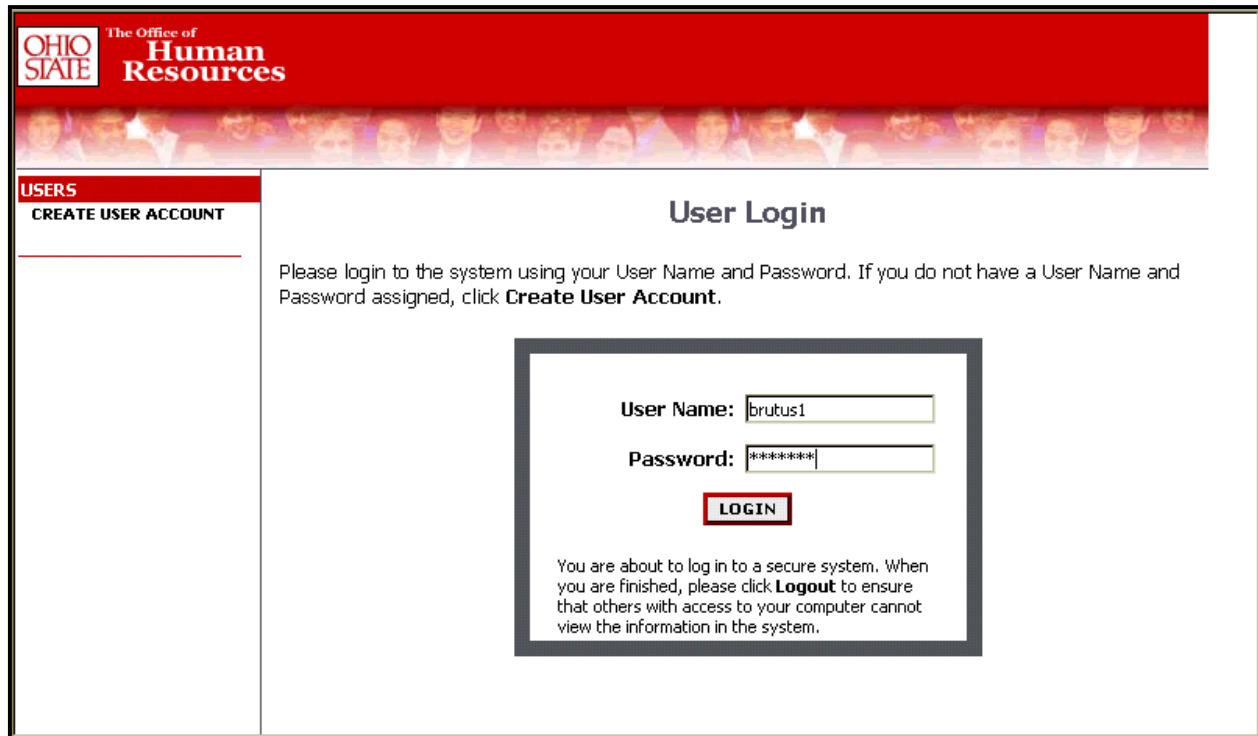


Human Resources Professional



OHIO STATE The Office of **Human Resources**

USERS
CREATE USER ACCOUNT

User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

Go to www.jobstatesu.com/hr

- ❑ Type in your username and password
- ❑ Click **Login**

Human Resources Professional



The first screen in the Hiring Manager Site displays a summary of all positions you have access to viewing based on departments assigned to you.

Under **Job Postings** in the left menu bar, you are presented with the option to **View Open** or **View Historical**.

View Open – includes all requisitions in one of two statuses, either posted or opened, on the Employment website.

- Posted – currently posted on the Employment website, or
- Opened – no longer posted on the Employment website but contains applicants still under review

View Historical – requisitions that are Historical are either:

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

You can sort each column within this screen (Job Title, Req. No., Job Open Date, Job Close Date, Total Applicants, Department and Posting Status) by clicking on the arrow next to each column heading.

Click on **View Open**.

Human Resources Professional

View Open

The screenshot shows the Ohio State Human Resources website. The header includes the Ohio State logo and the text 'The Office of Human Resources'. A navigation menu on the left lists 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area displays a welcome message for 'Brutus Buckeye' and the date 'Thursday, February 26, 2004'. The page title is 'View Open'. Below the title, there is a paragraph explaining how to view job details and a link to 'clicking here' for instructions. A table titled 'Posted' shows 6 records. The table has columns for Job Title, Req No., Job Open Date, Job Close Date, Total Applicants, Department, Posting Status, and Reports. The first two rows are highlighted in red. A yellow arrow points to the 'View' link under the first job title, and a black circle highlights the 'Posted' status in the 'Posting Status' column.

Job Title	Req No.	Job Open Date	Job Close Date	Total Applicants	Department	Posting Status	Reports
Systems Developer/Engineer View	306114	02-21-2004	02-29-2004	33	42720-OIT Administration-Office of Academic Affairs	Posted	Get Reports List
SR Sysms Dev/Eng-Not Sap View	306113	02-21-2004	02-29-2004	14	42720-OIT Administration-Office of Academic Affairs	Posted	Get Reports List
Human Resource Consultant	100404	02-18-	02-08-	6	47000-OHR Admin/AVP-Office	Posted	Get Reports List

Posted Requisitions – those currently posted on the Employment website. Employment is currently accepting applications for posted positions.

To view the details of a specific posting, including the description, click on the word **View** below the relevant title.

Human Resources Professional

View Open

The screenshot shows the Ohio State Human Resources website. At the top left is the Ohio State logo and the text "The Office of Human Resources". Below this is a navigation menu with links for "JOB POSTINGS", "VIEW OPEN", "VIEW HISTORICAL", "ADMIN", "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT". The main content area displays a table of job postings. Below the table is a "View Open" section with a search bar for "Requisition Number" and buttons for "SEARCH" and "CLEAR RESULTS".

Job Title	Requisition Number	Start Date	End Date	Count	Department	Status	Link
Dev/Eng-Not Sap	306113	02-21-2004	02-29-2004	14	Administration-Office of Academic Affairs	Posted	Reports List
Human Resource Consultant	100424	02-18-2004	02-08-2004	6	47000-OHR Admin/AVP-Office of Human Resources	Opened	Get Reports List
Senior Systems Manager-Not Sap	305531	01-17-2004	01-25-2004	13	42720-OIT Administration-Office of Academic Affairs	Opened	Get Reports List
Staff Training & Devpt Coord	303402	09-06-2003	09-14-2003	34	42720-OIT Administration-Office of Academic Affairs	Opened	Get Reports List
Systems Developer/Engineer	303231	08-23-2003	09-07-2003	103	42720-OIT Administration-Office of Academic Affairs	Opened	Get Reports List

View Open

Requisition Number

SEARCH **CLEAR RESULTS**

If you know the requisition number of the posting you are searching for, scroll down to the bottom of the screen, enter the requisition number and click on the **Search** button. By doing this, you will bring up only the requisition you are searching for. Once the requisition appears, click on the View link to see more detailed information.

Human Resources Professional

View Open – Posted Requisitions

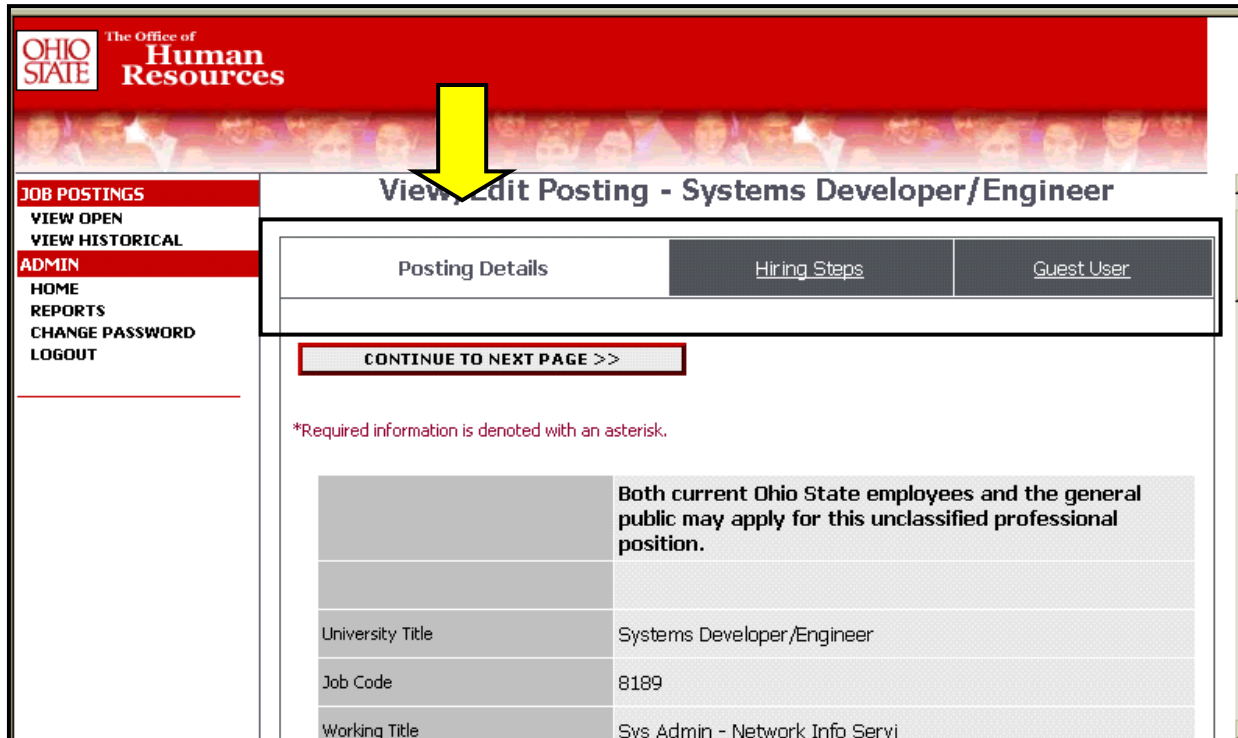
The screenshot shows the Ohio State Human Resources website interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with categories: 'JOB POSTINGS' (containing 'VIEW OPEN' and 'VIEW HISTORICAL'), and 'ADMIN' (containing 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'). The main content area is titled 'View Posting Summary - Systems Developer/Engineer'. It features an 'Edit' link circled in red, a 'Printer-Friendly Version' link, and a 'Posting Status' section with a radio button for 'Save' and 'CANCEL' and 'CONTINUE' buttons. Below is a 'Posting Details' table.

Posting Details	
	Both current Ohio State employees and the general public may apply for this unclassified professional position.
University Title	Systems Developer/Engineer
Job Code	8189

After clicking on the view link, this screen will appear. Click on the **Edit** link at the top of the screen.

Human Resources Professional

View Open – Posted Requisitions



The screenshot shows the Ohio State Human Resources website interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. A yellow arrow points to the 'View/Edit Posting - Systems Developer/Engineer' link. Below this, there are three tabs: 'Posting Details', 'Hiring Steps', and 'Guest User'. A button labeled 'CONTINUE TO NEXT PAGE >>' is located below the tabs. The main content area displays a table with job details:

*Required information is denoted with an asterisk.	
	Both current Ohio State employees and the general public may apply for this unclassified professional position.
University Title	Systems Developer/Engineer
Job Code	8189
Working Title	Sys Admin - Network Info Servi

If a position is still in Posted Status, only Employment Services has access to applicant names. Not until a position moves to Open Status and Employment Services changes the status of applicants to **Referred to Unit** will HRP's and Hiring Managers have access to names and application materials. Employment Services will e-mail the appropriate College or Department contact once applicants are ready for viewing.

From this screen, you have access to **Posting Details**, **Hiring Steps**, and **Guest User Accounts**.

Posting Details - to view information specific to a posting (title, requisition number, job description, qualifications, etc.) click on the **Posting Details** tab at the top of your screen. The only change to the Posting Detail information that you can make is to assign a Hiring Manager.

To assign a Hiring Manager, you must first have them create a user account for approval by Employment Services. Once approved, the hiring manager's name will appear in the **Hiring Manager** drop-down box within posting details. Select the appropriate hiring manager from the drop-down box and save the requisition.

Human Resources Professional

View Open – Posted Requisitions

The screenshot displays the Ohio State Human Resources Professional interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with categories: 'JOB POSTINGS' (containing 'VIEW OPEN' and 'VIEW HISTORICAL'), 'ADMIN' (containing 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'), and 'HOME'. The main content area shows a welcome message: 'Welcome Brutus Buckeye. You are logged in.' with the date 'Wednesday, February 25, 2004'. The title of the page is 'View/Edit Posting - Systems Developer/Engineer'. Below the title are three tabs: 'Posting Details', 'Hiring Steps', and 'Guest User'. The 'Guest User' tab is active, showing the text: 'On this screen deactivate, activate, or change the Guest User password.' Below this text is a blue link labeled 'Activate Guest User'. At the bottom of the page are two buttons: 'CANCEL' and 'VIEW POSTING SUMMARY >>'. A red box highlights the 'CONTINUE TO NEXT PAGE >>' button in the screenshot.

Guest User – This is the screen from which you will activate Guest User's, which is a read-only account. Guest User accounts may be activated when the position is in "Posted Status" or in "Opened Status".

Once a position has moved to "Opened Status", Guest User's can see all applicant information but cannot disposition anyone online. This access was designed for search committees or supervisors, who would then report back to the appropriate HRP or Hiring Manager on dispositioning applicants. For instructions on how to activate a Guest User Account please see directions at the end of this guide – **Page 27**.

Human Resources Professional
View Open – Opened Requisitions

Job Title	ID	Start Date	End Date	Count	Department	Status	Action
Human Resource Consultant	100424	02-18-2004	02-08-2004	6	47000-OHR Admin/AVP-Office of Human Resources	Opened	Get Reports List
Senior Systems Manager-Not Sap	305531	01-17-2004	01-25-2004	13	42720-OIT Administration-Office of Academic Affairs	Opened	Get Reports List
Staff Training & Devpt Coord	303402	09-06-2003	09-14-2003	34	42720-OIT Administration-Office of Academic Affairs	Opened	Get Reports List
Systems Developer/Engineer	303231	08-23-2003	09-07-2003	103	42720-OIT Administration-Office of Academic Affairs	Opened	Get Reports List

Open Requisitions – open positions are those positions no longer posted on the website (i.e. applicants can no longer apply for these positions). Employment Services will refer qualified and eligible applicants to the appropriate hiring college or department. HRP’s, Hiring Managers and Guest Users can see applicants once a position is moved to “Open Status” **and** the applicant status has been changed to Referred to Unit.

Click on **View** under the Job Title in the first column to view open position information.

Human Resources Professional
View Open – Opened Requisitions

The screenshot shows the Ohio State Human Resources system interface. The header includes the Ohio State logo and the text 'The Office of Human Resources'. The navigation menu on the left includes 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area displays 'View/Edit Posting - Human Resource Consultant' with tabs for 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. Below the tabs, there is a section for 'Active Applicants' with a table of records.

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status	All/None
aker, Kathleen	No		No		History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>
iscoll, Holly	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>
lis, Penny	No		No		History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>
hwett							Referred to	

The system will automatically default to the **Active Applicant** screen, which lists all applicants who have been referred to the unit for review. Following are the columns that appear on the Active Applicant screen:

- Name**
- Internal Applicant**
- Documents**
- Veteran**
- Special Status**
- Link To**
- Date Applied**
- Status**
- All/None**

TIP: Some computers are set up so you may not be able to view all nine columns. You may need to use the scroll bar to see the columns on the far right side of the page.


Human Resources Professional
View Open – Opened Requisitions

The screenshot shows the Ohio State Human Resources website interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with categories: 'JOB POSTINGS' (containing 'VIEW OPEN' and 'VIEW HISTORICAL'), and 'ADMIN' (containing 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'). The main content area is titled 'View/Edit Posting - Human Resource Consultant' and features a tabbed interface with 'Applicants' selected. Below the tabs, it says 'Active Applicants' and '6 Records'. A table displays the following data:

<input type="checkbox"/> Name	<input type="checkbox"/> Internal Applicant	Documents	<input type="checkbox"/> Veteran	<input type="checkbox"/> Special Status	Link To	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status
							Referred to

Name – in order to view the application submitted by an applicant for a position, you must click on the View link below their name. The employment application opens in a separate window (Viewing and Printing Applications is discussed in greater detail later in this guide).

Human Resources Professional
View Open – Opened Requisitions

		<h2 style="margin: 0;">Employment Application</h2> <p style="margin: 0; font-size: small;">Employment Services + 2231 North High Street Columbus, OH + 43201-1116 (614) 292-9380</p>			
<h3 style="margin: 0;">Unclassified/Professional Application</h3>					
Requisition Number: 100424		Job Title: Human Resource Consultant			
Personal Information					
Last Name Baker	First Name: Kathleen	Middle Name:	Email (if available): Baker.48@osu.edu		
Address: 1234 Main Street		City: Newburg	State: OH	Zip: 42111	
Home Telephone: 614-552-5200	Message Telephone: 614-552-5100	Type of Message Telephone: Cell Phone	Business Telephone: 614-292-9380	Extension: 4-1885	Best way of contacting you between 8AM and 5PM: Email
Indicate equipment you operate related to the type of employment you are seeking (e.g. office equipment, copiers, computer, machine tools, vehicles, cleaning equipment, construction equipment, electronic equipment, etc.):					
Indicate any training, qualifications, and skills (e.g. languages, software, professional memberships, etc.): PHR. Extensive Human Resource experience. Knowledge of American Disabilities Act, Affirmative Action, and Veterans. Behavioral Interviewing training. Extensive knowledge of Classified Civil Service Rules. Knowledge of Human Resource Information System. I-9 training.					

We recommend that you review applications (and resumes if appropriate) online and only print applications of the applicants you seriously wish to consider.

WARNING – This system is not designed to print a large number of applications and associated documents. Doing so can be very time consuming and may result in printing issues. We recommend that you review all applicants online and only print applications for those who you want to interview (sample screening tools can be found at the end of this guide). When printing applications and documents, print a maximum of five (5) at a time.

Human Resources Professional
View Open – Opened Requisitions

OHIO STATE The Office of **Human Resources**

View/Edit Posting - Human Resource Consultant

JOB POSTINGS
VIEW OPEN
VIEW HISTORICAL

ADMIN
HOME
REPORTS
CHANGE PASSWORD
LOGOUT

Applicants | Posting Details | Hiring Steps | Guest User

Active Applicants

6 Records

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status
							Referred to

Internal Applicant – the Internal Applicant Column will tell you whether or not an applicant for your posting is an internal employee.

Documents – you can view other documents submitted by an applicant by clicking on any link that appears in the Documents column. Typically, you will have two choices, either a resume (Res) or a cover letter (Cvr Ltr). Again, we would recommend that you review all applications and resumes online and only print those for applicants you plan to seriously consider.

Human Resources Professional
View Open – Opened Requisitions

OHIO STATE The Office of **Human Resources**

View/Edit Posting - Human Resource Consultant

Applicants | Posting Details | Hiring Steps | Guest User

Active Applicants

6 Records

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status
							Referred to

The **Veteran** and **Special Status** columns indicate whether or not an applicant has self-identified as a veteran or falls into a special status category, for example Reduction in Force. Upon receiving e-mail notification that your position has been moved to Open Status and is ready for review, you will also be told what action needs to occur if you have applicants in either Veteran or Special Status.

Human Resources Professional
View Open – Opened Requisitions

OHIO STATE The Office of **Human Resources**

JOB POSTINGS
VIEW OPEN
VIEW HISTORICAL

ADMIN
HOME
REPORTS
CHANGE PASSWORD
LOGOUT

View/Edit Posting - Human Resource Consultant

Applicants Posting Details Hiring Steps Guest User

Active Applicants

6 Records

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status
							Referred to

Link To – this column provides a link to the history and any notes surrounding a candidate’s application process. Only Employment Services has access to viewing this information. If you click on History/Notes for any applicant, you will get a **No Records Found** message.

Date Applied – this column indicates the date on which the candidate completed the application process.

Human Resources Professional
View Open – Opened Requisitions

The screenshot shows the Ohio State Human Resources system interface. At the top left is the Ohio State logo and 'The Office of Human Resources'. Below this is a navigation menu with options: JOB POSTINGS, VIEW OPEN, VIEW HISTORICAL, ADMIN, HOME, REPORTS, CHANGE PASSWORD, and LOGOUT. The main header area says 'Welcome Brutus Buckeye. You are logged in.' and 'Thursday, February 26, 2014'. The title of the page is 'View/Edit Posting - Human Resource Consultant'. Below the title are tabs for 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. The 'Applicants' tab is selected, showing 'Active Applicants' with 2 records. The table below has columns: Name, Internal Applicant, Documents, Veteran, Special Status, Link To, Date Applied, Status, and All/None. Two rows are visible: Kathleen Baker (No Internal Applicant, No Veteran, No Special Status, Date Applied 02-18-2004, Status: Referred to Unit) and Molly Driscoll (No Internal Applicant, Not Disclosed Veteran, RIF Special Status, Date Applied 02-18-2004, Status: Referred to Unit). Both rows have a checkbox in the All/None column.

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status	All/None
Baker, Kathleen View Print/Class/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>
Driscoll, Molly View Print/Class/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>

Status – this is the column used to communicate each applicant’s status in a search. Kathleen Baker and Molly Driscoll (see above example) have been Referred to Unit for further review and consideration. From this column, you will disposition applicants either throughout the process or once you have completed the selection process. (**Note:** regardless of when you disposition applicants, they will not see their updated status until the position has been moved to closed)

All/None – the final column on your Active Applicant screen is the All/None column. You can perform an action on all of your applicants by clicking **All**. If you make a mistake, and determine that all applicants should not be checked, simply click **None** to remove the checkmarks.

Human Resources Professional

View Open – Opened Requisitions

The screenshot shows the Ohio State Human Resources web application. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with 'JOB POSTINGS' selected, containing 'VIEW OPEN' and 'VIEW HISTORICAL'. Other menu items include 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area has 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, there are buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS', with a note that these will open in a new window. At the bottom, there are buttons for 'CONTINUE TO NEXT PAGE >>', 'CANCEL', and 'VIEW POSTING SUMMARY >>'. A 'CHANGE MULTIPLE APPLICANT STATUSES' button is also visible at the top right of the main content area.

Inactive Applicants – applicants can fall into the Inactive category for any number of reasons. Some include not meeting minimum qualifications, incomplete application materials, withdrew application or cancelled applying.

Scroll down to the bottom of the Active Applicant screen. Here you are given the opportunity to view any inactive applicants for a position. Simply remove the checkmark from the **Active Applicants** box (if you don't want to view active applicants) and place a checkmark in the **Inactive Applicants** box (to see all applicants, place checkmarks in both the Active and Inactive boxes).

Click **Refresh**

NOTE: You can view an inactive applicant's application materials, but you *can not* change their status and move them back to active. If an applicant is in inactive status and you feel they should be active, you must contact your Employment Specialist to make that change.

Human Resources Professionals

Viewing and Printing Applications

The screenshot shows the 'View/Edit Posting - Human Resource Consultant' page. The left sidebar contains navigation options: JOB POSTINGS (VIEW OPEN, VIEW HISTORICAL), ADMIN (HOME, REPORTS, CHANGE PASSWORD, LOGOUT). The main content area has tabs for Applicants, Posting Details, Hiring Steps, and Guest User. Below the tabs, it displays 'Active Applicants' with 6 records. A table lists applicant details, including Name, Internal Applicant status, Documents, Veteran status, Special Status, Link To, Date Applied, and Status. An arrow labeled 'Click View' points to the 'View' link under the name of Kathleen Baker.

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status
Ellis, Danny	No		No		History/Notes	02-18-2004	Referred to Unit

To view and print a single application, click the View link under the applicant's name in the Active Applicant's screen.

Human Resources Professionals Viewing and Printing Applications

The screenshot displays the Ohio State Human Resources application management interface. The top header features the Ohio State logo and the text "The Office of Human Resources". Below the header is a navigation sidebar with links for "JOB POSTINGS", "VIEW OPEN", "VIEW HISTORICAL", "ADMIN", "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT". The main content area shows a table of applicants with columns for name, status, and date. A "CHANGE MULTIPLE APPLICANT STATUSES" button is located below the table. At the bottom, there are buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS", along with a "Minimum Score" field and checkboxes for "Active Applicants" and "Inactive Applicants".

Applicant Name	Status	Date	Action
[Redacted]	No	02-18-2004	Change Status
lis, Penny	No	02-18-2004	Referred to Unit Change Status
mcnett est, Renee	No	02-18-2004	Referred to Unit Change Status
iller, borah	No	02-18-2004	Referred to Unit Change Status
ullany, ssica	No	02-18-2004	Referred to Unit Change Status

Buttons: CHANGE MULTIPLE APPLICANT STATUSES, VIEW MULTIPLE APPLICATIONS, VIEW MULTIPLE DOCUMENTS

Fields: Minimum Score: [], Include: Active Applicants, Inactive Applicants

Footer: Applications / documents will open in a new window. To print,

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 the **All/None** link). These boxes are located at the right side of the page on the Active Applicant screen.
2. Click the **View Multiple Applications** button

WARNING: We recommend that you print a maximum of five (5) documents at a time.

Human Resources Professionals Viewing and Printing Applications

[Close Window](#)

Employment Application

Employment Services + 2231 North High Street
Columbus, OH + 43201-1116
(614) 292-9380

Unclassified/Professional Application

Requisition Number: 100424	Job Title: Human Resource Consultant
--------------------------------------	--

Personal Information

Last Name Baker	First Name: Kathleen	Middle Name:	Email (if available): Baker.48@osu.edu
Address: 2633 Jonathan Parkway		City: Reynoldsburg	State: OH
Zip: 43068			
Home Telephone: 614-322-0883	Message Telephone: 614-537-5439	Type of Message Telephone: Cell Phone	Business Telephone: 614-292-9380
Extension: 4-1885		Best way of contacting you between 8AM and 5PM: Email	

Indicate equipment you operate related to the type of employment you are seeking (e.g. office equipment, copiers, computer, machine tools, vehicles, cleaning equipment, construction equipment, electronic equipment, etc.):

Indicate any training, qualifications, and skills (e.g. languages, software, professional memberships, etc.):
PHR. Extensive Human Resource experience. Knowledge of American Disabilities Act, Affirmative Action, and

After clicking on the **View** link for a single application or the **View Multiple Applications** button, a screen similar to the one above will appear in a new browser window. It may take a few minutes for the information to load into the new window.

Select **File>Print** from your browser's menu to print the application. To close the window, click the **Close Window** link, or click **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 Active Applicant screen)

Human Resources Professionals Viewing and Printing Applications

The screenshot displays the Ohio State Human Resources website interface. At the top left is the Ohio State logo and the text "The Office of Human Resources". Below this is a navigation menu with sections for "JOB POSTINGS" (containing "VIEW OPEN" and "VIEW HISTORICAL"), "ADMIN" (containing "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT"), and "CHANGE MULTIPLE APPLICANT STATUSES". The main content area features a "View Multiple" section with buttons for "VIEW MULTIPLE APPLICATIONS" and "VIEW MULTIPLE DOCUMENTS". Below these buttons, there is a "Score:" field, checkboxes for "Active Applicants" (checked) and "Inactive Applicants", and a "REFRESH" button. At the bottom of the main content area, there is a "CONTINUE TO NEXT PAGE >>" button and a "VIEW POSTING SUMMARY >>" button. A note at the bottom right 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."

Printing documents is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to reserve 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 an applicant attached when applying for a position, click the link under the column labeled **Documents** in the Active Applicants 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)
2. Click the **View Multiple Documents** button.

After clicking the link or the View Multiple Documents button, a new window will appear (it may take several minutes to load) in Adobe Acrobat Reader. This window contains the document 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).

Human Resources Professional

Changing the Status of Applicants

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status
Ellis, Penny	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Fawcett Test, Renee View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status

While in the Active Applicants screen, you can change the status of applicants as you review their applications or receive direct feedback from the hiring manager.

To change the status of **one** applicant, go to the Active Applicant screen. Click the **Change Status** link in the Status column for the appropriate applicant.

Human Resources Professional
Changing the Status of Applicants

The screenshot shows the 'Change Applicant Status' interface. At the top left is the Ohio State Human Resources logo. A navigation menu on the left includes 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area displays a table with the following data:

Name	Documents	Status	Not Hired Reason
Baker, Kathleen View Unclass/Prof		Referred to Unit Not Interviewed Not Hired Referred to Unit Interviewed Offer Pending Interviewed Not Hired Hired	Choose Option Below:

Buttons include 'CONTINUE TO CONFIRM', 'CANCEL', and 'RESET TO ORIGINAL STATUS'. A welcome message at the top reads: 'Welcome Brutus Buckeye. You are logged in. Wednesday, February 25, 2004'.

Select the appropriate status from the drop-down box. If you select either **“Not Interviewed Not Hired”** or **“Interviewed Not Hired”** you must also select a Not Hired Reason from the second drop down box.

If challenged, it is up to the hiring department and/or college to defend the reasoning given for not hiring an applicant. Reasons must be **job related**.

This screenshot shows the same interface as the first, but with the status dropdown set to 'Not Interviewed Not Hired' and the 'Not Hired Reason' dropdown open. The list of reasons includes:

1. Insufficient relevant desired work experience
2. Insufficient relevant desired skill set
3. Insufficient relevant desired academic qualifications
4. Insufficient relevant desired training/certification
5. Unable to contact to schedule an interview
6. Did not report to interview
7. Failure to respond to requests for additional information
8. Withdrew from consideration
9. Offered the position but declined offer
10. Accepted position but failed to report on first day of work
11. Omission of significant information on application

The 'CONTINUE TO CONFIRM PAGE >>' button is highlighted in red. The 'Not Hired Reason' dropdown is set to 'Choose Option Below:'. The 'CANCEL' button is no longer visible.

Human Resources Professional Changing the Status of Applicants

The screenshot shows the Ohio State Human Resources system interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with sections for 'JOB POSTINGS' (VIEW OPEN, VIEW HISTORICAL) and 'ADMIN' (HOME, REPORTS, CHANGE PASSWORD, LOGOUT). The main content area is titled 'Change Applicant Status' and features a table with columns for Name, Documents, Status, and Not Hired Reason. The table contains one entry for 'Baker, Kathleen' with a status of 'Not Interviewed Not Hired' and a reason of '19. Did not select self-identified veteran'. Below the table are three buttons: 'CONTINUE TO CONFIRM PAGE >>', 'RESET TO ORIGINAL STATUS', and 'CANCEL'. A welcome message and the date 'Wednesday, February 25, 2004' are visible at the top right of the main content area.

Name	Documents	Status	Not Hired Reason
Baker, Kathleen View Unclass/Prof		Not Interviewed Not Hired	19. Did not select self-identified veteran OTHER: <input type="text"/>

If the applicant is a self-identified veteran (refer to page 13 of this instruction guide for information to determine if an applicant is a veteran), select reason 19 (**Did not select self-identified veteran**). A blank, drop down box will appear and you should use this box to provide comparison information of the veteran's background to the hired candidate.

Human Resources Professional Changing the Status of Applicants

The screenshot shows the Ohio State Human Resources system interface. At the top, there is a red banner with the Ohio State logo and the text 'The Office of Human Resources'. Below the banner is a navigation menu with options: JOB POSTINGS, VIEW OPEN, VIEW HISTORICAL, ADMIN, HOME, REPORTS, CHANGE PASSWORD, and LOGOUT. The main content area displays a table of applicants. The table has columns for Name, All/None, Active, Inactive, History/Notes, Date, Status, and a checkbox. Three rows of applicants are visible, each with a checked checkbox in the All/None column. Below the table, there is a button labeled 'CHANGE MULTIPLE APPLICANT STATUSES'. At the bottom, there is a 'View Multiple' section with a 'Score' input field, checkboxes for 'Active Applicants' and 'Inactive Applicants', and buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'.

Name	All/None	Active	Inactive	History/Notes	Date	Status	Checkbox
nee	<input checked="" type="checkbox"/>	No	No	History/Notes	02-18-2004	Referred to Unit	<input checked="" type="checkbox"/>
h	<input checked="" type="checkbox"/>	No	No	History/Notes	02-18-2004	Referred to Unit	<input checked="" type="checkbox"/>
,	<input checked="" type="checkbox"/>	No	No	History/Notes	02-18-2004	Referred to Unit	<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

View Multiple

Score:

Active Applicants
 Inactive Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

To change the status of multiple applicants at the same time, go to the Active Applicants screen. Check the box(es) in the All/None column for each applicant(s) you wish to change (or click the **All/None** link to select all applicants). Click the button labeled **Change Multiple Applicant Statuses**.

Human Resources Professional Changing the Status of Applicants

Name	Documents	Status	Not Hired Reason
Fawcett Test, Renee View Unclass/Prof		Referred to Unit	Choose Option Below:
Miller, Deborah View Unclass/Prof		Referred to Unit	Choose Option Below:
Mullany, Jessica View Unclass/Prof		Referred to Unit	Choose Option Below:

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the one above will appear.

Under the **Status** column, select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to the 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. Simply select the appropriate status from the drop down box next to this feature and click the **Continue to Confirm Page** button.

Please make sure the reason you are choosing for non-selection of a candidate is appropriate. If challenged on your decision, you will be responsible for defending your reasoning. All non-selection reasons must be job-related.

Again, if you select either **“Not Interviewed Not Hired”** or **“Interviewed Not Hired”**, you must also select a Not Hired reason from the second drop down box.

Human Resources Professional

Changing the Status of Applicants

The screenshot shows the Ohio State Human Resources web application. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with sections for 'JOB POSTINGS' (VIEW OPEN, VIEW HISTORICAL) and 'ADMIN' (HOME, REPORTS, CHANGE PASSWORD, LOGOUT). A user notification bar at the top right says 'Welcome Brutus Buckeye. You are logged in.' and shows the date 'Wednesday, February 25, 2004'. The main heading is 'Change Applicant Status'. Below this is a table with four columns: Name, Documents, Status, and Not Hired Reason. The table lists three applicants: Renee Fawcett Test, Deborah Miller, and Jessica Mullany, all with a status of 'Referred to Unit'. At the bottom of the table are two buttons: 'SAVE STATUS CHANGES >>' and 'CANCEL'.

Name	Documents	Status	Not Hired Reason
Fawcett Test, Renee View Unclass/Prof		Referred to Unit	
Miller, Deborah View Unclass/Prof		Referred to Unit	
Mullany, Jessica View Unclass/Prof		Referred to Unit	

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 and edit your changes.

Human Resources Professional
Creating Guest Users

The screenshot shows the Ohio State Human Resources system interface. At the top, there is a red banner with the Ohio State logo and the text "The Office of Human Resources". Below the banner, there is a navigation menu with the following items: "JOB POSTINGS", "VIEW OPEN", "VIEW HISTORICAL", "ADMIN", "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT". The main content area is titled "View/Edit Posting - Human Resource Consultant". Below the title, there are four tabs: "Applicants", "Posting Details", "Hiring Steps", and "Guest User". The "Guest User" tab is circled in red. Below the tabs, there is a section titled "Active Applicants" with "6 Records". Below this, there is a table with the following columns: "Name", "Internal Applicant", "Documents", "Veteran", "Special Status", "Link To", "Date Applied", and "Status".

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Baker, Kathleen View Unclass/Prof	No		No		History/Notes	02-18-2004	Referred to Unit Change Status
Driscoll, Molly View Unclass/Prof	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status

Guest User's can be given access to position information (including applicant materials) but can not change the status of an applicant. Guest User accounts may be helpful when search committee's need access to a position **OR** when a direct hiring manager plans to review materials online and submit disposition information to the appropriate HRP. To assist with the dispositioning process there is a report titled "Applicant Hiring Summary" which is located under reports – see page 40 for instructions on reports. This report was created for individuals who do not have access to disposition applicants online (i.e. Guest Users) as a tool to record and communicate their hiring decisions.

To create a Guest User for a position, go to the Active Applicant screen for that position and click the **Guest User** tab.

Human Resources Professional Creating Guest Users

The screenshot shows the Ohio State Human Resources website interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with categories: 'JOB POSTINGS' (containing 'VIEW OPEN' and 'VIEW HISTORICAL'), and 'ADMIN' (containing 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'). The main content area has a header 'View/Edit Posting - Human Resource Consultant' and a sub-header with three tabs: 'Applicants', 'Posting Details', and 'Hiring Steps'. The 'Guest User' tab is circled in red. Below the tabs, there is a message: 'On this screen deactivate, activate, or change the Guest User password.' followed by a blue link 'Activate Guest User'. At the bottom of the main content area are two buttons: 'CANCEL' and 'VIEW POSTING SUMMARY >>'. A red-bordered box highlights the 'CONTINUE TO NEXT PAGE >>' button.

Click **Activate Guest User**.

Human Resources Professional Creating Guest Users

The screenshot shows the Ohio State Human Resources web interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with 'JOB POSTINGS', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area has three tabs: 'Applicants', 'Posting Details', and 'Hiring Steps'. The 'Guest User' tab is circled in red. Below the tabs, there is a heading 'Deactivate Guest User' and a red bar with the text 'Create Guest User'. A note states '*Required information is denoted with an asterisk.' The form has two input fields: 'User Name' with the value 'GU52654' and 'Password' with the value 'northwood'. The password field has a note '* Password: Between 6 and 20 Characters'. A button labeled 'CONTINUE TO NEXT PAGE >>' is highlighted with a red border. At the bottom, there are 'CANCEL' and 'VIEW POSTING SUMMARY >>' buttons.

To activate a guest user, select and enter a password (the system assigns a unique username to each guest user). Make note of the username and password and distribute to individuals or groups who you would like to give this access to.

Click **Continue to Next Page**.

Human Resources Professional Creating Guest Users

The screenshot shows the Ohio State Human Resources Professional interface. The header includes the Ohio State logo and the text 'The Office of Human Resources'. A navigation menu on the left lists 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area is titled 'Edit' and includes a 'Printer-Friendly Version' link. The 'Posting Status' section shows a radio button selected for 'Save', with 'CANCEL' and 'CONTINUE' buttons below it. The 'Posting Details' section is a table with the following information:

Posting Details	
	Both current Ohio State employees and the general public may apply for this unclassified professional position.
University Title	Human Resource Consultant
Job Code	
Working Title	Senior HR Consultant

Click **Continue**.

The screenshot shows the Ohio State Human Resources Professional interface. The header includes the Ohio State logo and the text 'The Office of Human Resources'. A navigation menu on the left lists 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area shows a welcome message: 'Welcome Brutus Buckeye. You are logged in. Wednesday, February 25, 2004'. Below this is a 'Confirm Change Posting Status' dialog box. The dialog box contains the text 'The following request is about to be submitted' and a 'Posting Status' section. The 'Save' button is highlighted, and the 'CONFIRM' button is highlighted in red.

Click **Confirm** to save the guest user activation.

Human Resources Professional Deactivating Guest Users

The screenshot shows the Ohio State Human Resources system interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with 'JOB POSTINGS' (VIEW OPEN, VIEW HISTORICAL) and 'ADMIN' (HOME, REPORTS, CHANGE PASSWORD, LOGOUT). The main heading is 'View/Edit Posting - Human Resource Consultant'. Below the heading are four tabs: 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User' (which is circled in red). The 'Applicants' tab is active, showing a table of applicants.

Name	<input type="checkbox"/> Internal Applicant	Documents	<input type="checkbox"/> Veteran	<input type="checkbox"/> Special Status	Link To	Date Applied	Status	All / None
[Name]	No		No		History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>
[Name]	No		Not Disclosed	RIF	History/Notes	02-18-2004	Referred to Unit Change Status	<input type="checkbox"/>
[Name]							Referred to Unit	

Once you click Confirm you will be taken back to the posting screen. In order to deactivate a guest user account (this should be done at the completion of every search) complete the following steps.

From the posting screen, click on View to get back to the Active Applicants screen. Select Guest User from the Active Applicant screen.

TIP: When your Employment Specialist closes the requisition, the guest user account will automatically be deactivated.

Human Resources Professional Deactivating Guest Users

The screenshot displays the Ohio State Human Resources web application. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with sections for 'JOB POSTINGS', 'ADMIN', and 'HOME'. The main content area has tabs for 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. The 'Guest User' tab is active, showing instructions to deactivate, activate, or change the password. A link 'Deactivate Guest User' is circled in blue. Below this is a 'Create Guest User' section with a form containing 'User Name' (GU52654) and 'Password' (northwood). A 'CONTINUE TO NEXT PAGE >>' button is at the bottom of the form area.

OHIO STATE The Office of **Human Resources**

JOB POSTINGS
VIEW OPEN
VIEW HISTORICAL

ADMIN
HOME
REPORTS
CHANGE PASSWORD
LOGOUT

Applicants | Posting Details | Hiring Steps | **Guest User**

On this screen deactivate, activate, or change the Guest User password.

[Deactivate Guest User](#)

Create Guest User

*Required information is denoted with an asterisk.

User Name: GU52654

* Password: northwood
Between 6 and 20 Characters

CONTINUE TO NEXT PAGE >>

CANCEL | VIEW POSTING SUMMARY >>

Click on **Deactivate Guest User**.

Human Resources Professional Deactivating Guest Users

The screenshot shows the Ohio State Human Resources system interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with the following items: 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area has a header that says 'Welcome Brutus Buckeye. You are logged in.' and the date 'Wednesday, February 25, 2004'. The main title is 'View/Edit Posting - Human Resource Consultant'. Below the title are four tabs: 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. The 'Guest User' tab is selected. The main content area contains the text: 'On this screen deactivate, activate, or change the Guest User password.' Below this is a link: '[Activate Guest User](#)'. At the bottom of the main content area is a button: 'CONTINUE TO NEXT PAGE >>'. Below the main content area are two buttons: 'CANCEL' and 'VIEW POSTING SUMMARY >>'. The 'CONTINUE TO NEXT PAGE >>' button is highlighted with a red border.

Click **Continue to Next Page**.

Human Resources Professional Deactivating Guest Users

The screenshot shows the Ohio State Human Resources system interface. The header features the Ohio State logo and the text "The Office of Human Resources". A navigation menu on the left includes "JOB POSTINGS" (with sub-links "VIEW OPEN" and "VIEW HISTORICAL"), "ADMIN" (with sub-links "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT"), and "HOME". The main content area is titled "View Posting Summary - Human Resource Consultant". It includes an "Edit" link and a "Printer-Friendly Version" link. The "Posting Status" section has a "Save" radio button selected and "CANCEL" and "CONTINUE" buttons. The "Posting Details" section shows "University Title" as "Human Resource Consultant".

Click **Continue**.

The screenshot shows the Ohio State Human Resources system interface. The header features the Ohio State logo and the text "The Office of Human Resources". A navigation menu on the left includes "JOB POSTINGS" (with sub-links "VIEW OPEN" and "VIEW HISTORICAL"), "ADMIN" (with sub-links "HOME", "REPORTS", "CHANGE PASSWORD", and "LOGOUT"), and "HOME". The main content area is titled "Confirm Change Posting Status". It includes a confirmation message: "The following request is about to be submitted". The "Posting Status" section has a "Save" radio button selected and "GO BACK" and "CONFIRM" buttons. A login notification at the top right says "Welcome Brutus Buckeye. You are logged in." and the date is "Wednesday, February 25, 2004".

Click **Confirm**.

Your request to deactivate a Guest User is saved and the username and password originally assigned is no longer valid. Remember, if you do not deactivate a Guest User, it will automatically be deactivated once Employment Services closes the position.

Human Resources Professional
View Historical

The screenshot shows the Ohio State Human Resources website interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with options: 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL' (circled in red), 'ADVISOR', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. A welcome message reads: 'Welcome Brutus Buckeye. You are logged in. Friday, February 27, 2004'. The main heading is 'View Historical'. Below this is a sub-heading 'Historical' and a note: 'To view the details of the position, click on the "View" link below the Title. To sort, click on the arrow next to the column title.' A table titled '3 Records' contains the following data:

<input checked="" type="checkbox"/> Job Title	<input checked="" type="checkbox"/> Req No.	<input checked="" type="checkbox"/> Date Filled / Withdrawn	<input checked="" type="checkbox"/> Total Applicants	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Posting Status	Reports
Program Director-Veterans Aff View	304969	02-03-2004	45	47000-OHR Admin/AVP-Office of Human Resources	Cancelled	Get Reports List
Systems Specialist View	303159	10-31-2003	94	42720-OIT Administration-Office of Academic Affairs	Closed	Get Reports List
Human Resources Help Desk Rep View	303416	10-30-2003	144	47000-OHR Admin/AVP-Office of Human Resources	Closed	Get Reports List

Requisitions that are Historical are either:

- Filled and are no longer listed on the Employment website, or
- Cancelled and therefore not listed on the Employment website.

Click on **View** under the Job Title to see more detailed information.

Human Resources Professional

View Historical

The screenshot shows the Ohio State Human Resources web application. The header includes the Ohio State logo and 'The Office of Human Resources'. A navigation menu on the left lists 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. A top navigation bar contains 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. The main content area is titled 'View Posting - Program Director-Veterans Aff' and displays 'Active Applicants' with the message 'No Results Found.' Below this, 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, a 'View Multiple' section contains buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS', along with a note: '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.' A 'CONTINUE TO NEXT PAGE >>' button is located at the bottom of the main content area. A status bar at the top right shows 'Welcome Brutus Buckeye. You are logged in.' and the date 'Friday, February 27, 2004'.

Since the requisition is closed there are no active applicants. To see a listing of all applicants, remove the checkmark from the Active Applicants box and place a checkmark in the Inactive Applicants box. Click **Refresh**.

Human Resources Professional

View Historical

The screenshot shows the Ohio State Human Resources system interface. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with sections for 'JOB POSTINGS' (VIEW OPEN, VIEW HISTORICAL) and 'ADMIN' (HOME, REPORTS, CHANGE PASSWORD, LOGOUT). The main content area is titled 'View Posting - Program Director-Veterans Aff'. It features a navigation bar with 'Applicants' (selected), 'Posting Details', 'Hiring Steps', and 'Guest User'. Below this is a section for 'Inactive Applicants' showing '45 Records'. A table lists the applicants with columns: Name, Internal Applicant (checkbox), Documents, Veteran (checkbox), Special Status (checkbox), Link To, Date Applied, and Status. The first row shows 'Andrews,' and the status is 'Not'.

Name	Internal Applicant	Documents	Veteran	Special Status	Link To	Date Applied	Status
Andrews,	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Not

You can view an inactive applicant's application materials, but you **can not** change their status and move them back to active.

Human Resources Professional
View Historical

The screenshot shows the Ohio State Human Resources website. The header features the Ohio State logo and the text 'The Office of Human Resources'. A navigation menu on the left includes 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area has a header with 'View Posting - Program Director-Veterans Aff' and four tabs: 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. The 'Posting Details' tab is selected. Below the tabs is a button that says 'CONTINUE TO NEXT PAGE >>'. A note states '*Required information is denoted with an asterisk.' Below this is a table with the following data:

	Both current Ohio State employees and the general public may apply for this unclassified professional position.
University Title	Program Director-Veterans Aff
Job Code	6811
Working Title	Program Dir-Veterans Affairs

You can view the details of the posting from the Posting Details tab.

The screenshot shows the Ohio State Human Resources website. At the top left is the Ohio State logo and the text 'The Office of Human Resources'. Below this is a navigation menu with categories: 'JOB POSTINGS' (containing 'VIEW OPEN' and 'VIEW HISTORICAL'), and 'ADMIN' (containing 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'). A red banner at the top right contains the text 'Welcome Brutus Buckeye. You are logged in.' and the date 'Friday, February 27, 2004'. The main content area is titled 'View Posting - Program Director-Veterans Aff'. Below the title are four tabs: 'Applicants', 'Posting Details', 'Hiring Steps', and 'Guest User'. The 'Guest User' tab is selected. The content under this tab reads: 'On this screen view the Guest User account information. Guest User is Deactivated.' Below this text is a button labeled 'CONTINUE TO NEXT PAGE >>'. At the bottom of the page are two buttons: 'RETURN TO SEARCH RESULTS' and 'VIEW POSTING SUMMARY >>'.

Guest users can not be activated when a requisition is closed.

Human Resources Professional Reports

View Open

To view the details of the position, click on the "View" link below the Title. To sort, click on the arrow next to the column title.

Click here for Reports instructions for completing the Applicant Hiring Summary by [clicking here](#).

Click here for Reports

Job Title	Req No.	Job Open Date	Job Close Date	Total Applicants	Department	Posting Status	Reports
Systems Developer/Engineer View	306114	02-21-2004	02-29-2004	30	42720-OIT Administration-Office of Academic Affairs	Posted	Get Reports List
SR Systms Dev/Eng-Not Sap View	306113	02-21-2004	02-29-2004	12	42720-OIT Administration-Office of Academic Affairs	Posted	Get Reports List

Reports can be accessed in one of two ways from the first screen (the screen that displays a summary of all positions you have access to viewing):

- ❑ Under **ADMIN** in the left menu bar, click on Reports.

OR

- ❑ In the row corresponding with the position you wish to view reports for, click **Get Reports List**.

Human Resources Professional Reports

OHIO STATE The Office of **Human Resources**

JOB POSTINGS
VIEW OPEN
VIEW HISTORICAL

ADMIN
HOME
REPORTS
CHANGE PASSWORD
LOGOUT

Reports

Use the search criteria below to find posting(s) from which you would like to generate reports.

Reports

Job Title: Requisition Number:

Posting Status:

[Check All](#) [Clear All](#)

- Unapproved
- Approved
- Repost
- On Hold
- Posted
- Opened
- Recruitment
- Closed
- Cancelled

From the Reports link under the ADMIN menu you can search for a specific position by entering either the **Job Title** or **Requisition Number** and selecting the **Posting Status**. You can also search for all requisitions within a particular status by leaving the Job Title and Requisition Number blank and selecting only a Posting Status.

Once you have entered your criteria, click **Search**.

Human Resources Professional Reports

The screenshot shows the Ohio State Human Resources Professional Reports page. The header includes the Ohio State logo and the text "The Office of Human Resources". A navigation menu on the left lists: JOB POSTINGS, VIEW OPEN, VIEW HISTORICAL, ADMIN, HOME, REPORTS, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Posting Report(s):" and includes a link for "Please access instructions for completing the Applicant Hiring Summary by [clicking here.](#)". Below this is a "View Reports" section showing "4 Records". A table with the following columns: Job Title, Requisition Number, Job Open Date, and Posting Status. A yellow arrow points to the "Get Reports List" link under the first record.

▲ Job Title	▼ Requisition Number	▲ Job Open Date	▼ Posting Status
Human Resource Consultant Get Reports List	100424	02-18-2004	Opened
Senior Systems Manager-Not Sap Get Reports List	305531	01-17-2004	Opened
Staff Training & Devpt Coord Get Reports List	303402	09-06-2003	Opened
Systems Developer/Engineer Get Reports List	303231	08-23-2003	Opened

If you searched using only Posting Status as your criteria, a list of all positions within that status will appear. Click **Get Reports List** to see a list of available reports for any position.

The screenshot shows the Ohio State Human Resources Professional Reports page with search criteria. The navigation menu is the same as in the previous screenshot. The main content area is titled "Posting Report(s):" and includes a link for "Please access instructions for completing the Applicant Hiring Summary by [clicking here.](#)". Below this is a "View Reports" section showing "1 Record". A table with the following columns: Job Title, Requisition Number, Job Open Date, and Posting Status. A yellow arrow points to the "Get Reports List" link under the first record. Below the table is a search section titled "Reports" with a "Job Title" dropdown menu set to "Any" and a "Requisition Number" text input field containing "100424".

▲ Job Title	▼ Requisition Number	▲ Job Open Date	▼ Posting Status
Human Resource Consultant Get Reports List	100424	02-18-2004	Opened

Use the search criteria below to find posting(s) from which you would like to generate reports.

Reports

Job Title: Any Requisition Number: 100424

If you searched using more specific criteria, for example a specific requisition number, a screen similar to the one above will appear. Click **Get Reports List** under the title of the position.

Human Resources Professional Reports

The screenshot shows the Ohio State Human Resources Professional Reports interface. The header includes the Ohio State logo and the text 'The Office of Human Resources'. A navigation menu on the left lists 'JOB POSTINGS', 'VIEW OPEN', 'VIEW HISTORICAL', 'ADMIN', 'HOME', 'REPORTS', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area displays a welcome message for 'Brutus Buckeye' and the date 'Wednesday, February 25, 2004'. The title is 'Posting Report(s)' for a 'Human Resource Consultant'. Below this is a 'Return to Previous' link and a 'Report Choices' section with four radio buttons: 'Applicant Addresses', 'Applicant Hiring Summary' (selected), 'EEO Summary', and 'Applicant Email Addresses'. A 'GENERATE REPORT' button is located at the bottom of the report choices section.

Human Resource Professionals and Hiring Managers currently have access to the four reports listed on the above screen.

To access a report, select the appropriate radio button and click **Generate Report**.

- ★ Applicant Address – generates a list of all applicant addresses. This report may be cut and pasted into an Excel spreadsheet for reporting purposes or may be used as a mail merge for labels.
- ★ Applicant Hiring Summary – a summary list of applicants used for dispositioning once a position is filled. May be completed by a direct hiring manager and returned to the appropriate HRP for dispositioning online. Instructions on how to complete the Applicant Hiring Summary may be accessed at the top of the report.
- ★ EEO Summary – summarizes EEO information submitted by applicants.
- ★ Applicant Email Addresses – generates a list of all applicant e-mail addresses. This report may be cut and pasted into an Excel spreadsheet for reporting purposes.

Human Resources Professional Reports

The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar (Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, History, Mail, Print, Edit). The main content area is titled "Applicant Hiring Summary". Below the title, there is a text instruction: "Please access instructions for completing the Applicant Hiring Summary by [clicking here](#)." The link "clicking here" is circled in red. Below this instruction, there are three sections, each with a red header bar:

- Position**: A table with the following data:

Requisition Number	100424
Position Title	Human Resource Consultant
Department	47000-OHR Admin/AVP-Office of Human Resources
ES Specialist	Hall, Mary
Report Run Date	Feb 25 2004 3:56PM
- Hired Applicant**: A table with the following data:

Name of Applicant Hired	
Hire Date	
- Applicants Referred to Department**: This section is currently empty.

A new window will appear that displays the report you selected.

To print the report, select **File>Print**.

To print **Instructions** for the Applicant Hiring Summary, click on the link at the top of the report.

To cancel out of this screen and go back to the report list, click on the **X** in the upper right hand corner of your screen.

Human Resources Professional Reports

INSTRUCTIONS for Completing the Applicant Hiring Summary

- If necessary, request a copy of the Applicant Hiring Summary report from your department human resource professional.
- Complete the **applicant hired** section on the summary with the name and hire date.
- For each of the remaining applicants listed on the summary:
 - Indicate **yes** or **no** whether an interview was conducted.
 - From the list below, choose **one reason** for non-selection for each applicant:

1. Insufficient relevant desired work experience	11. Omission of significant information on application
2. Insufficient relevant desired skill set	12. Falsification of information on application
3. Insufficient relevant desired academic qualifications	13. Disqualified by criminal conviction
4. Insufficient relevant desired training/certification	14. Reference check unsatisfactory
5. Unable to contact to schedule an interview	15. Applicant selected per bargaining unit contract
6. Did not report to interview	16. Applicant selected affected by reassignment
7. Failure to respond to requests for additional information	17. Application materials received after offer of hire was extended
8. Withdrew from consideration	18. Posting cancelled
9. Offered the position but declined	19. Did not select self-identified veteran (see instructions below)
10. Accepted position but failed to report on first day of work	20. Other
- Sign and date the summary form.
- Provide a copy of the summary form and the application of the hired individual to your department human resource professional.

To print the applicant hiring instructions select **File>Print**.

To cancel out of this screen and go back to the report list, click on the **X** in the upper right hand corner of your screen.

**Human Resources Professional
Administrative Functions**

Hiring Manager Site

To view the details of the position, click on the "View" link below the Title. To sort, click on the arrow next to the column title.

Please access instructions for completing the Applicant Hiring Summary by [clicking here](#).

Posted							
6 Records							
▼ Job Title	▲ Req No.	▼ Job Open Date	▲ Job Close Date	▲ Total Applicants	▼ Department	▼ Posting Status	Reports
Systems Developer/Engineer View	306114	02-21-2004	02-29-2004	30	42720-OIT Administration-Office of Academic Affairs	Posted	Get Reports List
SR Systms Dev/Eng-Not Sap View	306113	02-21-2004	02-29-2004	12	42720-OIT Administration-Office of Academic Affairs	Posted	Get Reports List

Change your password – click on the **Change Password** link under the ADMIN menu. The system will ask you for your current password and then provide you with the opportunity to change your password.

Unsure of your password – if you forget your password, please contact the Employment Specialist assigned to your College or Department. Employment will reset your password to match your username. The next time you log into the system you will be prompted to change your password.

Logout – 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 in the left menu bar under **ADMIN**.

Definition of Terms

The new online application system allows your Employment Specialist to develop specific questions related to the minimum qualifications. Listed below are the definitions of “experience” which are used by employment to help during the screening process.

Experience – one to three years of experience

Considerable Experience – three to five years of experience

Extensive Experience – five or more years of experience

Online Application Definitions:

Posted Requisition – requisition that is currently posted on the employment website. This is the only status where applicants can apply for the position.

Opened Requisition – requisition that is no longer posted on the employment website but contains applicants still under review. Once a requisition is moved to Opened status and an Employment Specialist has dispositioned qualified applicants as “Referred to Unit”, HRP’s and Hiring Managers can view applications.

Closed Requisition – requisition that is no longer posted on the employment website and has either been filled or cancelled.

HRP view (department view) – user can see everything within their department.

Hiring Manager view (user view) – user can only see requisitions they are responsible for.

Online Application Tips and Information:

- ✓ Each page will display only 25 applicants at one time. You may advance to the next page by click on “Next Page” at the end of the list.
- ✓ This system is not designed to print a large number of applications and associated documents. Doing so can be very time consuming and may result in printing issues. We recommend that you review all applicants online and only print applications and documents for those who you want to interview. When printing applications and documents, print a maximum of five (5) at a time.
- ✓ Regardless of when you disposition applicants, they will not see their updated status until your employment specialist has closed the position.
- ✓ You can view inactive applicants’ application materials but you **can not** change their status and move them back to active. If an applicant is inactive and you feel they should be active, you must contact your employment specialist to make that change.

- ✓ The system will automatically sign you off after 60 minutes of inactivity. A box will appear that gives you a three-minute warning. You must click on the box **and** click on something in the system in order to remain activated.