

SpartanTalent User Guide & Workbook

With Screenshots

SpartanTalent User Guide & Workbook

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Objectives

This document will guide you through the business processes in the system. It will lay the foundation for you to be able to understand how ePosition functions and to help you understand how business processes are achieved. At the end of this guide you will have accomplished the following things:

- Created and approve a request for a new Position Description.
- Searched for and modify a Position Description.
- Create and post a new Posting.
- Apply to a Posting.
- Review Applicants.
- Created and approved by a Hiring Proposal to hire an Applicant.

Logging In

Open your browser and go to (www.spartalent.uncg.edu) to log in.

Username: XXXX
Password: XXXX

The image shows two overlapping screenshots of the UNCG job search system. The background screenshot is the main login page, which features the UNCG logo and the text 'THE UNIVERSITY of NORTH CAROLINA GREENSBORO'. It has three main login sections: 'UNCG User Login Only' with a hand icon, 'Applicant Login Only' with a question mark icon, and 'Guest User Login Only' with a text input field for 'Username (guxxxxx)' and a 'Log In' button. A red arrow points from the 'UNCG User Login Only' section to the foreground screenshot. The foreground screenshot is a 'UNCG Authentication' overlay with the title 'UNCGjobsearch Secure Login'. It contains fields for 'Username' and 'Password', a 'Sign In' button, and a 'Do Not Bookmark This Page' checkbox. A small note at the bottom of the overlay reads: 'If you are having problems logging in or need to change your password, visit reset.uncg.edu.'

Login with the credentials provided to you at site delivery.

Things to know about logging in:

Users will login using their own University username and password. Guest Users will log-in using the username and password that the Initiator of the Posting provides them.

Requesting a username or change to current employee account: New users can request an account by selecting the **Request/Update an account** link. The new account is created at the “pending” status. The system will send an email to the System Administrator in Human Resources, who will have to approve the account before the new user can log in. Current users with an account can also request a change, i.e. add or remove an organization.

UNCG User Login Only: UNCG Employees who have been assigned a user account will click here to login. The UNCG Authentication screen will then appear where the appropriate University credentials can be entered.

Applicant Login Only: This is to direct applicants from the User Portal to the Applicant Portal.

Guest User Login Only: Guest Users can view the forms (posting, hiring proposal, and application materials). Each guest username is system generated and unique to each posting. These credentials are posting specific only. Guest User can be used in lieu of the Search Committee Member user group. The username and password can be provided by the Initiator of the posting.

Home Page

When you log in, you come to the home page. The menu and other options available to you correspond to your user permissions.

Things to know about the Home page:

User Group Selection (below to the **logout** link in the upper right corner of the screen): This menu is only available if you are assigned more than one permission group. It allows you to change the permission group you are using at the moment.

Inbox: This notification area displays any items that you need to act upon.

Watch List: This notification area displays any items that you have flagged as worth watching – for example, you may have an interest in following a job posting for a position outside your own group. We will see this later on in the demo.

The tabs you see in the Inbox and Watch List areas will depend on your user permissions.

You can quickly access your inbox and watch list from any page with the Inbox and Watch List button at the top of the screen.

Shortcuts: This section displays shortcuts that depend on your user permissions. This is not a configurable area.

My links: This section is a good resource for training videos and quick access to the applicant portal. You can also quickly get to the PeopleAdmin customer portal, where you have access to information and other resources. This area is configurable. The links can be updated to reflect important information about your organization and your PeopleAdmin system.

Module Selection: At the top left part of the screen, the three blue circles represent the module drop-down which should include the module you are in right now. When you log in, you are in the Applicant Tracking System, where all EHRA, SHRA and Faculty postings are managed. If you select the three blue circles next to the word “Applicant Tracking System” you will see the other modules available to you. The modules available depend on your user permissions and the way your system is configured.

The Home page appears in all modules, with a different color bar at the top for each module. You’ll return to the Home page whenever you change to a different module.

... Hire Welcome, Natalie Jacobs [My Profile](#) [Help](#) [Logout](#)

User Group:
Initiator

Home Postings Hiring Proposals

Welcome to SpartanTalent!

Alerts (1 alert from the administrator)

TYPE	MESSAGE
	Beginning January 29, 2018, the user group known as "Hiring Assistant" will be replaced by the user group "Initiator". If you previously had access as a "Hiring Assistant", you will be granted automatic access to the "Initiator" User Group in UNCG JobSearch (Applicant Tracking). You will automatically be granted access as an "Initiator" in ePosition Management upon completion of ePosition Management training. If you encounter problems accessing this user group or have questions, please contact the PeopleAdmin System Administrator, Natalie Jacobs at njacob2@uncg.edu or 336-334-4783

Inbox Postings 13 Users 120 Hiring Proposals 35 Actions 4 Special Handling Lists

SEARCH Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Vice Chancellor for Student Affairs Human Resources - 58401	Initiator	341
Vice Chancellor of Advancement Chancellor's Office - 68801	Approved - Internal	275
Dean of the School of Health and Human Sciences Office of the Provost - 10101	Approved - Internal	206
Dean, Joint School of Nanoscience & Nanoengineering Office of the Provost - 10101	Approved - Internal	206
Administrative Support Specialist Human Resources - 58401	Posted	74
Administrative Support Associate Human Resources - 58401	Posted	74
Research Technician Human Resources - 58401	Posted	74

16 Filled Postings Last 30 days

Applicants Per Day Last Week

Inbox Items

172

Open Postings

75

Module Type Definitions



Applicant Tracking System – Module where all recruitment postings and applications are managed.

Position Management – Module where all SHRA and EHRA Non-Faculty position descriptions are managed.

... Hire Welcome, Natalie Jacobs [My Profile](#) [Help](#) [Logout](#)

User Group:
Initiator

Home Postings Hiring Proposals

Welcome to SpartanTalent!

Select three blue circles in the top left hand corner to change between modules.

User Group Definitions

Employee: Able to view assigned position descriptions.

Initiator: Able to initiate a position action, posting, or hiring proposal in the Applicant Tracking and Position Management modules. Has the capability to view those actions that he or she has created and/or those where he or she has been designated an additional Initiator. This can occur for those Initiators within the same organization.

Department/Additional Approver: Can view all Departmental actions in all modules at all times. List of users, within the organization who are assigned to be Dept./Additional approvers. This is called a Group Member Prompt. By taking action on an item, the first Dept./Additional Approver will have the ability to send onto another Dept./Additional Approver, or Executive Approver. It is up to the organization to decide on who the approver should be. The new "Approval Queue" section in ePosition and eHire will allow Initiators to provide the names of those that will need to approve the action and when.

Executive Approver: Approves actions at the Division level.

Grants-Funded/PI: Reviews and approves grant funded position actions.

Budget: Reviews and approves actions for budget confirmation.

Search Committee Member: Invited by Initiator to participate in review of candidates and/or interviews. Members for searches should added when the postings are initiated by the Initiator.

****Please note: Individuals may have only one user group or may be assigned to more, depending on their role within the approval process for actions. ****



ePosition (Position Management)

IMPORTANT: ALL SHRA AND EHRA ACTION REQUESTS MUST BE REQUESTED, UPDATED AND APPROVED in IN ePOSITION first, THIS INCLUDES POSITION DESCRIPTIONS WITH NO UPDATES AND THE ACTION REQUEST IS TO POST THE POSITION FOR RECRUITMENT PURPOSES ONLY. ALWAYS SPEAK WITH YOUR HR TALENT CONSULTANT IF YOU ARE UNSURE WHERE YOU SHOULD START IN SpartanTalent.



Hover over the module selection drop-down menu and select (ePosition) . In this area you will be able to view and create Position Descriptions.



Toggle to and select the (ePosition) interface.

The header bar will turn orange when this is completed. The top left hand corner of the screen should say Position Management now rather than Applicant Tracking System (eHIRE).

Be sure the user group is Initiator to start the process. In order for you to view and edit a position description, Then you must be assigned to it in order to continue. If you do not see a position description you wish to view and edit, please contact your HR Talent Consultant for assistance.

To view existing position descriptions, go to Position Descriptions drop down list and select the type of position type to be viewed (SHRA or EHRA) It will list any previously initiated actions that are pending in the workflow and/or approved descriptions for each position type.

A screenshot of the ePosition Management web application interface. The top navigation bar is dark blue with "Positions" on the left and "Welcome, Natalie Jacobs My Profile Help logout" on the right. Below this is an orange header bar with "Home", "Position Descriptions", and "Classifications" tabs. A red arrow points to the "Position Descriptions" dropdown menu, which is open and shows options: "EHRA", "EHRA Actions", "SHRA", "SHRA Actions", "Faculty", "Faculty Actions", "Temporary", and "Temporary Actions". Another red arrow points to the "User Group" dropdown menu, which is open and shows "Initiator". A warning message is visible in the left sidebar, and a donut chart on the right shows "16 Filled Postings Last 30 days".

Position Descriptions

Positions are created or modified by performing position requests.

Hover over the **Position Descriptions** tab and select the appropriate position type. This takes you into the Position Description list screen where you can create new Position Descriptions or modify existing Position Descriptions through position requests.

View existing Position Description

From the summary screen you can select on a position you wish to view. If you do not see the position description you are looking to review, contact your Human Resources Talent Consultant for help.



SHRA Position Descriptions

[+ Create New Position Description](#)

Saved Searches Search [More Search Options](#)

Position Description Search Results Snippet

SHRA Position Descriptions

"SHRA Position Descriptions" 5 Selected records 0 Clear selection?

Actions
(Actions)

Position Number	Functional Title	Position Classification Title	Status	Created Date
-----------------	------------------	-------------------------------	--------	--------------

Create a New Position Description

Navigate to the appropriate position type, the same way you navigated to view a position description, click the orange **Create New Position Description** button. You'll be able to start a new position request. **For this example, a new SHRA position is being established. Each position type may slightly request different information and have different sections. However, the process still functions the same way.**



SHRA Position Descriptions

[+ Create New Position Description](#)

Saved Searches Search [More Search Options](#)

Position Description Search Results Snippet

SHRA Position Descriptions

"SHRA Position Descriptions" 5 Selected records 0 Clear selection?

Actions
(Actions)

Position Number	Functional Title	Position Classification Title	Status	Created Date
-----------------	------------------	-------------------------------	--------	--------------

Initial Page: Enter a position title and then select the location, division and department if necessary. Click **Start Action**.



Create New Position

Start Action

Cancel

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Functional Title *

Business Services Coordinator

Organizational Unit

Location *

Default Location

Division *

Academic Affairs

Department *

Dean's Office, School of Education - 12001

Saved Searches

Search

More Search Options

Clone an existing Position Description?

Editing Action

Action Requested

✔ Classification	Select the appropriate classification from the list provided.
✔ Position Details	Enter position details. Populate all required fields.
✔ Regulatory Codes	Viewing capability only for Initiators
✔ Key Responsibilities	Add all the key responsibilities of the position.
✔ Budget Information	Provide the position budget information.
✔ Competencies	SHRA only. Provide position classification competencies. Classification Profiles can be found using the link that is provided.
✔ ADA Checklist	Select essential physical effort and work environment conditions using the check boxes. List the percentage for each selection using the percentage key provided.
✔ Supervisor	Select Supervisor's position from the list provided.
✔ Position Documents	Documents can be uploaded to the system to file with the approved position description.
✔ Supplemental Questions	Supplemental questions can be added to this position. It will be for this position only and will carry over to the Posting at the time of request.
Action Summary	

Identify Action Request. If a recruitment search is planned after the position action approval, the option to "Request to Post" should be selected as well. Multiple options can be selected from the list.

Action Requested: Select the request change; Create New Position, Request to Post or both. Please provide a summary that gives a reason for the request.

Jane Smith, you have 0 messages. Initiator logout (Jane Smith)

Actions / ... / Create New Position / Business Services Coordinator / Edit

Editing Action

- Action Requested
- Classification
- Position Details
- Regulatory Codes
- Key Responsibilities
- Budget Information
- Competencies
- ADA Checklist
- Supervisor
- Position Documents
- Action Summary

Action Requested Save Next >>

[Check spelling](#)

* Required Information

Action Requested

Create New SHRA Position
 Request to Post

This field is required.
Multiple Actions may be selected

Newly grand funded program will begin in the next fiscal year. A BSC is needed to help manage the budget and business needs of the program.

Changes Requested (SHRA)

Reason for Request

This field is required.
Identify changes in job tasks and or organizational structure for this position.

Save Next >>

Classification: Search for and choose the classification from the list provided this position description should be tied to. Click **Next**. As the request goes through the workflow, users will be able to see the classification selected. Human Resources will have the ability to change the selected classification if necessary. A discussion will take place with the requesting Department before any classification changes occur.

Positions Welcome, Natalie Jacobs My Profile Help Logout

UNCG

Home Position Descriptions Classifications

Actions / ... / Create New Position / Admin Support Associate / Edit

Editing Action

- Action Requested
- Classification**
- Position Details
- Regulatory Codes
- Key Responsibilities
- Budget Information
- Competencies
- ADA Checklist
- Supervisor
- Position Documents
- Supplemental Questions
- Action Summary

Classification

Save << Prev Next >>

Classifications - Filter these results Search window will appear and allow the Initiator to find the classification quicker by typing in the classification title.

SPA Templates

"SPA Templates" 105

— Previous 1 2 3 4 Next —

	Position Class Code	Position Classification Title	Created Date	Classification Status	(Actions)
<input type="radio"/>	10751	Accountant	May 14, 2013 at 04:41 PM	Approved	Actions
<input type="radio"/>	10752	Accounting Manager	May 14, 2013 at 04:41 PM	Approved	Actions
<input type="radio"/>	10750	Accounting Technician	May 14, 2013 at 04:41 PM	Approved	Actions
<input type="radio"/>	10421	Administrative Support Associate	May 14, 2013 at 04:41 PM	Approved	Actions
<input type="radio"/>	10422	Administrative Support Specialist	May 14, 2013 at 04:41 PM	Approved	Actions
<input type="radio"/>	10434	Administrative Support Supervisor	May 14, 2013 at 04:41 PM	Approved	Actions
<input type="radio"/>	16100	Architect	May 14, 2013 at 04:42 PM	Approved	Actions
<input type="radio"/>	13108	Archives & Records Professional	May 14, 2013 at 04:42 PM	Approved	Actions
<input type="radio"/>	13551	Arts Production Specialist	May 14, 2013 at 04:42 PM	Approved	Actions

Ad hoc Search

	Position Class Code	Position Classification Title	Created Date	Classification Status	(Actions)
<input type="radio"/>	10739	Business Services Coordinator	May 14, 2013 at 04:42 PM	Approved	Actions

Position Details: Fill in the position and Departmental information on the form and click **Next**. The majority of the information entered in the description is going to feed directly into the posting. It is important this information is provided when the position is created or modified, before the recruitment in the Applicant Tracking System (eHire) module begins. The position number will be assigned and entered into the position description by the HR Talent Consultant during the approval process.

NEW TO POSITION DETAILS!!! The "Approval Queue".

This was added to inform those reviewing the action, the names of those that will need to approve the action and when to approve it in the workflow. Initiators can assign the order of Department and Additional Approvers needed in the approval process. Initiators should be able to see a list of names for those that are set up to approved for the organization.

If the approval queue is populated in the position description in ePosition, for SHRA and EHRA, those listed will also carry over to the posting's approval queue section, if the posting is created from that position description for recruitment purposes. These fields can still be updated in the posting's position details section. Faculty will be able to utilize the approval queue in the Postings/Faculty position type only.

Here is an example;

Approval Queue

Initiators can assign the order of Department and Additional Approvers needed in the approval process.

Department Approver x ▾

Additional Approver 1
(leave blank if not needed) x ▾

Additional Approver 2
(leave blank if not needed) x ▾

Other Additional Approvers as needed
(order sequentially in the workflow)

Additional Approver 3
(leave blank if not needed)

Editing Action
✔ Action Requested
✔ Classification
✔ Position Details
✔ Regulatory Codes
✔ Key Responsibilities
✔ Budget Information
✔ Competencies
✔ ADA Checklist
✔ Supervisor
✔ Position Documents
Action Summary

Save << Prev Next >>

[ABC Check spelling](#)

Position Details

Functional Title:

Position Number:

FTE:

Number of Months per Year:

FLSA:

Type of Appointment:

If time limited, please indicate duration of appointment below.

Is this position time-limited?

If time-limited, please specify end date for appointment.

Career Banded Title:

Job Family:

Scroll down to populate all fields.

Regulatory Codes: Can be viewed by Initiators only. This section houses the UNC Systems Office codes, as well as, the EEO information, which includes the underutilization of minority groups data. Moving forward, the HR Talent Consultant will complete this section and when the position request is approved and the posting is being initiated, this information will be visible to the Initiator. Initiators will be aware of any underutilization present in any minority group.

Key Responsibilities: List the positions key duties and responsibilities and the essential tasks that included in those responsibilities. Each key responsibility MUST have a percentage. The total percentages must equal 100%. No more than 8 and no less than 4 should be entered. This is a building block section, which means to add a new entry you need to select the Add Key Responsibilities Entry button each time. To remove an entry, check the Remove Entry Box, below the entry you wish to remove and Save.

Percentage Of Time

25%

Percentage of time must total 100%

Key Responsibility

Event Planning

Briefly state the overall key responsibilities of the essential task performed

Essential Tasks

* Responsible for all administrative management and coordination for all events in the Department, on campus and in the community directly related to program research.

List Essential Tasks associated with this Key Responsibility and how they should be demonstrated to meet Business Needs of this position.

Remove Entry?

Add Key Responsibilities Entry 

Select to keep adding additional Key Responsibilities.



Position Budget Information: Fill in the information on the form and click **Next**. **This is a required step**. If it is a grant-funded position please be sure to check the box asking if the position is grant funded. This is another builder block section that works the same as the Key Responsibilities does. If the position will be funded by multiple sources please continue to add a Budget Entry until all sources have been provided.

Editing Action

- Action Requested
- Classification
- Position Details
- Regulatory Codes
- Key Responsibilities
- Budget Information
- Competencies
- ADA Checklist
- Supervisor
- Position Documents

Action Summary

Budget Information

[ABC Check spelling](#)

*** Required Information**

Grant Funded

Is this position Grant Funded?

Budget Information

Index	<input type="text" value="123456"/>	*
Fund	<input type="text" value="123456"/>	*
Organization	<input type="text" value="Dean's Office, School of Education - 12001"/>	*
Account	<input type="text" value="101101"/>	*
Program	<input type="text" value="101"/>	*
Percentage	<input type="text" value="100"/>	*
FTE	<input type="text" value="1.0"/>	*

Competencies: Enter each competency and the appropriate competency level description, needed for the position. A link is provided in this section to view the competencies for all SHRA classifications at UNCG. Please use the accurate competency and description regulated by the NC Office of State Human Resources (OSHR) and the UNC Systems Officer. This is yet again another builder block section. To keep adding competencies, select the Add Competency Entry button.

Competency

Competency Description

Please use the "Competency Link" above to review the appropriate competencies for this position. Competencies may be copied from the class spec.

Competency Level

Supervisor: Here you can search for and choose the position that supervises the position you are creating. A supervisor must be provided in this section. This will tie the supervisor to the direct report in ePerformance. This will build a hierarchy in the system. If you need to search for your position, you can click on **Filter These Results** to perform your search. In order for you to find the right supervisor using the search bar, it will be important to select the correct position type the supervisor's position is classified as.

Position Descriptions - **Filter these results**

Search Position Descriptions

Enter Name of Supervisor

Position Type: SHRA
EHRA
SHRA
Faculty
Temporary
Graduate Assistant

Position Description

Status:

Lookup Funding Source Custom One:

Position Documents: Users creating, viewing and approving this request during the process, have the capability to upload documents to the position description using the Documents section.

- **For all position action requests an updated Org Chart is required.**
- **When requesting to establish a new position in ePosition, the Budgeting Offices are requiring the Departments to upload a PAF (Position Action Form) to the position description using the Documents section. This is required.**

Summary page: Review the position description information. Scroll down to view the entire position description.

Click on **Take Action on Position Request** to move the position request in workflow to ensure that all approvers that need to see the position for approval before approving and adding this new position into the position library.

The screenshot displays the UNCG Positions system interface. At the top, there is a navigation bar with 'Positions' on the left and 'Welcome, Natalie Jacobs', 'My Profile', 'Help', and 'logout' on the right. Below this is a header with the UNCG logo and a 'User Group' dropdown menu set to 'Initiator'. A secondary navigation bar contains 'Home', 'Position Descriptions', and 'Classifications'. A breadcrumb trail reads 'Actions / ... / Create New Position / New Position definition / Summary'. The main content area is titled 'Create New Position: Admin Support Associate (SHRA) Edit'. It shows 'Current Status: Draft', 'Position Type: SHRA', 'Department: Human Resources - 58401', and 'Created by: Natalie Jacobs'. Below this are tabs for 'Summary', 'History', and 'Settings'. The 'Summary' tab is active, showing sections for 'Action Requested', 'Classification', and 'Position Details'. The 'Action Requested' section includes a table with 'Changes Requested (SHRA)' (Create New SHRA Position, Request to Post) and 'Reason for Request' (new org, Currently: blank). The 'Classification' section shows 'None specified'. The 'Position Details' section includes a table with 'Functional Title' (Admin Support Associate, Currently: blank), 'Position Number', and 'FTE'. A 'Take Action On Action' dropdown menu is open on the right, listing 'Keep working on this Action', 'Workflow Actions', 'Cancel Action (move to Canceled)', 'Send to HR Talent Consultant (move to HR Talent Consultant)' (highlighted in yellow), and 'Return (move to Initiator)'.

**Please note, to save this request and submit later, please select 'Keep working on this action'. If there are additional approvers within the department, you will need to select the appropriate action per the workflow.*

You will receive a blue bar on the top of your page that will state the action was successfully transitioned. If you get a red bar with an error, then the system is telling you something is missing or incorrect and it needs to be fixed. The error will tell the initiator what is needed in order to transition the position request. Once all errors have been remedied, then take another action and send to the appropriate approver.



The screenshot shows a light blue notification bar at the top with the text: "Action was successfully transitioned, and it was added to your watch list." To the right of the notification is a close button (X). Below the notification is a dark orange navigation bar. On the right side of the navigation bar, there is a dropdown menu labeled "POSITION MANAGEMENT". In the center of the navigation bar, there are several menu items: "Home", "Position Descriptions", "Classifications", "My Profile", and "Help".

Modify a Position Description

Hover over the **Position Descriptions** tab and select the appropriate position type + ACTIONS field. This takes you into the Position Description list screen where you can create new Position Descriptions or modify existing Position Descriptions through position requests. For this example an EHRA position is being modified. Each position type may slightly request different information and have different sections. However, the process still functions the same way.

Click on the **Position Descriptions** tab, then select the correct position type (EHRA or SHRA) then locate the position you wish to modify from the list. Click on **Actions** to view the position.

UNCG

User Group: HR Recruitment

Home Position Descriptions Classifications Shortcuts

Position Descriptions / EHRA

EHRA Position Descriptions

+ Create New Position Description

Saved Searches

Search More Search Options

Position Description Search Results Snippet

EHRA Position Descriptions

"EHRA Position Descriptions" 762 Delete this search? Selected records 0 Clear selection?

← Previous 1 2 ... 5 6 7 8 9 10 11 12 13 ... 25 26 Next →

	Position Number	Functional Title	Position Classification Title	Status	Created Date	(Actions)
<input type="checkbox"/>	999625	Program Specialist	Program Specialist	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999650	Research Scientist	Research Scientist	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999665	Director (OA30)	Director (OA30)	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999669	Early Childhood Prog Spec	Early Childhood Prog Spec	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999670	Research Scientist	Research Scientist	Active	October 07, 2016 at 01:31 PM	Actions
<input checked="" type="checkbox"/>	999678	Coordinator	Coordinator	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999679	Coordinator	Coordinator	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999748	Research Scientist	Research Scientist	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999840	Research Scientist	Research Scientist	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999848	Research Scientist	Research Scientist	Active	October 07, 2016 at 01:31 PM	Actions
<input type="checkbox"/>	999855	Research Scientist	Research Scientist	Active	October 07, 2016 at 01:31 PM	Actions

Click on **Modify Position Description** in the upper right part of the page.

The screenshot shows the UNCG HR system interface. At the top, there is a navigation bar with 'Home', 'Position Descriptions', and 'Classifications'. The current page is 'Position Description: Coordinator (EHRA)'. The page includes a 'Summary' tab, 'Settings', 'History', and 'Associated Classification' tabs. A red arrow points to the 'Summary' tab. On the right side, there is a 'Take Action On Position Description' dropdown menu with options: 'Print Preview (Employee View)', 'Print Preview', 'View Supervisor', and 'Modify Existing Position'. The 'Modify Existing Position' option is highlighted with a yellow box and a mouse cursor.

Click **Start** on the next page.

Action Requested: Select the request change/modification request. More than one request can be selected.

✔ Classification
✔ Position Details
✔ Regulatory Codes
✔ Key Responsibilities
✔ Budget Information
✔ Competencies
✔ ADA Checklist
✔ Supervisor
✔ Position Documents
Action Summary

[ABC Check spelling](#)

* Required Information

Action Requested

Reclassification
 Competency Level Change
 SHRA to EHRA
 Update Only - No Requested Changes (Does Not Require Unit Approval)
 Request to Post - No Changes (Does Not Require Unit Approval)
 Request to Post - With Changes
 Deactivate (Abolish) Position
 Temporary Increase
 Supervisor Change
 Salary Change
 Other

This field is required.
Multiple Actions may be selected

* Reason for Request

This field is required.
Identify changes in job tasks and or organizational structure for this position.

Effective Date

All the other tabs are similar to what was explained in Creating a New Position, except for the Action requested screen.

Move the Modify Position Request through the workflow the same as you did for creating a new position.

Position Description Requests

To work with position requests, hover over the **Position Descriptions** tab to open its menu and select **EHRA Actions** or **SHRA Actions**. You can see and search for existing position requests or create a new request. You can make the following requests and select more than one at a time:

- Posting
- Reclassification (SHRA)
- Comp Level Change
- Move position from SHRA to EHRA
- Supervisor Change
- Title Change (EHRA)
- Salary Change
 - *Permanent*: You must provide written justification for change (i.e. duties change, org restructure, market rate, etc.)
 - *Temporary*: Enter end date in “Enter end date if it is a temporary increase”
- Deactivate (Abolish) Position (PAF must be uploaded with position description for Budgeting purposes)
- Other (i.e. Interim Appointments)

IMPORTANT: For SHRA position actions requesting to be updated to EHRA, the position description request **MUST** take place in the EHRA position type. Do not modify the SHRA position description and send that through for approval. Create a new position description in the EHRA position type and select “From SHRA to EHRA” as the requested action (and any others that apply) and complete the position description in its entirety. The old SHRA position description will be deactivated by HR when the position action request has been approved in the EHRA position type.

To move the request along in the workflow, hover over the orange **Take Action on Action** button and choose the action that you would like to take.

When you transition the action, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the action. You can also flag it to appear on your watch list and this will display the actions in the Watch List on your home screen.

To find actions again, hover over the position description menu item and select the **Main Position Requests** link it to see all position requests.

eHIRE (Applicant Tracking System)

IMPORTANT: Before you proceed with creating a new EHRA Non-Faculty or SHRA posting, please be sure you requested to post in ePosition first. This will ensure that any position action request was approved in ePosition (POSITIONS) first. All approvals occur in ePosition now for EHRA NF and SHRA. The approvals no longer take place during the posting (eHire) phase. Even if there are no updates or changes being made to the position description, all the Department wants to do is post for recruiting purposes, the position action request must still be approved in ePosition.

Hover over the module selection menu and select Applicant Tracking System (eHIRE).

Postings

Hover over the **Postings** tab and click the position type option specific to your application (**EHRA, SHRA, Faculty or Temporary**). This takes you into the Postings list screen where you can create new postings or manage existing postings.

UNCCG Hire Welcome, Natalie Jacobs My Profile Help Logout

Home Postings Hiring Proposals Shortcuts

Postings / EHRA

EHRA Postings

+ Create New Posting

Saved Searches Search More Search Options

EPA Postings - All

"EPA Postings - All" 114 Selected records 0 Clear selection?

Previous 1 2 3 4 Next

Position Number	Functional Title	Position Classification Title	Department	Last Status Update	Posted Date	Workflow State	Active Applications	(Actions)
1	Lecturers/Visiting Faculty/Clinical Faculty/Research Scientists/Research Associates/Research Assistants/Program Associates (non academic units) or Postdoctoral Fellows	Open Rank	Human Resources - 58401	December 18, 2017 at 11:59 AM	02/06/2017 03:26 PM	Closed/Removed from Web	0	Actions
999976	Chief Risk Officer	Chief Risk Officer (E9936)	Enterprise Risk Management - 57005	February 10, 2014 at 12:57 PM	12/19/2013 02:16 PM	Cancelled	0	Actions
999742	Associate Chief of Staff	Associate Chief of Staff (E9944)	Chancellor's Office - 68801	September 08, 2014 at 03:05 PM	07/07/2014 08:29 AM	Filled	1	Actions
999355	Director of Compliance	Director (OA30) (E9937)	Chancellor's Office - 68801	October 20, 2014 at 04:19 PM	07/24/2014 03:59 PM	Cancelled	0	Actions
000009	Associate Vice Chancellor for Human Resources	Associate Vice Chancellor (E9709)	Human Resources - 58401	December 07, 2015 at 09:23 AM	07/22/2015 02:56 PM	Cancelled	1	Actions

Hover over the orange **Actions** button to access general actions related to postings.

General actions available from the list of postings:

- View: Posting can be viewed at any workflow state
- View: Applicants: You can access and view the applicants for a posting.
- Tracking: Watch: You can add any position to your watch list.
- Export Results: Export the current list view into an Excel

To View

Hover over the **Actions** link associated with a specific posting and you will see the following options:

- View Posting: View selected posting
- View Applicants: View list of applicants who have applied to the selected posting
- Watch: Add selected posting to your Watch List

UNCC

User Group: Initiator

Home Postings Hiring Proposals Shortcuts

Postings / EHRA

EHRA Postings

+ Create New Posting

Saved Searches Search More Search Options

EPA Postings - All

"EPA Postings - All" 114 Selected records 0 Clear selection?

Previous 1 2 3 4 Next

Position Number	Functional Title	Position Classification Title	Department	Last Status Update	Posted Date	Workflow State	Active Applications	(Actions)
1	Lecturers/Visiting Faculty/Clinical Faculty/Research Scientists/Research Associates/Research Assistants/Program Associates (non academic units) or Postdoctoral Fellows	Open Rank	Human Resources - 58401	December 18, 2017 at 11:59 AM	02/06/2017 03:26 PM	Closed/Removed from Web	0	Actions
999976	Chief Risk Officer	Chief Risk Officer (E9936)	Enterprise Risk Management - 57005	February 10, 2014 at 12:57 PM	12/19/2013 02:16 PM	Cancelled	0	Actions
999742	Associate Chief of Staff	Associate Chief of Staff (E9944)	Chancellor's Office - 68801	September 08, 2014 at 03:05 PM	07/07/2014 08:29 AM	Filled	1	Actions
999355	Director of Compliance	Director (OA30) (E9937)	Chancellor's Office - 68801	October 20, 2014 at 04:19 PM	07/24/2014 03:59 PM	Cancelled	0	Actions
000009	Associate Vice Chancellor for Human Resources	Associate Vice Chancellor (E9709)	Human Resources - 58401	December 07, 2015 at 09:23 AM	07/22/2015 02:56 PM	Cancelled	1	Actions
000013	Executive Assistant to the Chancellor	Assistant to the Chancellor (E9701)	Chancellor's Office - 68801	September 22, 2015 at 02:34 PM	07/01/2015 11:27 AM	Filled	1	Actions
000015	General Counsel	General Counsel	Office of the Provost - 68801	June 03, 2016 at 07:29 AM	07/29/2015	Filled	1	Actions

Create a New Posting

Select the correct position type (EHRA, SHRA, Faculty or Temporary). Click the orange **Create New Posting** button. You can also quickly create a new posting from the shortcut link on the home page.

+ Create New Posting

Choose how the posting will be added. Each option is explained below.

Create New ✕

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification
Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Position Description
Copies in most of the information from a position description.

Choices for creating postings:

Create from Position Type: Creates a posting from scratch. This option should not be selected for any position type.

Create from Classification: This is to be used to create postings for Faculty positions, which are not currently managed in ePosition.

Create from Posting: Creates a posting by auto-filling information from an existing posting with which you can make any necessary changes. Use caution when making this selection. If you have made changes/updates to your position recently thru the ePosition module, they may not be reflected in the posting and you should not have the capability to make certain changes in the new posting form.

Create from Position Description: ALL SHRA and EHRA Non Faculty positions must be created from a Position Description. Creates a posting by auto-filling information from an existing position description that has been approved. [Note: If you choose to create from a Position Description or Posting, you will be directed to the position list screen. Hover over the Actions link and choose Create From or View the listing and create posting from the summary screen] If you do not see the position description you wish to create from, please contact your .

Posting Process

EHRA Non-Faculty and SHRA postings are to be created using the Position Description option. This example is going to be a posting being created from a recently approved position description in ePosition.

Create from a Position Description has been selected. A list of position should become available. You must have Initiator access and be assigned to the position descriptions within your organization to be able to see it. Use the search bar if you know your position number to quickly find the positions description in your list. Once you find your position description select it.



Home Postings ▾ Applicants ▾ Hiring Proposals ▾

Postings / EHRA / Create from Position Description ☆

EHRA Position Descriptions

Saved Searches ▾ Search

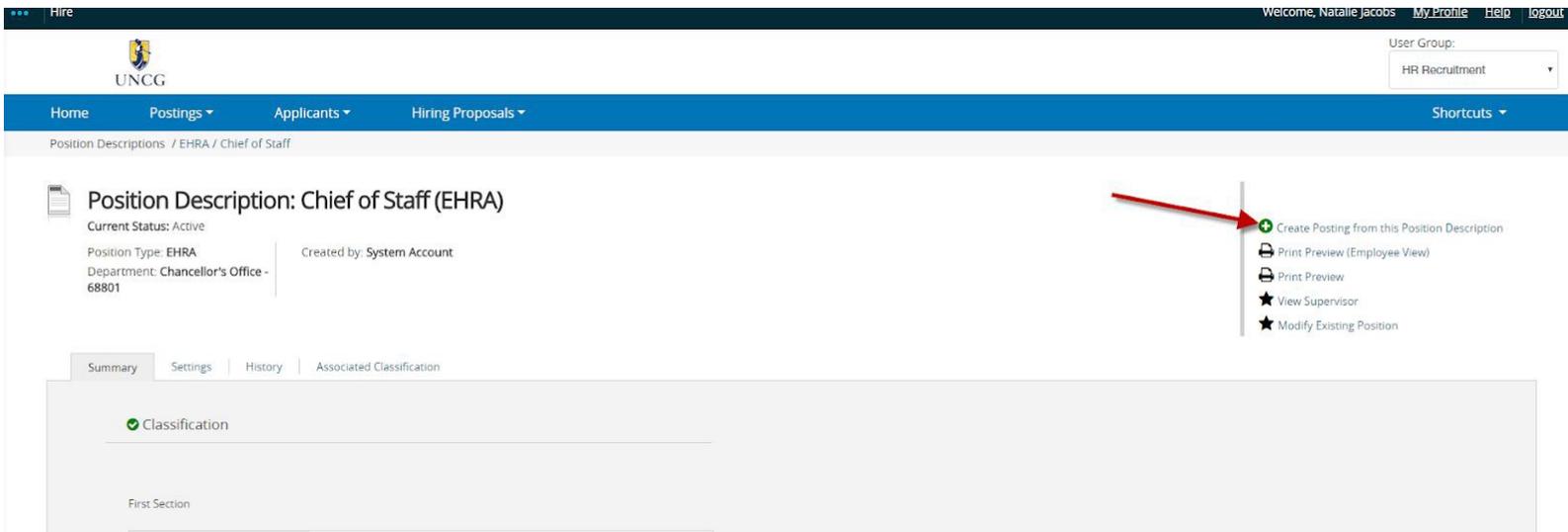
EHRA Position Descriptions ✕

"EHRA Position Descriptions" 762 ✕ Delete this search?

← Previous 1 2 3 4 5 6 7 8 9 ... 25 26 Next →

Position Number	Functional Title	Position Classification Title	Status	Created Date	(Actions)
001022	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions ▾
001345	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions ▾
000731	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions ▾
001892	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions ▾
001572	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions ▾
002080	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions ▾
000002	Chancellor	Chancellor	Active	October 07, 2016 at 01:29 PM	Actions ▾
000006	Vice Chancellor	Vice Chancellor	Active	October 07, 2016 at 01:29 PM	Actions ▾
000010	Vice Chancellor	Vice Chancellor	Active	October 07, 2016 at 01:29 PM	Actions ▾

Once you have made your selection, a summary of the most recently approved position description will appear. REMEMBER IF YOU WANT TO MAKE CHANGES TO YOUR POSITION, YOU NEED TO DO IT IN the POSITIONS module/ePosition first. You can not go thru the UNCGjobsearch system to make changes to your position. Select Create Posting from this Position Description.



Initial Page: The initial settings page allows you to save a draft in the system so that you can locate and work on it at a later time. Enter a Functional Title on this page.

- Choose the Location, Division, and Department where this posting will exist. (Note: if you create from a previous posting or from position description this information will autofill) If you only have the capability to manage positions for one organization, then those are the only positions you will see.
- If you want to use the automated reference letter function, select the dropdown for **Recommendation Document Type** and select **Reference Letter**. You can choose to have emails sent at specific times and specify the required document using the **Reference Notification** and **Recommendation Workflow** dropdown arrows. This section of the posting is important if you decide you want the automated reference to be turned on. This section ties to the References section of the posting. This section only needs to be populated IF the search is going to collect letters of recommendation by the actual providers electronically. Leave 1 and 2 blank, and 3 listed at No Document, if this feature is not to be used.

References

Reference Notification

1. Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

2. When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

3. Allow a document upload when a reference provider submits a Recommendation?

1. This selection field determines when the solicitation emails are sent from SpartanTalent to the reference (recommendation) providers. The selection option lists each application workflow state. These workflow states represent the applicants in the pool and what their internal status is during the recruitment process. When a system user takes action on an application and moves it to a forward workflow state, that is when the solicitation email is sent. For example; if the Initiator selects AA Approved for Interview, the email is sent as soon as the

AA Officer approves the candidate that has been recommended by taking action on the application and sending it to the AA Approved for Interview workflow state.



2. The Department determines how many recommendation entries are required for an applicant to provide during the application process, in the References Tab of the Posting when it is created. This selection field allows a Department to select a forward workflow state. The system will automatically move an applicant to the next forward workflow state if all of the required recommendation letters have been provided supplied. For example; if Under Review by Department is the selected workflow state for the letters to be solicited, and the Department required 3 to be provided, once all of the recommendations have been sent to the SpartanTalent system, then the system would send to the Short List. This lets the committee know which applications are entirely complete by moving the application to the Short List.
 3. This field selection has two options; No Document or Reference Letter. Reference Letter should only be selected IF the committee wishes to use the automated reference letter collection option.
- Be sure the posting is set to **Accept online applications**. (Not shown.) This is typically checked. If you do not check this item, applicants will still see the posting advertised on your portal but they will not have the ability to apply online through the portal. If you uncheck this item, you should provide instructions for the applicant on how to apply.
 - Click the orange **Create New Posting** button. For this example, we will use the EHRA position type.

Editing Posting
✔ Posting Details
✔ Key Responsibilities
✔ ADA Checklist
✔ Custom Communications
✔ Internal Documents
✔ Applicant Documents
✔ References
✔ Supplemental Questions
✔ Qualifying Group
✔ Guest User
✔ Search Committee
✔ Ranking Criteria
Summary

Sections are very similar to what was built out in ePosition Management. If you create from a position description that has been approved in the system, you will see that a lot of the information that was approved in POSITIONS has pulled to the HIRE side and is unable to be edited by the Initiator.

Posting Details: Fill out the fields. Any field marked with a red asterisk is a required field. Click **Next**. Most fields should be populated if the posting is created from an existing approved position description. Certain fields are editable to the Initiator. This example represents a posting that was created using an approved position description in ePosition.

This section includes the new “Approval Que”, which should be populated if the fields were populated in the position description. However, this section can be edited if necessary.

Approval Queue

Initiators can assign the order of Department and Additional Approvers needed in the approval process.

Department Approver	<input type="text" value="Watford, Katherine"/>
Additional Approver 1 (leave blank if not needed)	<input type="text" value="Benson, Victoria"/>
Additional Approver 2 (leave blank if not needed)	<input type="text" value="Madorin, Jeanne"/>
Other Additional Approvers as needed (order sequentially in the workflow)	<input type="text" value="Select Some Options"/>
Additional Approver 3 (leave blank if not needed)	<input type="text" value="Select an Option"/>

Key Responsibilities: This information should carry over from the position description. Changes made to your key responsibilities should be updated in ePosition first. Faculty postings should allow you to edit this section of the posting.

ADA Checklist: All of these forms should be reviewed and updated when necessary. This section is in the position description as well. This information should pull from the POSITIONS (ePosition) module. This is viewable to the applicant and an important part of the recruitment process. This information needs to be populated during the creation or modification of the position description in POSITIONS. The essential physical and work environment conditions and provide a correlating percentage, using the letter key, for the amount of time these tasks are expected to be performed.



- Editing Posting
- Posting Details
- Key Responsibilities
- ADA Checklist**
- Custom Communications
- Internal Documents
- Applicant Documents
- References
- Supplemental Questions
- Qualifying Group
- Guest User
- Search Committee
- Ranking Criteria
- Summary

ADA Checklist

[Check spelling](#)

ADA Checklist

Please select essential physical effort and work environment conditions using the check boxes below. Please note the percent of time spent performing each task using the following notation:

- *R* for Rare (0-30%)
- *O* for Occasional (30-60%)
- *F* for Frequent (60-90%)
- *C* for Constant (90-100%)

Physical Effort

- Hand Movement-Repetitive Motions
- Hand Movement-Grasping
- Holding
- Finger Dexterity
- Vision-Skilled Trades
- Reading
- Writing
- Eye-hand coordination
- Vision-Color Distinction
- Vision-Preparing/Analyzing figures
- Vision-Visual Inspection
- Vision-Measuring/Assembling at distance close to eye
- Hearing
- Talking
- Standing
- Sitting
- Walking
- Lifting-0-30 lbs.
- Lifting-30-60 lbs.
- Lifting-60-90 lbs.
- Lifting-90 plus lbs.
- Pushing/Pulling
- Climbing-Stairs
- Climbing-Ladders
- Bending

Custom Communications: This screen allows for custom email communications to applicants in various stages of the application and screening process. Orange Asterisks indicate required fields. Default text already exist for each custom email. If you want to customize your notification emails it needs to be done now before posting.

The screenshot shows the 'Custom Communications' interface. On the left is a sidebar with 'Editing Posting' and various options, with 'Custom Communications' selected. The main area has a 'Save' button at the top right. Below is the 'Email Body Text' section with a 'Check spelling' icon and a 'Required information' asterisk. It lists four email templates, each with a text area containing default text and a 'Save' button. The templates are:

- Application Accepted:** Thank you for your interest in employment at The University of North Carolina at Greensboro. We would like to let you know how much we appreciate the opportunity to review your application. During the application review process you may keep up to date with the current status of your application by logging into your account at [link].
- Invitation to Reference Provider:** The applicant referenced below has applied for a position at The University of North Carolina at Greensboro and has also requested a recommendation from you for the job to which they are applying. Please click on the link below and fill out the information and/or upload the documents requested.
- Receipt of Reference to Reference Provider:** We have received your reference for the candidate listed below who has applied for a position at The University of North Carolina at Greensboro. Thank you for taking time out of your busy schedule to complete this information. We can now continue with the review of this candidate, incorporating the valuable information provided.
- Receipt of Reference to Applicant:** We have received responses from the required number of references for your application to the position listed below. We are still in the process of reviewing applicants and will inform you of any future or final decisions.

Internal Documents: This allows an Initiator to attach additional documents to the posting for consideration during the approval process. These documents are configurable and you will be able to choose what documents you would like to attach on postings.

The screenshot shows the 'Internal Documents' interface. On the left is a sidebar with 'Editing Posting' and various options, with 'Internal Documents' selected. The main area has a 'Save' button at the top right. Below is the 'Internal Documents' section with a table for adding documents. The table has columns for 'Document Type', 'Name', and 'Status'. There are three rows for 'Job Description (required)', 'Additional Advertising Plans (optional)', and 'Other Documents (optional)'. A 'Save' button is at the bottom right.

Applicant documents: Here you can choose which documents for the applicant to include and change the order in which they are listed. To have a document be optional, click only **Optional**. To require the document, you must click the **Required** box. Requiring a document will force an applicant to upload a document under that title in order to submit the application successfully.



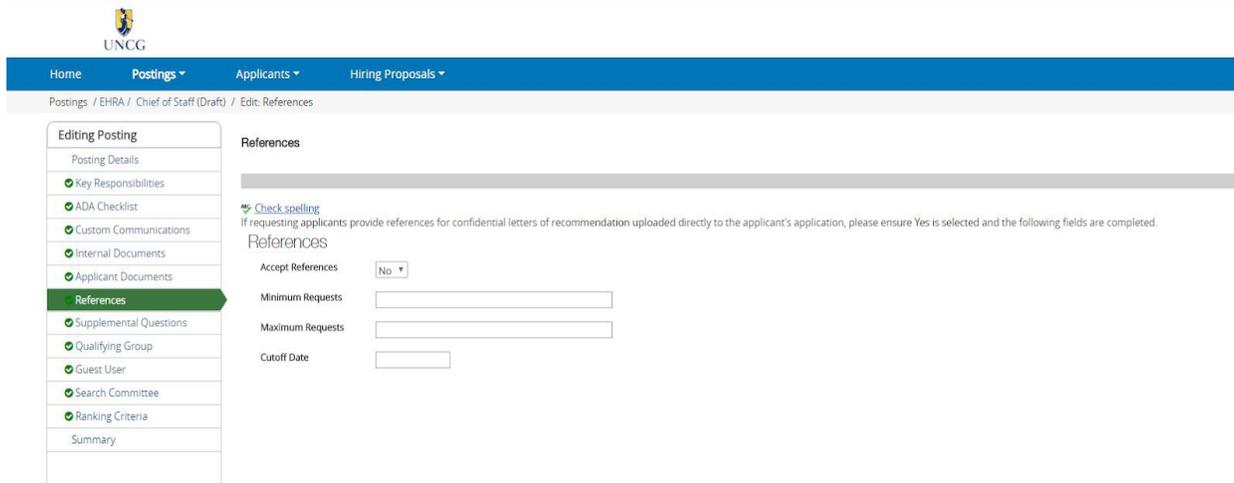
- Editing Posting**
- Posting Details
 - ✔ Key Responsibilities
 - ✔ ADA Checklist
 - ✔ Custom Communications
 - ✔ Internal Documents
 - ✔ Applicant Documents
 - ✔ References
 - ✔ Supplemental Questions
 - ✔ Qualifying Group
 - ✔ Guest User
 - ✔ Search Committee
 - ✔ Ranking Criteria
 - Summary

Applicant Documents

Select the documents to be required with this item, and those that may optionally be attached. Document types marked

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume/CV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	List of References	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	Reference Letter 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Reference Letter 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Reference Letter 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Link to Professional Portfolio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="8"/>	Unofficial Transcript(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="9"/>	Teaching Philosophy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="10"/>	Writing Sample(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="11"/>	Research Statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="12"/>	Other Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="13"/>	Link to Recordings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="14"/>	Other Documents 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

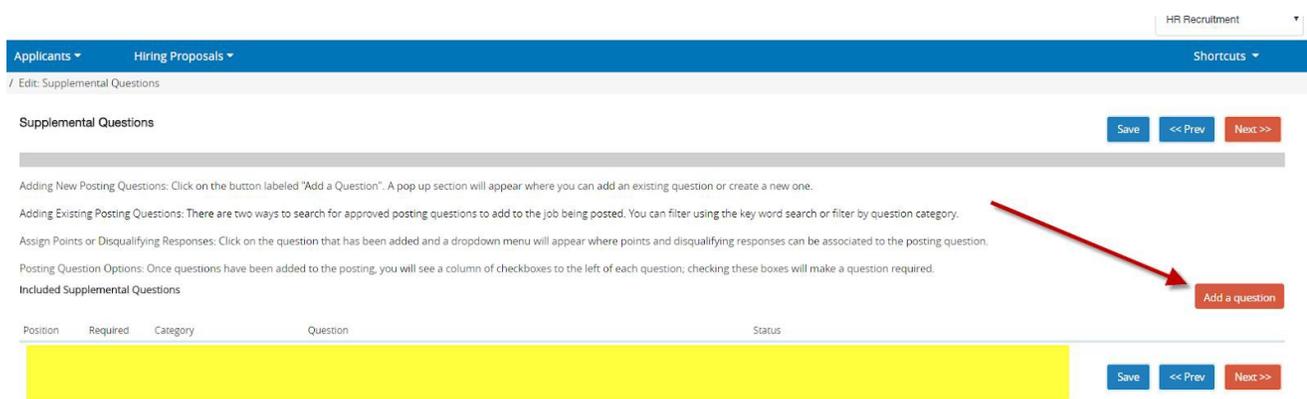
References: This section is where you can specify whether to allow references. This section is the second piece of the Automated Reference Letter Collection from the Settings tab discussed earlier in the guide. This section is here even if you do not choose to accept references in the settings page. It should be left blank if not soliciting letters from references for this posting.



Supplemental Questions: This allows you to add more questions that you would like the applicant to answer when applying for this position. To add a question, click the orange **Add a Question** button and a box will appear. You can either choose from questions that populate from previous postings by clicking the **Add** check box, or add a new question by clicking the **Add a new one** link. To add a new question, provide a name and the question.

- Open Ended Answers: Will appear as a text box
- Predefined Answers: You can predefined answers for the applicant to choose from. More boxes will appear as you tab through

Once you add the question to the posting, you can click on the blue question link and specify if you want an answer choice to be disqualifying or assign points for assessment.





Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Have you graduated from high school or received a GED?
<input type="checkbox"/>	Do Not Use - Qualifying Groups Only	Which of the following options best describes your education history?
<input type="checkbox"/>	Do Not Use - Qualifying Groups Only	Is your education/experience directly related to the field of accounting?
<input type="checkbox"/>	Do Not Use - Qualifying Groups Only	Do you have at least 9 credit hours in computer programming?
<input type="checkbox"/>	Experience	Do you have experience using BannerHR?
<input type="checkbox"/>	Experience	Do you have experience using BannerStudent?
<input type="checkbox"/>	Do Not Use - Qualifying Groups Only	How many years of experience in a directly related field do you have?
<input type="checkbox"/>	Priority Statuses	Are you currently a permanent, time-limited or RIF employee of UNCG?
<input type="checkbox"/>	Licensure and Certification	Are you licensed to practice architecture or landscape architecture by the NC Board of Architecture or the NC Board of Landscape Architects or are you able to obtain license by reciprocity?
<input type="checkbox"/>	Do Not Use - Qualifying Groups Only	How many years of experience in a directly related field do you have?
<input type="checkbox"/>	Do Not Use - Qualifying Groups Only	Which of the following options best describes your higher education history?
<input type="checkbox"/>	Experience	This position requires extensive travel in/out of North Carolina. Additionally, evening and weekend hours related to recruitment programs. Are you able to fulfill this requirement?
<input type="checkbox"/>	Licensure and Certification	Do you currently have a valid drivers license?
<input type="checkbox"/>	Experience	Please describe your previous Admissions or Enrollment Management experience?
<input type="checkbox"/>	Education	Have you acquired your Bachelor's Degree?

Displaying 1 - 15 of 809 in total

← Previous | Next →

Can't find the one you want? Add a new one

Submit

Cancel

Supplemental Questions

Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status																														
1	<input checked="" type="checkbox"/>	Advertising Sources	Please indicate how you learned of the vacant position for which you are applying: <small>Possible Answers: Predefined Options</small> <table border="1"><thead><tr><th>Answer</th><th>Points</th><th>Disqualifying</th></tr></thead><tbody><tr><td>1. UNCGjobsearch Website</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>2. Piedmont Triad Area Newspaper</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>3. The Chronicle of Higher Education</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>4. Inside Higher Ed</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>5. Other professional journal / website</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>6. NCWorks.gov</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>7. UNC School System Job Board</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>8. Personal Networking</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td>9. Facebook</td><td><input type="text"/></td><td><input type="checkbox"/></td></tr></tbody></table>	Answer	Points	Disqualifying	1. UNCGjobsearch Website	<input type="text"/>	<input type="checkbox"/>	2. Piedmont Triad Area Newspaper	<input type="text"/>	<input type="checkbox"/>	3. The Chronicle of Higher Education	<input type="text"/>	<input type="checkbox"/>	4. Inside Higher Ed	<input type="text"/>	<input type="checkbox"/>	5. Other professional journal / website	<input type="text"/>	<input type="checkbox"/>	6. NCWorks.gov	<input type="text"/>	<input type="checkbox"/>	7. UNC School System Job Board	<input type="text"/>	<input type="checkbox"/>	8. Personal Networking	<input type="text"/>	<input type="checkbox"/>	9. Facebook	<input type="text"/>	<input type="checkbox"/>	active
Answer	Points	Disqualifying																																
1. UNCGjobsearch Website	<input type="text"/>	<input type="checkbox"/>																																
2. Piedmont Triad Area Newspaper	<input type="text"/>	<input type="checkbox"/>																																
3. The Chronicle of Higher Education	<input type="text"/>	<input type="checkbox"/>																																
4. Inside Higher Ed	<input type="text"/>	<input type="checkbox"/>																																
5. Other professional journal / website	<input type="text"/>	<input type="checkbox"/>																																
6. NCWorks.gov	<input type="text"/>	<input type="checkbox"/>																																
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8. Personal Networking	<input type="text"/>	<input type="checkbox"/>																																
9. Facebook	<input type="text"/>	<input type="checkbox"/>																																

Guest user: In this tab you can create a new guest user. Select **Create Guest User** (not shown)

This will create a generic username and password that you can give guests to have view only access the posting. You can enter in email addresses and email containing the guest user login credentials will be sent to those users. You can update the system generated password if you wish to do so. Once you make the change be sure to select UPDATE PASSWORD in order for it to save.

Guest User

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

Password

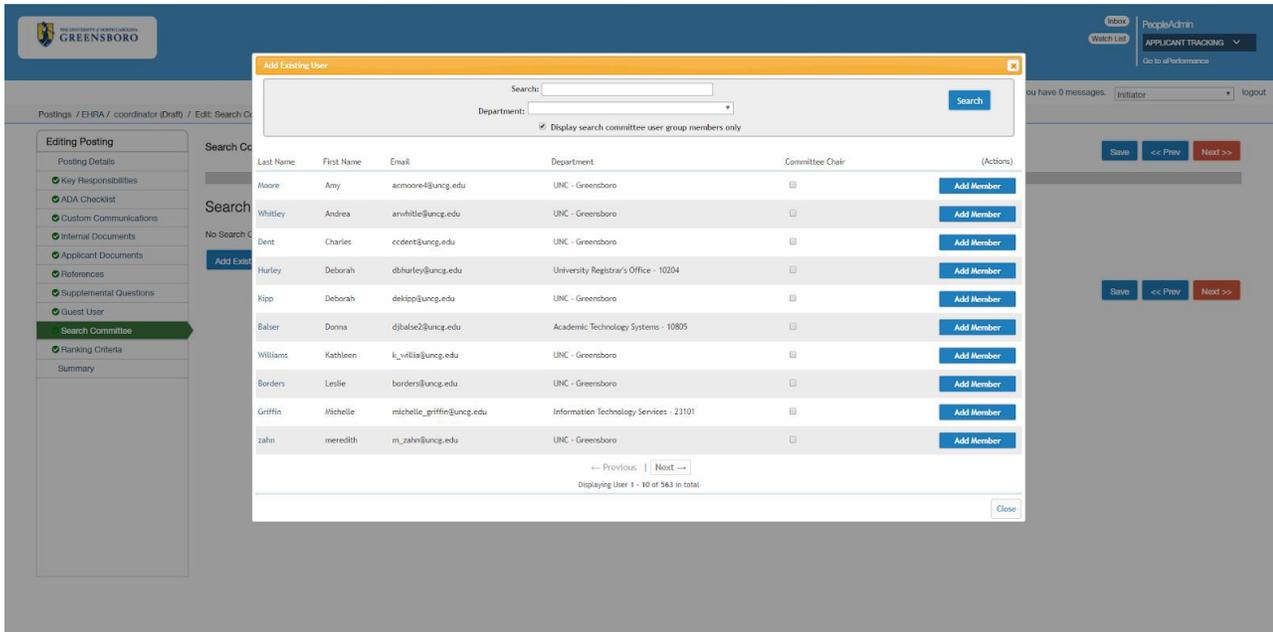
[Update Password](#)

Email Addresses of Guest User Recipients

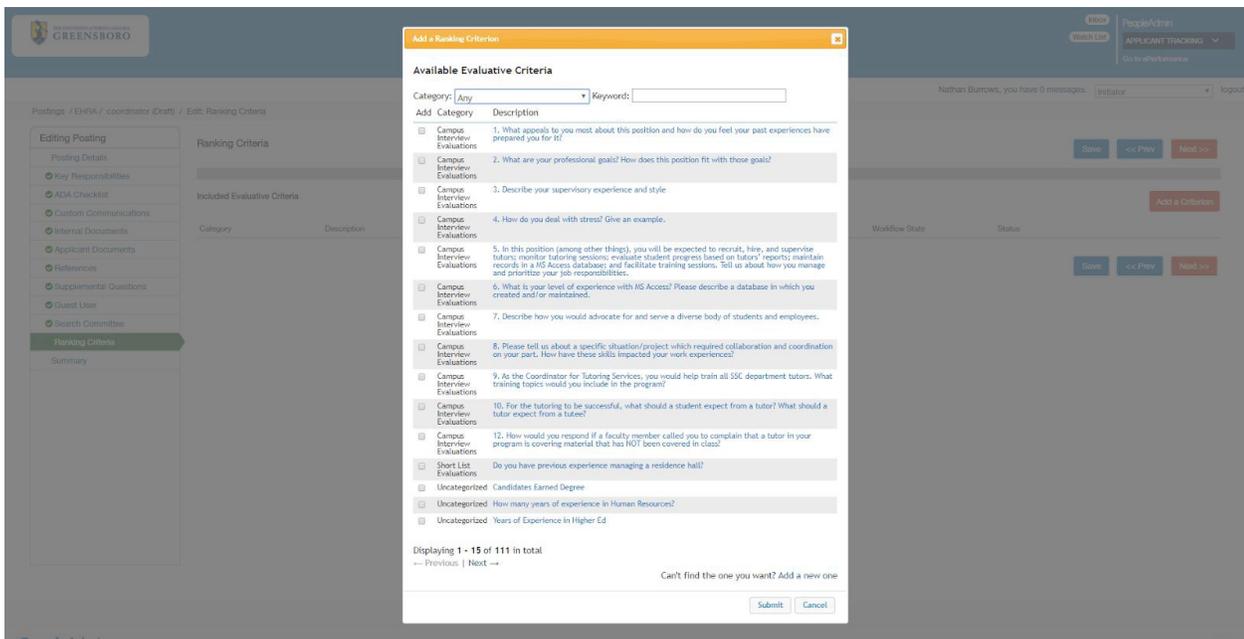
Email addresses (one per line)

[Update Guest User Recipient List](#)

Search Committee: You can assign members to the search committee on this page. Click the **Add Existing User** button. You can search for existing search committee members using the search at the top or create a new search committee member in this section. If you create a new user, HR will have to approve the member. Uncheck the Display Search Committee User Group Members Only box, so your search will include all users, including those who don't have the Search Committee user group. If the box is checked you may not be able to locate your search committee member because they have never been set up to be one in the system yet.



Ranking Criteria: These are evaluative questions you can add to the posting. These can be used during the candidate process to rank applicants. When you click the **Add a Criterion** button, you will have the ability to add a new criterion or select an existing criterion. To choose which state the criterion is associated with, you can select the description from the table and you will be presented with the opportunity to change the workflow state, add a weight and add points to this question. Once you have made your changes, you must click the **Save** button to save them. The Initiator(s) assigned to the posting can rank applicants using the ranking criteria. Search Committee Members can rank applicants as well.



Summary page: On the summary page you can review the posting, see how the posting looks to applicants and see a print preview of both the internal and applicant view of the posting. You can also move the posting in workflow for its approvals as necessary.

The screenshot shows the UNCG HR system interface. At the top, there's a navigation bar with 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. Below that, a breadcrumb trail reads 'Postings / EHRA / Chief of Staff (Draft) / Summary'. The main heading is 'Posting: Chief of Staff (EHRA)' with 'Edit' and 'Delete' links. A red arrow points to an orange 'Take Action On Posting' button. A dropdown menu is open below it, showing options: 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', 'Print Preview', and 'Add to Watch List'. The 'Posting Details' section includes a table with the following information:

Field	Value
Requisition Number	
Position Number	000015
Position Classification Title	Chief of Staff (E9904)
Functional Title	Chief of Staff
Position Type	Administration - Staff
Position Class	E1 - SAAO 112 Mo Leave Earning

The 'University Information' section contains the following text: 'The University of North Carolina at Greensboro is a world-class, research intensive, regional University with a diverse portfolio of expertise and a particular focus on fostering healthy lives, vibrant communities and global connections. UNCG is a leading institution within the 17-campus University of North Carolina System. Recognized for its programs in the Visual and Performing Arts, Nursing, Business, Education, Life and Physical Sciences, and Health and Human Sciences, UNCG continues to grow its enrollment and enjoys the most diverse student populations of all the UNC-system universities. With more than 20,000 students, UNCG has a significant and positive impact in North Carolina and the Greensboro/Triad area in particular. UNCG is nationally recognized for its distance learning initiative.'

Workflow: To move the posting along in the workflow, hover over the orange **Take Action on Posting** button and choose the action that you would like to take.

When you transition the posting, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.

Applicant Portal

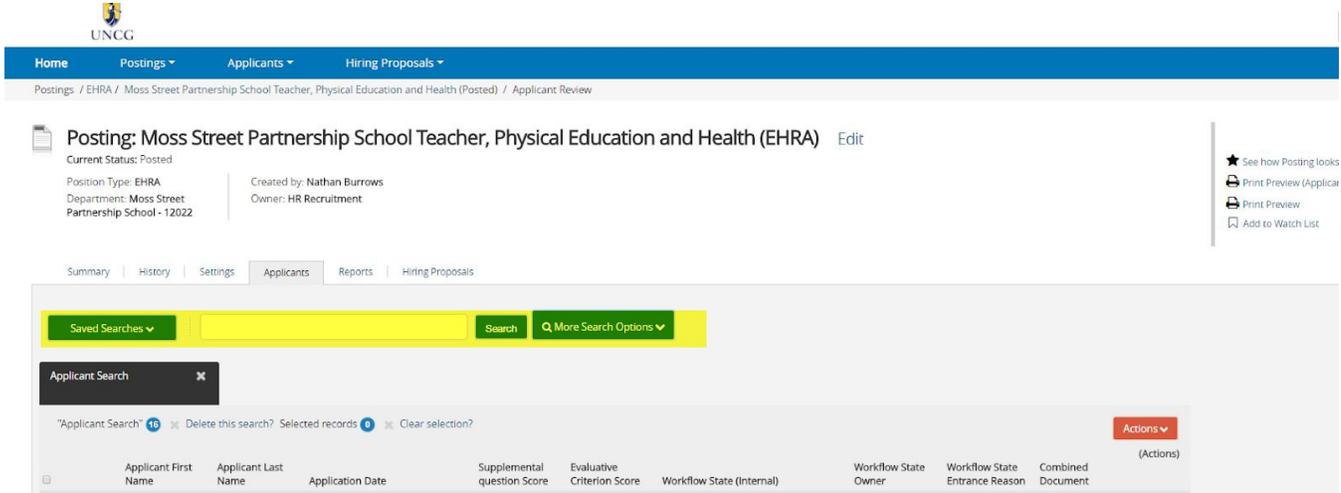
Go to <https://spartantalent.uncg.edu> to view your posting on our job board.

The first time that an applicant applies to a job, they will be prompted to fill out the Voluntary Demographic information. This will only happen once. If the applicant wants to adjust their demographic data, this can be done at any time from the menu on the left.

Review Applicants

You can review applicants by posting.

Navigate to the posting where you wish to review applicants. To do this, hover over the **Postings** tab and then select **EHRA** or **SHRA** position type under it. You will be brought to the postings search screen. Search for the posting you wish to view. Once in the posting click the **Applicants** tab in the summary screen of the posting to see a listing of applicants applied to this posting.



Workflow: To move the applicant along in the workflow, you must be in the summary of the application and then hover over the orange **Take Action on Job Application** button and choose the action that you would like to take.

NOTE: All applicants must be approved for interview by the EEO/AA Team before interviews can begin. Applicants only need to be approved once in the system for an interview. The proper workflow state that represents an applicant needing approval is “Send to AA for Interview”. The Short List is not a workflow state that requires approvals. The Short List is just a workflow state that “holds” applicants in a place for easy access and review.

View Applications: Hover over the **Actions** link next to a specific application and click the **View** option.

By hovering over the **ACTIONS** tab in the list of applicants, you can complete the following actions:

- GENERAL
 - Review Screening
 - Question Answers
 - Download Screening
 - Question Answers
 - Export Applicants without Email
 - Export results
- BULK
 - Move to Posting
 - Move in Workflow
- Download Applications as PDF
- Create Document PDF per Applicant

Hiring Proposal

Reference Checks should be done before a candidate is recommended for hire. This is a standard safe hire practice. Here is the link to the reference check form;

<https://hrs.uncg.edu/wp-content/themes/uncgwp/Files/ePositionManagement/Reference Check Form.pdf>

The completed reference check forms need to be uploaded to the hiring proposal under the DOCUMENTS section.

When an applicant is selected, the reference checks should be conducted. If the checks are favorable, then the next step is the hiring proposal.

Once the applicant is moved to the Recommend for Hire state by the Initiator the option to create a hiring proposal becomes available. You will see a link appear to start a hiring proposal in the upper right hand side of the summary screen for that application. A green plus will be beside the link.

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / Moss Street Partnership School Teacher, Grades K-5 (Posted) / Applicant Review / Recommend for Hire

Job application:
Current Status: Recommend for Hire
Application form: Candidate Profile (EHRA)

Full name: Created by: I
Address: Owner: Initiator

Username:
Email: emailaddress@zed.zed
Phone (Primary):
Phone (Secondary):
Position Type: EHRA
Department: Moss Street Partnership School - 12022

Take Action On Job Application
★ View Posting Applied To
★ Preview Application
✎ Edit Application
➕ Start Start EPA "Non Faculty" Hiring Proposal
➕ Start Start EPA "Faculty" Hiring Proposal
➕ Start EHRA Hiring Proposal
🔄 Reactivate

Summary Documents Recommendations (0 of 3) History Reports

Personal Information Edit

Contact Information

Prefix	
First Name	
Middle Name or Initial	
Last Name	
Suffix	
Address	
Address 2	
Address 3	
City	Greensboro

Once you click the link the system will take you to a search page for position descriptions. If your posting was created from a position description the name will appear at near top of the page under “Selected Position Description”. If your posting was not created from a position description you can search and choose the position description to hire into. Click the **Select Position Description** button to start the hiring proposal.

UNCG

Home Postings Applicants Hiring Proposals

Postings / ... / Applicant Review / (Recommend for Hire) / New Hiring Proposal

Selected Position Description

- None

Position Descriptions

Saved Searches Search [More Search Options](#)

EHRA Position Descriptions

"EHRA Position Descriptions" 762 Delete this search?

← Previous 7 2 3 4 5 6 7 8 9 ... 25 26 Next →

Position Number	Functional Title	Position Classification Title	Status	Created Date	(Actions)
001022	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions
001345	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions
000731	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions
001892	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions
001572	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions
002080	Dean	Dean	Active	October 07, 2016 at 01:28 PM	Actions
000002	Chancellor	Chancellor	Active	October 07, 2016 at 01:29 PM	Actions
000006	Vice Chancellor	Vice Chancellor	Active	October 07, 2016 at 01:29 PM	Actions
000010	Vice Chancellor	Vice Chancellor	Active	October 07, 2016 at 01:29 PM	Actions
000012	General Counsel	General Counsel	Active	October 07, 2016 at 01:29 PM	Actions
000015	Chief of Staff	Chief of Staff	Active	October 07, 2016 at 01:29 PM	Actions

NOTE: If a Hiring Proposal already exists for this applicant you will receive the following warning: This Applicant already has a Hiring Proposal in process. Contact your Talent Consultant to assist you with a system override so you can create your proposal.

Hiring Proposal: Fill out the necessary fields. All applicant and position information should auto-fill and is not editable within the Hiring Proposal. If you need to change the information, do so within the applicant record or position record. Click **Next**.

Hiring Proposal Summary: On the summary page you can review the hiring proposal and see a print preview of the hiring proposal.

You can then move the hiring proposal through the workflow until it is approved. At that point the applicant is seated as an employee into the position.

Workflow: To move the hiring proposal along in the workflow, hover over the orange **Take Action on Hiring Proposal** button and choose the action that you would like to take.

When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.

Final steps: Once the hiring proposal is approved, the applicant is moved into the Hired status. HR must then go back into the posting and mark it as Filled.

Hiring Proposal Summary: On the summary page you can review the hiring proposal and see a print preview of the hiring proposal.

Search and Manage Hiring Proposals

Hover over the **Hiring Proposals** tab and click the **Main** option. This takes you into the Main Hiring Proposals list screen where you can manage existing hiring proposals.

General Actions: Hover over the grey **Actions** button where you have the following options:

- Export Results: Export the current list view into an Excel document
- Move in Workflow: Move all selected hiring proposals to a specific workflow state

View/Edit existing Hiring Proposals: Hover over the **Actions** link next to a specific applicant and click one of the following options:

- View: View selected hiring proposal (can also do so by clicking the blue link in the left column of the list)
- Edit: Edit selected hiring proposal (only if it is NOT in a final/approved workflow state)

