AstateJobs

User Guide

https://jobs.astate.edu/hr

Arkansas State University
Office of Human Resources
870-972-3454

Contents

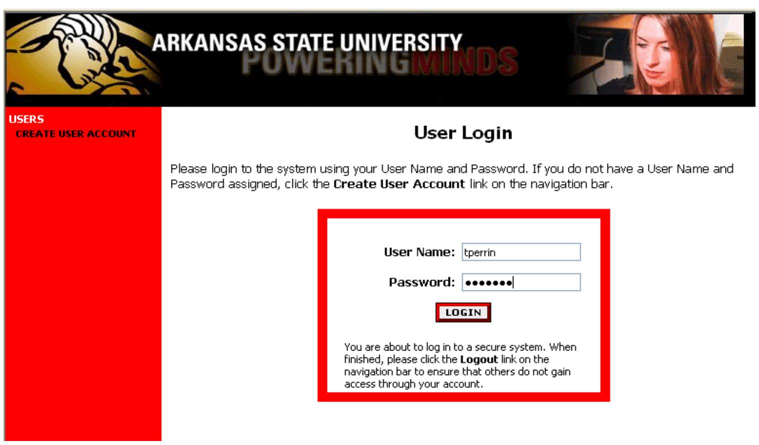
System Overview

The AstateJobs site is a comprehensive position management tool. The system is used to update position description standards, post position vacancies for recruitment, hire applicants, transfer employees to other positions, and evaluate employee performance. The system provides automated electronic approvals, regulatory and law compliance, and centralized reporting capabilities.

The site is provided and hosted by PeopleAdmin and maintained by the Office of Human Resources. It is web-based and may be accessed from any computer with Internet access. Email notifications are utilized to keep users and applicants updated on the status of approvals and process needs.

Accessing the Site

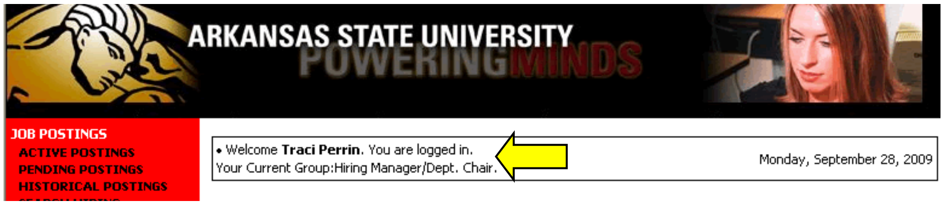
The site is accessible anywhere you have Internet. The administrative site address is https://jobs.astate.edu/hr. The link is also available on the Human Resources webpage under the Supervisor Information menu.



Access the site with the same username and password used for network and email access. The username is the name part of your email address only. Do not include the domain (@astate.edu).

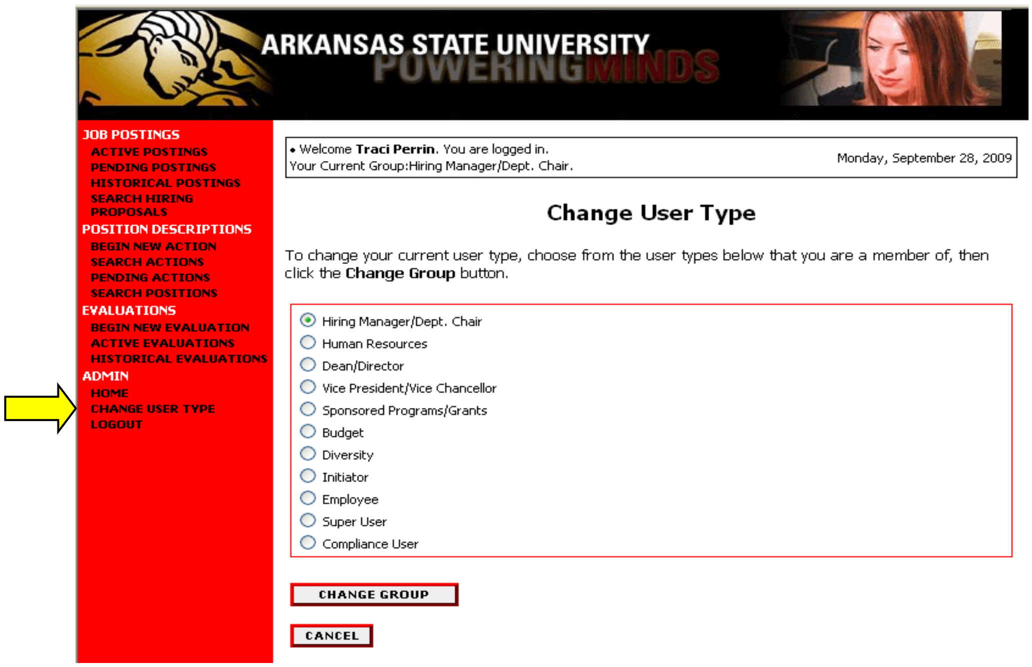
User Types

Different user types are assigned to users depending on the role of each individual for processes and approvals. Some users will have multiple roles and multiple user types.



Upon login, your name will appear in the Welcome box at the top of the page. If you have more than one user type, your current user group will be indicated.

Users assigned to multiple user groups have the ability to select CHANGE USER TYPE from the menu and switch from one user type to the next as assigned.



The user types available in the system include:

Employee – All users have access at this level to review their position description and complete periodic performance evaluations.

Initiator – Ability to begin limited processes to be forwarded and completed by the Hiring Manager/Dept. Chair of their respective department. (*Available on Evaluations only*)

Hiring Manager/Dept. Chair – All processes must begin at this level or before. This user type is central to all processes and has access to information for specific department(s).

Dean/Director – This is the first line of approvals for all processes. This user type has access to all processes and information in their assigned department(s).

Vice President/Vice Chancellor – This user has access to and is responsible for approvals of all processes within the departments within their division.

Sponsored Programs/Grants – This user is responsible for approving any process involving outside funding for the university.

Diversity – This user has university wide access for the approval of all recruiting activities related to diversity initiatives.

Budget – This user has university wide access for the approval of all budgetary matters and the assignment of position numbers related to the recruitment and hiring of personnel.

Compliance User – This user has read only access to verify compliance with processes and procedures throughout the university.

Human Resources – This user has university wide access for process approvals, posting of position vacancies, and maintenance of information.

Super User – This user type is available for maintenance of processes and system functions.

Functions

After logging in, familiarize yourself with the menu provided in the red block on the left side of the page. The functions of the system are divided into different topics and access will vary by user type. The functions within each topic of the menu are summarized below.

JOB POSTINGS

Active Postings include all position vacancies that are or have been posted to the website which have not yet been filled.

Pending Postings are position postings which have been approved for posting and are pending additional information.

Historical Postings are position postings which have been filled or canceled.

Search Hiring Proposals allows the user to search for hiring proposals by status for viewing and/or approval. The Hiring Proposal is the document submitted indicating which candidate has been selected for hire and the details of the offer to be made.

POSITION DESCRIPTIONS

Begin New Action is the starting point for most activity on the site. A position description may be submitted to post a vacancy (new or old position), update the details of the position, or internally transfer an employee.

Search Actions allows the user to search actions which are complete or in process by title, department, position number, employee, or status of the action. This is useful for tracking the status of approvals not pending your approval and verifying information.

Pending Actions is each user's "in box" for approvals related to position changes. Any action for which the action is needed by the user will display in this list. **Note:** Hiring Proposals and Evaluations are not "Actions" and must be approved in their respective topic areas.

Search Positions allows users to search for a specific position description for review or printing. This printed document serves as the position standards statement to be signed and submitted annually and after any change in an employee's position.

EVALUATIONS

Begin New Evaluation allows supervisors to begin the evaluation process for an employee. Options are available for Classified and Non-Classified evaluation types.

Active Evaluations is the "in box" for evaluation approvals. Only evaluations pending approval at your level will display.

Historical Evaluations provides access to prior years completed evaluations according to your user type. Managers may view those they supervise and employees may view their own.

ADMIN

Home returns you to the initial screen which displays upon login. This screen will display all posted positions assigned to you that are currently active and unfilled.

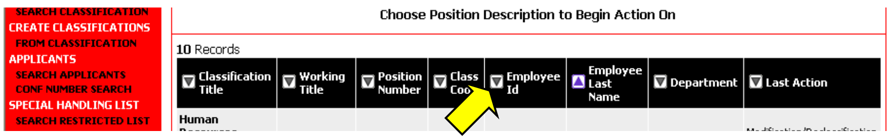
Change User Type provides access to users with multiple user roles to change the user group they are working under (Employee, Hiring Manager/Dept Chair, Dean/Director, etc…).

Logout should be used to exit the system. Closing the window without logging out may lock your user account until the system refreshes.

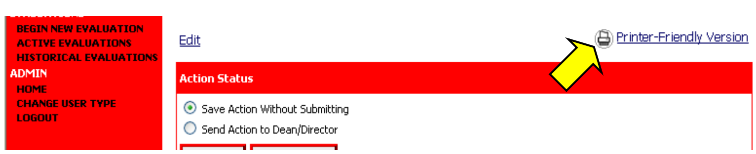
Quick Tips

The Google toolbar (a free download) provides a spell-check feature that can be used within the site. Go to www.toolbar.google.com to download.

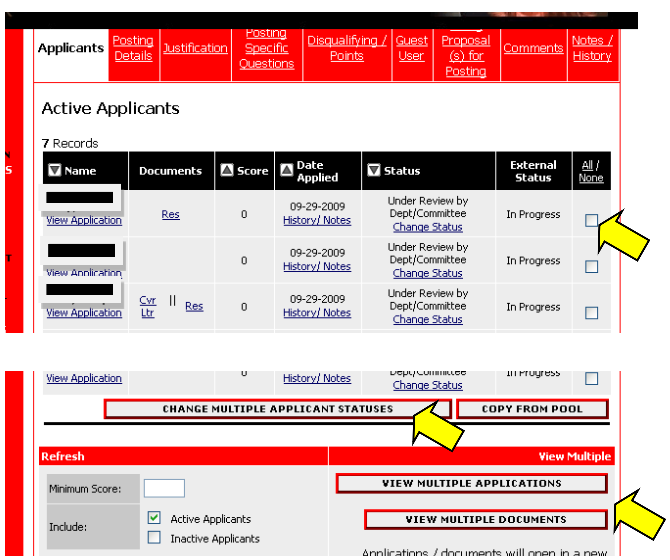
Columns within the search results and lists displayed on the site may be sorted (ascending or descending) by clicking the arrows in the header rows.



Each process offers a printer-friendly link on the approval and summary screens.



Applicants may be updated and reviewed as a group by utilizing the check boxes in the far right column on the applicant screen. This allows hiring managers to change the status of several applicants at once and to review/print applications and documents for multiple applicants at one time. This short-cut saves time.



Search Processes and Procedures

This section aims to provide overall direction for both the university procedures and the AstateJobs online processes that must be followed when recruiting a new employee. Detailed steps of the online processes can be found in the following section, System Processes. If you have any questions regarding the online system or the hiring procedures, please contact the Human Resources office at 972-3454.

All benefitted position descriptions, recruitment (postings), and applicants are tracked through the AstateJobs system. All searches for these positions should be posted and searched through the site with a few exceptions and variations. Non-benefitted positions do not require posting on the site, but may be posted online if desired by the department. Below is a list of position types and their posting requirements.

Full-Time Benefitted positions include Classified, Non-Classified, and Faculty positions, including benefitted temporary and visiting faculty.

Part-Time Benefitted positions may include Classified, Non-Classified, and Faculty positions which are between 50-99% FTE (Full Time Equivalency).

Part-Time Non-benefitted positions may include Classified, Non-Classified, and Faculty positions which are less than 100% FTE (Full Time Equivalency) or temporary staff positions (e.g. seasonal, special event, adjunct faculty, extra-help, and student workers).

Posting Required	Posting Not Required
Full-time Benefitted	Part-time Non-benefitted
Part-time Benefitted	

Exceptions to the system may be made with prior approval from Human Resources. Those searches which are not conducted within the site must complete a spreadsheet, provided by HR, including details of the applicants and the interview process along with documentation of required disclosures to applicants, and all application documents (resumes, CVs, letters of reference, etc...). All information otherwise tracked within the site, must be gathered manually when manual searches are conducted. Searches utilizing a search firm are encouraged to work in conjunction with the AstateJobs site. More information on these options is provided later in this section.

Pre-Approvals

Some items require approval prior to submitting online requests. New provisional positions (externally funded), new positions for the department, reclassifications, and internal transfers outside the employee's current department must be communicated to HR prior to submitting a request electronically.

Search Checklists

Checklists for each search process (Benefitted, Part-time Non-benefitted, and Search Firms) are provided in the following pages and will reference more specific instructions as needed.

AstateJobs Searches (Full-time and Part-time Benefitted)

_____ Obtain all required Pre-Approvals
_____ Prepare position information and advertising text as needed for the position
_____ Access AstateJobs at https://jobs.astate.edu/hr
_____ Submit the (Classified, Non-classified/Faculty) Request to Fill or Create and Fill a position
_____ Position Posting Approvals
_____ Position Posted and advertised (as requested) by HR
_____ Position Closes
    Extend Posting, Select Candidates, or Fail Search
_____ Review of Applicants
    Change Applicants' Statuses
_____ Conduct Interviews (obtain Governor's Executive Order Disclosure)
    Change Applicants' Statuses
_____ Submit Hiring Proposal
_____ Hiring Proposal Approvals
_____ Background Check
    Change Applicants' Statuses
_____ Process New Employee
    Complete New Employee Orientation Forms
    Submit Assignment Change Form
    Provide Individual New Hire Tax Packet
    Submit Contract Request form to Academic Affairs (faculty positions only)
_____ Position Filled – Search Complete (by HR)

Manual Searches (Part-time Non-benefitted Searches)

_____ Recruit applicants
_____ Conduct Interviews (obtain Governor's Executive Order Disclosure)
_____ Obtain hiring approval from Dean/Director and VP/VC
_____ Make verbal offer contingent upon a valid background check
_____ Submit a Request for Background Check to HR
_____ Process New Employee
    Submit Assignment Change Form
    Provide Individual New Hire Tax Packet

Search Firms

Some positions on campus benefit through the use of an independent search firm. Two options are available for departments when utilizing a search firm. The search may be conducted independent of the electronic system or in conjunction with the system. Instructions for both processes are provided.

<u>Search Firm – Independent of AstateJobs</u>

_____ Obtain all required Pre-Approvals
_____ Prepare position information and advertising as needed for the position – copy HR
_____ Search firm recruits applicants
_____ Request Gender, Race, & Ethnicity from each ***qualified*** applicant (provide web link for confidential applicant disclosure: http://www2.astate.edu/a/finance-admin/admin/affirmative-action/vol-survey.dot
_____ Conduct Interviews (obtain Governor's Executive Order Disclosure)
_____ Obtain hiring approval from Dean/Director and VP/VC
_____ Make verbal offer contingent upon a valid background check
_____ Submit a Request for Background Check to HR
_____ Process New Employee

Complete New Employee Orientation Forms and fax to HR
Submit Assignment Change Form
Provide Individual New Hire Tax Packet

_____ Request Veteran/Disability status of hired candidate (provide web link: http://www2.astate.edu/a/finance-admin/admin/affirmative-action/disability-veteran.dot)
_____ Forward reporting spreadsheet, advertising copies and application file to HR

Reporting spreadsheet must contain:

Position Number
Position Class Title
Working Title
Department Name
Full name of all qualified applicants
Application date for each applicant
Date of request for gender, race, & ethnicity
Provide Reason not hired for each applicant
Date of request for veteran/disability status

Search Firm – Conjunction with AstateJobs

When combining the advantages of a search firm with the AstateJobs posting, the following information should be provided to the firm for use in their recruitment efforts.

- The AstateJobs applicant site, https://jobs.astate.edu, for recruitment ads.
- AstateJobs administrative site, https://jobs.astate.edu/hr and the guest user login, to allow the search firm to access applicant names/information.

The search firm must refer applicants to the applicant site (https://jobs.astate.edu). Applicants will establish an account online, provide their basic contact information, and have the option to voluntarily provide their demographic data. No other information is required online. An example to include in advertising is:

> Applicants should register online at https://jobs.astate.edu and send
> (required supporting application documents) to:
> Contact, contact@email.com
> Search Firm
> Address
> City, State Zip
> Phone

_____ Obtain all required Pre-Approvals
_____ Prepare position information and advertising as needed for the position – Copy HR
_____ Access AstateJobs at https://jobs.astate.edu/hr
_____ Submit the Classified Request to Fill or Create and Fill a position
_____ Position Posting Approvals
_____ Position Posted and advertised (as requested) by HR
_____ Provide search firm with guest user login for accessing applicant materials
_____ Search firm recruits applicants and provides application link:
https://jobs.astate.edu
_____ Position Closes
Department Extends Posting, Selects Candidates, or Fails Search
_____ Review of Applicants
Department Changes Applicants' Statuses
_____ Conduct Interviews (obtain Governor's Executive Order Disclosure)
Department Changes Applicants' Statuses
_____ Submit Hiring Proposal (Department must submit)
_____ Hiring Proposal Approvals
_____ Background Check
Department Changes Applicants' Statuses
_____ Process New Employee
Complete New Employee Orientation Forms
Submit Assignment Change Form
Provide Individual New Hire Tax Packet
_____ Position Filled – Search Complete (by HR)

Reassignment of Current Employee (Internal Transfer)

A reassignment occurs when a current employee is moved into another position within the university when a search is not conducted. This often occurs when a position is vacated and a current employee is moved into that position. A search is then conducted to fill the reassigned employee's original position.

_____ Contact HR representative to determine salary change requirements
_____ Access AstateJobs at https://jobs.astate.edu/hr
_____ Submit the request for an Internal Transfer

System Processes

The following are processes regularly performed in the system. Information about each process and instructions for completing each are detailed on the following pages of this user guide.

[Position Description Standards](#)
[Position Description Updates](#)
[Request to Fill an Existing Position](#)
[Request to Create and Fill a Position](#)
[Reviewing/Selecting Applicants](#)
[Hiring Proposals](#)
[Reclassify a Position](#)
[Internal Transfer](#)
[Annual Evaluations](#)
[90 day/6 month Evaluations](#)

Position Descriptions

The position description for each position should be maintained with the current duties and responsibilities of the position at all times. Descriptions are used for posting vacancies, reporting, and performance evaluations.

If the functions of a position change, a position description update should be submitted. A signed copy of the position description standards must be submitted to Human Resources anytime the functions of a position change and upon filling any vacancy. This provides the employee with a clear understanding of their responsibilities as evaluated annually.

Position Description Standards

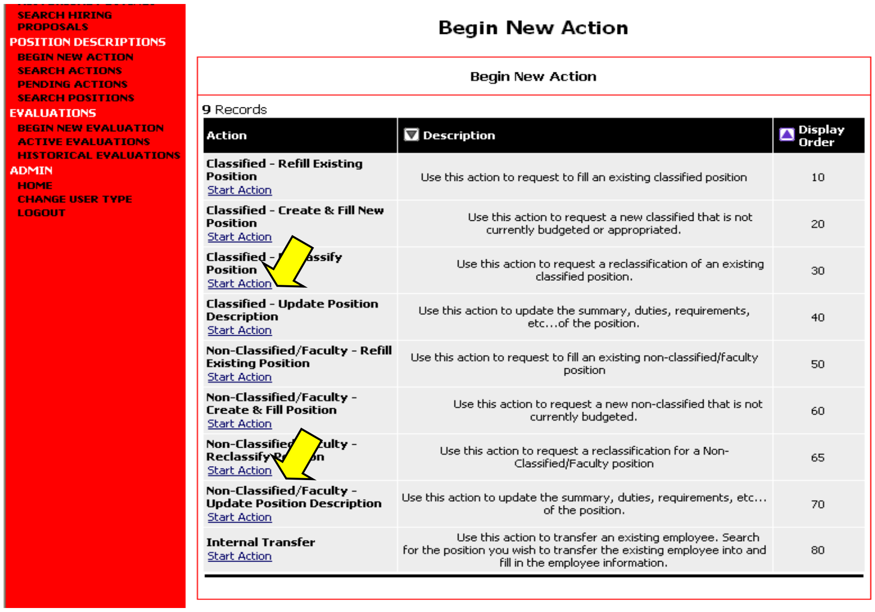
This document should be printed, signed and forwarded to HR for all new hires and after final approval of an updated description.

- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Search Positions" from the POSITION DESCRIPTIONS menu on the navigation bar.
- Search by one of the available options. For all positions in the department, select the department from the drop down list. For one position at a time, enter the employee's last name, ID, or Position Number.
- The position(s) will display as a list. Select the position desired by clicking View Summary under the Classification Title.
- The position description will display in a printer friendly format. Print the page for submission to Human Resources.

Position Description Update

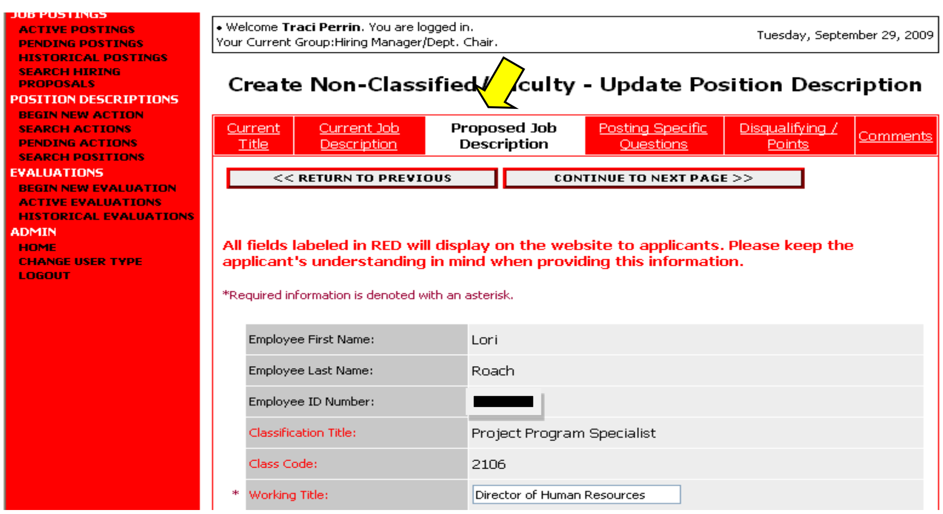
Information may be cut and pasted into fields from another document to avoid manual entry if desired. Updates must be started by a Hiring Manager/Department Chair.

- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Begin New Action" from the POSITION DESCRIPTIONS menu on the navigation bar.



Action	Description	Display Order
Classified - Refill Existing Position Start Action	Use this action to request to fill an existing classified position	10
Classified - Create & Fill New Position Start Action	Use this action to request a new classified that is not currently budgeted or appropriated.	20
Classified - Reclassify Position Start Action	Use this action to request a reclassification of an existing classified position.	30
Classified - Update Position Description Start Action	Use this action to update the summary, duties, requirements, etc...of the position.	40
Non-Classified/Faculty - Refill Existing Position Start Action	Use this action to request to fill an existing non-classified/faculty position	50
Non-Classified/Faculty - Create & Fill Position Start Action	Use this action to request a new non-classified that is not currently budgeted.	60
Non-Classified/Faculty - Reclassify Position Start Action	Use this action to request a reclassification for a Non-Classified/Faculty position	65
Non-Classified/Faculty - Update Position Description Start Action	Use this action to update the summary, duties, requirements, etc... of the position.	70
Internal Transfer Start Action	Use this action to transfer an existing employee. Search for the position you wish to transfer the existing employee into and fill in the employee information.	80

- Select the Classified or Non-Classified/Faculty - Update Position Description as applicable.
- Search by <u>one</u> of the available options. For all positions in the department, select the department from the drop down list. For one position at a time, enter the employee's last name, ID, <u>or</u> Position Number.
- The position(s) will display as a list. Select the position desired by clicking Start Action under the Classification Title.



- Select the red Proposed Job Description tab from the top of the table.
- Update the following information as needed. (Field titles in red display on vacancy postings and should be worded with the applicant and the employee in mind.)

- Working Title – Indicate the working title for the position.
- Department – Indicate the department the employee is assigned to.
- Division – Indicate the employee's division (Academic Affairs, Chancellor's Office, Finance & Administration, Student Affairs, University Advancement, or System).
- Indicate the Departmental Users with Access to the employee's information (Usually the supervisor(s) and the user entering the information).
- General Days/Hours – Indicate days of week and hours including any required evenings, weekends, or "on call" hours as required.
- Position Summary – Include a short overall summary of the position. Classified summaries are provided by the state.
- Typical Functions – Provide actual duties and responsibilities for the position in a numbered format as used for the annual performance evaluations. This information will feed into the annual performance review due each May.
- Working Relationships – Indicate the groups (i.e. students, staff, parents, vendors, etc…) which the position will work with and serve.
- Special Job Dimensions – Indicate items such as travel, handling of hazardous materials, less than full-time annual appointment, external funding, etc…
- Knowledge, Abilities, and Skills – Classified positions cannot be changed from the state provided description. Non-Classified positions should indicate the needed qualities for the position.
- Minimum Qualifications – Classified positions cannot be changed from the state description. Non-classified positions should be updated. All positions with the same title within a department must have the same minimum requirements. The measurable, more concrete requirements should be listed here.
- Desired Qualifications – List items that are desired but not absolutely required along with skills, licenses, etc. which are desired for the position.

- Enter the Supervisor Contact, Email, and Phone.
- Select the "Preview Action" button from the bottom of the page.
- Select "Send to Dean/Director".
- "Continue" and "Confirm".

Approval of Position Description Update

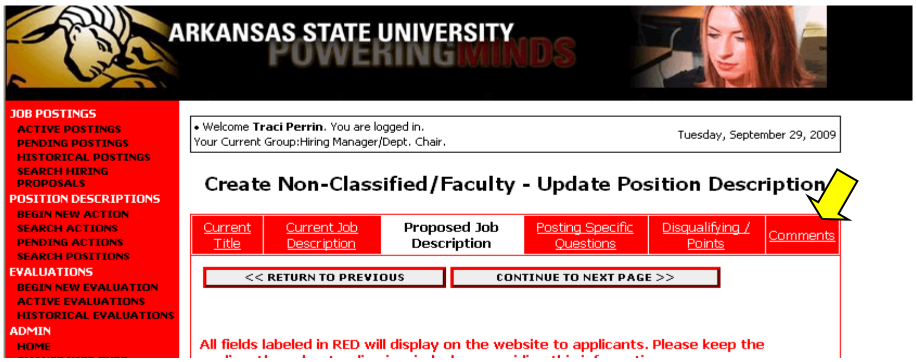
- Once logged in, verify that your current group is listed as Dean/Director to approve a position description update. If not, select "Change User Type" from the ADMIN menu and change group to Dean/Director.
- Select "Pending Actions" from the POSITION DESCRIPTIONS menu on the navigation bar.
- All positions will display as a list. The list may be sorted by clicking the arrow in the header of any column. Select the position by clicking "View" under the Classification Title.
- Review and approve by selecting "Send Update to HR", click "Continue", and "Confirm".
- If changes are required, select the "Edit" link near the top of the page instead of approving. Two options are available. You may make desired changes and approve or provide comments and Return to the Hiring Manager.

To edit and approve:

- Select the red Proposed Job Description tab from the top of the table.
- Update the Working Title, General Days/Hours, Position Summary, Typical Functions, Working Relationships, Knowledge, Skills, and Abilities (Non-Classified only), Special Job Dimensions, Minimum Qualifications (Non-Classified only), and Desired Qualifications.
- Select the “Preview Action” button from the bottom of the page.
- Select “Send Update to HR”.
- “Continue” and “Confirm”.

To Return with Comments:

- Select the red Comments tab from the top of the table.



- Enter instructions as desired.
- Select the “Preview Action” button from the bottom of the page.
- Select “Return Action to Hiring Manager/Dept Chair”.
- “Continue” and “Confirm”.

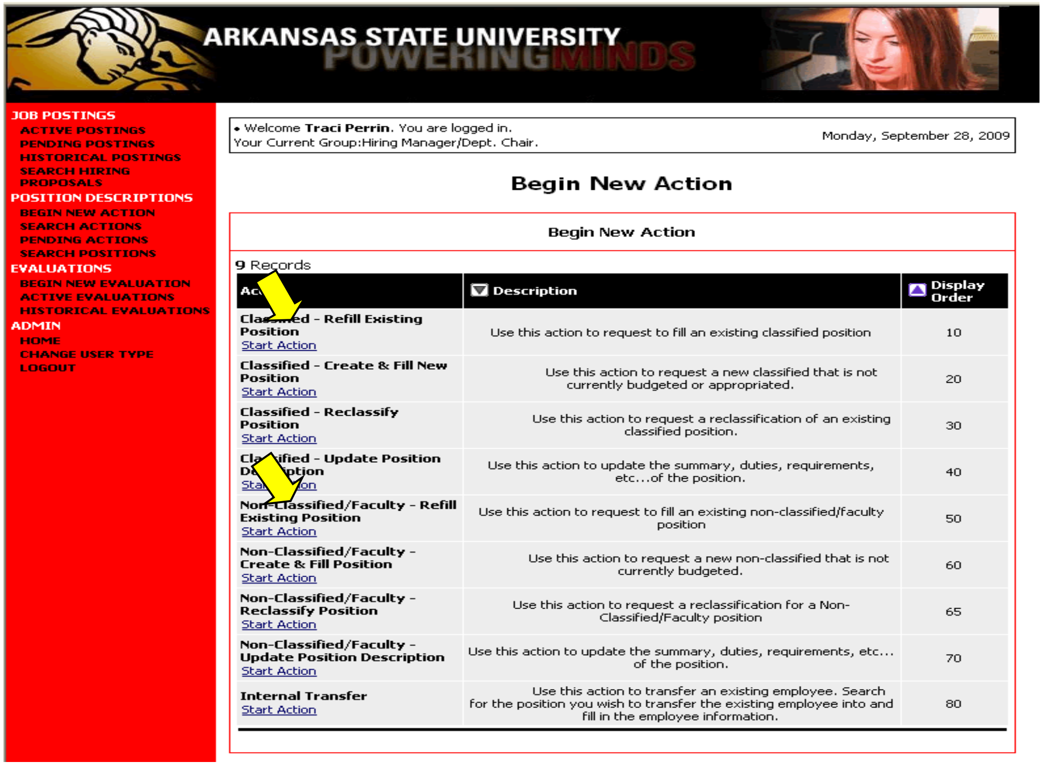
Assistance and support is available from Human Resources at 972-3454.

Filling Positions

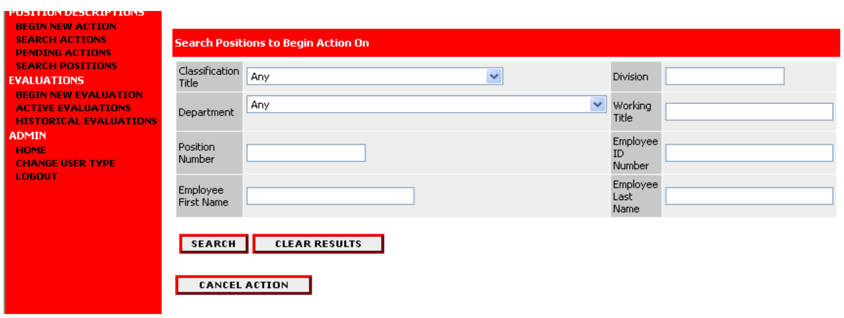
All requests to fill a position must be started by a Hiring Manager/Dept. Chair.

Request to Fill an Existing Position

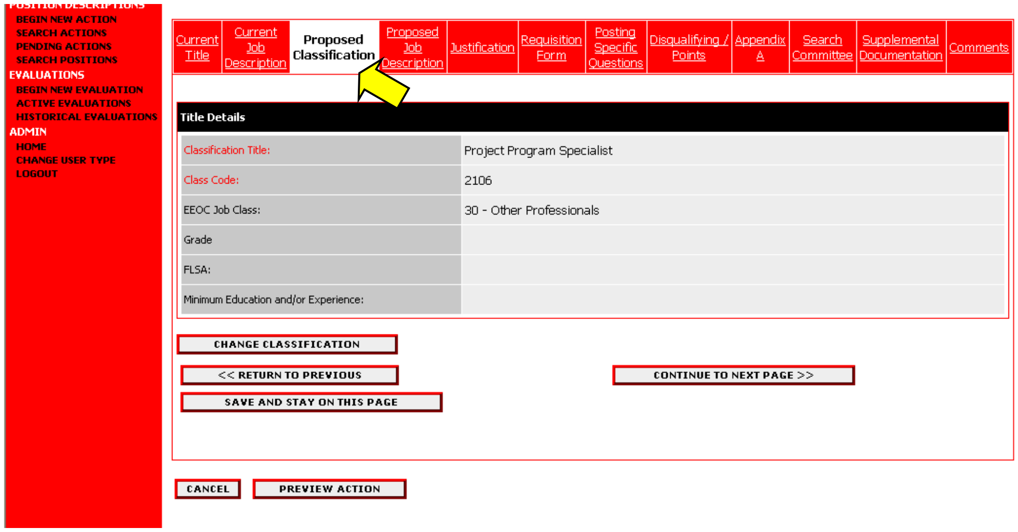
- Obtain all required pre-approvals. If a new budgeted position is being created, contact HR prior to entry to have the position assigned to your department.
- Once logged in, check “Your Current Group” to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Begin New Action” from the POSITION DESCRIPTIONS menu.
- Choose Classified or Non-Classified/Faculty – Fill Existing Position (as appropriate) by selecting Start Action under the desired action type.



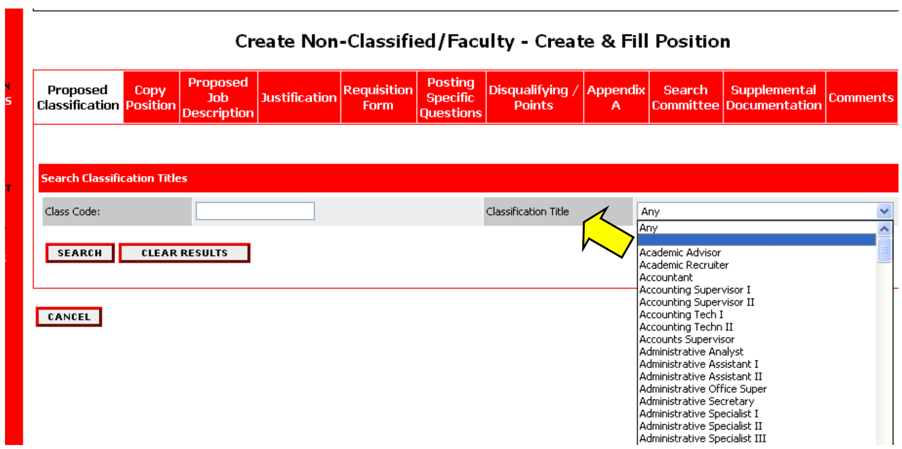
- A Search Screen will display. For best results, enter <u>either</u> the position number, first and/or last name of most recent incumbent, the incumbent's ID number, <u>or</u> the classification title for the position and Search.



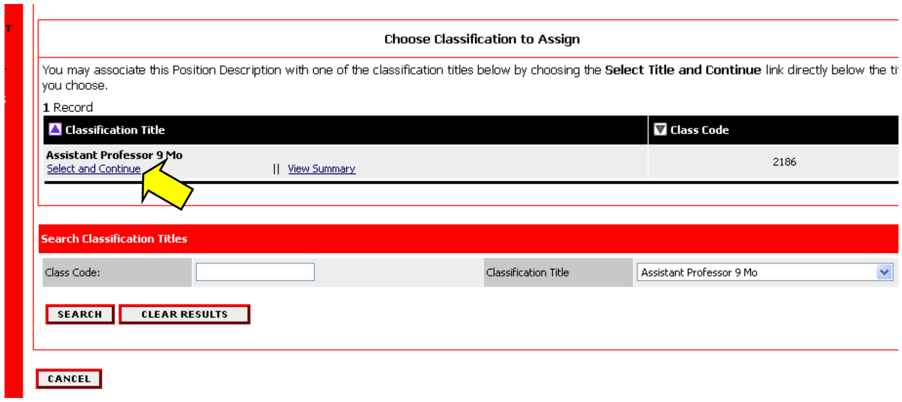
- From the search results, select "Start Action" under the title of the position you wish to fill.
- The Current Title and Current Job Description pages are for <u>review only</u> and do not require entry. Select "Continue to Next Page" or click on a tab to move the process forward.



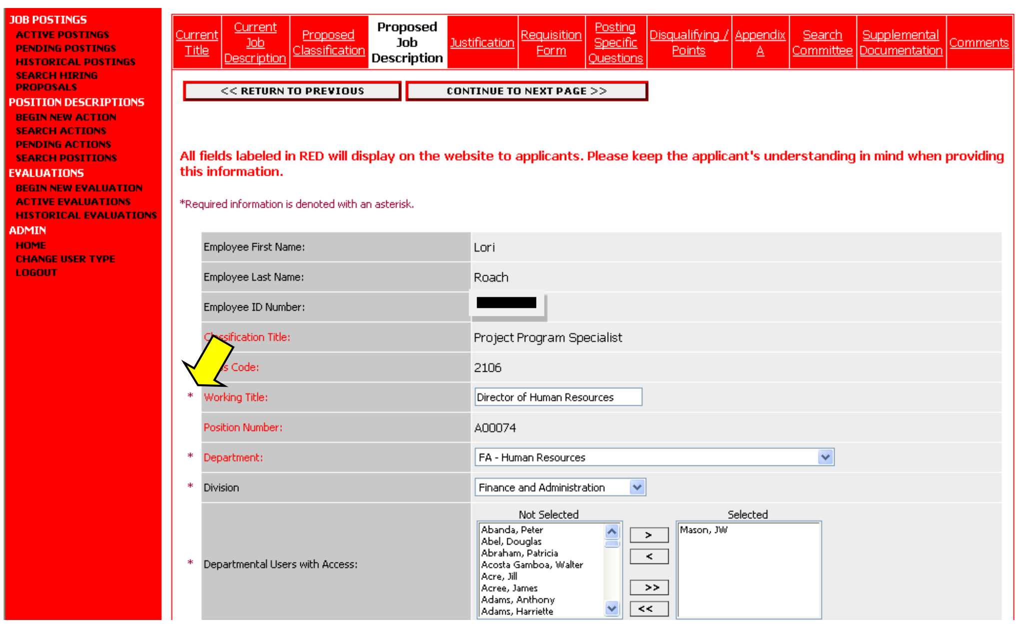
- The Proposed Classification page will be used only if a reclassification has been approved and is being made jointly with the request to refill. If this option is not needed, click "Continue to Next Page". If the position is being reclassified, select the "Change Classification" button to proceed. Faculty positions will often be filled at a lower rank than the outgoing faculty member.
- Enter the class title from the drop down list. Select the "Search" button to continue.



- The class title and class code will display. Click "Select and Continue" to proceed. Click "Continue to Next Page".



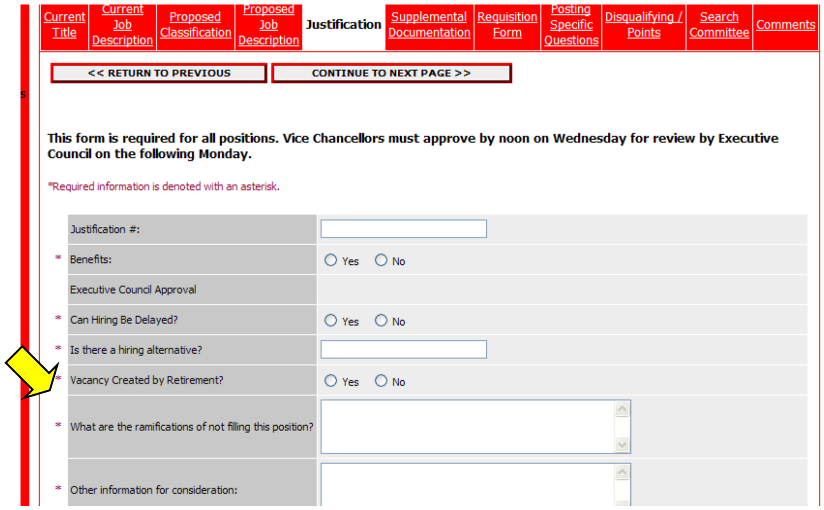
- The Proposed Job Description page requires additional entry. *Fields marked with an *asterisk* are required.* The fields displayed in red will be **posted to the webpage for applicants to review**. Keep the applicant in mind when filling in the red fields. All other information is for internal processing and reporting. Any information prepared in another document, may be cut and pasted into the individual fields for faster and more accurate completion.



   - *Working Title – A descriptive working title may be entered.
   - *Department – List the department the position reports to.
   - *Division – List the division.
   - *Departmental Users with Access – Move the name of the person entering the information, the position supervisor, and the chair of the search committee (if different) to the Selected box.
   - *Type – Indicate the type of position from the drop down list.
   - *Date Needed – Enter the projected date the employee will start.
   - *Posted Entry Salary – Classified positions should enter the entry rate, Non-Classified and Faculty positions may enter the entry salary, range, or may list a phrase such as "Competitive". *This field will display to applicants.*

- *Entry Salary for Approval – Non-Classified/Faculty positions only. This amount is the entry salary to be approved by the VP/VC and confirmed by budget and HR. This amount will later feed to the hiring proposal once a candidate is selected for employment. *Any changes must be communicated back to the hiring manager.*
- *Current Budgeted Salary – This may be accessed on-line from the Budget Information page. If this is not a budgeted position, enter the annual salary currently being paid.
- *Budget Year – The fiscal year runs July 1 to June 30 and the budget year is named for the year in which it ends. July 1, 2008 – June 30, 2009 is FY 2009.
- *Type of Funding – Check the appropriate box and provide **specific** information.
- General Days/Hours – Be specific since this information posts to the web.
- *Position Summary – Non-Classified/Faculty only. Use this summary to give the applicant an overall view of the position. This information is used in requested advertising.
- *Typical Functions – Customize this information for the position in a bullet or numbered format. This information will feed into the Annual Performance Evaluation automatically. Remember this is position specific not person specific.
- Working Relationships – Include who the position works with such as departments, staff, students, public, etc…
- Special Job Dimensions – This field is often used to indicate required travel, handling of hazardous materials, external funding, etc…
- *Knowledge, Abilities, and Skills – Non-Classified/Faculty only. Indicate needed qualities for the position.
- *Minimum Qualifications – Classified minimums are provided by the state and will populate for you. Non-Classified/Faculty minimums must list the basic requirements for the position.
- Desired Qualifications – Indicate desired education, knowledge, skills, etc… that are above the minimum. Faculty positions should not list desired qualifications.
- *Committee Chair/Supervisor Contact – provide name
- *Contact Email, Phone, Fax – provide details

- Select "Continue to Next Page".
- *Justification – A justification for filling the position must be entered. All positions must indicate if the vacancy was created by a retirement.



<u>Positions under the Division of Academic Affairs and Research</u>:
Two options are available. The position may be submitted for preliminary approval of the justification and then returned to the hiring manager for completion **or** remaining forms may be completed now and submitted at one time.

Pre-Approval

- Select the "Preview Action" button at the bottom of the page. This will provide the ability to print the information (Printer Friendly Version), and Send to the next level for approval. Select "Continue" and then "Confirm". An email notification will be sent to the next approver to review and approve the position.
- The position will be reviewed for preliminary approval by Academic Affairs and Executive Council before the request will either be returned for completion or will be denied and canceled. Notification will be provided either way.
- Upon receipt of a return email notification, log back into the system and select "Pending Actions" from the menu.
- "View" the position and select "Edit" for final completion of the request.
- Select the Requisition Form to complete the remaining information.

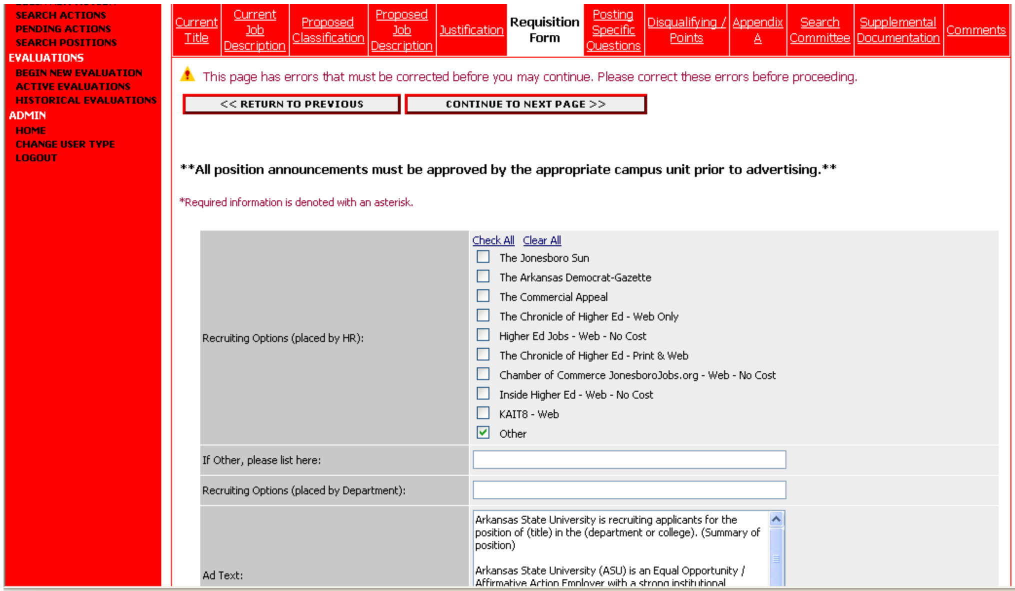
Complete for Approval

- To complete the request prior to submission, select "Continue to Next Page".

<u>Positions under all other divisions</u>:

- Select "Continue to Next Page".

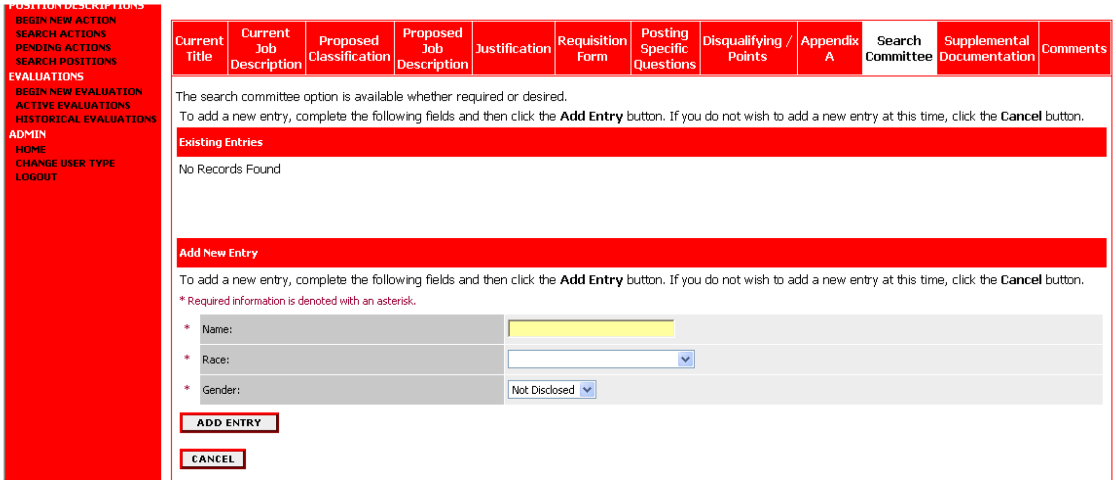
- *Requisition Form – This form is about advertising, posting dates, and applicant documents. All Position announcements must be approved by the appropriate campus unit prior to advertising.



- Recruiting Options (placed by HR) – Select/enter all options desired. Indicate whether web, print, or both. The AstateJobs web site is automatic for all positions.
- Recruiting Options (placed by Dept) – List additional advertising to be placed by the department. This may include websites requiring a membership. These ads should not be placed until the ad text/position is approved and posted to the AstateJobs website. The approved ad text will be available on the Posting Details page of the posting for departmental access.
- Ad Text – Campus required language is provided. Add details as desired based on the description provided. This is the copy that will be provided to area newspapers as requested above. Keep in mind that most ads are priced by word. HR will add a line such as, "Please visit https://jobs.astate.edu for more information and to apply." The applicant site will provide the details of the position.
- FOAP to be Charged – Enter the Banner FOAP to be billed for the advertising cost. This information is required for the placement of recruitment ads by HR.
- Maximum Budget for Advertising – Provide a limit for the advertising cost. If the requested ads will exceed this amount, you will be contacted for further instructions.
- Publication Ad Type – A line ad is the small text in the classified columns and a display ad is a larger framed and formatted ad with the ASU logo. Anytime a requested line ad can be combined into a display ad with other positions at the same or lesser cost for each department, HR will utilize this upgrade in visibility and promotion.
- Day of Week – Indicate the day of week desired for publication.
- Ad frequency – Indicate how many times the ad is to be published. If Sunday and Wednesday are selected above and two is entered, The ad will run one Sunday and one Wednesday.
- *Posting Type – Indicate if recruitment is external (public) or internal (Full-time, benefited ASU employees only)

- *Posting Length – Indicate how long the position should be posted to accept applications. Internal has a minimum of 3 calendar days and External has a minimum of 10 calendar days to comply with state guidelines. As posting dates may be extended but not shortened, postings should not be made longer than 45 days.
- If other - You may indicate a number of days for the position to post or a deadline date.
- Special Instructions to Applicants – Provide instructions for items to attach as indicated in the following fields or to be mailed with an address. You may provide a departmental website to be visited for additional information.
- Optional applicant documents – Items selected here may be attached by the applicant, but are not required. This is a good place to request letters or transcripts. **Note:** Many applicants will not have letters or transcripts available in electronic format by the application deadline and should have the option in "Special Instructions to Applicants" to mail such documents.
- Required applicant documents – Items selected here **must** be attached before the application will be complete. Incomplete applications will not be visible to the department and cannot be considered.

- Posting Specific Questions – If desired, you may enter questions to be completed as part of the application by applicants. These may be designed to help you know the candidate better or to disqualify those who are not qualified. Do not design questions that are too narrow. Keep your minimum requirements in mind.
  - Select "Add A Question".
  - Enter keywords or leave blank and "Search".
  - A list of existing questions will display for selection and you will be given an option to "Create a Question".
  - Question may or may not be required and may be open or close ended.
  - If you make a mistake, you may check the box next to a question and delete it.
- Disqualifying/Points – Here you may designate the question as a disqualifier or assign a point system. If the question will disqualify and is a required question, do not make No Response a disqualifying answer. "No Response" will not be a valid response for required questions.
- Appendix A – Non-Classified/Faculty positions only. This information is required by Diversity and must be completed.



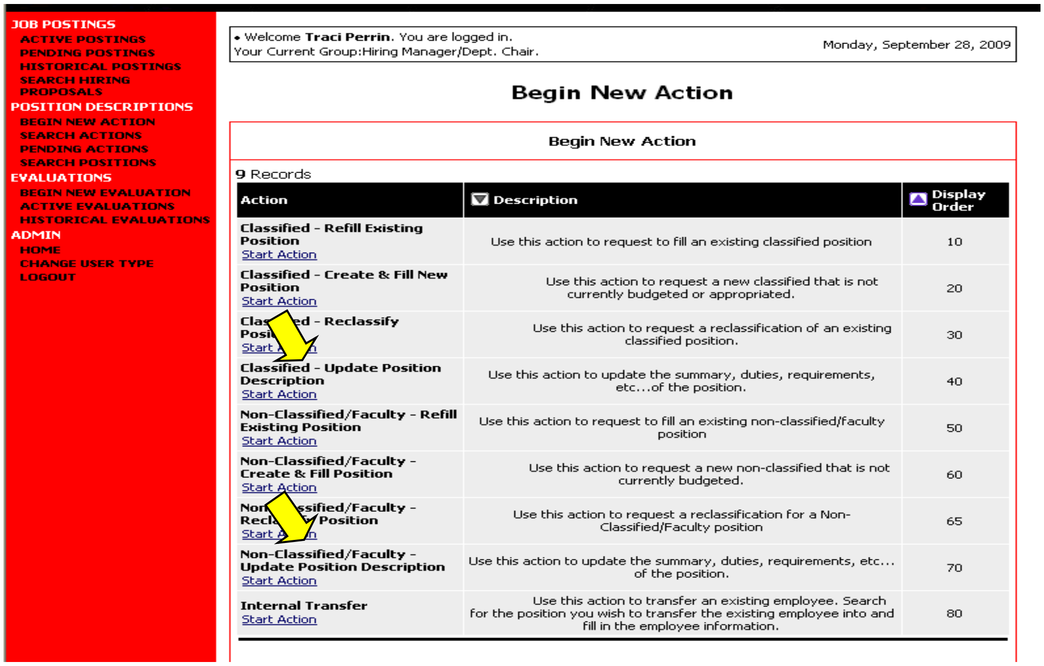
- Search Committee – If a committee will review all applicants, “Add New Entry” and indicate the name, race, and gender of each committee member. Continue to “Add New Entry” for each member then “Continue to Next Page”.
- Supplemental Documentation – Internal support materials may be attached if needed. These items must be 2MB or less and in .pdf or .doc formats. Rich text is not recommended.
- Comments – This area will be used if instructions need to be relayed for approvals. If a request is returned to you, review this tab for instructions. Sponsored Programs should use this area to note any special funding dates.
- To complete the request, select the “Preview Action” button at the bottom of any page. This will provide the ability to print the information (Printer Friendly Version), Save Action without Submitting, or Send to the next level for approval. Once you select the desired action, select “Continue” and then “Confirm”. An email notification will be sent to the next approver to review and approve the position.

To check the status of a request, select Search Actions from the POSITION DESCRIPTIONS menu and search by specific criteria or search all to review from a list. The status column will indicate where the action is in the approval process. Use the status check boxes to broaden or narrow your search.

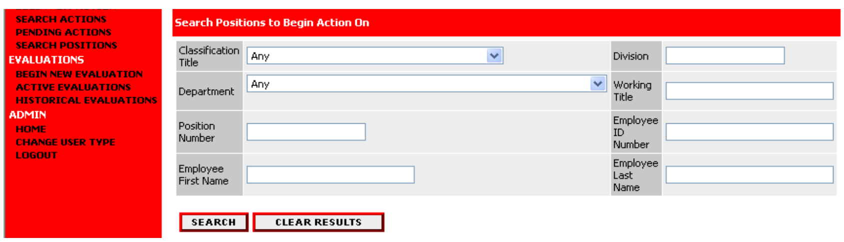
Request to Create and Fill a Position

This process is used for new budgeted and provisional positions.

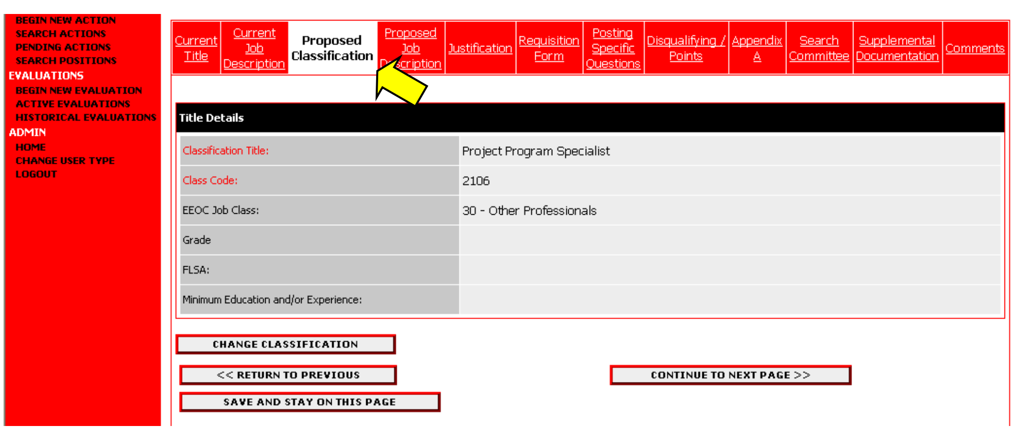
- Pre-approval must be obtained from HR prior to creating a new position.
- Once logged in, check “Your Current Group” to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Begin New Action” from the POSITION DESCRIPTIONS menu.
- Choose Classified or Non-Classified/Faculty – Fill Existing Position (as appropriate) by selecting “Start Action” under the desired action type.



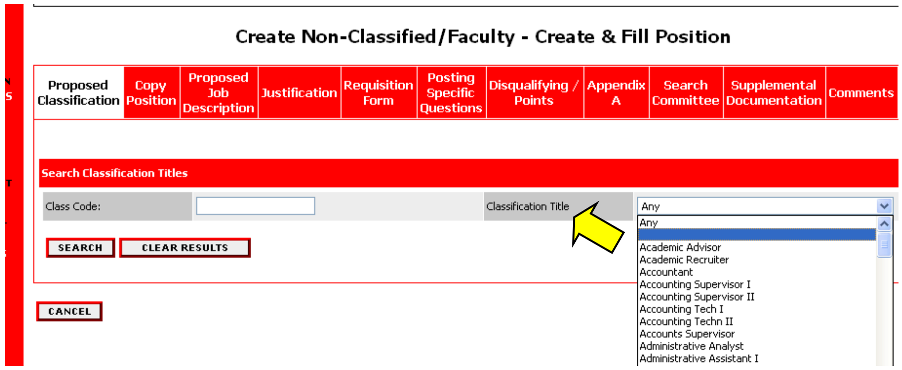
- A Search Screen will display. For best results, enter <u>either</u> the position number, first and/or last name of most recent incumbent, the incumbent's ID number, <u>or</u> the classification title for the position and "Search".



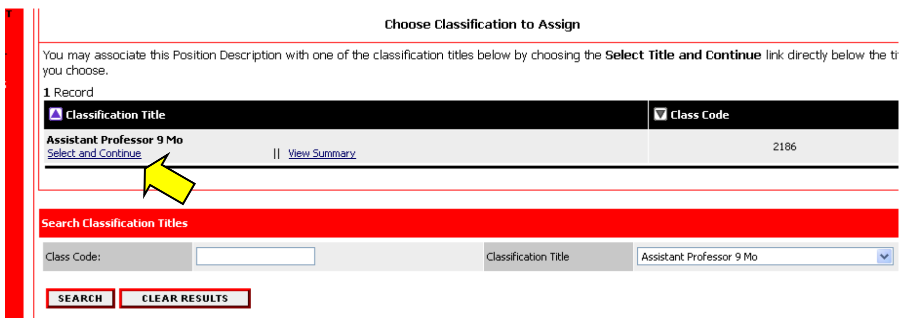
- From the search results, select "Start Action" under the title of the position you wish to fill.
- The Proposed Classification page will display. Select the "Change Classification" button to proceed.



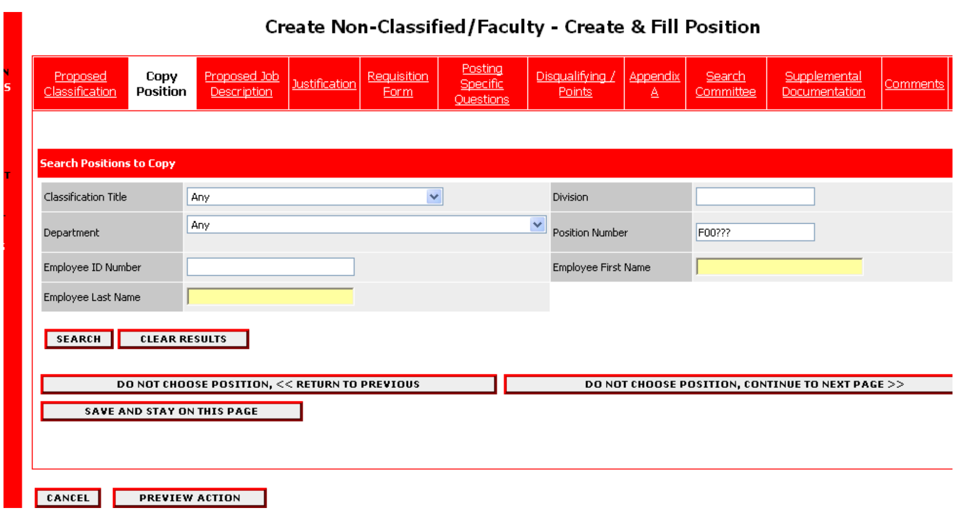
- Enter either the class code number or choose the new class title from the drop down list. Select the “Search” button to continue.



- The class title and class code will display. Click the “Select and Continue” link below the chosen title to proceed. Click “Continue to Next Page”.

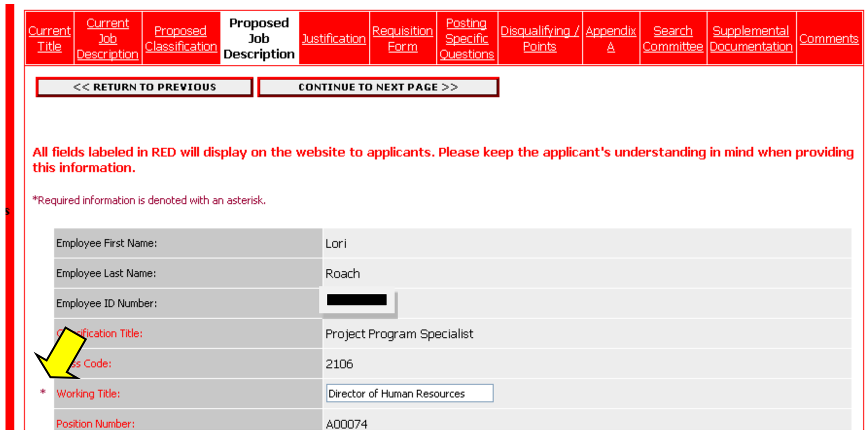


- The Copy Position page provides the ability to copy the description from an identical or similar existing position to this new position. Enter either a position number, an employee’s name or ID number, or the classification title for the position you wish to replicate and “Search”. From the options returned, click “Select and Continue”.



- The Proposed Job Description page requires additional entry. Review the information populated and complete needed fields. *Fields marked with an *asterisk* are required.*

Field titles displayed in red will be **posted to the web for applicants to review**. Keep the applicant in mind when completing this information. All other information is for internal processing and reporting. Any information prepared in another document, may be cut and pasted into the individual fields for faster and more accurate completion.

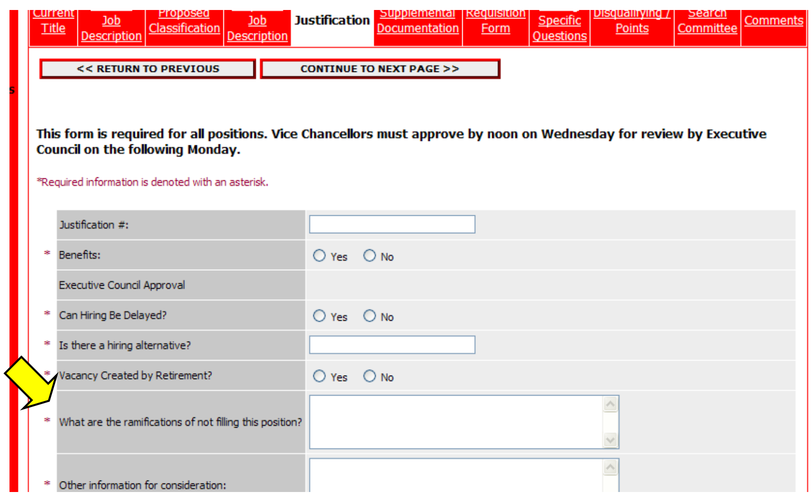


- o *Working Title – A descriptive working title may be entered.
- o *Department – List the department the position reports to.
- o *Division – List the division.
- o *Departmental Users with Access – Move the name of the person entering the information, the position supervisor, and the chair of the search committee (if different) to the Selected box.
- o *Type – Indicate the type of position from the drop down list.
- o *Date Needed – Enter the projected date the employee will start.
- o *Posted Entry Salary – Classified positions should enter the entry rate, Non-Classified and Faculty positions may enter the entry salary, range, or may list a phrase such as "Competitive". *This field will display to applicants.*
- o *Entry Salary for Approval – Non-Classified/Faculty positions only. This amount is the entry salary to be approved by the VP/VC and confirmed by budget and HR. This amount will later feed to the hiring proposal once a candidate is selected for employment. *Any changes must be communicated back to the hiring manager.*
- o *Current Budgeted Salary – This may be accessed on-line from the Budget Information page. If this is not a budgeted position, enter the annual salary currently being paid.
- o *Budget Year – The fiscal year runs July 1 to June 30 and the budget year is named for the year in which it ends. July 1, 2008 – June 30, 2009 is FY 2009.
- o *Type of Funding – Check the appropriate box and provide **specific** details.
- o General Days/Hours – Be specifics since this information posts to the web.
- o *Position Summary – Non-Classified/Faculty only. Use this summary to give the applicant an overall view of the position. This information is used in requested advertising.
- o *Typical Functions – Customize this information for the position in a bullet or numbered format. This information will feed into the Annual Performance Evaluation automatically. Remember this is position specific not person specific.

- Working Relationships – Include who the position works such as particular departments, staff, students, public, etc…
- Special Job Dimensions – This field is often used to indicate required travel, handling of hazardous materials, external funding, etc…
- *Knowledge, Abilities, and Skills – Non-Classified/Faculty only. Indicate needed qualities for the position.
- *Minimum Qualifications – Classified minimums are provided by the state and will populate for you. Non-Classified/Faculty minimums must list the basic requirements for the position.
- Desired Qualifications – Indicate desired education, knowledge, skills, etc… that are above the minimum qualifications. Faculty positions should not list desired qualifications.
- *Committee Chair/Supervisor Contact – provide name
- *Contact Email, Phone, Fax – provide details

* Select "Continue to Next Page".

* Justification - A justification for filling the position must be entered. All positions must indicate if the vacancy was created by a retirement.



<u>Positions under the Division of Academic Affairs and Research</u>:
Two options are available. The position may be submitted for preliminary approval of the justification and then returned for completion **or** remaining forms may be completed now and submitted at one time.

Pre-Approval

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- Upon receipt of a return email notification, log back into the system and select "Pending Actions" from the menu.
- "View" the position and select "Edit" for final completion of the request.
- Select the Requisition Form to complete the remaining information.

Complete for Approval

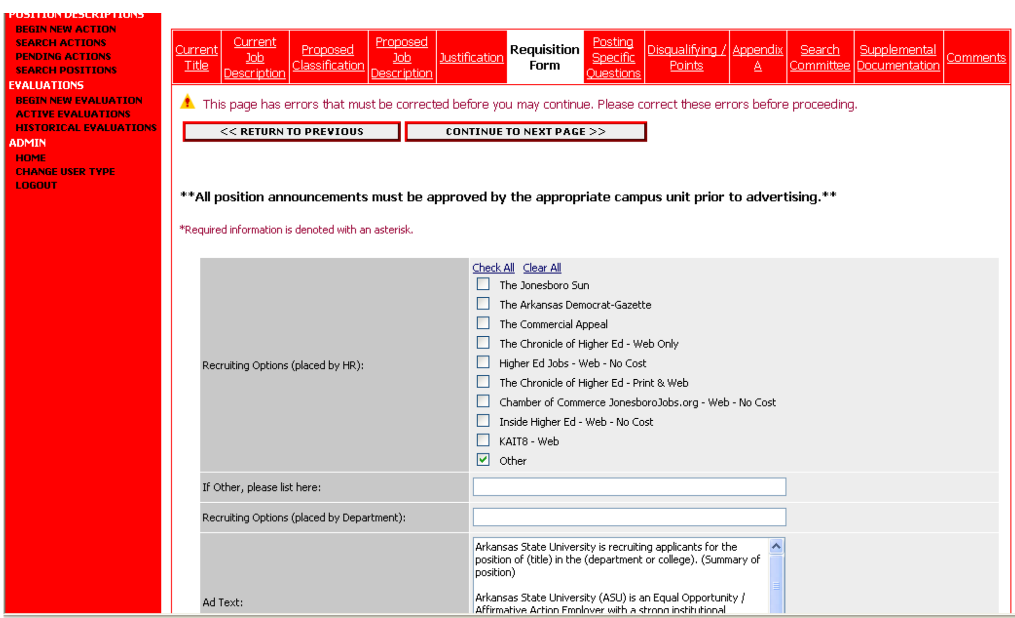
- To complete the request prior to submission, select "Continue to Next Page".

<u>Positions under all other divisions</u>:

- Select "Continue to Next Page".

- Reference Letters – This is used to request letters of reference while still allowing the applicant to complete the online application. The Department will choose if letters are accepted from the drop down box and then the number of letters required. The applicant will be asked to provide contact information for the requested number of references. The reference will be emailed a request to provide a letter of recommendation. After completion, the reference will be able to upload the letter in a pdf format by using the link that will be provided in the email the reference receives.

- Requisition Form – This form is about advertising, posting dates, and applicant documents. All Position announcements must be approved by the appropriate campus unit prior to advertising.



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should not be placed until the ad text/position is approved and posted to the AstateJobs website. The approved ad text will be available on the Posting Details page of the posting for departmental access.

- Ad Text – Campus required language is provided. Add details as desired based on the description provided. This is the copy that will be provided to area newspapers as requested above. Keep in mind that most ads are priced by word. HR will add a line such as, "Please visit https://jobs.astate.edu for more information and to apply." The applicant site will provide the details of the position.
- FOAP to be Charged – Enter the Banner FOAP to be billed for the advertising cost. This information is required for the placement of recruitment ads by HR.
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- *Posting Length – Indicate how long the position should be posted to accept applications. Internal has a minimum of 3 calendar days and External has a minimum of 10 calendar days to comply with state guidelines. As posting dates may be extended but not shortened, postings should not be made longer than 45 days.
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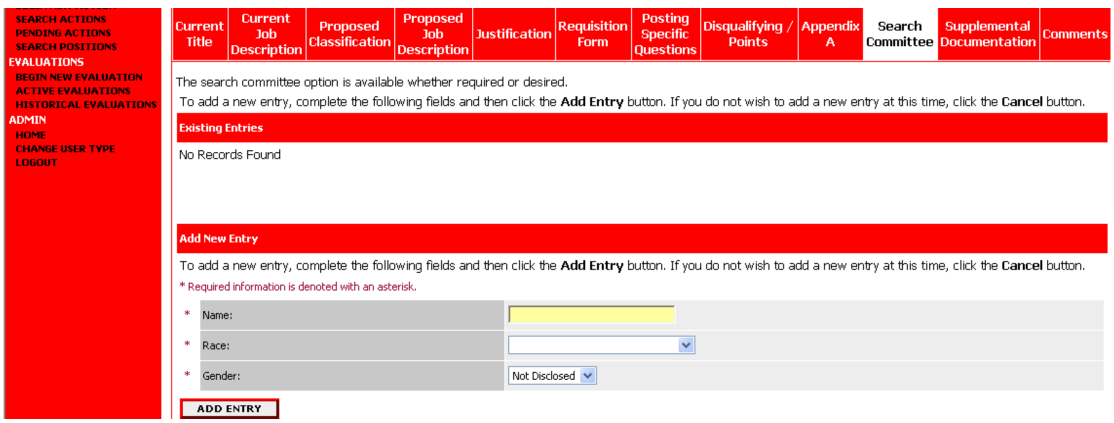
- Optional applicant documents – Items selected here <u>may</u> be attached by the applicant, but are not required. This is a good place to request letters or transcripts. **Note:** Many applicants will not have letters or transcripts available in electronic format by the application deadline and should have the option in "Special Instructions to Applicants" to mail such documents.
- Required applicant documents – Items selected here **<u>must</u>** be attached before the application will be complete. Incomplete applications will not be visible to the department and cannot be considered.

- Posting Specific Questions – If desired, you may enter questions to be completed as part of the application by applicants. These may be designed to help you know the candidate better or to disqualify those who are not qualified. Do not design questions that are too narrow. Keep your minimum requirements in mind.
  - Select "Add A Question".
  - Enter keywords or leave blank and "Search"

- A list of existing questions will display for selection and you will be given an option to "Create a Question".
  - Question may or may not be required and may be open or close ended.
  - If you make a mistake, you may check the box next to a question and delete it.
- Disqualifying / Points – Here you may designate the question as a disqualifier or assign a point system. If the question will disqualify and is a required question, do not make No Response a disqualifying answer. "No Response" will not be a valid response for required questions.
- Appendix A – Non-Classified/Faculty positions only. This information is required by Diversity and must be completed.
- Search Committee – If a committee will review all applicants, "Add New Entry" and indicate the name, race, and gender of each committee member. Continue to "Add New Entry" for each member then "Continue to Next Page".



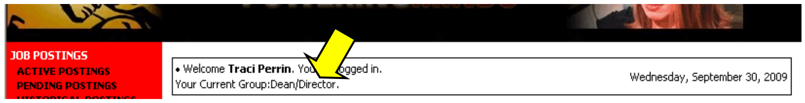
- Supplemental Documentation – Internal support materials may be attached if needed. These items must be 2MB or less and in .pdf or .doc formats. Rich text is not recommended.
- Comments – This area will be used if instructions need to be relayed for approvals. If a request is returned to you, review this tab for instructions. Sponsored Programs should use this area to note any special funding dates.
- Select the "Preview Action" button at the bottom of any page. This will provide the ability to print the information (Printer Friendly Version), Save Action without Submitting, or Send to the next level for approval. Once you select the desired action, select "Continue" and then "Confirm". An email notification will be sent to the next approver to review and approve the position.

To check the status of a request, select Search Actions from the POSITION DESCRIPTIONS menu and search by specific criteria or search all to review from a list. The status column will indicate where the action is in the approval process. Use the status check boxes to broaden or narrow your search.

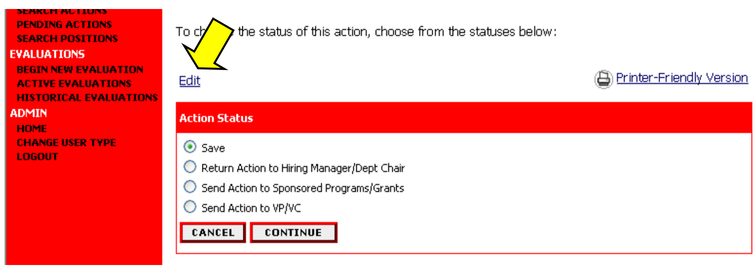
Position Approvals

All approvals are made electronically. Email notifications are sent to each approver to alert of pending actions. Follow the steps below to approve an action.

- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Dean/Director, VP/VC, etc…) to approve the action. Your user group may be changed by selecting "Change User Type" from the ADMIN menu.



- Select "Pending Actions" from the POSITION DESCRIPTIONS menu.
- All actions at your approval level within your department(s) will display. Select the position by clicking "View" under the Classification Title.
- Review and approve by selecting "Send to (the next approver)", click "Continue", and "Confirm".
- If changes are required, select the "Edit" link near the top of the page instead of approving. Two options are available. You may make desired changes and approve <u>or</u> provide comments and Return to the Hiring Manager.



<u>To Edit and Approve:</u>

- Select the red tabs from the top of the table to make corrections as needed page by page.
- Update information as needed.
- Select the "Preview Action" button from the bottom of any page.
- Select "Send to (the next approver)", "Continue", and "Confirm".

<u>To Return with Comments:</u>

- Select the red Comments tab from the top of the table.
- Enter instructions as needed.
- Select the "Preview Action" button from the bottom of the page.
- Select "Return to (previous approver)", Continue, and Confirm.

The approval/review flows and responsibilities are as follows:

Justification to Dean/Director – reviews the position for appropriate action type, description, position, funding, advertising, etc… and forwards to the VP/VC.

Justification to VP/VC – reviews the position for appropriate description, funding, advertising, etc… and forwards to HR.

Justification to HR – reviews the position and forwards the Request to Sponsored Programs (if funded by an external source) or submits to Executive Council for review; after which the Request is forwarded, returned to the Hiring Manger for completion, put on hold, or denied.

Request to Sponsored Programs - reviews all requests subject to external funding. Funding dates, contract guidelines and balances will be verified. Forwards classified positions to Budget and non-classified/faculty positions to Diversity.

Request to Diversity – Diversity reviews Appendix A, Requisition details, search committee, and minimum/desired qualifications and forwards to Budget.

Request to Budget - verifies funding and assigns position numbers to new positions.

Request to HR - reviews the entry salary, duties/responsibilities, minimum and desired requirements, advertising, required documents, and supplemental questions. Posts the position to the web and places requested advertising.

Position Posted

Once all approvals are received, the position will be posted by HR to the web. Users with Access will receive an email notification. The active postings will be listed when you login and anytime Home is selected on the navigation bar. Users with Access will also receive an email notification when the posting's application deadline is reached.

All applicants must apply through the web-based system. Once posted, applicants may begin applying immediately. **Supervisors should not consider applicants who have not submitted an application or profile online**. Please refer inquiries to the AstateJobs Employment site at https://jobs.astate.edu to apply online. If an applicant has questions or needs assistance, please direct them to the Office of Human Resources at 870-972-3454. Employment computers are located in the lobby of the Administration Building, Library, and Facilities Management.

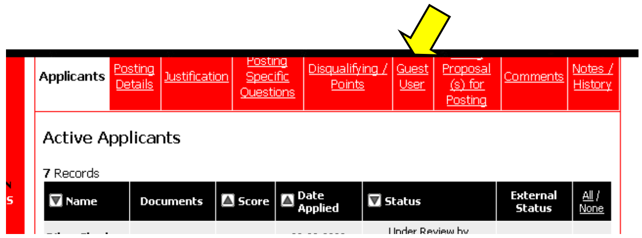
Advertising may not be placed until the position and advertising text is approved and posted. HR will place advertising as requested with the exception of positions advertised with member-only professional organizations. Any department placing such an ad must use the advertisement as approved in the posting details.

Reviewing/Selecting Applicants

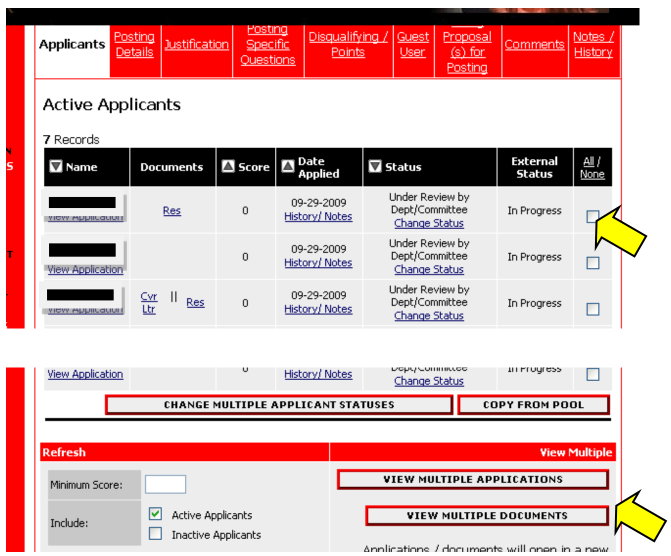
Applications may be reviewed online by viewing the posting. "Departmental Level Supervisor(s) to Receive Access and Notification" (usually including the Hiring Manager/Department Chair, and/or Committee Chair) will have the ability to change the status of each applicant and to move the hiring process forward. The *search committee members* will access the system using a *guest user* login/password. Committee Members have viewing access only.

As the status of an applicant is changed, email and online notification will be provided to the applicant immediately. ***It is important not to exclude a candidate from further consideration prematurely.*** It is also important to update a candidate's status as soon as possible to provide timely communication.

- Once logged in, check "Your Current Group" at the top of the page to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting "Change User Type" from the ADMIN area of the menu.
- Click the "View" link under the position title.
- The screen will display the Active Applicants along with red tabs across the top of the table for pages of additional information.
- The Hiring Manager should select the "Guest User" tab to obtain the login/password to be used by committee members. Distribute this information to all committee members.



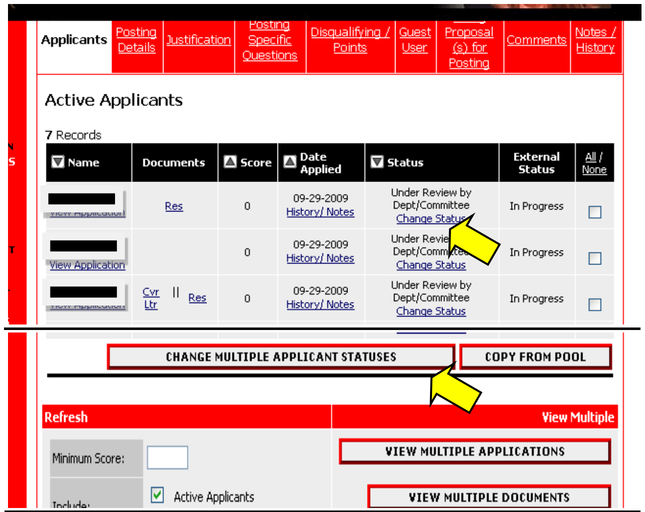
- To review multiple applications at once, <u>check</u> the box to the far right of each applicant's name desired for review. In the next section below the applicant list, click the "View Multiple Applications" button and/or the "View Multiple Documents" button to review. The group of applications or documents (as selected) will display as a PDF for review and/or printing. Printed documents will page break between each applicant. Applications and documents may be viewed one at a time by selecting the underlined links provided on each applicant line.



Classified, Non-Classified, and Faculty candidates follow slightly different processes and are outlined separately below.

<u>Classified and Non-Classified</u>

- The status of each applicant must be changed to reflect whether the candidate will be considered further. The status may be changed one applicant at a time by selecting "Change Status" in the status column, or by checking the box at the far right for each applicant along with the "Change Multiple Statuses" button.



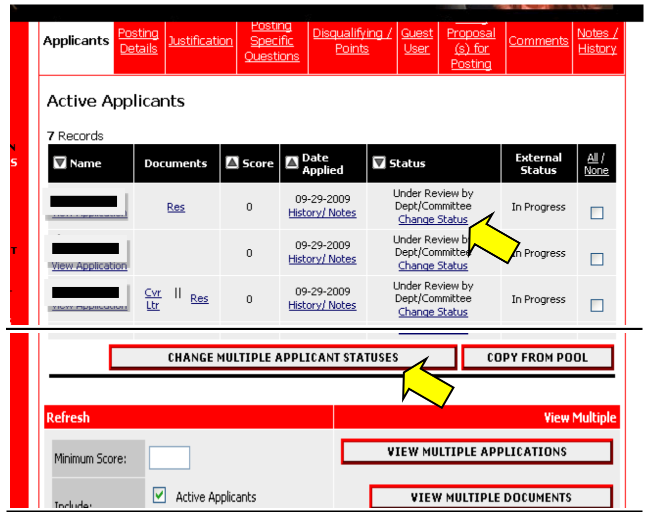
- Update the applicant status by position type (Classified, Non-Classified, Faculty) to one of the following:
    - o <u>Did not Meet Minimums – Determined by Department</u>
      These are applicants who do not meet the minimum qualifications as posted online. ***Applicants will be notified immediately.***

  OR
    - o <u>(Classified or Non-Classified)- Selected for Interview</u>
      Send an email to your HR representative indicating dates, times, and location for interviews with at least a 3 day lead time.
- The minority status of all applicants will be reviewed by HR (classified positions) or Diversity (non-classified positions). If qualified minority candidates need to be included in the interview pool, the department will be contacted. The HR representative will contact the applicants to schedule interviews.
- Once the interviews have been scheduled, the “Department Level Supervisor(s) to Receive Access and Notification” will be notified by email.
- Update the status of applicants who are no longer under consideration as follows:
    - o <u>(Classified or Non-Classified)- Not Selected for Interview</u>
      A Selection Reason must be indicated from the drop down list.
      Applicants will be notified of their status change.
- Conduct interviews. HR can provide assistance regarding questions and/or processes. Each candidate that you interview must complete the Governor's Executive Order Disclosure form. Upon completion, please forward to HR immediately.
- Check references. Note any significant findings and provide to HR.
- The status of the candidate to whom an offer is to be made must changed to:
    - o <u>(Classified or Non-Classified)- Submit for Offer Approval</u>
- Continue to the section on Hiring Proposals

<u>Faculty</u>

- The status of each applicant must be changed to reflect whether the candidate will be considered further. The status may be changed one applicant at a time by selecting

"Change Status" in the status column, or by checking the box at the far right for each applicant along with the "Change Multiple Statuses" button.

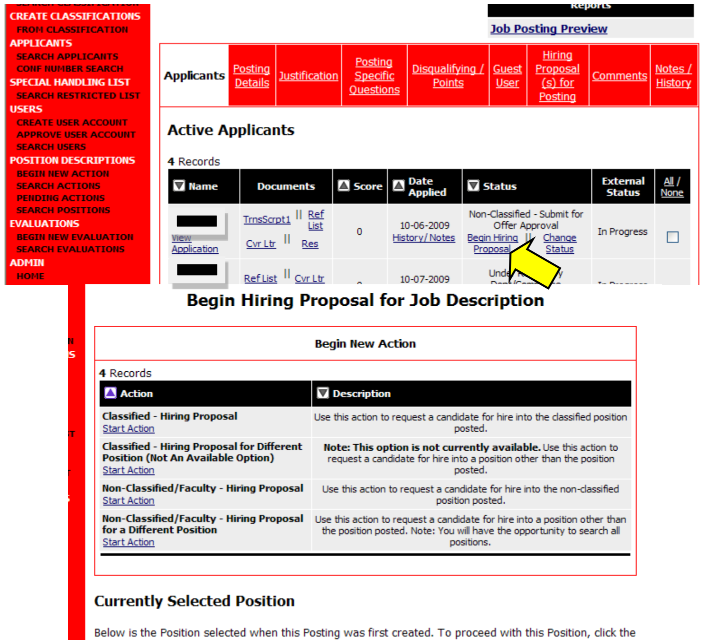


- Update the applicant status by position type (Classified, Non-Classified, Faculty) to one of the following:
  - Did not Meet Minimums – Determined by Department
    These are applicants who do not meet the minimum qualifications as posted online. ***Applicants will be notified immediately.***

  OR
  - Faculty- Selected for Interview
- The minority status of all applicants will be reviewed and approved by Diversity. If qualified minority candidates need to be included in the interview pool, the department will be contacted.
- Once interviews are approved, the "Department Level Supervisor(s) to Receive Access and Notification" will be notified by email.
- Update the status of the candidates to be interviewed to:
  - Faculty – Interview Scheduled
    The "History/Notes" link for each candidate may be used to record interview date, time, and location.
- Update the status of applicants who are no longer under consideration as follows:
  - Faculty- Not Selected for Interview
    A Selection Reason must be indicated from the drop down list.
    Applicants will be notified of their status change.
- Conduct interviews. Each candidate that you interview must complete the Governor's Executive Order Disclosure form. Upon completion, please forward to HR immediately.
- Check references. Note any significant findings and provide to HR.
- The status of the candidate to whom an offer is to be made must changed to:
  - Faculty - Submit for Offer Approval
- Continue to the section on Hiring Proposals

Hiring Proposals

- Select Begin Hiring Proposal in the Status column of the chosen applicant.



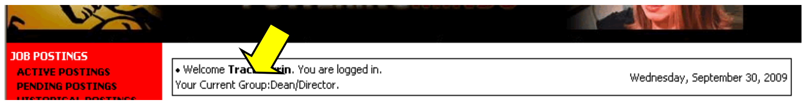
- Select the Hiring Proposal based on the position type (Classified or Non-Classified/ Faculty). If a faculty applicant is being hired for a position other than the position number posted, choose the faculty hiring proposal for a different position.
- Complete the required fields
  - Number of Applicants – this is the total number of qualified applicants in the pool.
  - Hire Date – Provide the date the applicant is being asked to start. Classified/Non-Classified applicants will attend orientation on a Monday. Faculty may begin on a Monday or at the beginning of a term. This date can be changed as needed.
  - Annual Salary to be Offered – Confirm the approved entry salary and update if an alternate amount is to being offered.
  - Type of Appointment – select from drop down box.
  - Full-Time/Part-Time Percent – Indicate FTE if applicable.
  - Promotion or Transfer – Indicate for existing ASU employees if applicable.
  - Select "Continue to Next Page".
- Select "Send Hiring Proposal to Dean/Director" and click "Continue" and "Confirm".

To check the approval status of the Hiring Proposal, select the Hiring Proposal red tab when viewing the posting; or Search Hiring Proposals from the JOB POSTING menu. The status will be provided.

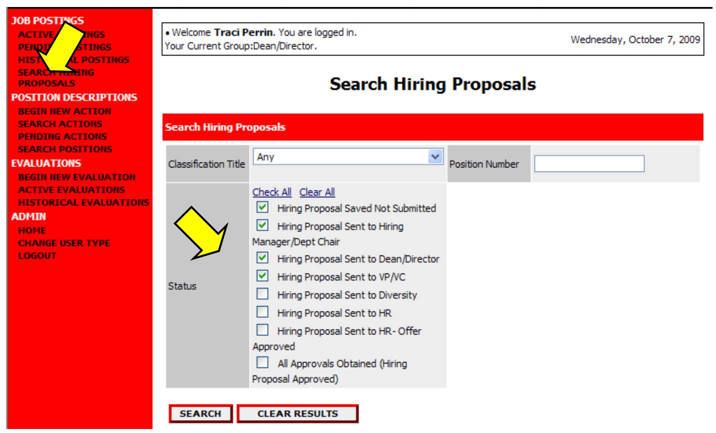
Hiring Proposal Approvals

All approvals are made electronically. Email notifications are sent to alert each approver. Follow the steps below to approve a hiring proposal.

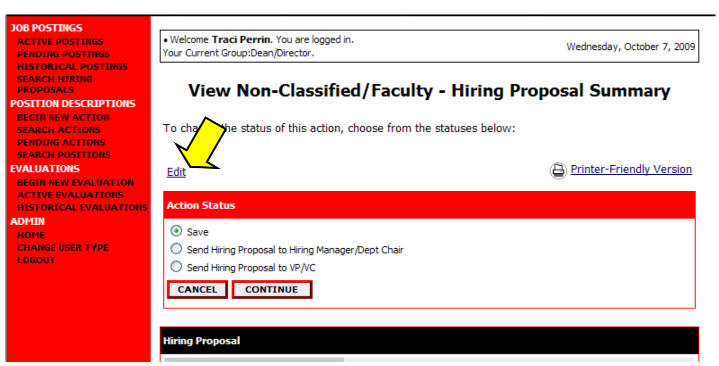
- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Dean/Director, VP/VC, etc…) to approve the action. Your user group may be changed by selecting "Change User Type" from the ADMIN menu.



- Select "Search Hiring Proposals" from the JOB POSTINGS menu.



- Check your approval level in the Status list and SEARCH.
- Click "View" under the position title of the proposal you wish to approve.
- Review and approve by selecting "Send to (the next approver)", click "Continue", and "Confirm".
- If changes are required, two options are available. You may make desired changes and approve <u>or</u> Send the Hiring Proposal back to the Hiring Manager.



<u>To Edit and Approve:</u>

- o Select the "Edit" link at the top left of the table.

- Change information as needed.
- Click the “Preview Action” button at the bottom of the page.
- Select “Send to (the next approver)”, “Continue”, and “Confirm”.

To Return with Comments:
- Select “Send Hiring Proposal to Hiring Manager”, “Continue”, and “Confirm”.
- Provide the Hiring Manager with instructions by email or phone as needed.

The approval/review flows and responsibilities by position type are as follows:

Classified

Dean/Director – Reviews candidate selected, start date, and work status.
HR – Reviews candidate selected, title, entry salary, benefit eligibility, and start date.

Non-Classified /Faculty

Dean/Director – Reviews candidate selected, title (rank), entry salary, start date, and work status.
VP/VC – Reviews title (rank), entry salary, benefit eligibility, and work status.
Diversity – Reviews candidate selected, title (rank), and work status.
HR – Reviews candidate selected, title, entry salary, benefit eligibility, and start date.

Making the Offer

Completion of the hiring processes based on position type (Classified/Non-Classified or Faculty) follows:

Classified/Non-Classified Positions
- Once the hiring proposal is approved, HR will make the offer, conduct the required background check, and send a welcome letter by email.
- The Supervisor must change the status of the remaining candidates to:
    - (Classified or Non-Classified)– Interviewed not Selected
      A Selection Reason must be indicated from the drop down list.
      Applicants will be notified of their status change.

Faculty Positions
- HR approves the hiring proposal and changes the candidate status to generate an email to the department indicating “Faculty - Offer Approved”.
- The hiring manager makes the verbal offer contingent upon the completion of a valid background check.

If accepted,

- The supervisor must change the chosen applicant's status to Faculty - Verbal Offer Accepted.

If declined,

- The supervisor must change the status to:

  Faculty – Interviewed not Hired

  A Selection Reason must be indicated from the drop down list.

  Applicants will be notified of their status change.
- Select the Hiring Proposal tab, "view" and "cancel" the Hiring Proposal.
- Review the remaining interviewed applicants and select another candidate or notify HR of a failed search by email.
- To select another candidate, change the status of the applicant to Faculty – Submit for Offer Approval and follow the steps for Hiring Proposals.

- HR will conduct the required background check, and send a welcome letter by email.
- The department will receive an email notification indicating that the background check was successful and instructing to forward the "Request for Contract" form to Academic Affairs.
- The supervisor must change the status of the remaining candidates to:
  - Faculty – Interviewed not Selected

    A Selection Reason must be indicated from the drop down list.

    Applicants will be notified of their status change.
- Academic Affairs and Research will issue and finalize the written employment contract.
- Once the new faculty member has returned the signed contract, AAR will change status to Faculty – Contract Received. HR will assign the new faculty member an ASU ID and request an email address from IT.

Processing New Employees

- Once the candidate has accepted the offer, a start date will be established. At that time the hiring department must complete the following:
  - Complete New Employee Orientation Forms and fax to HR
  - Submit approved Assignment Change form
  - Provide the new employee with the Individual New Hire tax packet for review prior to New Employee Orientation.
- The Assignment Change form should be forwarded to Human Resources as soon as possible. Your new employee will obtain benefit information (if they are eligible) at orientation.
- All new employees must attend New Employee Orientation which is held on Mondays at 1:00 pm in the Environmental Health & Safety Building Training Room or New Faculty Orientation at the beginning of the fall term. Information for parking decals and ID cards will be provided during orientation.
- Return any notes or information pertaining to the position search to Human Resources. All information regarding a particular vacancy will remain on file in Human Resources for five years.

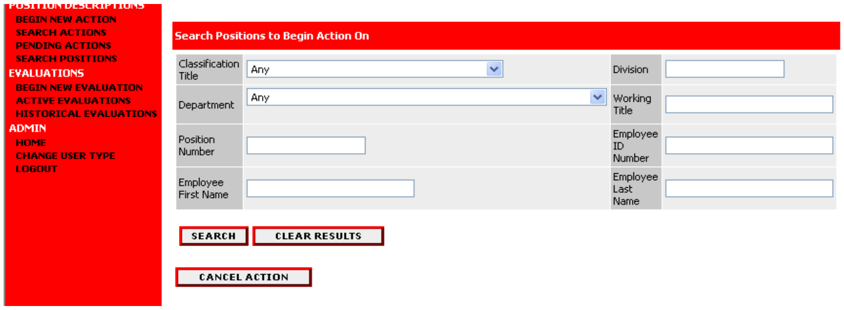
Position Changes

Position changes occur when employees are moved into new positions with different responsibilities or assignments. This can occur two ways. A reclassification involves changing the employee's position title for another and eliminating their old position. No vacancy is created. An internal transfer moves an employee into a different position and leaves the old position vacant and available to be filled.

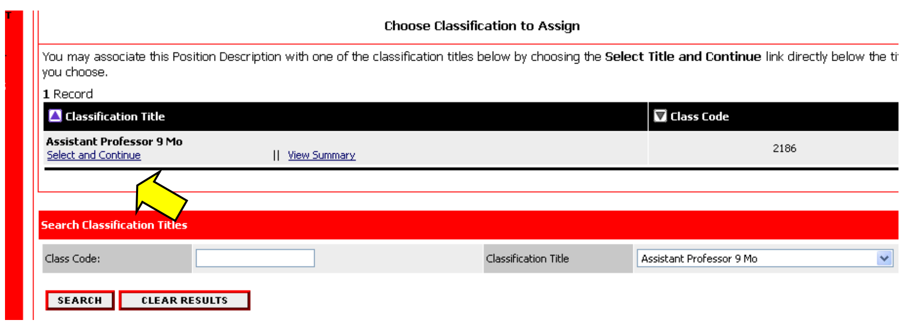
Reclassify a Position

- Pre-Approval from Human Resources is required for all Classified/Non-classified reclassifications. Faculty reclassifications must follow the requirements of AAR and most often occur due to promotion and tenure.
- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Begin New Action" from the POSITION DESCRIPTIONS menu.
- Choose Classified or Non-Classified/Faculty – Reclassify Existing Position (as appropriate) by selecting "Start Action" under the desired action type.

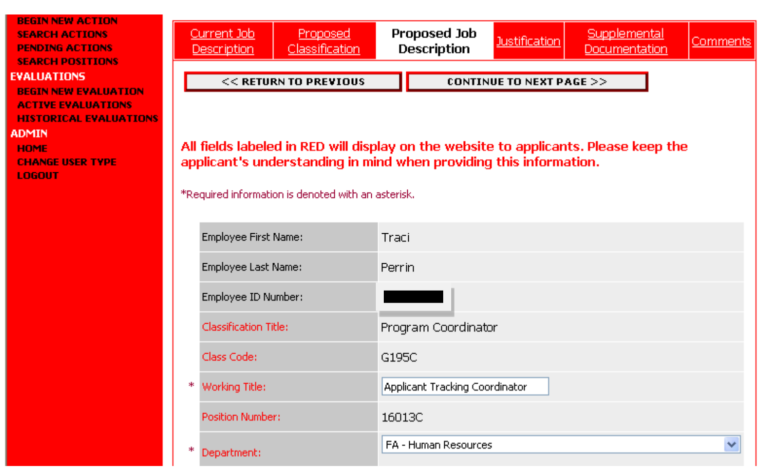
- A Search Screen will display. For best results, enter either the position number, first and/or last name of most recent incumbent, the incumbent's ID number, or the classification title for the position and Search.



- From the search results, select "Start Action" under the title of the position you wish to reclassify.
- The Current Job Description will display for your review. No changes are required on this page. Click "Continue to Next Page".
- The Proposed Classification page allows you to search for the new title. Enter either the class code number or choose the new class title from the drop down list. Select the "Search" button to continue.
- The class title and class code will display. Click "Select and Continue" to proceed. Click "Continue to Next Page".



- The Proposed Job Description page requires additional entry. Review the information populated and complete needed fields. *Fields marked with an *asterisk* are required.* Field titles displayed in red will be **posted to the web for applicants to review**. Keep the applicant in mind when completing this information. All other information is for internal processing and reporting. Any information prepared in another document, may be cut and pasted into the individual fields for faster and more accurate completion.



- *Working Title – A descriptive working title may be entered.
- *Department – List the department the position reports to.
- *Division – List the division.
- *Departmental Users with Access – Move the name of the person entering the information, the position supervisor, and the chair of the search committee (if different) to the Selected box.
- *Type – Indicate the type of position from the drop down list.
- *Date Needed – Enter the projected date the employee will start.
- *Entry Salary for Approval – Non-Classified/Faculty positions only. This amount is the entry salary to be approved by the VP/VC and confirmed by budget and HR. This amount will later feed to the hiring proposal once a candidate is selected for employment. *Any changes must be communicated back to the hiring manager.*
- *Current Budgeted Salary – This may be accessed on-line from the Budget Information page. If this is not a budgeted position, enter the annual salary currently being paid.
- *Budget Year – The fiscal year runs July 1 to June 30 and the budget year is named for the year in which it ends. July 1, 2008 – June 30, 2009 is FY 2009.
- *Type of Funding – Check the appropriate box and provide **specific** information.
- General Days/Hours – Spell this information out since it posts to the web.
- *Position Summary – Non-Classified/Faculty only. Use this summary to give the applicant an overall view of the position. This information is used in requested advertising.
- *Typical Functions – Customize this information for the position in a bullet or numbered format. This information will feed into the Annual Performance Evaluation automatically. Remember this is position specific not person specific.
- Working Relationships – Include who the position works such as particular departments, staff, students, public, etc…
- Special Job Dimensions – This field is often used to indicate required travel, handling of hazardous materials, external funding, etc…
- *Knowledge, Abilities, and Skills – Non-Classified/Faculty only. Indicate needed qualities for the position.
- *Minimum Qualifications – Classified minimums are provided by the state and will populate for you. Non-Classified/Faculty minimums must list the basic requirements for the position.
- Desired Qualifications – Indicate desired education, knowledge, skills, etc… that are above the minimum qualifications.
- *Committee Chair/Supervisor Contact – provide name
- *Contact Email, Phone, Fax – provide details

- The Justification page is required and should include details in support of the change.
- The Comments page may be used to provide instructions for approvals.
- Select the “Preview Action” button at the bottom of any page. This will provide the ability to print the information (Printer Friendly Version), Save Action without Submitting, or Send to the next level for approval. Once you select the desired action, select “Continue” and then “Confirm”. An email notification will be sent to the next approver to review and approve the position.

To check the status of a request, select Search Actions from the POSITION DESCRIPTIONS menu and search by specific criteria or search all to review from a list. The status column will indicate where the action is in the approval process. Use the status check boxes to broaden or narrow your search.

The approval flows and responsibilities for a Reclassification are as follows:

Justification to Dean/Director – reviews the position for appropriate action type, description, position, funding, advertising, etc… and forwards to the VP/VC.

Justification to VP/VC – reviews the position for appropriate description, funding, advertising, etc… and forwards to HR.

Justification to HR - reviews the position and submits the Request to Executive Council for review; after which the Request is forwarded to Sponsored Programs (if externally funded) or Budget, put on hold, or denied.

Request to Sponsored Programs - reviews all requests subject to external funding. Funding dates, contract guidelines and balances will be verified. Forwards request to Budget.

Request to Budget - verifies funding and assigns position numbers to new positions.

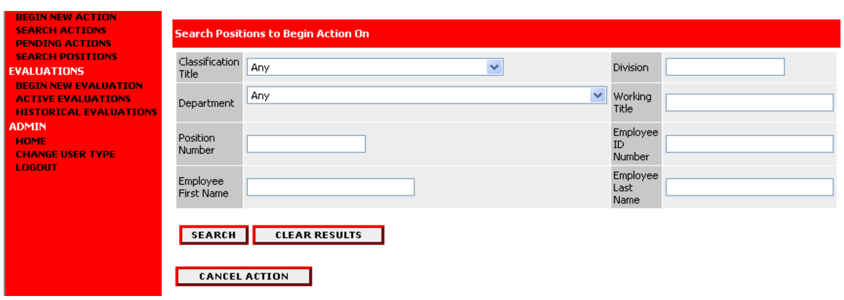
Request to HR - reviews the entry salary, duties/responsibilities, minimum and desired requirements, and approves.

Internal Transfer

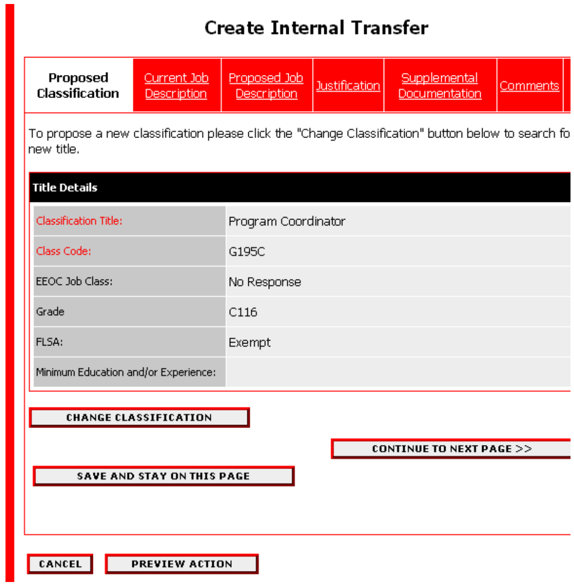
- Pre-Approval from Human Resources is required for Internal Transfers which occur between two departments.
- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Begin New Action" from the POSITION DESCRIPTIONS menu.
- Choose "Internal Transfer" by selecting "Start Action".

Action	Description	Display Order
Classified - Refill Existing Position Start Action	Use this action to request to fill an existing classified position	10
Classified - Create & Fill New Position Start Action	Use this action to request a new classified that is not currently budgeted or appropriated.	20
Classified - Reclassify Position Start Action	Use this action to request a reclassification of an existing classified position.	30
Classified - Update Position Description Start Action	Use this action to update the summary, duties, requirements, etc...of the position.	40
Non-Classified/Faculty - Refill Existing Position Start Action	Use this action to request to fill an existing non-classified/faculty position	50
Non-Classified/Faculty - Create & Fill Position Start Action	Use this action to request a new non-classified that is not currently budgeted.	60
Non-Classified/Faculty - Reclassify Position Start Action	Use this action to request a reclassification for a Non-Classified/Faculty position	65
Non-Classified/Faculty - Update Position Description Start Action	Use this action to update the summary, duties, requirements, etc... of the position.	70
Internal Transfer Start Action	Use this action to transfer an existing employee. Search for the position you wish to transfer the existing employee into and fill in the employee information.	80

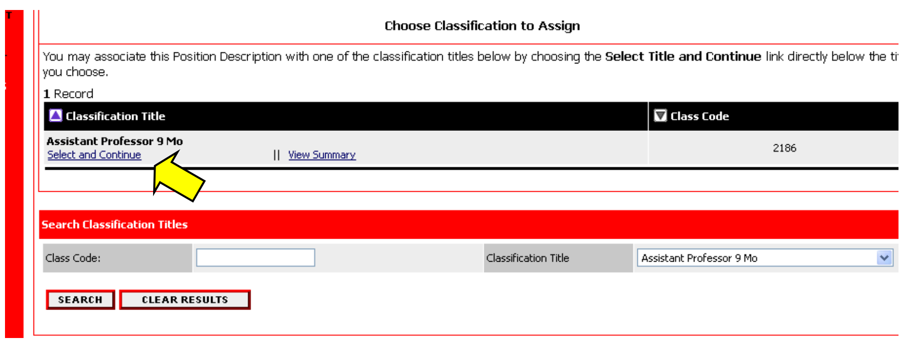
- A Search Screen will display. Search for the position the employee is ***moving to***. For best results, enter <u>either</u> the position number, first and/or last name of most recent incumbent of the position, the incumbent's ID number, <u>or</u> the classification title for the position and "Search".



- From the search results, select "Start Action" under the title of the position you wish to fill.
- If a reclassification is occurring with the internal transfer, the Proposed Classification page allows you to search for the new title. If no change is needed, select "Continue to Next Page". If a re-classification has been pre-approved, select the "Change Classification" button.



- Enter either the class code number or choose the new class title from the drop down list. Select the "Search" button to continue.
- The class title and class code will display. Click "Select and Continue" to proceed. Click "Continue to Next Page".



- The Current Job Description page will display for your review. No changes are required on this page. Click "Continue to Next Page".
- The Proposed Job Description page requires additional entry and must be updated to reflect the position. Review the information populated and complete needed fields. *Fields marked with an *asterisk* are required.* Field titles displayed in red will be **posted to the web for applicants to review**. Keep the applicant in mind when completing this information. All other information is for internal processing and reporting. Any information prepared in another document, may be cut and pasted into the individual fields for faster and more accurate completion.
    - *Working Title – A descriptive working title may be entered.
    - *Department – List the department the position reports to.
    - *Division – List the division.
    - *Departmental Users with Access – Move the name of the person entering the information, the position supervisor, and the chair of the search committee (if different) to the Selected box.
    - *Type – Indicate the type of position from the drop down list.

- *Date Needed – Enter the projected date the employee will start.
- *Entry Salary for Approval – Non-Classified/Faculty positions only. This amount is the entry salary to be approved by the VP/VC and confirmed by budget and HR. This amount will later feed to the hiring proposal once a candidate is selected for employment. *Any changes must be communicated back to the hiring manager.*
- *Current Budgeted Salary – This may be accessed on-line from the Budget Information page. If this is not a budgeted position, enter the annual salary currently being paid.
- *Budget Year – The fiscal year runs July 1 to June 30 and the budget year is named for the year in which it ends. July 1, 2008 – June 30, 2009 is FY 2009.
- *Type of Funding – Check the appropriate box and provide **specific** information.
- General Days/Hours – Spell this information out since it posts to the web.
- *Position Summary – Non-Classified/Faculty only. Use this summary to give the applicant an overall view of the position. This information is used in requested advertising.
- *Typical Functions – Customize this information for the position in a bullet or numbered format. This information will feed into the Annual Performance Evaluation automatically. Remember this is position specific not person specific.
- Working Relationships – Include who the position works such as particular departments, staff, students, public, etc…
- Special Job Dimensions – This field is often used to indicate required travel, handling of hazardous materials, external funding, etc…
- *Knowledge, Abilities, and Skills – Non-Classified/Faculty only. Indicate needed qualities for the position.
- *Minimum Qualifications – Classified minimums are provided by the state and will populate for you. Non-Classified/Faculty minimums must list the basic requirements for the position.
- Desired Qualifications – Indicate desired education, knowledge, skills, etc… that are above the minimum qualifications. Faculty positions should not list desired qualifications.
- *Committee Chair/Supervisor Contact – provide name
- *Contact Email, Phone, Fax – provide details

- Select "Continue to Next Page".
- Justification - A justification for filling the position must be entered. All positions must indicate if the vacancy was created by a retirement.
- The Comments page may be used to provide instructions for approvals.
- Select the "Preview Action" button at the bottom of any page. This will provide the ability to print the information (Printer Friendly Version), Save Action without Submitting, or Send to the next level for approval. Once you select the desired action, select "Continue" and then "Confirm". An email notification will be sent to the next approver to review and approve the position.

To check the status of a request, select Search Actions from the POSITION DESCRIPTIONS menu and search by specific criteria or search all to review from a list. The status column will indicate where the action is in the approval process. Use the status check boxes to broaden or narrow your search.

The approval flows and responsibilities for an Internal Transfer are as follows:

Justification to Dean/Director – reviews the position for appropriate action type, description, position, funding, advertising, etc… and forwards to the VP/VC.

Justification to VP/VC – reviews the position for appropriate description, funding, advertising, etc… and forwards to HR.

Justification to HR – reviews the position and submits the Request to Executive Council for review; after which the Request is forwarded to Budget, put on hold, or denied.

Request to Budget - verifies funding and assigns position numbers to new positions.

Request to HR - reviews the entry salary, duties/responsibilities, minimum and desired requirements, and approves.

Evaluations

Performance Evaluations are conducted for new hires (after 90 days) and for all employees annually through the AstateJobs system. Annual evaluations must be finalized by May 1. The evaluation process provides the opportunity for supervisors and employees to review specific information on performance, to determine what priorities for performance should be, and to set future goals for development. The system provides the specific duties of each position in the evaluation from the position description on record. This insures that an employee is evaluated based on the expectations of their position as presented when hired or after any changes in their duties occur.

Email notifications are sent to each user/approver when action is required. Evaluation approvals are as follows:

90 day/6 month Evaluations: Initiator, Hiring Manager, Dean/Director, Employee, Hiring Manger, HR

Annual Evaluations: Initiator, Hiring Manager, Dean/Director, Employee, Hiring Manger, VP/VC, HR

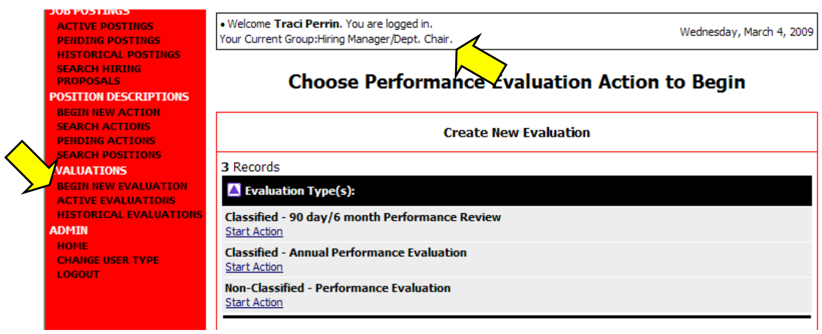
Annual Evaluations

Annual Evaluations are required for Classified employees and are strongly encouraged for Non-classified employees. Some divisions/departments require Non-classified annual evaluations.

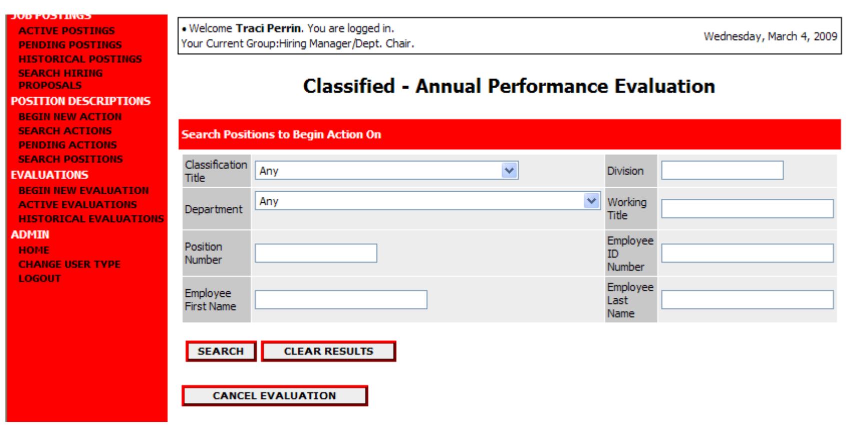
The evaluation process must begin with an initiator or hiring manager/dept. chair. The initiator level is available for use when there are multiple levels of supervision under the dean/director. Please contact Human Resources (972-3454) to designate an initiator.

Classified Annual Evaluations

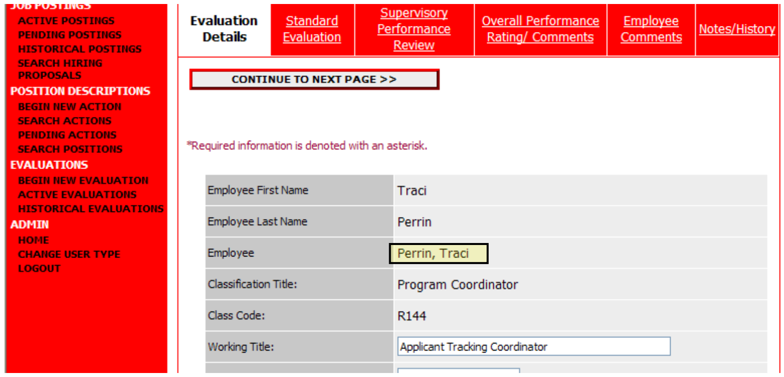
- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Begin New Evaluation" from the EVALUATIONS menu on the navigation bar.
- Click "Start Action" under the desired evaluation type.



- Search by one of the available options. For a list of all positions in your area, search without providing any criteria. Otherwise, enter the employee's last name or Position Number.

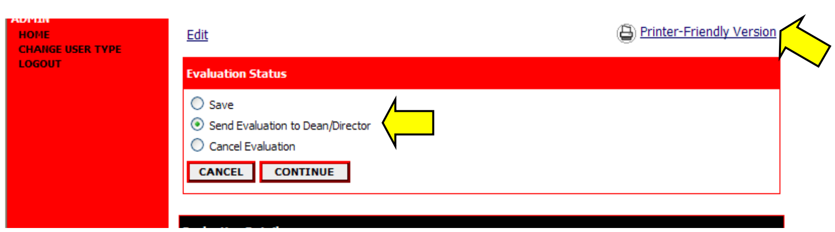


- The position(s) will display as a list. Select the position desired by clicking "Start Action".
- Complete the Evaluation Details page.



- Employee– Confirm that the correct employee is listed. If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
- Evaluation Type – Select the appropriate type from the drop-down list.
- Date of Evaluation – Enter today's date.
- Division – Indicate the division from the drop down list if not populated.
- Department – Verify that the employee is assigned to the correct department.
- Other Users with Access – Move your name and the name of the supervisor (if different) who will review the evaluation prior to submitting to the Dean/Director, to the "Selected" box.
- Hire Date – Enter the employee's hire date.
- Supervisor – List your name.
- Supervisor Phone – List your campus phone number.
- "Continue to Next Page"

- Complete the Standard Evaluation page.
  - Rank each area and or provide comments as needed or required.
  - Rank the Duties/Responsibilities by Importance.
  - "Continue to Next Page"
- Complete the Supervisory Performance Review page if the employee has supervisory responsibilities by ranking each topic.
  - "Continue to Next Page"
- Complete the Overall Performance Rating/Comments page.
  - Rank topics and provide comments as needed or required.
  - Select "Preview Evaluation" at the bottom of the screen.

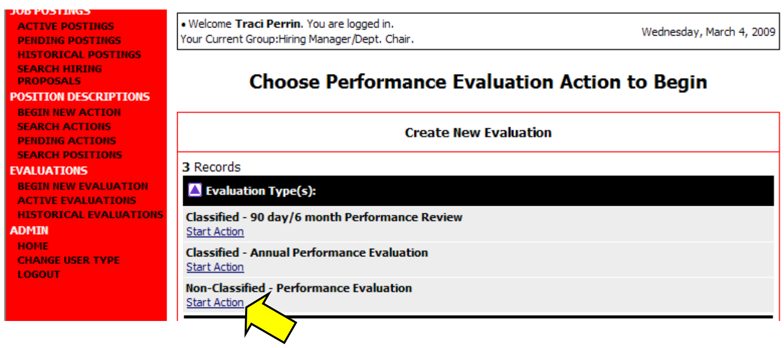


- The Hiring Manager/Dept Chair should select "Printer Friendly Version" and print the document (Utilize this printed form when holding the evaluation meeting with the employee).
  - Close the print window.

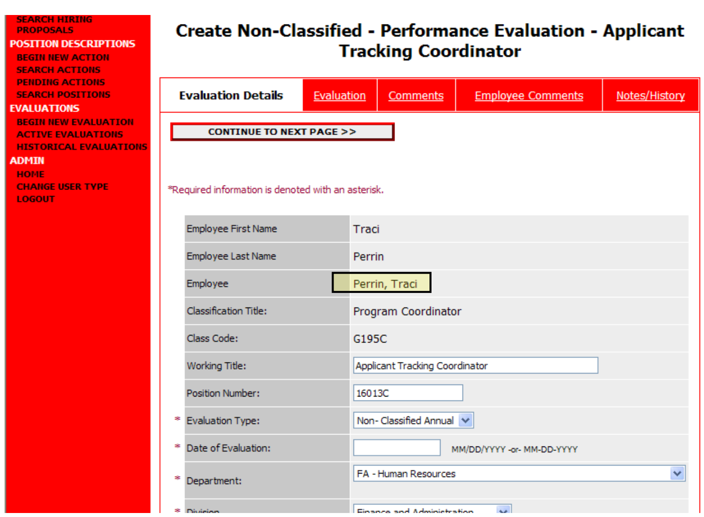
- Select “Send Evaluation to Dean/Director”, “Continue” and “Confirm”
- Logout of the system from the red navigation bar.
- Schedule and hold an evaluation conference with the employee.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

Non-classified Annual Evaluations

- Once logged in, check “Your Current Group” to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Begin New Evaluation” from the EVALUATIONS menu on the navigation bar.

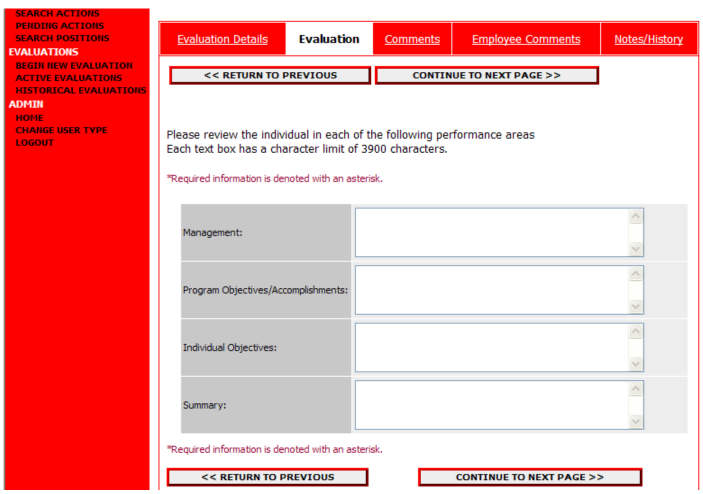


- Click “Start Action” under “Non-Classified – Performance Evaluation”.
- Search by one of the available options, or for a list of all positions in your area, search without providing any criteria. For one position at a time, enter the employee’s last name, ID, or Position Number.
- The position(s) will display as a list. Select the position desired by clicking “Start Action” under the Classification Title.
- Complete the Evaluation Details page.

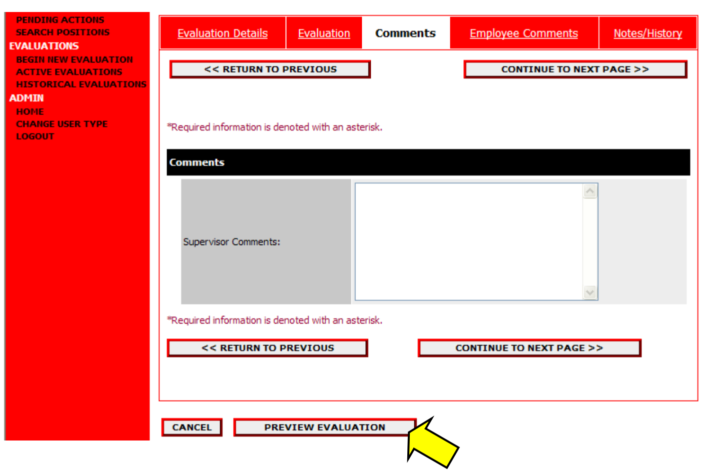


- Employee – Confirm that the correct employee is listed. If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
- Evaluation Type – Select the appropriate type from the drop-down list.
- Date of Evaluation – Enter today's date.
- Department – Verify that the employee is assigned to the correct department.
- Division – Select the division from the drop down list.
- Other Users with Access – Move your name and the name of the supervisor (if different) who will review prior to submitting to the Dean/Director, to the "Selected" box.
- "Continue to Next Page"

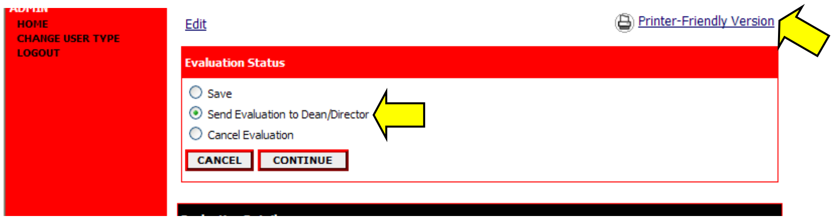
- Complete the Evaluation page.
  - Rank each area and or provide comments as needed or required.
  - Rank the Duties/Responsibilities by Importance.
  - "Continue to Next Page"



- Complete the Comments page as needed or required.
  - Select "Preview Evaluation" at the bottom of the screen.



- Select “Printer Friendly Version” and print document. (Utilize this printed form when conducting the evaluation meeting with the employee. Provide a copy of this form to the employee.)
    - Close the print document.



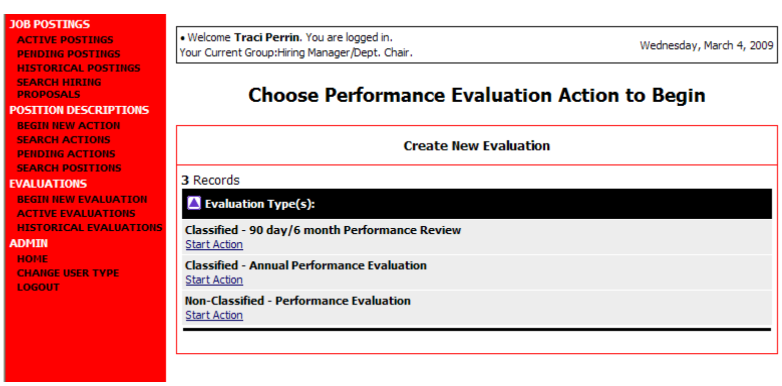
- Select “Send Evaluation to Dean/Director”, “Continue” and “Confirm”.
- Logout of the system from the red navigation bar.
- Hold the evaluation meeting with the employee and provide a copy of the evaluation for the employee. A signed copy may be retained for the department.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

90 day/6 month Evaluations

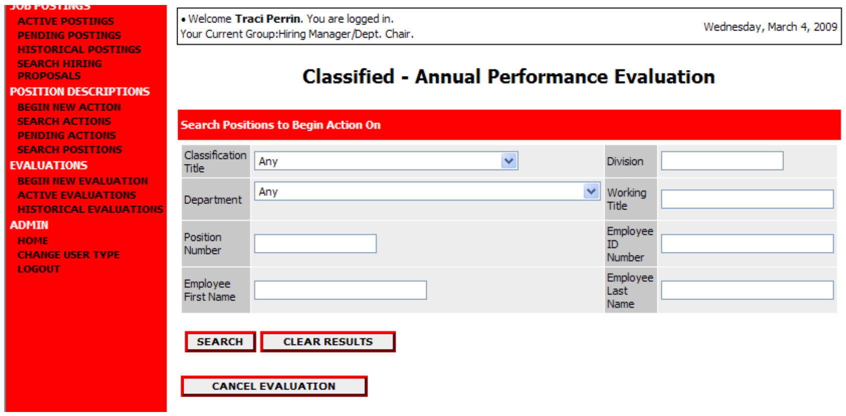
90 day/6 month evaluations must be completed on all new hires.

The evaluation process must begin with an initiator or hiring manager/dept. chair. The initiator level is available for use when there are multiple levels of supervision under the dean/director. Please contact Human Resources (972-3454) to designate an initiator.

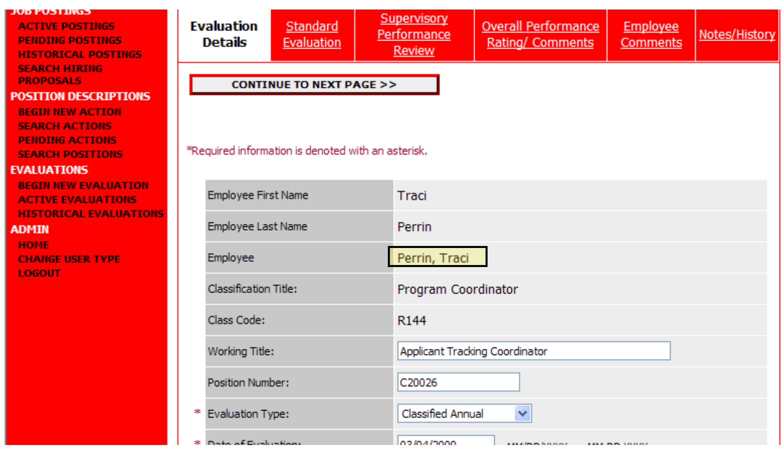
- Once logged in, check “Your Current Group” to verify that you are logged in as the correct user type (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Begin New Evaluation” from the EVALUATIONS menu on the navigation bar.
- Click “Start Action” under the desired evaluation type.



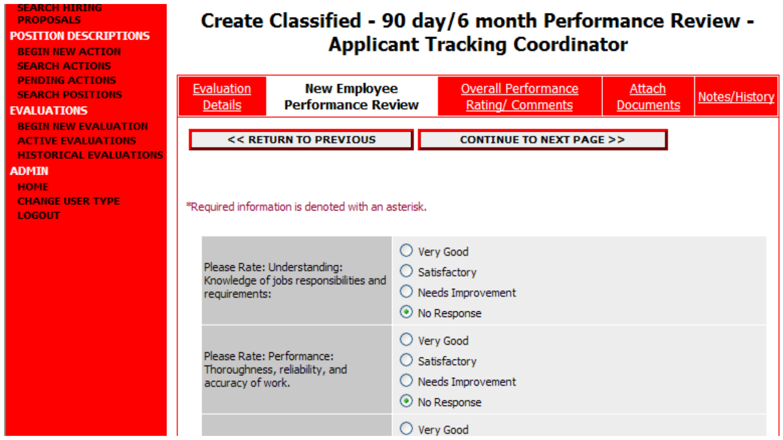
- Search by one of the available options. For a list of all positions in your area, search without providing any criteria. Otherwise, enter the employee's last name or Position Number.



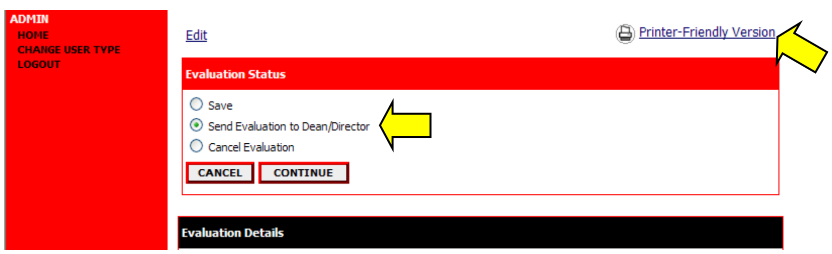
- The position(s) will display as a list. Select the position desired by clicking "Start Action".
- Complete the Evaluation Details page.



  - Employee – Confirm that the correct employee is listed. If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
  - Evaluation Type – Select the appropriate type from the drop-down list.
  - Date of Evaluation – Enter today's date.
  - Division – Indicate the division from the drop down list if not populated.
  - Department – Verify that the employee is assigned to the correct department.
  - Other Users with Access – Move your name and the name of the supervisor (if different) who will review the evaluation prior to submitting to the Dean/Director, to the "Selected" box.
  - Hire Date – Enter the employee's hire date.
  - Supervisor – List your name.
  - Supervisor Phone – List your campus phone number.
  - "Continue to Next Page"



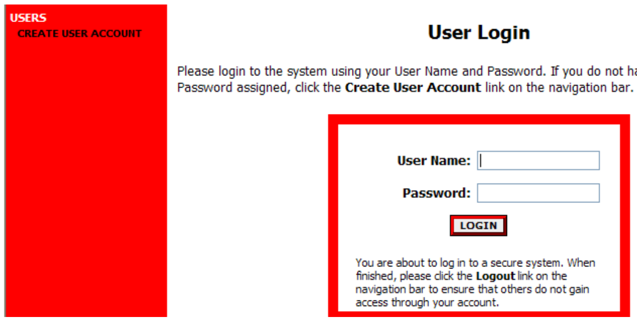
- Complete the New Employee Performance Review page.
  - Rank each area as needed or required.
  - “Continue to Next Page”.
- Complete the Overall Performance Rating/Comments page.
  - Indicate ranking and provide comments as needed or required.
  - Select “Preview Evaluation” at the bottom of the screen.



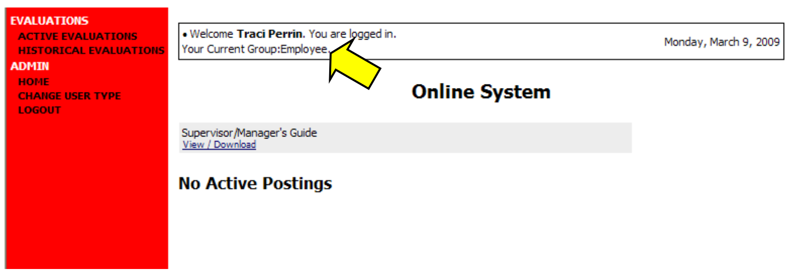
- The Hiring Manager/Dept Chair should select “Printer Friendly Version” and print document (Utilize this printed form when holding the evaluation meeting with the employee).
  - Close the print window.
- Select “Send Evaluation to Dean/Director”, “Continue” and “Confirm”
- Logout of the system from the red navigation bar.
- Schedule and hold an evaluation conference with the employee.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

Employee Review and Approval of Evaluation

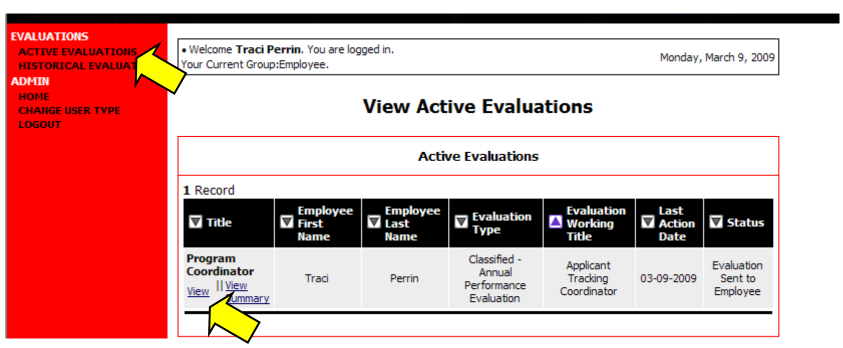
- Login to AstateJobs at https://jobs.astate.edu/hr using your network username (username@astate.edu) and password.



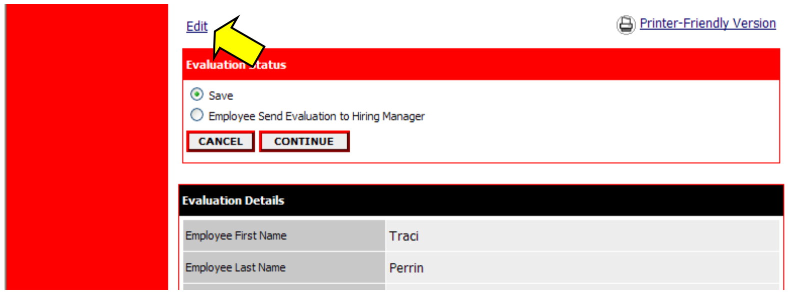
- Check your Current User Group as listed under your name at the top of the page. Your group should be Employee.



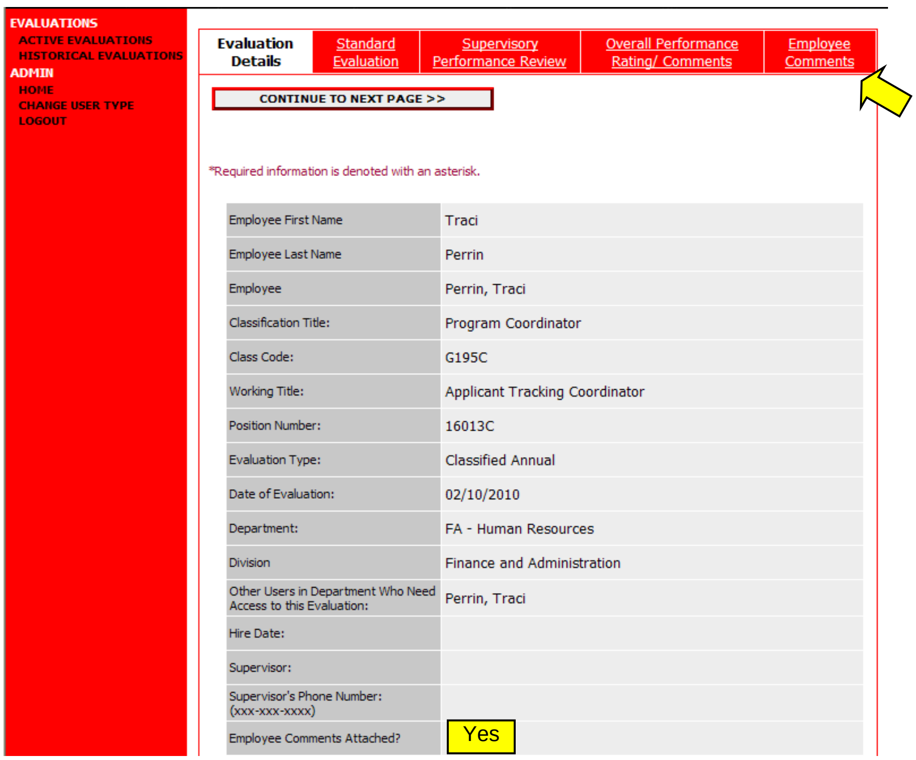
- If not, select Change User Type from the menu on the red navigation bar.
  - Select Employee.
  - Click "Change Group".
- Select "Active Evaluations" from the EVALUATIONS menu on the navigation bar.
  - Select "View" under the classification title of your position and review.



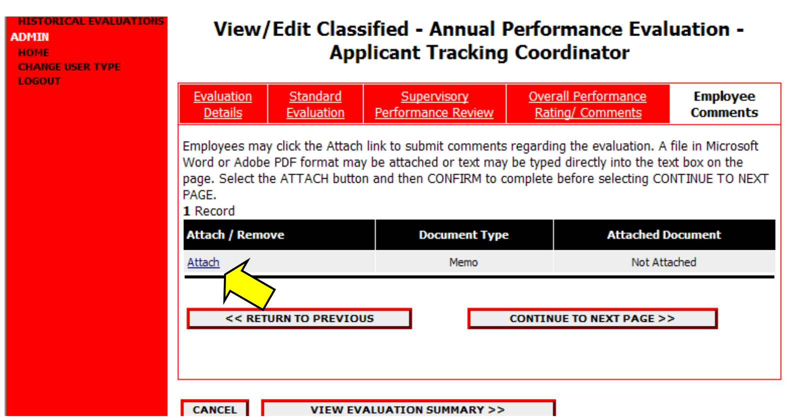
- If you wish to add comments, select "Edit" above the Evaluation Status window.



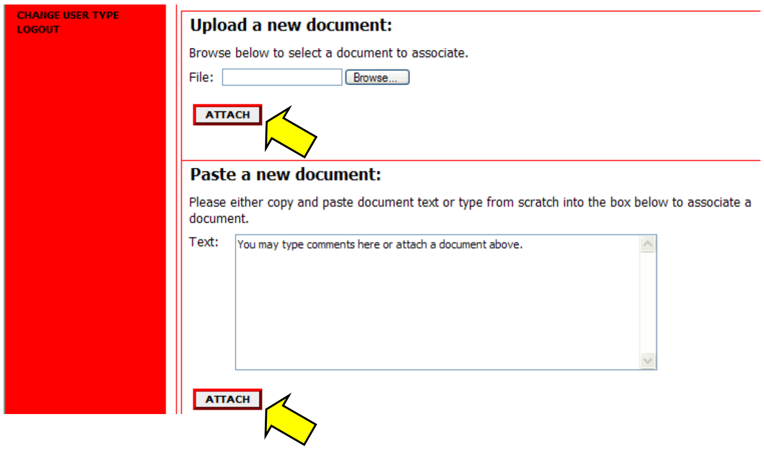
- Indicate that comments will be attached by answering "Yes" at the bottom of the page, and select the Employee Comments tab.



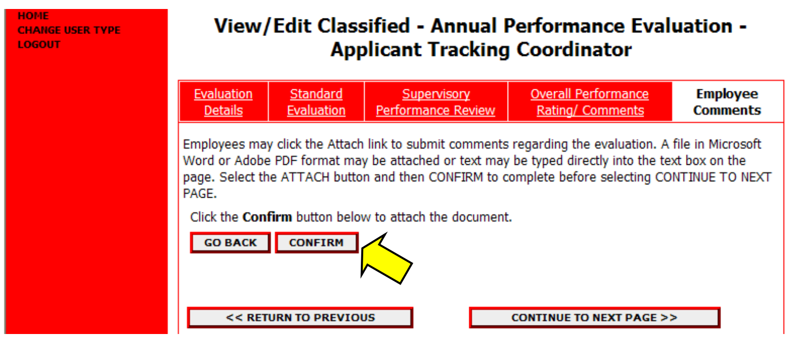
- Select "Attach" next to the memo document option



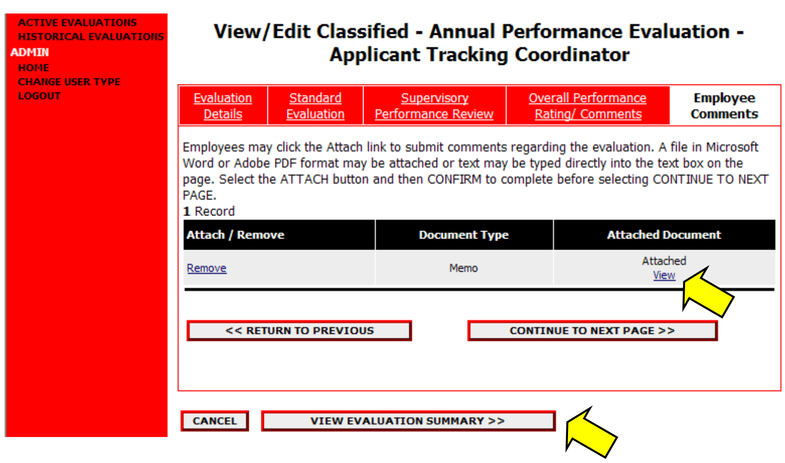
- Upload your comments document from your computer files by selecting the “Browse” button or enter your comments directly into the “Paste a new document” text box.
- Click the corresponding “Attach” button.



- Click “Confirm”.

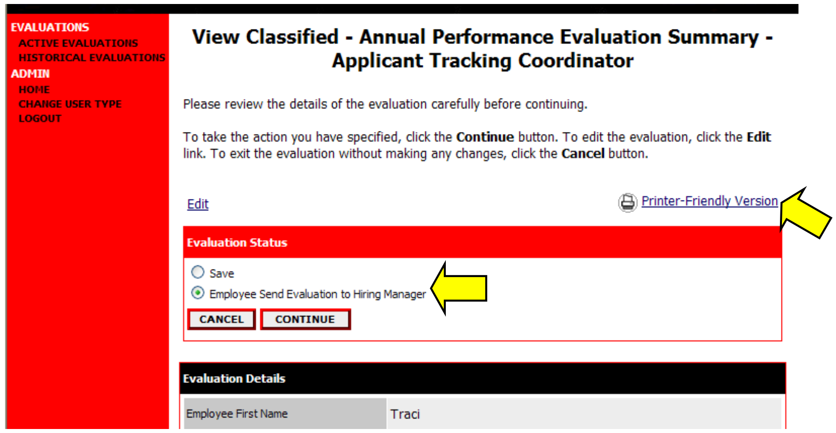


- Select “View” in the Attached Document column to view and print a copy of your comments for your records.
    - Close the print window.



- Select “View Evaluation Summary”

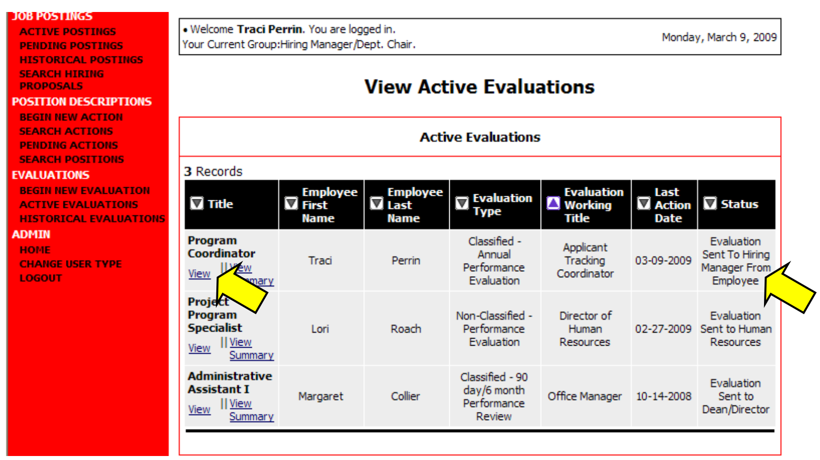
- Select “Printer Friendly Version” and print the document for your records.
    - o Close the print window.



- Select “Employee Send Evaluation to Hiring Manager”, “Continue”, and “Confirm”.
- Logout of the site using the “Logout” link in the red ADMIN menu.

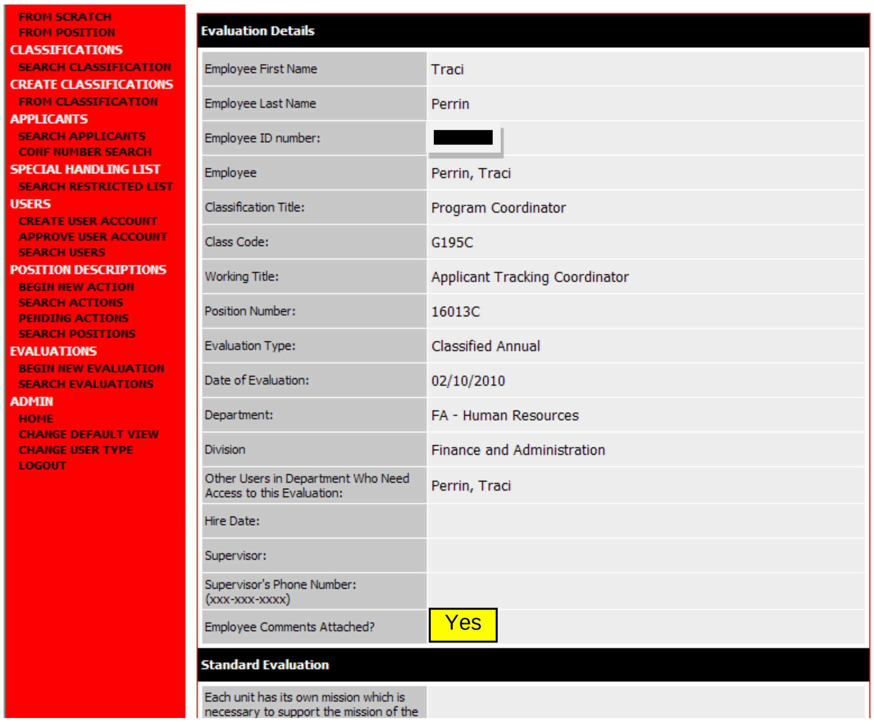
Hiring Manger Submission

- An email notification will alert that the evaluation has been completed by the employee and returned to you, the hiring manager.
- Select “Active Evaluations” from the EVALUATIONS menu on the navigation bar.
- Select “View” under the classification title of the desired position and review.



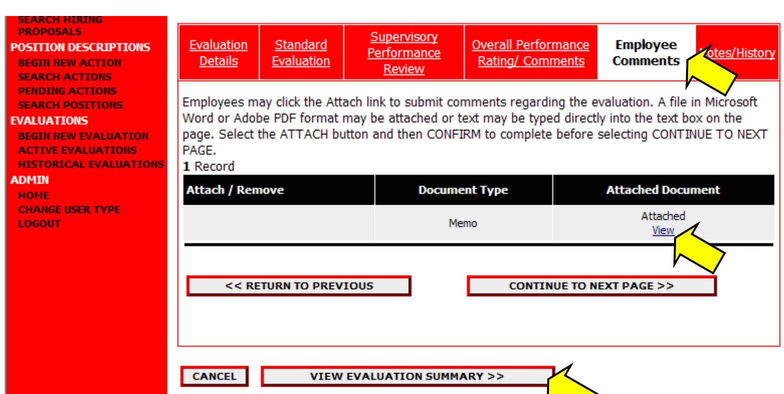
- Select “Printer Friendly Version” and print the document for the department file.
    - o Close the print window.

- Review the details section of the evaluation summary to determine if comments have been attached by the employee.

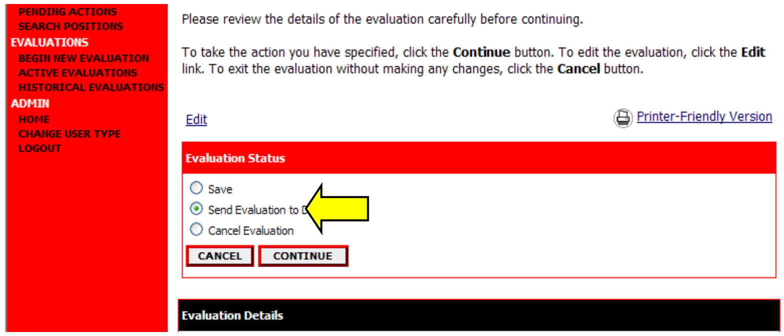


- If comments have been attached by the employee, review by selecting "Edit" above the Evaluation Status window.

- Select the Employee Comments tab.



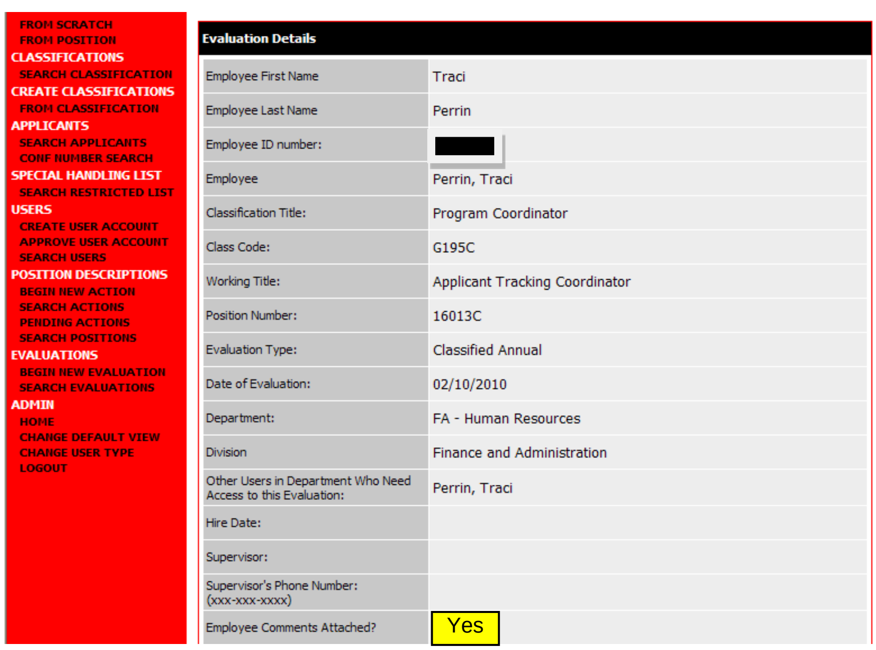
  - Select "View" next to the attached memo to review.
  - Print the Employee Comments for the department file.
  - Close the memo print window.
- Select "View Evaluation Summary" at the bottom of the page.



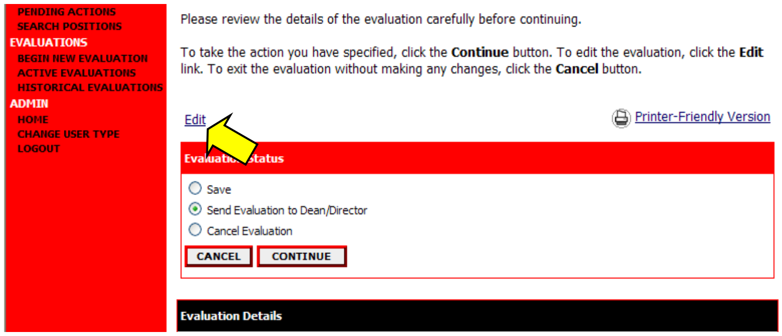
- Select "Send Evaluation to (VP/VC or HR as provided)", "Continue", and "Confirm".
- Logout of the system from the red navigation bar.

Approval of Evaluations (Dean/Director, VP/VC)

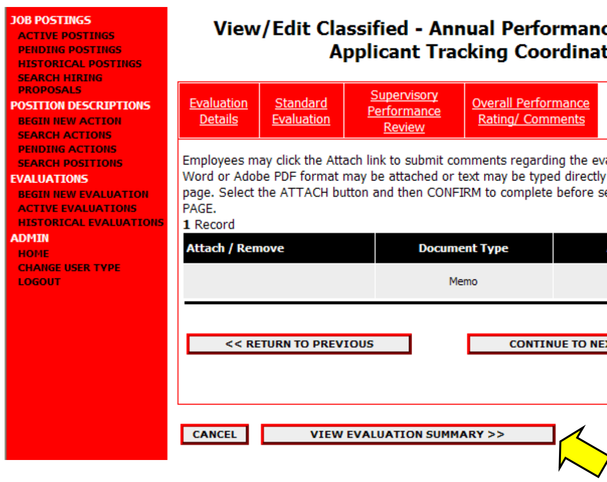
- Once logged in, check "Your Current Group" to verify that you are logged in as the correct user type (Dean/Director, VP/VC, etc…) to approve the action. Your user group may be changed by selecting "Change User Type" from the ADMIN menu.
- Select "Active Evaluations" from the EVALUATIONS menu.
- Select "View" under the classification title of the desired position.
- Review the details section of the evaluation summary to determine if comments have been attached by the employee.



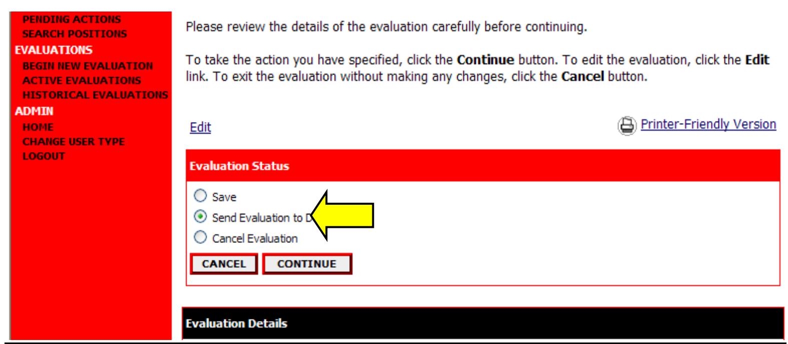
- To review comments select "Edit" above the Evaluation Status window.



- Select the Employee Comments tab.
  - Select "View" next to the attached memo.
  - Print if desired and close the memo print window.



- Select "View Evaluation Summary".



- Select "Send Evaluation to (Employee, VP/VC or HR as provided)", "Continue", and "Confirm".
- Once HR makes the final approval the Hiring Manager/Dept Chair will receive an email notification indicating the evaluation has been completed.

Glossary

Budget – A user type for the Budget office with university wide access for approval of all processes which affect the budget allocations.

Classified positions– Classified employees are staff members who fall under the State of Arkansas's pay plan. These positions are divided up with in grades to form a salary schedule. This pay plan is modified by the state legislature who assigns or appropriates positions to the university.

Dean/Director – A user type with access to all departments within a college or administrative area who is the first line of approvals. Processes may not start at this level.

Diversity – A user type for the Diversity office with university wide access for approval of position posting requests, interview requests, and hiring proposals.

Employee with Access – This field is used on evaluations to identify the employee user who will receive the evaluation for approval. The evaluation will forward to this individual for review.

Faculty positions– Faculty positions fall under the non-classified positions and salary caps as appropriated by the state.

Hiring Manager/Dept Chair – A user type with access within their department(s) who may begin selected processes and approves prior to the Dean/Director.

Human Resources – A user type for Human Resource personnel with university wide access for approval of all process types. This is the last approval for all processes.

Initiator – A user type with access within their department(s) who may begin selected processes prior to the process being sent to the supervisor/hiring manager/department chair.

Non-classified positions– Non-classified employees are administrative staff members. A salary cap is specified by the state legislature for each title. The legislature also appropriates which titles and how many of each the university may use.

Provisional positions – Positions granted by the state for employees who are funded through external sources and do not receive appropriations from the state.

Sponsored Programs/Grants – A user type with university wide access who approves processes related to external funding.

User Group – Same as User Type

User Type – User types are used to distinguish level for approval and access. The user type also aids in the delivery of email notifications.

Users with Access – Users with access are the hiring managers/department chairs who have access to view the process and will receive email notifications concerning the progress of the action, posting, hiring proposal, or evaluation. These individuals must be selected for each process.

VP/VC – A user type with access at the division level and serves as an approver. Processes may not start at this level.