UNC GREENSBORO
Human Resources

SpartanTalent User Guide & Workbook

With Screenshots

SpartanTalent User Guide &Workbook

Table of Contents

Objectives

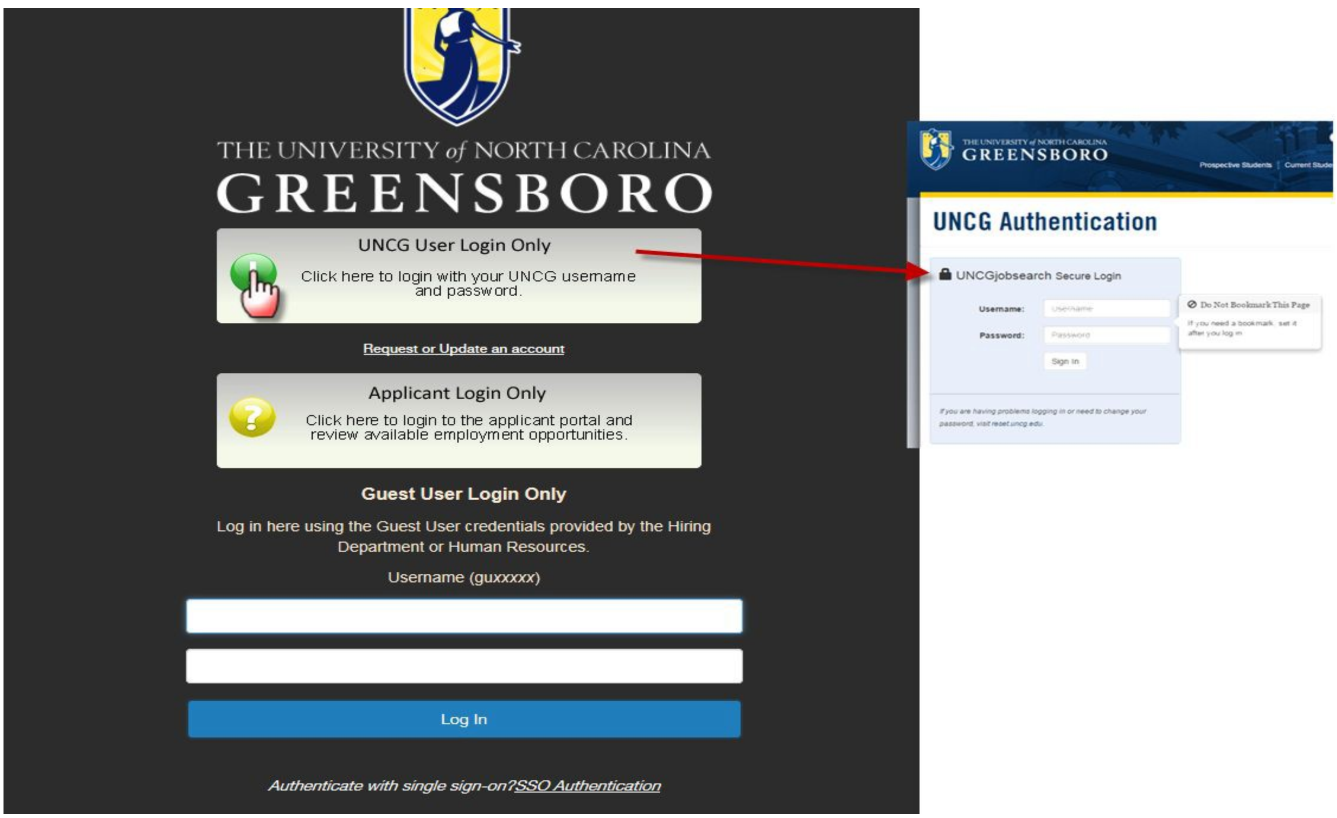
This document will guide you through the business processes in the system. It will lay the foundation for you to be able to understand how ePosition functions and to help you understand how business processes are achieved. At the end of this guide you will have accomplished the following things:

- 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.spartantalent.uncg.edu) to log in.

Username: XXXX
Password: XXXX



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.

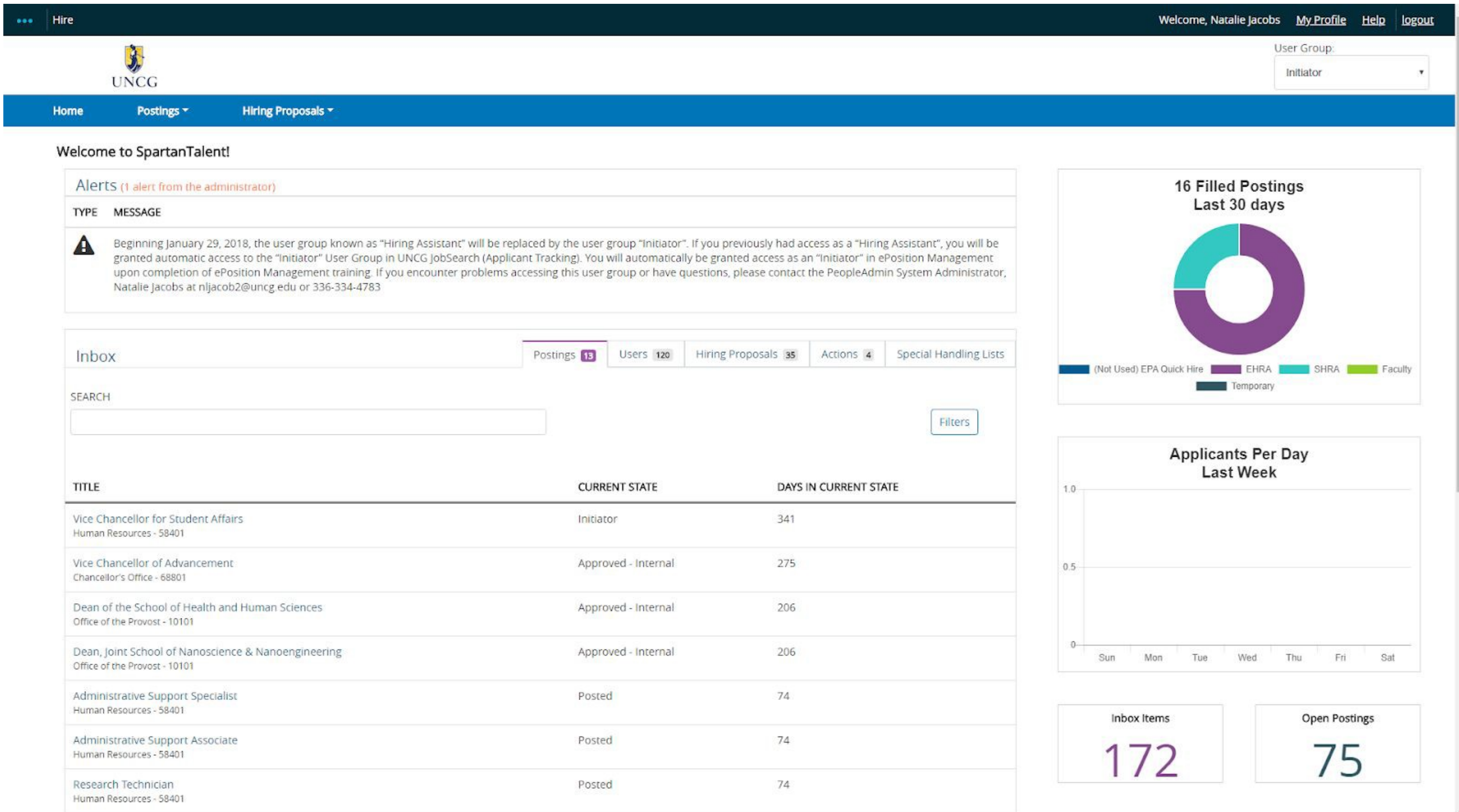
You can quickly access your inbox and watch list from any page with the Inbox and Watch List button at the top of the screen.

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

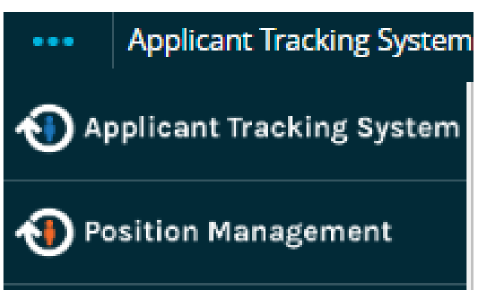
My links: This section is a good resource for training videos and quick access to the applicant portal. You can also quickly get to the PeopleAdmin customer portal, where you have access to information and other resources. This area is configurable. The links can be updated to reflect important information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



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.

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.

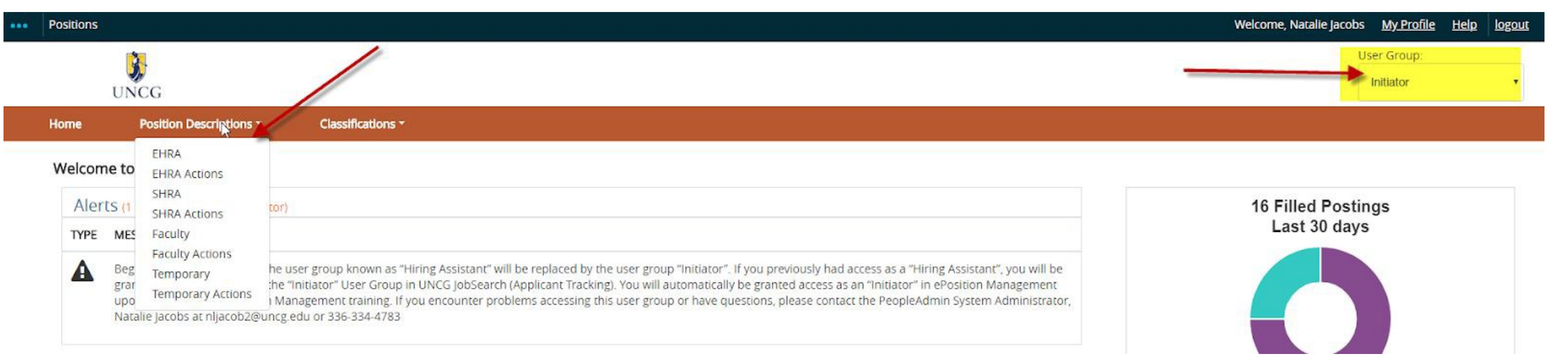
Toggle to and select the 

(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.



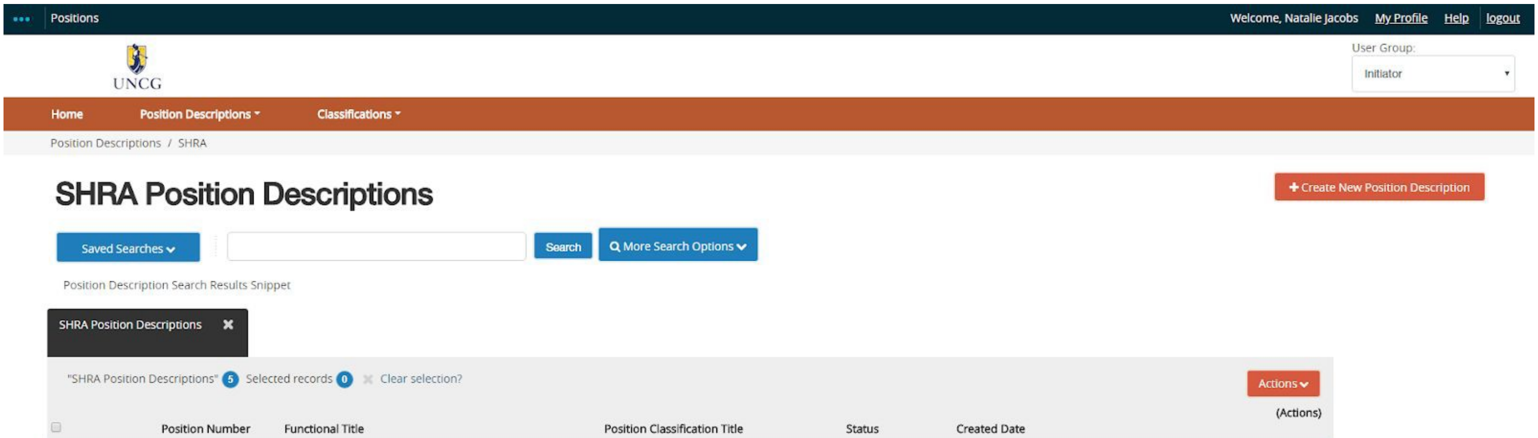
Position Descriptions

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.

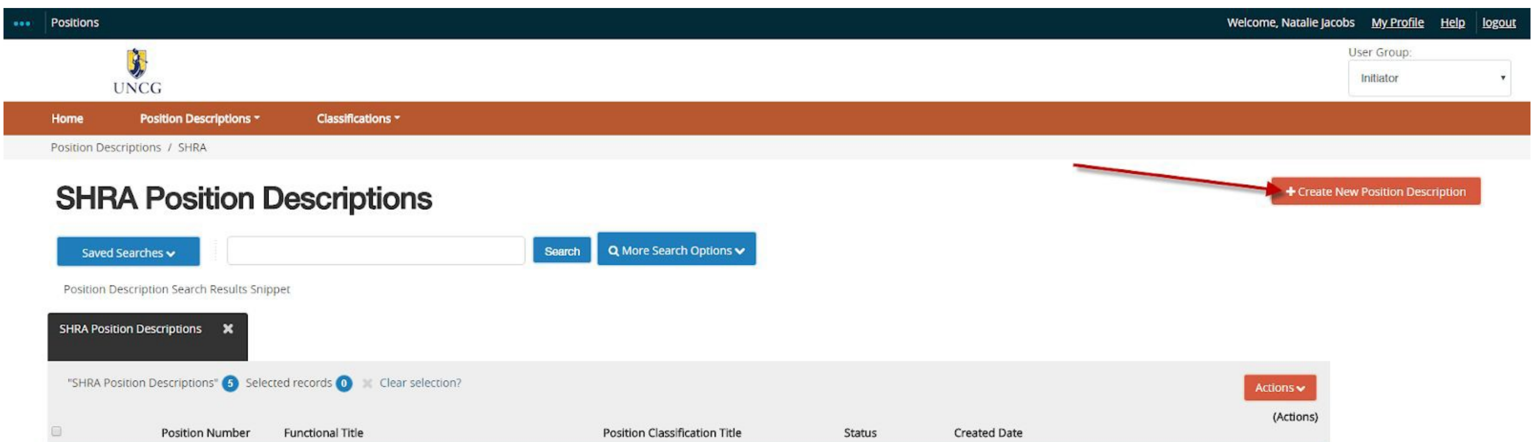
View existing Position Description

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.

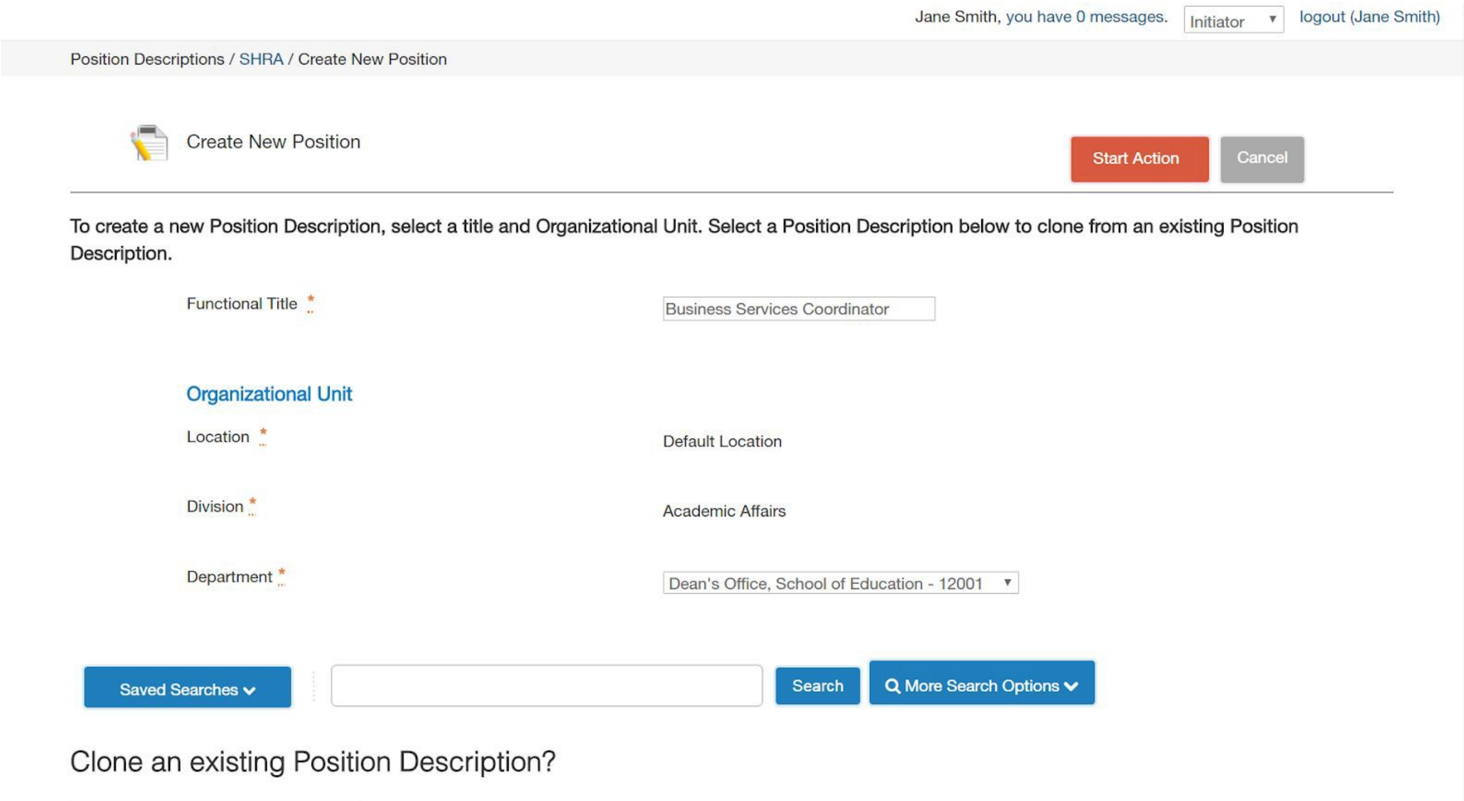


Create a New Position Description

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.**



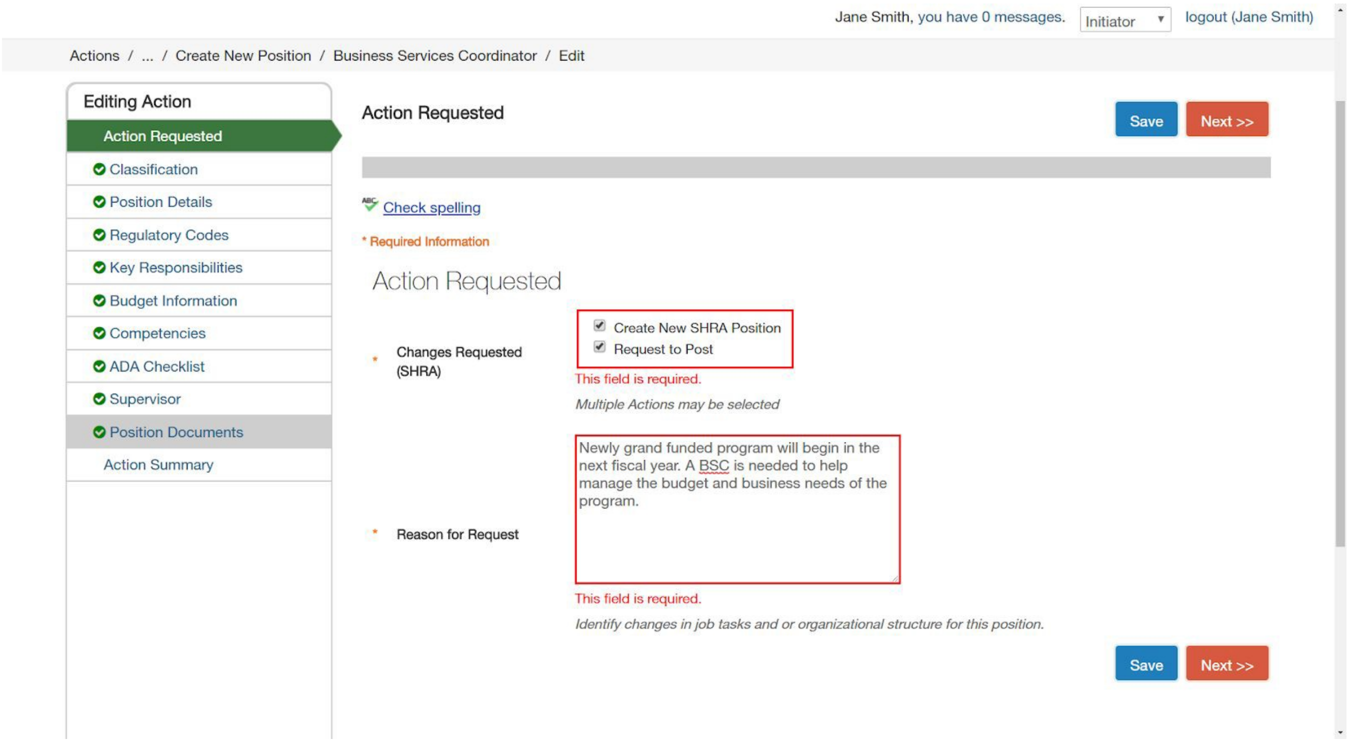
Initial Page: Enter a position title and then select the location, division and department if necessary. Click **Start Action**.



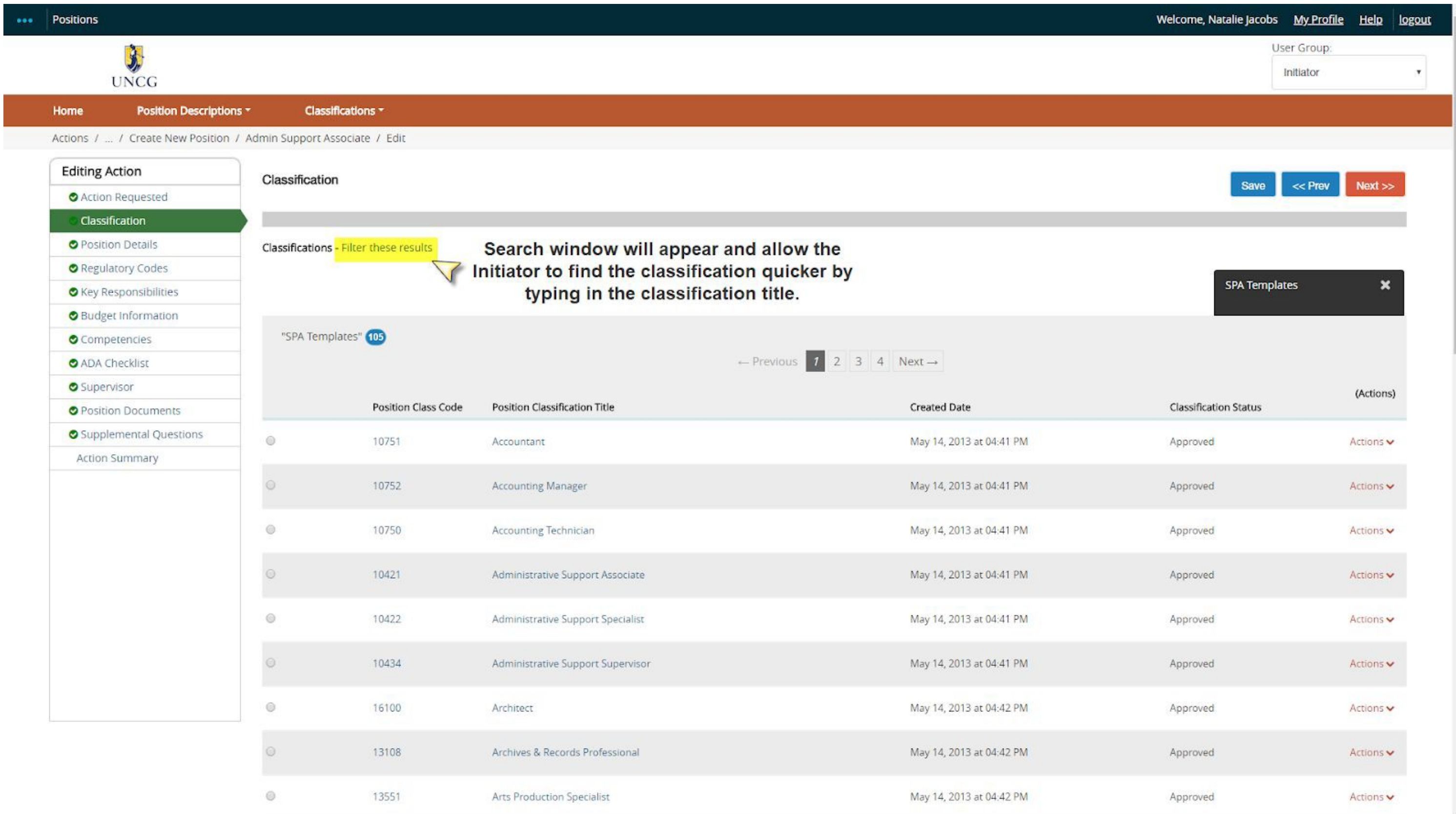
Identify Action Request. If a recruitment search is planned after the position action approval, the option to "Request to Post" should be selected as well. Multiple options can be selected from the list.

Select the appropriate classification from the list provided.
Enter position details. Populate all required fields.
Viewing capability only for Initiators
Add all the key responsibilities of the position.
Provide the position budget information.
SHRA only. Provide position classification competencies. Classification Profiles can be found using the link that is provided.
Select essential physical effort and work environment conditions using the check boxes. List the percentage for each selection using the percentage key provided.
Select Supervisor's position from the list provided.
Documents can be uploaded to the system to file with the approved position description.
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 Requested: Select the request change; Create New Position, Request to Post or both. Please provide a summary that gives a reason for the request.



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.



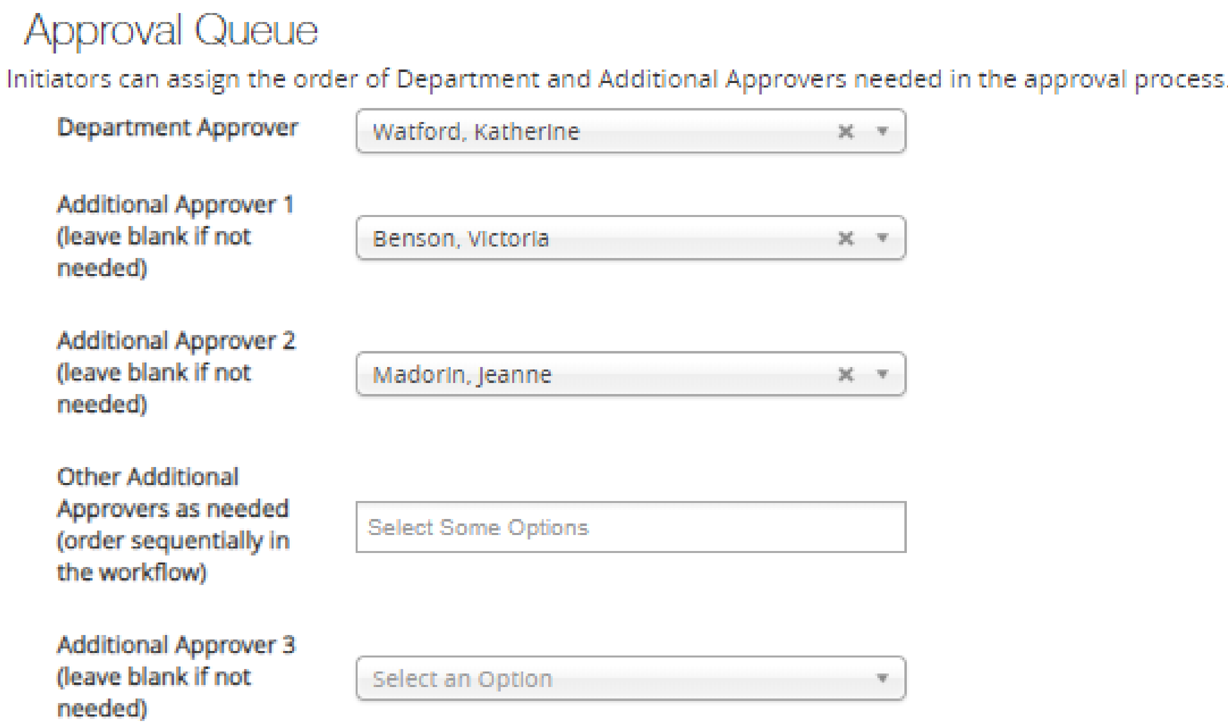
Position Details: Fill in the position and Departmental information on the form and click **Next**. The majority of the information entered in the description is going to feed directly into the posting. It is important this information is provided when the position is created or modified, before the 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.

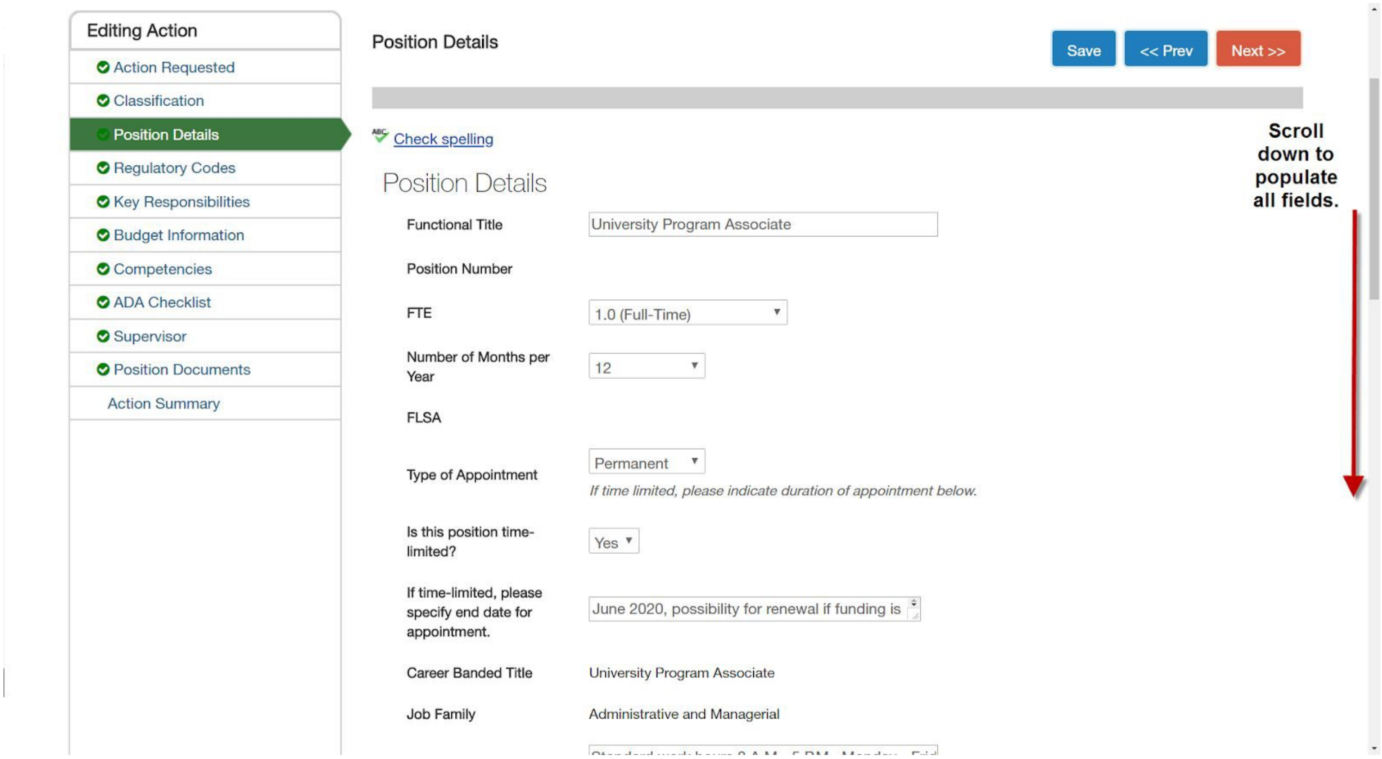
Here is an example;



Approval Queue

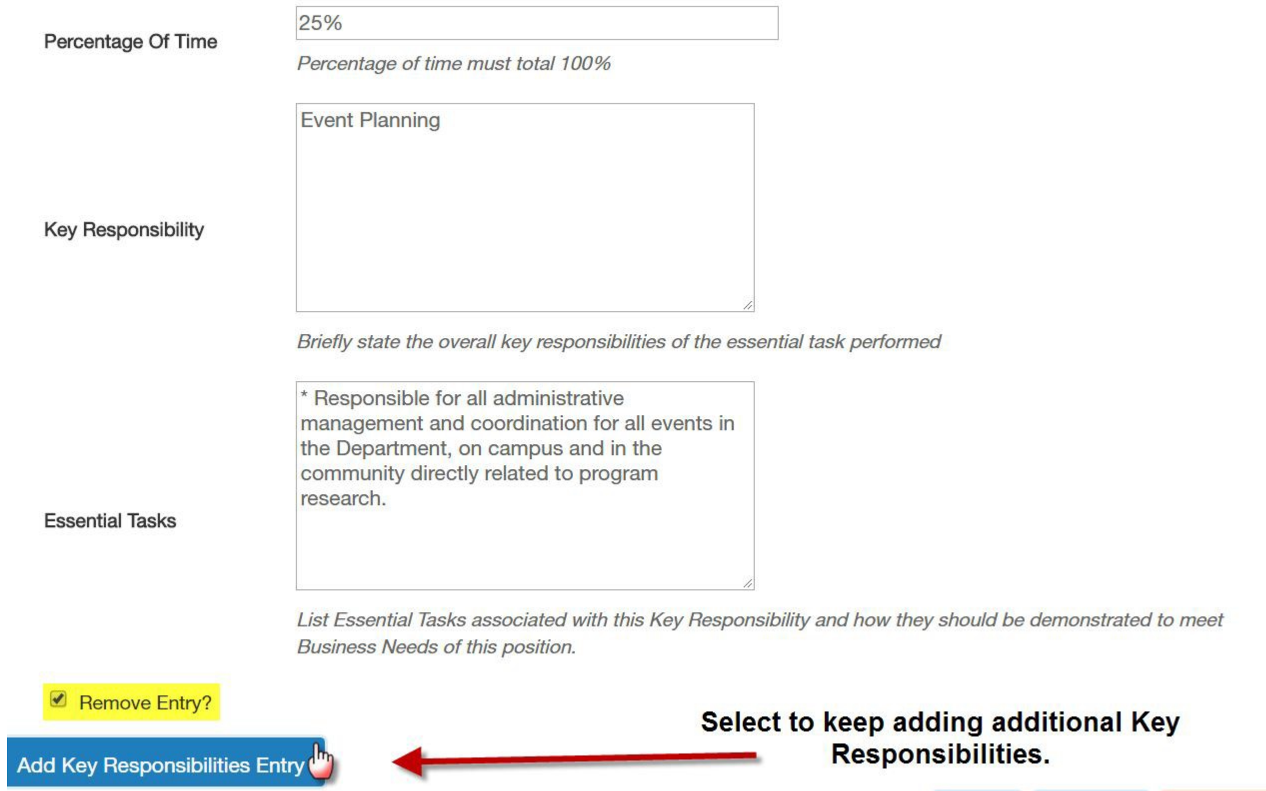
Initiators can assign the order of Department and Additional Approvers needed in the approval process.

Department Approver	Watford, Katherine
Additional Approver 1 (leave blank if not needed)	Benson, Victoria
Additional Approver 2 (leave blank if not needed)	Madorin, Jeanne
Other Additional Approvers as needed (order sequentially in the workflow)	Select Some Options
Additional Approver 3 (leave blank if not needed)	Select an Option

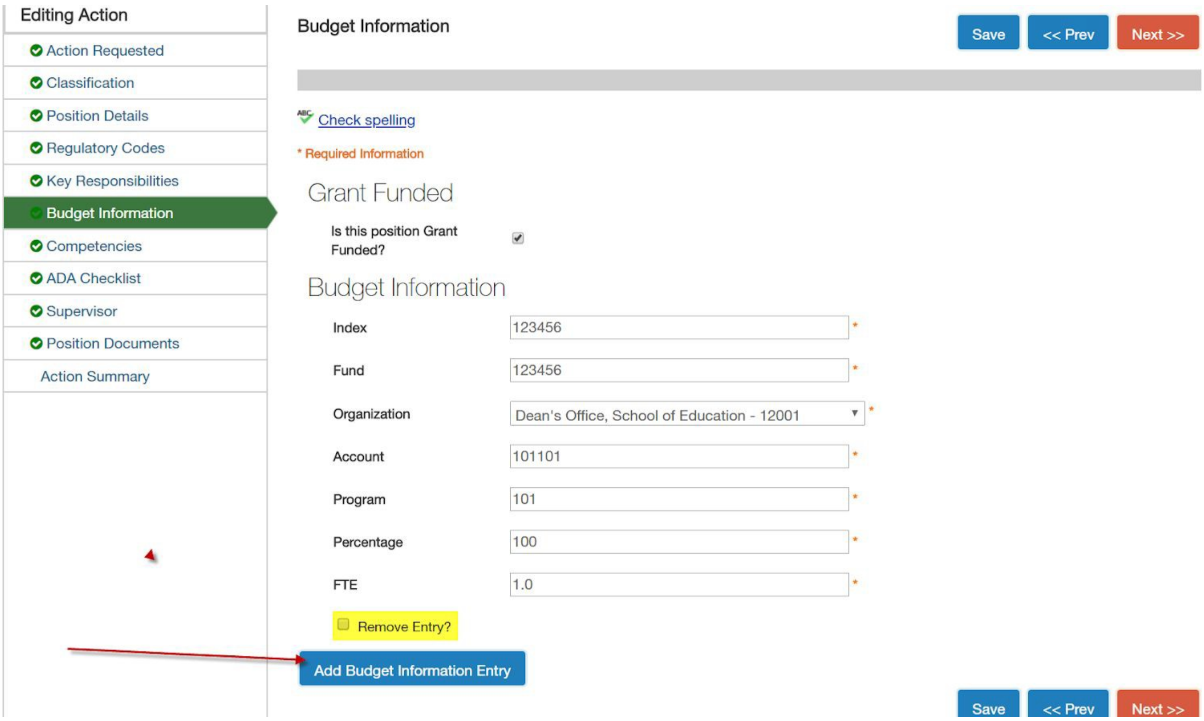


Regulatory Codes: Can be viewed by Initiators only. This section houses the UNC Systems Office codes, as well as, the EEO information, which includes the underutilization of minority groups data. Moving forward, the HR Talent Consultant will complete this section and when the position request is approved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

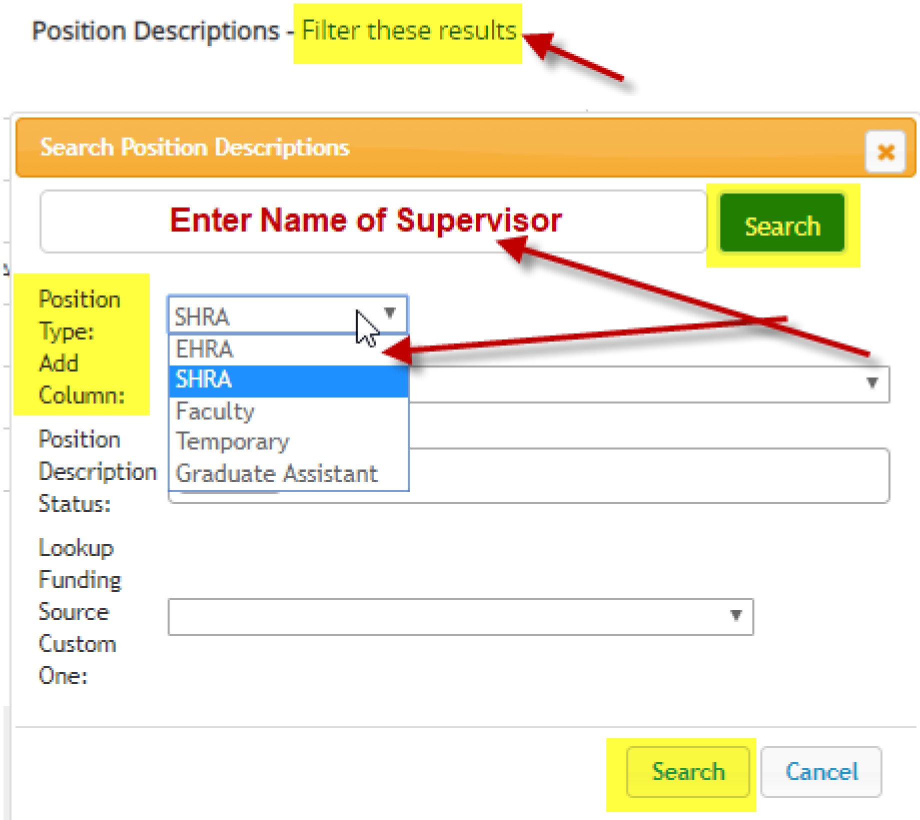


Position Budget Information: Fill in the information on the form and click **Next**. **<u>This is a required step</u>**. If it is a grant-funded position please be sure to check the box asking if the position is grant funded. This is another builder block section that works the same as the Key Responsibilities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



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.

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.

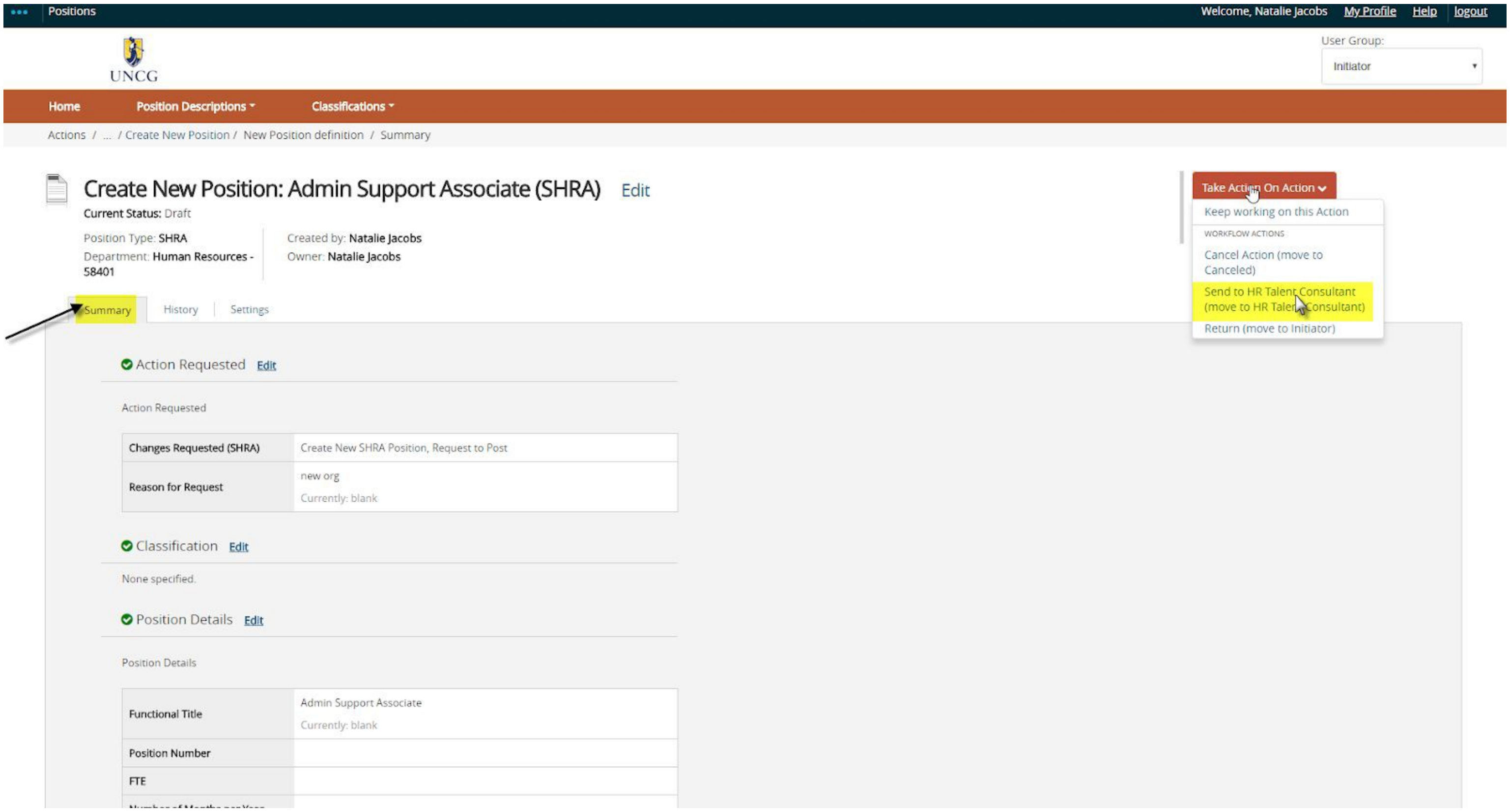


Position Documents: Users creating, viewing and approving this request during the process, have the capability to upload documents to the position description using the Documents section.

- **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.**

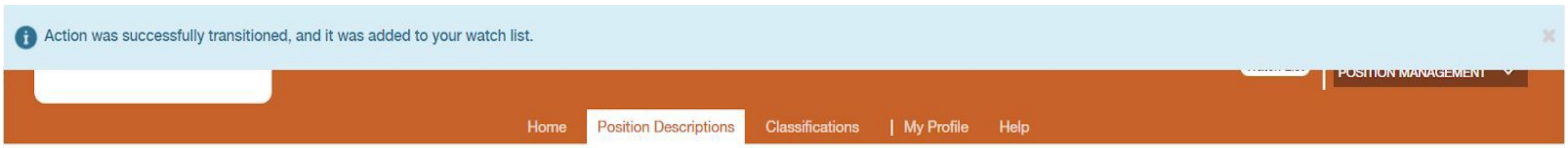
Summary page: Review the position description information. Scroll down to view the entire position description.

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.



**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.*

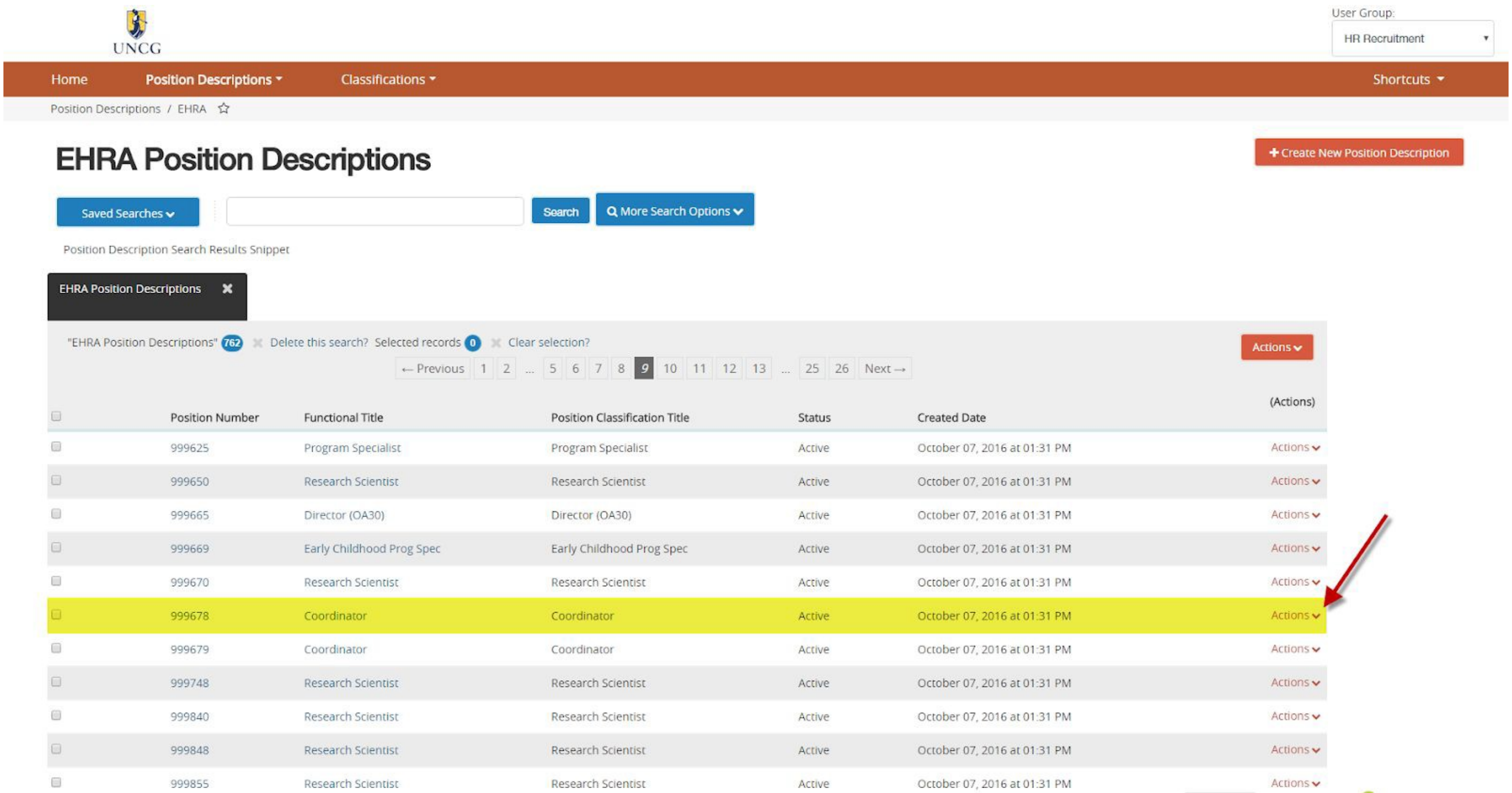
You will receive a blue bar on the top of your page that will state the action was successfully transitioned. If you get a red bar with an error, then the system is telling you something is missing or incorrect and it needs to be fixed. The error will tell the initiator what is needed in order to transition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



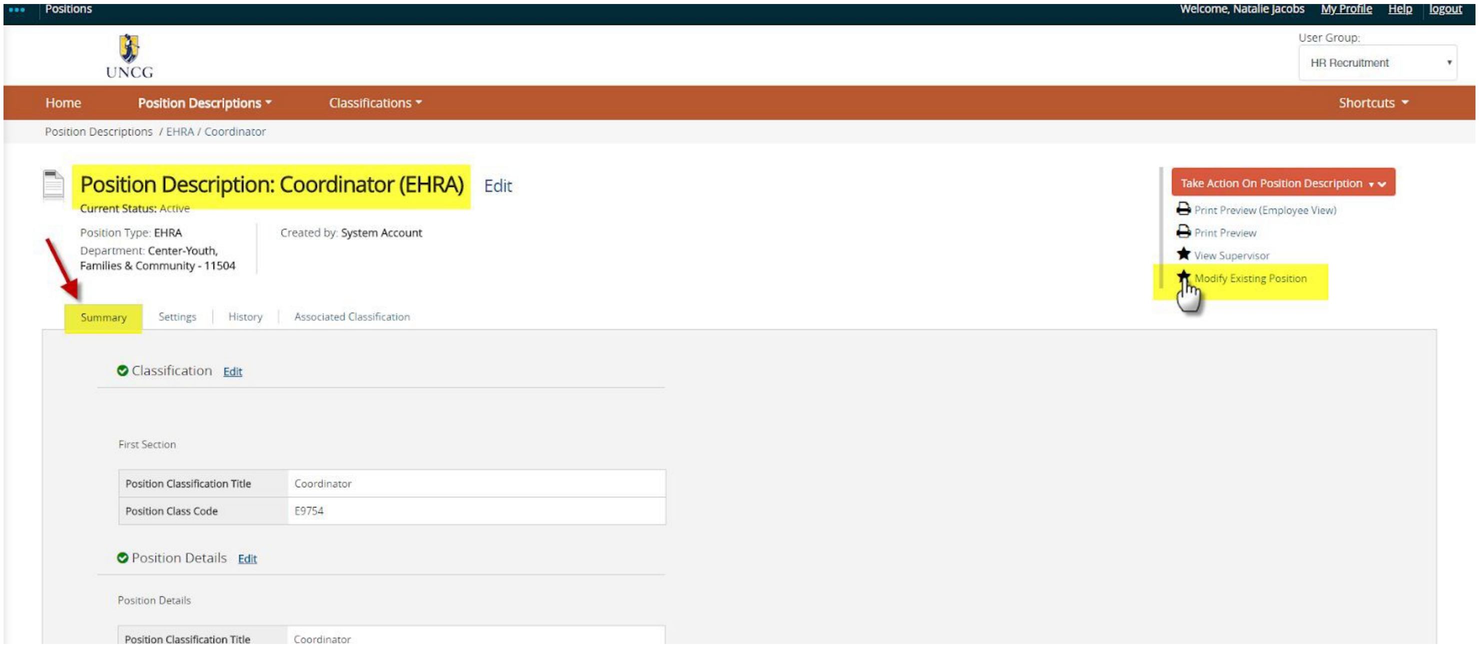
Modify a Position Description

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.

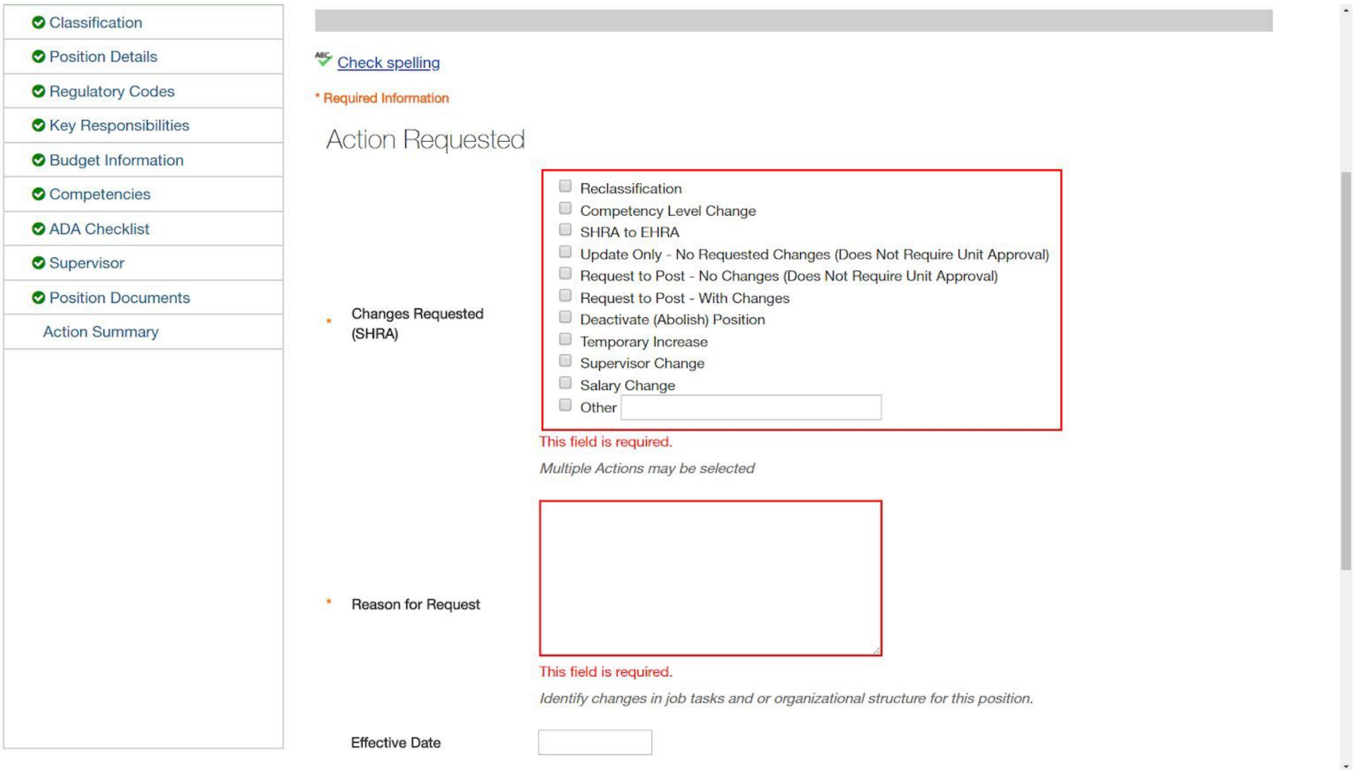


Click on **Modify Position Description** in the upper right part of the page.



Click **Start** on the next page.

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



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.

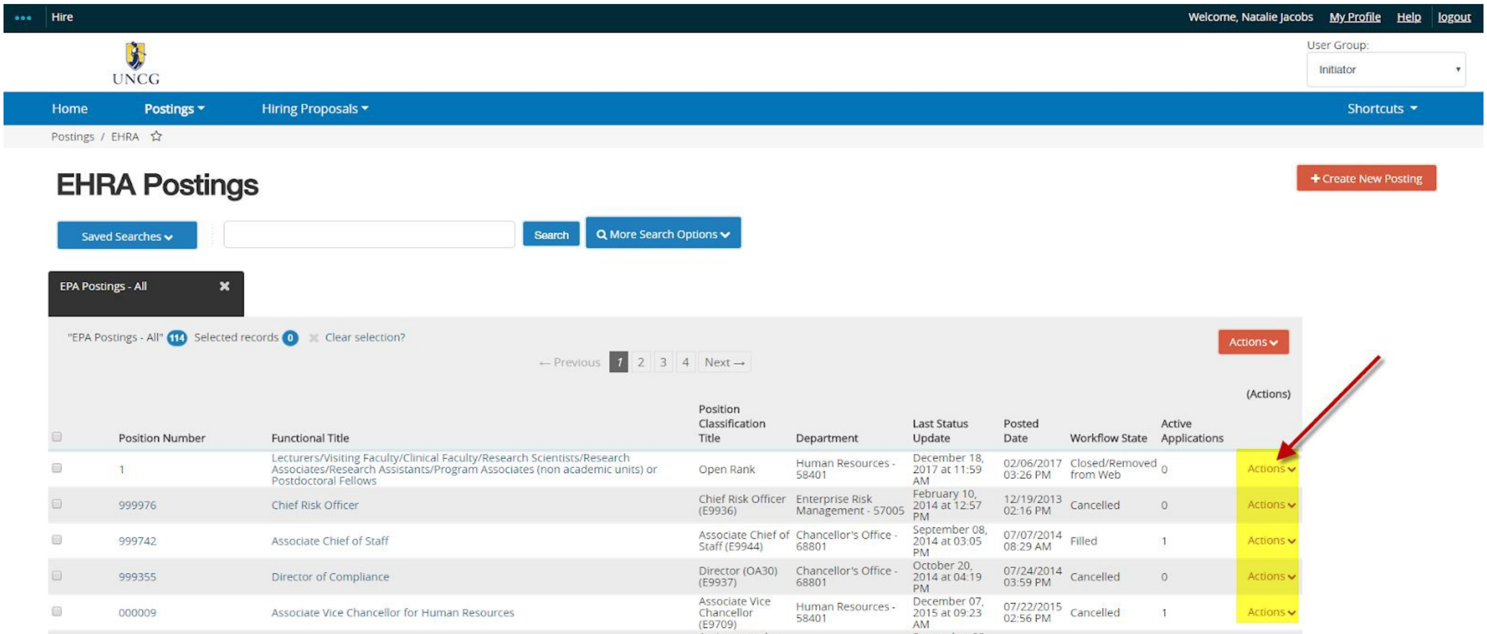
eHIRE (Applicant Tracking System)

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 (POSTIONS) 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.



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.

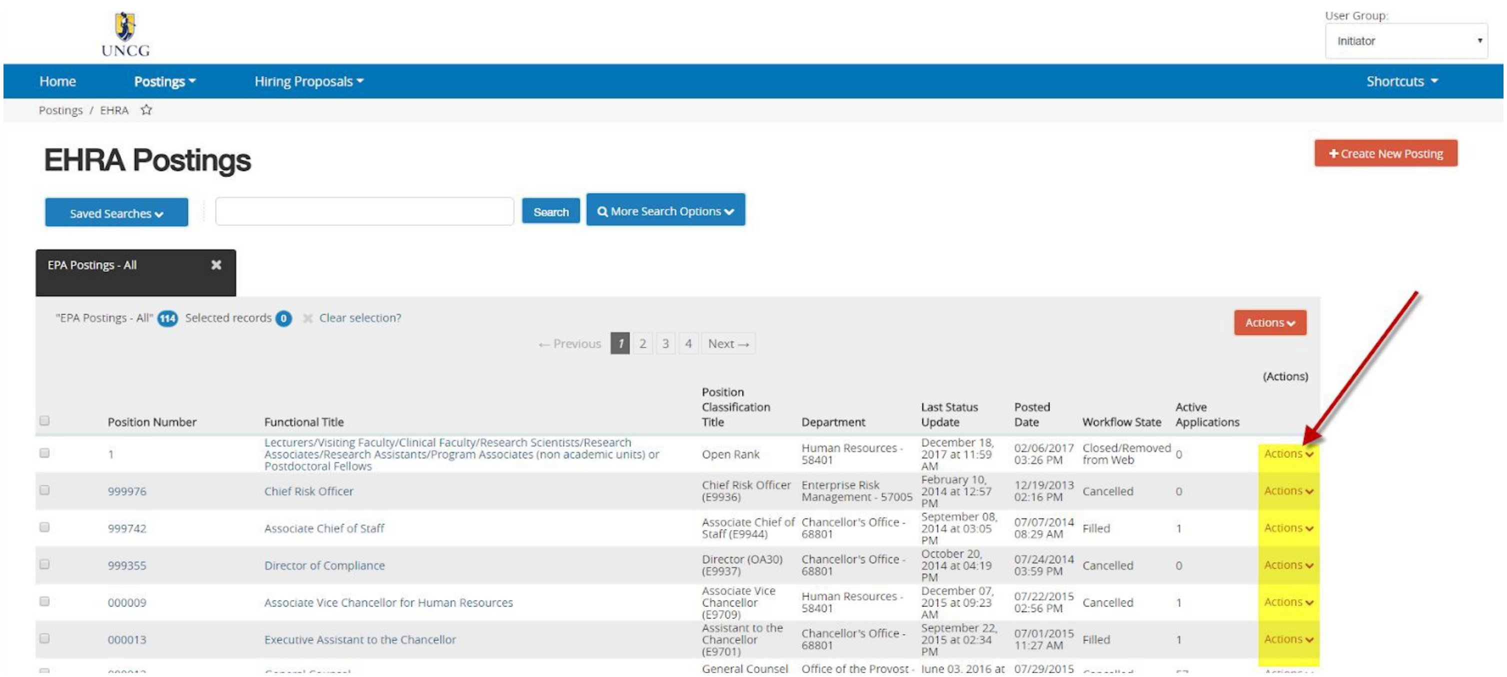
Tracking: Watch: You can add any position to your watch list.

Export Results: Export the current list view into an Excel

To View

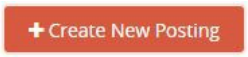
Hover over the **Actions** link associated with a specific posting and you will see the following options:

- 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

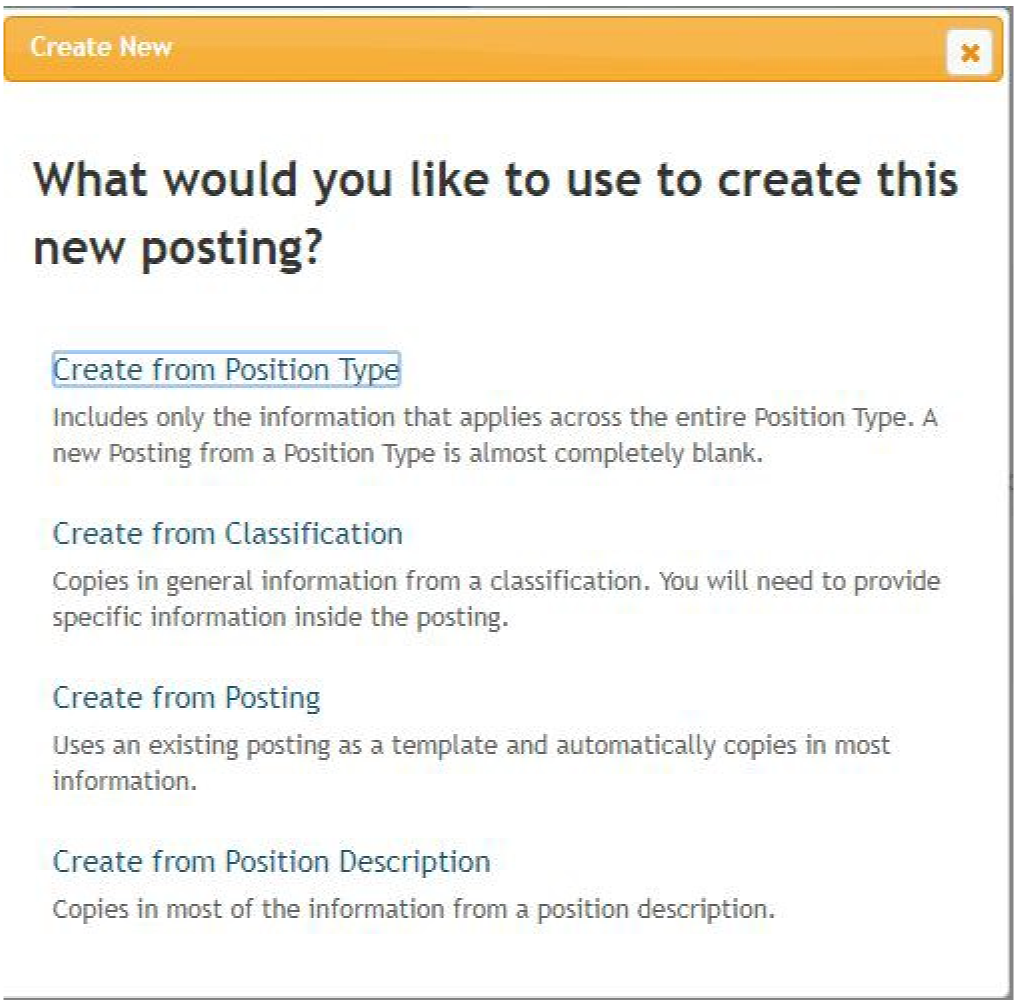


Create a New Posting

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.



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



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.

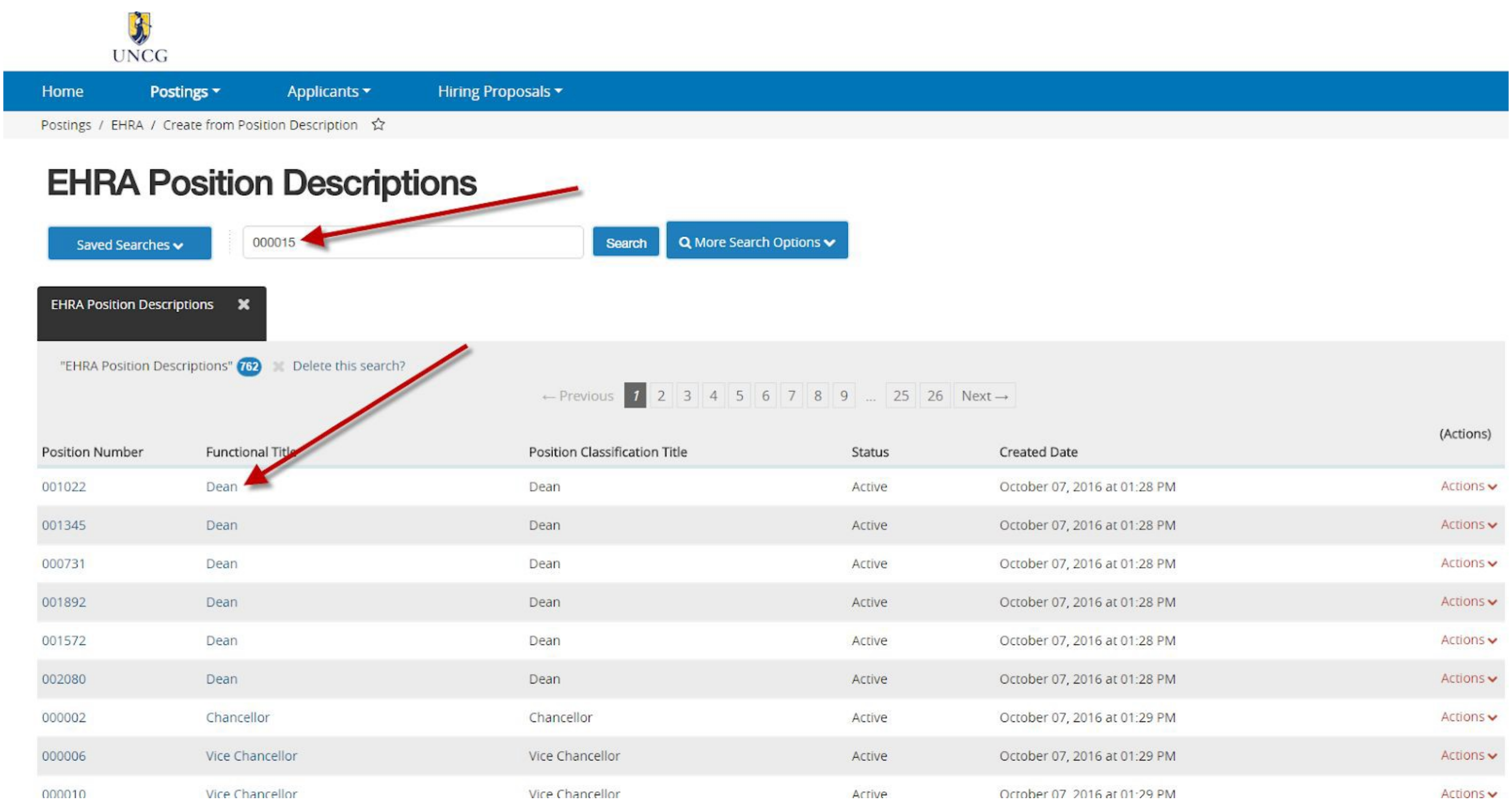
Create from Posting: Creates a posting by auto-filling information from an existing posting with which you can make any necessary changes. Use caution when making this selection. If you have made changes/updates to your position recently thru the ePosition module, they may not be reflected in the posting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

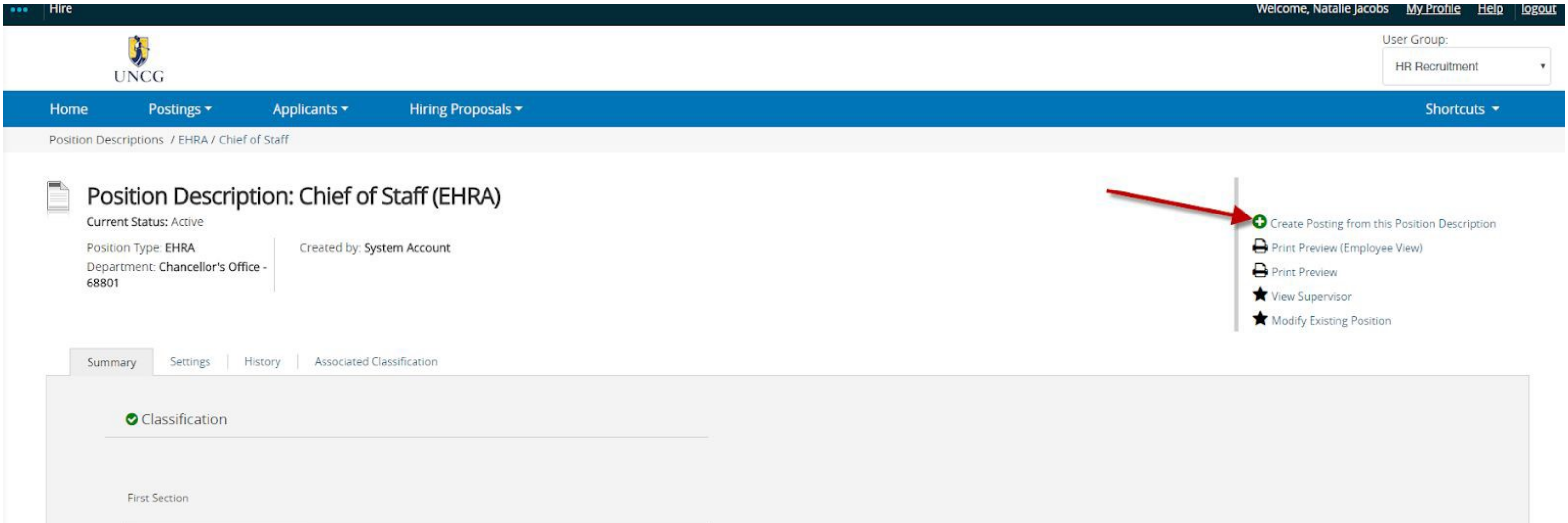
Posting Process

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.

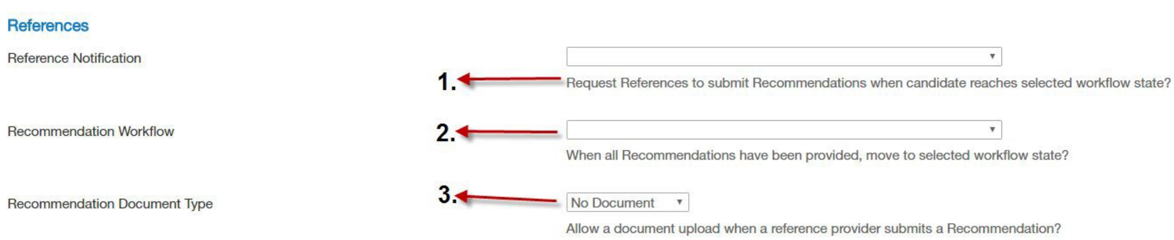


Once you have made your selection, a summary of the most recently approved position description will appear. REMEMBER IF YOU WANT TO MAKE CHANGES TO YOUR POSITION, YOU NEED TO DO IT IN the POSITIONS module/ePosition first. You can not go thru the UNCGjobsearch system to make changes to your position.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



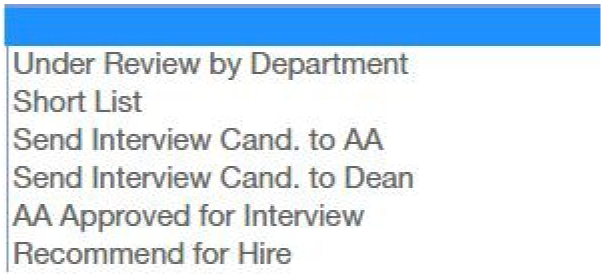
Initial Page: The initial settings page allows you to save a draft in the system so that you can locate and work on it at a later time. Enter a Functional Title on this page.

- 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.



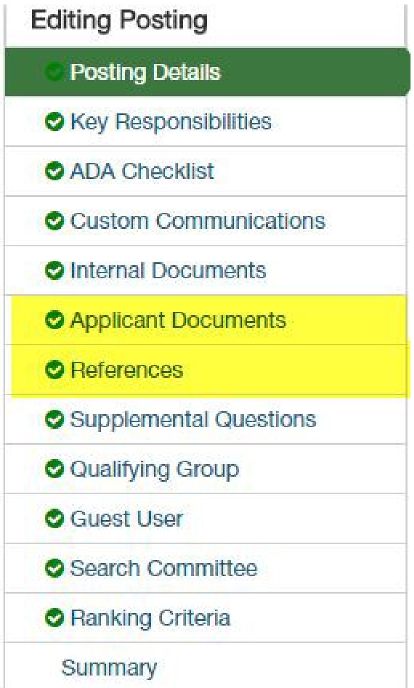
1. This selection field determines when the solicitation emails are sent from SpartanTalent to the reference (recommendation) providers. The selection option lists each application workflow state. These workflow states represent the applicants in the pool and what their internal status is during the 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.

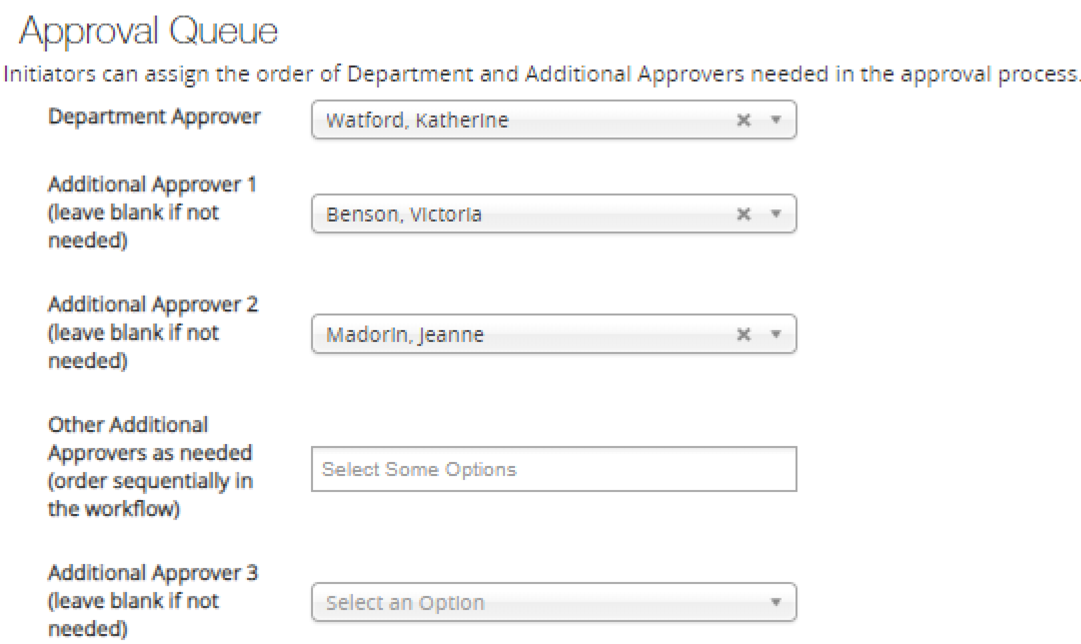
- Be sure the posting is set to **Accept online applications**. (Not shown.) This is typically checked. If you do not check this item, applicants will still see the posting advertised on your portal but they will not have the ability to apply online through the portal. If you uncheck this item, you should 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.



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: Watford, Katherine

Additional Approver 1 (leave blank if not needed): Benson, Victoria

Additional Approver 2 (leave blank if not needed): Madorin, Jeanne

Other Additional Approvers as needed (order sequentially in the workflow): Select Some Options

Additional Approver 3 (leave blank if not needed): 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.

UNCG

Home | Postings ▾ | Applicants ▾ | Hiring Proposals ▾

Postings / EHRA / Chief of Staff (Draft) / Edit: ADA Checklist

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

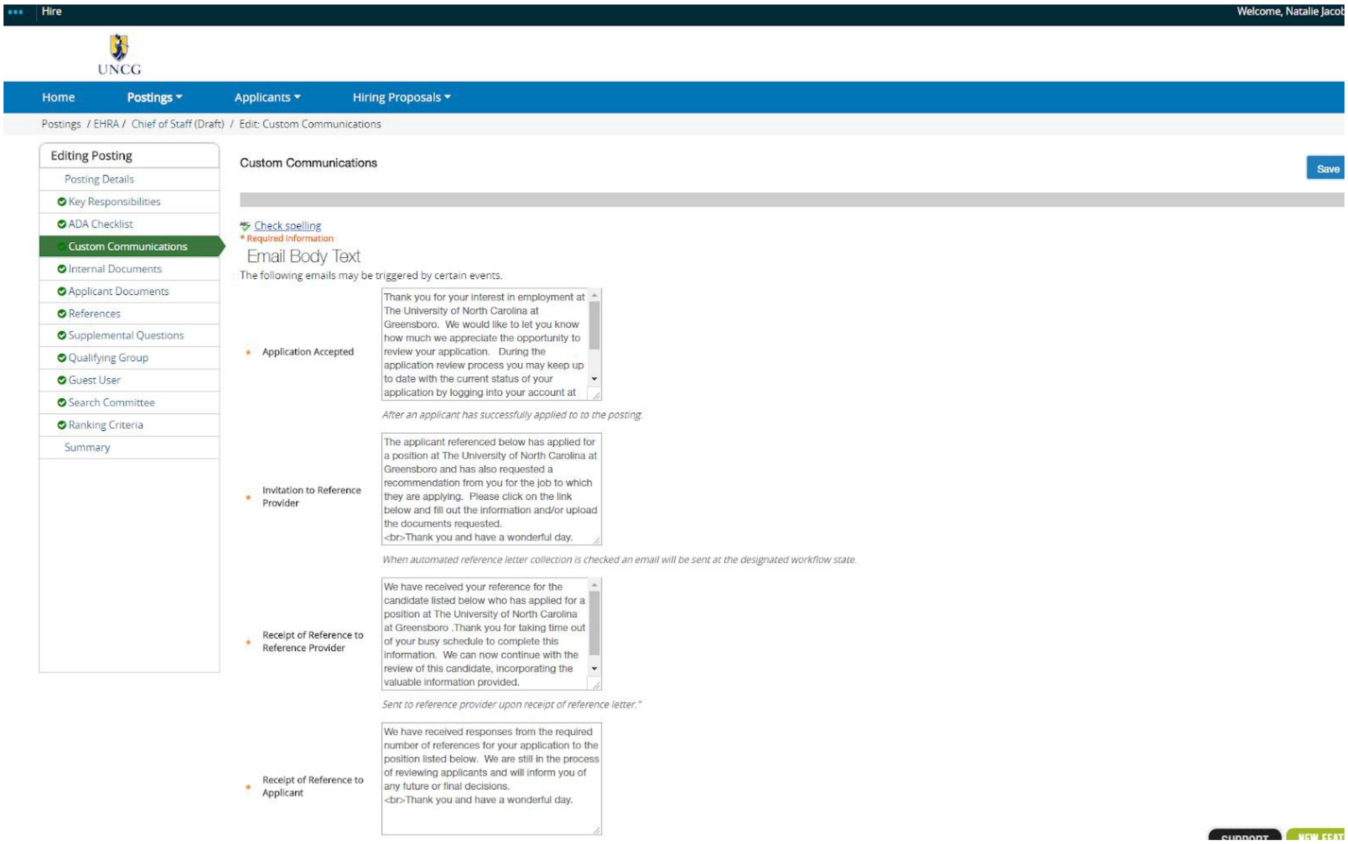
Please select essential physical effort and work environment conditions using the check boxes below. Please note the percent of time spent performing each task using the following notation:

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

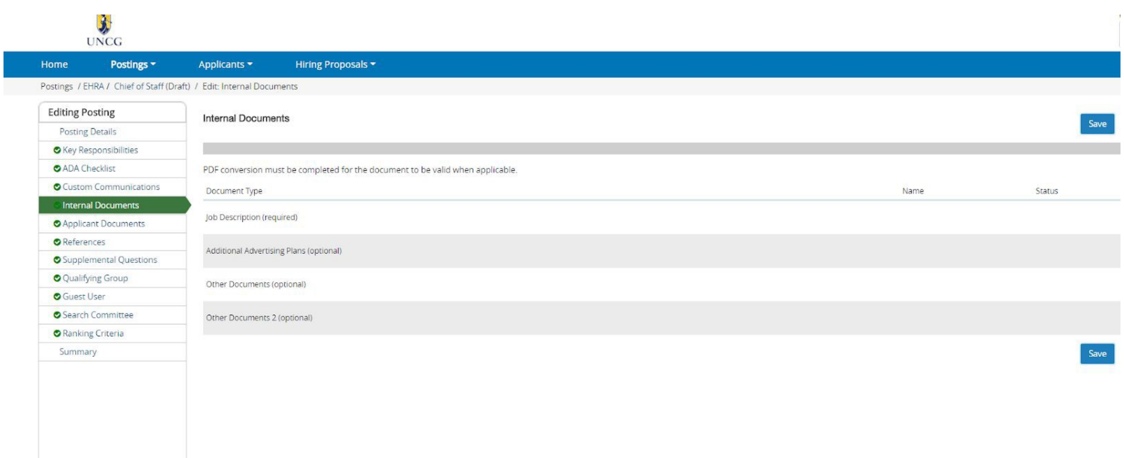
Physical Effort

- 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

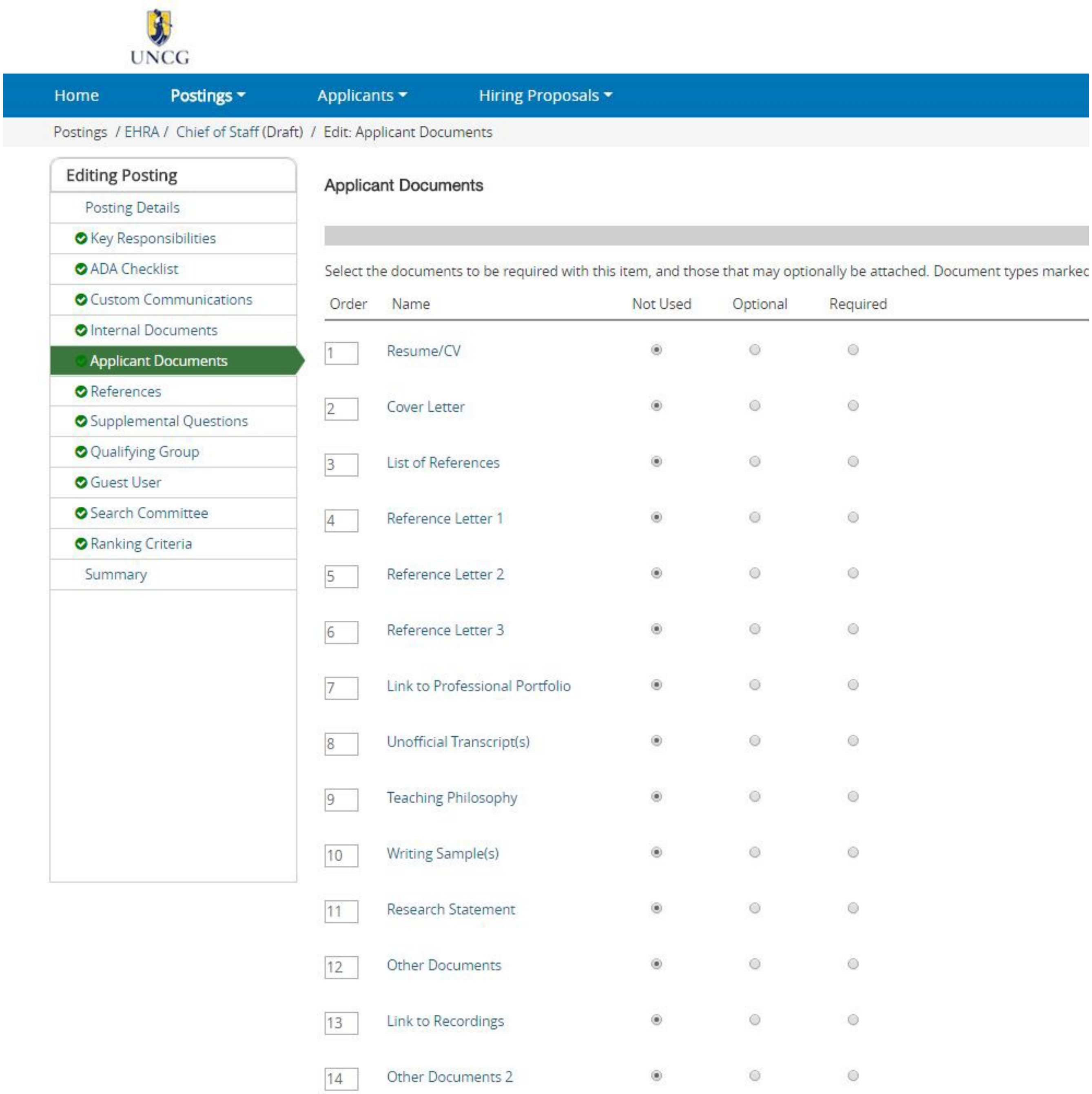
Custom Communications: This screen allows for custom email communications to applicants in various stages of the application and screening process. Orange Asterisks indicate required fields. Default text already exist for each custom email. If you want to customize your notification emails it needs to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



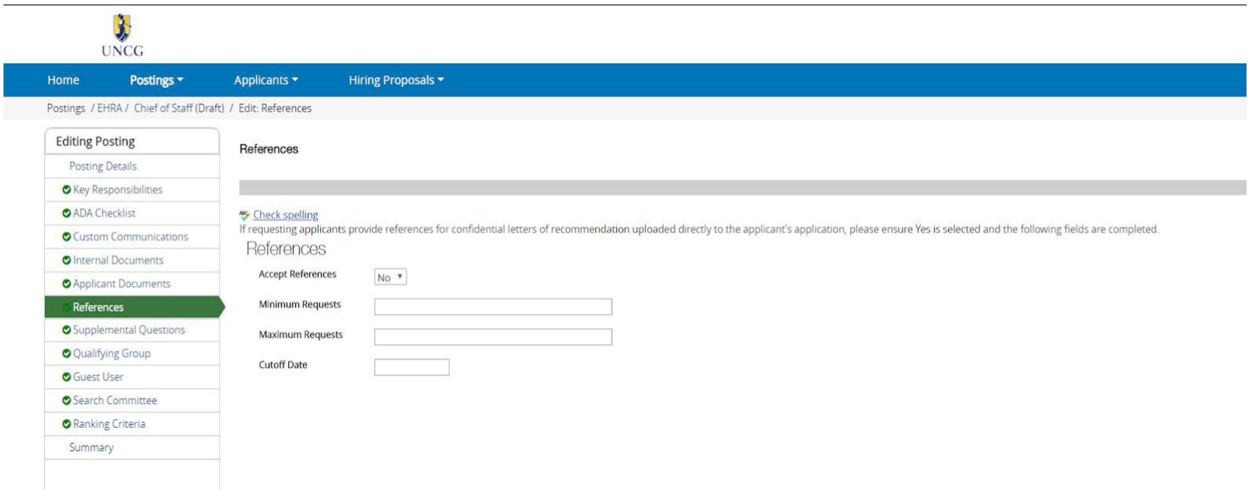
Internal Documents: This allows an Initiator to attach additional documents to the posting for consideration during the approval process. These documents are configurable and you will be able to choose what documents you would like to attach on postings.



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.



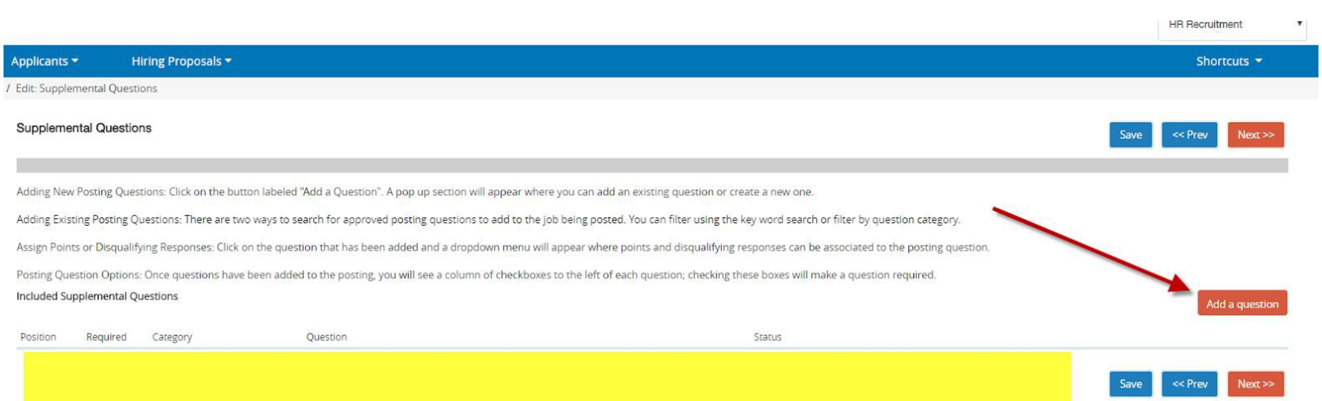
References: This section is where you can specify whether to allow references. This section is the second piece of the Automated Reference Letter Collection from the Settings tab discussed earlier in the guide. This section is here even if you do not choose to accept references in the settings page. 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.



Add a Question

Available Supplemental Questions

Category: Any Keyword:

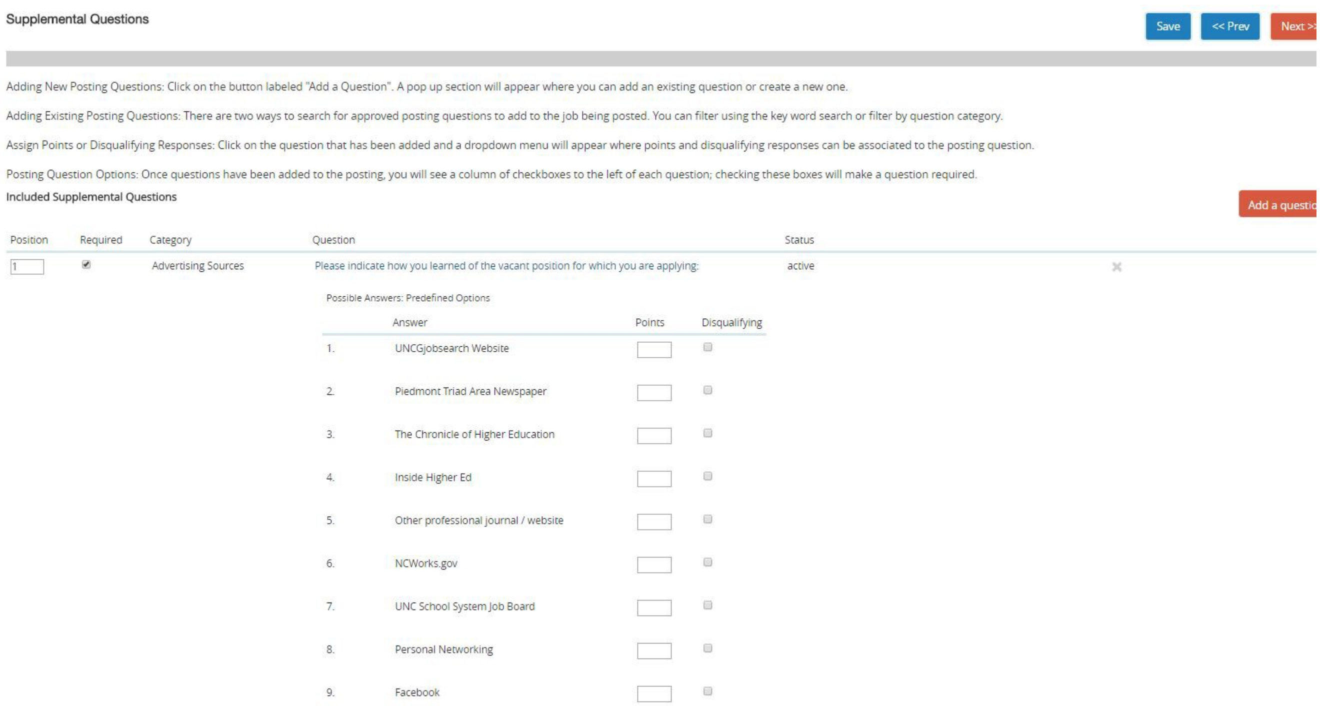
Add	Category	Question
☐	Education	Have you graduated from high school or received a GED?
☐	Do Not Use - Qualifying Groups Only	Which of the following options best describes your education history?
☐	Do Not Use - Qualifying Groups Only	Is your education/experience directly related to the field of accounting?
☐	Do Not Use - Qualifying Groups Only	Do you have at least 9 credit hours in computer programming?
☐	Experience	Do you have experience using BannerHR?
☐	Experience	Do you have experience using BannerStudent?
☐	Do Not Use - Qualifying Groups Only	How many years of experience in a directly related field do you have?
☐	Priority Statuses	Are you currently a permanent, time-limited or RIF employee of UNCG?
☐	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?
☐	Do Not Use - Qualifying Groups Only	How many years of experience in a directly related field do you have?
☐	Do Not Use - Qualifying Groups Only	Which of the following options best describes your higher education history?
☐	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?
☐	Licensure and Certification	Do you currently have a valid drivers license?
☐	Experience	Please describe your previous Admissions or Enrollment Management experience?
☐	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 questio

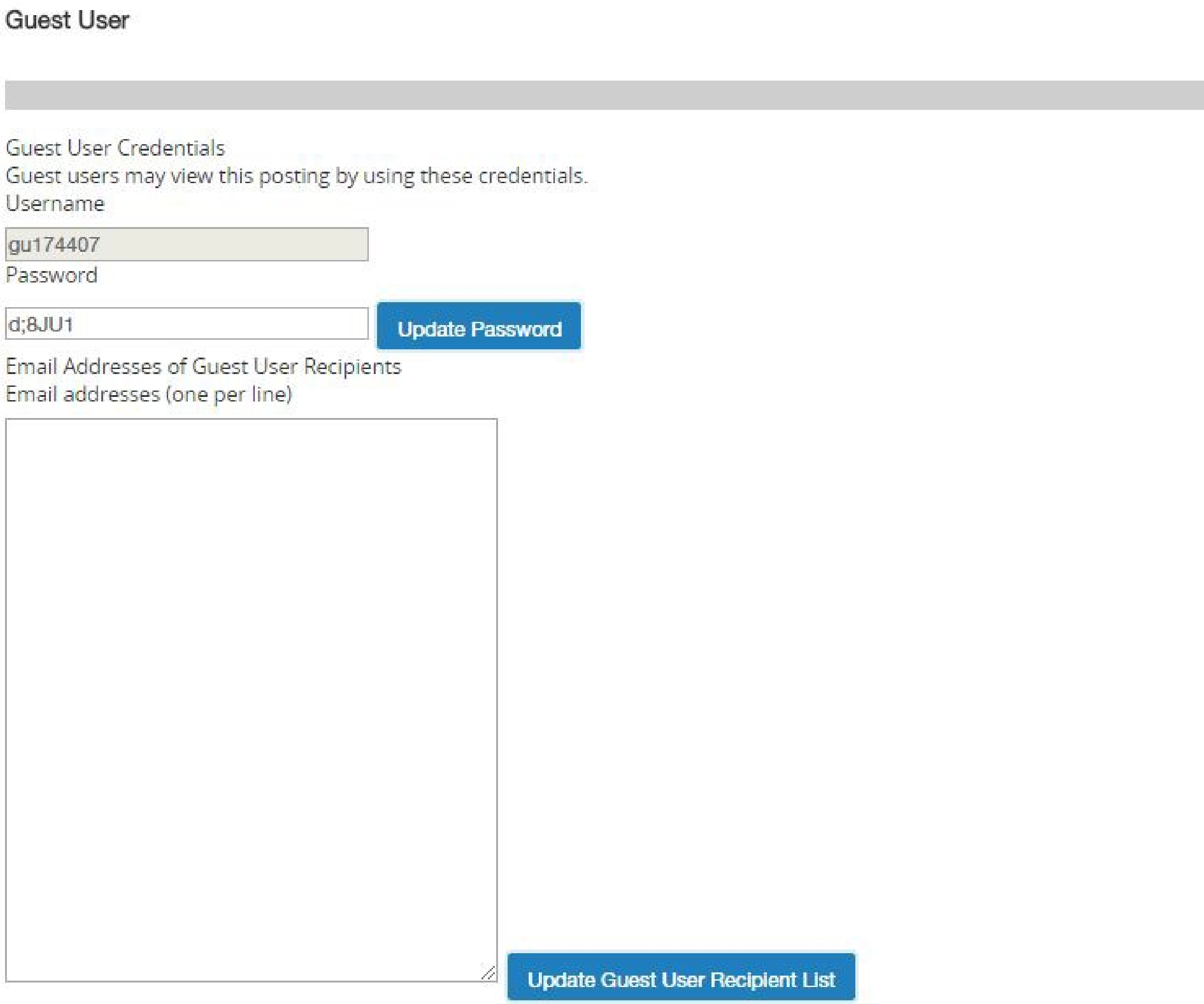
Position	Required	Category	Question	Status
1	✔	Advertising Sources	Please indicate how you learned of the vacant position for which you are applying:	active

Possible Answers: Predefined Options

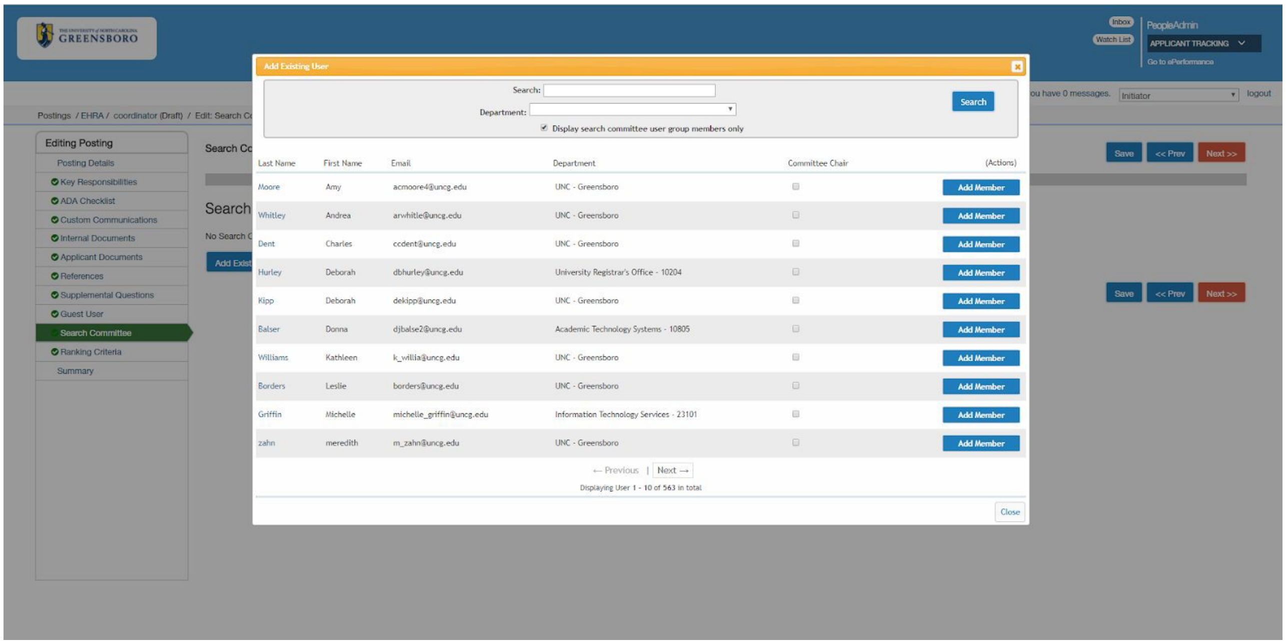
	Answer	Points	Disqualifying
1.	UNCGjobsearch Website		
2.	Piedmont Triad Area Newspaper		
3.	The Chronicle of Higher Education		
4.	Inside Higher Ed		
5.	Other professional journal / website		
6.	NCWorks.gov		
7.	UNC School System Job Board		
8.	Personal Networking		
9.	Facebook		

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

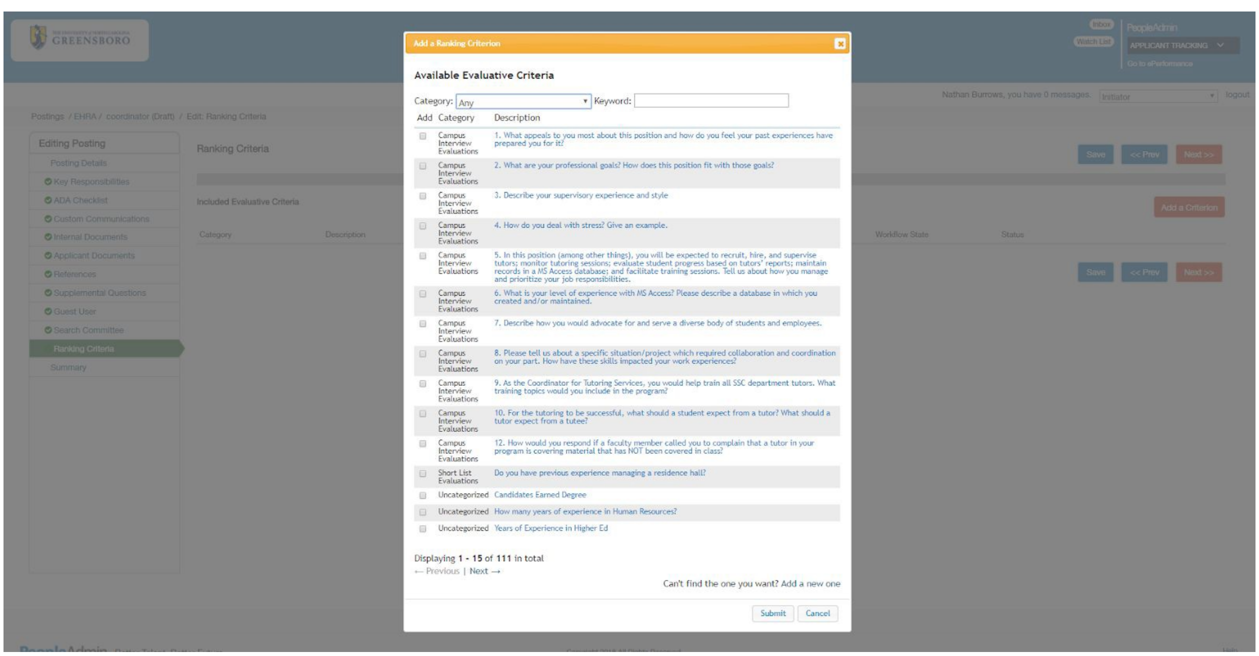
This will create a generic username and password that you can give guests to have view only access the posting. You can enter in email addresses and email containing the guest user login credentials will be sent to those users. You can update the system generated password if you wish to do so. Once you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



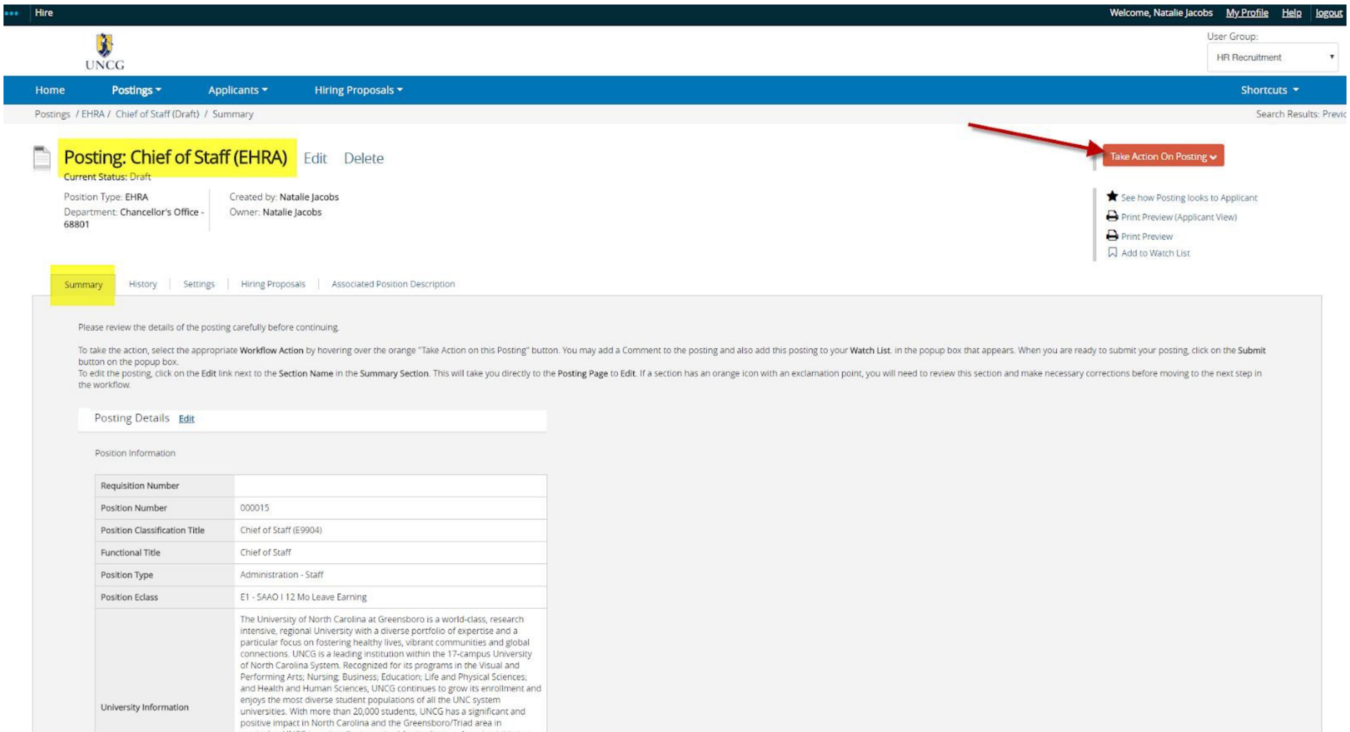
Search Committee: You can assign members to the search committee on this page. Click the **Add Existing User** button. You can search for existing search committee members using the search at the top or create a new search committee member in this section. If you create a new user, HR will have to approve 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.



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

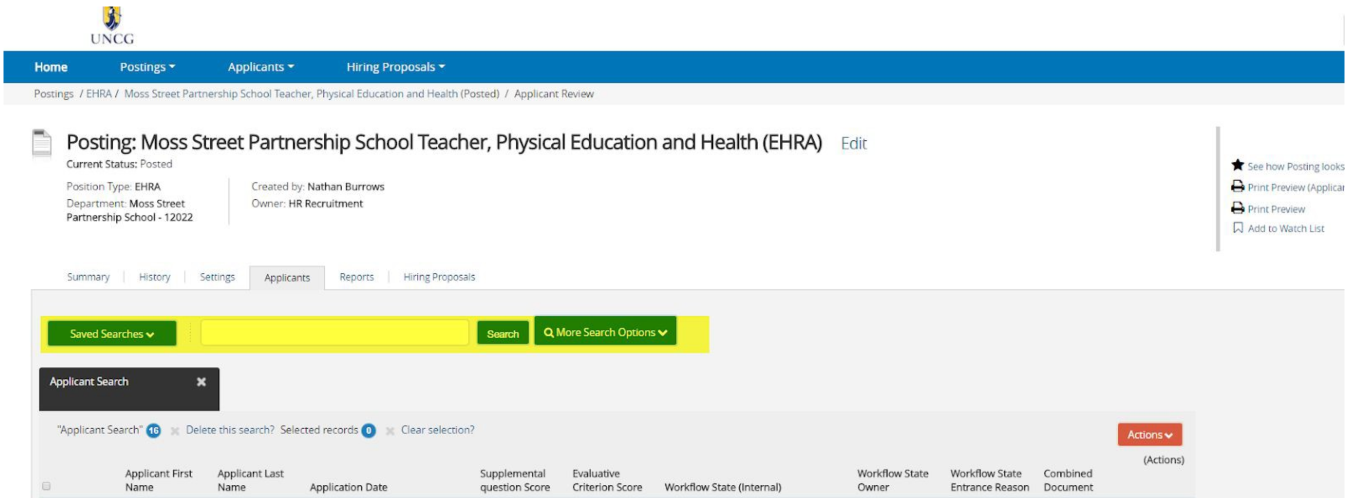
Go to https://spartantalent.uncg.edu to view your posting on our job board.

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.

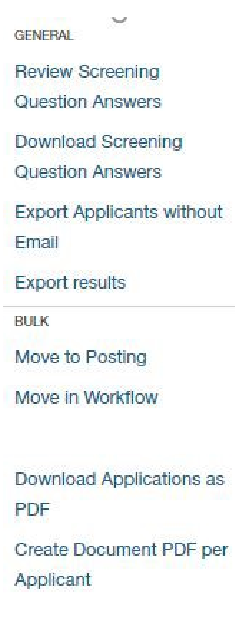


Workflow: To move the applicant along in the workflow, you must be in the summary of the application and then hover over the orange **Take Action on Job Application** button and choose the action that you would like to take.

NOTE: **<u>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.</u>**

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:



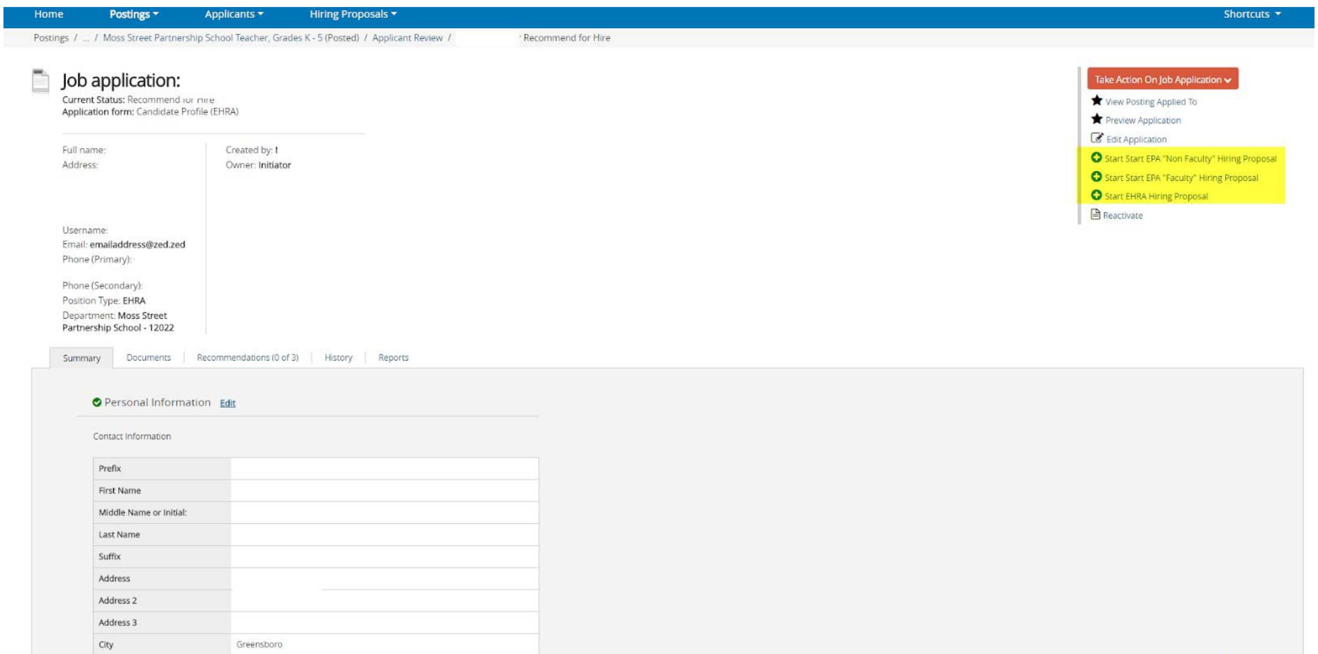
Hiring Proposal

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

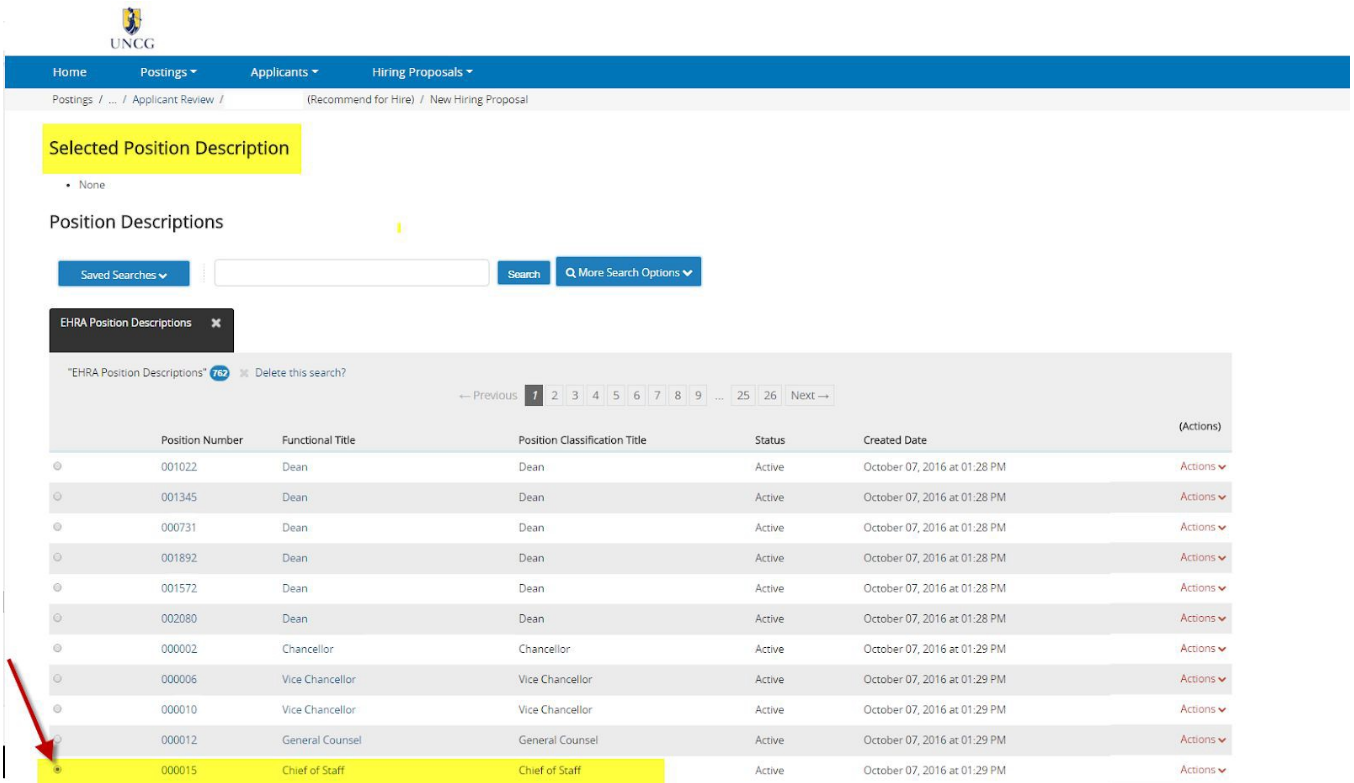
The completed reference check forms need to be uploaded to the hiring proposal under the DOCUMENTS section.

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.



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.



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)