

# **APSU**

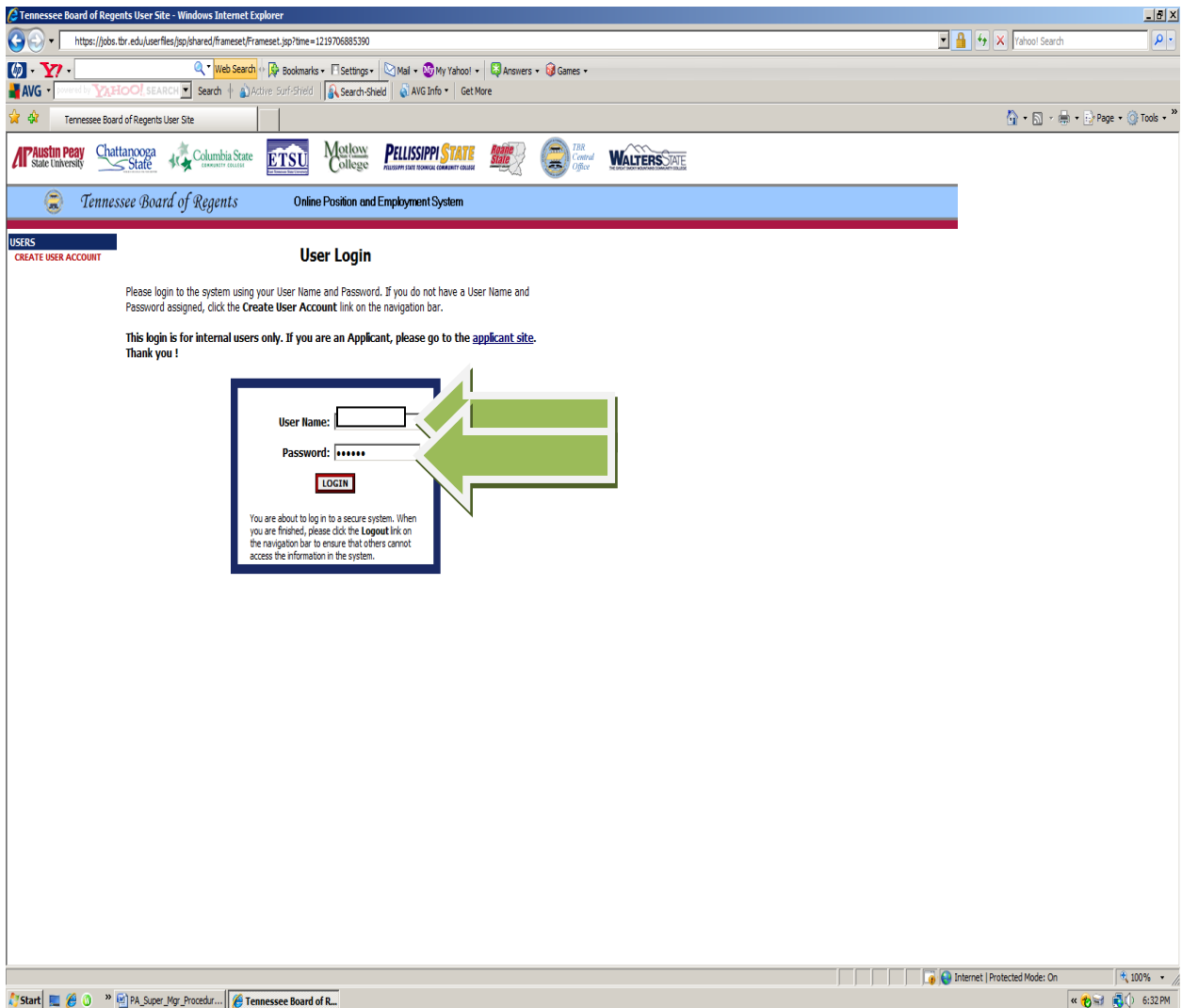
## **PeopleAdmin**

### **Guest User/ Search Committee**

## **User Manual**

**October 2008**

Access the following website: <https://jobs.tbr.edu/hr>. After entering the URL, the “login” screen will appear.



- Enter guest username and password (supplied by Affirmative Action) and then click the “login” box. (The password is case sensitive!)

- There are eight (8) tabs at the top of the form. Click on any one of these tabs to sort the active postings (applicable only if you are serving on more than one search committee).

The screenshot shows the Tennessee Board of Regents Online Position and Employment System. The page includes a navigation menu on the left with options: **JOB POSTINGS**, **ACTIVE POSTINGS**, **PENDING POSTINGS**, **ADMIN**, **HOME**, and **LOGOUT**. The main content area is titled "Online System" and includes a welcome message: "Welcome Guest User. You are logged in. Monday, September 29, 2008". Below this, there are links for "PD-ATS User's Guide" and "ATS User's Guide". A table of active postings is shown, with a green arrow pointing to the "Posting Status" column header.

1 Record	Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
<a href="#">View</a>	Secretary 2, African American Cultural Center	000109	10	08-28-2008	09-04-2008	APSU-African American Cultural Ctr	Closed/Removed from Web

- Select the appropriate title and click “View’ under the title. This will provide a listing of all active applicants, as well as allow you to see/select the tabs for “Posting Details”, “Documents”, “Comments” and “Notes/History”.

The screenshot shows the Tennessee Board of Regents Online Position and Employment System. The page includes a navigation menu with options like 'ACTIVE POSTINGS' and 'PENDING POSTINGS'. Below the navigation, there are links for 'PD-ATS User's Guide' and 'ATS User's Guide'. A table titled 'Active' contains one record for a 'Secretary 2' position. A green arrow points to the 'View' link under the position title.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title	Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
<input type="checkbox"/>	<a href="#">View</a> Secretary 2, African American Cultural Center	000109	10	08-28-2008	09-04-2008	APSU-African American Cultural Ctr	Closed/Removed from Web

Tennessee Board of Regents User Site - Windows Internet Explorer

https://jobs.tbr.edu/UserFiles/JobShared/FrameSet/FrameSet.jsp?time=1222734051140

Tennessee Board of Regents Online Position and Employment System

Welcome Guest User. You are logged in. Monday, September 29, 2008

### View Posting - Secretary 2, African American Cultural Center

Applicants | Posting Details | Documents | Comments | Notes / History

#### Active Applicants

10 Records

Name	Documents	Score	Date Applied	Status	All / None
<a href="#">View Application</a>	Unofficial Transcript    Res	0	08-28-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Cur Ltr    Res	0	08-28-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Unofficial Transcript    Res	0	08-28-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Cur Ltr    Res	0	09-02-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Cur Ltr    Res	0	09-02-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Cur Ltr    Res	0	09-03-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Cur Ltr    Res	0	09-03-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Res	0	09-03-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Unofficial Transcript    Res	0	09-04-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>
<a href="#">View Application</a>	Res	0	09-05-2008 <a href="#">History/Notes</a>	Under Review by Department/Committee	<input type="checkbox"/>

Refresh View Multiple

- The up or down arrows inside the red headings for “Name”, “Score”, “Date Applied” and “Status” will organize the selected column. For instance, by clicking on the arrow next to the “Name” column, applicant names will be ordered alphabetically.
- If a rating scoring system was used, clicking on the arrow next to the “Score” column will order applicants and their scores from lowest to highest or highest to lowest. Entering a minimum score and clicking the “Refresh” button will show only those applicants who meet or exceed the minimum score. To again see all applicants, remove the Minimum Score and click the “Refresh” button again.

- By clicking the underlined text labeled “View Application” beneath each candidate’s name, that individual’s application is available for review. View resumes and cover letters and any other attached documents by clicking the appropriate link.

Tennessee Board of Regents User Site - Windows Internet Explorer

https://jobs.tbr.edu/userfiles/jsp/shared/frameSet/frameSet.jsp?time=1221705232734

Tennessee Board of Regents Online Position and Employment System

Welcome Guest User. You are logged in. Wednesday, September 17, 2008

### View Posting - Coordinator Of Programs & Events, Student Life & Leadership

Applicants	Posting Details	Documents	Comments	Notes / History
<b>Active Applicants</b>				
20 Records				
✓ Name	Documents	▲ Score	▲ Date Applied	▼ Status
<a href="#">view application</a>	Unofficial Transcript    Cur Ltr Res	0	07-04-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">view application</a>	Other    Unofficial Transcript Cur Ltr    Res	0	07-05-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Cur Ltr    Res	0	07-05-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Other    Cur Ltr Res	0	07-06-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Cur Ltr    Res	0	07-07-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Cur Ltr    Res	0	07-08-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Other    Cur Ltr Res	0	07-09-2008 <a href="#">Histor / Notes</a>	Hired
<a href="#">view application</a>	Cur Ltr    Res	0	07-10-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Unofficial Transcript    Cur Ltr Res	0	07-12-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee
<a href="#">View Application</a>	Unofficial Transcript    Cur Ltr Res	0	07-12-2008 <a href="#">Histor / Notes</a>	Under Review by Department/Committee

- 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.

The screenshot displays the Tennessee Board of Regents Online Position and Employment System. The main page is titled "View Posting - Secretary 2, African American Cultural Center". It features a navigation menu on the left with options like "JOB POSTINGS", "ACTIVE POSTINGS", "PENDING POSTINGS", "ADMIN", "NONE", and "LOGOUT". The main content area shows a list of "Active Applicants" with 10 records. Each record includes a "Name" column and a "Documents" column with links for "View Application" and "Res".

An "Applicant Information" window is open, showing the following details:

- Posting Number: 000109
- Posting Title: Secretary 2

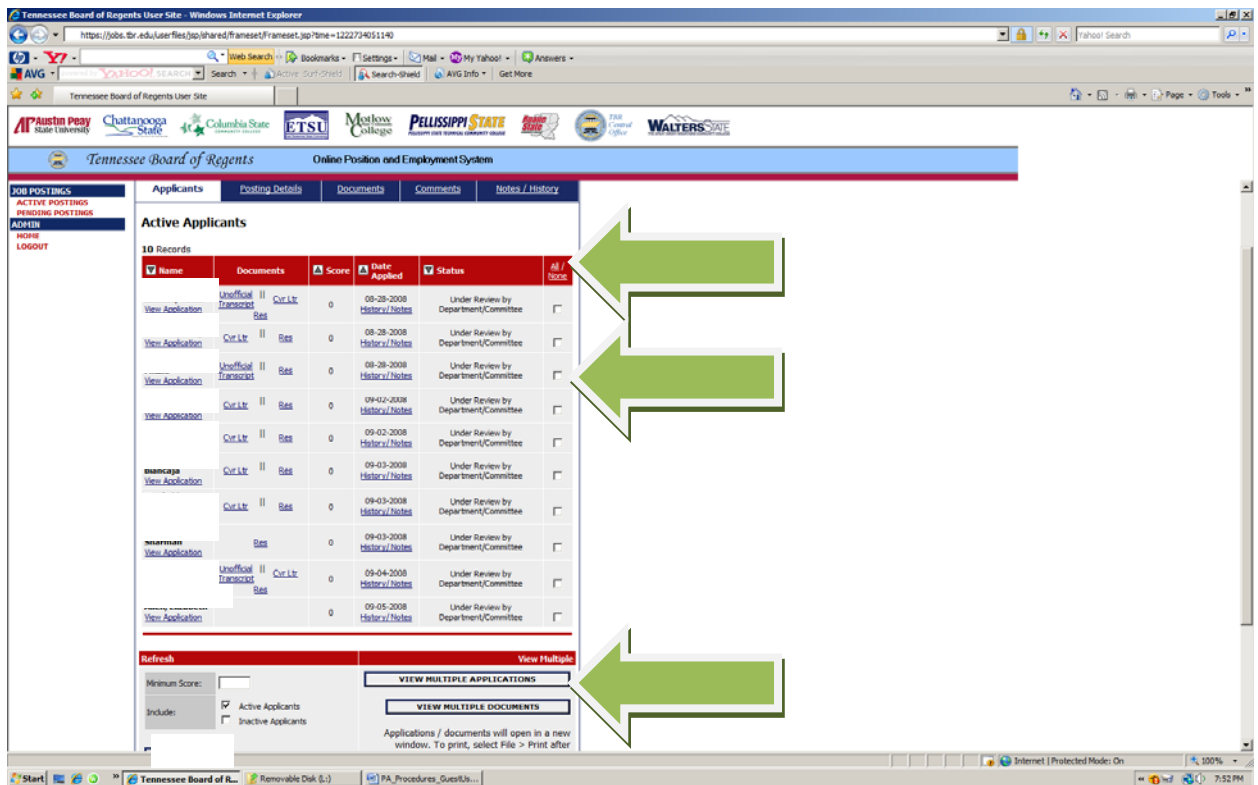
**Personal Information**

First Name:	Middle Name:	Last Name:	C
Address:	City: Clarksville	State (enter NA if a non US address): TN	Zip Code: 37042
Primary Contact Number:	Alternate Contact Number:	Email Address:	Are you legally eligible to work in the U.S.?: Yes
Do you have a valid drivers license?: Yes	Are you a current or previous employee of the State of Tennessee or Tennessee Board of Regents?: No	What is the minimum salary you are willing to accept?: 14000	Do you have any teaching or administrative experience?: Yes

**Criminal History**

Done

- To review several applications on a single page using the scroll bar, click on the applicant's check box (labeled All/None) to the far right of the screen (to select specific individuals) or click the underlined word "All" located at the top of the red column to the far right of the screen in the top 1/3 of the screen. (This places checks in the boxes to the right of all candidates.)



- Click the box toward the bottom of the screen labeled "View Multiple Applications." This will place the selected applicants in a new window (on the same page with a scroll bar).
- View multiple applicant cover letters, resumes, etc., using the same process, however, click "View Multiple Documents" rather than "View Multiple Applications."
- Search committee members other than the Supervisor/Manager, Department Authority, Approving Authority or Executive Authority will only be able to view the applications using the **guest username and password** that was established in the job posting process.** The Username and Password are supplied to the

hiring manager within the email notification from Affirmative Action that applicants are available for review.

- **PLEASE NOTE:** Only the Hiring Manager (Supervisor/Manager, Department Authority, Approving Authority or Executive Authority) has the ability to change the status' of the candidates selected for interviews from "Under Review by Department/Committee" to "Recommend for Interview."
- Once the review process is complete, search committee members must return their recommendations for interviews to the Hiring Manager, who will change the status of selected applicants to "Recommend for Interview." Once approved by the Affirmative Action Director, an email will be sent to the Hiring Manager that interviews may be conducted.

**Please remember that you must have an unofficial transcript for all selected candidates before the interviews are conducted.**

Once interviews have been conducted and the final candidate selected, contact the hiring manager and provide him/her with all interview notes and reference checks (in an electronic format so they can be attached to the hiring proposal.)

**Please remember that Human Resources must have an official transcript for the final candidate before a contract may be signed.**

For more information regarding the interview process, viewing applications, etc., please review the full PeopleAdmin manual (link to be added after final manual completed).

## 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, anytime you leave your computer, **we strongly recommend that you logout of the system by clicking on the logout link located on the bottom left side of the screen.**