



**VCU** Human Resources

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**PERSONNEL ADMINISTRATOR AND HIRING MANAGER  
EGUIDE TO EJOBS FOR CLASSIFIED POSITIONS**

**VCU**eJobs

## A quick note about eJobs and documentation:

This system is designed to improve efficiency and to cut down on paper. ARMICS compliance remains critical. Personnel administrators will still be responsible for obtaining all internal approvals before initiating actions in eJobs. PA responsibilities include the following:

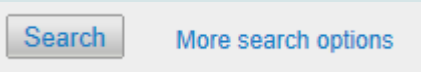
- Certification of appropriate signatures and authorizations, and employee, supervisor, and reviewer signatures on Employee Work Profiles (EWPs) when necessary.
- Personnel Action Form (PAF) approval from appropriate management (home department head or chair, dean, and/or vice president), as necessary. All supplemental documents must be attached in the Supplemental Documentation section of eJobs. You should also attach revised organizational charts, memos, and any related compensation action materials that you may have.
- Maintenance of documentation in departmental personnel files verifying authorizations. This documentation is subject to audit review.
- Notification from your Human Resources Consultant (formerly HR Generalist) of final approval before moving forward (initiating comp actions, making offers, etc.).

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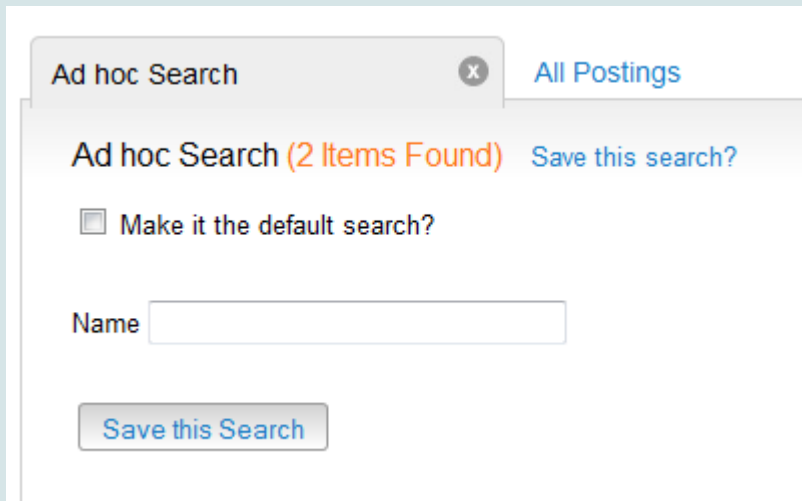
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## Searching in eJobs

Click “More search options” to access advanced search options

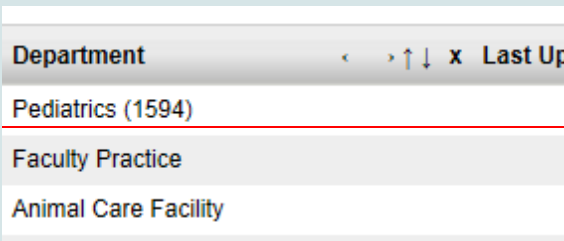


Enter terms in the search box to search the refine the results of the list you are viewing. For instance, if you search for “nursing” while viewing the list of EWP’s, results will include all records in which “nursing” appears anywhere in the EWP. If you perform a similar search often, you may save your search criteria to use again. To do so, give your search a name and click [Save this Search](#). If you would like to see the results of this search each time you log into the system, check the “Make it the default search” checkbox.



To display additional columns in the list you are viewing, you can add the column that has the information you are looking for by selecting it from the “Add Column” drop-down menu.

To sort by any of the columns displayed for your list, remove a column, or change the location of any column, hover over the column heading. This will display the appropriate buttons. These buttons can be used to reorder, sort, or delete:



**About user groups:**

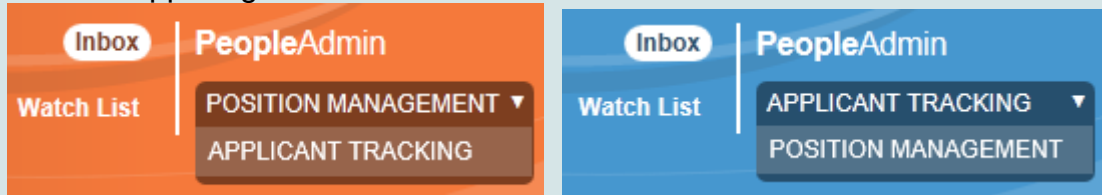
User groups are roles by which the system identifies the actions a user can perform. You may belong to more than one **user group**. Certain actions will require that you switch between user groups.

<p><b>Hiring Manager</b> user group:</p>	<p><b>PA (Personnel Administrator)</b> user group:</p>
<ul style="list-style-type: none"> <li>• Initiate position establishment and submit to PA</li> <li>• Initiate a posting and submit to PA</li> <li>• Change applicant status until hiring proposal begins</li> <li>• Initiate EWP actions and submit to PA</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate position establishment</li> <li>• Submit position establishment to HR Consultant</li> <li>• Initiate a posting</li> <li>• Submit posting to HR Consultant</li> <li>• Initiate Hiring Proposal</li> <li>• Change applicant status after hiring proposal begins</li> <li>• Initiate EWP actions</li> <li>• Submit EWP actions to HR Consultant</li> </ul>
<p><b>Non-benefited HM</b> user group:</p>	<p><b>Non-benefited PA</b> user group:</p>
<ul style="list-style-type: none"> <li>• Create new non-benefited position description and submit to PA for approval</li> <li>• Create non-benefited posting and submit to PA for approval</li> </ul>	<ul style="list-style-type: none"> <li>• Create and approve new non-benefited position descriptions</li> <li>• Create and approve non-benefited postings</li> </ul>

You can find more information about non-benefited postings in the [eGuide to eJobs for non-benefited positions](#).

## About modules:

eJobs has two modules – **APPLICANT TRACKING** and **POSITION MANAGEMENT**. Switch between **APPLICANT TRACKING** and **POSITION MANAGEMENT** by choosing from the menu in the upper right corner:

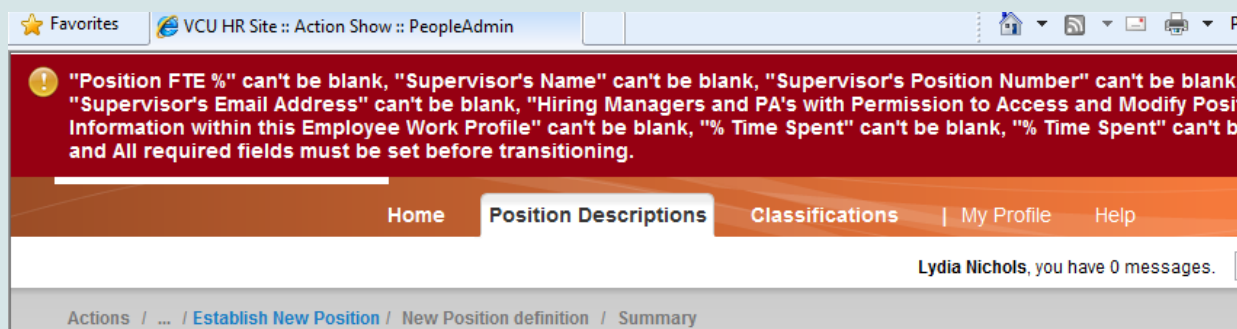


In the **POSITION MANAGEMENT** module, the banner across the top of the page is **orange**. Actions related to EWP's take place in the **POSITION MANAGEMENT** module.

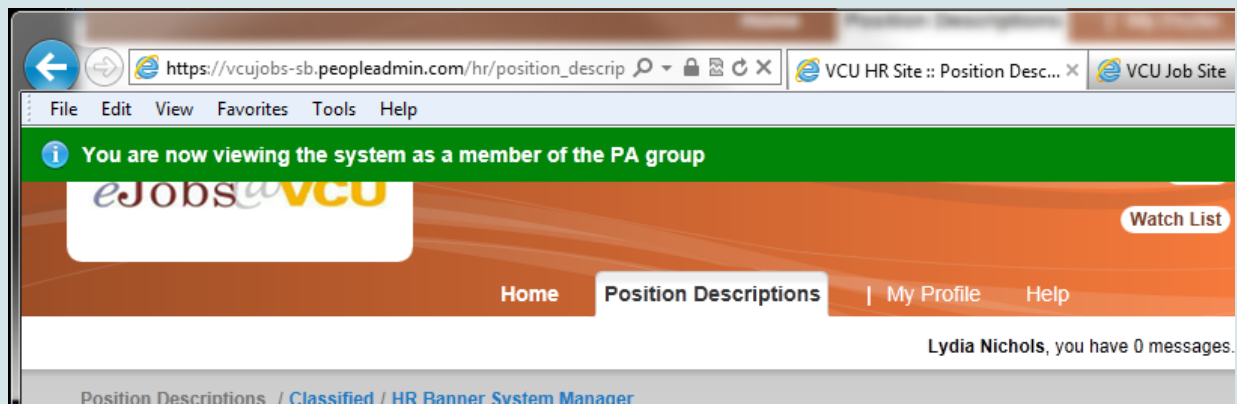
In the **APPLICANT TRACKING** module, the banner across the top of the page is **blue**. Actions related to postings, including changing applicant status, take place in the **APPLICANT TRACKING** module.

## Message bar – displays whether an action was successful or not

Errors appear in a red banner. Whenever there is a problem submitting information, eJobs displays a red error message at the very top of the page. The error message displays specifically what the user must do to proceed:



Success messages appear in a green banner.



## Removing items from your watch list:

If you no longer want to see an item in your watch list:

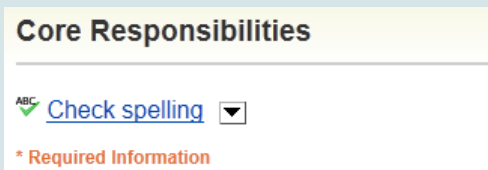
- Click on the watch list link – located at the top of the screen, within the module banner
- Select “Unwatch Action” from the “Actions” drop down menu to the right of the item you would like to remove

## Attaching documents to eJobs:

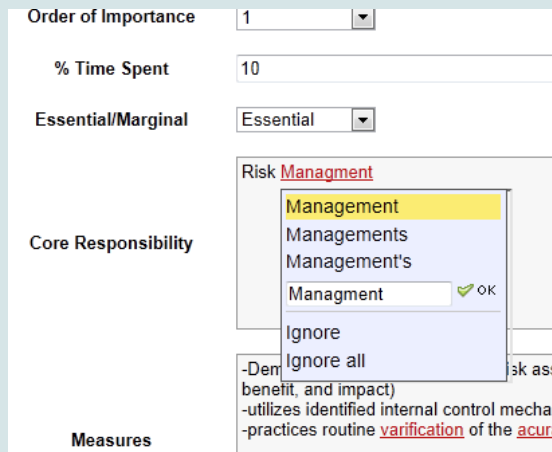
- Documents attached to eJobs must be 9MB or less in size
- Document types that are supported by eJobs as attachment are doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, and xlsx.

## Checking your spelling:

Many pages in eJobs have a “Check spelling” link at the top:

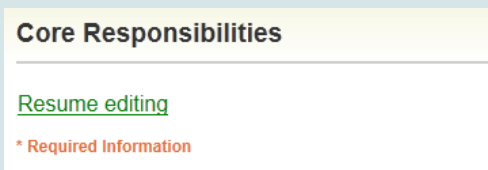


When you have finished entering your information, click “Check spelling,” and unrecognized words will be underlined in red. Click on the underlined word to choose from a list of alternatives:



The screenshot shows a form with several fields: 'Order of Importance' (dropdown with '1'), '% Time Spent' (text box with '10'), 'Essential/Marginal' (dropdown with 'Essential'), and 'Core Responsibility' (text box with 'Risk Management'). A dropdown menu is open over the 'Core Responsibility' field, showing a list of suggestions: 'Management' (highlighted in yellow), 'Managements', 'Management's', 'Managment' (with a green checkmark and 'OK'), 'Ignore', and 'Ignore all'. Below the form, there are 'Measures' listed: '-Den...', 'benefit, and impact)', '-utilizes identified internal control mecha', and '-practices routine varification of the acur'.

When you are done correcting errors, click “Resume editing” to continue your work.



## Signing in to eJobs

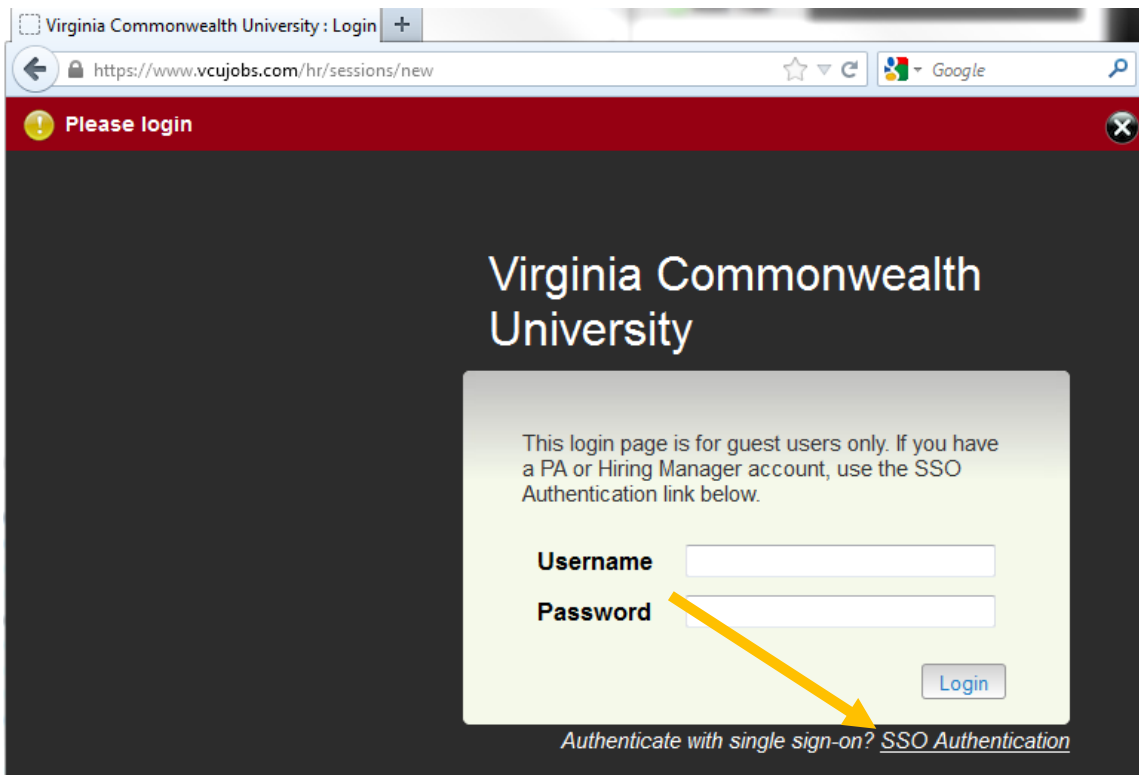
**PAs and hiring managers:** use your VCU eID and password to log into eJobs; this is the same login that is used to access myVCU.

Personnel administrators and hiring managers can access eJobs one of two ways:

- Go to <http://www.hr.vcu.edu/pa.html> and click on the eJobs link in the toolbox
- Go to <https://www.vcujobs.com/hr/sso>

**Guest user access:** users accessing eJobs with a guest username and password must log into eJobs by going to <https://www.vcujobs.com/hr>

After twenty minutes of inactivity, eJobs will log you out. Click on the **SSO Authentication** link to log in again.



Virginia Commonwealth University : Login +

https://www.vcujobs.com/hr/sessions/new

! Please login

### Virginia Commonwealth University

This login page is for guest users only. If you have a PA or Hiring Manager account, use the SSO Authentication link below.

Username

Password

Login

Authenticate with single sign-on? [SSO Authentication](#)

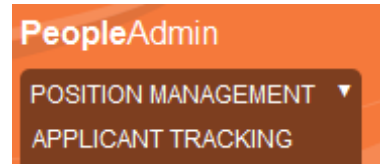


## Establishing a Position

Go to <https://www.vcujobs.com/hr/ss0> and log in with your eID and password.

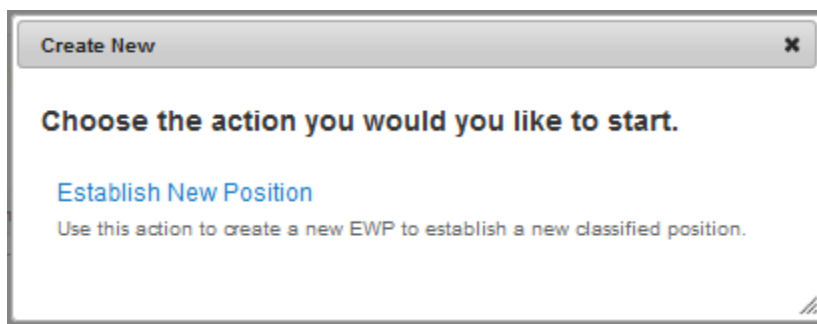
1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs.

**Note:** Either a hiring manager or a personnel administrator can create a new position description. If it is created by a hiring manager, it must first be submitted to a personnel administrator for review before it goes to HR for approval.



On the **Position Descriptions** tab, choose **Classified**, click the “Create New Position Description” box (to the right of the screen), and click Establish New Position (the only option) in the box that pops up.

Create New Position Description



You can either **clone an existing position** or **create a new position from scratch**.

- **Cloning an existing position:** If you are establishing a position whose responsibilities and duties are identical or similar to one you already have approved in the system (you will be able to modify and edit it), search for that Employee Work Profile by using the “Filter these results” feature (under “Clone an existing Position Description”) or scroll through EWPs that are shown on the screen. Select the EWP to base your new position on. Click

Start Action


at the top of the page. This will copy over the majority of the information needed to establish this position. You can then modify the details, such as the core responsibilities, to fit the proposed position's needs.

The **Proposed Classification** will automatically contain information from the selected EWP. If the role copied from the selected EWP is incorrect, choose the correct role from the list at the bottom of the page, or use the “filter the results” option.

- **Creating from scratch:** If you are creating the position from scratch, enter a working title in the “Working Title” field, make sure the correct department is selected, and click **Start Action**. Under **Proposed Classification**, choose the correct role from the list at the bottom of the page, or use the “Filter these results” feature to search for specific role code or role title.

You can navigate through the **Position Description** in either of two ways:


- Fill out each page then click **Next >>**, and your changes will be saved automatically or


- use the links on the left side of the page to go directly to the section you want. Use  to save your progress.

**Note:** You can also use the “forward” and “back” buttons on your browser to navigate.


2. **EWP Details:** Complete all fields. Human Resources will assign the position number during the review and approval process.

- **Note: Hiring Managers and PA’s with Permission to Modify Position Information within this Employee Work Profile** field determines who can access this EWP. You can add multiple names by clicking on the drop-down menu and selecting the appropriate name, and repeating this step as many times as needed.
- If you need to update the department of the EWP, please see the **Acton Summary** instructions in [step 13](#) below.

3. **Core Responsibilities:** Click on  to add responsibilities to the list. If this position has supervisory responsibilities, performance management must be added as one of the core responsibilities. The **Order of Importance** is the order in which the responsibilities will appear. Total % time for core responsibilities must add up to 100%.

- **Note:** If you click on  by mistake, you can check the  Remove Entry? checkbox to completely remove the section added in error.

4. **Special Assignments:** Click  to add any special assignments as needed.

5. **Objectives and/or Competencies:** Click on  to enter any objectives or competencies. Make any changes, and indicate whether or not each is essential or marginal. **Ethics and Customer Service** must always be included as part of objectives and competencies. Standard wording for Ethics and Customer Service are as follows:

- **Ethics:** Demonstrates an understanding of VCU’s Code of Ethics and commitment to integrity and ethical behavior by example in his/her day-to-day activities.
- **Customer Service (If employee works onsite at the VCU Health System, the use of a separate customer service evaluation tool is encouraged):**
  - i. Listen to and anticipate customer needs, provide clear explanations; respond quickly; take initiative to assist internal and external customers.
  - ii. Communicate respectfully to internal and external customers; appreciate diversity and respect differences.
  - iii. Observe confidentiality.
  - iv. Use all office resources, including the telephone, office equipment, electronic communications, and the Internet, in a responsible manner and according to University policies and guidelines.

## Establishing a Position

- Physical/Cognitive Requirements:** Choose **Essential, Marginal, or N/A (Not Applicable)** for each item in the list.
- Development Plan:** Complete these items if you know of any job-specific training that will be required for a new hire into this EWP. Otherwise, this section may be completed after the position is filled.
- Position Justification:** Complete with the necessary information. The action code for a position establishment is always **Establish New Position**.
- Labor Distribution Index:** Click [Add Labor Distribution Indexes Entry](#) and complete the fields. If you need to add more than one index, continue to click on **Add Labor Distribution Indexes Entry** and complete the fields as necessary.
- Supplemental Documentation:** 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. To attach documents, click on "Upload New" under the Actions link. Once you attach your document, the system goes through a process to create a PDF document. When the conversion process is complete, you will notice the status changes to "PDF complete."

Document Type	Name	Status	(Actions)
Organizational Chart	Organizational Chart 02-27-12 11:13:27	PDF conversion in process	
Memo			Actions▼ Upload New Create New Choose Existing
VP/Dean Approval			
Additional Documentation			
Other			

- You can rename your document on the next screen and add a description.
- Click on the **Browse** button and find the document you would like to attach and click on the **Submit** button.
- You may also use the **Create New** or **Choose Existing** options to either create the document within eJobs and save it or to select a document you have previously attached to a different EWP.

Note: If you are a hiring manager, **Supplemental Documentation** is the last section. Go to **Action Summary**, and click **Take Action On Action** to submit this position establishment to the personnel administrator:

Take Action On Action ▼

WORKFLOW ACTIONS

Keep working on this Action

PA (move to PA)

Once the hiring manager submits the new position description to the PA, the departmental PA must complete the following three steps to complete the action and submit to HR.

## Establishing a Position

11. Review each section of the EWP. In the **EWP Details** section, complete the **Home ORG**, **Timesheet ORG**, and **Budget ORG**.
  - These fields are only visible to PAs and Human Resources. If the position description was created by a PA, the above three fields will be part of the **EWP Details** section and will be completed at the same time the personnel administrator completes this section.
12. **Certification (PAs ONLY):** Choose **Yes** to certify that the appropriate signatures and authorizations have been obtained for this action, 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.
13. **Action Summary:** Click **“Take Action on Action”** and choose **“HR Consultant (move to HR Consultant)”** to submit to HR for review and approval. A green bar at the top of the screen indicates that the submission of the action was successful. If errors occur when submitting the action, a red bar will appear at the top of the screen. Click “edit” to make corrections in required field(s). Re-submit by clicking “Take action on action.”
  - **Note:** If you need to change the department on the EWP, once at the **Action Summary** page, click on the “Settings” tab and select the correct department from the “Department” drop down list. After selecting the correct department, click on the “Update Settings” button. This will take you back to first section of the EWP – you may click on the Action Summary section to return to the summary page to submit the action to your HR Consultant.



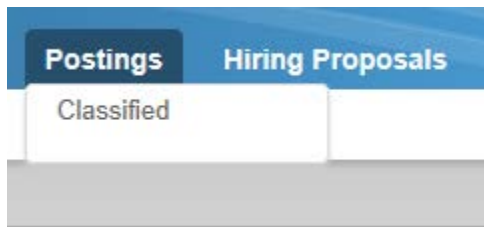
HR will contact you and provide you with the position number once the position is approved.

## A note on non-benefited postings:

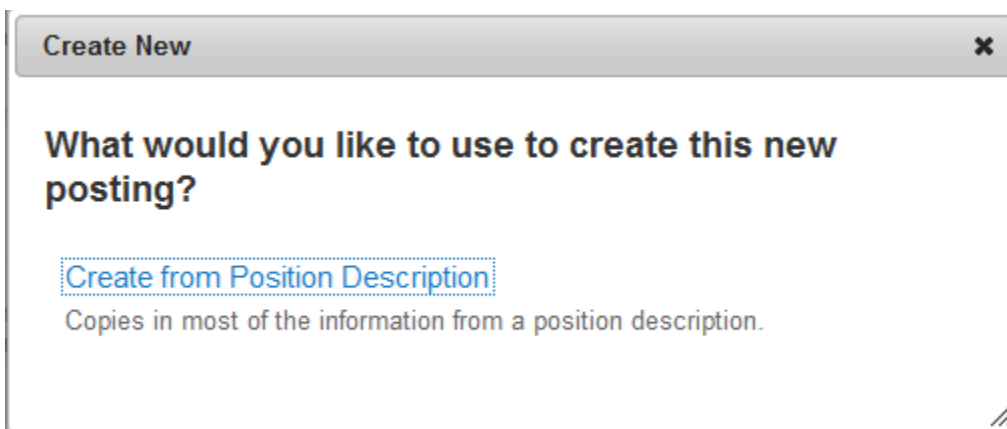
We have created a simpler workflow for non-benefited positions in eJobs. Find out more about non-benefited actions and postings in the [eGuide to eJobs for non-benefited positions](#).

## Creating a job posting

1. Make sure you are in the **APPLICANT TRACKING** module of eJobs.



On the **Postings** tab, choose **Classified**, click the **Create New Posting** box, and choose “**Create from Position Description**” in the box that pops up.



2. Find the position on which you wish to base your posting by using the **Search** function. Click on **Create From** under the **Actions** link for the position you want to use.

Role Title	Working Title	Position Number	Department	Last Updated	(Actions)
(None)	(None)	501400	Human Resources (1111)		Actions ▾
Admin and Office Spec III	(None)	541970	Human Resources (1111)		View Create From
Security Off I	(None)	540340	Human Resources (1111)		
Human Resource Analyst II	(None)	532040	Human Resources (1111)		Actions ▾

3. On the next page, enter new **Working Title** if the field is blank, or edit the current title if necessary. Under **Accepted Application Forms**, there are two options: **Staff Application** and **Police Application**. Check only one of these boxes. Unless you are creating a posting for the Police Department, make sure the **Staff Application** checkbox is checked, then click **Create New Posting**

## Creating a job posting, changing status, finishing up

4. **Posting Details:** Be prepared to complete all required fields, which are indicated with a red asterisk:  
Working Title; Role Title; Position Number; Description of General Responsibilities; Department Hiring Range; Job Open Date; Must be open through; Remove from posting on or before **OR** check Open Until Filled; Job Category (Accounting/Management/Professional; Information Technology; Administrative/Secretarial/Clerical; Trades/Housekeeping and Operation; Police and Security; Miscellaneous; Laboratory; Research; Medical/Clinical); Contact Name; Contact Phone Number; Contact box number; Contact Email Address; Does this position provide patient or clinical services to the VCU Health System?; Does this position require a pre-placement medical assessment?; Responsible PA/HM
5. **Posting Specific Questions:** If you wish to add posting specific questions, click **Add a question** to open the list of available supplemental questions. There are hundreds of questions already in this list, so it is quite likely that you will be able to find the one you want by searching. Enter a keyword, and the questions will be filtered as you type. Note: the supplemental question search only finds questions with the exact words you enter, so searching for one keyword is better than searching for a whole phrase.  
Choose a question by checking the box next to it. You may select more than one question by checking multiple boxes.

The screenshot shows a dialog box titled "Add a Question" with a close button (X). Below the title is the heading "Available Supplemental Questions". There are two search fields: "Category:" with a dropdown menu set to "Any" and "Keyword:" with the text "master". Below these is a table with three rows of questions:

Add	Category	Question
<input checked="" type="checkbox"/>	Uncategorized	27486 - Do you have a Master's degree in a human services discipline (Counseling, Rehab Counseling, Social Work or Psychology)?
<input type="checkbox"/>	Uncategorized	Do you have a master's degree in social work?
<input type="checkbox"/>	Uncategorized	Education: Do you have a Master's degree?

- If you do not see the question you wish to ask, click "**Add a new one**" to submit your proposed question.
- Choose a category (Education or Experience), and enter a **Name**; this will be the name of the question (Note: This is not the user's name. It is a short name for the question, e.g. "drivers-license").
- If you want to assign predefined answers to your question, select **Predefined Answers** under the **Possible Answers** section. This opens up fields to enter possible answers to the question.

The screenshot shows the "Add a Question" dialog box with a close button (X). Below the title is a note: "Questions defined here will be 'pending' approval and will not be available for use in other areas of the system until they have been approved." The form has three main sections:

**Name \***: A text input field containing "childcare".

**Category**: A dropdown menu with the text "Please select a category".

**Question \***: A text area containing "Do you have experience caring for children under the age of five?".

**Possible Answers**: A section with two radio buttons: "Open Ended Answers" (unselected) and "Predefined Answers" (selected).

Below the radio buttons is a note: "Empty answers will be excluded. Click and drag possible answers to reorder them." There are three text input fields for predefined answers:


- Possible Answer 1: Yes
- Possible Answer 2: No
- Possible Answer 3:

At the bottom of the dialog are "Submit" and "Cancel" buttons.

## Creating a job posting, changing status, finishing up

- Click “Submit” at the bottom of the page. Any new question you have add will be placed in a pending status until it is reviewed and approved by your HR Consultant.
- After submitting your question, you may choose to:
  - Make it required. If you check the “Required” checkbox to the left of the question, the applicant will be required to answer the question before submitting the application.
  - Assign points to predefined answers. To do so, click on the title of the question – this will display the predefined answers to the question as well as the fields to assign points.
  - Designate a response as disqualifying. This means that if the applicant chooses that answer and submits the application, the system will automatically disqualify the application.

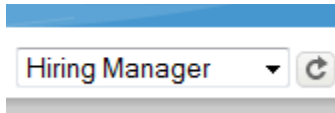
**Note:** If you would like to remove a question that is already selected, you may do so by clicking the “X” to the right of the question.

Question	Status
How many years of basket weaving experience do you have?	pending 

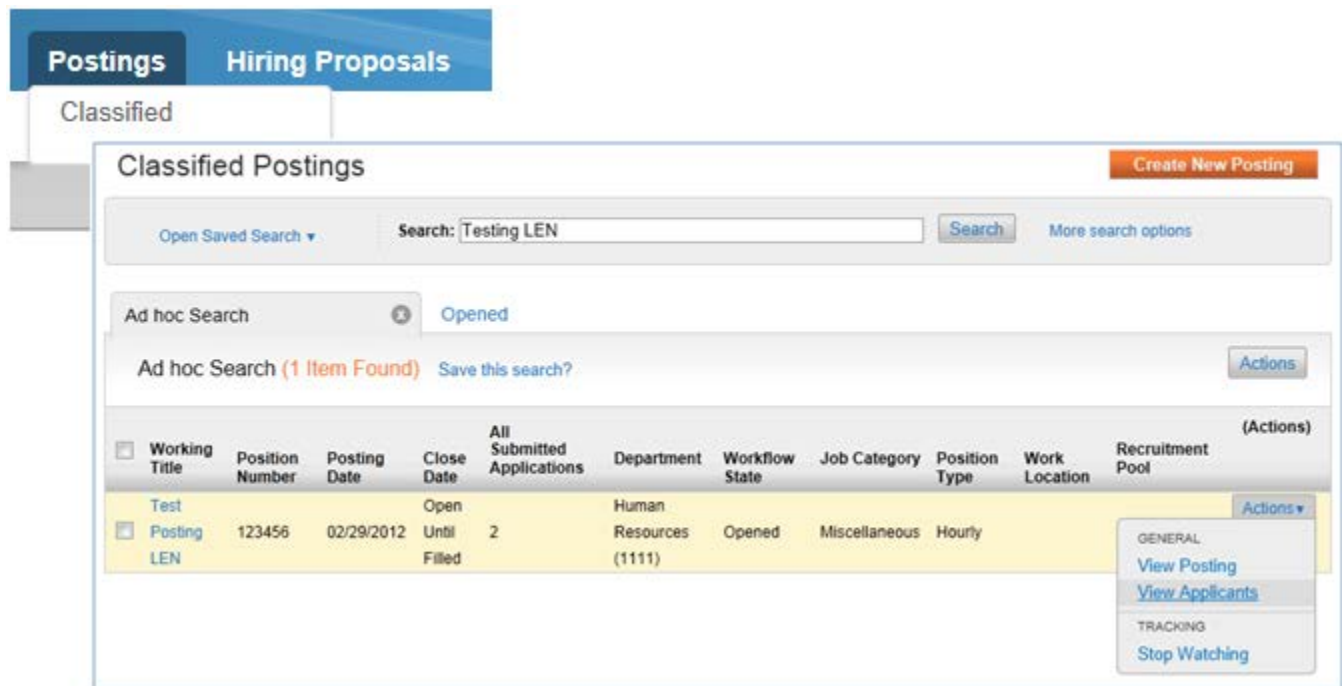
- 6. Guest User:** you may create a guest user account for those who need access to the posting to review applications. Click on **Create Guest User Account**. The username and password are automatically generated by the system. If you wish, you may change the password, by entering a new password, then clicking [Update Password](#). Enter email addresses for all individuals who will access this posting via the guest user account. An email with the username and password will be sent to each person.
- 7. Labor Distribution:** Click [Add Labor Distribution Indexes Entry](#) and complete the fields. If you need to add more than one index, continue to click on **Add Labor Distribution Indexes Entry** and complete the fields as necessary.
- 8. Documents which can be associated with this posting:** Check the include checkboxes to indicate which optional documents applicants can attach to this posting.
  - **Note: Resume and cover letter cannot be required. Please do not check the required checkbox for any documents.**
- 9. Summary:** Review the posting and...
  - ...if you are a hiring manager, **Move to PA** for review and submission to HR.
  - ...if you are a PA, **submit to HR Consultant** for review and approval by HR Consultant.

## Changing the status of applicants:

1. Make sure you are in the **APPLICANT TRACKING** module of eJobs. The banner across the top of the page should be blue.
2. Make sure you are in the **Hiring Manager** user group.



3. On the **Postings** tab, choose **Classified**, and find the position you wish to view in the list that appears at the bottom of the page or search for the posting using the search feature. From the **Actions** list, choose **View Applicants**.





## Creating a job posting, changing status, finishing up

4. You will see a list of all active applicants. For each applicant, change the status to **Selected for Interview** or **Not Interviewed**. Use the checkboxes to select more than one applicant. From the **Actions** list, choose **Move in Workflow**.

The screenshot shows a web interface titled "Active Applications" with a search filter for "Active Applications" (2 Items Found). Below the search bar is a table of applicants. Two applicants, Poppins Mary and Eyre Jane, are selected with checkboxes. An "Actions" menu is open over the table, showing options like "Review Supplemental Question Answers", "Download Supplemental Question Answers", "Export results", and "Move in Workflow".

☐	Last Name:	First Name:	Documents	Phone Number:	Have you ever been convicted of a Misdemeanor?	Have you ever been convicted of a Felony?	Layoff?	Current VCU employee?	Supplemental question Score	Actions
<input checked="" type="checkbox"/>	Poppins	Mary			No	No	No		0.0	Actions
<input checked="" type="checkbox"/>	Eyre	Jane			No	No	No		0.0	Actions

5. For any applicant changed to a **Not Interviewed** status, select a **Reason**.

The screenshot shows the "Bulk Workflow Status Change" interface. At the top, there are dropdown menus for "Change for all applicants" (set to "Not Interviewed") and "Please select...". Below is a table with columns for Applicant, Current State, New State, and Reason. The "New State" dropdown is open, showing a list of reasons for being "Not Interviewed".

Applicant	Current State	New State	Reason
Learna Lots	Forwarded to Department	Not Interviewed	Please select...

Reasons for "Not Interviewed":

- Please select...
- Application Errors/Incomplete
- Did not meet preferred qualifications
- Falsified Application
- Layoff Hired
- Less relevant education than other applicants
- Less relevant experience and education than other applicants
- Less relevant experience than other applicants
- Other
- Qualified, but Not Interviewed
- Received Poor References
- Unable to contact

Note: Applicants moved to either **Interviewed** or **Not Interviewed** status will see "in progress" status until the position is filled or the posting is canceled.

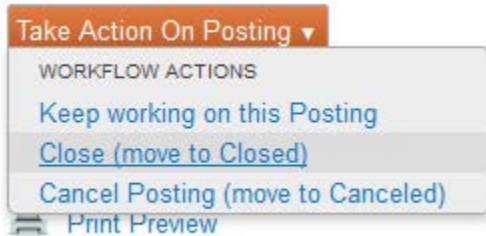
6. After conducting interviews, change applicant status for interviewed candidates: **"Interviewed – Not Hired"** or **"Recommend for Hire"** (for the successful candidate):

The screenshot shows the "Bulk Workflow Status Change" interface for a single applicant. The breadcrumb trail is "Postings / ... / Test Posting LEN / Applicant Review / Bulk Workflow Status Change". The main heading is "Editing: Workflow States for 1 Applicant". Below is a table with columns for Applicant, Current State, New State, and Reason. The "New State" dropdown is open, showing options like "Recommend for Hire" and "Interviewed - Not Hired".

Applicant	Current State	New State	Reason
Mary Poppins	Selected for Interview	Interviewed - Not Hired	

### Finishing up: Closing the job posting, making an offer, filling the job:

Your job posting must be closed before making an offer. Close your posting by selecting **Take Action On Posting > Close (move to Closed)**. All applications must be reviewed and considered before an offer is made.



### Attaching Documents (Interview notes, reference checks, and other documents) to the 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 for future reference. This will eliminate sending paper copies of these documents to HR.

1. Scan and save the supplemental documents on your desktop. 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 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. Make sure you are in the **Applicant Tracking** module, and in the PA user group. Search and find the posting to which you would like to attach documents.
3. Click on "Edit" to the right of the posting title at the top left.
4. Click on the "Documents" section to the left.
5. Select "Upload New" from the "Actions" menu to the right of the document type you would like to attach.



6. You can rename your document on the next screen and add a description.
7. Click on the **Browse** button and find the document you would like to attach and click on the **Submit** button.
8. Repeat the above steps until you have attached all the necessary documents. Once all documents have been attached, click the **Save** button. After saving your changes, you may exit the posting by going to the Summary section and moving to another task within eJobs.

# Creating a job posting, changing status, finishing up

## Hiring Proposal:

Once the successful candidate's application is in **"Recommend for Hire"** status, the **Hiring Proposal** is available. ONLY personnel administrators can start the hiring proposal process and change the move the successful candidate's application in the workflow – therefore, make sure your user group is PA.

1. Go to **Postings/Classified**, then select the posting by clicking on the **"Working Title"**
2. Go to the **Applicants** tab and click on the last name of the applicant with a "Recommend for Hire" status.

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search ▾ Search:  Search Hide search options

Add Column:

Draft Application?:

Active/Inactive:

Workflow State:

Active Applications ✕

Saved Search: "Active Applications" (1 Item Found)

<input type="checkbox"/>	Last Name:	First Name:	Documents	Phone Number:	Have you ever been convicted of a Misdemeanor?	Have you ever been convicted of a Felony?	Layoff?	Current VCU employee?	Supplemental question Score
<input checked="" type="checkbox"/>	Poppins	Mary			No	No		No	0.0

3. Click on **Start Hiring Proposal**.

eJobs@VCU

Inbox | PeopleAdmin | Watch List | APPLICANT T

Home | **Postings** | Hiring Proposals | My Profile | Help

Lydia Nichols, you have 0 messages. PA

Postings / ... / Test Posting LEN (Closed) / Applicant Review / Mary Poppins Recommend for Hire

**Job application: Mary Poppins (Classified)**  
Current Status: Recommend for Hire  
Application form: Staff Application

Full name: Mary Poppins  
Address:  
33 Cherry Tree Lane  
London , VA

Created by: **Mary Poppins**  
Owner: PA

Take Action On Job Application ▾

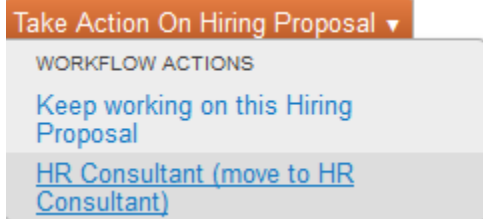
- ★ View Posting Applied To
- ★ Preview Application
- Start Hiring Proposal**

## Creating a job posting, changing status, finishing up

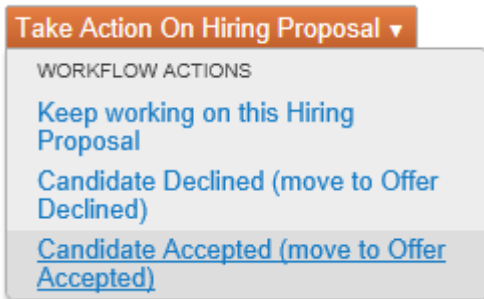
- If you are completing a hiring proposal for the same EWP associated with the posting, that EWP is automatically selected. Simply click on the **Select Position Description** button at the bottom of the page.

**Note:** If you are completing a hiring proposal for a different EWP (i.e. you are hiring multiple candidates from the same posting), select the appropriate EWP and click on the **Select Position Description button**.

- In the **PAW Information** section, complete all the necessary fields: Begin Date, New Base Salary, Action Code, Pay Factors, and Pay Action Justification. Click "Next." You will see a summary of your action.
- Under **Take Action On Hiring Proposal**, choose **HR Consultant (move to HR Consultant)**



- Your HR Consultant will be notified that there is a **Hiring Proposal** awaiting approval. Once the **Hiring Proposal** is approved, you may make the offer.
- While still in the posting, click on the Hiring Proposals tab. The hiring proposal associated with the posting will be displayed. Click on the last name of the successful candidate displayed on this tab.
- Under **Take Action On Hiring Proposal**, choose **Candidate Accepted (move to Offer Accepted)**.

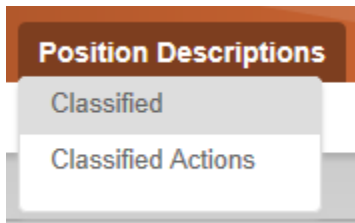


**Note:** If the offer is declined, follow the above steps. However, change the hiring proposal status to "Offer Declined." Contact your HR Consultant to make an offer to your second choice candidate.

- Your HR Consultant will move the position to a status of Filled.
- Once the posting has been filled, you will receive an email with a copy of the signed confirmation letter.
- Print the PAF - Hiring Action from eJobs. To print the PAF:
  - Go into the Applicant Tracking module and select Classified from the Hiring Proposal tab
  - Find the hiring proposal for which you would like to print the PAF
  - Click on the last name of the candidate to view the hiring proposal
  - Click on the **"Reports"** tab
  - Click on **"PAF – Hiring Action"** and print the PAF
  - Get the PAF signed and attach it to the new hire paperwork along with the confirmation letter and submit to HR Operations through ImageNow fax at 827-8250 or email to [hrdocs@vcu.edu](mailto:hrdocs@vcu.edu)

## Changes to EWP: role changes, in-band adjustments, revise EWP





1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs, and logged in as a PA. On the “**Position Descriptions**” tab, choose “**Classified**,” then search for the position you wish to modify by either entering the title in the search box or scrolling through the list at the bottom of the screen.



**Note:** Do not select “Classified Actions” to initiate an EWP action. Selecting “Classified Actions” will only list EWP actions that are either finalized or in progress.

2. View the position by choosing **Actions > View** or by clicking on the **Role Title** or **Working Title**.

<input type="checkbox"/>	Human Resource Analyst II (None)	532040	Human Resources (1111)	Actions ▼
<input type="checkbox"/>	Admin and Office Spec III (None)	535710	Human Resources (1111)	Actions ▼

3. Click on  [Role Change, In-Band Adjustment or Revise EWP](#) in the upper right corner, then click  on the next screen.
4. **Current Title** displays information on how this position is currently classified.
  - If you are performing an in-band adjustment or simply revising the EWP, click . If you are performing a role change, change the role code by selecting the new role code from the search results at the bottom of the page and click .
  - If you are not sure of the correct role code find out more on the DHRM website (<http://www.dhrm.state.va.us/compensation/careergroups/cgdlst.html>) or contact your HR Consultant.
5. **EWP Details:** 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.
6. **Core Responsibilities:** Add, delete, or edit each core responsibility as necessary. The **Order of Importance** is the order in which the responsibilities will appear.
7. **Special Assignments:** Add, delete, or edit each special assignment as necessary.
8. **Objectives and/or Competencies:** Add, delete, or revise each objective and/or competency as necessary.

**Note:** If you need to remove a Core Responsibility, Special Assignment, or Objective/Competency that no longer applies to the position, simply check the “Remove Entry” checkbox located below each section. Please do not edit or delete any of the text in the core responsibility that you are trying to remove. Checking the “Remove Entry” checkbox will completely remove it from the EWP. Note that you will not see this change on the EWP until after the action has been approved by your HR Consultant.

9. **Physical/Cognitive Requirements:** Review each field and edit as necessary.
10. **Development Plan:** Review the **Learning Goals** and **Learning Steps/Resources Needs** fields and revise as necessary.

## Changes to EWP: role changes, in-band adjustments, revise EWP

11. **PAW:** Complete all fields as necessary. Be certain to select the correct **Action Code** from the drop-down list.
- **For IT Positions Only:** complete these questions only if this position is an Information Technology position.
  - **For EWP revision (REV):** if revising the EWP, provide an overview of the changes in this field.

Be prepared to answer the following **Internal Salary Alignment** questions for ALL In-Band Adjustments and Role Changes):

- All classified pay increases require that an analysis of internal salary alignment be conducted. Have you conducted an analysis of internal salary alignment to ensure that decisions were based on business need without regard to an employee's race, color, religion, national origin, age, gender, political affiliation, veterans' status, sexual orientation or disability?
- Do you have other employees within your department in the same or a similar Role Title?
- Do you have employees who are veterans out on leave? If so are they eligible for an increase in pay for internal equity purposes? If so, please flag their record for a corresponding increase upon their return from military leave.
- Explain why those employees noted above will not receive increases, if applicable.
- Has this employee received a pay increase as a result of an In-Band Adjustment or Role Change or Recognition Award bonus within the last two years?
- If so, describe why another increase is warranted at this time.

12. **Labor Distribution Index:** Click [Add Labor Distribution Indexes Entry](#) and complete the fields. If you need to add more than one index, continue to click on Add Labor Distribution Entry and complete the fields as necessary.
13. **Supplemental Documentation:** 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.

**Supplemental Documentation** is the last section for hiring managers. Go to **Action Summary**, and click “**Take Action On Action**” to move this position establishment to the personnel administrator.

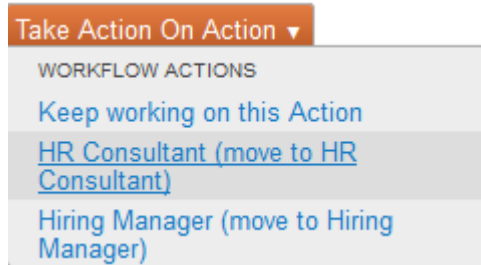
Once the hiring manager submits the action to the PA, the departmental PA must review and certify the action to submit to HR.

14. **Certification (PAs ONLY):** choose **Yes** to certify that the appropriate signatures and authorizations have been acquired for this action. Save the action without submitting it to HR, submit it to HR for review and approval, or return the action to a hiring manager for corrections (if a hiring manager originated the action).

## Changes to EWPs: role changes, in-band adjustments, revise EWP

15. **Action Summary** – this screen allows you to review the changes you have made before moving the action to the next step. After reviewing, if you need to make additional modifications, click on “**Edit**” next to the section heading. This will allow you to return to edit mode to make changes. Make sure to click “Save” or “Next” after making modifications to each section to save your changes.

- Note: You will need to return to the **Action Summary** page to move your action to the next step in the workflow.



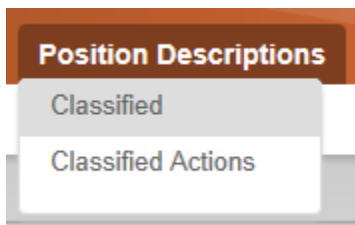
16. Submit your action to HR Consultant for review and approval.

17. Your HR Consultant will approve the action and submit the PAF for data entry in the appropriate systems.

→**Printing an EWP:** If you want to print an EWP for the employee to review and sign, you can find a printable version by switching to the Hiring Manager user group.

## Initiating temporary pay for additional duties



1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs. On the “**Position Descriptions**” tab, choose “**Classified**,” then search for the position you wish to modify by either entering the title in the search box or scrolling through the list at bottom of screen.




**Note:** Do not select “Classified Actions” to initiate an EWP action. Selecting “Classified Actions” will only list EWP actions that are either finalized or in progress.

2. View the position by choosing **Actions > View** or by clicking on the **Role Title** or **Working Title**.

<input type="checkbox"/>	Human Resource Analyst II (None)	532040	Human Resources (1111)	Actions ▼
				View
<input type="checkbox"/>	Admin and Office Spec III (None)	535710	Human Resources (1111)	Actions ▼

3. Click on  **Initiate Temporary Pay** in the upper right corner, then click  on the next screen.
4. The **EWP Details** section 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.
5. The following sections will show the current values for the EWP: **Special Assignments, Objectives and/or Competencies, Physical/Cognitive Requirements, and Development Plan**. Add and/or edit these sections to reflect additions and/or changes that become part of this position’s assignments during the period of temporary pay.
6. In the **PAW** section, 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 **Current Annual Salary** field, and the current semi-monthly salary in the **Current Semi-monthly Salary** field, because base salary does not change as part of a temporary pay action. Enter the correct temporary pay percentage (10% maximum for temporary pay for duties in the same pay band; 15% maximum for temporary pay for duties in a role in a higher pay band) and ensure that the **Amount of semi-monthly temp pay** does not exceed the maximum allowable percentage. 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).

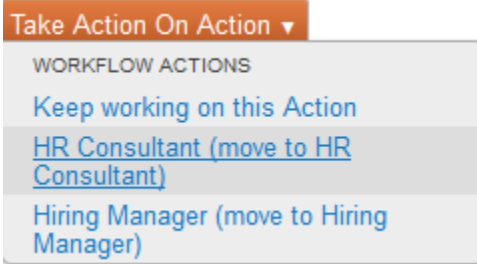
**Note: If you chose CTH for your action code, select from the drop down menu the corresponding higher pay band role title for the temporary duties.** Complete the justification section with a narrative that explains the rationale for providing temporary additional pay. If the additional duties being performed are usually performed by other positions, be sure to include the relevant position numbers.

7. **Labor Distribution Index:** Click  and complete the fields. If you need to add more than one index, continue to click on Add Labor Distribution Entry and complete the fields as necessary.
8. In the **Supplemental Documentation** section, attach any changed organizational chart or memo that is related specifically to the temporary pay action by selecting Actions:  
**Note:** You may also use the Create New or Choose Existing options to either create the document within eJobs and save it or to select a document you have previously attached to a different EWP.
9. Also attach written verification of approval from the Dean/Department Head/VP authorized to approve the temporary pay increase. After completing the **Supplemental Documentation** section, you may either save your action without submitting it, or continue to next step to complete your action and submit to HR for approval



## Initiating temporary pay for additional duties

- 10. Certification (PAs ONLY):** Choose **Yes** to certify that the appropriate signatures and authorizations have been obtained for this action, 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.
- 11. Action Summary:** Click **“Take Action on Action”** and choose **“Submit to HR Consultant”** to submit to HR for review and approval. A green bar at the top of the screen indicates that the submission of the action was successful. If errors occur when submitting the action, a red bar will appear at the top of the screen. Click **“edit”** to make corrections in required field(s). Re-submit by clicking **“Take action on action.”**



- 12.** Your HR Consultant will approve the action and submit the PAF for data entry in the appropriate systems.