-2006		DOF Review Return Approve for Later Posting

Note that you can approve (post), return, or approve for later posting right from this screen. However, most likely you will want to review the submission from the department.

To review the details of a requisition, click on the [View](#) link under the Position Title you wish to review.

You will be brought to the screen that displays the full requisition submission, which you may Edit, Print, or change it's Posting Status.

In most cases you will want to review the full details of each requisition before Posting in [Edit](#) mode.

The screenshot shows the details of a requisition submission. Annotations include:

- An arrow pointing to the 'Printer-Friendly Version' link with the text: "Print the req".
- An arrow pointing to the 'Edit' link with the text: "Edit - your most-likely choice".
- An arrow pointing to the 'Posting Status' section with the text: "Change posting status".

Please review the details of the posting carefully before continuing.
 To take the action you have specified, click **Continue**. To edit the posting, click **Edit**. To exit the posting without making any changes, click **Cancel**.

Posting Status

- Save
- Return
- Approve for Later Posting
- Post

CANCEL **CONTINUE**

Helpful Hints for the DOF Recruiter

The following list of helpful hints provides a checklist of items you should confirm:

- Confirm that **PUDOF** is *not* selected in the *Department* field.
- Confirm that the checked documents match up identically with the items referenced in the position description (such as, Resume/CV, Cover Letter, Statement of Research Interest, Writing Sample, and so on).
- If the department has activated the automated reference request, then confirm that the **Letter of Recommendation** box in the documents section is *not* checked.
- If the department checks the **Transcript** box in the documents section, then insist that they specify their preference—official or copy—in the position description.

Note: Official transcripts are likely to be routed directly from the home institution to the department, bypassing the applicant altogether, which begs the question of why the department needs the box checked in the first place.

- Confirm that the department contact person has provided a correct email address in the posting, otherwise the contact email address the reference provider receives in the reference request email will be wrong.
- In terms of the reference section, if you select **letters accepted** in the first dropdown and **no letters required** in the second dropdown, the system will allow applicants to successfully submit their application without having to provide referee information. This fix works particularly well for open searches in which junior faculty are asked for references and senior faculty are not. However, this does allow all candidates to bypass the reference section, which they will not be able to return to later to add, edit, or update references so that their references can be automatically contacted by the system.
- You may want to consider adding the following language to all position descriptions: “Should you have questions about this position, please contact the department directly.”

Reviewing the Posting – Field by Field

Once you are on the View/Edit Requisition screen for the posting you chose, you want to verify that the information is correct and appropriate. We will review these fields each individually on the following pages.

- Requisition Number (will be assigned by the system upon approval)
- Job Title –defaults from the PeopleSoft HRMS system. If you want something different to display on the posting other than the generic title associated with the job code, you may change the title here.
- Directory Title –only necessary if you want an additional title to display on the posting along with the Job Title (above). The additional title would be listed in the University Register and the Online Directory – for example, “Electron Microscopist”
- Job Function – defaults from the PeopleSoft HRMS system. Change this **only** if you are changing the Job Code and Title to a different staff (i.e., Job Function) group.

TIP: Proofread carefully! Certain fields entered on this screen will appear on the applicant site exactly as it is entered here.

Scroll down the screen to review the following posting details:

- Advertising Job Category – the academic area that most closely fits the department or the field of specialization for this opening should be selected.
- Grade – defaults from the PeopleSoft HRMS system. Change this **only** if you are changing the Job Code and Title.
- Full-time/Part-time – Indicates whether this opening will be either a full or part-time position.
- Benefits Eligible – Indicates whether this opening will be eligible for university health benefits. Please refer to the link for **DETERMINING BENEFITS ELIGIBILITY FOR DOF STAFF** on the left menu bar, if necessary.
- DOF Authorization – must be checked before a department can submit a requisition to DOF for approval to proceed with this posting. It is the department’s responsibility to be in contact with our office prior to any submission through this system.
- For Faculty positions ONLY, make sure the following are included:
 - Faculty Search Authorization number we have provided the department, when appropriate
 - the account(s) the faculty FTE will be charged to
- Department – The department in which the person will be hired and which is submitting the posting. If PUDOF shows in the Selected column, it should be removed using the < arrow otherwise it will display on the posting the applicant will see.
- Business Unit – Should always be **PUDOF**.
- Position Type – Should always be **Faculty & Academic Appointments**.

If PUDOF is displayed here, remove it, and make sure the hiring department is selected

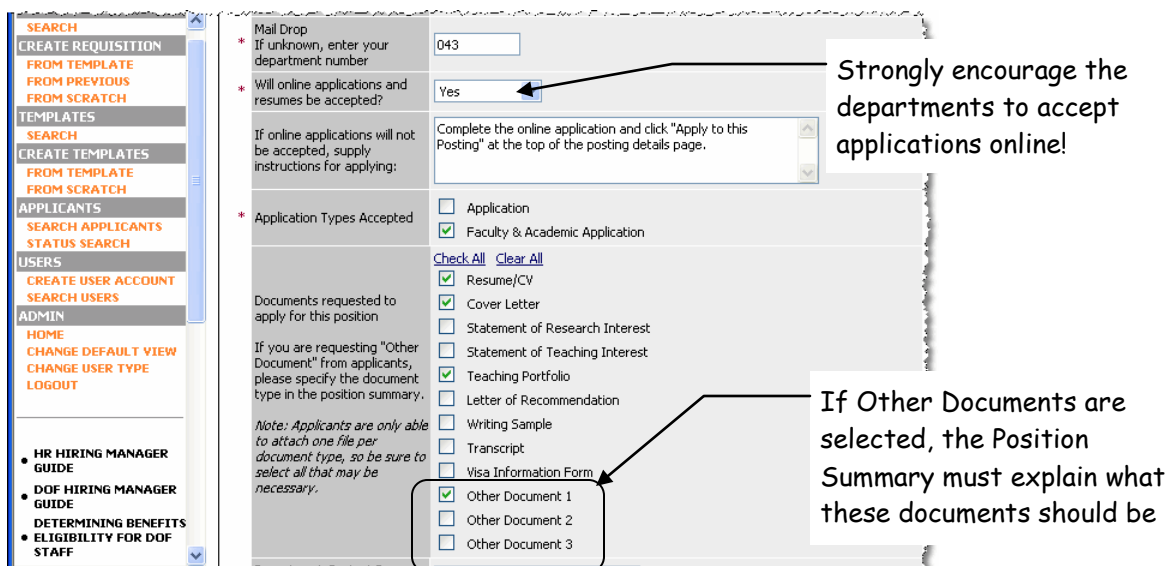
Click here if you need to verify benefits eligibility

Continue to scroll down the screen to review the following posting details:

- Mail Drop – If unknown, you can expect to see the department number here.
- Online applications – Indicates whether Online Applications will be accepted and provides instructions for the applicant in the next block. If No is selected, the Posting will still display on the Jobs at Princeton site, however, if an applicant clicks on the **APPLY FOR THIS POSTING** button, a message will refer them to the application instructions.*

NOTE: Every effort should be made to encourage departments to accept online applications. If **No** is selected for accepting online requisition, **you** (the DOF Recruiter) will have to enter the application of the person ultimately hired in order to Fill and Close the requisition. The department will need to provide us with the applicant pool sex/ethnicity information separately as it cannot be gathered in the system.

- Application Types Accepted – **Faculty & Academic Application** should be selected. The applicant will complete a simplified application template for DOF openings, different from the generic application used by HR.
- Documents – Departments should select all the document types they want provided by the applicants for this requisition. Only one file per document type may be submitted. If a department selects one or more of the **Other document** types listed, they must specify what these documents should be for the applicant in the Position Summary section. Confirm that the documents selected match the documents referenced in the position description.



Note: A department should only select the document type **Letter of Recommendation** if they want the applicant to provide a hard-copy letter they already have from a reference. Otherwise, the departments should use the Reference Letter tab (the rightmost tab on this page). If the department has activated the automated reference request on the Reference Letter tab, confirm that the **Letter of Recommendation** is **not** checked here.

If the department has checked the **Transcript** box, make sure they have specified their preference—official or copy—in the position description.

Tip If they require an official transcript, which is usually sent directly from the home institution to the department, they don’t need to check the **Transcript** box here, since the applicant doesn’t attach the document.

Continue to scroll down the screen to review the posting details.

- Department Contact Person Name
- Department Contact Person Email, including the domain (e.g. hirmgr13@princeton.edu) **Important!** Confirm that this address is correct, since this is the address used in the automated reference request email.
- Department Contact Person Phone, including the area code
- User Responsible for Electronic Requisition field should display the name of person who actually submitted the posting to us electronically.
- Application deadline – Departments may either enter a specific date or select **Open until filled or see Position Summary**. The maximum amount of time a requisition can be open for posting is one year. After that time the requisition must be closed and removed from the web. The department must submit a new posting for review and approval if they want to continue it. For pool postings, details about application deadlines should be explained for the applicants in the Position Summary section.
- Proposed Start date
- End date – May be indicated if this is a term appointment.

The screenshot displays a web-based form for creating a requisition. On the left is a navigation menu with options like 'FROM TEMPLATE FROM PREVIOUS FROM SCRATCH', 'TEMPLATES', 'SEARCH', 'CREATE TEMPLATES FROM TEMPLATE FROM SCRATCH', 'APPLICANTS', 'SEARCH APPLICANTS STATUS SEARCH', 'USERS', 'CREATE USER ACCOUNT SEARCH USERS', 'ADMIN', 'HOME', 'CHANGE DEFAULT VIEW', 'CHANGE USER TYPE', 'LOGOUT', and 'HR HIRING MANAGER GUIDE'. The main form area contains the following fields and options:

- Department Contact Person Name:** Text input field with 'Lea' entered.
- Department Contact Person Email:** Text input field with 'hirmgr13@princeton.edu' entered.
- Department Contact Person Phone:** Text input field with '609-258-6338' entered. A note below indicates the format: '(format: xxx-xxx-xxxx)'. There is a red asterisk next to this field.
- User responsible for Electronic Requisition:** A selection interface with two columns: 'Not Selected' and 'Selected'. The 'Not Selected' column lists names: Agans, Carol; Allison, Cathie; Amon, Kathleen; Antis, Jane; Applegate, Kathleen; Aria, Soomo; Arnold, MaryAnn; Aronowitz, Sonya. The 'Selected' column contains 'Manager13, Hiring'. Navigation buttons (>, <, >>, <<) are between the columns. There is a red asterisk next to this field.
- Application Deadline:** Text input field with '09-01-2007' entered. A note says 'Posting will be removed from the website on this date.' Below it is a checkbox for 'Open Until Filled or See Position Summary.' The format 'MM/DD/YYYY -or- MM-DD-YYYY' is shown.
- Proposed Start Date:** Text input field with '09-01-2007' entered. The format 'MM/DD/YYYY -or- MM-DD-YYYY' is shown.
- If Term Appointment, specify end date:** Text input field with '06-30-2008' entered. The format 'MM/DD/YYYY -or- MM-DD-YYYY' is shown.

Continue to scroll down the screen to review the posting details.

- Comments related to end date – Note that any text entered in this field will be viewable by the applicant.
- Pass and Fail Messages – Can be ignored and left as is.
- Academic Year search has been started – should indicate the July 1-June 30 period that this positing has been opened in (NOT the academic year it is expected it will be *filled* in).
- Position Summary – A summary of the job responsibilities and other important information about applying for this position should be indicated in this section. If Other Documents have been checked, an explanation of which documents are needed should be included here. If the position is for a pool posting, details about application deadlines should be explained here. You might want to consider including the following language: “Should you have questions about this position, please contact the department directly.”
- Essential Qualifications – Required education and experience should be indicated in this section.

The screenshot displays the Princeton Hiring System interface. On the left is a vertical sidebar menu with the following sections and items:

- SEARCH**
 - CREATE REQUISITION
 - FROM TEMPLATE
 - FROM PREVIOUS
 - FROM SCRATCH
- TEMPLATES**
 - SEARCH
 - CREATE TEMPLATES
 - FROM TEMPLATE
 - FROM SCRATCH
- APPLICANTS**
 - SEARCH APPLICANTS
 - STATUS SEARCH
- USERS**
 - CREATE USER ACCOUNT
 - SEARCH USERS
- ADMIN**
 - HOME
 - CHANGE DEFAULT VIEW
 - CHANGE USER TYPE
 - LOGOUT
- HR HIRING MANAGER GUIDE**
- DOF HIRING MANAGER GUIDE**
 - DETERMINING BENEFITS
 - ELIGIBILITY FOR DOF STAFF

The main content area on the right contains several fields:

- 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 a wide variety of viewpoints and experience to our students." Below it is a note: "Note: Applicant will see this comment online."
- Pass Message:** A text area containing the text: "Thank you for submitting your application."
- Fail Message:** A text area containing the text: "Thank you for submitting your application."
- Academic Year search has been started:** A dropdown menu currently set to "2006-2007".
- Position Summary:** A text area containing the text: "Princeton University invites applications for a Lecturer to teach courses in fine art in contemporary culture. This could be a lecture or seminar, and will involve studio time. Whether one or two courses, the teaching would take place in the fall and spring terms of 2007-2008."
- Essential Qualifications:** A text area containing the text: "Applicants must have at least an MFA, and must be a working artist who is currently exhibited in at least one gallery."

Continue to scroll down the screen to review the posting details.

- Preferred Qualifications – qualifications that are preferred but not required should be indicated here.
- DOF Advertising Text – The text from the previous 3 fields (Position Summary, Essential Qualifications, and Preferred Qualifications) should be copied into this section before the standard compliance text. It should be edited as appropriate for readability, but should still closely match the text in the previous fields, and should be exactly what is posted as an advertisement for any outside sources, such as the New York Times. Again, it is recommended that applicants be encouraged to apply online in this text.
- External sites/publications where this posting will be advertised in addition to the Jobs at Princeton site. Since this is a required field, if the posting will not be advertised elsewhere, the field should contain the value **None**.
- Education Required – You may indicate level of highest degree required here, if desired, or leave the default text which refers the applicant back to the Essential Qualifications section.

The screenshot displays the 'CREATE REQUISITION' form with a left-hand navigation menu. The main content area is divided into several sections:

- Preferred Qualifications:** Contains the text "Experience with marketing in the art world preferred."
- * DOF Advertising Text:** Contains a detailed job advertisement: "Princeton University invites applications for a Lecturer to teach courses in fine art in contemporary culture. This could be a lecture or seminar, and will involve studio time. Whether one or two courses, the teaching would take place in the fall and spring terms of 2007-2008. Applicants must have at least an MFA, and must be a working artist who is currently exhibited in at least one gallery. Experience with marketing in the art world preferred."
- * Indicate where this job opening will be posted on external sites:** Lists "New York Times", "The Artist Magazine", "Philadelphia Inquirer", and "Monster.com".
- * Education Required:** A dropdown menu set to "Other-see essential qualifications".

Annotations on the right side of the screenshot provide instructions:

- An arrow points from the text "This text should include all the information from the previous 3 fields, edited as needed" to the 'DOF Advertising Text' field.
- Another arrow points from the text "External posting sites and publications should be listed here" to the 'Indicate where this job opening will be posted on external sites' field.

Continue to scroll down the screen to review the posting details.

- HR/DOF Comments to Department – If you are returning the requisition to the department for changes and modifications, you can explain here and instead of Posting the opening, select the option to return it to the department.
- Internal HR/DOF Comments – Only recruiters will see these comments. Hiring Managers will not have access to see any of the comments in this section.
- Department/Hiring Manager Comments – These are comments to us from the DOF Hiring Manager, and may include any information which the Hiring Manager thinks will assist the DOF recruiters with their review of the posting.

The screenshot displays the 'VIEW REQUISITION SUMMARY' page. On the left is a navigation menu with categories: SEARCH, CREATE REQUISITION, TEMPLATES, APPLICANTS, USERS, ADMIN, and links to JOB POSTING POLICY, HR HIRING MANAGER GUIDE, and DOF HIRING MANAGER GUIDE. The main content area shows a table of requisition details:

Education Required	Master's Degree
HR,DOF Comments to Department	
Internal HR,DOF Comments	
Department/Hiring Manager Comments	
Quicklink for Posting	cs170.peopleadmin.com/applicants/Central?quickFind=57503

Below the table, a note states: '*Required information is denoted with an asterisk.' At the bottom of the main content area is a button labeled 'CONTINUE TO NEXT PAGE >>'. At the bottom of the entire page are two buttons: 'CANCEL' and 'VIEW REQUISITION SUMMARY >>'.

If you have completed your review of this requisition, press one of the following buttons to return to the Approval page:

- If there are no changes, click **CANCEL**
- To save changes, click **VIEW REQUISITION SUMMARY**

If you wish to continue your review, click **CONTINUE TO NEXT PAGE**.

Reviewing Requisition-Specific Questions

For DOF searches, departments 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.

Any questions for the applicant should be reviewed carefully. There are some legal issues surrounding what may or may not be appropriate to ask a potential candidate for a position. For example, questions about age, race/ethnicity, and marital status are prohibited.

The screenshot displays the 'Posting Specific Questions' page. On the left is a navigation sidebar with categories like 'CREATE REQUISITION', 'TEMPLATES', 'SEARCH', 'APPLICANTS', and 'USERS'. The main content area has an orange header 'Posting Specific Questions'. Below the header, there is a text block: 'To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below.' A table lists questions with checkboxes and an 'ANSWER' column. One question is selected: 'Do you have prior teaching experience at the collegiate level? (Edit)'. The answer options are 'No Response', 'Yes', and 'No'. Below the table are radio buttons for 'Is this question required?' with 'Required' selected. At the bottom are buttons: 'DELETE QUESTION(S)', 'ADD A QUESTION', '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'CANCEL', and 'VIEW REQUISITION SUMMARY >>'.

If there are multiple questions, you may need to scroll down to review them all

If you have completed your review of this requisition, press one of the following buttons to return to the Approval page:

- If there are no changes, click **CANCEL**
- To save changes, click **VIEW REQUISITION SUMMARY**

If you wish to continue your review, click **CONTINUE TO NEXT PAGE**.

Reviewing Information on Guest User Access

As a DOF Recruiter, you will have access to the Guest User Account ID and password.

Guest user accounts are used by the chair, search committee members, or additional interviewers. If the requisition involves committee review, this guest user account can be shared by members of the search committee to log in to the system and view the applicants.

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.

Note: Compliance Officers should not use the guest user access. Special user ID’s can be set up for each Compliance Officer that give the Compliance Officer both guest user access and access to the EEO reports attached to this requisition. Compliance Officers should be made aware that information on the EEO reports may NOT be shared with department and hiring managers due to federal regulations regarding fair labor hiring practices.

The screenshot displays the 'Guest User' management page. At the top, there are tabs for 'Posting Details', 'Posting Specific Questions', 'Guest User', 'Notes / History', and 'Reference Letters'. The 'Guest User' tab is active. Below the tabs, a message states: 'On this screen you may deactivate, activate, or change the Guest User password.' There is a link for 'Deactivate Guest User'. Below that is a section titled 'Create Guest User' with a note: '*Required information is denoted with an asterisk.' The form contains two fields: 'User Name' with the value 'GU56423' and 'Password' with the value 'isochem1'. The password field has a note 'Between 6 and 20 Characters'. At the bottom of the form are buttons: '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'CANCEL', and 'VIEW REQUISITION SUMMARY >>'. The left sidebar contains a menu with categories: 'TEMPLATES', 'APPLICANTS', 'USERS', and 'ADMIN', each with sub-links. Below the menu are links for 'JOB POSTING POLICY', 'HR HIRING MANAGER GUIDE', 'DOF HIRING MANAGER GUIDE', 'DETERMINING BENEFITS', and 'ELIGIBILITY FOR DOF'.

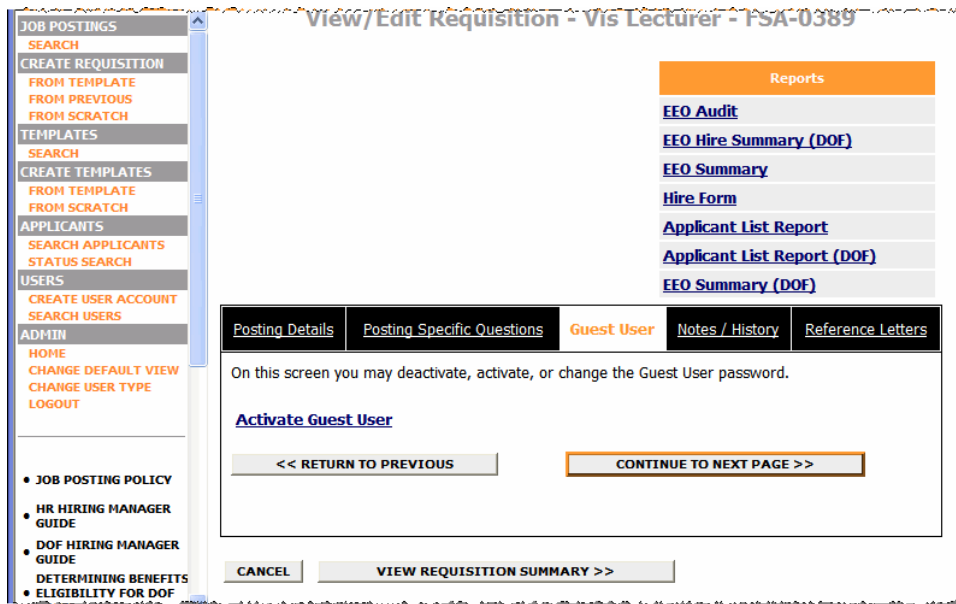
If you have completed your review of this requisition, press one of the following buttons to return to the Approval page:

- If there are no changes, click **CANCEL**
- To save changes, click **VIEW REQUISITION SUMMARY**

If you wish to continue your review, click **CONTINUE TO NEXT PAGE**.

Activating Guest User Access after Posting Submitted to DOF

On occasion, you will be requested by a DOF Hiring Manager to activate a Guest User ID and password after the posting has been submitted to us for approval. You may do this for them at this point by clicking on the [Activate Guest User](#) link and providing a password for the system generated Guest User ID. You would then need to communicate this information back to the Hiring Manager who requested it.



However, DOF Hiring Managers can now do this function *themselves* by following the steps outlined below (which you can walk them through):

- The DOF Hiring Manager should 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**

Reviewing and Adding Notes

You can add notes to the requisition that will be viewable by the DOF recruiters, hiring managers, and compliance officers, as well as others.

Important! Any notes you add will be *permanently* added to the posting, even if you cancel without saving. What you write here should be considered cautiously as it will be part of the posting’s permanent record, and subject to audit. These notes will be available for review by DOF Recruiters, DOF Hiring Managers, Compliance Officers, and Auditors – but not applicants.

Once you enter a note and save it (by clicking **Add Note**, then confirming), that note will be permanently added to this posting, even if you cancel out of the posting without saving.

History	Modified By
11-15-2006 11:06 AM	Hiring Manager13
DOF Review	

Add Notes

Notes:

ADD NOTES

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW REQUISITION SUMMARY >>

Once you click **ADD NOTES**, the note becomes a **permanent** part of the posting

You have completed your review of this requisition. Press one of the following buttons to return to the Approval page:

- If there are no changes, click **CANCEL**
- To save changes, click **VIEW REQUISITION SUMMARY**

Reviewing Departmental Requests for Reference Letters

Hiring Managers can specify whether this posting accepts reference letters for the applicant, and whether or not a minimum number of reference letters is required. You do not have to use this functionality; the default is **No letters accepted**. You must change this value if you want to accept reference letters online. You can also indicate what number of references should be provided in the instructions to the applicant.

If the applicant knows the reference provider’s email address and indicates that it is OK for the system to automatically contact the reference, an email will be sent to the reference provider once the applicant submits his application online. The reference provider will receive an email with a portal link to attach or type in his reference.

The reference materials received will only be viewable by the hiring manager, guest users, and central office recruiting staff. The hiring manager can solicit additional references for the candidate after they have applied, and can specify for each additional reference whether the contact should be hidden from the applicant, who would then be unaware that the person has been contacted.

The screenshot shows the 'Reference Letters' configuration page. On the left is a navigation menu with categories like 'JOB POSTINGS', 'TEMPLATES', 'APPLICANTS', 'USERS', and 'ADMIN'. The main content area has tabs for 'Posting Details', 'Posting Specific Questions', 'Guest User', 'Notes / History', and 'Reference Letters'. The 'Reference Letters' tab is selected, showing a form with the following fields:

- Will this position accept reference letters?**: A dropdown menu set to 'Letters accepted'.
- Number of reference letters required?**: A dropdown menu set to '2'.
- Instructions to Applicant:** A text area containing: ' Please provide at least 2 references. If your reference (s) prefers not to use email, please have them send their letter to Lea Novak, Faculty Search Committee, Princeton University, Princeton, NJ 08544. Your reference will not'.
- Instructions to Reference:** A text area containing: 'Thank you for providing a reference for this prospective candidate for our open position. The information you send will be kept confidential and will not be seen by the applicant. Please click the Attach link below to begin.'
- Completed/End Instructions to Reference:** A text area containing: 'We appreciate your providing a reference for this applicant.'

A red asterisk at the bottom of the form indicates that required information is denoted with an asterisk.

Important! The default on this page is always **No letters accepted**. If a department leaves **No letters accepted**, but indicates a required number of references (up to 10), the system will not accept references submitted by candidates online. If a department realizes this is an error, a recruiter can correct the posting to accept letters, however, it will only affect new applications from that point forward. Candidates who have already applied will not be able to go back in and submit references, but will instead need to have their references added to the system manually by the Hiring Manager.

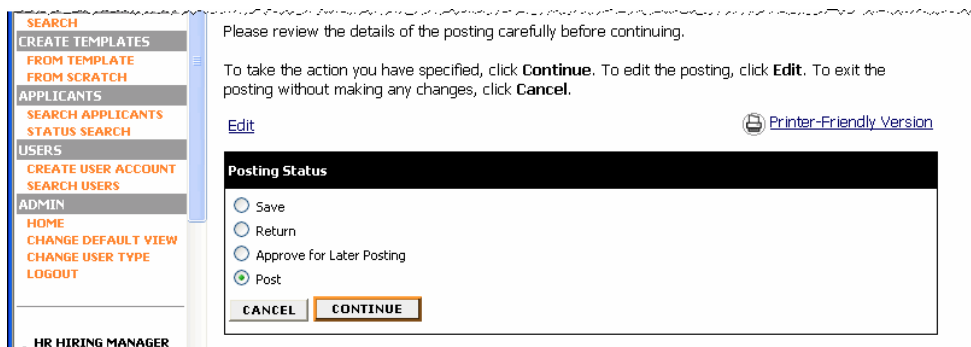
Tip! If you select **Letters Accepted** in the first dropdown, and enter **0** in the second (*Number of reference letters required*), the system will allow applicants to successfully submit their application without having to provide reference information. This works particularly well for open searches in which junior faculty are asked for references and senior faculty are not.

Approving or Returning a Requisition

When you have reviewed the requisition for accuracy and completeness, you may:

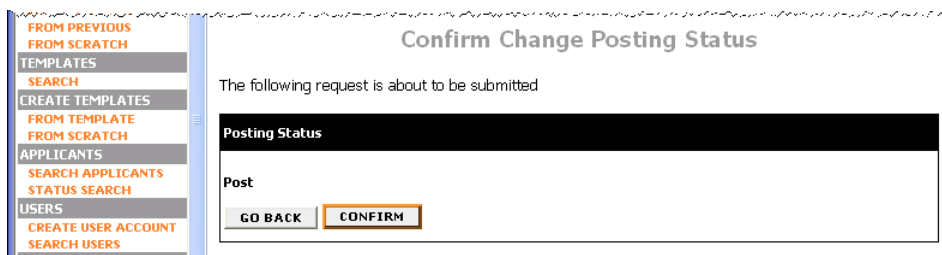
- Save the requisition without posting.
- Return the requisition to the department for further modifications. If this is selected, the DOF Hiring Manager will receive an email alerting them that a requisition has been returned to them. In addition, you should provide instructions regarding the changes required in either the DOF/HR Comments to Department section, or by email or phone call.
- Approve but save for later posting
- Post – This action will move the requisition to active status on the Jobs at Princeton site. It can be removed from the web at a later point.

Both approving and returning a posting will send notification emails to the departmental DOF Hiring Manager about the action.



When you have selected a posting status, click the **CONTINUE** button. (If you decide not to save any changes and return to the review at another time, click **CANCEL**.)

When you click **CONTINUE**, you will be taken to the next screen to confirm your selection.



To complete this step, click on the **CONFIRM** button.

Important! The requisition will **NOT** be approved or posted until you complete this step.

Finding the Requisition Number Assigned to an Approved Posting

A Requisition Number is assigned automatically when the requisition is actually posted. Make note of the number, so you can cross-reference it if you are monitoring the Search process on a spreadsheet.

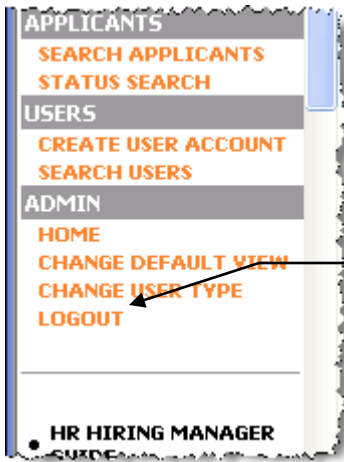
To find the Requisition Number, return to the **Search** page and select **Posted** (instead of **DOF Review**). Press the **SEARCH** button to display the Job Postings. The new requisition should be at the top since postings are listed in date order. The Requisition Number is above the [Get Reports List](#) link in the Requisition Number column.

The screenshot shows the 'View Postings' interface. On the left is a navigation menu with options like 'FROM TEMPLATE', 'SEARCH', 'APPLICANTS', and 'USERS'. The main content area has a title 'View Postings' and instructions: 'To view the details of the position, click on the "View" link below the Job Title. You may change the sort order of the list by clicking on the arrow next to the column title.' Below this is a table of 31 records. The table has columns: Position Title, Department, Requisition Number, App'n Process, Job Open Date, Application Deadline, Recruiter, and Posting Status. The first row is for a 'Lecturer' position in the 'Training' department with a Requisition Number of 0601153. An arrow points from the text 'Requisition Number' on the right to the '0601153' value in the table.

Position Title	Department	Requisition Number	App'n Process	Job Open Date	Application Deadline	Recruiter	Posting Status
Lecturer View	Training	0601153 Get Reports List	0	11-15-2006	09-01-2007		Posted Remove from Web
Assistant Professor 04 View	Training	0601124 Get Reports List	5	07-27-2006	02-01-2008		Posted Remove from Web
Assistant Professor 05 View	Training	0601125 Get Reports List	3	07-27-2006	02-01-2008		Posted Remove from Web
Assistant							

Logging Out

When you are done, log off the system by selecting the **LOGOUT** option on the left menu bar.



Logout and close your browser window when you are finished

REVIEWING AND CLOSING REQUISITIONS

Reviewing Applications to Current Open Postings

After logging into the system, click the **SEARCH** option under the **JOB POSTINGS** menu on the left. On the Search page, select the following to narrow your search results:

- Business Unit Code: **PUDOF**
- Posting Status: Check only the **Posted** Status, or if the application deadline has already passed, the **Removed from Web** posting status (the application will have been removed automatically from the Jobs at Princeton website)

Search

Business Unit Code: **PUDOF** Department: Any

Job Title: Requisition Number:

Responsible Recruiter: Any Posting Status:

Check All Clear All

Saved

Req Returned to Hiring Mgr for Review

Staffing Review

DOF Review

Approved for Later Posting

Posted

Removed from Web

Finalist Selected

Filled

Cancelled

Select only the **Posted** status

If the deadline has passed, select **Removed from Web**

Again, note that on this screen you may select a variety of requisitions with different posting statuses, should you wish.

If there are active DOF postings, the View Postings page is displayed:

View Postings

To view the details of the position, click on the "View" link below the job title.

You may change the sort order of the list by [dropdown]

31 Records

Position Title	Department	Requisition Number	Apps In Process	Job Open Date	Application Deadline	Recruiter	Posting Status
Lecturer View	Training	0601153 Get Reports List	0	11-15-2006	09-01-2007		Posted Remove from Web
Assistant Professor 04 View	Training	0601124 Get Reports List	5	07-27-2006	02-01-2008		Posted Remove from Web
Assistant Professor 05 View	Training	0601125 Get Reports List	3	07-27-2006	02-01-2008		Posted Remove from Web

Click to view the posting description and applicants

Click to view reports

Click to remove the posting from the web

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 may also view available summary reports or remove the posting from the Web.

Note: Reviewing information about individual applicants and working with their records is generally the responsibility of the DOF Hiring Managers, **not the Recruiters**, until the final Hire step.

However, from the screen shown below you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Review History/Notes
- Change an applicant’s status
- Review materials submitted by reference providers

Active Applicants

4 Records

Name	Documents	Internal?	Score	Link To	Date Applied	Status	References Received	All / None
James, Henry View Fac/Acad App	Teach Int Cvr Ltr Res/CV	No	0	History/Notes	01-16-2009	Hired Change Status	0 of 3 Manage References	<input type="checkbox"/>
Roosevelt, Franklin View Fac/Acad App	Cvr Ltr Res/CV	No	0	History/Notes	01-19-2009	Finalist (DOF) Change Status	2 of 4 Manage References	<input type="checkbox"/>
Trjiney, Seth View Fac/Acad App	Cvr Ltr Res/CV				7-2009	Hired Change Status	0 of 2 Manage References	<input type="checkbox"/>
Trumble, Jane View Fac/Acad App	Cvr Ltr Res/CV	No	0	History/Notes	01-16-2009	3rd Tier of Interest (DOF) Change Status	0 of 2 Manage References	<input type="checkbox"/>

[CHANGE MULTIPLE APPLICANT STATUSES](#)

For more detailed documentation on how to actually look at individual applicants’ materials, refer to the **DOF HIRING MANAGER GUIDE** on the website.

Running EEO Reports

Summary and Detail reports are available through the Jobs at Princeton site for Recruiters and Compliance Officers. The data regarding individual applicants’ sex and ethnicity may NOT be shared with departments and hiring managers running the searches. This information is **strictly confidential** due to Federal EEO/AA Fair Hiring regulations.

Run reports from the View Postings screen, by selecting [Get Reports List](#) (see page 27). Then select the report of your choice, and press the **GENERATE REPORT** button.

Posting Report(s)

[Return to Previous](#)

Report Choices

- EEO Audit
- Tier Rank Report (DOF)
- EEO Summary
- Hire Form
- EEO Summary (DOF)

[GENERATE REPORT](#)

The report will open in a new window. When you are finished with the report, simply close the new window to return to the Posting Reports page. When you are done with the reports, click the [Return to Previous](#) link to return to the View Postings page.

Changing the Status of Applicants to Hired or Inactive

Only DOF recruiters can change an applicant’s status to **Hired**. Therefore, it is the responsibility of the Office of the Dean of the Faculty to change the status of selected applicants to **Hired**, and close out the requisition. **This is a very important step** to ensure accurate reporting for Federal regulations and internal analysis.

Multiple applicants may be hired on a single requisition throughout the period when a posting is open (before it is closed and removed from the web). Department DOF Hiring Managers will be able to select other statuses for applicants *except for **Hired***.

Note that the applicants themselves will only see a status of **Submitted**, unless they themselves have removed their application from consideration or they have been hired. In these instances, the applicant will either see **Application Withdrawn** or **Offered Job**.

IMPORTANT NOTE:

There will be some circumstances where the person(s) being hired are **not** in the list of applicants who applied online, either because online applications were not accepted by the department, or the applicant did not apply through a formal process but was recruited by the department, such as in the case of a senior faculty hire.

In these cases, the **DOF Recruiter must “apply” online** on behalf of the candidate before the requisition can be filled and closed.

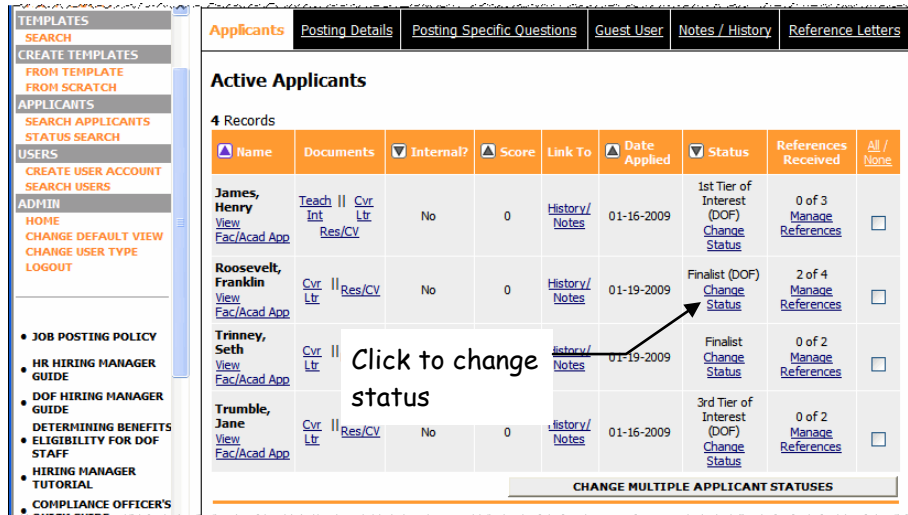
Before you can close a requisition, you must first change the status of each applicant to show either as Hired or inactivated.

- For those that are being hired, select **Hired**. You can hire as many applicants on a single requisition as needed without closing the requisition, as long as the application remains posted. If you are expecting multiple hires on a single requisition, you may change an applicant’s status to Hired, save the status change, and exit.
- For the remaining active applicants, you switch them to inactive status by changing their status to **Not Interested (DOF)**.

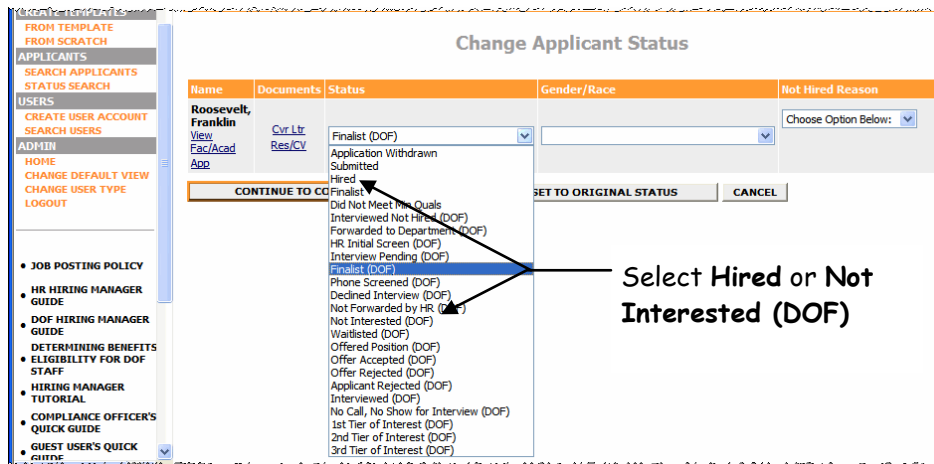
You do not need to close the requisition until the end date, or until all hires have been made. However, when that point is reached, follow the steps for closing a requisition on page 32. When the requisition end date arrives and/or the department informs us the requisition should be closed, we can go in and inactivate the remaining applicants, close the requisition, and remove it from the web. **This is a very important step**. Unless we close each requisition properly, reporting on this data will **not** function properly.

To change the status of one applicant at a time,

1. Display the Active Applicants page (see page 27 for instructions),
2. Select an active applicant by clicking the [Change Status](#) link under the Status column in the row corresponding to the appropriate applicant.



3. On the next screen, select
 - **Not Interested (DOF)** to inactivate the applicant, or
 - **Hired** to hire the applicant



4. Press the **CONTINUE TO CONFIRM** button and then **SAVE THE STATUS CHANGE** to save it.

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).

Tip! To make it easier to select a large number of people, you can group the people you want by clicking on the arrow next to Status in the header row to sort them together in a group. Or you may select them all by clicking [All](#) in the [All/None](#) header link, and then deselect those applicants you have already indicated as Hired.

Click here to sort by status

Click the checkbox for each applicant you want to assign the same status

Click to continue

Name	Documents	Internal?	Score	Link To	Date Applied	Status	References Received	All/None
James, Henry	Teach Int Cvr Ltr View Res/CV Fac/Acad App	No	0	History/Notes	01-16-2009	1st Tier of Interest (DOF) Change Status	0 of 3 Manage References	<input checked="" type="checkbox"/>
Trumble, Jane	Cvr Ltr View Res/CV Fac/Acad App	No	0	History/Notes	01-16-2009	3rd Tier of Interest (DOF) Change Status	0 of 2 Manage References	<input checked="" type="checkbox"/>
Trinney, Seth	Cvr Ltr View Res/CV Fac/Acad App	No	0	History/Notes	01-19-2009	Finalist Change Status	0 of 2 Manage References	<input checked="" type="checkbox"/>
Roosevelt, Franklin	Cvr Ltr View Res/CV Fac/Acad App	No	0	History/Notes	01-19-2009	Hired Change Status	2 of 4 Manage References	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Then click the **CHANGE MULTIPLE APPLICANT STATUSES** button. The following screen appears.

Change Applicant Status

Change For All Applicants: Status: Not Interested (DOF) Gender/Race: Choose Option Below: Not Hired Reason: Choose Option Below:

Select the status here for all applicants listed on this page

You can also change individual statuses

Click to continue

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

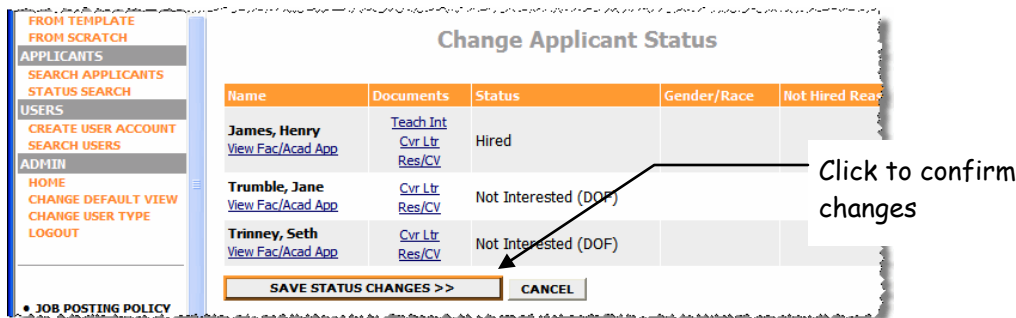
CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS

Click the down arrow in the Status field at the top of the list to display a drop-down menu of the different statuses available. Select the new status for all applicants you have displayed on this page, and then click the **CONTINUE TO CONFIRM PAGE** button.

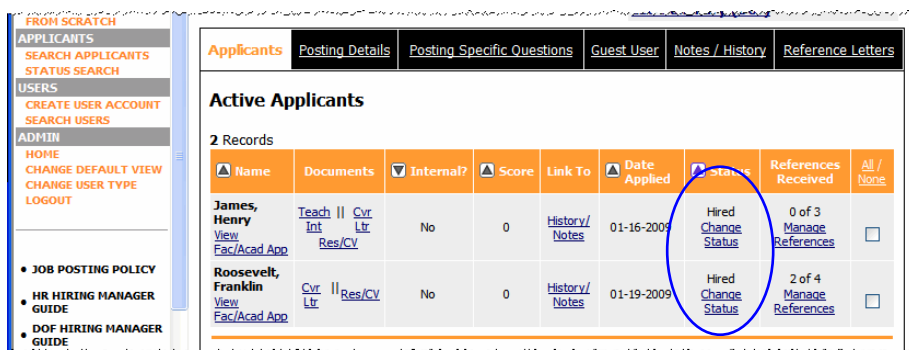
Note: You may also change the statuses individually on this page, by selecting the status for each applicant in the list.

Tip! To reset the statuses to their original values, click the **RESET TO ORIGINAL STATUS** button. Click **CANCEL** to return to the previous screen without making changes.

After clicking the **CONTINUE TO CONFIRM PAGE** button, a confirmation page is displayed. Click the **SAVE STATUS CHANGES** button to complete the action. Click **CANCEL** to return to the previous screen to edit your changes.



You will see on the next screen, only the Hired applicants remain under the Active Applicants list. The requisition may now be closed.



Important! If the applicant who was hired is not in the online lists, **you** must “apply” on their behalf before filling and closing the requisition. You must do this **before** the next step of removing the requisition from the web.

Closing a Requisition

Find the requisition to be closed by using the Search option under the **JOB POSTINGS** menu. (If you need instructions, see page 27.) When the View Postings page is displayed, click the [Remove from Web](#) link at the end of the line containing the requisition you want to close.

View Postings

To view the details of the position, click on the "View" link below the Job Title.

You may change the sort order of the list by clicking on the arrow next to the column title.

Opened

31 Records

Position Title	Department	Requisition Number	Apps In Process	Job Open Date	Application Deadline	Recruiter	Posting Status
Lecturer View	Training	0601153 Get Reports List	0	11-15-2006	09-01-2007		Posted Remove from Web
Assistant Professor 04 View	Training	0601124 Get Reports List	3	07-27-2006	02-01-2008		Posted Remove from Web
Assistant Professor 05 View	Training	0601125 Get Reports List	3	07-27-2006	02-01-2008		Posted Remove from Web

Click to remove from the applicant web site

Click the **CONFIRM** button to confirm the removal. The posting will be removed from the web but **not closed**.

View Postings

✓ The status of this Posting has been changed to: **Removed from Web**

To view the details of the position, click on the "View" link below the Job Title.

Status is Removed from Web

You must now indicate the status of this requisition as “Filled.” Return to **SEARCH** and look for those PUDOF postings with a Status of **Removed from Web**.

Search

Business Unit Code: Any

Department: Any

Job Title: [Text Box]

Requisition Number: [Text Box]

Responsible Recruiter: Any

Posting Status: [List of checkboxes]

HR/VP Region: Any

Job Filled Date: From: [Date Range]

SEARCH CLEAR RESULTS

Select Removed from Web and click SEARCH

Click the **Fill** link in the Posting Status column.

View Postings

To view the details of the position, click on the "View" link below the Job Title.

You may change the sort order of the list by clicking on the arrow next to the column title.

Removed from Web

2 Records

Position Title	Department	Requisition Number	Apps In Process	Requisition Number	Posting Close Date	Recruiter	Posting Status
Assistant Professor 04 View	Training	0601124	3	0601124 Get Reports List	11-20-2006		Removed from Web Post Finalist Selected Fill Cancel
Temporary Research Specialist I View	Population Research - 400 PUHRS	0600983	0	0600983 Get Reports List	06-05-2006	Boyd, Sanya	Removed from Web Post Finalist Selected Fill Cancel

Select Fill

When the Confirm Change Posting Status page is displayed, click **CONFIRM**.

Confirm Change Posting Status

You are about to change the status of the following to **Filled**:

1 Record

Position Title	Department	Requisition Number	Apps In Process	Requisition Number	Posting Close Date	Recruiter	Posting Status
Assistant Professor 04	Training	0601124	3	0601124	11-20-2006		Removed from Web

Click to close and finalize the requisition

The requisition is now closed and finalized.

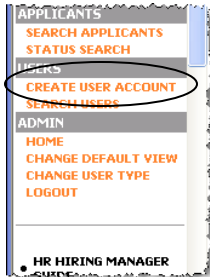
Note: If you did not hire or inactivate all the applicants for this position, the system will not permit you to fill and close it. If there are active applicants, you must view the position and follow the instructions for Changing the Status of Applicants to Hired or Inactive on page 29.

ADMINISTRATIVE FUNCTIONS

Requesting Access for a New DOF Hiring Manager or Compliance Officer

To request that access be set up for a new DOF Hiring Manager or Compliance Officer, follow the steps below.

Select the **CREATE USER ACCOUNT** option in the **USERS** menu, on the left.



The Create User page is displayed. Complete the information on the page as follows:

- NetID should be the person's Princeton University NetID (not their email address), for example **JDOE**. To find a person's NetID, you can use Princeton's Online Directory.
- Enter the person's first name.
- Enter the person's last Name.
- Enter the person's Employee ID (again you can find this using Princeton's Online Directory or by looking them up in PeopleSoft HRMS Campus Community).
- Enter the person's title.
- Enter the person's campus phone number.

Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Create User	
NetID (Do not include "@princeton.edu")	<input type="text" value="lwagner"/>
* First Name	<input type="text" value="Lindsey"/>
* Last Name	<input type="text" value="Wagner"/>
Employee ID	<input type="text" value="123456789"/>
Title	<input type="text" value="Department Chair - History"/>
Phone Number: <small>(format: xxx-xxx-xxxx)</small>	<input type="text" value="8-3456"/>

Don't include the domain in the NetID (**lwagner**, not **lwagner@princeton.edu**)

Scroll down to continue, and enter the following information:

- Enter the person’s campus email address
- Indicate one or more departments to which this person should be assigned.
- Select the User Type.
 - For DOF Hiring Managers, click **Create Dean of Faculty Requisition**
 - For Compliance Officers, click **Compliance Officer**

Note: A single person should not be both a DOF Hiring Manager and a Compliance Officer simultaneously.

Phone Number: (format: xxx-xxx-xxxx) 8-3456

* Email lwagner@princeton.edu

Department

Not Selected: PUJDOF, PUHRS

Selected: Training

* 1) Click on the name of your department and click the top arrow (>) to select - please only select your own department(s).
2) Selected department(s) appear in the right hand box.

* User Type

Check All Clear All

Create HR or PPL Requisition

HR Administrator

HR Recruiter

Department Level Review

HR View Only

Create Dean of Faculty Requisition

Create Casual Hourly Requisition

DOF Recruiter

Compliance Officer

Click here for DOF Hiring Managers

Click here for Compliance Officers

Indicate what email notifications this person should be getting:

- For DOF Hiring Managers normally you would select:
 - **Hiring Manager-Job Posted**
 - **Hiring Manager-Requisition Returned**
- For Compliance Officers normally you would not select any Email Notification Group unless they request it specifically.

Select your name as the Person Requesting Account.

Check All Clear All

Hiring Manager-Job Posted

Hiring Manager-Requisition Returned

VP/Dept Head-Posting Submitted for Staffing Review

VP/Dept Head-Finalist Selected

VP/Dept Head-Job Posted

Budget User-Posting Submitted for Staffing Review

Administrator-User Account Submitted

All Users-User Account Approved

DOF Recruiter-DOF Job Submitted

* Person Requesting Account No Response

Comments Regarding Account Request

User Status

Submit for Approval

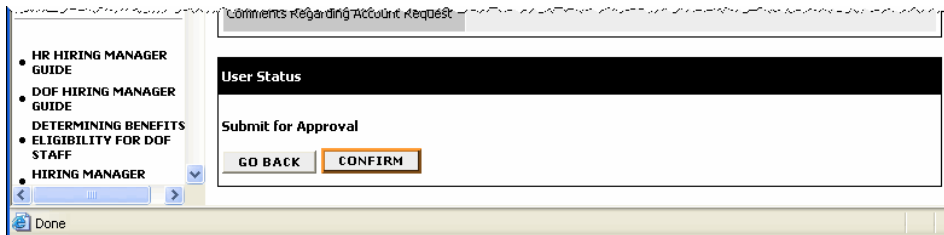
CANCEL CONTINUE

Make sure Submit for Approval is selected before you click CONTINUE

As the final step, be sure the **Submit for Approval** button is selected and click **CONTINUE**.

The Create User Confirmation screen is displayed, showing a summary of your submission.

- If everything is correct, then press the **CONFIRM** button at the bottom of the screen to send it to the HR Systems Coordinator, who will approve and finalize the request in the Jobs at Princeton system.
- If you wish to make changes, click the **GO BACK** button to return to edit mode.

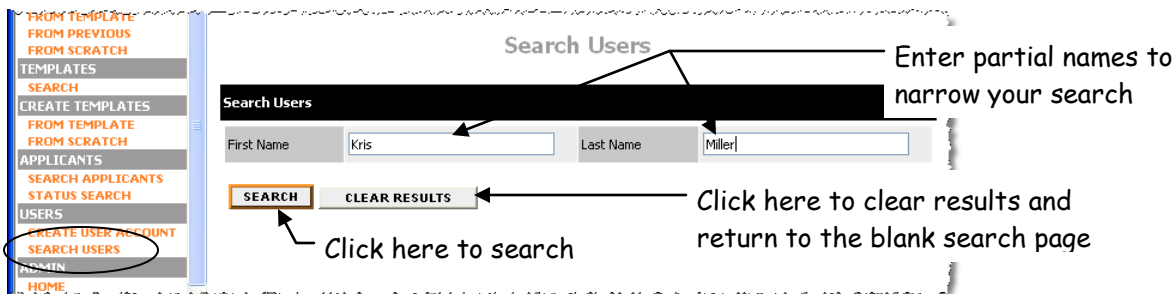


Cancelling Access for a DOF Hiring Manager or Compliance Officer

To **cancel** access for either a DOF Hiring Manager or a Compliance Officer, send an email to the HR Systems Support person in charge of the Jobs at Princeton site (currently Pete Cassaday, cassaday@princeton.edu).

Searching for Users

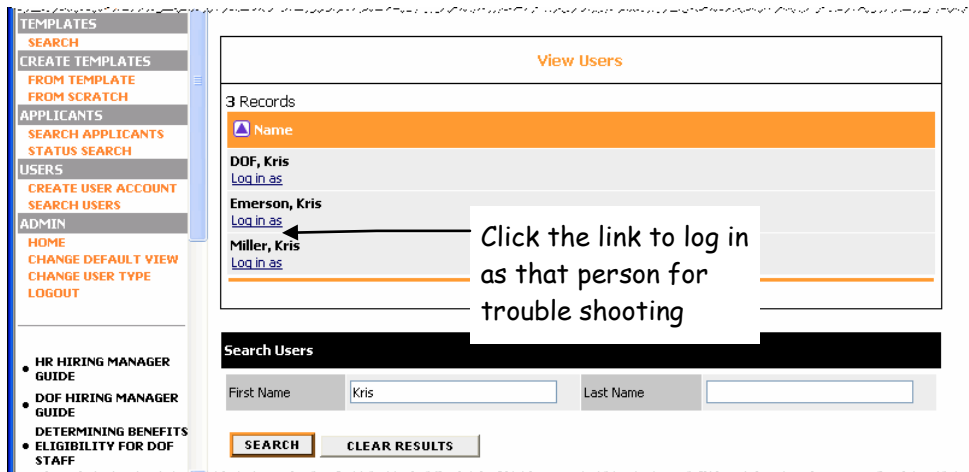
In order to find out who is currently in the system, you may also search through current users by clicking on the **SEARCH USERS** option in the **USERS** menu at the left.



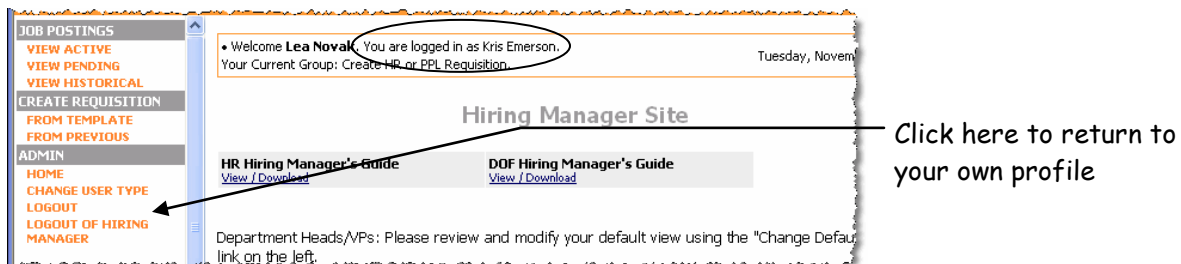
To return a complete list, just press the **SEARCH** button.

To narrow your search, enter all or part of a First Name and/or a Last Name before pressing the **SEARCH** button. The system will search for the characters you enter at any contiguous position in the name.

Notice that on the **SEARCH USERS** screen, you can log in with the same profile as the person listed by clicking on the [Log in as](#) link. This is often helpful when you are trouble-shooting problems a DOF Hiring Manager may have when using the system.



If you click the [Log in as](#) link, you will be logged in with another user's profile. You can log out of this profile by selecting **LOGOUT OF HIRING MANAGER**. This will return you to your own profile without logging you out of the system entirely.



Role of the Compliance Officer

Each departmental Compliance Officer has access to the Jobs at Princeton Hiring system, which provides a way for them to view applicants and posting details, as well as generate EEO and applicant detail reports. A Compliance Officer cannot change the status of an applicant or alter or delete information in the system.

Compliance Officers should be reminded that the information on the reports they have access to in the Jobs at Princeton Hiring System is strictly confidential. The gender and ethnicity of individual applicants should never be shared with 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 openings.

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**. If 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:

- This application has been submitted, and has a confirmation number. Notice the links to view documents or withdraw.
- This application has been withdrawn
- This application is not complete. The applicant needs to click the Complete link to finish and then submit their application.

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	lean@princeton.edu
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
 * 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 No

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!

[ADD ENTRY](#)
[FINISH SUBMITTING LIST OF REFERENCES LATER](#)
[CANCEL APPLYING TO THIS POSTING](#)

You will be able to view a similar page for each reference, if you need to find the contact information for the reference (see page **Error!** **Bookmark not defined.**).

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

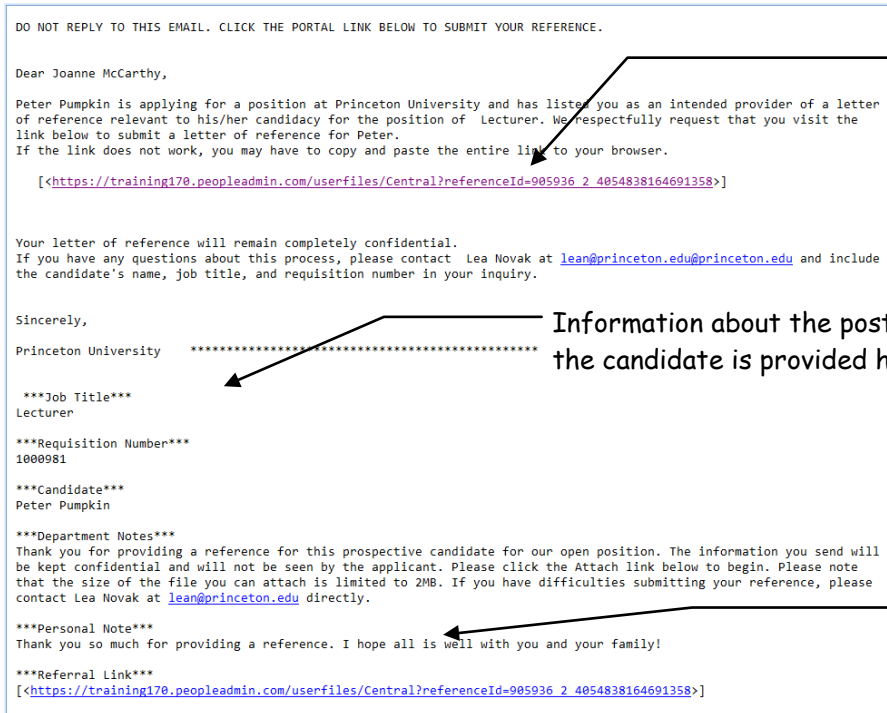
Name	Email Address	Document Received?
James McClanahan	cukbaker@optonline.net	No
Lea Novak	lean@princeton.edu	No
Natalie Shilkevich	lean@princeton.edu	Yes

[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:



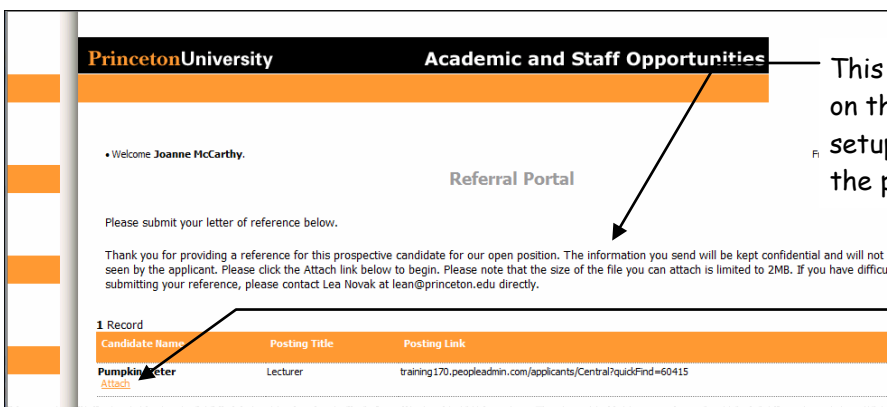
The reference clicks here to open the portal.

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