This script will walk you through the process of managing a job opening for a benefited faculty or academic professional position from designating search committee members to screening applicants to making an offer of employment. HR is happy to consult at any stage of the process! Please call 766-5612 OR EMAIL drulf@uwyo.edu.

Make sure that you allow pop-ups for this site.

The Process At-A-Glance

PART ONE: Finding the Job Opening and Entering Search Committee Members........................................pg.2

1. An Academic Position Requisition must first be approved (see the Academic Position Requisition User Guide). Following this approval, Human Resources (jobapps@uwyo.edu) will create a Job Opening within PeopleSoft HRMS and post the advertisement on the UW Website.

2. Once the job opening is created, search committee chair/delegate needs to enter all search committee members into the job opening within PeopleSoft HRMS to ensure access to application materials as candidates begin applying online. (OFCCP Training is required for all search committee members.)

PART TWO: Reviewing applications and marking candidates for interview.............................................pg. 10

3. As candidates apply, hiring/search committees can log in and view all application materials and begin screening applicants.

4. The search chair or delegate indicates which candidates will be interviewed within PeopleSoft HRMS and sends an accompanying matrix to Employment Practices via email: diversity-epo@uwyo.edu. Employment Practices will attach the matrix to the job opening and the list of interviewees will go through an electronic approval chain.

5. Once initial interviews are approved, the department can begin interviews. Second-round interviews can also be requested within the system (no matrix required for second round interviews.) Additional approvals (including a matrix) are required if additional candidates are selected for interview.

PART THREE: Indicating the Top Candidates and Making a Job Offer.........................................................pg. 15

6. After the interview process, if top candidate/s are chosen, the search committee will email a final matrix to Employment Practices: diversity-epo@uwyo.edu indicating the top candidates, scores or comments demonstrating how the decision was reached and the amount of the final job offer. The top candidates are also indicated in the system in order of preference.

7. Employment Practices will attach the final matrix to the job opening in PeopleSoft HRMS. To complete the hire, the finalized job offer letter and offer amount should be sent to Human Resources at jobapps@uwyo.edu. HR will input this information into PeopleSoft HRMS and this will go through electronic approvals.

8. Once the job offer is approved, Human Resources will initiate the hiring process including a background check.

Questions? Call Human Resources at 766-5612 Updated 7/3/2017 PAGE 1
PART ONE:

- FINDING THE JOB OPENING AND ENTERING SEARCH COMMITTEE MEMBERS

Once an Academic Position Requisition has been submitted and approved, Human Resources will create a Job Opening. This will allow the job to be posted/advertised and accept applicants. HR will notify Search Chairs when the Job Opening is complete.

All search committee members must be entered into the job opening by the originator/Search Chair.

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Find Job Openings

**Step Notes**

1. Log in to PeopleSoft HRMS and begin by navigating to the Find Job Openings page. From the main menu, select **Recruiting**.

2. Then click on **Find Job Openings**

3. The **Find Job Openings** page should now display.
Find Job Openings

Step 4

To view an existing job opening, enter the job opening ID number or just click the Search button. This will show you all job openings that you have access to see.
Step Notes
5a Click on the job opening you wish to view.

If you do NOT see the job opening you are searching for, but the position requisition was approved: Please call Human Resources at 766-5612 to see if the opening has been created.

5b
### Step 6

The **Job Opening** page should now be displayed.

### Step 7

**IMPORTANT:** The first thing you need to do is to *enter the members of the search committee*.

### Step 8

Click on the **Job Opening Details** tab.
Click on the **Hiring Team** link.
### ACADEMIC JOB OPENINGS

#### UW PEOPLESOFTR TRAINING SCRIPT

<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
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<tbody>
<tr>
<td>10</td>
<td>Click on the <strong>Add Hiring Managers/Search Chair</strong> link. Click on the magnifying glass icon and select the search committee chair. In some cases, there will be additional hiring managers that you can select. (* <strong>PLEASE NOTE</strong> You will only be able to add hiring managers/ search chairs who have received the UW-A Diverse Workforce (OFCCP) Training. For more information, visit <a href="http://www.uwyo.edu/hr/training/">www.uwyo.edu/hr/training/</a>.)</td>
</tr>
<tr>
<td>11</td>
<td>Scroll down to the <strong>Interviewers</strong> section. Here you can add members of the search committee. (* <strong>PLEASE NOTE</strong> You will only be able to add members who have received the UW-A Diverse Workforce (OFCCP) Training. For more information, visit <a href="http://www.uwyo.edu/hr/training/">www.uwyo.edu/hr/training/</a>.) At any time, you can use the magnifying glass icon to search for members using employee id, first name or last name. (See below) Search committee members must be added here in order to see application materials.</td>
</tr>
<tr>
<td>12</td>
<td>To add Interested Parties, click on the <strong>Add Interested Parties</strong> link. Click on the magnifying glass icon and select the appropriate person if applicable. Please note: Interested parties are individuals who have access to all application materials but are not part of the decision making team. This role can be useful for administrative support people who might be printing documents, or providing other support to the search.</td>
</tr>
<tr>
<td>13</td>
<td>After you are finished selecting your <strong>Hiring Team</strong>, scroll to the bottom of the page and <strong>Save</strong>.</td>
</tr>
</tbody>
</table>
### ACADEMIC JOB OPENINGS

<table>
<thead>
<tr>
<th>Recruiters</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Recruiter ID</td>
</tr>
<tr>
<td>Deborah Rolf</td>
<td>107775</td>
</tr>
</tbody>
</table>

To assign a Recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

<table>
<thead>
<tr>
<th>Hiring Managers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Manager ID</td>
</tr>
<tr>
<td>Scott Wiseman</td>
<td>114107</td>
</tr>
</tbody>
</table>

To assign a Hiring Manager to the Job Opening select the Add Hiring Managers hyperlink. To add a Hiring Manager Team containing one or more hiring managers to the Job Opening select the Add Hiring Manager Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

<table>
<thead>
<tr>
<th>Interviewers</th>
<th></th>
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</table>

To assign an Interviewer to the Job Opening select the Add Interviewers hyperlink. To add a team of Interviewers select the Add Interviewer Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

<table>
<thead>
<tr>
<th>Interested Party</th>
<th></th>
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</table>

To add an interested party to the Job Opening select the Add Interested Parties hyperlink. To add a group of interested parties select the Add Interested Parties Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

### Step 14

Click the **Save** button.

### Notes
ACADEMIC JOB OPENINGS

PART TWO: REVIEWING APPLICATIONS AND MARKING CANDIDATES FOR INTERVIEW

Use these icons to view resumes and applications

Use this dropdown box to mark candidates for interview.

OR Use the “Group Action” dropdown menu to mark several interviewees at once:
<table>
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<tr>
<td>15</td>
<td>Since the job has now been posted on the website, candidates will be able to apply online. You will soon be able to check back in and view applicants. Be sure to review the Application Questionnaire to determine if applicants meet the criteria for an interview based on Veteran Preference. Questions - call 6-5612</td>
</tr>
</tbody>
</table>
| 16   | To review application materials, you can click on the resume and application links. These are documents that can be downloaded or printed or simply viewed in PeopleSoft by search committee members.  
(Please Note: NOTE: Applicants must initially be screened on criteria clearly indicated in the job advertisement. For more information on conducting a fair, equitable search, please contact Employment Practices at 766-3459 or diversity-epo@uwyo.edu) |
| 17   | Once the search committee has carefully reviewed all applicants (determining who meets the minimum qualifications, and how applicants score on preferred/desired qualifications) you can mark individual candidates to be interviewed. |
| 18   | To mark a candidate for interview, use the dropdown “**Take Action**” menu and select “**Mark for Interview**” You can also mark several people at once for interview by checking the boxes next to all the people you want to interview and then using the "Group Action" dropdown menu (located at the bottom of the list of applicants), selecting "Mark Applicants for Interview" and clicking GO.  
This will take you to a screen listing all applicants marked for interview. |
Step | Notes
---|---
19 | To mark more candidates, select "Save Changes" And then return to the previous page.
20 | Use the comments field for any additional notes. Click Submit when ready to submit interview list for approval. **Please note:** Comments will only be saved when the Submit button is clicked.
Click “ok” on the message below, then right-click on the small red arrow for a sample matrix.

Right click here for sample matrix

IMPORTANT: Please send the accompanying screening matrix via email to Employment Practices at diversity-epo@uwyo.edu. You may refer to the user guide for accessing the matrix template. Call 766-3459 for assistance.
<table>
<thead>
<tr>
<th>Step</th>
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<tr>
<td>21</td>
<td>After clicking <strong>Submit</strong> you will see the above message. At this time you should provide a screening matrix via email to <strong><a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a></strong>. A matrix template can be located by right-clicking on the <strong>small red triangle</strong> next to the position title after clicking <strong>OK</strong> (see above).</td>
</tr>
<tr>
<td>22</td>
<td>After clicking &quot;Submit&quot; you will see the approval chain. You will receive email notification when your interview list has been approved. Once approved Employment Practices will attach your interview matrix to the job opening. <strong>PLEASE NOTE:</strong> If, after submitting, you select additional candidates at a later time, please enter them in the same manner. They will also need to be approved. Use this same process to request 2nd round interviews. However, a matrix is <strong>NOT</strong> required for 2nd round interviews.</td>
</tr>
</tbody>
</table>
Once you have conducted all interviews and selected top candidates, you are ready to recommend a job offer.

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<tr>
<td>23</td>
<td>To indicate candidates acceptable for a job offer, in order of preference, navigate to the Mark for Interview Screen either by using the link sent in the auto email or by clicking any candidate’s “Mark” disposition on the main Job Opening page. Once on the Interview screen, you can indicate the order of preference for those candidates acceptable for hire.</td>
</tr>
<tr>
<td>24</td>
<td>After resubmitting for approval, you must email a second, final matrix to Employment Practices at <a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a>. This matrix should clearly show how the top candidate(s) has been determined among the finalists.</td>
</tr>
</tbody>
</table>

Questions? Call Human Resources at 766-5612
Updated 7/3/2017
**IMPORTANT!** To complete the Job Offer Process, email the DRAFTED offer letter to Human Resources (jobapps@uwyo.edu). Human Resources will upload the offer letter and initiate the Job Offer within PeopleSoft HRMS.

*Please note:* Follow your internal processes and procedures for arriving at the offer stage. Only the final offer amount should be communicated to Human Resources.

You will receive notification when the offer is approved. Upon approval and formal acceptance of the offer, contact HR to initiate a background check and the hiring process.