



VCU Human Resources

**HR ADMINISTRATOR AND HIRING MANAGER
EGUIDE TO EJOBS FOR STAFF POSITIONS**

VCUeJobs

A quick note about eJobs and documentation:

This system is designed to improve efficiency in recruitment and position management, and to reduce the use of paper. ARMICS compliance remains critical. HR Administrators are responsible for obtaining all internal approvals before initiating actions in eJobs. HR Administrator responsibilities include the following:

- Certification of appropriate signatures and authorizations, and employee, supervisor, and reviewer signatures on Employee Work Profiles (EWPs) when necessary.
- Management approval of Personnel Action Form (PAF) (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. Revised organizational charts, memos, and any related compensation action materials, should also be attached.
- Maintenance of documentation in departmental personnel files verifying authorizations. This documentation is subject to audit review.
- Notification from your Human Resources Consultant or HR Professional of final approval before moving forward (initiating comp actions, making offers, etc.).

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Definitions

Inbox: The inbox is a notification area where the system will display any items that users need to take action on.

Watch List: The watch list allows users to flag any particular actions they wish to monitor. Note: The tabs that display for the Inbox and Watch List will depend on user permissions. Users can always quickly access these notification areas with the button at the top of the screen.

Module Selection: In the upper right corner is the module drop-down, where users can switch between the APPLICANT TRACKING and POSITION MANAGEMENT modules.

My Links: The My Links section is a good resource for instructional materials and quick access to the applicant portal.

Owner: The owner is the user group responsible for completing a current action.

Shortcuts: This section will display shortcuts that depend on user permissions. This area cannot be edited.

User Drop-Down: This drop-down menu allows users to switch between user groups.

User Groups: User groups are roles by which the system identifies the actions a user is allowed to perform.

Searching in eJobs

Search for position description and/or posting(s) in either **Position Management** or the **Application Tracking** module.

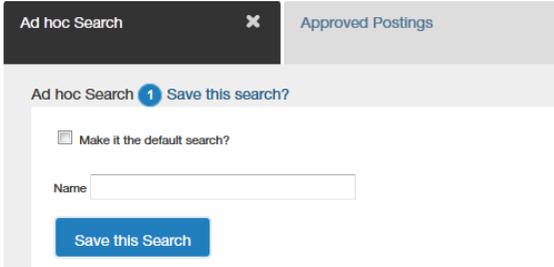
- Using the search feature, select **Position Descriptions** or **Posting** and then choose **Staff** to search for a specific position descriptions(s) and /or posting(s).
- Enter terms in the search box to refine the results of the list you are viewing. For instance, if you search for “Nursing” while viewing the list of position descriptions (PDs), results will include all records in which “Nursing” appears anywhere in the position description.

- If you frequently search for similar PDs and/or postings, 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 in to the system, check the **Make it the default search** checkbox.



- Click **More search options**  to access advanced search options.
- 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, located under **More Search Options**.
- 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 is allowed to perform. Various user groups have been established to accomplish the work flow process required. Users may be assigned to more than one user group if they have multiple responsibilities within the recruitment process. Users will forward actions to the next management step of each process for electronic approval within the system.

Certain actions may require that you switch between user groups. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions. The user group that you are currently logged into will show in the upper right corner. To change your user group, click on the current group and select from the drop-down menu. Once you have selected a new user group the system will refresh and change your access to that user group.

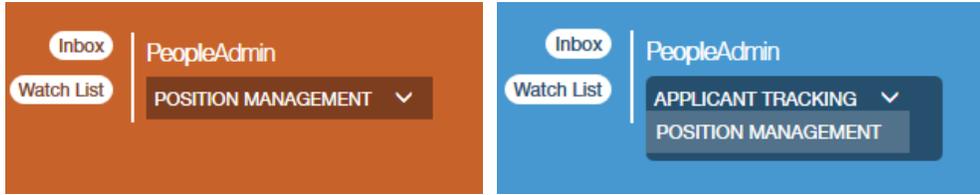


Below are descriptions of the user groups associated with staff actions:

| USER GROUP | ACTIONS |
|----------------------------|---|
| Hiring Manager | <ul style="list-style-type: none"> • Initiate position establishment and submit to HR Administrator. • Initiate a posting and submit to HR Administrator. • Change applicant status until hiring proposal begins. • Initiate hiring proposal and submit to HR Administrator. • Initiate position description revisions, pay actions and temp pay and submit to HR Administrator. |
| HR Administrator | <ul style="list-style-type: none"> • Initiate position establishment and submit for approval. • Initiate a posting and submit for approval. • Initiate hiring proposal and submit for approval. • Change applicant status after hiring proposal begins. • Initiate position description revisions, pay actions and temp pay and submit for approval. |
| Reviewer | <ul style="list-style-type: none"> • Can review and return an action in workflow or submit to HR Consultant/Professional for approval. • Can cancel an action before the action reaches final approval. |
| HR Consultant/Professional | <ul style="list-style-type: none"> • Can review and approve or return an action in workflow. • Can cancel an action before the action reaches final approval; can change the status of any action at any status before it reaches final approved status. |

About Modules

eJobs has two modules – **APPLICANT TRACKING** and **POSITION MANAGEMENT**. Switch between the modules 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 creating position descriptions and pay actions take place in this module.

In the **APPLICANT TRACKING** module, the banner across the top of the page is **blue**. Actions related to job postings, including changing applicant statuses and the hiring proposal take place in this module.

Message Bar

The message bar displays whether an action was successful or not. Whenever there is a problem submitting information, eJobs displays a **red** error message at the top of the page. The error message displays specifically what the user must do in order to proceed:



Success messages appear in a **blue** banner, when an action is successfully completed.



Watch List

The **Watch List** allows you to flag any particular action(s) you wish to monitor. 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 “Stop watching Posting” or “Unwatch Action” from the “Actions” drop-down menu to the right of the item you would like to remove.



Attaching Documents in eJobs

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

Signing in to eJobs

Hiring Managers, HR Administrators and HR Consultant/Professionals: use your VCU eID and password to log into eJobs; this is the same login that is used to access myVCU. There are two ways in which you can access eJobs:

- Go to <http://www.hr.vcu.edu/hr-partners/quicklinks-for-pas/> and click on the eJobs link in the toolbox
- Go to <https://www.vcujobs.com/hr/ssso>

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 login again.

Virginia Commonwealth University

This login page is for guest users only. If you have a PA or Hiring Manager account, use the [SSO Authentication](#).

USERNAME

PASSWORD

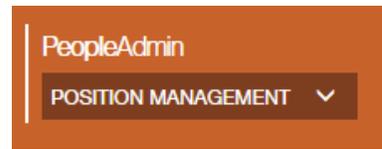
[Log In](#)

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

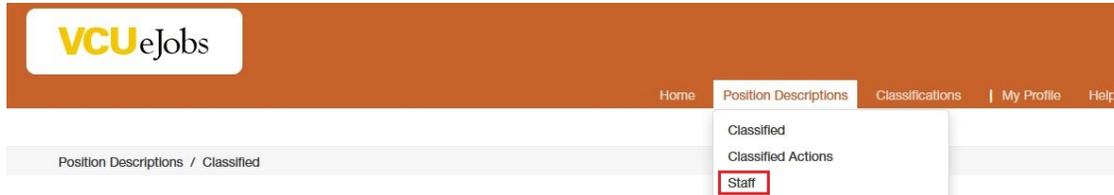
Establishing a Position

Positions can be established by both the **Hiring Manager** and the **HR Administrator** user groups. Go to <https://www.vcujobs.com/hr/ssso> and log in with your eID and password.

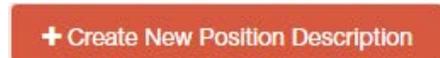
1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs.



On the **Position Descriptions** tab, choose **Staff**.



Click the **Create New Position Description** box (to the right of the screen).



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 the new position), search for that position description by using the **Filter these results** feature (under **Clone an existing Position Description?**) or scroll through the list of positions shown on the screen. Select the position description 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.

- **Creating from scratch:** If you are creating the position from scratch, enter a working title in the **Working Title** field, make sure the correct **Division** and **Department** are selected, and click **Start Action**. 

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 **Save**  to save your progress.

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

2. **University Position Information:** This section will automatically contain information for the selected position description when you clone an existing position. Verify that it is the correct university code or select a new code. To change or add the university position information, choose the correct university code from the list at the bottom of the page, or use **Filter this results** to locate the code.
3. **Position Information:** Complete all required fields. Human Resources will assign the position number during the review and approval process.
 - **Note: Departmental Users with Permission to Access and Modify this Position Information** field determines who can access this position description. 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, please see the **Acton Summary** instructions in [step 8](#) below.

Establishing a Position

4. **Core Responsibilities:** Click on **Add Core Responsibilities Entry**  to add responsibilities to the list. If this position has supervisory responsibilities, performance management must be added as one of the core responsibilities. Total % time for core responsibilities must add up to 100%.

- **Note:** If you click on **Add Core Responsibilities Entry** by mistake, you can check the checkbox to completely remove the section added in error. (The checkbox is at the bottom of the entry.) Remove Entry?

5. **Physical/Cognitive Requirements:** Choose **Essential, Marginal, or N/A** for each item in the list.

6. **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.

7. **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 10-31-16 14:06:14 | PDF conversion in process | |
| Memo | | | <div style="border: 1px solid #ccc; padding: 2px;"> Actions ▾ Upload New Create New Choose Existing </div> |
| 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 position description.

8. **Action Summary:** Click **Take Action on Action** and choose the next level of review and/or approval needed (HR Administrator, Reviewer, HR Consultant/Professional). A “Take Action” pop-up box will appear. Click **Submit**. A blue 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) and re-submit.

Take Action On Action ▾

Keep working on this Action

WORKFLOW ACTIONS

Submit to HR Consultant/Professional (move to HR Consultant/Professional)

Return to Hiring Manager (move to Hiring Manager)

Submit to Reviewer (move to Reviewer)

- **Note:** If you need to change the department on the position description, once at the **Action Summary** page, click on the **Settings** tab and select the correct division and department from the drop down lists. After selecting the correct department, click on the **Update Settings** button. This will take you back to first section of the position description – you may click on the Action Summary section to return to the summary page to submit the action to the next user group. **(For workflow chart see Appendix 1)**

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

Postings can be established by both the **Hiring Manager** and the **HR Administrator** user groups. Go to <https://www.vcujobs.com/hr/sso> and log in with your eID and password.



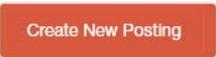
1. Make sure you are in the **APPLICANT TRACKING** module of eJobs.
2. On the **Postings** tab, choose **Staff**, click the **Create New Posting**  box, and choose **Create from Position Description** in the box that pops up.



3. 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 | First Name | Last Name | Actions |
|---------------------------|---------------|-----------------|------------------------|------------|-----------|---------------------|
| Human Resource Mgr II | (None) | 501400 | Human Resources (1111) | | | Actions ▾ |
| Admin & Office Spec III | (None) | 541970 | Human Resources (1111) | | | View Create From |
| Security Off I | (None) | 540340 | Human Resources (1111) | | | Actions ▾ |
| Human Resource Analyst II | (None) | 532040 | Human Resources (1111) | | | Actions ▾ |

4. On the next page, enter new **Working Title** if the field is blank, or edit the current title if necessary. Make sure the correct application checked (**Staff Application**, **Police Application**, or **Executive Application**). Under **Supporting Document**, check the box to “Allow supporting documents to be uploaded to applications?”. Click **Create New**



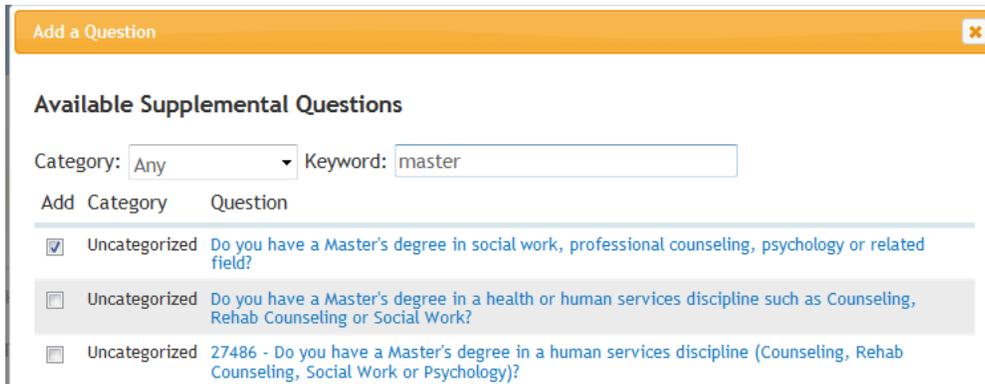
Posting.

5. **Posting Details:** Be prepared to complete all required fields, which are indicated with red asterisks: Recruitment Pool, Type of Search, Working Title; Position Type; Position Primary Purpose and General Responsibilities; Minimum Hiring Standards; Anticipated Hiring Range; Department Budgeted Salary; Hours/Week; Normal Work Days/Hours; Job Open Date; Must be open through; Remove from posting on or before **OR** check Open Until Filled; Contact Name; Contact Number; Contact Email Address; Is this a restricted position; Is this position eligible to participate in alternative work arrangements; Sensitive Position; Resource Critical; Department Users with Permission to Access and Modify this Posting; Send to HERC; HERC

Creating a job posting, changing status, finishing up

6. Posting Specific Questions: If you wish to add posting specific questions, click **Add a question**  to open the list of available supplemental questions. 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.

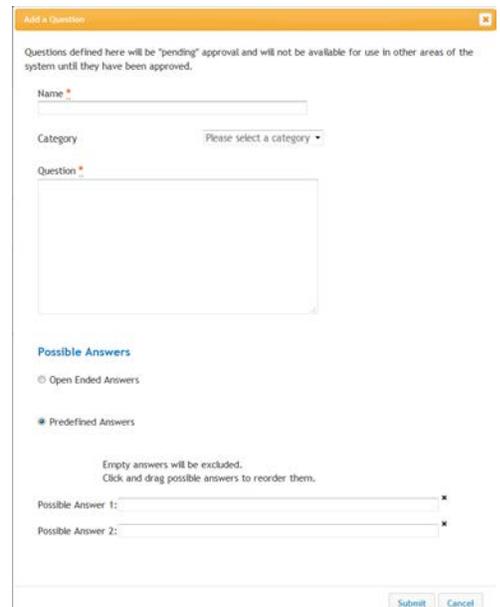
Choose a question by checking the box next to it. You may select more than one question by checking multiple boxes.



The screenshot shows a window titled "Add a Question" with a close button (X) in the top right corner. Below the title bar, the text "Available Supplemental Questions" is displayed. There are two input fields: "Category:" with a dropdown menu set to "Any" and "Keyword:" with the text "master" entered. Below these fields is a table with columns "Add", "Category", and "Question".

| Add | Category | Question |
|-------------------------------------|---------------|---|
| <input checked="" type="checkbox"/> | Uncategorized | Do you have a Master's degree in social work, professional counseling, psychology or related field? |
| <input type="checkbox"/> | Uncategorized | Do you have a Master's degree in a health or human services discipline such as Counseling, Rehab Counseling or Social Work? |
| <input type="checkbox"/> | Uncategorized | 27486 - Do you have a Master's degree in a human services discipline (Counseling, Rehab Counseling, Social Work or Psychology)? |

- 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.
- 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 Human Resources.
- 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.



The screenshot shows the "Add a Question" form. At the top, it says "Add a Question" with a close button. Below that, a note states: "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" with a text input field, "Category" with a dropdown menu set to "Please select a category", and "Question" with a large text area. Below these is the "Possible Answers" section, which has two radio buttons: "Open Ended Answers" (unselected) and "Predefined Answers" (selected). Under "Predefined Answers", there is a note: "Empty answers will be excluded. Click and drag possible answers to reorder them." Below this note are two input fields for "Possible Answer 1:" and "Possible Answer 2:". At the bottom right, there are "Submit" and "Cancel" buttons.

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 |
|---|--|
| Hours: Are you available to work evenings and weekends? | active  |

Creating a job posting, changing status, finishing up

7. **Applicant Documents:** Choose which documents are **Not Used**, **Optional**, or **Required** for applicants to submit with their applications.
8. **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**. [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 click **Update**

Password. [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.

9. **Search Committee:** On this page, search committee members should be given access, for those postings that are using a Search Committee. To add a search committee member, click “Add Existing User.”

A new window will open to search existing users. Un-check “display search committee user group members only.” Once you have located the search committee member click the “Add Member” button to add a user to the search committee. If no account is found after searching all user group accounts, click on “Create New User Account” to request a new account.

| Last Name | First Name | Email | Department | Committee Chair | (Actions) |
|------------|-------------|---------------------|--------------------------------|-------------------------------------|---------------|
| Carter | Dione | zzz@peopleadmin.com | SCE Basic Skills & High School | <input checked="" type="checkbox"/> | Remove Member |
| Del Zotto | Enrico | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Johnson | Cathy | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Stackhouse | Daniel | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Remove Member |
| Stivers | Matthew | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Cagley | Janet | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Malony | Kathleen | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Bassoco | Griselda | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Abab | Margie | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |
| Bergen | Nichollette | zzz@peopleadmin.com | SCE Basic Skills & High School | <input type="checkbox"/> | Add Member |

Creating a job posting, changing status, finishing up

Complete all required account information and click “Add Member to Search Committee” button. The system will run a search to see if there are any accounts that match the email or username. If a match is found, the system will warn you and prompt you to add the existing user instead. If no match is found, the new user account will be created. If you create a new search committee member, the search committee member will not have access until the request for the new search committee member access has been approved. This search committee feature gives Applicant Tracking access to the applicable search committee members. The username will be the same as the email.

New Search Committee Member ✕

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Account Information

Please enter the following information to create an account for a new Search Committee Member.

| | |
|-------------|----------------------|
| First Name | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Username | <input type="text"/> |

Make this user committee chair

Make a Search Committee Member a Committee Chair. To make a search committee member a committee chair select the “Committee Chair” box when you add the search committee member to the posting or from the list of search committee members on the posting.

10. Documents: Interview notes, reference check results and other posting-related documents must be added to this section once the posting is closed and removed from the web, but before the posting has been marked as “Filled.”

11. Summary: Review the posting and...

...if you are a hiring manager, **submit to HR Administrator** for review and submission to HR.

...if you are an HR Administrator, **submit to HR Consultant/Professional** for review and approval.

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.

Current Group:

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

| Ad hoc Search 2 Save this search? Selected records 0 × Clear selection? | | | | | | | | Actions ▼ |
|--|----------------------|-----------------|--------------|---------------|----------------------------|------------|----------------|------------------------|
| <input type="checkbox"/> | Working Title | Position Number | Posting Date | Close Date | All Submitted Applications | Department | Workflow State | (Actions) |
| <input type="checkbox"/> | Herbology Instructor | 555557 | 12/06/2017 | Not specified | 0 | Chemistry | Draft | Actions ▼ |
| <input type="checkbox"/> | Potions Instructor | 555557 | 12/06/2017 | Not specified | 2 | Chemistry | Posted | Actions ▼ |

4. You will see a list of all active applicants. For each applicant, change the status by clicking on the applicant then choosing from the options under Take Action on Job Application. To move multiple applicants at once, use the checkboxes to select more than one applicant. From the **Actions** list, choose **Move in Workflow**.

| "Active Applicants" 2 Selected records 2 × Clear selection? | | | | | | Actions ▼ |
|--|-------------|-----------|-----------------------------|----------------------------------|----------------|---|
| <input type="checkbox"/> | Full Name | Documents | Supplemental question Score | Workflow State (Internal) | Application | |
| <input checked="" type="checkbox"/> | Lydia, Eden | | 0.0 | Under Review by Search Committee | December 01 PM | GENERAL Review Screening Question Answers Download Screening Question Answers Export results BULK Move in Workflow Email Applicants |
| <input checked="" type="checkbox"/> | Test, Lydia | | 0.0 | Under Review by Search Committee | December 01 PM | |

Creating a job posting, changing status, finishing up

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

| | | | |
|---------------|---|---|--|
| Eden Lydia | Under Review by Search Committee | <input type="text" value="Not Interviewed, Not Hired"/> | <input type="text" value="Please select..."/> |
| Lydia Test | Under Review by Search Committee | <input type="text" value="Select a workflow state..."/> | <input type="text" value="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):

| | | | | |
|----------------|------------------------|--|---------------------------|--|
| | | | Change for all applicants | <input type="text" value="Select a workflow state..."/> |
| Applicant | Current State | New State | | <input type="text" value="Select a workflow state..."/> Recommend for Hire Interviewed - Not Hired |
| Claire Frasier | Selected for Interview | <input type="text" value="Interviewed - Not Hired"/> | | <input type="text" value="Second Choice"/> |
| Jon Snow | Selected for Interview | <input type="text" value="Recommend for Hire"/> | | |

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.

| |
|---|
| <input type="button" value="Take Action On Posting"/> |
| <input type="button" value="Keep working on this Posting"/> |
| <input type="button" value="Publish changes for this Posting to the Applicant Portal"/> |
| WORKFLOW ACTIONS |
| <input type="button" value="Close (move to Closed)"/> |
| <input type="button" value="Cancel Posting (move to Canceled)"/> |

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.

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.

1. 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 **HR Administrator** user group. Search and find the posting you would like to attach documents to.
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.

| Document Type | Name | Status | (Actions) |
|------------------------------|------|--------|--------------------|
| Additional Documents | | | Actions ▾ |
| Interview Notes Applicant 01 | | | Actions ▾ |
| Interview Notes Applicant 02 | | | Upload New |
| Interview Notes Applicant 03 | | | Create New |
| Interview Notes Applicant 04 | | | Choose Existing |

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.

Name

Description

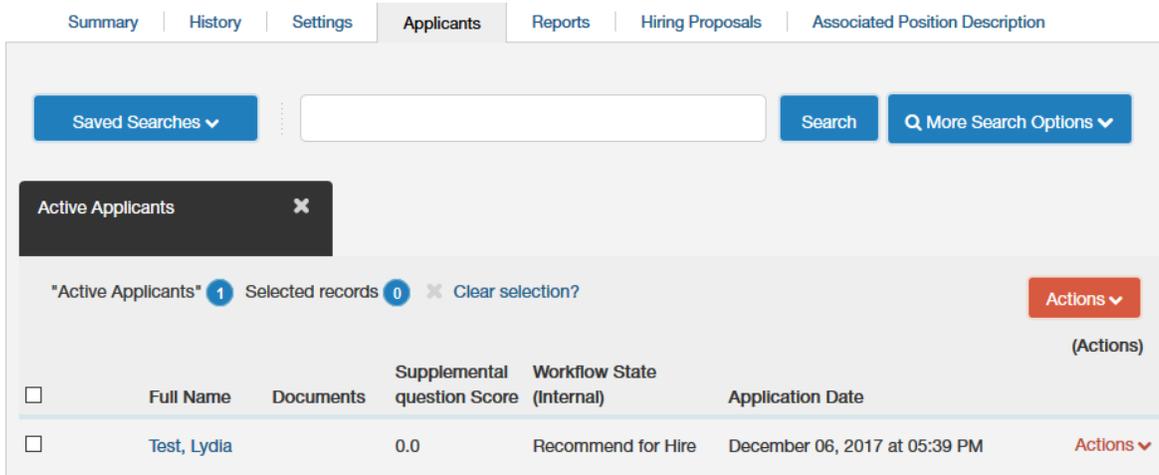
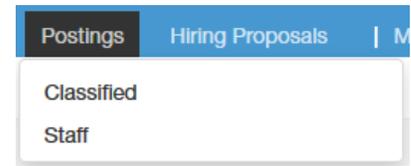
File to upload No file selected.

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.

Hiring Proposal:

Once the successful candidate's application is in **Recommend for Hire** status, the **Hiring Proposal** is available. The **HR Administrator** user group can start the hiring proposal process.

1. Make sure you are in the **APPLICANT TRACKING** module of eJobs. The banner across the top of the page should be blue.
2. Go to **Postings/Staff**, then select the posting by clicking on the **Working Title**.
3. Go to the **Applicants** tab and click on the name of the applicant with a **Recommend for Hire** status.



4. Click on **Start Hiring Proposal** located in the top right corner.
5. If you are completing a hiring proposal for the same position description associated with the posting, it is automatically selected. Simply click on the **Select Position Description**



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

6. **University Position Information:** Verify that the university code and title match the level for the candidate selected for the position. To change the university position information, choose the correct university code from the list at the bottom of the page, or use **Filter this results** to locate the code.
7. **State Classification Information:** HR Administrators will need to verify that the role code is correct. (This is for record keeping purposes and does not indicate the position is Classified.)
8. **Pay Information:** Complete all required fields.
9. **HR Information:** HR Administrator will complete this section.
10. **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.
11. **University Sign-on Incentive:** Complete this section if a sign-on bonus will be requested.
- 12.

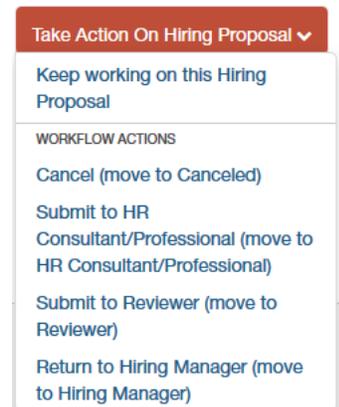


Creating a job posting, changing status, finishing up

- 13. Certification:** HR Administrators must review and certify the action before submitting the action to the next level.
- HR Consultant/Professionals must review and certify the action before approving action.

- 14. Hiring Proposal Summary:** Review the hiring proposal before moving the action to the next step. Click **Take Action On Hiring Proposal** and choose the next level of review and/or approval needed (HR Administrator, Reviewer, HR Consultant/Professional). A “Take Action” pop-up box will appear. Click **Submit**. A blue 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) and re-submit.

Note: If you are not sure of the correct university code or role code/title/pay band find out more information on the job family structure at <https://hr.vcu.edu/hr-partners/user-access-guides--training/compensation-and-hiring/university-compensation-plan/job-families-and-salary-ranges/> or contact your HR Consultant/Professional.



Finalizing the Hiring Proposal

1. Your HR Consultant/Professional will be notified that there is a hiring proposal awaiting approval. The HR Administrator will receive an email notification when the hiring proposal is approved. Once approved the hiring manager is responsible for extending a verbal offer.
2. Click on **Hiring Proposals > Staff** and select the hiring proposal by clicking on the last name of the successful candidate. 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/Professional to make an offer to your second choice candidate.

3. Once the status has been updated to **Candidate Accepted**, HR will send a written offer letter to the candidate and will copy the manager.
4. Print the **PAF - Hiring Action** from eJobs. To print the PAF:
 - a. Go into the **Applicant Tracking** module and select **Staff** from the **Hiring Proposals** tab.
 - b. Find the hiring proposal for which you would like to print the PAF, and click on the last name of the candidate to view the hiring proposal.
 - c. Click on the **Reports** tab.
 - d. Click on **PAF – Hiring Action** and print the PAF.
 - e. Get the PAF signed and attach it to the new hire paperwork along with signed offer letter and submit to HR Operations through ImageNow fax at 827-8250 or email to hrdocs@vcu.edu.
5. Your **HR Consultant/Professional** will move the position to a status of **Filled** once the candidate has successfully completed the background check.

Revise Position Description

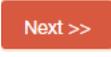
1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs, and logged in as a **Hiring Manager or HR Administrator**. On the **Position Descriptions** tab, choose **Staff**, then search for the position you wish to modify by either entering the title in the search box or scrolling through the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



Note: Do not select “Staff Actions” to initiate a position description action. Selecting “Staff Actions” will only list actions that are either finalized or in progress.

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

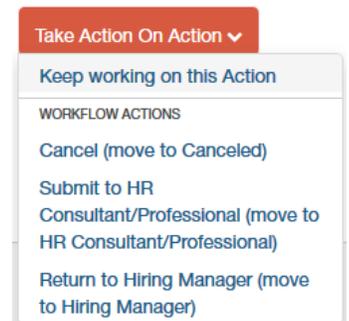
| <input type="checkbox"/> | Role Title | Working Title | Position Number | Department | Actions |
|--------------------------|-------------------------|---------------|-----------------|---------------------------|---------|
| <input type="checkbox"/> | Financial Servs Spec I | Accountant | R57660 | Grants & Contracts (1819) | View |
| <input type="checkbox"/> | Admin & Office Spec III | HR TEST | R53450 | Pediatrics (1594) | A... |

3. Click on **Revise Position**  **Revise Position** in the upper right corner, then click **Start**  on the next screen.
4. Select the tab on the left side of the screen for the section of the position description that needs to be revised. Make any needed changes and click **Next**  to move to the next tab or click **Save**  to save your changes.

5. **Position Information:** On the position information tab you will need to complete the following required fields:

- **Action Code:**
- **Provide an overview/justification of the changes to the position:**

6. Once all changes have been completed go to the **Action Summary** tab to review the changes you have made before moving the action to the next step. Click **Take Action On Action** and choose the next level of review and/or approval needed (HR Administrator, Reviewer, HR Consultant/Professional). A “Take Action” pop-up box will appear. Click **Submit**. A blue 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) and re-submit.



Note: If you are not sure of the correct university code or role code/title/pay band find out more information on the job family structure at <https://hr.vcu.edu/hr-partners/user-access-guides--training/compensation-and-hiring/university-compensation-plan/job-families-and-salary-ranges/> or contact your HR Consultant/Professional.

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

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

Complete Pay Actions

1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs, and logged in as a **Hiring Manager or HR Administrator**. On the **Position Descriptions** tab, choose **Staff**, then search for the position you need to complete a pay action for by either entering the title in the search box or scrolling through the list at the bottom of the screen.

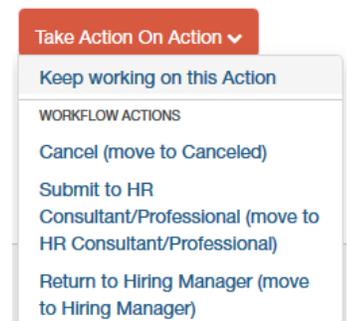


Note: Do not select “Staff Actions” to initiate a position description action. Selecting “Staff Actions” will only list actions that are either finalized or in progress.

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

| <input type="checkbox"/> | Role Title | Working Title | Position Number | Department | |
|--------------------------|-------------------------|---------------|-----------------|---------------------------|-----------|
| <input type="checkbox"/> | Financial Servs Spec I | Accountant | R57660 | Grants & Contracts (1819) | Actions ▾ |
| <input type="checkbox"/> | Admin & Office Spec III | HR TEST | R53450 | Pediatrics (1594) | View |

3. Click on **Pay Action**  in the upper right corner, then click **Start**  on the next screen.
4. **University Position Information:** Verify that the university code is correct and does not need to be updated. To update the university position information, choose the correct university code from the list at the bottom of the page, or use **Filter this results** to locate the code.
5. **State Classification:** HR Administrators will need to verify that the role code is correct.
6. **Position Information:** Review all the current information and complete or edit each field as necessary.
7. **Core Responsibilities:** Add, delete, or edit each core responsibility as necessary.
8. **Physical/Cognitive Requirements:** Review each field and edit as necessary.
9. **Pay Action:** Complete all required fields.
10. **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.
11. **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.
12. **Certification:** HR Administrators must review and certify the action before submitting the action to the next level.
 - HR Consultant/Professionals must review and certify the action before approving action.
13. **Action Summary:** Review the changes and pay action before moving the action to the next step. Click **Take Action On Action** and choose the next level of review and/or approval needed (HR Administrator, Reviewer, HR Consultant/Professional). A “Take Action” pop-up box will appear click **Submit**. A blue 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) and re-submit.



Initiating temporary pay for additional duties

1. Make sure you are in the **POSITION MANAGEMENT** module of eJobs. On the **Position Descriptions** tab, choose **Staff**, 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 **Staff Actions** to initiate a temp pay action. Selecting **Staff Actions** will only list current actions that are either finalized or in progress.

2. View the position by choosing **Actions > View**

| Role Title | Working Title | Position Number | Department | Actions |
|-------------------------|---------------|-----------------|---------------------------|---------|
| Financial Servs Spec I | Accountant | RS7660 | Grants & Contracts (1819) | View |
| Admin & Office Spec III | HR TEST | RS3450 | Pediatrics (1594) | View |

Click on **Initiate Temporary Pay**  **Initiate Temporary Pay** in the upper right corner, then click **Start**  on the next screen.

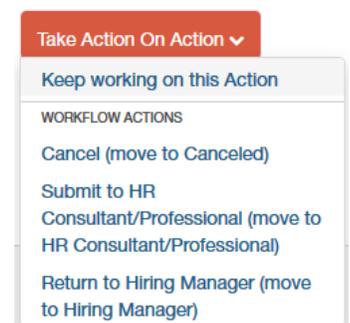
3. **Pay Actions:** Complete all relevant fields and enter the amount of temp pay as the **semi-monthly payment** amount or the amount of the **one-time payment**. Make sure to enter the effective date and end date for temporary pay, noting that the duration of temporary pay cannot exceed six months. 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.

4. **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.

5. 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 position description.

6. 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 for approval
7. **Certification:** HR Administrators must review and certify the action before submitting the action to the next level. HR Consultant/Professionals must review and certify the action before approving action.
- 8.
9. **Action Summary:** Review the changes and pay action before moving the action to the next step. Click **Take Action On Action** and choose the next level of review and/or approval needed (HR Administrator, Reviewer, HR Consultant/Professional). A "Take Action" pop-up box will appear. Click **Submit**. A blue 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) and re-submit.



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