This presentation will take about 15 minutes.

Click on your mouse to go to the next slide OR click on the green box at the bottom of each page.

To go back a slide, click on the gray box.
Helpful Hints:

1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. This will cause ALL the data you entered during that session to be lost. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You’re Ready To Begin The Tutorial!
Type your **User Name & Password** in boxes here

Then click here
From here you can:

- **Create a new Requisition**

This is the **Home** page
- or -
Main Screen for all Hiring Managers
You will click here

From here you can:

- View your active positions
You will click here

From here you can:

- View a Requisition submitted to HR for approval (pending)
From here you can:

- View past (historical) positions that are now filled or cancelled
You can change your password at any time.

Note: You should always **Logout** when you leave the site or walk away from your desk for more than a few minutes.
Creating a Requisition
You will create a Requisition from a Template or from a Previous Posting. In this example, we will create from a Template.
You can move from one section to another by clicking on the links in the boxes at the top of your screen.
Any required information is denoted with an asterisk (*) on the left. Complete the information requested by clicking in the field and typing. This form is similar to the Requisition form you previously submitted.
When finished entering information on this screen, click the Continue to Next Page button.
If you choose to ask job-related questions, click the “Posting Specific Questions” box.
Then click **Add a Question**.
A question may already exist that relates to your topic. Enter a keyword in the “Search by Keyword” box. Otherwise, leave this space blank, and click “Search”.
To view a question (and possible answers) click the View/Add link to the right of each question. If one of the questions relates to your position, you may submit it by clicking ‘Add’.
If you’d prefer to compose your own job-related question, click the “Create a Question” at the bottom of the screen.
You can create a Closed-Ended question by:

1. Typing the question
2. Choosing “Closed Ended”
3. Typing possible answers
For Open-Ended questions:

(1) Type the question

(2) Choose ‘Open Ended’

(3) Choose type of answer (Long Text in this example)
If you ask closed-ended questions, you have an opportunity to rank and/or disqualify candidates based on their answers. Click on the "Points" label.
Select any answer that should disqualify someone by checking the box in this column.

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>DISQUALIFYING</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Response</td>
<td>☐</td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td>☐</td>
<td>0</td>
</tr>
<tr>
<td>No</td>
<td>☑</td>
<td>0</td>
</tr>
</tbody>
</table>

Maximum Points Possible: 0

Open-ended questions will not be visible on the tab, but will be visible on the summary page.

Continue to Next Section >>

Recalculate     Reset
Add any ranking points in the “Score” column.

On this page, you may assign points for answers as disqualifying answers. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of did not meet minimum qualifications.

When finished adding points, selecting disqualifying answers, or to skip this section, click Continue to Next Section.  

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: 0

**Posting Specific Questions**

**Can you type 50 wpm?**

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>DISQUALIFYING</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Response</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

0 %

[RECALCULATE]  [RESET]

[CONTINUE TO NEXT PAGE]
To allow Search Committee Members to review applicants, click on the box, labeled “Guest User” then click on the “Activate Guest User” link.
The system will automatically assign a “User Name”. You will need to type in a password of your choosing. **Write down** the user name / password combination so that you can give it to the members of your search committee.
On the View Summary screen, scroll down to view the complete Requisition. If satisfied, select the appropriate action and click Continue.
You must hit the CONFIRM button to save or submit your requisition.
Viewing Applications, Resumes, & Other Documents
Click on the **View Active** link to view your open positions.
Click "View" below a title.
You can sort the data by clicking on the arrow at the top of each column:
To review the first Application, click "View Application" under an applicant’s name.

The Application will come up in a separate window. To print a paper copy, select **File: Print** from your browser window.
To see an applicant's resume and/or cover letter, click on the link (if any) in the “Documents” column.
Resumes and cover letters will be submitted to you by the applicant in PDF format. If you do not have Adobe Acrobat Reader 5.0 installed, you must click and install this FREE version.
Sample Applicant
6000 East Highway 50, Clermont, FL 34777, 352-333-0000
applicant@hotmail.com

PROFESSIONAL EXPERIENCE

FAMILY FINANCIAL ADVISORS, PRESIDENT-Registered Investment Advisor 3/2001-Current
♦ Responsibilities include all aspects of marketing, sales management, training, financial planning case design, technology, human resources & recruiting.
♦ Advise pensions, foundations and personal clients with comprehensive financial planning and investment advisory.
♦ NAPFA Registered Investment Advisor and Trust Representative of National Advisors Trust Co.

Instructor at University of Phoenix Online—Graduate Level Marketing, E Business
Instructor at Lake Sumter Community College— Investing and Protecting Women’s Financial Future

Director of Electronic Marketing & Commerce
♦ Responsible for development, deployment and growth of the Firm’s Domestic and Global Internet and E-commerce Strategic Initiatives (Internet, Extranet & Intranet), while minimizing redundancy.
♦ Spearheaded the Firm’s effort to leverage its brand value into a dominate and successful “e-brand” presence throughout the US, UK, Europe and Japan.
♦ Developed and Presented E-Brand strategy to senior management (Ben Lynch, Smith Barney, Paine Webber, etc.) and eventually presented Internationa strategic global E-Commerce strategy to the firm’s executive board at the same time.
♦ Collaborated with Senior Level Management to execute a comprehensive global e-commerce initiative, generating 10 million in revenue over a 12 month period.
♦ Built department of 10 while managing change and turnaround at a department with full personalization and customization software.

The resume, cover letter and/or other submitted documentation will appear in a separate window.
Changing an Applicant’s Status
Every applicant has an active status that shows where they are in the hiring process.

During the review process you will change their status to reflect their progress by clicking “Change Status”.

Applications and 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 Status menu contains the Statuses you may move an applicant to.

The applicant whom you eventually hire will have a Status of “Hired”.

Those not hired will have a Status of “Not Hired”
You will be asked to confirm actions by clicking on "Confirm". Click the Save Status Changes button to confirm your action.
To change the status of more than one applicant at a time, click the box next to each corresponding applicant, then click the Change Multiple Applicant Statuses button.
Select the status for each applicant, then click the **Continue to Confirm Page** button.
Click the **Save Status Changes** button to confirm your action.
All status changes are recorded in an applicant’s “History”. HR may post other information in this section.
Sample Notes / History:

This screen indicates that this applicant applied on **01/28/2004**.
Final Section: Registering Your Account

1) Go to the website and Click the ‘Create User Account’ link and complete the information

2) WRITE DOWN your user name and password
Congratulations!

You have completed the **Online Recruiting System Training**
and are ready to register!

After registering, the Human Resources Office will contact you when your account is active.