

HIRING MANAGER'S USER'S GUIDE

Commonwealth of Virginia



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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 paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Requisitions to HR
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

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 Logout 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:



Before you may enter the site, you must create your own account by clicking on the "**Create User Account**" link on the left side of the screen. After you click this link, the following screen will appear:



Enter a user name and password, along with the rest of the requested information.

Please write down your user name and password. You will need them each time you log in to the system.

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

CREATING A REQUISITION

To create a Requisition, begin by clicking a link under the header "Create Job Posting". 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 "Create from a Template" option was selected. After searching for and clicking on the template you want to use, 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.

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 by 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.

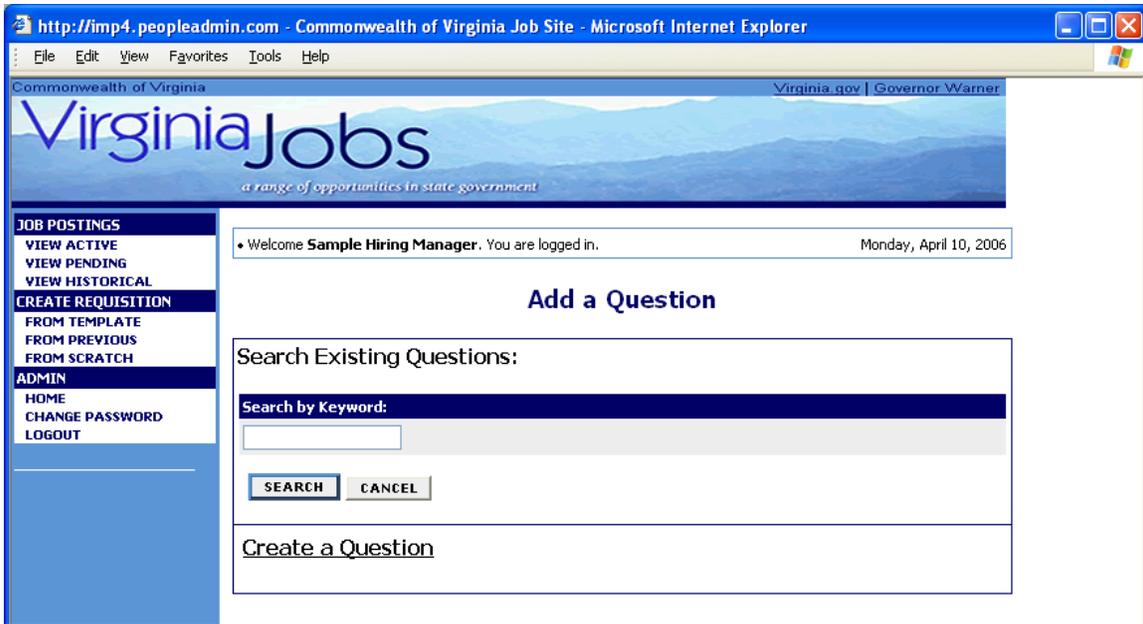
Adding Screening Questions

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 with the URL <http://imp4.peopleadmin.com>. The page title is "Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The header features the "VirginiaJobs" logo and the tagline "a range of opportunities in state government". A navigation menu on the left includes "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays "Welcome Sample Hiring Manager. You are logged in." and "Monday, April 10, 2006". The title of the page is "Create Requisition - Earthworm Breeder - Agricultural Specialist IV". Below the title is a table with tabs: "Posting Details", "Recruitment Cost", "Screening Criteria", "Template Level Questions", "Posting Specific Questions", "Disqualifying / Points", and "Guest User". The "Posting Specific Questions" tab is selected. The main content area contains the text: "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." Below this text, it states "No Posting Specific Questions exist." and provides several buttons: "ADD A QUESTION", "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "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 to see all questions). 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:

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer
- Page Header:** Commonwealth of Virginia | Virginia.gov | Governor Warner
- Main Header:** VirginiaJobs
a range of opportunities in state government
- Left Navigation Menu:**
 - JOB POSTINGS**
 - VIEW ACTIVE
 - VIEW PENDING
 - VIEW HISTORICAL
 - CREATE REQUISITION**
 - FROM TEMPLATE
 - FROM PREVIOUS
 - FROM SCRATCH
 - ADMIN**
 - HOME
 - CHANGE PASSWORD
 - LOGOUT
- Main Content Area:**
 - Welcome Sample Hiring Manager.** You are logged in. Monday, April 10, 2006
 - Create a Question** (with a [Create Question Help](#) link)
 - Question** section:
 - Please enter question text:** (text input field)
 - 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** section:
 - Display No Response As:** (text input field with "No Response")
 - Possible Responses (up to 7):** (7 numbered text input fields)
 - Open-Ended Answer Type** section:
 - None
 - Short Text (Text < 50 characters)
 - Long Text (Text > 50 characters)
 - Phone
 - Date
 - Buttons:** SUBMIT QUESTION, CANCEL

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 on 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

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". A navigation menu on the left includes "JOB POSTINGS" (VIEW ACTIVE, VIEW PENDING, VIEW HISTORICAL), "CREATE REQUISITION" (FROM TEMPLATE, FROM PREVIOUS, FROM SCRATCH), and "ADMIN" (HOME, CHANGE PASSWORD, LOGOUT). The main content area is titled "Create a Question" and includes a "Create Question Help" link. The form fields are as follows:

- Question:** "Please enter question text:" with a text area containing "Do you have experience working in an office environment?".
- Please select answer type:** Two radio buttons: "Closed-Ended (e.g. Do you have experience working in an office environment?)" (selected) and "Open-Ended (e.g. Describe any work experience relevant to this Posting.)".
- Closed-Ended Answers:** "Display No Response As:" with a dropdown menu set to "No Response".
- Possible Responses (up to 7):** A list of seven input boxes. The first two contain "1. Yes" and "2. No".
- Open-Ended Answer Type:** Radio buttons for "None" (selected), "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date".

At the bottom of the form are "SUBMIT QUESTION" and "CANCEL" buttons.

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> and the page title "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".

The left sidebar contains navigation links under "JOB POSTINGS" (VIEW ACTIVE, VIEW PENDING, VIEW HISTORICAL), "CREATE REQUISITION" (FROM TEMPLATE, FROM PREVIOUS, FROM SCRATCH), and "ADMIN" (HOME, CHANGE PASSWORD, LOGOUT).

The main content area is titled "Create a Question" and includes a "Create Question Help" link. The form contains the following elements:

- Question:** A text input field with the placeholder text "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.
- Closed-Ended Answers:** A section with "Display No Response As:" (set to "No Response") and "Possible Responses (up to 7):" with seven numbered input fields.
- Open-Ended Answer Type:** A section with five radio buttons: "None", "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date". The "Long Text" option is selected.

At the bottom of the form are "SUBMIT QUESTION" and "CANCEL" buttons.

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 Requisition by objective criteria, the system enables you to assign points to the closed-ended questions you created on the 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.

Commonwealth of Virginia | Governor Warner

VirginiaJobs

a range of opportunities in state government

JOB POSTINGS
 VIEW ACTIVE
 VIEW PENDING
 VIEW HISTORICAL
CREATE REQUISITION
 FROM TEMPLATE
 FROM PREVIOUS
 FROM SCRATCH
ADMIN
 HOME
 CHANGE PASSWORD
 LOGOUT

Do you like earthworms?

ANSWER	DISQUALIFYING	SCORE
No Response		0
Yes		0
No		0

0 %

Posting Specific Questions

Do you have experience working in an office environment?

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

0 %

RECALCULATE **RESET**

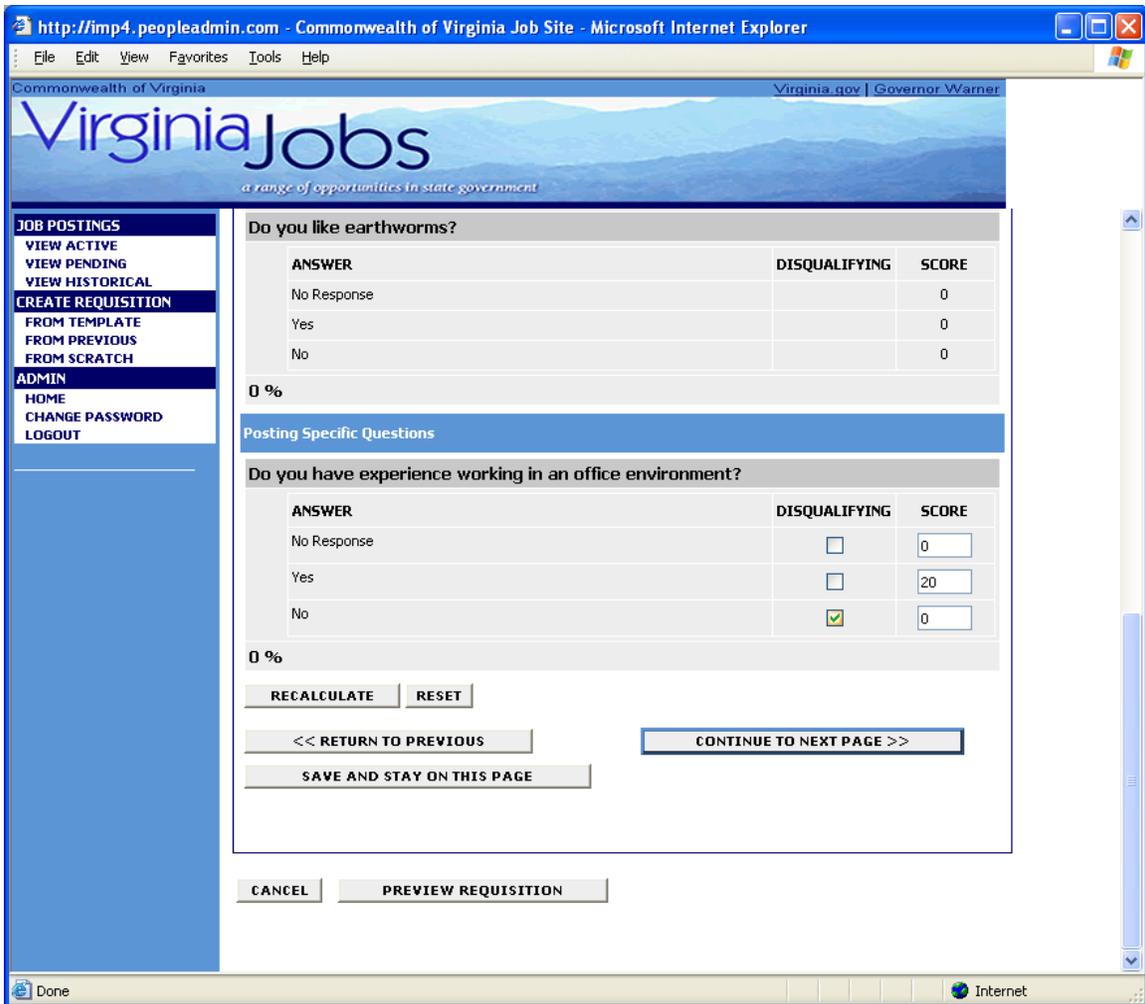
<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

SAVE AND STAY ON THIS PAGE

CANCEL **PREVIEW REQUISITION**

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.

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 with the URL <http://imp4.peopleadmin.com>. The page title is "Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The main content area displays "VirginiaJobs" with the tagline "a range of opportunities in state government". A navigation menu on the left includes "JOB POSTINGS", "CREATE REQUISITION", and "ADMIN". The main content area shows a welcome message for "Sample Hiring Manager" and a section titled "Create Requisition - Earthworm Breeder - Agricultural Specialist IV". This section includes a table of navigation tabs and a text area explaining the purpose of the guest user account. The "Activate Guest User" link is highlighted in blue.

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

[Activate Guest User](#)

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW REQUISITION

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.

Submitting 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 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", and "ADMIN". The main content area displays a welcome message for "Sample Hiring Manager" and the title "View Requisition Summary - Earthworm Breeder - Agricultural Specialist IV". Below the title, there is a "Posting Status" section with two radio button options: "Save without submitting" (selected) and "Submit to HR for Approval". At the bottom of this section are "CANCEL" and "CONTINUE" buttons. A "Posting Details" table is located at the bottom of the page, listing various job attributes.

Posting Details	
Job Title	Earthworm Breeder - Agricultural Specialist IV
Role Title	Agricultural Specialist IV
Hiring Range	\$28,987 - \$48,000
Job Type	Full-Time
Agency	Sample Agency
Agency Website	Replace www.yourwebsite.gov with your http://www.vnwrwebsite.gov

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 selecting your choice, 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 site, click **Create Requisition**.
- 2) Fill in the Posting details
 - a. When finished, click **Continue to Next Page**
- 3) Add 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) Assign a "Guest User" if appropriate, then click **Continue to Next Page**
- 6) Review the Requisition, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen

VIEWING APPLICANTS TO YOUR REQUISITIONS

After logging in to the system, if you have a Requisition that is currently accepting applications, you will see a screen that looks similar to the following:

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 heading is "VirginiaJobs" with the tagline "a range of opportunities in state government". The page is for "View/Edit Posting - Cynthia's Forensic Scientist II".

Navigation menu (left):

- JOB POSTINGS
- VIEW ACTIVE
- VIEW PENDING
- VIEW HISTORICAL
- CREATE REQUISITION
- FROM TEMPLATE
- FROM PREVIOUS
- FROM SCRATCH
- ADMIN
- HOME
- CHANGE PASSWORD
- LOGOUT

Welcome message: Welcome **Sample Hiring Manager**. You are logged in. Wednesday, April 12, 2006

Table of Active Applicants:

Name	Documents	Score	Date Applied	Status	All / None
Balusek, Cynthia View Application	Resume	50	12-16-2005 History/ Notes	Under Review by Department Change Status	<input type="checkbox"/>
Johnson, Sandy View Application	Resume	88	12-16-2005 History/ Notes	Offered Interview Change Status	<input type="checkbox"/>

Buttons: **CHANGE MULTIPLE APPLICANT STATUSES**

Refresh section:

Minimum Score:

Include: Active Applicants Inactive Applicants

REFRESH

View Multiple section:

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

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.

CONTINUE TO NEXT PAGE >>

Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Requisitions.

View Active: Requisitions that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

View Pending: Requisitions that are Pending are either:

- waiting for final review by HR, including addition of PeopleAdmin specific fields
- approved by HR but not Active on the applicant site

View Historical: Requisitions that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word "View" below the relevant title. This will bring you to a screen similar to the following:

The screenshot shows a web browser window displaying the Virginia Jobs website. The page title is "View/Edit Posting - Cynthia's Forensic Scientist II". The browser address bar shows "http://imp4.peopleadmin.com - Commonwealth of Virginia Job Site - Microsoft Internet Explorer". The page features a navigation menu on the left with options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area has a header with "Welcome Sample Hiring Manager. You are logged in." and "Wednesday, April 12, 2006". Below this is a tabbed interface with tabs for "Applicants", "Posting Details", "Recruitment Cost", "Screening Criteria", "Template Level Questions", "Posting Specific Questions", "Disqualifying / Points", "Guest User", "Hiring Proposal", and "Notes / History". The "Applicants" tab is active, showing "Active Applicants" with "2 Records". A table lists the applicants:

Name	Documents	Score	Date Applied	Status	All / None
Balusek, Cynthia View Application	Resume	50	12-16-2005 History/ Notes	Under Review by Department Change Status	<input type="checkbox"/>
Johnson, Sandy View Application	Resume	88	12-16-2005 History/ Notes	Offered Interview Change Status	<input type="checkbox"/>

Below the table is a "CHANGE MULTIPLE APPLICANT STATUSES" button. At the bottom, there is a "Refresh" section with a "Minimum Score:" input field, an "Include:" section with checkboxes for "Active Applicants" (checked) and "Inactive Applicants", and a "REFRESH" button. To the right is a "View Multiple" section with buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS", and a "CONTINUE TO NEXT PAGE >>" button. A note states: "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."

You will notice the posting data is divided into tabs, listed across the top, starting with "Applicants". This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

The screenshot shows the 'View/Edit Posting - Cynthia's Forensic Scientist II' page. The page includes a navigation menu on the left with options like 'JOB POSTINGS', 'VIEW ACTIVE', 'VIEW PENDING', 'VIEW HISTORICAL', 'CREATE REQUISITION', 'FROM TEMPLATE', 'FROM PREVIOUS', 'FROM SCRATCH', 'ADMIN', 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area shows a table of active applicants with the following data:

Name	Documents	Score	Date Applied	Status	All / None
Balusek, Cynthia View Application	Resume	50	12-16-2005 History/ Notes	Under Review by Department Change Status	<input type="checkbox"/>
Johnson, Sandy View Application	Resume	88	12-16-2005 History/ Notes	Offered Interview Change Status	<input type="checkbox"/>

Below the table, there is a 'Refresh' section with a 'Minimum Score' input box, checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants', and a 'REFRESH' button. There are also buttons for 'VIEW MULTIPLE APPLICATIONS', 'VIEW MULTIPLE DOCUMENTS', and 'CONTINUE TO NEXT PAGE >>'.

To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.

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 those still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applications

To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the 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 applications. 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-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 Applicants" screen).

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

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next 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 applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

Commonwealth of Virginia | Virginia.gov | Governor Warner

VirginiaJobs

a range of opportunities in state government

• Welcome **Sample Hiring Manager**. You are logged in. Wednesday, April 12, 2006

View/Edit Posting - Cynthia's Forensic Scientist II

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

Active Applicants

2 Records

Name	Documents	Score	Date Applied	Status	All / None
Balusek, Cynthia View Application	Resume	50	12-16-2005 History/Notes	Under Review by Department Change Status	<input checked="" type="checkbox"/>
Johnson, Sandy View Application	Resume	88	12-16-2005 History/Notes	Offered Interview Change Status	<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> <small>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.</small>

CONTINUE TO NEXT PAGE >>

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in 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 Acrobat Reader menu to print the document. To close the window, click on 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 documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). 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.

Viewing an Applicant's History

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.

The screenshot shows the VirginiaJobs website interface. The header includes the VirginiaJobs logo and the tagline "a range of opportunities in state government". The navigation menu on the left includes options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING", "VIEW HISTORICAL", "CREATE REQUISITION", "FROM TEMPLATE", "FROM PREVIOUS", "FROM SCRATCH", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". The main content area displays the "Applicant History" for Cynthia Balusek. A table lists the history entries with columns for the date and time, the action taken, and the user who modified the status.

History	Modified By
12-16-2005 12:27 PM <i>Incomplete - Attached Application</i>	Applicant
12-16-2005 12:28 PM <i>Incomplete - Answered Questions</i>	Applicant
12-16-2005 12:30 PM NOTE: Document Associated (Resume_12-16-05_11-30-27CT)	Applicant
12-16-2005 12:32 PM <i>Incomplete - Attached Documents</i>	Applicant
12-16-2005 12:32 PM <i>Completed Application Process-Received Confirmation Number</i>	Applicant
12-16-2005 12:32 PM <i>Under Review by HR</i>	Applicant
12-16-2005 12:40 PM <i>Under Review by Department</i>	Sample HR Administrator

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 Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

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), and then click the button labeled **Change Multiple Applicant Statuses**.

Commonwealth of Virginia
Virginia.gov | Governor Warner

VirginiaJobs
a range of opportunities in state government

• Welcome **Sample Hiring Manager**. You are logged in. Wednesday, April 12, 2006

View/Edit Posting - Cynthia's Forensic Scientist II

Applicants	Posting Details	Recruitment Cost	Screening Criteria	Template Level Questions	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal	Notes / History
Active Applicants									
2 Records									
Name	Documents	Score	Date Applied	Status	All / None				
Balusek, Cynthia View Application	Resume	50	12-16-2005 History/ Notes	Under Review by Department Change Status	<input checked="" type="checkbox"/>				
Johnson, Sandy View Application	Resume	88	12-16-2005 History/ Notes	Offered Interview Change Status	<input checked="" type="checkbox"/>				
CHANGE MULTIPLE APPLICANT STATUSES									

Refresh

Minimum Score:

Include: Active Applicants
 Inactive Applicants

REFRESH

View Multiple

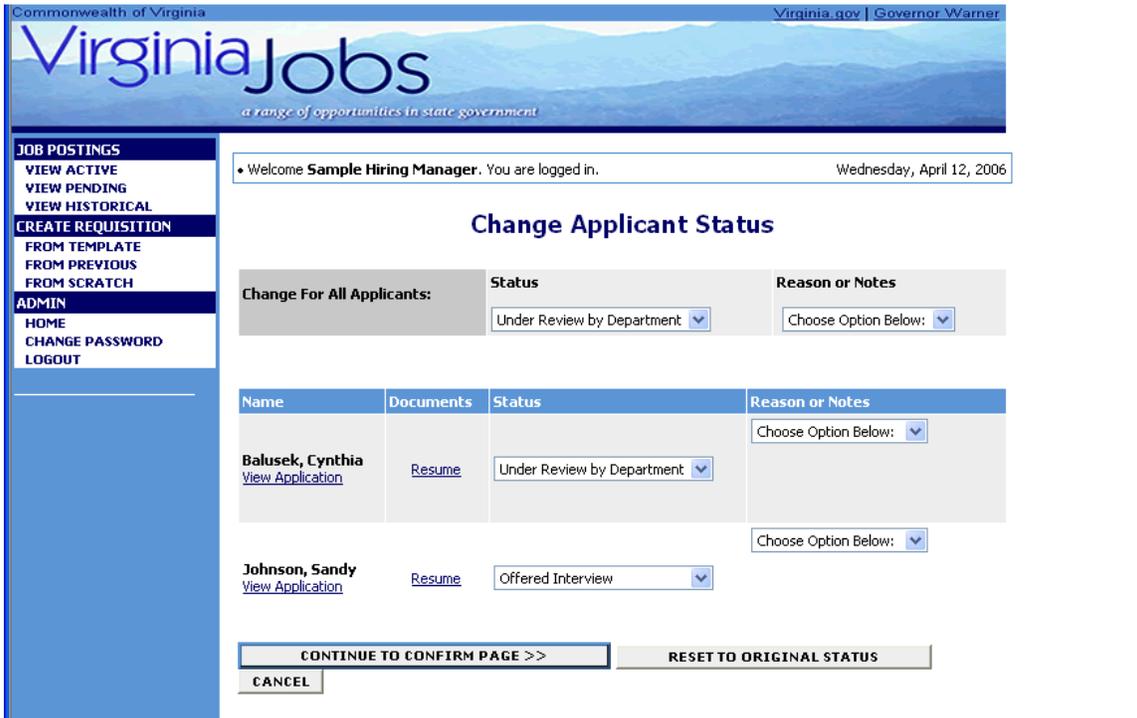
VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

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.

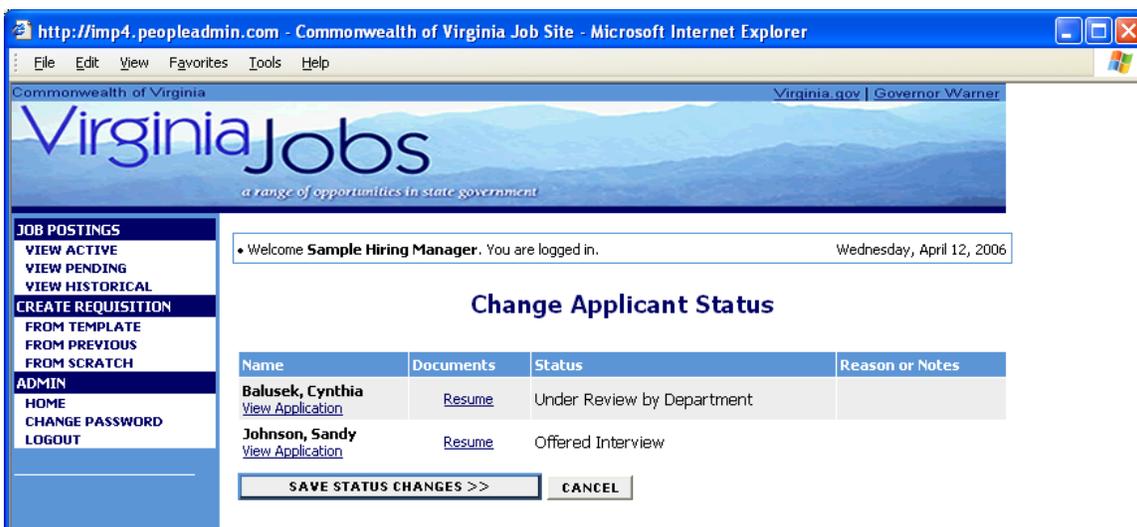
CONTINUE TO NEXT PAGE >>

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



Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for 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**.

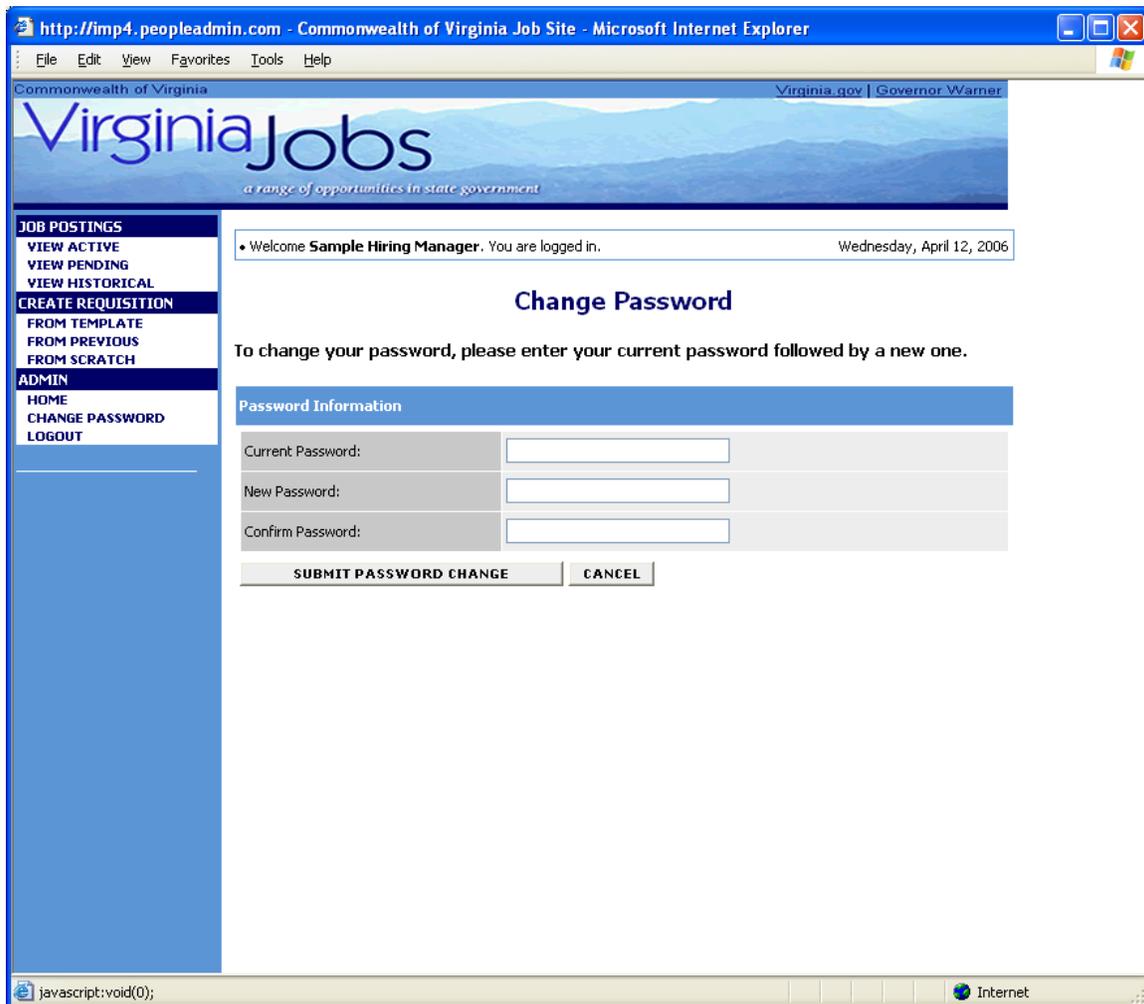
After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.



ADMINISTRATIVE FUNCTIONS

Changing Your Password

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 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 Logout of the system by clicking on the logout link located on the bottom left side of your screen.