Request to Offer, continued

Viewing Other Applicants:

If you wish to view the non-selected applicants, click on the name of the posting. Click on the Applicants tab:

Select the applicants you wish to view, and choose from the Actions menu.

Workflow

Definitions

Inbox/Watch List
The inbox is a notification area where the system will display any items that users need to take action on. The Watch List allows users to flag any particular actions they wish to monitor. Note: The tabs that display for the Inbox and Watch List will depend on user permissions. Users can always quickly access these notification areas with the button at the top of the screen.

Module Selection
In the upper right corner is the module drop-down, where users can switch between the APPLICANT TRACKING and POSITION MANAGEMENT modules.

Owner
The user group responsible for completing a current action (e.g., the user group is prompted to “Take Action on Action”)

User Drop Down
This drop-down menu allows users to switch between user groups.

Faculty eJobs

Faculty eJobs is a collaborative project between Human Resources (HR) and the Provost’s Office of Faculty Recruitment and Retention (OFRR) to automate the faculty recruitment process. This initiative also supports the university’s efforts to improve efficiency and reduce paper.

Users should be familiar with faculty recruitment policies and procedures in the Faculty Search Process Handbook (found at the VCU Policy Library: http://www.assurance.vcu.edu/policylibrary.html) and on the OFRR website (http://www.provost.vcu.edu/ofrr/index.html). Additional guidance can be found in applicable faculty pay policies (http://www.assurance.vcu.edu/policylibrary.html).

www.vcujobs.com/hr/sso

This mini-guide is designed to give a brief overview of the approval process for users who approve actions in eJobs. Department users and personnel administrators can find detailed instructions for using eJobs for faculty recruitment in the eGuide to eJobs for Faculty Positions: hr.vcu.edu/media/hr/documents/eGuidetoeJobs-fac.pdf

Search committee members and chairs should refer to the mini-guide for search committee members and chairs: hr.vcu.edu/media/hr/documents/eJobsFac-Search.pdf

Virginia Commonwealth University
Human Resources
www.hr.vcu.edu
Office of Faculty Recruitment and Retention
www.provost.vcu.edu/ofrr
Signing in to eJobs:

www.vcujobs.com/hr/sso

Enter your eID and eID password to access the system. If you do not know your eID, find it at http://go.vcu.edu/eidfinder

About “Modules” and “User Groups”:
eJobs has two modules — APPLICANT TRACKING and POSITION MANAGEMENT. Switch between the modules by choosing from the menu in the upper right corner:

In the POSITION MANAGEMENT module, the banner across the top of the page is orange. Actions related to faculty job descriptions and pay actions take place in the Position Management module.

In the APPLICANT TRACKING module, the banner across the top of the page is blue. Actions related to postings, including changing applicant status, take place in the Applicant Tracking module.

User groups are roles by which the system identifies the actions a user can perform. You may belong to more than one user group, such as Employee, Dean, or Search Committee Member. Certain actions may require that you switch between user groups. When you log in, you will see the menu options that correspond to your user permissions.

Request to Recruit

Sign in to eJobs, and in the Position Management module, click on the Faculty Actions link under the Position Descriptions tab.

Review the sections of the request:
- Position Information
- Posting
- Labor Distribution
- Search Committee
- Position Documents
- Certification

If the request is complete, approve by moving it to the next user group in the workflow. If corrections need to be made, the request may be returned to the previous user group in the workflow.

You may add comments before submitting. If you wish to enter comments that will be visible to all users who view the action, use the “Comments and Additional Information” field, NOT the optional Comments in the Take Action box; these comments will be added to the history of the Position Description. If actions are returned to your user group, check here for details. You can add items to your Watch List from this box, and they will appear on your home tab under Watch List.

Request to Offer

Sign in to eJobs, and in the Applicant Tracking module, click on the Faculty link under the Hiring Proposals tab.

Review the sections of the Request to Offer (Hiring Proposal):
- Personal Information
- Position Information
- Hiring Information
- Justification, Labor Distribution
- Hiring Proposal Documents
- Certification

The “Take Action On Hiring Proposal” menu displays all available Workflow Actions. If corrections need to be made, the Hiring Proposal may be returned to the previous user group in the workflow.

If the Hiring Proposal is complete, approve by moving it to the next user group in the workflow.