Jobs at Princeton Hiring System

DOF Hiring Manager’s Quick Reference

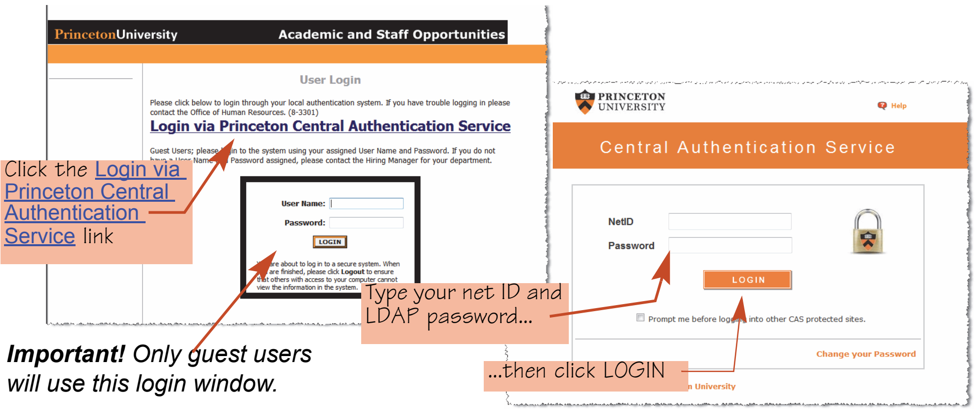
The Jobs at Princeton System allows departments to submit searches for faculty, professional researchers, professional specialists, and professional librarians to the Office of the Dean of the Faculty (DOF) for approval, and post them to the Jobs at Princeton and HERC websites.

For complete documentation, see the *DOF Hiring Manager’s User Guide*, available under Jobs at Princeton at www.princeton.edu/userdocs/otheradmin.

Logging In

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

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



Important! *Only guest users will use this login window.*

The Hiring Manager Site page appears.

Creating a Requisition

To create a requisition:

1. Click **FROM TEMPLATE** in the left menu.
2. Search for the DOF job title for which you want to create a requisition. You can select a single job title, or click **Search** without selecting a title to see all titles.
3. In the search results, click the Create link below the title you want.
4. Complete the fields in the first page of the requisition form, as instructed. Fields with an asterisk (*) are required. When you have completed this page, click the **CONTINUE TO NEXT PAGE** button.
5. If you want to add application-specific questions, click the **ADD A QUESTION** button, and either select an existing question or create your own. When you are finished with this page, click the **CONTINUE TO NEXT PAGE** button.
6. If your requisition involves committee review, click the Activate Guest User link to set up a guest account that will be shared by members of the search committee to log into the system and view applicants. When you are finished with this page, click the **CONTINUE TO NEXT PAGE** button.
7. You can ask candidates to provide names and contact information for references online. If the applicant provides a valid email address for the reference and indicates that it is OK to do so, the system will send an email automatically to the reference provider ***when the application is <u>submitted</u>***. Complete the fields on the Reference Letters tab to activate this feature. When you are finished with this page, click the **CONTINUE TO NEXT PAGE** button.
8. Save (to return to the requisition later), or submit the requisition. When the requisition has been reviewed and approved by the DOF, it will be posted to the Jobs at Princeton web site.

Logging Out

To log out, click the LOGOUT link in the menu on the left edge of the page.

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

Checklist for Creating Requisitions

- Confirm that **PUDOF** is *not* selected in the department box. Only your department’s name belongs in this field.
- Make sure the checked document boxes match the items referenced throughout the position description (e.g., Resume/CV, Cover Letter, Statement of Research interest, Writing Sample, etc.).
- If the automated reference feature is activated, do *not* check the **Letter of Recommendation** box in the documents section.
- If the **Transcript** box in the documents area is checked, be sure to specify your preference—official or copy—in the position description. Note that official transcripts are often mailed directly to the department, bypassing the applicant.
- For open searches in which junior faculty are asked for references and senior faculty are not, select **Letters Accepted** in the first field in the Reference section, and **No Letters Required** in the second field. This allows some applicants (i.e, senior faculty candidates) to bypass providing reference information when submitting an application.

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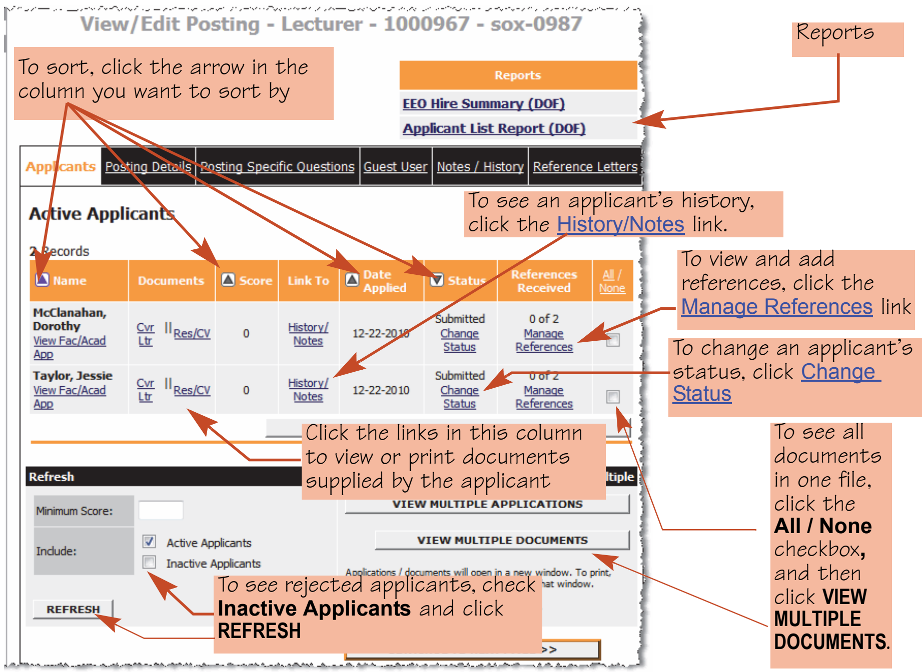
Viewing Applicants & Managing Applications

When you log onto Jobs at Princeton, the first screen displays your current open requisitions. To view details of a posting and information about the individual applicants and their status in the department review process, click the View link below the position title. You will then see the View / Edit Posting page (below), where the individual applicants are listed alphabetically by last name, but may be resorted by clicking the arrows at the top of the data columns. By clicking the links in the row for each person, you can view each individual's application and their supporting documents, as well as view their applicant status.



To see individual documents, click the document link. To see multiple documents in one PDF file, click the **All / None** checkbox, then click the **View Multiple Documents** button in the Refresh area. The PDF file opens in a new window, displaying the candidate's documents, including letters of reference. **To close the document(s)**, click the ☒ in the upper right corner of the window.

To add references for an applicant, click the Manage References link, then the **ADD NEW ENTRY** button. When you add a reference, you may opt to hide the reference request from the applicant.

Adding a Guest ID After Posting

If you forget to add a guest ID before submitting the requisition, you can do so after the position is posted by selecting **View Active** in the Job Postings menu. Then

1. Click on the View link under the Position Title, and select the Guest User tab.
2. A user name, which can be shared by multiple users, is automatically assigned. Enter a password for this Guest User ID, then click **VIEW POSTING SUMMARY.**
3. Click **CONTINUE**, and then **CONFIRM**.

Record the user name and password in order to give it to the chair and/or search committee members for view-only access to review applicants and their materials.

Updating Applicant Statuses

To change the status of an applicant, click the Change Status link. To change the status of multiple applicants to the same status, click the **All / None** checkbox, and then click the **CHANGE MULTIPLE APPLICANT STATUSES** button.

You can use the Tier Statuses (1st, 2nd, 3rd) to rank the most promising candidates. Multiple candidates can be ranked with the same tier statuses, allowing you to group the candidates. You can then sort by Status to see the applicants in tiers.

Since only DOF recruiters can change an applicant's status to **Hired**, you must coordinate all hiring decisions with the DOF recruiter who is assisting you with the search.

Helpful Hints

- Do not use your browser's **Back**, **Forward**, or **Refresh** buttons to navigate in this site. Always use the navigation buttons within the site.
- If an applicant informs you that his/her reference lost or did not receive the automated reference request, you can respond by:
  - asking the applicant to have her/his reference send the letter directly to the department, via email or hard copy, and you can attach it to the applicant's online record, or
  - deleting and re-adding the reference's information on the applicant's behalf, as this is the only way the system can retrigger the automated reference request. Editing/ saving changes to an existing reference will ***NOT*** retrigger an email.
- At the top of your applicant list page, you will find an Applicant List Report (DOF) link. If you click the link, you can copy and paste the report into an Excel file, where you can manipulate the data as you wish (e.g., mail merges, block emails, etc.)