

HIRING OFFICIAL USER GUIDE

Welcome to the Fairleigh Dickinson University Online Paperless PRF/PIN Applicant Tracking System provided by PeopleAdmin

HR has created your user account using your FDU email/webmail sign-on (LDAP)
Enter your user name (email/webmail sign-on) and your password for email/webmail.

Login at <http://jobs.fdu.edu/hr>

Please contact **Pat Miller, Manager of Employment, 201-692-2705** pamiller@fdu.edu for assistance and one-on-one instruction and to set up a user account if you do not have one.

Welcome to Your Online Recruitment System

Select "Create New General Posting"

Your Inbox – top right corner of screen

The header area of the home page presents your Inbox. Each item in your Inbox includes a link that opens the appropriate page for you to take the required action on the item.

Your Watch List – top right corner of screen

Your Watch List allows you to follow the progress of postings in which you are interested. By default, each posting you create is placed on your Watch List. When a posting is filled or canceled, it is automatically removed from your Watch List. You can also choose to stop watching a posting at any time.

Your Watch List is always accessible from the header area of each page. To add a posting to your Watch List, locate the posting of interest and select the Watch link associated with it.

The PRF online process electronically routes the PRF through the various departments for approval. This process will eliminate all of the hardcopy signatures for PRF's as they pass from one approval department to another. The system automatically tracks each online approval signature on the PRF and provides a date and time for each step of the approval process.

The online system will mirror the current paper workflow. The following is an overview of the steps for this process:

- A one page online PRF will be completed by the hiring official or designated supervisor.
- Upon completion, the PRF will be electronically transmitted to HR for additional input and approval.
- HR will electronically transmit the PRF to the next level for review and approval (Supervisor/Chair, Dept.Head/Dean, VP/Provost of Division, University Provost, President or CFO).
- At each level the PRF will be reviewed/approved and electronically transmitted to HR.

- When approved by the CFO, HR will post the PRF (position).

An email will be sent to the hiring official/supervisor (and to the person at each level of the approval process) advising him/her that a PRF has been forwarded to him/her for approval. He/she will log on to the system, review the PRF and either approve, revise or disapprove the PRF. In either case, he/she will click the appropriate command button and the requisition will automatically be sent to HR.

Update the Status of Each Applicant

The Supervisor/Chair User(s) have the responsibility to review/update the status of each applicant. All user types have Supervisor/Chair capabilities in addition to their approval level status.

- Review all documents (resume, cover letter, etc.)
- Update the status of each applicant from “Under Review by Department”
- Applicants must be update as either: “Not Selected for Interview” (with the appropriate reason), “Interviewed Not Selected” (with the appropriate reason) or “Recommended for Hire” (at which time the PIN – Personnel Information – option is generated)
- From the “Take Action On Job Application” select “Start Hiring Proposal”
- Complete the required fields and transmit to HR
- HR transmits the PIN to the next level for approval which is reviewed and transmitted back to HR...when the CFO approves and HR receives....HR creates the offer letter for staff positions and mails it with the HR/Benefits package.
- Faculty Hires--when the CFO, HR advised the Dean of the hiring department to proceed with creating the offer letter. HR receives a copy of the letter at which time the HR/Benefits package is mailed.

Search Committee Members and Guest Users

Other people may have access to review each applicant as a guest user. HR will set up the guest user function as per the request of the hiring official.

Payroll HR will provide Payroll with a hardcopy print out of the online PRF and PIN and other material provided by the hired applicant when approved by the CFO and the offer letter has been created.

Instruction and Walkthrough for the Online PRF/PIN Process

Logon at <http://jobs.fdu.edu/hr> and enter your email ID and password for your email to create your online PRF

Online PRF/PIN Approval and Tracking Process

Create Paperless PRF

Hiring Official sends to HR to complete and approve

HR sends to next level for approval

Final approval from CFO; sends to HR for review posting of position

SAMPLE ONLINE PRF

Create from Position Type – enter data for all fields on the PRF page and submit to HR to complete. HR will review, contact you regarding any requested supplement questions, complete the PRF and forward to the next level for approval.

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

- [Create from Position Type](#)

New Posting

1. [Cancel](#)

* Required Information

2. Job Title:

1. Division*

Default Division

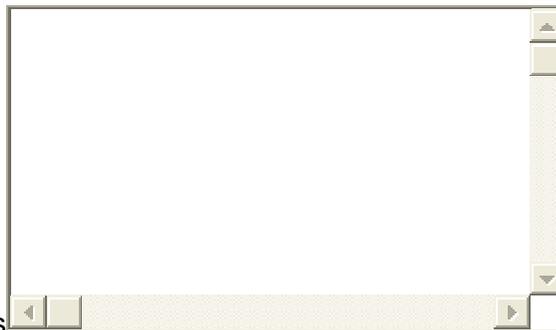
2. Department*

1. Applicant Workflow ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Online Applications

1. Accept online applications?



2. Special offline Application instructions

Accepted Application Forms

1. Accepted application forms
 1. Application for Employment
 2. Faculty Profile

NEXT (Hit Next Box)

Posting Details

 [Check spelling](#) ▼

To create a requisition, first complete the information on this screen, then click **Next>>**. Proceed through all sections completing all necessary information. To submit the requisition to appropriate approval, you must click on the **Next>>** button from the last section. Once a summary page appears, hover on the **Take Action On Posting** button and select the appropriate approval step. The Take Action Box will appear where you can enter Comments and add the posting to your Watchlist. Select the **Submit** button to successfully transition you posting to the next appropriate level.

* **Required Information**

Posting Details (Default Section)

Posting Number:

POSITION INFORMATION

Classification Title:

* **Job Title:**

Job Code: (job description #)

Campus:

Department (for applicant view):

Hiring Official for this Requisition:

Other Supervisor/Chair's with Access to Requisition:

Hiring Manager:

Hiring Manager Title:

College:

Position Type:

Budget Account ID:

Object Code:

* **Budget Salary Range:**

Grade:

FLSA:

Faculty Rank:

Salary Viewed by Applicant:

Salary Distribution:

Status:

Months Worked:

Proposed Start Date:

If temporary, exempt, non-exempt, or non-Union positions length of time?
(Cannot exceed six months)

If temporary, Union position, length of time -- vacant position up to 90 days, Leave of absence up to 6 months:

Change in Position?

If change in position, contact Compensation Manger for new job description.

Reason for Position:

Name of Employee Replacing (if applicable):

Reason for Replacement (if applicable):

Date of Replacement Occurrence:

DEPARTMENT INFORMATION

Contact(s):

Contact Phone/Extension:

Contact Email:

Contact Fax:

Contact Mail Stop:

POSTING TEXT

Job Summary:

Required Qualifications:

Preferred

Qualifications:
Physical Demands:

Work Hours:



Posting Date:
Closing Date:
Open Until Filled No
Special Instructions to Applicants:

ADVERTISING INFORMATION

GL Number:
Ads Placed:
Costs of Ads:
Dates of Ads:

The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants

Supervisor/Chair Comments:

Department Head/Dean Comments:

VP/Provost of Division Comments:

University Provost Comments:

President Comments:

CFO Comments:

Human Resources Comments:

(Hit appropriate button)

Required & Optional Applicant Documents:

Applicant documents can be included in the application process by selecting **Included?** to make the documents optional and **Required?** to make the document(s) mandatory to complete the application process.

See listing on page and make selections

Order	Name	Included?	Required?
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Posting data completed by hiring official

At the top right hand corner of the page hit on the button "Take Action On Posting" and select "Send PRF to HR for Initial Review (Move to Human Resources)"

The Hiring Process (PIN)

To Activate the PIN process you must be in Supervisor mode and select "Recommend Candidate for Hire" the candidate of choice. This action will trigger the following:

The Hiring PIN Online Process --- Select "Start Hiring Proposal" from the following links:

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- [View Posting Applied To](#)
- [Preview Application](#)
- [Edit Application](#)
- [Start Hiring Proposal](#)
- [Reactivate](#)

Complete the following:

Salary _____

Hire Date _____

Employment New Change

Gender _____

Ethnicity _____