

Niner Talent User's Guide Part 2: SHRA Applicant Tracking

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Section 2: Applicant Tracking

Overview

Introduction The Applicant Tracking module is used to create job vacancies for SHRA positions.

Purpose The Applicant Tracking module is used to:

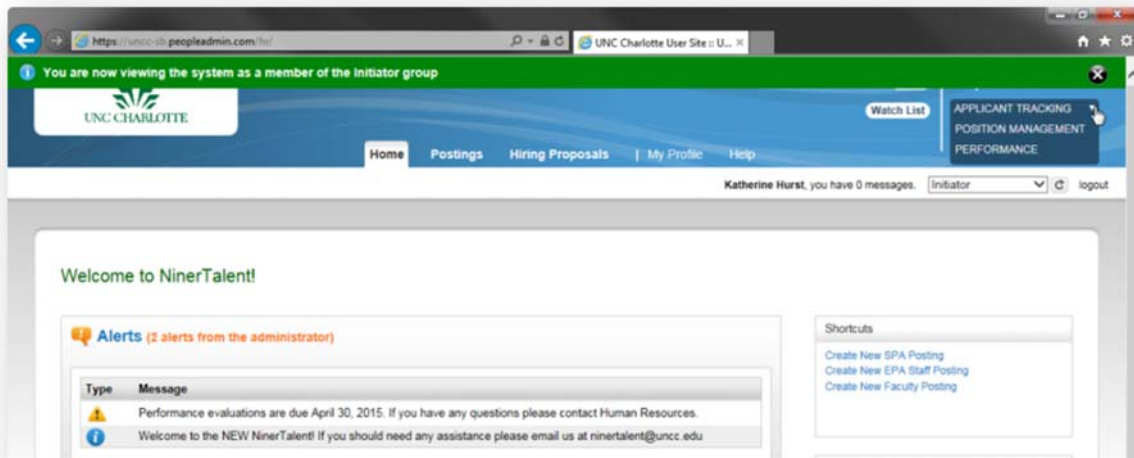
- Post job vacancies
- Review the applicant pools
- Create a Hiring Proposal (recommendation for hire)

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Applicant Tracking for the Initiator: Create New Job Posting

How to Create a New Job Posting

Step	Action								
1	Log into Niner Talent with your Niner Net user name and password.								
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Your Home Page is not the Initiator User Group</td> <td>Change your User Group to Initiator</td> </tr> <tr> <td>Your Home Page defaults to the Initiator User Group</td> <td>Proceed to Step 2</td> </tr> </tbody> </table>	If ...	Then ...	Your Home Page is not the Initiator User Group	Change your User Group to Initiator	Your Home Page defaults to the Initiator User Group	Proceed to Step 2		
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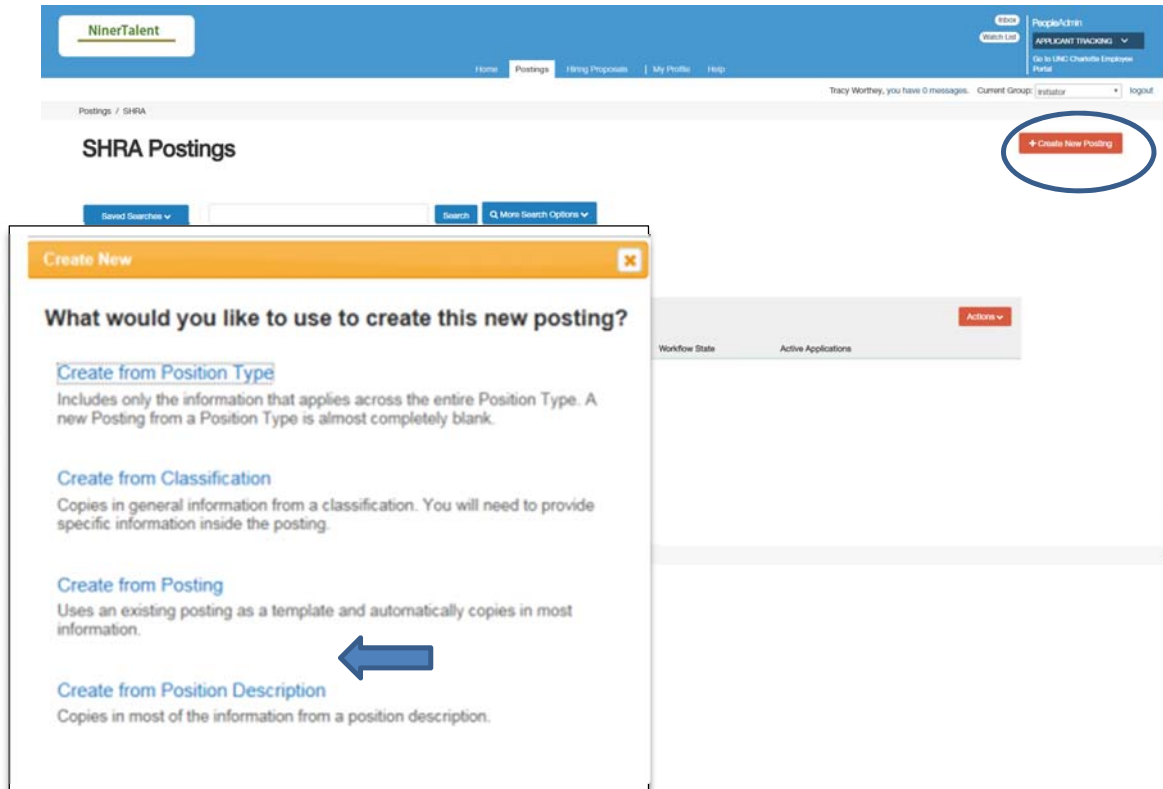


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Applicant Tracking for the Initiator: Create New Job Posting

How to Create a New Job Posting cont.

Step	Action
3	Click on the Posting tab and choose SHRA from the drop down menu.
4	Click Create New Postings . Result: A Create New dialog box opens with four options. Note: You will always choose Create from Position Description .
5	Choose Create from Position Description . Result: All approved positions descriptions assigned to your position number or you have been given access to will display.

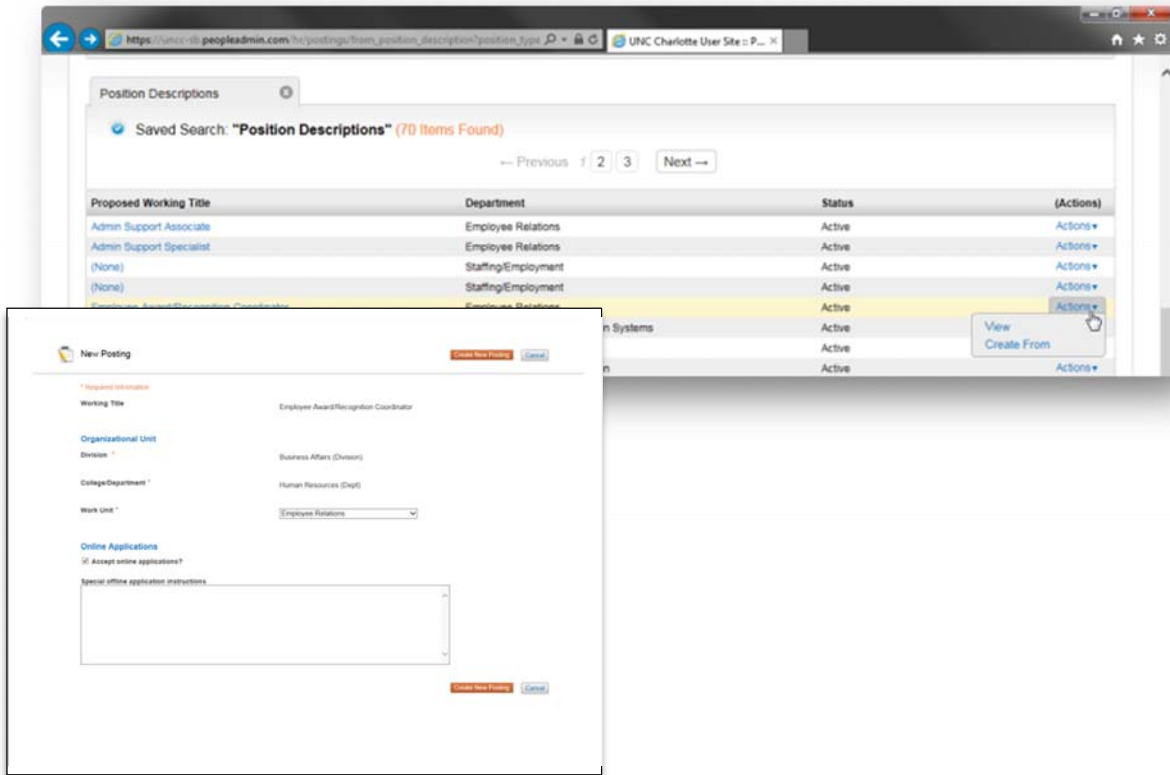


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Applicant Tracking for the Initiator: Create New Job Posting, Continued

How to Create a New Job Posting cont.


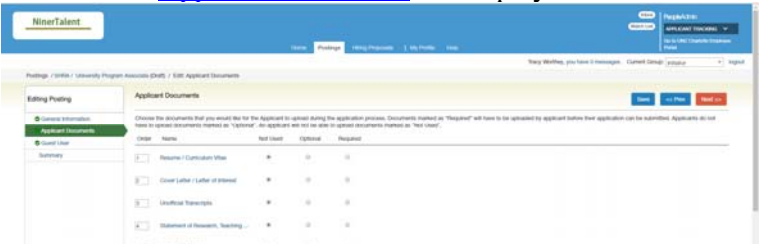
Step	Action
6	Highlight the correct position description and click the down arrow next to the Action column.
7	Choose Create From . Result: The New Posting page displays with prefilled information.



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Applicant Tracking for the Initiator: Create New Job Posting, Continued

How to Create a New Job Posting cont.

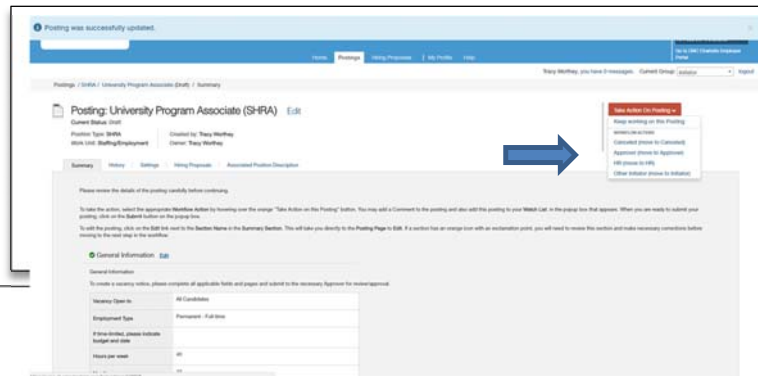
Step	Action
8	Verify the correct Work Unit displays. Note: If you support more than one unit, you will need to choose the appropriate one.
9	Verify that the Accept Online Application box is checked.
10	Click Create New Posting . Note: This button is at the bottom right of the screen. Result: The General Information tab displays. 
11	Complete all fields on the General Information tab as needed.
12	Click Save .
13	Click Next . Result: The Applicant Document tab displays. 

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Applicant Tracking for the Initiator: Create New Job Posting, Continued

How to Create a New Job Posting cont.

Step	Action						
14	Select the documents you wish to include in the application. Note: The default is Not Used. You will indicate if the document is required or optional.						
15	Click Save .						
16	Click Next . Result: The Guest User tab displays.						
17	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>You wish to create a Guest User</td> <td>See How to Create a Guest User Account.</td> </tr> <tr> <td>You do not wish to create a Guest User account</td> <td>Click the Summary tab.</td> </tr> </tbody> </table>	If ...	Then ...	You wish to create a Guest User	See How to Create a Guest User Account .	You do not wish to create a Guest User account	Click the Summary tab.
If ...	Then ...						
You wish to create a Guest User	See How to Create a Guest User Account .						
You do not wish to create a Guest User account	Click the Summary tab.						
18	Review the information for accuracy.						
19	Click Take Action on this Posting . Result: The Workflow Actions menu displays.						



Continued on next page

Applicant Tracking for the Initiator: Create New Job Posting, Continued

How to Create a New Job Posting cont.

Step	Action		
20	If...	Then...	And Then...
	You wish to keep working	Save your information	Add it to your Watch List
	You need to send this action to another Initiator with access to complete request	Select Other Initiator (Move to Initiator)	Choose the appropriate person from the drop down box and click
	Additional Approval is required	Select Approver (Move to Approver)	Choose the appropriate approver from the drop down box and click
	Additional approval is not required	Select HR (Move to HR)	
21	Click Submit		

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Applicant Tracking for the Initiator: Create New Job Posting, Continued

General Information Fields

Audience	Definition
All candidates	Open to anyone
UNC Charlotte employees only	Permanent, probationary and time limited employees (does not include students or temporaries)
State of NC employee only	Permanent, probationary and time-limited (does not include students, temporaries, community college employees and local K-12 school employees)
UNC Charlotte students	Open only to students

Field Name	Description
Other Initiator with Access	You can assign an additional initiator to enter posting information. All required fields must be completed before routing to the additional initiator.
Funding Constraint	Must be communicated from the department to HR. This means that salary offers cannot exceed this amount.
Work Schedule	Can be updated here; however, it should be updated on the PD once the position has be filed.
Essential Duties Summary	Primary duties of the position that applicants would do on a regular basis.
Other Work Responsibilities	Items that are important, but done on a less frequent basis.
Departmental Preferred Experience, Skills, Training/Education	Description of what your ideal candidate would have in the way of knowledge, skills, and abilities. Should be more than the minimum requirements.
Necessary Licenses or Certifications	If this position requires any licenses or certificate, it should be listed in the PD. If it is optional/preferred, it should be listed in the Departmental Preferred field.
Job Selection Criteria	Indicates the knowledge, skills, abilities and training desired in the ideal candidate.
Contact Information	Will be seen by the applicant.
Special Instructions	Used by the departments to convey vital information to the applicant.
Advertising	Used to indicate the external advertising methods used.
HR Consultation Requested	Indicate if the department wants to discuss the posting with Human Resources
Suggested Questions for Applicants	Used by the hiring department to ask candidates supplemental question on the application.

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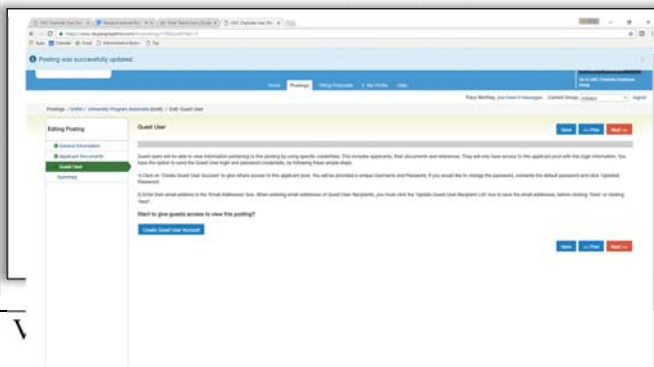
Applicant Tracking for the Initiator: Create New Job Posting, Continued

How to Complete the Applicant Document Tab

Step	Action
1	Choose all of the documents you would like to see included with the application. Note: The default is Not Used.
2	Click Save .
3	Click Next .

How to Create a Guest User Account

If you are using a search committee or have others assisting with the recruitment, you can set up guest user access.

Step	Action												
1	Select the Guest User tab. Result: The Guest User page displays. 												
2	Note: You can update/change the password if you wish.												
3	Enter the guest user's email address.												
4	Click Update Guest User Recipient List .												
5	Click Next to move to the Summary tab.												
6	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> <th>And Then...</th> </tr> </thead> <tbody> <tr> <td>You wish to keep working</td> <td>Save your information</td> <td>Add it to your Watch List</td> </tr> <tr> <td>Additional Approval is required</td> <td>Select Approver (Move to Approver)</td> <td>Choose the appropriate approver from the drop down box and click</td> </tr> <tr> <td>Additional approval is not required</td> <td>Select HR (Move to HR)</td> <td></td> </tr> </tbody> </table>	If...	Then...	And Then...	You wish to keep working	Save your information	Add it to your Watch List	Additional Approval is required	Select Approver (Move to Approver)	Choose the appropriate approver from the drop down box and click	Additional approval is not required	Select HR (Move to HR)	
If...	Then...	And Then...											
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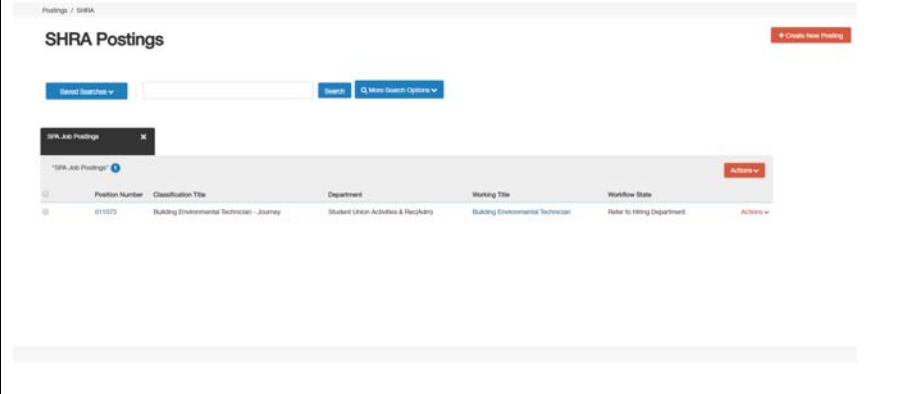
Applicant Tracking – Review Applicant Pool

Introduction Once the job vacancy has closed, the review of the applicant pool will take place within the HR Staff Employment unit. After the review is completed and the most qualified applicants have been identified, the Initiator will receive an email that their applicant pool is ready to view the candidates.

Purpose In this section, Initiators/Approvers will learn how to review applicants, change the statuses of unsuccessful candidates and move the successful candidate to a recommend for hire status.

Applicant Tracking – Review Applicant Pool, Continued

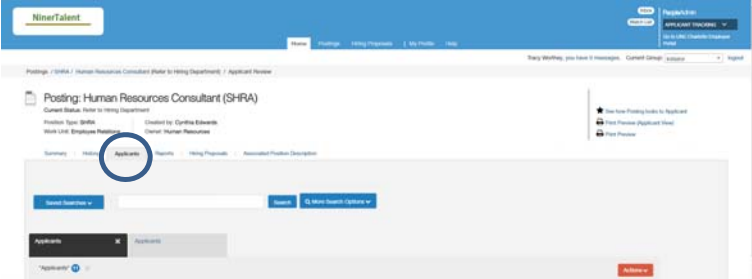
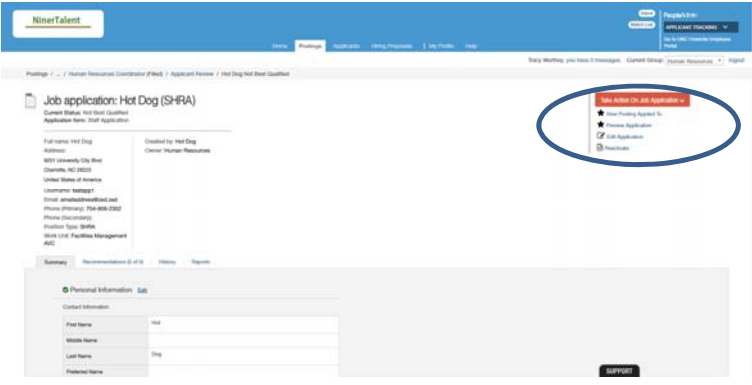
How to Review an Applicant Pool

Step	Action						
1	Log into Niner Talent with your Niner Net user name and password.						
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	If ...	Then ...					
	The module does not default to Applicant Tracking	Change the module					
The module defaults to Applicant Tracking	Proceed to Step 3						
3	<p>Click on the Postings tab and select SHRA from the drop down list.</p> <p>Result: The Posting Summary tab displays.</p>						
							

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Applicant Tracking – Review Applicant Pool Continued

How to Review an Applicant Pool continued

Step	Action						
4	Select the working title of the position you wish to review.						
5	<p>Click on the Applicants tab.</p> <p>Result: The Posting will display all of the applicants for that posting.</p> 						
6	<p>Click on the name of the applicant you wish to review.</p> <p>Result: The Job Application displays.</p>						
7	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>You wish to see supplemental documents</td> <td>Scroll to the bottom of the page and select View under Combined Documents</td> </tr> <tr> <td>You do not wish to see supplemental documents</td> <td>Proceed to the Step 8</td> </tr> </tbody> </table>	If ...	Then ...	You wish to see supplemental documents	Scroll to the bottom of the page and select View under Combined Documents	You do not wish to see supplemental documents	Proceed to the Step 8
If ...	Then ...						
You wish to see supplemental documents	Scroll to the bottom of the page and select View under Combined Documents						
You do not wish to see supplemental documents	Proceed to the Step 8						
8	<p>Click Take Action on Job Application.</p> 						

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Applicant Tracking for the Initiator: Create New Job Posting, Continued

**How to Review
an Applicant
Pool** continued

Step	Action	
10	If	Then
	You are recommending the candidate	Change status to Send to Recommended for Hire Result: The Start Hiring Proposal option appears in the Take Action on Job Application section.
	You are not recommending for hire	Choose the appropriate workflow action
11	To move to the next applicant, click Next at the top of the page.	
12	Review all additional applicants as needed.	
13	Click Take Action on Job Application and change the applicant status to the appropriate work flow actions: Ex: Recommended for hire	

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Applicant Tracking for the Initiator: Create New Job Posting, Continued

Take Action on Job Applicant Status

Work Flow Actions	Description
Referred, Not Interviewed	Document how the applicant did not meet the job selection criteria
Interviewed, Not Selected	Comparison of the interview candidates, to document how they did not have what the selected candidate have.
Second Choice	Document how candidate will be a suitable candidate, if the selected candidate does not accept position.
Recommend for Hire	Chosen candidate and the status the applicant will need to be in to begin the hiring proposal.

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Applicant Tracking - Creating a Hiring Proposal

Introduction

The Create Hiring Proposal action moves the successful candidate into a vacant position.

IMPORTANT: The procedures are the same regardless of employee type. They are also the same regardless of user role (Initiator/Approver).

How to Create a Hiring Proposal

Step	Action
1	Click the candidate's name from the Applicants tab.
2	<p>Click Start Hiring Proposal.</p>  <p>Result: The Selected Position Description screen displays showing all the positions within your department.</p>
3	<p>Verify the correct information displays and click on Start Hiring Proposal.</p>  <p>Result: The Hiring Proposal displays.</p>

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Applicant Tracking - Creating a Hiring Proposal, Continued

How to Create a Hiring Proposal
continued

Step	Action		
4	Complete all required fields.		
5	Click Next to move through the remaining tabs.		
6	From the Summary tab, click Take Action on the Hiring Proposal .		
	If...	Then...	And Then...
	You wish to keep working	Save your information	Add it to your Watch List
	You need to send this action to another Initiator with access to complete request	Select Other Initiator (Move to Initiator)	Choose the appropriate person from the drop down box and click
	Additional Approval is required	Select Approver (Move to Approver)	Choose the appropriate approver from the drop down box and click on their name
	Additional approval is not required	Select HR (Move to HR)	
8	Add comments and click Submit . Note: Once reviewed and approved by Human Resources, you will receive an email notification to extend an offer of employment.		
9	Contact the candidate to extend the offer of employment.		
	If ...	Then ...	And Then...
	Yes	Proceed to How to Extend an Offer of Employment procedure	
	No	Click Take Action on Hiring Proposal and select Offer Declined .	Contact HR for Second Choice Candidate.

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Applicant Tracking – How to Extend an Offer of Employment

Introduction Once the candidate has accepted the offer, you need to update Niner Talent with that information.

Follow the steps in the table below to Extend an Offer of Employment.

How to Extend an Offer of Employment

Step	Action	
1	Log into Niner Talent with your Niner Net user name and password.	
	If ...	Then ...
	Your Home Page is not the Initiator User Group	Change your User Group to Initiator
	Your Home Page defaults to the Initiator User Group	Proceed to Step 2
2	If ...	Then ...
	The module does not default to Applicant Tracking	Change the module
	The module defaults to Applicant Tracking	Proceed to Step 3
3	Click on Hiring Proposal from your Inbox. Result: All active hiring proposals display	
4	Click on the appropriate job title. Result: The Hiring Proposal Summary displays.	
5	Click Edit . Result: The Hiring Proposal tab displays.	
6	Enter Salary and Tentative Start Date.	
7	Click Save .	
8	Click on Hiring Proposal Summary .	
9	Select Take Action on Hiring Proposal.	
10	Choose the Offer Accepted status and click Submit .	