Sending Email Messages to Applicants
Make sure you are in the APPLICANT TRACKING module of eJobs (upper right corner, banner is blue), in the Search Chair (Faculty) user group.

On the Postings tab, choose Faculty and find the posting you want to view in the list that appears at the bottom of the page or search for the posting using the search feature. From the Actions list, choose View Applicants.

You will see a list of all active applicants. Check the box(es) next to the applicant(s) you wish to communicate with. Hover over the “Actions” button, and choose “Email Applicants” from the menu.

Choose a template, and click “Preview.” The email message(s) will be queued as soon as the “Send Emails” button is pressed. Note: the email notifications in the system are generic and cannot be edited.

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.
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:

As a SEARCH COMMITTEE MEMBER, you will only use 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, Search Chair (Faculty) and Search Committee Member.

Certain actions will require that you switch between user groups. When you log in, you will see the menu options that correspond to your user permissions.

Reviewing Applications

Sign in to eJobs, make sure you are in the Applicant Tracking module and in the Search Committee user group, and click on the Faculty link under the Postings tab.

A list of your postings will be displayed. Click on the Posting Name of the posting you wish to review.

There are four tabs on the next page: Summary, History, Applicants, and Reports. Choose Applicants. View each application individually, or choose an action from the Actions menu on the right:

Changing an Applicant’s Status
(Search Chairs only)

View applicants (follow steps under “Reviewing Applications”). For each applicant, pick the applicable status. You can do this in one of two ways:

- Choose an applicant (click on the last name), and from the Actions list, choose the applicable workflow action.

- Or use the checkboxes to select more than one applicant. From the Actions list, choose Move in Workflow.

For any applicant changed to a Not Interviewed, Not Hired status, select a Reason from the list provided.

Note: Applicants will see a status of “Under review by search committee” until the position is filled or the posting is canceled.