

HUMAN RESOURCES USER'S GUIDE

for the
Commonwealth of Virginia
Hiring System



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TABLE OF CONTENTS

INTRODUCTION	1
GETTING STARTED.....	2
CREATING A REQUISITION.....	4
Entering Requisition Information	4
Adding Qualifying Equivalencies	6
Adding Closed Ended Questions.....	13
Adding Open Ended Questions	14
Assigning Points.....	16
Assigning Applicant Statuses (aka Hiring Steps).....	18
Activating Guest Users	19
Saving/Approving the Requisition.....	21
One Page Guide for Creating a Requisition	23
SEARCHING POSTINGS	24
Viewing Postings by Status	25
Changing the Status of a Posting.....	26
APPLICANTS.....	27
Viewing Applicants to a Posting	27
Sorting and Viewing Applicants by Different Criteria	29
Viewing and Printing Applicants	30
Viewing and Printing Documents.....	31
Changing the Status of Applicants	34
Searching Applicants by Name and SSN	36
Viewing Postings for which an Applicant Has Applied.....	38
Resetting an Applicant's Password	39
Assigning an Applicant to a Posting	40
TEMPLATES.....	41
Creating a Template	41
ADMINISTRATION.....	42
Changing Passwords	42
Logging Out.....	42

INTRODUCTION

Welcome to the Commonwealth of Virginia Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

- 1) Review Requisitions
- 2) Search and Review Applicants
- 3) Create and Review Templates
- 4) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system. If you have any questions, please call (512) 997-2500.

Your Web Browser

The Employment Application System is designed to run 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. However 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 the system administrator of any significant issues that arise.

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

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

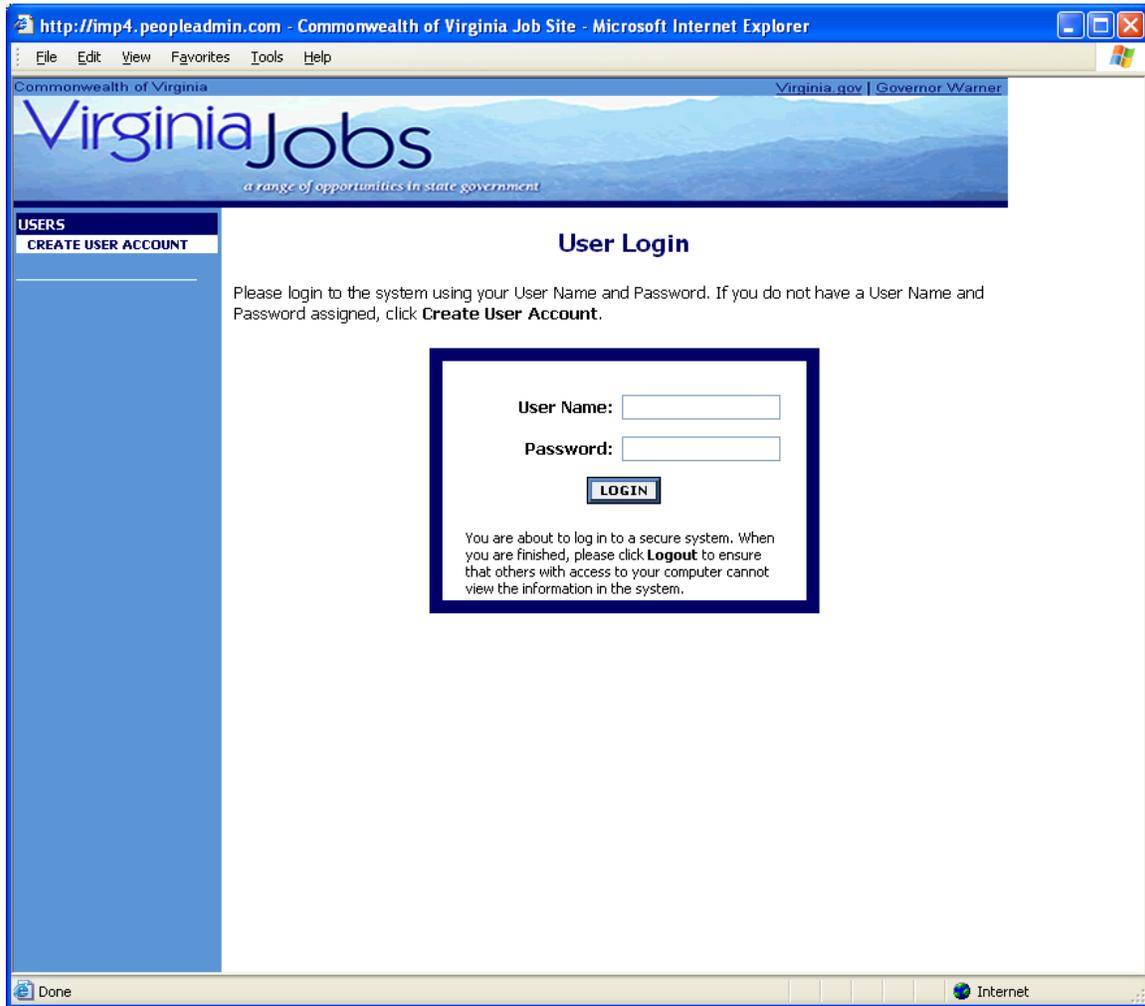
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

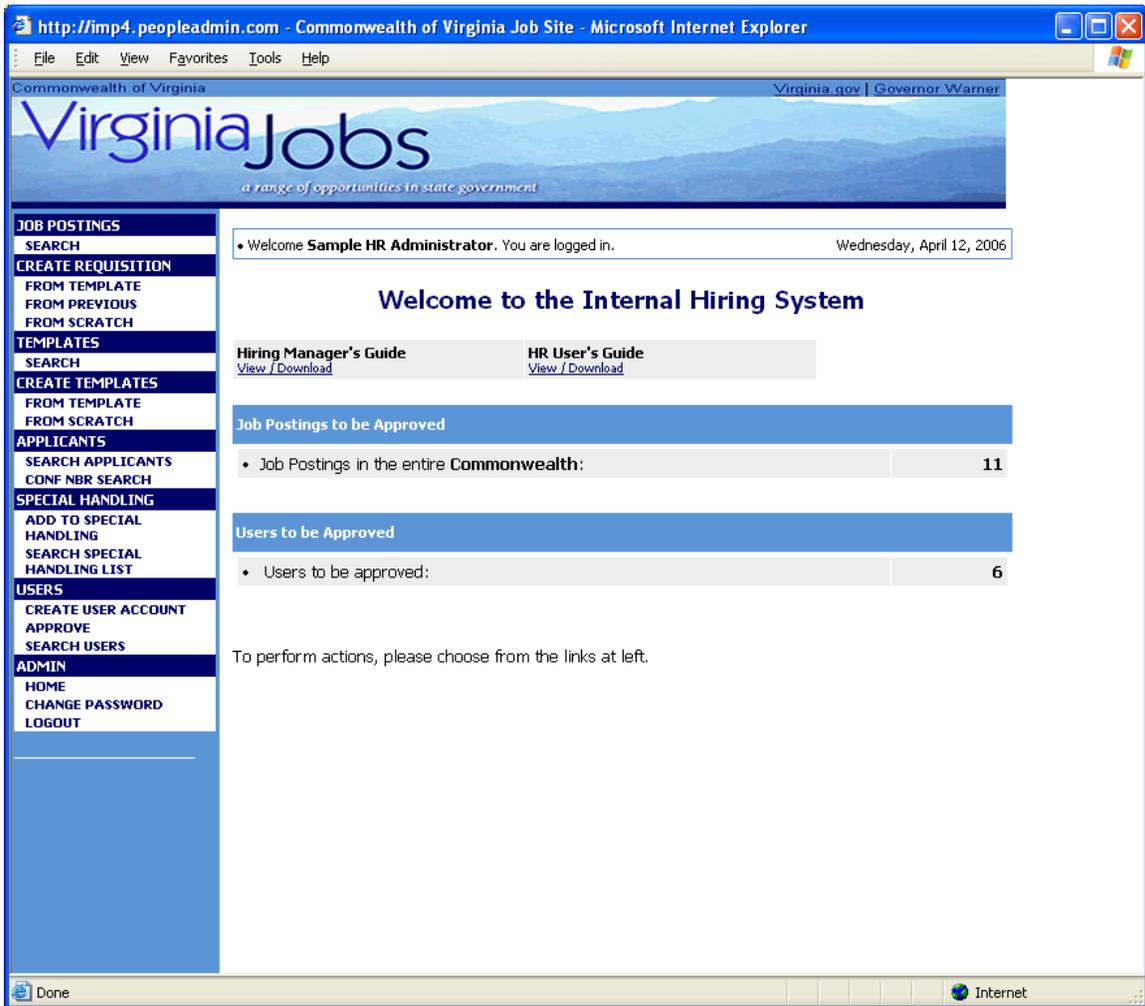
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link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

GETTING STARTED

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:



The Welcome Screen appears after you log in, and should appear similar to the following screen:



This page is designed to help you keep track of the actions required by you or your department.

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.

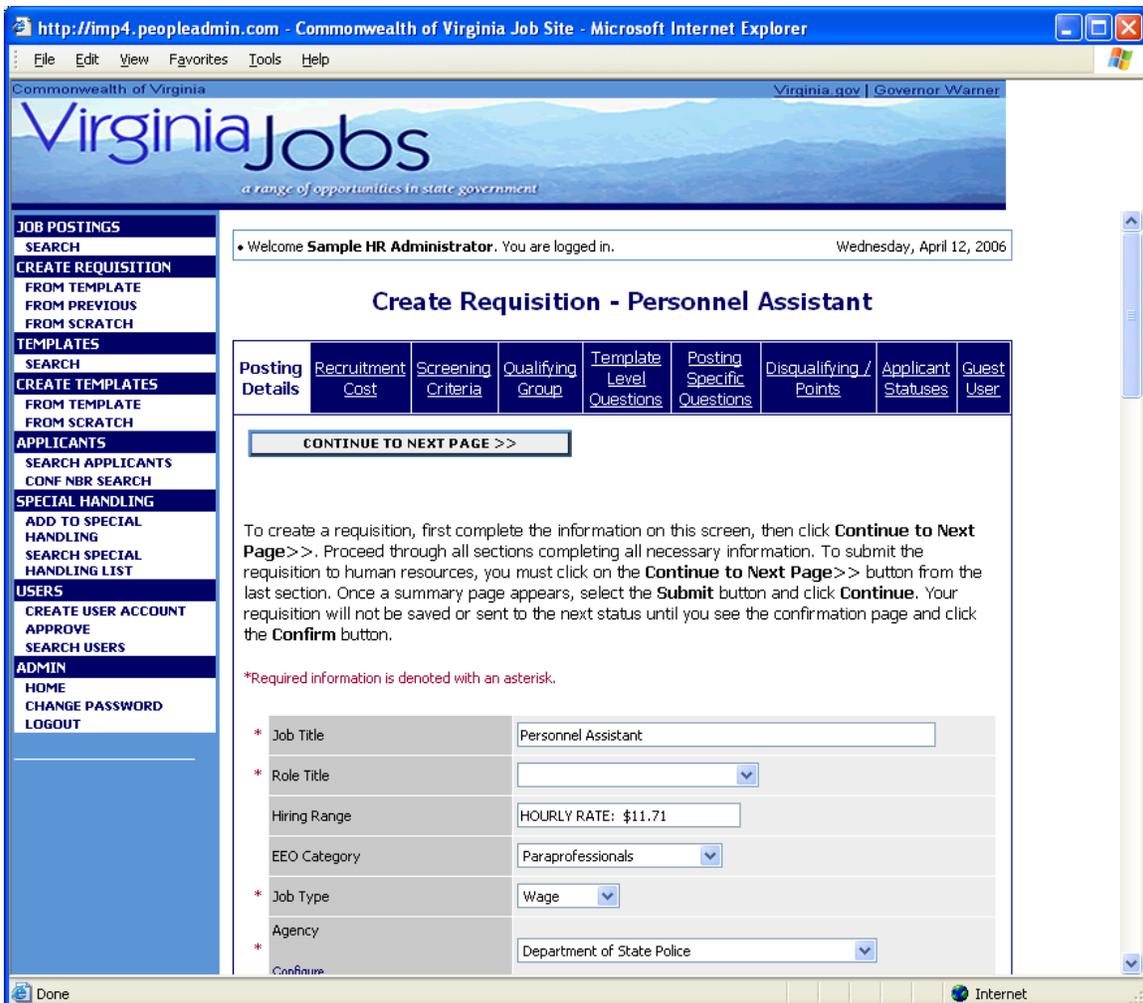
CREATING A REQUISITION

To create a Requisition, begin by clicking a link under the header “Create Requisition”. Your options are:

- From a Template (where several fields are predefined)
- From a Previous Posting
- From Scratch

Entering Requisition Information

In the following example, the "From Scratch" option was selected. You should see a screen similar to the following:



There are several tabs across the top of the screen. When you first enter this screen, you will be in the “Posting Details” tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

A few notes about this screen:

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

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

Adding Qualifying Equivalencies

Qualifying Equivalencies (also referred to as Qualifying Groups) are used to accommodate the need for equivalencies in minimum qualifications for given positions. As an example, you may have a position which requires either a bachelor's degree OR at least 3 years of experience. A more complex example is one in which a position requires a Bachelor's degree plus 2 years of experience OR a Master's degree plus 1 year of experience. Another use can be for minimum qualifications that substitute work experience for years of education or degrees.

The Qualifying Equivalency functionality allows you to screen applicants based on their answers to two or more qualification criteria (questions).

This is accommodated by distributing qualifying points among two or more questions, and assigning a qualifying threshold of 100 points. Points are assigned to individual answers and, based on applicant responses to these questions; points are totaled and compared to the threshold to see if they qualify. If the applicant receives enough points, they will see the "Employer Pass Message" and will move to an active applicant status. If not, they will see the "Employer Fail Message" and will move to an inactive status, such as "Not Hired".

Qualifying Equivalencies can be used in combination with standard supplemental screening questions, such as "Do you have a valid driver's license?"

The screenshot shows a web browser window titled "http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The page header includes "Commonwealth of Virginia" and "Virginia.gov | Governor Warner". The main heading is "Virginia Jobs" with the tagline "a range of opportunities in state government". A navigation menu on the left lists categories: JOB POSTINGS, TEMPLATES, APPLICANTS, SPECIAL HANDLING, USERS, and ADMIN. The main content area is titled "Create Requisition - Personnel Assistant" and features a tabbed interface with the following tabs: Posting Details, Recruitment Cost, Screening Criteria, Qualifying Group (selected), Template Level Questions, Posting Specific Questions, Disqualifying / Points, Applicant Statuses, and Guest User. The "Qualifying Group" tab is active, displaying the message "No Qualifying Group exist." and several buttons: "ADD A QUALIFYING GROUP", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE". At the bottom of the page, there are "CANCEL" and "PREVIEW REQUISITION" buttons. A status bar at the top right indicates "Thursday, April 13, 2006" and "Welcome Sample HR Administrator. You are logged in."

If you are not adding any Qualifying Equivalencies, click the **Continue to Next Page** button.

To add a Qualifying Equivalency to this Requisition, click on the **Add a Qualifying Group** button, which returns the following page:



For this example, click the View/Add Qualifying Group link for **HS + 1Yr--3** existing Qualifying Group.

http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Commonwealth of Virginia Virginia.gov | Governor Warner

VirginiaJobs

a range of opportunities in state government

• Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006

View/Add Qualifying Group

[Return to Search](#)

ADD QUALIFYING GROUP

HS+1Yr -- 3

Minimum Points Required: **100**

1 Please select the response that best represents your educational training in speaking.

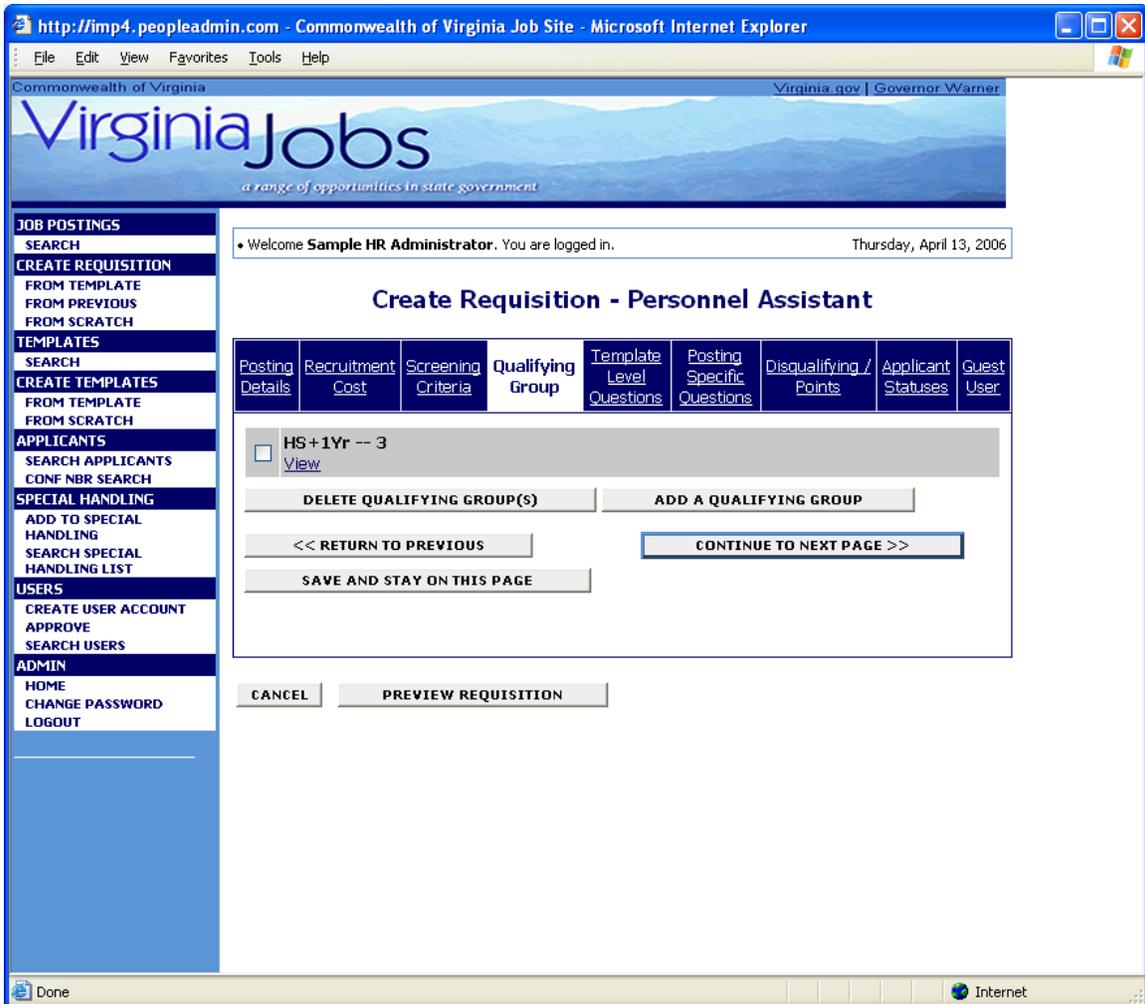
ANSWER	QUALIFYING POINTS
No Response	0
Attended school but did not receive high school diploma or GED	70
Completed HS diploma or GED	80
Completed Associate's Degree or 2 years of college	90
Completed Bachelor's Degree	90
Completed Master's Degree or Higher	90

2 Please select the response that best represents your full years of paid full-time employment in McDonalds.

ANSWER	QUALIFYING POINTS
No Response	0
Less than one full year	10
1	20
2	30
3	40
4	50
5	60
6	70
7	80
8	90
9	100

Done Internet

To add this Qualifying Group to the requisition, click the **Add Qualifying Group** button. If not, click the [Return to Search](#) link.



After you have added this Qualifying Group to the requisition, click the **Add a Qualifying Group** button to add an additional qualifying group. To delete the Qualifying Group, check the box next to the title and click the **Delete Qualifying Group** button.

Once the Qualifying Groups are set to your satisfaction, click the Continue to Next Page button to continue creating this requisition.

Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.

The screenshot shows a web browser window titled "http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The page header includes "Commonwealth of Virginia" and "Virginia.gov | Governor Warner". The main heading is "Virginia Jobs" with the tagline "a range of opportunities in state government".

The left sidebar contains a navigation menu with the following items:

- JOB POSTINGS
- SEARCH
- CREATE REQUISITION
 - FROM TEMPLATE
 - FROM PREVIOUS
 - FROM SCRATCH
- TEMPLATES
 - SEARCH
- CREATE TEMPLATES
 - FROM TEMPLATE
 - FROM SCRATCH
- APPLICANTS
 - SEARCH APPLICANTS
 - CONF NBR SEARCH
- SPECIAL HANDLING
 - ADD TO SPECIAL HANDLING
 - SEARCH SPECIAL HANDLING LIST
- USERS
 - CREATE USER ACCOUNT
 - APPROVE
 - SEARCH USERS
- ADMIN
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

The main content area displays "Welcome **Sample HR Administrator**. You are logged in." and "Thursday, April 13, 2006". The title is "Create Requisition - Personnel Assistant".

A breadcrumb trail shows: Posting Details > Recruitment Cost > Screening Criteria > Qualifying Group > Template Level Questions > Posting Specific Questions > Disqualifying / Points > Applicant Statuses > Guest User.

The main content area contains the following text and buttons:

To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Page >>** to skip this section or when finished.

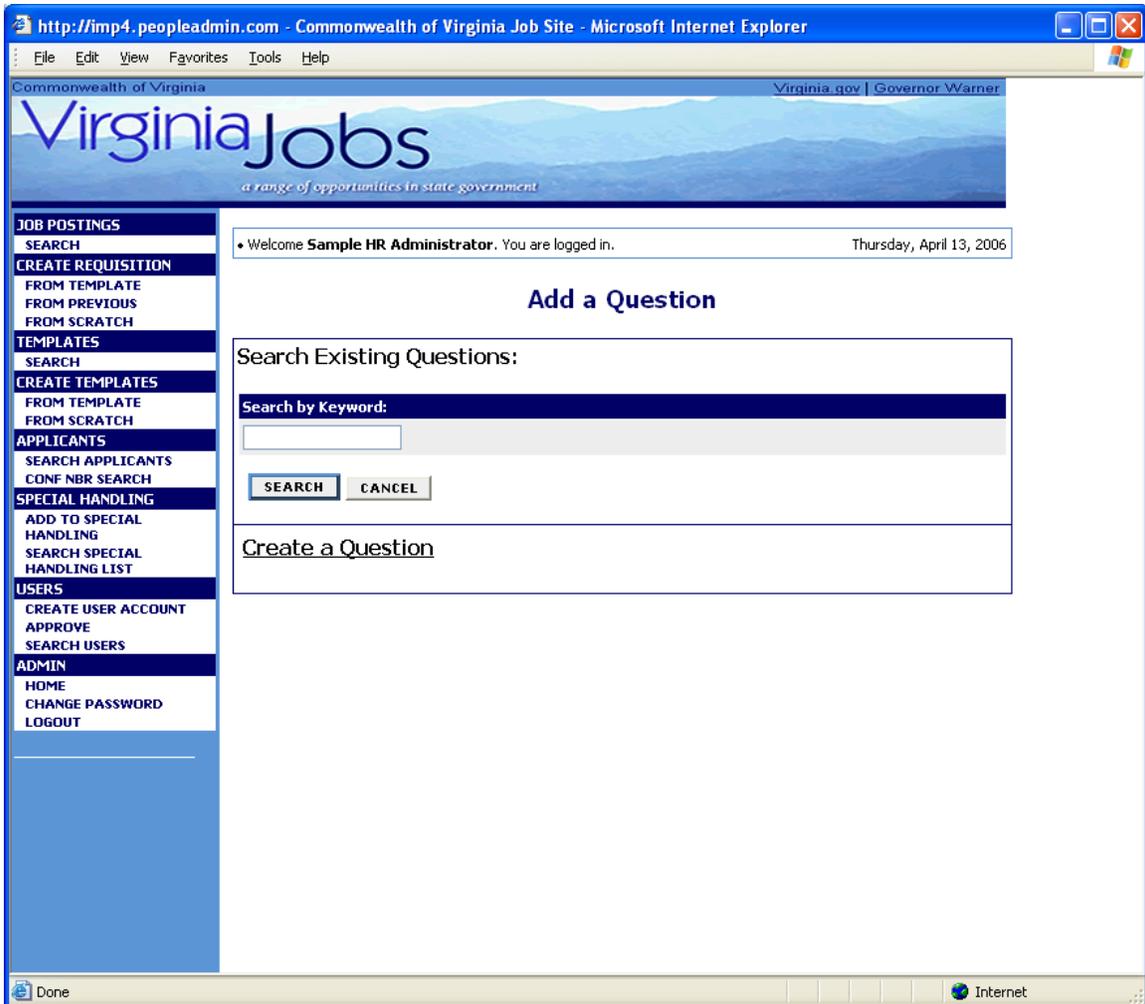
No Posting Specific Questions exist.

Buttons: **ADD A QUESTION**, **<< RETURN TO PREVIOUS**, **CONTINUE TO NEXT PAGE >>**, **SAVE AND STAY ON THIS PAGE**.

Buttons at the bottom: **CANCEL**, **PREVIEW REQUISITION**.

If you are not adding any Screening Questions, click the **Continue to Next Page** button.

To add a Screening Question to this Requisition, click on the **Add a Question** button, which returns the following page:



The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

After clicking the **Create a Question** button, the following screen will appear:

Commonwealth of Virginia
Virginia.gov | Governor Warner

VirginiaJobs

a range of opportunities in state government

• Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006

Create a Question

[Create Question Help](#)

Question

Please enter question text:

Please select answer type:

Closed-Ended (e.g. Do you have experience working in an office environment?)
 Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers	Open-Ended Answers
Display No Response As: No Response	Open-Ended Answer Type:
Possible Responses (up to 7): 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/>	<input checked="" type="radio"/> None <input type="radio"/> Short Text (Text < 50 characters) <input type="radio"/> Long Text (Text > 50 characters) <input type="radio"/> Phone <input type="radio"/> Date

Step 1: *Please enter question text:* Enter the text of the question you wish to ask all candidates who will apply to this Posting.

Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?
Possible Responses: Yes or No

http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Commonwealth of Virginia Virginia.gov | Governor Warner

VirginiaJobs
a range of opportunities in state government

JOB POSTINGS
SEARCH
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
TEMPLATES
SEARCH
CREATE TEMPLATES
FROM TEMPLATE
FROM SCRATCH
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
SPECIAL HANDLING
ADD TO SPECIAL HANDLING
SEARCH SPECIAL HANDLING LIST
USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006

Create a Question

[Create Question Help](#)

Question

Please enter question text:

Do you have experience working in an office environment?

Please select answer type:

Closed-Ended (e.g. Do you have experience working in an office environment?)

Open-Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers

Display No Response As:

No Response

Possible Responses (up to 7):

- Yes
- No
-
-
-
-
-

Open-Ended Answers

Open-Ended Answer Type:

None

Short Text (Text < 50 characters)

Long Text (Text > 50 characters)

Phone

Date

SUBMIT QUESTION **CANCEL**

Internet

After selecting the "Closed Ended" radio button, enter the answer choices that candidates can choose from in the boxes labeled "Possible Responses". In this case, you would enter:

1. Yes
2. No

Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.

The screenshot shows a web browser window with the URL <http://imp4.peopleadmin.com>. The page is titled "Create a Question" and is part of the "VirginiaJobs" website. The user is logged in as "Sample HR Administrator" on Thursday, April 13, 2006. The form contains the following elements:

- Question:** A text area with the prompt "Please enter question text:" and the example text "Describe any work experience relevant to this position."
- Please select answer type:** Two radio buttons: "Closed-Ended (e.g. Do you have experience working in an office environment?)" and "Open-Ended (e.g. Describe any work experience relevant to this Posting.)". The "Open-Ended" option is selected.
- Open-Ended Answer Type:** A section with the heading "Open-Ended Answer Type:" and five radio buttons: "None", "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)" (selected), "Phone", and "Date".
- Display No Response As:** A text input field containing "No Response".
- Possible Responses (up to 7):** A list of seven numbered input fields for providing possible responses.
- Buttons:** "SUBMIT QUESTION" and "CANCEL" buttons at the bottom of the form.

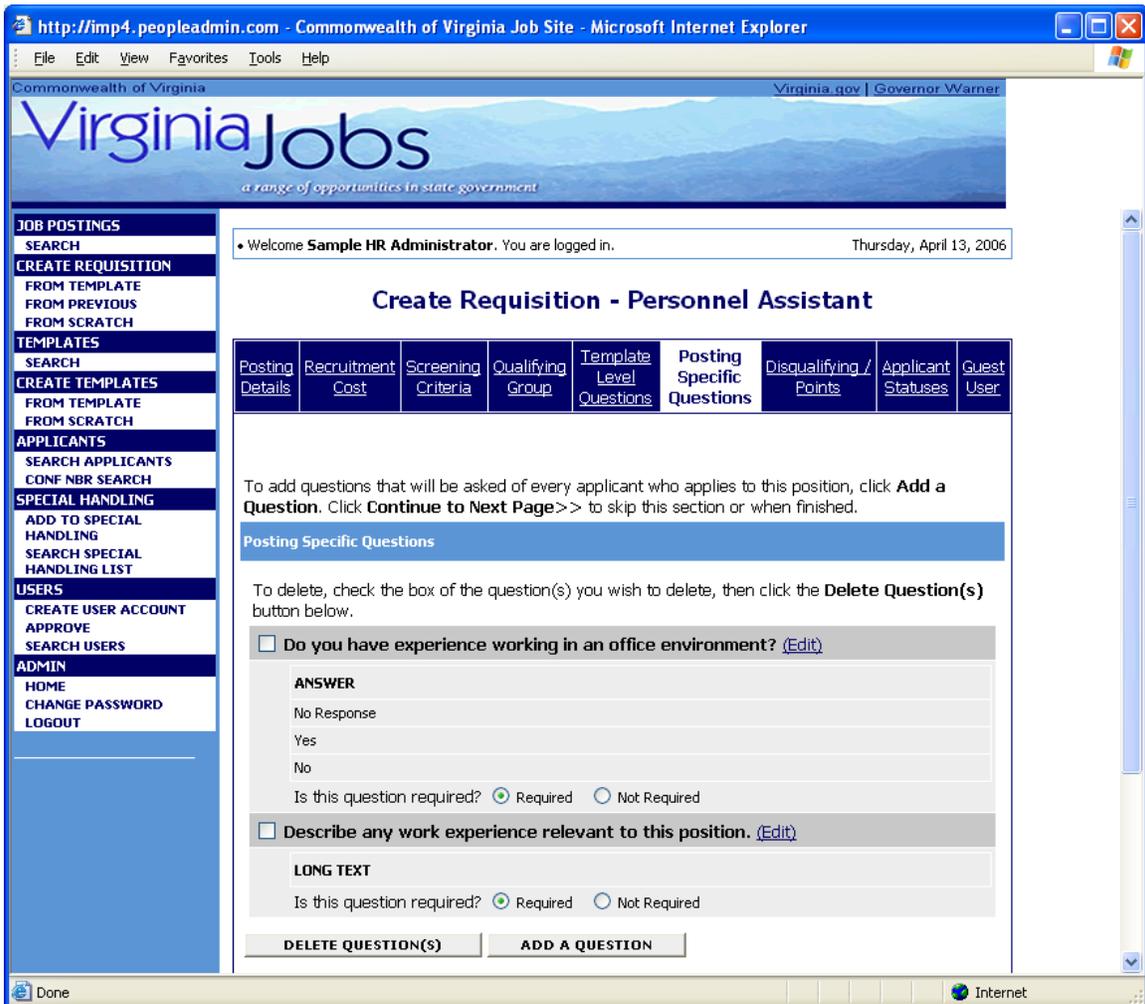
The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.



When you have finished adding screening questions for this Requisition, click the **Continue to Next Page** button.

Assigning Points

In order to assist you in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Template Level Questions and/or Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the **Continue to Next Page** button.

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a range of opportunities in state government

• Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006

Create Requisition - Personnel Assistant

Posting Details	Recruitment Cost	Screening Criteria	Qualifying Group	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Applicant Statuses	Guest User
-----------------	------------------	--------------------	------------------	--------------------------	----------------------------	------------------------	--------------------	------------

On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. 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 Page**>>.

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

Maximum Points Possible: 0

Template Level Questions

Do you have knowledge of general office practices and procedures, Workers' Compensation Act and claims management.

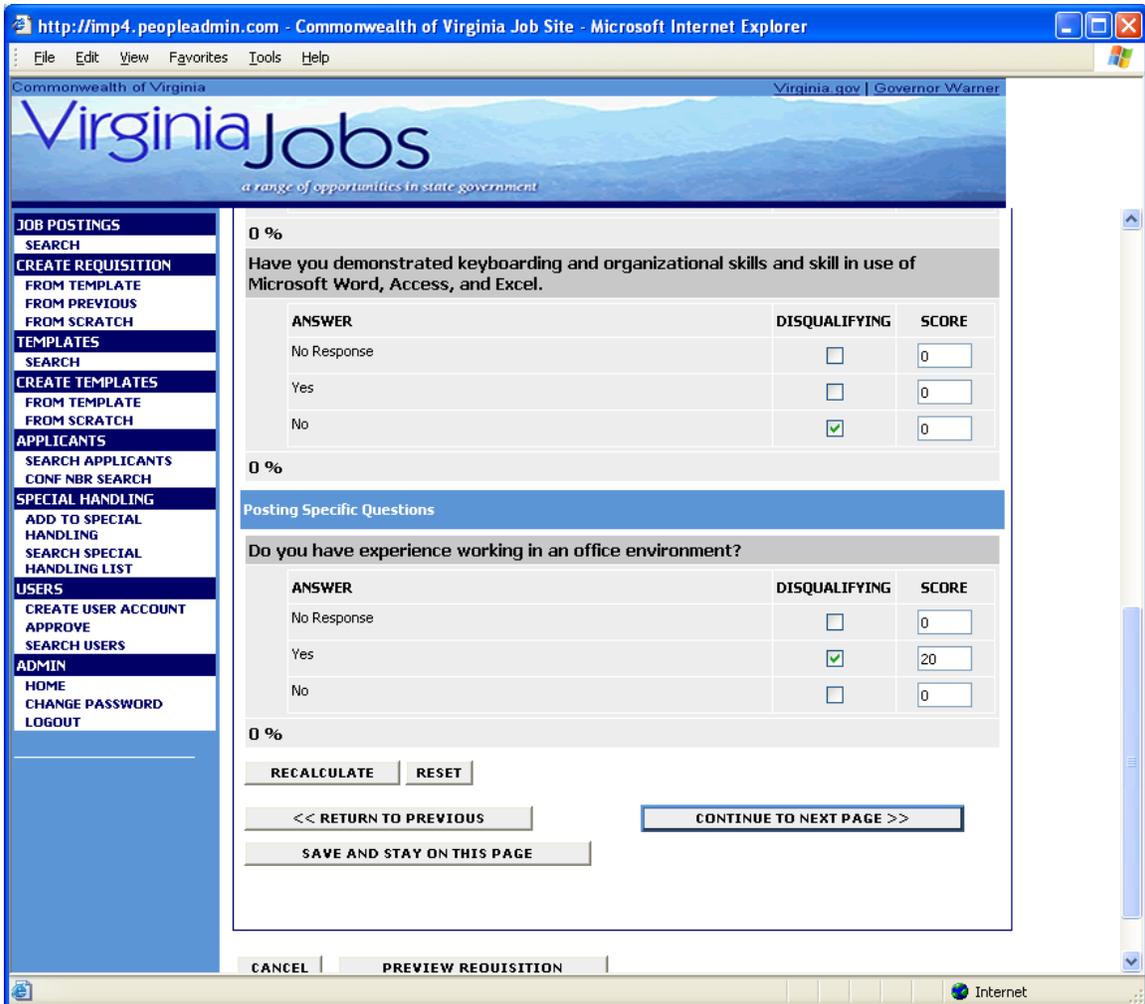
ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	0
No	<input type="checkbox"/>	0

0 %

Have you demonstrated the ability to communicate effectively both orally and in writing, to investigate and resolve problems independently; to review, analyze data, and make decisions to ensure proper case management of claims.

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: "Do you have experience working in an office environment?"

NOTE: You may also see questions that were added to this Requisition as part of the template. These questions are displayed on this screen for informational purposes, and you may not designate them as disqualifying or assign them points.



To disqualify a candidate based on a particular answer, click the corresponding box under the word "DISQUALIFYING". In the above example, when a candidate answers "No" to this question, the system would disqualify them for further consideration for this Requisition. The candidate would receive the "Fail Message" for this position and be classified as "Inactive".

To specify how many points the applicant should receive for each response, enter a number in the "SCORE" column. For example, an applicant answering "Yes" to this question would receive 20 points.

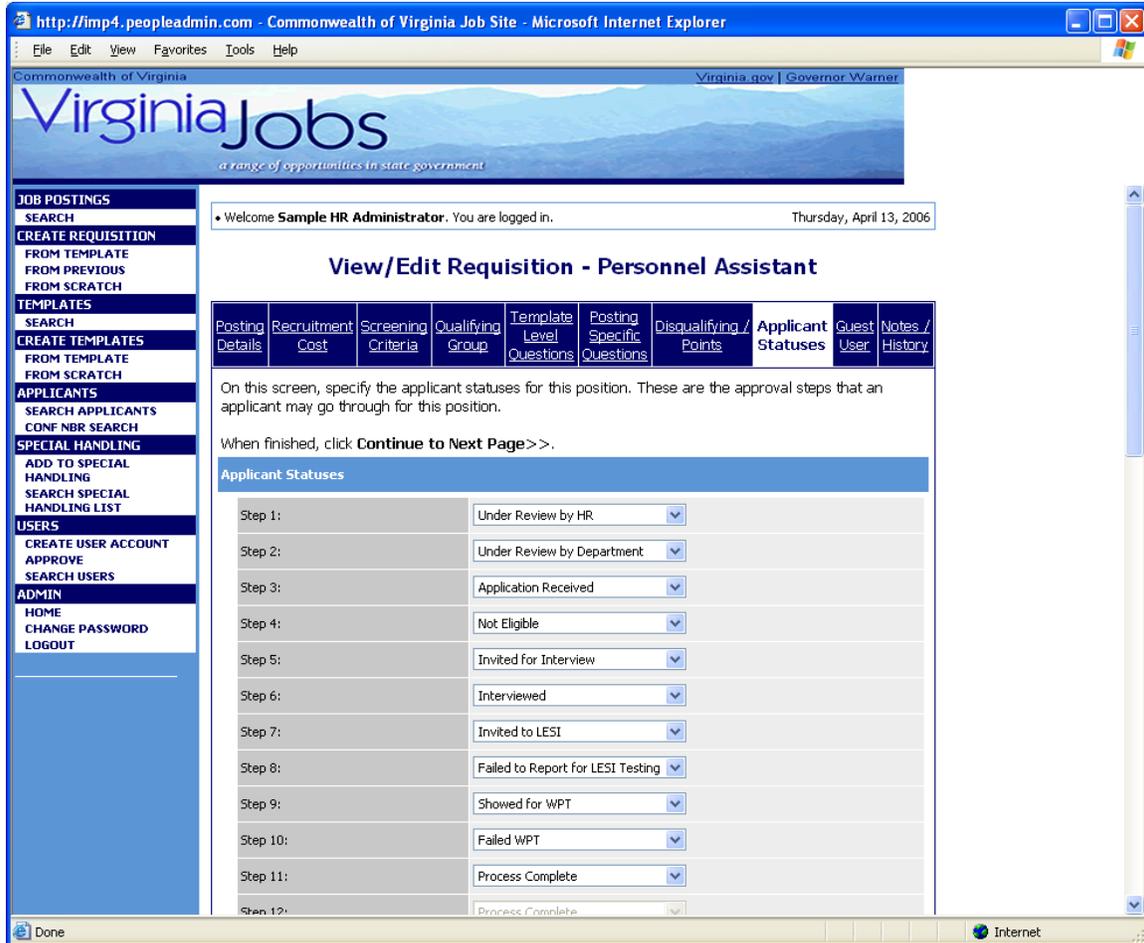
To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the **Recalculate** button.

Clicking the **Reset** button returns all the Screening Question point values to 0.

When all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Page** button.

Assigning Applicant Statuses (aka Hiring Steps)

The Applicant Status (or Hiring Steps) tab is used to track applicant flow throughout the process for this Position Vacancy Request and will vary depending on your policy. A sample hiring process is illustrated below:



The screenshot shows a web browser window displaying the Virginia Jobs website. The page title is "View/Edit Requisition - Personnel Assistant". The left sidebar contains a navigation menu with categories like "JOB POSTINGS", "TEMPLATES", "APPLICANTS", "SPECIAL HANDLING", "USERS", and "ADMIN". The main content area has a header with "View/Edit Requisition - Personnel Assistant" and a table of applicant statuses. The table has 12 rows, each representing a step in the hiring process. Each row has a dropdown menu for selecting a status. The statuses are: Under Review by HR, Under Review by Department, Application Received, Not Eligible, Invited for Interview, Interviewed, Invited to LESI, Failed to Report for LESI Testing, Showed for WPT, Failed WPT, Process Complete, and Process Complete.

Posting Details	Recruitment Cost	Screening Criteria	Qualifying Group	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Applicant Statuses	Guest User	Notes / History
On this screen, specify the applicant statuses for this position. These are the approval steps that an applicant may go through for this position.									
When finished, click Continue to Next Page >>.									
Applicant Statuses									
Step 1:							Under Review by HR		
Step 2:							Under Review by Department		
Step 3:							Application Received		
Step 4:							Not Eligible		
Step 5:							Invited for Interview		
Step 6:							Interviewed		
Step 7:							Invited to LESI		
Step 8:							Failed to Report for LESI Testing		
Step 9:							Showed for WPT		
Step 10:							Failed WPT		
Step 11:							Process Complete		
Step 12:							Process Complete		

The applicant statuses will be loaded by default and should only be modified under special circumstances. Such circumstances would involve a Position Vacancy Request where the applicants will need a special routing.

Important: The last step in the process must always be Process Complete. Otherwise, all applicants will be forwarded directly to an Inactive status and will immediately receive the "Did Not Pass" message you created on the Posting Details page.

Click **Continue to Next Page**.

Activating Guest Users

Guest User accounts are used by committee members. If your Requisition involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Requisition.

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

To set up a guest user account, click the "Activate Guest User" link.

The screenshot shows a web browser window displaying the Virginia Jobs website. The address bar shows the URL: <http://imp4.peopleadmin.com> - Commonwealth of Virginia Job Site - Microsoft Internet Explorer. The page title is "Commonwealth of Virginia" and the logo "VirginiaJobs" is prominently displayed with the tagline "a range of opportunities in state government".

The left navigation menu includes the following sections:

- JOB POSTINGS**
 - SEARCH
- CREATE REQUISITION**
 - FROM TEMPLATE
 - FROM PREVIOUS
 - FROM SCRATCH
- TEMPLATES**
 - SEARCH
- CREATE TEMPLATES**
 - FROM TEMPLATE
 - FROM SCRATCH
- APPLICANTS**
 - SEARCH APPLICANTS
 - CONF NBR SEARCH
- SPECIAL HANDLING**
 - ADD TO SPECIAL HANDLING
 - SEARCH SPECIAL HANDLING LIST
- USERS**
 - CREATE USER ACCOUNT
 - APPROVE
 - SEARCH USERS
- ADMIN**
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

The main content area displays a welcome message: "Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006". Below this is the heading "Create Requisition - Personnel Assistant".

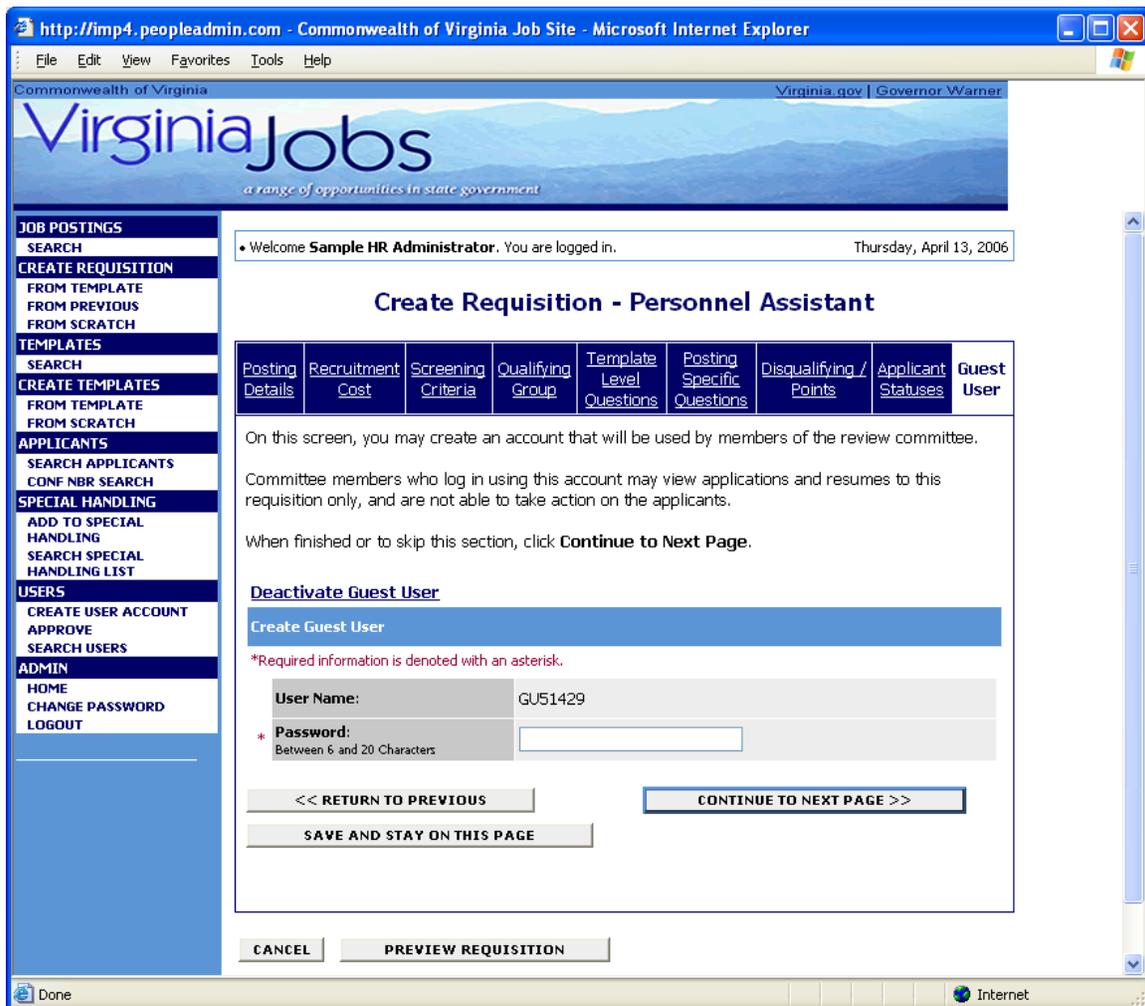
A table of tabs is visible, with the "Guest User" tab selected:

Posting Details	Recruitment Cost	Screening Criteria	Qualifying Group	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Applicant Statuses	Guest User
-----------------	------------------	--------------------	------------------	--------------------------	----------------------------	------------------------	--------------------	------------

Instructions on the page state: "On this screen, you may create an account that will be used by members of the review committee. Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants. When finished or to skip this section, click **Continue to Next Page**."

The "Activate Guest User" link is highlighted. Below it are three buttons: "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE". At the bottom of the page are "CANCEL" and "PREVIEW REQUISITION" buttons.

After clicking the "Activate Guest User" link, you should see a screen similar to the following:



The system automatically assigns a User Name for this Requisition (which will be GU####). You will need to enter a password, which must be between 6 and 20 characters.

Please record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.

After entering a password for the Guest User, click **Continue to Next Page** to continue to the final step.

Saving/Approving the Requisition

After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the requisition, click on the **Continue to Next Page** or **View Requisition Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.

The screenshot shows a web browser window with the URL <http://imp4.peopleadmin.com>. The page title is "Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The main content area displays "View Requisition Summary - Personnel Assistant".

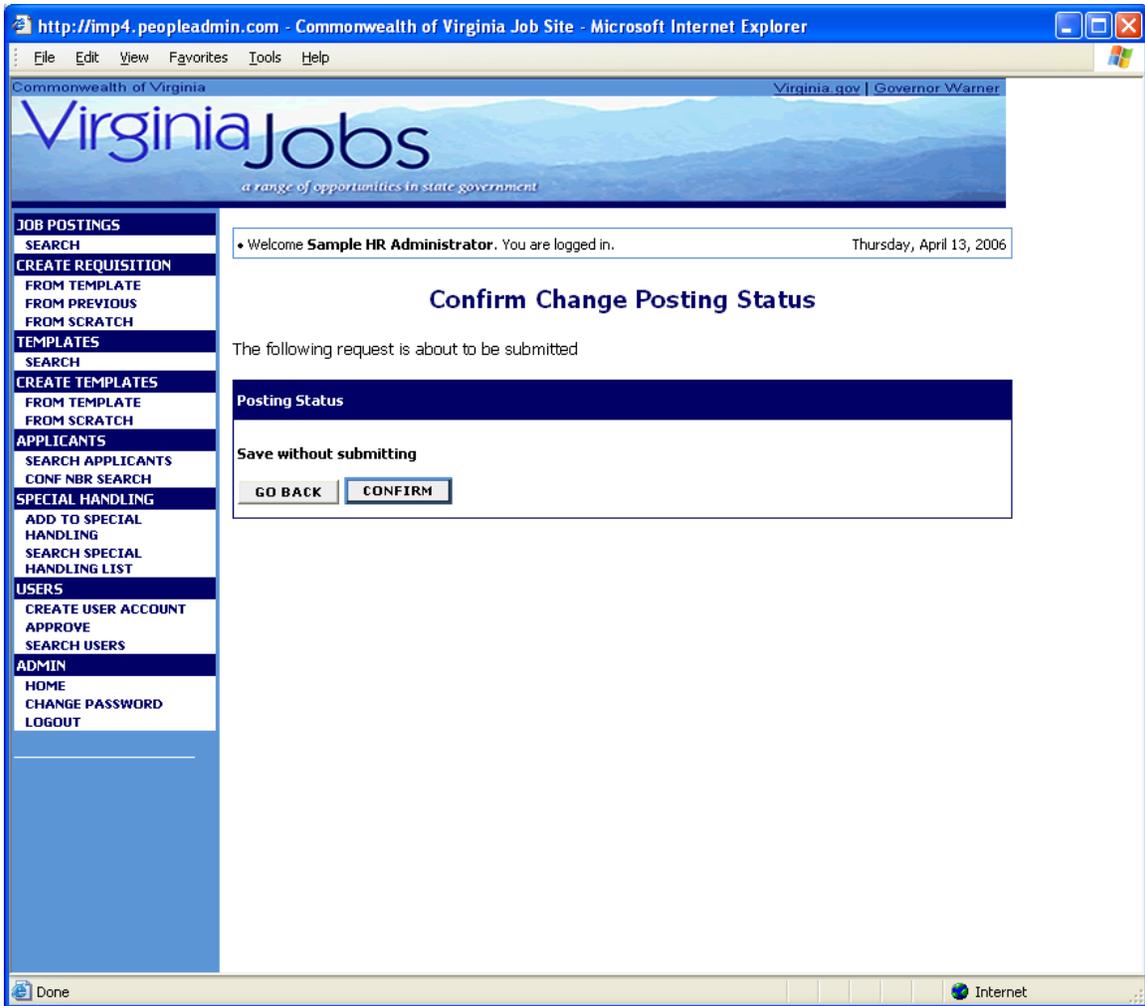
Posting Status

- Save without submitting
- Approve and allow managers to view applicants while job is posted
- Approve and do not allow managers to view applicants while job is posted
- Approve for Non-Recruitment

Posting Details

Job Title	Personnel Assistant
Role Title	Admin and Office Spec I
Hiring Range	HOURLY RATE: \$11.71
EEO Category	Paraprofessionals
Job Type	Wage
Agency	Department of State Police

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Continue** to go to the confirmation page:



Press **Confirm** to complete this step.

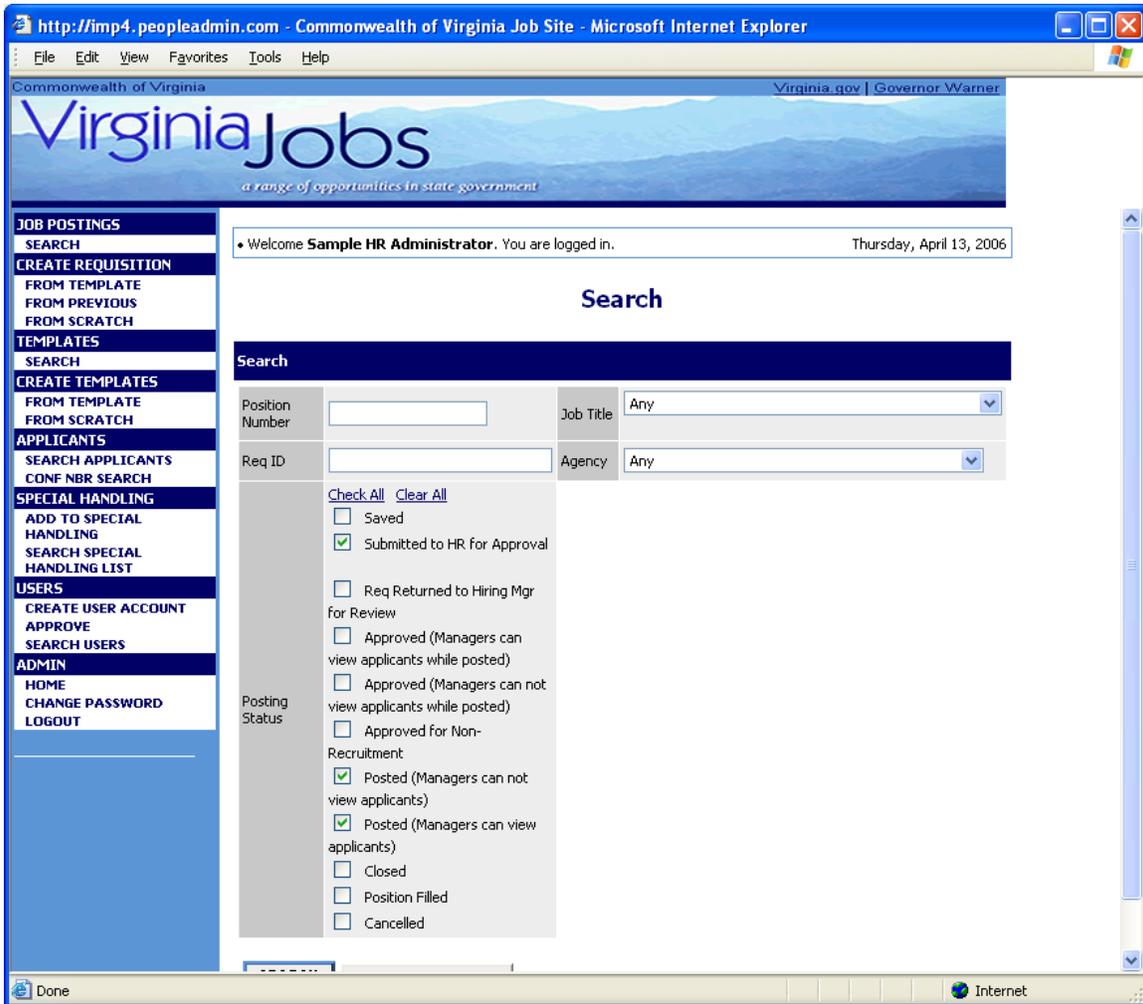
The details of your Requisition are NOT SAVED until you complete this step.

One Page Guide for Creating a Requisition

- 1) From the HR site, click **Create Requisition**.
- 2) Fill in the Posting details, Recruitment Cost, and Screening Criteria tabs
 - a. When finished, click **Continue to Next Page**
- 3) Add qualifying groups, template level questions, and/or screening question(s) (optional...to skip, click **Continue to Next Page**)
 - a. From "Screening Questions" section, click **Add A Question**
 - b. Click **Search**
 - c. Select one of the previously entered questions, or click **Create A Question**
 - d. Enter the text of the question
 - e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
 - f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
 - g. Click **Submit Question** to attach the question to the Requisition
 - h. Enter additional screening questions, or click **Continue to Next Page**
- 4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Page**
- 5) On the Applicant Statuses (aka Hiring Steps) tab, enter the appropriate process for this Requisition, with Process Complete as the last step, then click **Continue to Next Page**
- 6) Assign a "Guest User" if appropriate, then click **Continue to Next Page**
- 7) Review the Requisition, and edit if necessary. When finished, select the appropriate step and then click **Confirm** on the following screen.

SEARCHING POSTINGS

Clicking the **Search** link under the Job Postings heading on the left side will take you to a screen that looks similar to the following:



You may select the criteria to search for Postings from this screen. You may search by some or none of the parameters.

Viewing Postings by Status

After clicking the Search button, you will be taken to a screen similar to the following:

The screenshot shows a web browser window titled "http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The page header includes "Commonwealth of Virginia" and "Virginia.gov | Governor Warner". The main heading is "VirginiaJobs" with the tagline "a range of opportunities in state government".

On the left side, there is a navigation menu with categories:

- JOB POSTINGS**
 - SEARCH
 - CREATE REQUISITION
 - FROM TEMPLATE
 - FROM PREVIOUS
 - FROM SCRATCH
 - TEMPLATES
 - SEARCH
 - CREATE TEMPLATES
 - FROM TEMPLATE
 - FROM SCRATCH
 - APPLICANTS
 - SEARCH APPLICANTS
 - CONF NBR SEARCH
 - SPECIAL HANDLING
 - ADD TO SPECIAL HANDLING
 - SEARCH SPECIAL HANDLING LIST
 - USERS
 - CREATE USER ACCOUNT
 - APPROVE
 - SEARCH USERS
 - ADMIN
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

The main content area shows a welcome message: "Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006". Below this is the heading "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."

The table below shows the search results, with tabs for "Submitted for Approval", "Approved", "Posted", "Closed", and "Filled / Cancelled". The "Submitted for Approval" tab is selected, showing 20 records. The table has columns for Position Title, Date Submitted, Agency, and Posting Status.

Position Title	Date Submitted	Agency	Posting Status
Lighthouse Manager View	04-03-2006	Science Museum of Virginia	Submitted to HR for Approval Cancel Approve and allow managers to view applicants while job is posted Return Approve and do not allow managers to view applicants while job is posted Approve for Non-Recruitment
Sub-Teachers View	03-29-2006	Human Resources	Submitted to HR for Approval Cancel Approve and allow managers to view applicants while job is posted Return Approve and do not allow managers to view applicants while job is posted Approve for Non-Recruitment
			Submitted to HR for Approval Approve and allow

At the top of the screen are tabs that organize your search results by the status of the Posting. In this example, our search returned results of Postings in several statuses, and the "Opened" tab is currently selected.

You may sort Postings within each tab by clicking on the arrows next to the column headings.

Changing the Status of a Posting

The actions which you perform on a Posting are customized based on your hiring process, but may include:

- 1) Post the Requisition (enable candidates to view it on your Online Employment Site)
- 2) Close the Posting (remove it from your Online Employment Site)
- 3) Fill the Posting (designate that the Posting has been filled)
- 4) Place a Posting on Hold (stop accepting applications in order to review current applicant pool, but it may be opened up again in the future)
- 5) Additional statuses, depending on your hiring process

To perform any of these actions, click the appropriate link under “Posting Status”, and then click the “Confirm” button on the ensuing confirmation page. The Posting will then appear under the tab representing its new status (On Hold, Filled, etc.).

APPLICANTS

There are several methods to view applicants in the system. You may view an applicant by clicking "Search" under the Job Postings heading on the left, then selecting the Posting whose applicants you wish to view.

Viewing Applicants to a Posting

In the following example, clicking the word "View" below a position title brings up the following screen:



The first tab labeled "Applicants" is a screen listing the Applicants for this Posting. Additional summary information is also provided in this table, including links to uploaded documents (such as resumes and cover letters), date applied, etc. Each column may be sorted by the arrows next to the column heading.

From this screen, you may perform a number of tasks, including:

- Sort and view Applicants by different criteria
- View and print applications
- View and print uploaded documents

- Add notes to a applicant's record
- Change an applicant's status

Sorting and Viewing Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the arrow next to the corresponding column heading. Clicking the arrow again reverses the sort order.

The screenshot shows the 'View/Edit Posting - administrative and office specialist II - 00005' page. The left sidebar contains a navigation menu with categories like JOB POSTINGS, APPLICANTS, and USERS. The main content area displays a table of active applicants. The table has the following columns: Name, Documents, Score, Date Applied, and Status. Below the table is a 'Refresh' button and a 'CHANGE MULTIPLE APPLICANT STATUSES' button.

Name	Documents	Score	Date Applied	Status
Chatman, Rosemary View Application		0	03-29-2006 History/ Notes	Under Review by HR Change Status
Deadwood, Joe View Application		0	03-21-2006 History/ Notes	Under Review by HR Change Status
Dobson-Arnold, Torski View Application		0	03-30-2006 History/ Notes	Under Review by HR Change Status
Johnson, Bridget View Application	Resume	0	03-22-2006 History/ Notes	Under Review by HR Change Status
Jones, Carole View Application		0	03-31-2006 History/ Notes	Under Review by HR Change Status
Jones, Diane View Application		0	03-22-2006 History/ Notes	Under Review by HR Change Status

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you filter (view) them by.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to "Active Applicants" (active Applicants are still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applicants

To view and print a single Application, click the "View Application" link under the applicant's name from the "Active Applicants" screen (shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File > Print from your browser's menu to print the application. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

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

1. Check the boxes next to the corresponding Applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

Commonwealth of Virginia | Governor Warner

VirginiaJobs
a range of opportunities in state government

JOBSITE

SEARCH

CREATE REQUISITION

FROM TEMPLATE

FROM PREVIOUS

FROM SCRATCH

TEMPLATES

SEARCH

CREATE TEMPLATES

FROM TEMPLATE

FROM SCRATCH

APPLICANTS

SEARCH APPLICANTS

CONF NBR SEARCH

SPECIAL HANDLING

ADD TO SPECIAL HANDLING

SEARCH SPECIAL HANDLING LIST

USERS

CREATE USER ACCOUNT

APPROVE

SEARCH USERS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

Welcome **Sample HR Administrator**. You are logged in. Thursday, April 13, 2006

View/Edit Posting - administrative and office specialist II - 00005

Applicants	Posting Details	Recruitment Cost	Screening Criteria	Qualifying Group	Template Level Questions	Posting Specific Questions	Disqualifying Points	Applicant Statuses	Guest User	Hiring Proposal	Notes / History
------------	-----------------	------------------	--------------------	------------------	--------------------------	----------------------------	----------------------	--------------------	------------	-----------------	-----------------

Active Applicants

6 Records

Name	Documents	Score	Date Applied	Status	All / None
Chatman, Rosemary View Application		0	03-29-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>
Deadwood, Joe View Application		0	03-21-2006 History/ Notes	Under Review by HR Change Status	<input checked="" type="checkbox"/>
Dobson-Arnold, Torski View Application		0	03-30-2006 History/ Notes	Under Review by HR Change Status	<input checked="" type="checkbox"/>
Johnson, Bridget View Application	Resume	0	03-22-2006 History/ Notes	Under Review by HR Change Status	<input checked="" type="checkbox"/>
Jones, Carole View Application		0	03-31-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>
Jones, Diane View Application		0	03-22-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score:

VIEW MULTIPLE APPLICATIONS

Viewing and Printing Documents

This process is very similar to printing applications, except the documents are loaded using the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

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

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the Applicants you selected to print. Select File>Print from the Adobe Reader menu to print the document. To close the window, click on the "X" in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Posting" screen).

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

1. Check the boxes next to the corresponding applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Adding Notes to an Applicant's Record

While in the Active Applicants screen, you may add notes to an applicant's record. These notes are saved by the system and can be viewed by all users within the system.

To view the notes for an individual, click the "History/Notes" link under the "Link To" column. After clicking the link, a screen similar to the following will appear:



The screenshot shows a web browser window displaying the VirginiaJobs website. The page title is "Applicant History" for the applicant "Johnson, Bridget". The page shows a list of history entries with columns for "History" and "Modified By".

History	Modified By
03-22-2006 2:44 PM	Applicant
<i>Incomplete - Attached Application</i>	
03-22-2006 2:45 PM	Applicant
NOTE: Document Associated (Resume_03-22-06_13-45-31CT)	
03-22-2006 2:46 PM	Applicant
<i>Incomplete - Attached Documents</i>	
03-22-2006 2:46 PM	Applicant
<i>Completed Application Process-Received Confirmation Number</i>	
03-22-2006 2:46 PM	Applicant
<i>Under Review by HR</i>	
03-31-2006 2:42 PM	Sample HR Administrator
<i>Not Hired</i>	
03-31-2006 2:45 PM	Sample HR Administrator
<i>Under Review by HR</i>	

At the bottom of the table, there is an "Add Notes" button.

Once you have completed entering a note for that applicant, click the **Add Notes** button. A confirmation page will appear; after clicking **Confirm** on that page you will see the note you created added to the applicant record. To return to the applicant list, click the **Return** button.

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Common History entries you may see for each applicant include:

Incomplete – Attached Application (indicating the applicant clicked the "Apply to this Position" button)

Incomplete – Attached Questions (indicating the applicant clicked the "Submit Questions" button)

Incomplete – Attached Documents (indicating the applicant clicked the “Finished Attaching Documents” button)

Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)

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

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

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

Changing the Status of Applicants

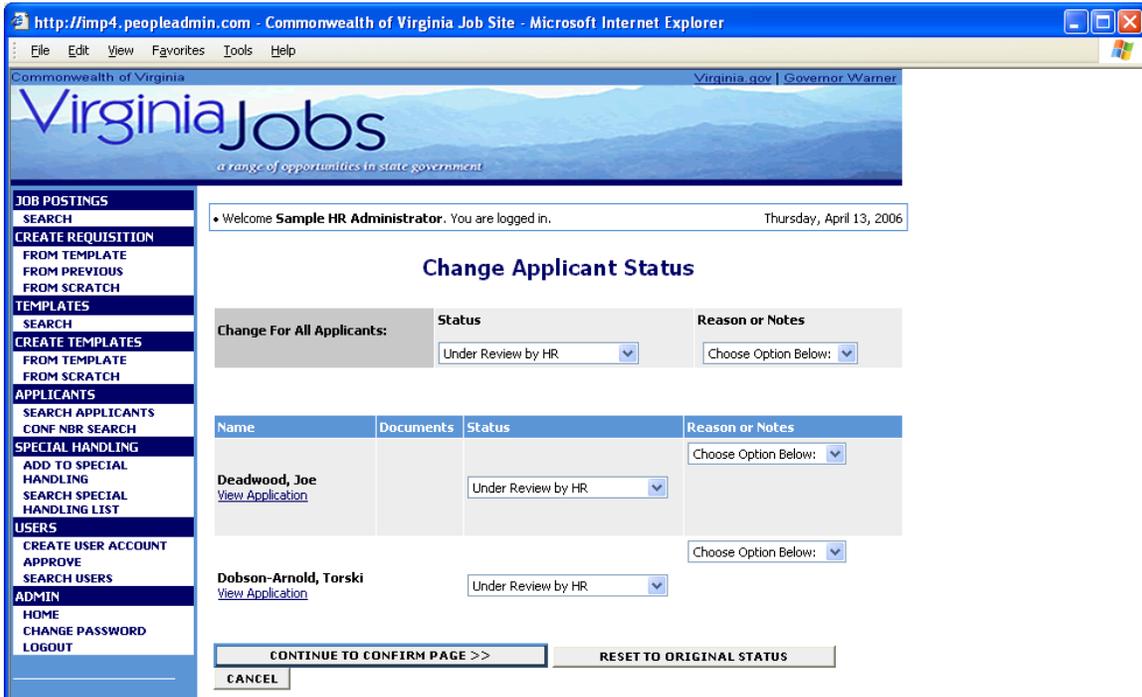
While in the Active Applicant display screen, you can change the status of applicants as you review their applicants, interview them, and make a final decision. To change the status of one applicant, click the “Change Status” link under the Status column heading.

To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant that you wish to change, then click the button labeled **Change Multiple Applicant Statuses**. You may also click the “All” link to select all applicants at the same time. To deselect all applicants, click the “None” link.

The screenshot shows the VirginiaJobs website interface. The main content area is titled "View/Edit Posting - administrative and office specialist II - 00005". Below this title is a table of active applicants. The table has the following columns: Name, Documents, Score, Date Applied, Status, and All/None. There are 6 records listed. Below the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES". At the bottom of the page, there is a "Refresh" section with a "Minimum Score:" input field and a "View Multiple" button labeled "VIEW MULTIPLE APPLICATIONS".

Applicants	Posting Details	Recruitment Cost	Screening Criteria	Qualifying Group	Template Level Questions	Posting Specific Questions	Disqualifying Points	Applicant Statuses	Guest User	Hiring Proposal	Notes / History
Active Applicants											
6 Records											
Name	Documents	Score	Date Applied	Status	All / None						
Chatman, Rosemary View Application		0	03-29-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>						
Deadwood, Joe View Application		0	03-21-2006 History/ Notes	Under Review by HR Change Status	<input checked="" type="checkbox"/>						
Dobson-Arnold, Torski View Application		0	03-30-2006 History/ Notes	Under Review by HR Change Status	<input checked="" type="checkbox"/>						
Johnson, Bridget View Application	Resume	0	03-22-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>						
Jones, Carole View Application		0	03-31-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>						
Jones, Diane View Application		0	03-22-2006 History/ Notes	Under Review by HR Change Status	<input type="checkbox"/>						

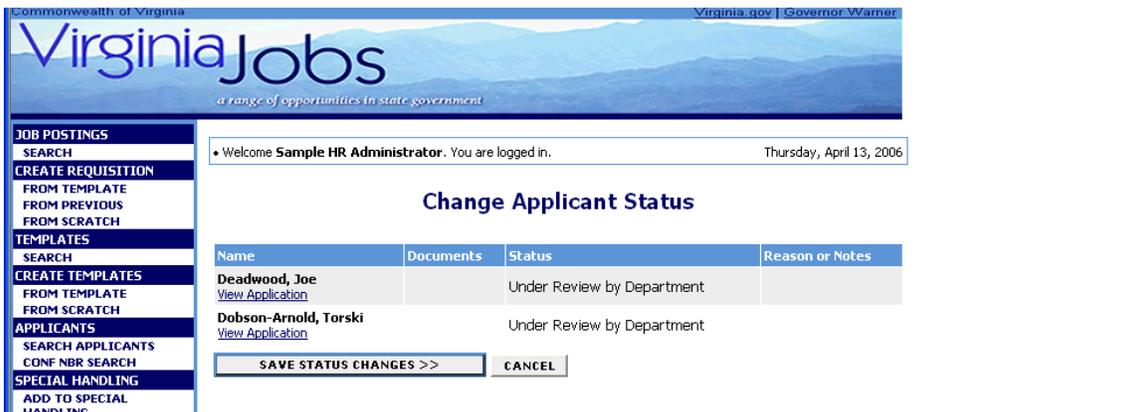
After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:



Under the “Status” column appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

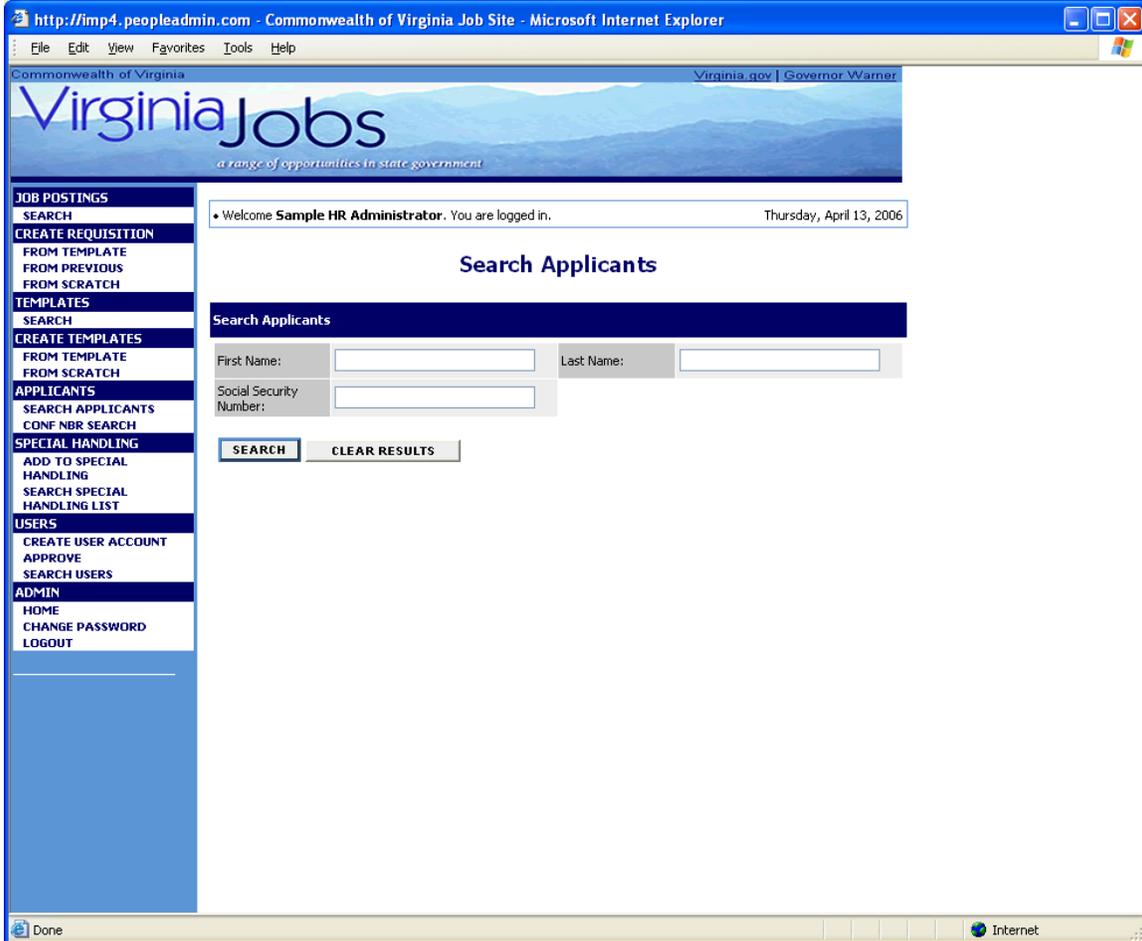
You may also change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.

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



Searching Applicants by Name and SSN

You may search for a specific applicant by first name, last name, and SSN. To begin, click the "Search Applicants" link under Applicants on the left side of the screen and a screen similar to the following will appear:



The screenshot shows a web browser window with the address bar displaying "http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The page header includes "Commonwealth of Virginia" and "Virginia.gov | Governor Warner". The main heading is "VirginiaJobs" with the tagline "a range of opportunities in state government". A navigation menu on the left lists various options: JOB POSTINGS, CREATE REQUISITION, TEMPLATES, CREATE TEMPLATES, APPLICANTS, SPECIAL HANDLING, and USERS. The "APPLICANTS" section is expanded, showing "SEARCH APPLICANTS" as the selected option. The main content area is titled "Search Applicants" and contains a form with three input fields: "First Name:", "Last Name:", and "Social Security Number:". Below the form are two buttons: "SEARCH" and "CLEAR RESULTS". A status bar at the top of the page indicates "Welcome Sample HR Administrator. You are logged in." and the date "Thursday, April 13, 2006".

This screen will most commonly be used when an applicant calls your office and asks for the status of his/her application. After obtaining the applicant's name, click the **Search** button. The following screen will appear after clicking the **Search** button on the Search Applicants page.

For the below example, no name was entered, so a list of all applicants was returned.



You may also search the first and last name fields by partial names by entering just the portion of the name for which you wish to search. For example, if you enter "LIZ" in the first name field, you would receive all applicants who have "LIZ" in their first name. This would include "Liz", "Lizzy" as well as "Elizabeth". The search is not case sensitive.

To reverse the order of the sort, click on the arrow next to the title of the column (e.g. "Name").

Options under the "Action" column:

- **View Job History** – this will display a list of the job openings for which the applicant has applied.
- **Reset Password** – this will allow you to reset an applicant's password. For security purposes, you are not able to view their password, just reset their password to their user name.
- **Assign to Posting** – this will allow you to assign an applicant to a job opening.

Viewing Postings for which an Applicant Has Applied

Click **View Job History**, which will take you to a screen similar to the following. From this screen you can change the applicant's status, or view details of the individual's application for the Posting for which the applicant has applied.

The screenshot shows a web browser window with the URL <http://imp4.peopleadmin.com>. The page title is "Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The browser's address bar shows the URL. The page header includes "Commonwealth of Virginia" and "Virginia.gov | Governor Warner". The main heading is "VirginiaJobs" with the tagline "a range of opportunities in state government".

The left sidebar contains a navigation menu with the following categories and links:

- JOB POSTINGS**
 - SEARCH
- CREATE REQUISITION**
 - FROM TEMPLATE
 - FROM PREVIOUS
 - FROM SCRATCH
- TEMPLATES**
 - SEARCH
- CREATE TEMPLATES**
 - FROM TEMPLATE
 - FROM SCRATCH
- APPLICANTS**
 - SEARCH APPLICANTS
 - CONF NBR SEARCH
- SPECIAL HANDLING**
 - ADD TO SPECIAL HANDLING
 - SEARCH SPECIAL HANDLING LIST
- USERS**
 - CREATE USER ACCOUNT
 - APPROVE
 - SEARCH USERS
- ADMIN**
 - HOME
 - CHANGE PASSWORD
 - LOGOUT

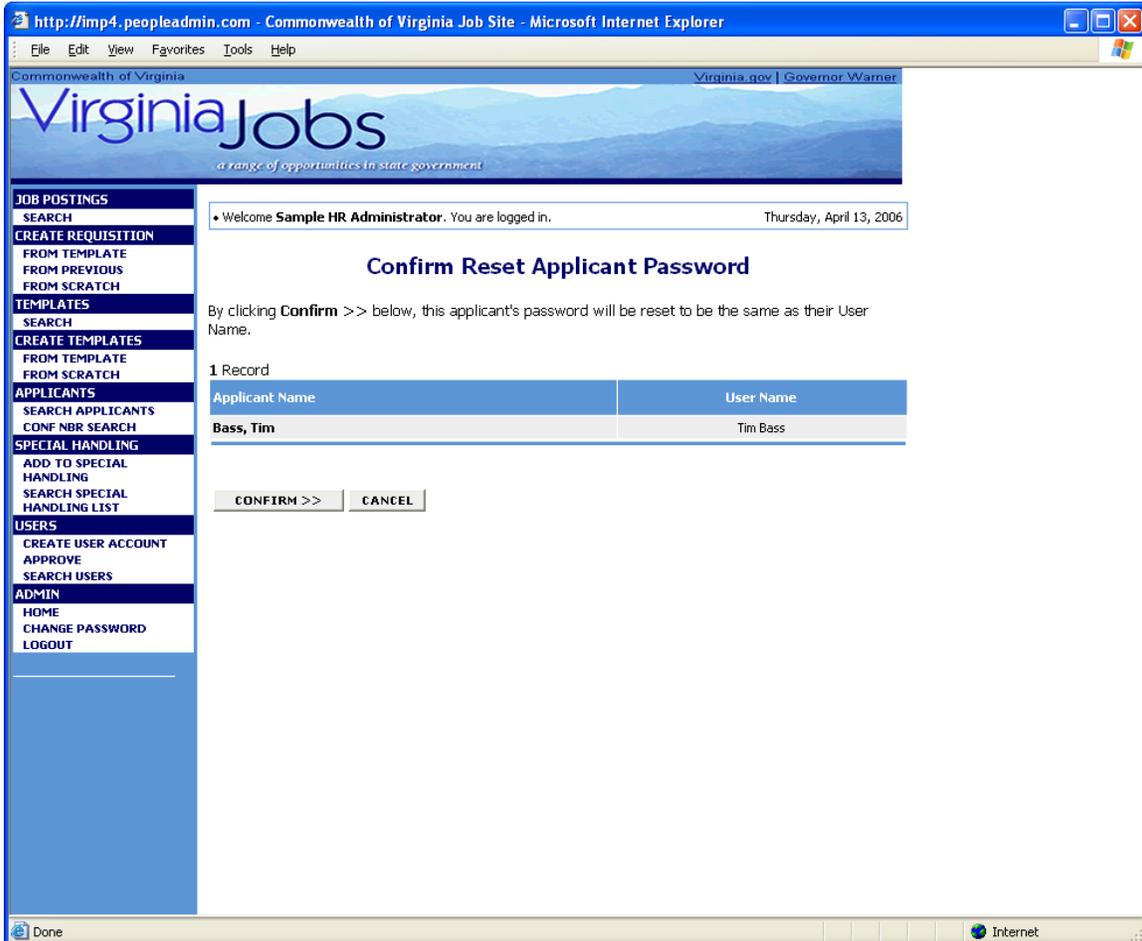
The main content area displays a welcome message: "Welcome Sample HR Administrator. You are logged in." and the date "Thursday, April 13, 2006". The heading "Applicant Job History" is centered. Below it, a table shows "1 Record" with the following data:

Name	Documents	Manage Docs	Link To	Position Title	Agency	Date Applied	Status	Actions
Asher, Karen View Application		Manage Documents	History/Notes	State Police Trooper View	Department of State Police	02-03-2006	Under Review by HR	Change Status

Below the table is a button labeled "RETURN TO PREVIOUS". The browser's status bar at the bottom shows "Done" and "Internet".

Resetting an Applicant's Password

The applicant site is set up with a self-retrieval mechanism for Applicants who forget their password. However, it is possible that you may need to reset an individual's password for them. From the Search Applicants results screen, click **Reset Password** and the following screen will appear. Press **Confirm** to confirm the change, or cancel to return to the previous screen.



The screenshot shows a web browser window with the URL `http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer`. The page header includes the VirginiaJobs logo and the text "a range of opportunities in state government". A navigation menu on the left lists various administrative functions such as "JOB POSTINGS", "TEMPLATES", "APPLICANTS", "SPECIAL HANDLING", "USERS", and "ADMIN". The main content area displays a confirmation message: "Confirm Reset Applicant Password". Below the message is a table with one record:

Applicant Name	User Name
Bass, Tim	Tim Bass

At the bottom of the table are two buttons: "CONFIRM >>" and "CANCEL".

After you click **Confirm**, the applicant's password and username will be the same. You should instruct the applicant to change his/her password the next time he/she logs in.

Assigning an Applicant to a Posting

The system allows HR users to assign Applicants to Postings from the applicant search results. To begin, click on “Assign to Posting”. This will take you to the following screen:



The screenshot shows a web browser window with the URL <http://imp4.peopleadmin.com>. The page title is "Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The main header features the "VirginiaJobs" logo and the tagline "a range of opportunities in state government". A navigation menu on the left includes sections for JOB POSTINGS, CREATE REQUISITION, TEMPLATES, CREATE TEMPLATES, APPLICANTS, SPECIAL HANDLING, and USERS. The main content area displays a welcome message for "Sample HR Administrator" and the date "Thursday, April 13, 2006". The primary heading is "Apply Applicant to Posting" for applicant "Berry, Halle". Below this is a section titled "Choose Job to Apply To" showing a table of 20 records.

Position Title	Job Posting Number	Posting Status
administrative and office specialist II	0032 Apply to this Posting	Posted (Managers can view applicants)
bean counter	Apply to this Posting	Posted (Managers can not view applicants)
Bookkeeper	0004 Apply to this Posting	Posted (Managers can view applicants)
Chemist	0052 Apply to this Posting	Posted (Managers can view applicants)
Cynthia's Earthworm Breeder - Agricultural Specialist IV	0018 Apply to this Posting	Posted (Managers can not view applicants)
Cynthia's Forensic Scientist II	0006 Apply to this Posting	Posted (Managers can view applicants)
Cynthia's Status Test - Forensic Scientist II	0022 Apply to this Posting	Posted (Managers can view applicants)
Earthworm Breeder - Agricultural Specialist IV	0021 Apply to this Posting	Posted (Managers can view applicants)
Federal Grant Writer	0047	Posted (Managers can view applicants)

You may apply the applicant to any Posting on the screen by selecting the “Apply to this Posting” link. You will then have the ability to answer or skip any posting specific questions. If you skip them, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you choose to answer questions, you will be able to attach documents or skip attaching documents for the applicant. If you skip attaching documents, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you click the “Finish Attaching Documents” button, the applicant will be qualified and moved to the appropriate status. You can always change this status when you are finished.

TEMPLATES

To eliminate the need for users to retype repeating information every time a similar Requisition is created, the system enables HR users to create “Templates.” Whenever a Requisition is created from a template, all the information from that template will be copied over to the Requisition.

Creating a Template

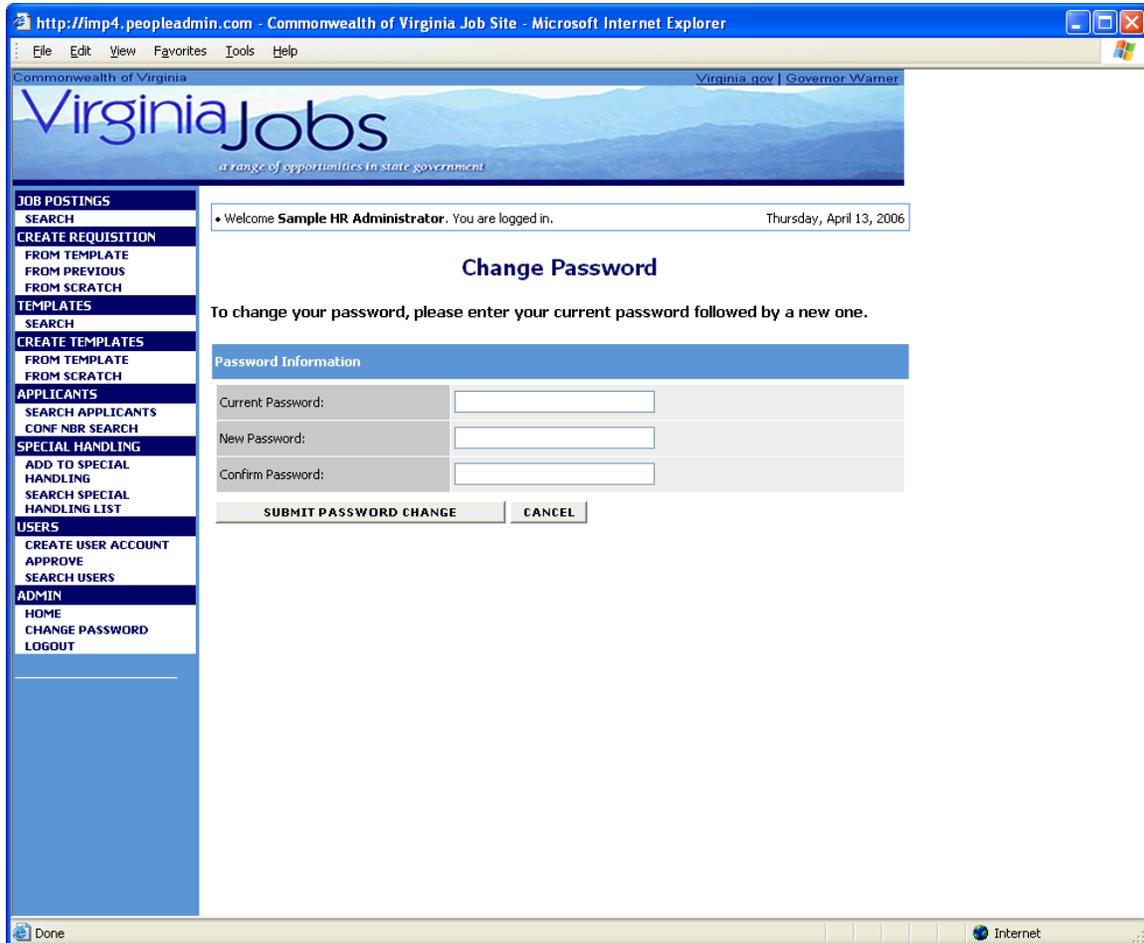
To begin, click “From Template” or “From Scratch” under the Create Templates header on the left navigation bar. You should see a screen similar to the following.



ADMINISTRATION

Changing Passwords

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.



Logging Out

To ensure the security of the data provided by applicant, **the system will automatically log you out after 60 minutes if it detects no activity.** Anytime 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.