1. Faculty Search Administrator Training

1.1 Introduction to the Faculty Search Module for School & Department Administrators (PeopleAdmin 7)

Notes:

This module has NO audio and does NOT advance automatically.

The complete content of the course and any tipsheets referred to are included as PDFs in the 'Resources' section and can be printed for your convenience.

There is a 5 question assessment at the end of the course and you need to get 4 of the 5 questions correct in order to receive credit for completing the course.

Firefox and Chrome browsers are recommended with Faculty Search. Internet Explorer also works but some dropdown menus are truncated.
1.2 Administrator Training Content

Administrator Training Content

- Learning Objectives
- Posting & Selection Process Overview
- Administrator/Search Committee Roles
- Faculty Search Interface & Tasks
  - Managing user accounts
  - Creating a new job posting
  - Managing postings and applicants
    - Changing the workflow status of a posting or applicant
    - Reactivating an application
  - Posting to JobTarget
  - Creating a hiring proposal
  - Reporting on the search process
1.3 Learning Objectives

Learning Objectives

All trainees will be able to effectively ...

- Navigate through the application
- Explain the posting and selection process
- Describe the user roles and their associated tasks in the system
- Use the new Faculty Search module in their appropriate roles
- Search for and find postings
1.4 Learning Objectives (cont’d)

**Learning Objectives (cont'd)**

**Dept/School Administrators will also be able to ...**

- Manage user accounts
- Create/modify/close job postings
- Change posting/applicant status
- Post to JobTarget
- Prescreen/filter applicants
- Reactivate applications when updates/changes are needed
- Create hiring proposals
- Create reports on the faculty search
1.5 Posting & Selection Process Overview

Posting & Selection Process Overview

Dept/School Administrators

- Collaborate with Search Chair in creation of appropriate supplemental questions and ranking criteria
- Manage the progress of faculty postings from creation to hiring offer

Search Committee members

- Review, filter, evaluate applicants and their applications

Simplified posting flow:

1. Dept Admin - creates posting
2. School Admin - approves posting (Diversity Search Advisor also views and approves offline)
3. Search Chair (or Dept Admin as 'Search Chair') - moves applications to whole committee if this option chosen
4. Search Committee - reviews, evaluates, ranks applicants
5. Search Chair - sorts ranking info, marks successful applicant
6. Dept Admin - drafts hiring proposal
7. School Admin - approves/negotiates hiring proposal
8. Applicant celebrates!

For more information see Faculty Search: User Groups & Tasks.
### 1.6 User Groups/Roles & Tasks

#### User Groups/Roles & Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>School Admins</th>
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<th>Dept View Only</th>
<th>Search Committee Members</th>
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<th>DSAs</th>
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<td>Rank applicants</td>
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<td>Move applicants through statuses and ranking</td>
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#### Notes:

Diversity Search Advisors should be approving the postings BUT THEY ARE NOT ABLE TO DO IT WITHIN THE FACULTY SEARCH SYSTEM! This is an offline activity.
1.7 Administrator/Search Committee Roles

Administrator/Search Committee Roles

- Users can view and evaluate individual postings and their applicants as assigned
  - Search Committee Members
  - Search Committee Chair

- Users can view postings and applicants of an individual dept or all of a school's postings and applicants as assigned
  - Department View
  - Department Administrator
  - School Administrator
  - Diversity Search Advisor

- Users are the 'big kahunas' of the system, see all and do all
  - System Administrator
1.8 Faculty Search - Key Features

Faculty Search - Key Features

- Search/filter/sort capabilities
- Supplemental questions and attachment requirements appear when applicants browse the posting
- Simplified ad placement through JobTarget integration on multiple job boards
- Online reference requests triggered when you are ready to receive them
- Generate rejection notifications
- Flexible reporting options
Faculty Search Interface

In order to familiarize users with the new screens and their navigation features, we will introduce the general screens with annotation.

- Click on or hover over the numbered buttons on the screens to see the explanations of various screen elements. These explanations can also be found in the Notes tab to the left.

- For Best Practices, click on this 'thumbs up' icon. The Best Practices text can also be found in the Notes tab to the left.

- When you see a small magnifying glass icon, you can click on it to expand the graphic to full size.

Notes:

Explanations of screen elements and Best Practices can also be read directly in the Notes section.

The zoom feature for some graphics is to enable trainees to actually see the details!
1.10 Home Screens for Administrators

Notes:

#1 **Applicants tab is not visible for Dept Admins** - Don’t worry - The list of applicants will be visible to Department Admins for each posting.

#2 **Inbox (please click button #2...)** - The Inbox displays your action items. Clicking on the home screen 'Inbox' link opens a separate screen with more detail (see tabs for postings, users, hiring proposals; click on the zoom feature below).

#3 **Watch List (please click button #3)** - This area stores links to postings and hiring proposals that you choose to monitor. (Click the zoom feature below to expand the image.)

#4 **Shortcuts (managed by system administrator)** - Gives one click access to some functionality like creating a new faculty posting, reporting, etc.

#5 **My Links (managed by systems administrator)** - Gives access to training, How To guides, Applicant portal, etc.
1.11 Navigating to find, create, or edit users

Navigating to find, create, or edit users

Notes:

#1 **Active Role drop down** - You have logged on in the School Administrator role, the only one that can manage users. The drop-down always shows you the role you are currently in. If you have multiple roles, use this drop-down menu to select the role you need and then you click the ‘refresh’ button to the immediate right of the menu. **Only by clicking 'Refresh' is the screen shifted to the view of the new role.**

#2 **Faculty Search Modules available** - School Administrators will have the APPLICANT TRACKING and ADMIN modules available to them. Select the ADMIN module in order to manage user accounts. **Dept Admins will NOT have access to the ADMIN module.**

#3 **Select 'Users' tab to manage user accounts** - Tabs are used to help navigate throughout the application. Different groups/roles will be able to see different tabs.

#4 **Actions button** - Look for this button on numerous screens. The drop-down list it triggers will vary depending on the screen, your group/role, and the status of the posting or application. These buttons will enable you to do bulk actions depending on your selections. This particular button takes you to the screen to create a new user or allows you to export the results of a search.

#5 **Actions on individual postings or applications** - These action options on individual postings or applications vary depending on the screens, your group/role, and the status. As you can see from this displayed menu, you can **View User, Edit User, edit the User’s Groups, or Login as this User**. See next slide for details of individual user options.
1.12 Managing the single user

**Notes:**

#1 **Take Action on User button** - Note that this set of actions is different than the actions/editing that you can do by going into the tabbed areas.

#2 **Individual User Tabs** - Additional areas to update/edit individual user information and to keep track of when and what changes were made.

#3 **User Details - Edit link** - This link enables you to update the user’s information. These kinds of Edit links appear on various screens depending on your role and the status of the applicants or postings. Only the **School Admin** can see and edit the users.

#4 **Managing a user’s groups and the organizational units for each group assigned** (Please click #4 button)

- The **Groups** tab takes you to a screen where you can edit the user’s groups (such as **Dept Admin**, **Search Committee Member**, etc.) and the organizational units associated with that user in that group (such as a **Dept Admin** for Biology). You can add new groups and/or organizational units as well as delete them.

**BEST PRACTICE** - When adding a new user or adding a new group to a user, determine and set the user’s preferred group. Do not leave the preferred group as “employee”. This setting determines the screen the user will see when they log in.
1.13 Main Faculty Postings Screen

Notes:

#1 **Navigate to postings by opening the "Postings" tab**

#2 **"All Postings" as default search** - You can create your own search and then save it as the default so that every time you open the faculty postings, it only shows the results from your saved search. More on this 'saved search' feature later...

#3 **Create New Posting button** *(please click the #3 button)* - Click this button to start creation of a new posting if you haven’t clicked the shortcut on the home page. The following dialog box will appear. The "Create from Position Type" option contains mostly empty fields for you to fill in.

#4 **Actions for individual postings** - This area enables you to select a single posting and then you can take defined actions on it.

#5 **Note: APPLICANT TRACKING module / School Administrator selections** - You must be either a Dept
Before creating a new posting

The Dept Admin must establish who the Search Chair(s) is for the new posting and work closely with him/her in

- Creating supplemental questions for the applicants (if they will be required and what they will be)
- Creating ranking criteria for the Search Committee to use
  - For more information see Ranking Criteria Management: Quick Tips in Resources section.
- Deciding whether completed applications will go directly to the Search Chair first and then to the Search Committee Members, or will go directly to the Chair and Committee Members simultaneously
- Deciding whether the Dept Admin should be pre-screening the applications that go to the Chair or Committee Members based on some agreed upon criteria.
- Discussing advertising/marketing
1.15 New Posting Screen

Notes:

#1 **Organization Owning the Position** - Here you will see the School and then the department drop-down menu is populated with the appropriate departments. Select the Department.

#2 **References (Please click the #2 button)** - Checking the box means that references are to be collected online in this system. This ‘unhides’ more selections to make regarding the reference process.

If you plan to collect reference letters outside of the Faculty Search system, make sure that you ask for a list of the references to be uploaded in the Document section of the application.

#3 **Online Applications** - If applications are to be accepted through this Faculty Search application, this box should always be checked. If applications are to be sent elsewhere, it should be unchecked.

#4 **Special Offline Application Instructions to the Applicant** - If the above box is unchecked, you should enter instructions here to the applicants on how and/or where to apply for the position.

#5 **Application review: Begins where in the workflow?** - The Dept Admin and Search Chair will decide if all completed applications should route first to the Search Chair (& Dept Admin) for screening, or go straight to the Search Committee for review. This menu allows the Dept Admin to set the entry point.
Notes:

#1 **Filling in the Details** - Each section of the posting has a link on the left to access the screens for entering information and editing.
ATTENTION: When adding dates, if you type them in, make sure to use 4 digits for the year (‘2013’, not ‘13’) or the system will misinterpret the year!

YOU WILL NOT GET AN ERROR MESSAGE ON THIS; THE POSTING WILL JUST AUTOMATICALLY CLOSE!

NOTE: This text box can be used to give additional general instructions to the applicants or to give them specific information about reference letters. It will be visible in the posting.
To advertise on InsideHigherEd, Diverse: Issues in Higher Education, and other online job boards, you will use JobTarget. This step is covered later in the posting process. You may use JobTarget to post to job boards in addition to those with which the university has a contract.

Please pick the HERC Category and Job Type if posting to them but other exterior sources will be listed in JobTarget.
1.19 Posting Details - Search Chairs (4 of 5)

Notes:

You MUST select your Search Chair(s) here.

Start typing the last name to display a shortened list of options.

Click in the field to add further names. **Dept Admins** should also add their own names. The people named here will be able to view rankings and only these people and the **School Admin** will have the ability to change applicant workflow statuses.

Both of these individuals will be **Search Chairs** for this posting and have the permission to do the **appropriate tasks**.
You must select the appropriate school logo below and then cut and paste its URL into the box indicated in order to have your school’s branding included in the posting/ad.

**School Branding** selection is required on this screen!

NOTE: This is the “quicklink” for the position that you can add to your posting announcements.
1.21 Supplemental Questions

Supplemental questions are often used to pre-screen applicants during the hiring process. You can search for existing questions to add or create new ones of your own.

Notes:

#1 *Add your own supplemental or screening questions* - Click the 'Add a question' button to see the available ones to select.

#2 *Create a new question* - The following dialog box displays when you click the 'Add a new one' link.

**BEST PRACTICE** - These questions, if carefully crafted, can greatly aid the Search Committee with filtering and sorting through the numerous applicants. This would save them a lot of time. *Please work with your Search Committee to create useful supplemental questions.*
1.22 Search Committee Members

Notes:

#1 Search for an existing user - All faculty eligible to be Search Committee members are pre-loaded into the system and can be found by using the search function. You can then select the correct user.

REMEMBER: The Search Chair function should NOT be used on this page. Chairs should be selected on the Posting Details screen.

#2 Add a new member who does not already have an account - Fill in the required information and click the 'Submit' button. The person will be added as a Search Committee member pending approval by the School Admin. See graphic #1 below taken from the School Admin screen and #2 taken from Dept Admin screen, which lacks the 'Approve User' link.

BEST PRACTICE FOR SCHOOL ADMINS - If a School Admin needs to add a new person as a Search Committee member, ideally the person should first be added as a new user in the User management area.
1.23 Ranking Criteria

Notes:

#1 **Add and/or create ranking criteria** - Using this 'Add a Criterion' button, you can not only view the available, pre-existing ranking criteria in the system but you can also take the next step and create your own for a specific posting by clicking the 'Add a new one' link in the first dialog box that opens.

**BEST PRACTICE** - These questions, if carefully crafted, can greatly aid the Search Committee with identifying the strongest candidates. Please work with your Search Committee to select or create useful ranking criteria. For more information on working with ranking criteria, see Ranking Criteria Management: Quick Tips in the Resources section.
1.24 Applicant Documents

Notes:

#1 'Included' and 'Required' Documents - 'Included' = The checked document types are optional to the application process. 'Included' + 'Required' = The checked documents are mandatory to complete the application process.

#2 Document Type Details - By clicking on the document Name link, you can see the details of size, etc. for that specific document. Important information also is whether a URL is acceptable instead of an uploaded document. This is particularly useful for portfolios.

#3 Click and Drag to change order - You can click on the Name and drag it to change the order of the documents or you can just change the numbers in the boxes to the left.

#4 References in Applicant Documents - This is not where the reference providers would upload their letters. This is a separate part of the application process and the 'References' usually refers to a list of reference contacts in case the posting does not accept reference letters online.
1.25 Reference Letters

Notes:

#1 **Accept References?** - This must indicate "Yes" if you want references collected directly into the Faculty Search system via the reference portal.

#2 **Cut off date?** - This is an optional field. If you enter a date, no reference letters will be accepted by the system after midnight of the date entered. **We suggest that you do NOT put a date in here as it is a hard date.**

#3 **Special instructions to the applicant** - This box is for instructions to the Reference Provider! If there are any special instructions to the **applicants** about listing references, you need to add them in the "Posting Details" section since there no longer is a text box here.
1.26 Summary Screens

Summary Screens - Dept Admin View

Notes:

#1 Take Action on Posting Options - Options available in this drop-down menu differ depending on your role. Compare the large graphic in the slide which is the Dept Admin view with the below menu which is from the School Admin view.

#2 Summary Screen tabs - Not only the summary of the posting, but also the history of all changes to the posting as well as settings and any hiring proposals are available.
1.27 JobTarget - Job Board Integration

JobTarget - Job Board Integration

What is JobTarget? Click to find out!

dept and School Admins will be able to post positions directly in the JobTarget integrated job board when the posting status is 'Posted', 'Reposted', or 'Non Public Posting'.

We encourage use of JobTarget and its many services.

Notes:

Once the School Admin has moved the posting to Posted, Posted - Job Open Date or Non Public Posting status, the Dept Admin or School Admin may use JobTarget to advertise.

- **Posted**: Job Open Date will make the posting active and visible to applicants on the start date specified on the posting
- **Posted** will make the posting active and visible to applicants immediately
- **Non Public Posting** will make the posting active but not visible to applicants. This status can be used for sub-field searches (see “Connecting Postings and Copying Applicants” for more information) or for postings that will be advertised elsewhere and not on the Penn site.
- **Send to School Admin** and **Return to Dept Admin** route the posting to the designated person(s)

Once the School Admin has moved the posting to Posted, Posted - Job Open Date or Non Public Posting status, the Dept Admin or School Admin may use Job Target to advertise.
1.28 What is JobTarget??

What is JobTarget??

- Privately held technology company - founded in 2001
- Largest third-party operator of niche job boards in the world
  - Over 1,500 different job boards like SHRM, SAP & BAAN
- Job Distribution offered through the OneClick Platform
  - 100s of Higher Education Clients using the Platform
- Integrations with many major Higher Education focused Job Boards
- Partnered with PeopleAdmin and built into PA 7.6 via API
- Agency Like Services for OneClick Clients
- Distributing over 1,000,000+ job postings per year
  - Offer comprehensive career site services
  - Recruitment advertising performance analytics
- Media Services has access to data for Media Recommendation

**This information and the content of the following JobTarget slides are provided courtesy of JobTarget.**
1.29 What are some advantages of JobTarget?

**What are some advantages of JobTarget?**

**Media Discovery**
- Database of over 14,000 job boards all searchable by keyword, niche, industry, region, focus, etc.
- Live Media Strategy team to make recommendations on job boards on a per job basis.
- Partner like services to assist with Diversity planning and bulk media purchasing.

**Posting Capabilities**
- The ability to post to any job board independent of volume.
- Complete automation through the integration with Faculty Search/PeopleAdmin.
- Consolidated invoicing on per job or per month basis.
- Ability to post to all existing contract media sites.

**Analytics and Reporting**
- Tracking of Views, Clicks, Starts, and Appliies on all boards.
- The ability to track social Media.
- Name of Candidate and what job board they came from.
- Real-Time reporting.

The following 13 slides provide more information about the functioning of JobTarget. If you prefer to skip them, click here.
1.30 JobTarget User Interface

JobTarget User Interface
1.31 Posting to Contract Boards and Media Packages

Posting to Contract Boards and Media Packages

- All Existing Penn Contracts and Media packages will be built into the OneClick System.
1.32 Searching for New Media in OneClick

Searching for New Media in OneClick

- Over 14,000 Job Boards indexed in OneClick today.
- All boards are searchable by keyword, region, industry, focus, diversity, niche, etc.
- Saved Job Boards, works as the favorites tab in your browser.
- Multi-Search when working with hiring manager, that has given you a number of job boards to post on.
- Quick Searches for National, Regional, Industry and Diversity Focused Job Boards.
1.33 Working with the Media Strategy Team

Working with the Media Strategy Team

- Media Strategy Team will put together job board recommendations on a per job basis.
- Job board recommendations based on the analytics we are collecting from all clients.
- Clients provide media with Job Title, Description, requirements, location and budget to post.
- The proposal is created in the users account so they can easily see the boards and choose to post the those boards.
1.34 Posting Through OneClick

Posting Through OneClick

- All Job information (Description, Requirements, Company Information) all brought over automatically from PeopleAdmin.
1.35 Apply URL

Apply URL

- JobTarget collects the 'Apply URL' through the API.
- This directs candidates right back to the Penn Faculty Search system to apply for the position.
- By Collecting the Apply URL, JobTarget is also able to tracking the Analytics behind the postings.
1.36 Job Board Order Confirmation

Job Board Order Confirmation

- Users will see all boards they posted to and the cost of each board.
- If it’s a Penn contract the cost will reflect $0 and user will only be charged for any additional postings.
- Users will have the option to pay with a ProCard or any credit card, or by purchase order, or via invoice (sent to the designated Department or School Administrator).
1.37 Active Jobs

- Users will be able to see all active jobs and the current performance of each posting.
- All reports are in real time.
- Users will see today’s activity for those jobs.
- Users can go in and “Stop All” and take down all postings that are live on job boards.
1.38 Job Activity Report

Job Activity Report

- Each job in OneClick will show each Job Board posted on and the performance of that board.
- Views, Clicks, Started Applications, and Completed Applications are counted.
- All information is exportable to Excel.
- Also able to track indirect activity.
- Ability to come in and stop all postings with the click of a mouse.
1.39 Applicants Per Job Report

Applicants Per Job Report

- Name of applicant, the date of application, and what Job Board they applied from.
- Indirect activity will be reported here with the name of the Job Board.
- Option to track interviews and hires.
OneClick will keep track of each Job Board used by members of your organization.
Media Report

- Media Report clearly shows users the averages of each board posted to.
- Users can understand how many applications they should receive from each board they post to.
- Information is exportable to Excel.
1.42 Tracking URL’s

- Tracking URLs are used for Social Media and Print.
- Users add the tracking URL to a Social Media post, update, or print advertisement.
- Tracking URL sends applicants right back to Faculty Search and tracks the success of the URL.
1.43 Enhanced Search Functionality

Notes:

#1 Searching Faculty Postings - You have 3 main search options on this screen.
   a. Open a search that you have previously saved.
   b. Start a new search with a key word.
   c. Open the link 'More search options' in order to have additional searching criteria.

#2 'More search options' displays - When you click on this link, you can see 3 additional options.
   a. You can add a column of information to your results (more on this later).
   b. You can search for postings from only one department or from several (control-click).
   c. You can search for postings that are in a specific state of the workflow, like Draft or Posted.

#3 'Save this search? Link' - See the next slide for details of this feature.
1.44 Save a Search – Open Saved Search

Notes:

#1 'Save this Search' - You’ve just done a search for the postings of the Linguistics Department that are actually posted. Since you are the Linguistics Dept Admin, you want to save this search so the Faculty Search system always opens with the Linguistics postings. Name your search, click the checkbox to make it the default, and then click the ‘Save this Search’ button. Now every time that you go to the Faculty Posting’s tab, this search will run and display current results.

#2 Open Saved Search - Clicking on this link shows you what searches you have saved for yourself.

ATTENTION!

Internet Explorer users might find that the names of their saved searches in a drop-down menu run off the edge of the screen and are not visible. Firefox and Chrome browsers do not currently have that issue.
#1 **Add Column** functionality - This allows you to include additional information in the table of search results below. This is just for informational purposes, not for searching purposes.

#2 **Academic Category** added to results (Please click on the #2 button) - Notice how the additional column is added immediately to the results table. When your cursor hovers over the heading of the column, you can see “controls” to move the column right or left and to sort the information up and down. See the graphic below. Once you’ve added as much information as you need, you can download the results to an Excel spreadsheet in order to manipulate the data.
1.46 Application Tracking Screens

Application Tracking Screens

The most efficient way to track applications / applicants is to first search for the specific posting, click on the posting title, and then click on the 'Applicants' tab.

- Dept Admins should have previously assigned themselves as Search Chairs so that they can move applicants through the workflow as backups for Search Chairs.

- School Admins can also move applicants through the workflow.
1.47 Applicant Management Issues: Change Status...

Applicant Management Screens: Change Status of Application ("Move in Workflow")

Notes:

#1 Dept Admin with role of Search Chair - The Dept Admin needs to give him/herself the Search Chair role so that s/he can help the Search Chair if needed by moving applicants through the application workflow.

#2 Check the 2 applicants that need to have their application workflow status updated.

#3 'Actions' button to move multiple applications at once - After selecting the applicants by using checkboxes, you can click on the 'Actions' button and then select 'Move in Workflow' from the BULK options in the drop-down menu. Click on the small graphic to the right for a view of the next pop-up box.
# 1.48 List of Application Statuses

## List of Application Statuses

- Under Review by Search Chair
- Under Review by Search Committee
- PENN Entered
- Copied to Sub-Field Search
- Short List
- Invitee
- Interviewed by Phone
- Interviewed in Person
- Interviewed by Video Conference
- Reference Letters Requested Manually
- Reference Letters Requested Via Automated Email
- Reference Letters Received
- Offered
- Offer Declined
- Offer Accepted
- Hired
- Not Selected
- Interviewed, Not Selected
- Duplicate
- PENN Withdrawn (same as Posting Cancelled)
- System Det'd Did Not Meet Min Quals
- Application Withdrawn

*Offer Accepted* - When application status is moved to this status, the Hiring Proposal functionality is triggered and a button is displayed in the upper right - “Start Hiring Proposal”.

[Return to previous]
1.49 Applicant Management Issues: Completed Application Requires Modification ("Reactivate")

Application Management Issues: Completed Application Requires Modification ("Reactivate")

If a completed/certified application needs changes, the School Admin can "reactivate" it while selecting which areas need updating. An email to the applicant is generated.
1.50 Application Management Issues: Communicating with reference providers

Application Management Issues: Communicating with Reference Providers

In the Faculty Search system, you can individually configure postings so that the system automatically sends communications to reference providers based on the workflow status.

By checking 'Accept References', applicants will be required to provide contact information on the required number of persons. Reference letter collection is triggered by the Search Chair or Admin at the point in the search when they are ready to receive reference letters - by updating the applicants' workflow status to "Reference Letters Requested Via Automated Email".

For more information see Reference Letter Management: Quick Tips.

Notes:

BEST PRACTICE - if checking the box to accept references in the online system, it is best to leave the default values that display as they are.
1.51 Application Management Issues: Sending rejection notifications to applicants

From the Applicants tab, view just applicants who are 'inactive'. Go to the Actions button on the right hand side, you will see an Email Applicants option under Bulk. Check the box to the left of the name of the applicant that needs to receive the email. On the next screen, select the email template called “Not selected email...” and preview then send.
1.52 Application Management Issues: Starting a Hiring Proposal (an optional feature)

When the application status is moved to "Offer Accepted", the "Start Hiring Proposal" link in the upper right displays. The system then takes you through filling in the information on the form. (Applicant and posting information will auto-fill and is not editable within the Hiring Proposal.) Once the Hiring proposal is approved, the applicant is moved into the "Hired" status.

**ATTENTION:** If the department that the person is to be hired under is different than the department that created the posting, make sure on the hiring proposal to correctly indicate which department s/he will actually work in.
1.53 Reporting: Where to find the standard reports

Note that the Dept Admin has one fewer standard reports available compared to the School Admin, who has the general EEO report.

Notes:

Please send reporting requests/inquiries to faculty_recruitment@upenn.edu.
## 1.54 Reporting: Running a report

### Notes:

1. Click on the report that you need.

2. Wait patiently while status cycles through 'Queued' to 'Completed'.

3. Under the **Actions** menu, you can either 'View Report' or 'Download to Excel'.

4. Click on the zoom tool to view the same report.

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*Experiment with the other available reports. To request a new report, email faculty_recruitment@upenn.edu and list your business needs, data needed and any criteria/filters needed.*
1.55 Closing a posting

Closing a posting

Just a reminder that Postings need to be closed when positions are filled. Keeping all posting and applicant statuses up-to-date facilitates the use of screening, reporting, communications with applicants, etc.
Faculty Search Administrator Training Assessment

There are 5 questions here (out of a question pool of 11). They will help you check and see if you remember some of the important points about the Faculty Search system. If you get 4 of the 5 correct, Knowledge Link will register you as "complete" for the course.