

eGuide to eJobs For Personnel Administrators & Hiring Managers

Table of Contents

- I. Helpful Hints
- II. Establishing a Classified Position
- III. Classified Role Changes, In-Band Adjustments, and Revisions to EWP's
- IV. Initiating Temporary Pay for Additional Duties for Classified Employees
- V. Creating a Classified Job Posting, Changing the Status of Applicants, and the Finishing Touches, including Attaching Documents (Interview Notes, Reference Checks, and Other Documents) to a Posting
- VI. Creating a Centralized Hourly Job Posting, Changing the Status of Applicants, and the Finishing Touches
- VII. Creating a Student Worker Job Posting, Changing the Status of Applicants, and the Finishing Touches (Student Worker)

I. Helpful Hints

- For most sections in the EWP Module, you can copy and paste from a Word document. For example, if you have an EWP currently saved electronically as a Word document on your computer, it will be easy for you to copy and paste most of that information into the system.
- The eJobs@VCU system does not permit special characters, like bullet points. So, if you're copying and pasting from a Word document that has bullet points, you'll need to change these bullets to dashes in the system.
- Because the EWP and Job Posting sections are now linked, you'll no longer have to wait for an overnight download to update the system. Once your position establishment is approved by your HR Generalist, you can immediately post your position in the eJobs@VCU system.
- Be sure to use the navigational buttons on the eJobs site. Do not use the forward and back buttons on your browser.
- This system is designed to improve efficiency and cut down on paper. However, to comply with ARMICS controls, you are still responsible for obtaining all internal departmental approvals before initiating an action in the eJobs@VCU system. The following actions must occur:
 - Personnel Administrators (PAs) certify that appropriate signatures and authorizations have been acquired, including the signatures of the employee (if filled), supervisor, and reviewer for the EWP.
 - Personnel/Position Action Form (PAF) approval must be obtained from appropriate management (home department head or chair, dean, and/or vice president) as necessary. On the Supplemental Documentation tab, attach any changed organizational chart or memo that is related specifically to the compensation action. Also attach written verification of approval from the Dean/Department Head/VP authorized to approve the change.
 - PAs must maintain documentation in department files verifying these authorizations, subject to audit review.
 - HRGs will notify the PA and/or designated VP (when appropriate), of final approval for all EWP actions.
- Questions? Contact your [HR Generalist](#).

II. Establishing a Classified Position

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
2. From the menu on the left-hand side, under EWP choose **Begin New Action**. (Note throughout this process you may save your work at any point.)
3. Under New EWP, click on **Start Action**.
4. Under the Proposed Classification tab, choose the **Role Title** you wish to establish and click **Search**. To view a generic summary of the role title, click on **View Summary**. To select this title, click on **Select Title and Continue**. If you are unsure which role title to choose, choose **Undecided**. Click **Continue to Next Page**.
5. Under the Copy EWP tab, if you're establishing a position whose responsibilities and duties are identical to one you already have approved in the system, search for that position. This will copy over a majority of the information needed to establish this position. Select the position and click **Select Title and Continue**. However, if you are not copying a position, choose **Do Not Choose EWP – Continue to Next Page**.
6. On the EWP Details tab, complete all fields except Position Number. HR will assign the position number at a later time. You may choose multiple individuals from the drop-down table who should have access to this EWP. Click **Continue to Next Page**.
7. On the Core Responsibilities tab, click on **Add New Entry** to add responsibilities to the list. While **Performance Management** always appears, as it does on the paper EWP, delete this job element if it's not applicable. If it does apply, click **Edit** to modify if necessary, adding order of importance and percent time spent. The **Order of Importance**

is the order in which the responsibilities will appear. Click **Continue to Next Page**.

8. On the Special Assignments tab, click on **Add New Entry** to enter in any special assignments as needed. Click **Continue to Next Page**.
9. On the Objectives and/or Competencies tab, click on **Add New Entry** to enter any objectives or competencies. Customer Service should always appear. Click **Edit** to make any changes, including whether or not this is essential or marginal. Click **Continue to Next Page**.
10. On the Physical/Cognitive Requirements tab, choose **Essential**, **Marginal**, or **N/A** (Not Applicable) for each item in the list. Click **Continue to Next Page**.
11. On the Development Plan tab, complete these items if you know of any job-specific training that will be required for a new hire into this EWP. Otherwise, this tab can be completed after the position is filled. Click **Continue to Next Page**.
12. On the Position Justification tab, complete this tab with the necessary information. The action code for a position establishment is always EST – Position Establishment. Click **Continue to Next Page**.
13. On the Supplemental Documentation tab, attach a copy of your organizational chart that shows this position, including who this position reports to and who, if anyone, will report to it. You also have the ability to attach a memo or other document if needed. For Hiring Managers, the Supplemental Documentation tab will be your final tab. After you click **Continue to Next Page**, you may either save your action without submitting it, or submit your action to your PA for approval.
14. For Personnel Administrators, you will submit this Position Establishment to HR for review and approval. Personnel Administrators certify that appropriate signatures have been obtained prior to submittal to HR, including PAF approval from appropriate management (home department head or chair, dean, and/or VP) as necessary. Personnel Administrators must maintain documentation in department files verifying these authorizations, subject to audit review.
15. HR will contact you once they've approved this position to provide you with the position number. HR Generalists will also notify the Dean/department head of final approval.
16. After you receive the approval and position number from HR, click on **Create From EWP** on the left-hand menu whenever you're ready to create a job posting from this EWP.

III. Classified Role Changes, In-Band Adjustments, and Revisions to EWPs

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
2. From the left-hand menu, click on **Begin New Action**. (Note throughout this process you may save your work at any point.)
3. Under Role Change, In-band Adjustment or Revise EWP, click on **Start Action**.
4. Search for the EWP to begin an action on. You can search by an employee's Banner ID number, working title, position number, role, or by the employee's first or last name.
5. After locating the position you want to change, select **Start Action** under the appropriate title.
6. The Current Title tab will display information on how this position is currently classified. Click **Continue to Next Page**.
7. The Current Job Description tab will display the information on this position's current EWP. Click **Continue to Next Page**.
8. Under the Proposed Classification tab, you can choose to keep or change the classification data on this position. To keep this position in the same role title, (e.g., for an in-band adjustment) click **Continue to Next Page**. To change the proposed role title for this position (e.g., for a role change), click **Change Classification**. Select a role title from the drop-down menu and click **Search**. To view a generic summary of the role title, click on **View Summary**. To select this title, click on **Select Title and Continue**. If you are unsure which role title to choose,

choose **Undecided**. When you've located the correct role title, click on **Select Title and Continue**. Click **Continue to Next Page**.

9. On the EWP Details tab, review all the current information and complete or edit each field as necessary. You may choose multiple individuals from the drop-down table who should have access to this EWP. [Initially, employees will not have access to their own EWPs through eJobs; we plan to implement this feature later.] Click **Continue to Next Page**.
10. On the Core Responsibilities tab, add, delete, or edit each core responsibility as necessary. The **Order of Importance** is the order in which the responsibilities will appear. Click **Continue to Next Page**.
11. On the Special Assignments tab, add, delete, or edit each special assignment as necessary. Click **Continue to Next Page**.
12. On the Objectives and/or Competencies tab, add, delete, or revise each objective and/or competency as necessary. Click **Continue to Next Page**.
13. On the Physical/Cognitive Requirements tab, review each field and edit them as necessary. Click **Continue to Next Page**.
14. On the Development Plan tab, review the Learning Goals and Learning Steps/Resources Needs fields and revise as necessary. Click **Continue to Next Page**.
15. On the PAW tab, complete all fields as necessary. Be certain to select the correct Action Code from the drop-down menu. Click **Continue to Next Page**.
16. On the For IT Positions Only tab, complete the tab only if this position is an Information Technology position. Click **Continue to Next Page**.
17. On the Labor Distribution Index tab, click **Add New Entry** and complete the fields. Click on **Add Entry**. If you need to add more than one index, continue to click on **Add New Entry**, complete the fields as necessary, and click **Add Entry**. Once you've finished adding the labor distribution information, click **Continue to Next Page**.
18. On the Supplemental Documentation tab, attach a current organizational chart or memo that is related specifically to the action. Also attach written verification of approval from the Dean/Department Head/VP authorized to approve the action, if there is a compensation change. Click **Continue to Next Page**. For Hiring Managers, the Supplemental Documentation tab will be your final tab. After you click **Continue to Next Page**, you may either save your action without submitting it, or submit your action to your PA for approval.
19. For PAs, there is one additional tab beyond the Supplemental Documentation tab. On the Certification tab, choose **Yes** to certify that the appropriate signatures and authorizations have been acquired for this action. PAs can then save the action without submitting it to HR, submit it to HR for review and approval, or return the action to a Hiring Manager (if a Hiring Manager originated the action) for corrections.

IV. Initiating Temporary Pay for Additional Duties for Classified Employees

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
2. From the left-hand menu, click on **Begin New Action**. (Note throughout this process you may save your work at any point.)
3. Under Initiate Temporary Pay, click on **Start Action**.
4. Search for the EWP to begin an action on. You can search by an employee's Banner ID number, working title, position number, role, or by the employee's first or last name.
5. After locating the position you want to change, select **Start Action** under the appropriate title.
6. The Current Title tab will display information on how this position is currently classified. Click **Continue to Next Page**.
7. The Current Job Description tab will display the information on this position's current EWP. Click **Continue to Next Page**.
8. The EWP Details tab will show the current EWP information for the position. Review the information to ensure that the justification for

temporary pay does not consist of information already included in the EWP. Add any temporary changes to the position purpose that are consistent with the temporary pay action. Click **Continue to Next Page**.

10. The Core Responsibilities tab will show the current EWP information for this position. Review the information to ensure that the duties being used to justify temporary pay are not already included in the core responsibilities of the EWP. Add and/or edit any core responsibilities to reflect additions and/or changes that become part of this position's responsibilities during the period of temporary pay. Click **Continue to Next Page**.
11. The Special Assignments will show the current special assignments currently in force for the EWP. Add and/or edit any special assignments to reflect additions and/or changes that become part of this position's assignments during the period of temporary pay. Click **Continue to Next Page**.
12. The Objectives and/or Competencies will show the current EWP information for this position. Add and/or edit any objectives or competencies to reflect additions and/or changes that become part of the required objectives and competencies for this position during the period of temporary pay. Click **Continue to Next Page**.
13. The Physical/Cognitive Requirements tab will show the current EWP information. Add and/or edit any physical/cognitive requirements to reflect additions and/or changes to the requirements for the position during the period of temporary pay. Click **Continue to Next Page**.
14. The Development Plan tab will show the current EWP information. Add and/or edit any development plan information to reflect additions and/or changes to employee development plans during the period of temporary pay. Click **Continue to Next Page**.
15. On the PAW tab, complete all relevant fields. Make sure to enter the effective date and end date for temporary pay, noting that the duration of temporary pay cannot exceed six months. Enter the current annual salary in the Proposed Base Salary field, and the current semi-monthly salary in the Current Semi-monthly base salary field, because base salary *does not change* as part of a temporary pay action. Be certain to select the correct Action Code from the Action Code drop down menu (CTS for temporary pay for duties in a role in the same pay band; CTH for temporary pay for duties in a role in a higher pay band). Enter the correct temporary pay percentage (10% maximum for CTS; 15% maximum for CTH) and ensure that the Amount of semi-monthly temp pay does not exceed the maximum allowable percentage. If you chose CTH for your action code, select from the drop down menu the corresponding higher pay band role title for the temporary duties. Complete the justification section with a narrative that explains the rationale for providing temporary additional pay. If the additional duties being performed are usually performed by other positions, be sure to include the relevant position numbers. Lastly, be sure to certify that all required signatures and approvals have been obtained for the action. Click **Continue to Next Page**.
16. On the Labor Distribution Indexes tab, review the current labor distribution for the position. If the labor distribution will change as a result of the temporary pay action, be sure to correct the information to reflect the labor distribution for total pay during the temporary pay period. You may edit any existing entry, and you may click **Add New Entry** and complete the fields to add additional indexes. If you need to add more than one index, continue to click on **Add New Entry**, complete the fields as necessary, and click **Add Entry**. Once you've finished adding the labor distribution information, click **Continue to Next Page**.
17. On the Supplemental Documentation tab, attach any changed organizational chart or memo that is related specifically to the temporary pay action. Also attach written verification of approval from the Dean/Department Head/VP authorized to approve the temporary pay increase. Click **Continue to Next Page**. After you click **Continue to Next Page**, you may either save your action without submitting it, or submit your action to HR for approval.

18. **VERY IMPORTANT:** At the end of the period of temporary pay, remember to submit an EWP revision to remove any changes to position purpose, core responsibilities, special assignments, objectives and competencies, physical/cognitive requirements, employee development plans, role change and/or labor distribution changes that expire at the end of the period of temporary pay.

V. Creating a Classified Job Posting, Changing the Status of Applicants, and the Finishing Touches

Creating a Classified Job Posting

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
2. For a classified position, under Create Job Posting, click on **From EWP**.
 - o Enter the position number and click on the Search button.
 - o Click **Create** to begin developing the Job Posting.
 - o Many sections will automatically populate from your approved EWP. Make adjustments as necessary.
 - o Fill in the posting details. Click **Continue to Next Section**.
3. Add screening or ranking question(s). [Although this action is optional, it can be a valuable tool in helping departments find the most qualified candidates. To skip, click **Continue to Next Section**.]
 - o From **Posting Specific Questions** section, click **Add a Question**.
 - o Click **Search**.
 - o Select one of the previously entered questions (these cannot be revised), or click **Create a Question**.
 - o Enter the text of the question.
 - o Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g., free text).
 - o Designate answer choices for a closed-ended question or answer type for an open-ended question.
 - o Click **Submit Question** to attach the question to the job posting.
 - o Enter additional screening questions, or click **Continue to Next Section**.
4. Assign points to each answer for closed-ended screening questions (To skip, click **Continue to Next Section**).
 - o Click the **Disqualifying** box next to answers that would disqualify a candidate from consideration.
 - o When finished, click **Continue to Next Section**.
5. Activate a Guest User if appropriate. Guest User usernames and passwords are case sensitive. Click **Continue to Next Section**.
6. Review the job posting and edit if necessary. When finished, select the appropriate action (Save or Submit) and click **Confirm** on the following screen. Remember, once you click **Confirm**, only your HR Generalist can make changes.

Changing the Status of Applicants (Classified)

Once applicants start applying for the position, you must then go into the eJobs system and change their status. *Updating the status of applicants is important because they can log on to the system to see where they are in the application process.*

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
2. The page that appears will list all of your Current Job Postings (any job that has not been **Filled** or **Canceled**).
3. Click the **VIEW** link under the Job Title of the position that you wish to view.
4. A list of all **Active Applicants** will appear.
5. Scroll to the right side of your screen to the **Status** column.

6. The applicants will all be listed at the initial status of **Forwarded to Department**. From here, you must change the status of each applicant to either **Selected for Interview** or **Not Interviewed**.
7. When you change the status of an applicant to **Not Interviewed**, you also must select a **Not Hired Reason**.
8. All applicants who are moved to a **Not Interviewed** status will be removed from your list of **Active Applicants** and placed in the list of **Inactive Applicants**.
9. Change the status of applicants whom you schedule for interviews to **Selected for Interview**. When an applicant checks the status of his/her application, s/he will see **Selected for Interview**.
10. After conducting the interviews, change the status of your Active Applicants to either **Interviewed – Not Hired** or **Offered Job**.
11. For each applicant's status that you change to **Interviewed – Not Hired**, select a reason from the drop-down menu under **Not Hired Reason**; if comments are required due to the **Not Hired Reason** that you chose, a text box will appear after you make your selection. Type the details in this box.
12. Once you have no applicants left under **Active Applicants**, you have completed the process of changing the status of applicants.

The Finishing Touches: Closing the Job, Posting, Making the Offer, and Filling the Job (Classified)

1. Your Job Posting must be closed before making an offer. If your Job Posting is still at the status of **Met 5-Day Posting Requirement**, click on **VIEW CURRENT** on the left-hand navigational bar.
2. Scroll down to the job you wish you close.
3. Under the column labeled **Posting Status**, click on **Close** and confirm this change.
4. Click the **VIEW** link, under the Job Title of the position that you wish to view.
5. A new tab (blue) will appear along the top called **PAW Information**. Click on this tab.
6. Choose the name of the candidate you wish to offer the job to from the drop-down menu under **Selected Candidate**. Only applicants who have been saved at a status of **Selected for Interview** will appear in this drop-down menu.
7. Enter the anticipated start date, your home and timesheet org numbers, the old base salary (if applicable), the salary you wish to offer, % increase/decrease, old salary verification method, pay type, job type, action code, pay factors, and justification.
8. If you are hiring more than one person from this pool of applicants, list how many and their names. If this information does not apply to you, leave the section blank.
9. If IT position, fill the fields under the section labeled **FOR IT POSITIONS ONLY**. If this is not an IT position, leave this section blank.
10. Click on **Continue to Next Page**.
11. Enter the index code(s) and percentages for this person's salary.
12. Click on **Continue to Next Page**.
13. Continue to click on **Continue to Next Page** until you get to the **Documents Tab**.
14. Immediately scan and attach your reference checks and interview questions/notes for all interviewed applicants under the **Documents** tab of the posting by following the instructions in the section titled **Attaching Documents** (Interview notes, Reference checks, and other documents) to a Posting in this eGuide.
15. Continue to **Posting Status** page.
16. At the top of the page under **POSTING STATUS**, select **HR OFFER REVIEW**.
17. Click **Continue** and Confirm this change.
18. This action will alert your HR Generalist via email that he/she has a job offer to review.
19. Once your HR Generalist has approved your hiring packet, the Generalist will move the Job Posting to a status of **Make Offer**.

20. If your chosen applicant accepts the offer, click on **Accepted Offer**. If the offer is declined and you need to go to your second choice applicant, contact your HR Generalist.
21. Your HR Generalist will move the position to a status of **Filled**.
22. Once the posting has been filled and your HR Generalist has approved the hiring proposal, you will receive an email with a copy of the signed confirmation letter.
23. Print the PAF-New Hire from eJobs by going under the Hiring Proposal. The PAF will automatically populate with the approved information in eJobs. Get the PAF signed and attach it to the new hire paperwork along with the confirmation letter and submit to HR Operations via ImageNow Fax system.

Attaching Documents (Interview Notes, Reference Checks, and Other Documents) to a Posting.

Once you are ready for HR to review your proposed offer, you can go into eJobs and attach these documents to the posting for HR review and future references. This will eliminate sending paper copies of these documents to HR.

1. Scan and save supplemental documents such as interview notes, reference checks,...etc on your desktop. Save your documents in a PDF or Microsoft Word format. When scanning interview notes, scan one set of documents per interviewee instead of scanning all interview notes for all your interviewees in one batch. This will prevent the document from becoming too large (each document must be no larger than 1.9MB) to attach in eJobs. Also note that scanning documents at a high resolution may increase the file size. Try setting up your scanner to scan at a lower but legible resolution.
2. Go to the eJobs@VCU website at www.vcujobs.com/hr and log in with your username and password.
3. Click on **View Current** or **View Historical** on the left-hand navigational bar.
4. Scroll down to the job for which you are attaching documents and click on **View** under the Job Title.
5. Click on the **Documents** tab on the View/Edit Posting screen of the position.
6. Click on the **Attach** link in the Attach/Remove column located to the left of the document type you're attaching.
7. Click on the **Browse** button and locate the appropriate scanned file.
8. Click on the **Attach** button.
9. Click on **Confirm**. Once you confirm and the document is attached, if you realize that the wrong document has been attached, you may remove the document by clicking on the **Remove** link in the Attach/Remove column located to the left of the document type you're attaching.
10. Repeat steps 6 – 9 for all the documents to be attached to a posting.
11. Once all documents have been attached, scroll to the bottom of the page and click the **SAVE AND STAY ON THIS PAGE** button. Remember to click this button before hitting the **Cancel** button to finish working on the position; otherwise all documents attached will be lost.
12. Once the documents are saved, click **Cancel** to finish working on the position.

VI. Creating a Centralized Hourly Job Posting, Changing the Status of Applicants, and the Finishing Touches

Creating a Centralized Hourly Job Posting

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.

- o For an hourly position, the position number will be the corresponding state role code beginning with H, (for example H10913 for Office Admin Spec III)
- o Fill in the posting details. Click **Continue to Next Section**.
- o Follow Steps 2 – 6 of Section V above, "Creating a Classified Job Posting."

Changing the Status of Applicants (Centralized Hourly)

Follow the process (steps 1 – 12) for Section V above, "Changing the Status of Applicants (Classified)."

The Finishing Touches: Closing the Job, Posting, Making the Offer, and Filling the Job (Centralized Hourly)

Follow the process (steps 1 – 23) for Section V above, "The Finishing Touches: Closing the Job, Posting, Making the Offer, and Filling the Job (Classified)."

VII. Creating a Student Worker Job Posting, Changing the Status of Applicants, and the Finishing Touches (Student Worker)

Creating a Student Worker Job Posting

1. Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
2. To post a student position vacancy, click **Admin- change user type** (this action allows you to change your view from Classified/Hourly PA to Student PA when creating and viewing positions). Select **Student PA**.
3. For a student worker position, click **Create Job Posting - From Student Template**.
4. Enter "Student" in the position number field and click on the **Search** button.
5. Click **Create** to begin developing the Job Posting.
6. Fill in the posting details. This form is similar to the on-line Job Posting form previously used.
7. When finished, click **Continue to Next Section**.
8. Add screening or ranking question(s). [Although this action is optional, it can be a valuable tool in helping departments find the most suited candidates. To skip, click **Continue to Next Section**.]
9. From **Posting Specific Questions** section, click **Add a Question**.
 - o Click **Search**.
 - o Select one of the previously entered questions (these must be used as is; these questions cannot be revised), or click **Create a Question**.
 - o Enter the text of the question.
 - o Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g., free text).
 - o Designate answer choices for a closed-ended question or answer type for an open-ended question.
 - o Click **Submit Question** to attach the question to the job posting.
 - o Enter additional screening questions, or click **Continue to Next Section**.
 - o Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Section**).
 - o Click the **Disqualifying** box next to answers that would disqualify a candidate from consideration.
 - o When finished, click **Continue to Next Section**.
10. Assign a Guest User, if appropriate; then click **Continue to Next Section**.

- Review the job posting and edit, if necessary. When finished, select the appropriate action and click **Confirm** on the following screen. Remember, once you click **Confirm**, only your HR Generalist can make further changes.

Changing the Status of Applicants (Student Worker)

Once applicants start applying for the position, you must then go into the eJobs system and change their status. *Updating the status of applicants is important because they can log on to the system to see where they are in the application process.*

- Go to the eJobs@VCU Web site at www.vcujobs.com/hr and log in with your username and password.
- For a student position, click **Admin- change user type** (this action allows you to change your view from Classified/Hourly PA to Student PA when viewing positions and changing the status on student worker applicants).
- The page that appears will list all your Current Student Job Postings (any job that has not been **Filled** or **Canceled**).
- Click the **VIEW** link under the Job Title of the position that you wish to view.
- A list of all **Active Applicants** will appear.
- Scroll to the right side of your screen to the **Status** column.
- The applicants will all be listed at the initial status of **Forwarded to Department**. From here, you must change the status of each applicant to either **Selected for Interview** or **Not Interviewed**.
- When you change the status of an applicant to **Not Interviewed**, you also must select a **Not Hired Reason**.
- All applicants who are moved to a **Not Interviewed** status will be removed from your list of **Active Applicants** and placed in the list of **Inactive Applicants**.
- Change the status of applicants whom you schedule for interviews to **Selected for Interview**. When an applicant checks the status of his/her application, s/he will see **Selected for Interview**.
- After conducting the interviews, change the status of your Active Applicants to either **Interviewed – Not Hired** or **Offered Job**.
- For each applicant's status that you change to **Interviewed – Not Hired**, select a reason from the drop-down menu under **Not Hired Reason**. If comments are required due to the **Not Hired Reason** that you chose, a text box will appear after you make your selection. Type the details in this box.
- Once you have no applicants left under **Active Applicants**, you have completed the process of changing the status of applicants.

The Finishing Touches: Closing the Job, Posting, Making the Offer, and Filling the Job (Student Worker)

- Your Job Posting must be closed before making an offer. If your Job Posting is still at the status of **Met 5-Day Posting Requirement**, click on **VIEW CURRENT** on the left-hand navigational bar.
- Scroll down to the job you wish you close.
- Under the column labeled **Posting Status**, click on **Close** and confirm this change.
- Click the **VIEW** link under the Job Title of the position that you wish to view.
- A new tab (**blue**) will appear along the top called **Offer Information**. Click on this tab.
- Enter your Home ORG number.
- Enter in the salary you wish to offer, the start date, and the Index code(s) and percentages for this person's salary.
- From the drop-down menu under **Selected Candidate**, choose the name of the candidate to whom you wish to offer the job. Only applicants who have been through a status of **Selected for Interview**

will appear in the drop-down menu for **Selected Candidate** on the **Offer Information** tab.

- If you are hiring more than one person from this pool of applicants, list how many and their names. If this information does not apply to you, leave the section blank.
- Scroll to the bottom of the page and click on **VIEW POSTING SUMMARY**.
- If your chosen applicant accepts the offer, click on **Accepted Offer**. If the offer is declined and you need to go to your second choice applicant, contact your HR Generalist.
- Your HR Generalist will move the position to a status of **Filled**.