

Before we begin.....

FULL SCREEN:

Click on “Browse” or “View” in the menu bar above, then choose “Full Screen”.

ADVANCE SLIDES:

Click on your **mouse** to advance to the next slide or to go to the next line of text.

END SHOW:

Hit the “Esc” key.



Online Training for Unit Contacts

Texas Agricultural Experiment Station ♦ Texas Cooperative Extension

great jobs
for great people

AGHR 8/25/03



great jobs
for great people

- ◆ Texas Agricultural Experiment Station
- ◆ Texas Cooperative Extension

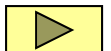
**On-Line Employment
Service Training for the
Agriculture Program
Unit Contacts**



**Welcome to the Ag
Program Online
Employment Services
training for hiring
managers. This
presentation will take
about 15 minutes. At the
end of this presentation
you may create an
account as a unit contact.**

**Click on your mouse to go
to the next slide OR click
on the Yellow box at the
bottom of each page.**

**To go back a slide, click
on the gray box.**



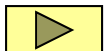
This training will cover:

Part 1: How to log in – *Instructions on logging into the On-Line Employment System as a Unit Contact and navigating around the site*

Part 2: Creating an NOV – *Instructions on how to create your NOV, plus how to ask specific job-related questions*

Part 3: Adding guests – *How to enable your hiring supervisor or committee to view the applicants*

Part 4: Viewing applicants – *Viewing an applicant's on-line application, resume, and/or cover letter*

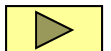


This Training Will Cover (cont)

Part 5: Changing applicant statuses – *Changing the status of applicants including*

Part 6: How to create an account – *Creating your Unit Contact account (subject to HR Approval)*

Part 7: Additional Resources – *Links and additional information for Unit Contacts all in one toolbox!*



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOW

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

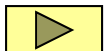
♦ UNIT CONTACT SUPPORT

Unit Contact Site

Part 1:

How to log in

***Instructions on logging into the On-Line
Employment System as a Unit Contact
and navigate around the site***



User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

**Input User Name
and Password**

User Name:

Password:

LOGIN

Click Here

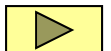
You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

**After your account is
approved by HR, go to:**

<http://greatjobs.tamu.edu/hr>

**Type in your user name
and password**

**Forgot your password? Just call the Ag Program
Employment Office at 979-458-HIRE (4473)**



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

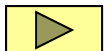
CHANGE PASSWORD

LOGOUT

• UNIT CONTACT SUPPORT

Unit Contact Site

This is your Unit Contact
“*Home*” page You will see this
when you first log in and
whenever you click
“*Home*”



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

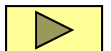
LOGOUT

• UNIT CONTACT SUPPORT

Click “View Open”

Unit Contact Site

**From your home page,
click on “*View Open*” to
see a list of your open
NOVs**



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

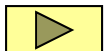
LOGOUT

• UNIT CONTACT SUPPORT

Click “View Pending”

Unit Contact Site

**From your home page,
click on “*View Pending*”
to see a list of your NOVs
awaiting HR approval**



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

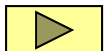
LOGOUT

• UNIT CONTACT SUPPORT

Click "View Historical"

Unit Contact Site

From your home page,
click on "*View Historical*"
to see a list of the NOVs
you have created



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

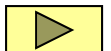
LOGOUT

• UNIT CONTACT SUPPORT

Unit Contact Site

Click "From Template"

From your home page,
click on **Create NOV**
"*From Template*" to create
an NOV from a template



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

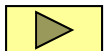
LOGOUT

• UNIT CONTACT SUPPORT

Unit Contact Site

Click "From Previous"

From your home page,
click on **Create NOV**
"*From Previous*" to create
an NOV from an NOV you
created perviously



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

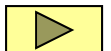
LOGOUT

• UNIT CONTACT SUPPORT

Unit Contact Site

Click “Change Password”

**Click on “Change
Password” any time you
want to change our
password**



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

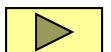
CHANGE PASSWORD

LOGOUT

♦ UNIT CONTACT SUPPORT

**Click on “*Unit Contact Support*” For
links to additional information such
as employment forms, newspaper ad
templates and more**

Click “Unit Contact Support”



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

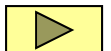
LOGOUT

Click "Logout"

• UNIT CONTACT SUPPORT

Unit Contact Site

**Always - Be sure to logout
whenever you leave the
site!**



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

• UNIT CONTACT SUPPORT

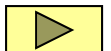
Unit Contact Site

Click “From Template” or “From Previous”

Part 2:

Creating an NOV

Instructions on how to create your NOV from a template, plus how to ask specific job-related questions – Includes a sample NOV



• Welcome **Ima Simple-sample**. You are logged in.

Tuesday, August 26, 2003

Create from a Template

Create from a Template

Position
Title

Any

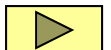


Title
Code

SEARCH

CLEAR RESULTS

To create an NOV from a template or from previous are basically the same. This training will demonstrate creating one from a template, which requires the completion of more information.



Academic Advisor I
Academic Advisor II
Academic Business Administrator I
Academic Business Administrator II
Accelerator Physicist
Accelerator Specialist
Accelerator Technician I
Accelerator Technician II
Accounting Assistant I
Accounting Assistant II
Accounting Assistant III
Acquisitions Editor
Acting Executive Director
Administrative Assistant
Administrative Computer Group Manager
Administrative Coordinator
Administrative Dietitian
Administrative Planning Analyst
Administrative Research Officer
Administrative Secretary
Administrative Services Officer
Admissions Coordinator
Admissions Counseling Advisor I
Admissions Counseling Advisor II
Advanced Security Officer
Advertising Manager
Advertising Operations Supervisor, Student Media
Agricultural Research Technician I
Agricultural Research Technician II
Agricultural Research Worker I

• Welcome

Create fr

Position Title

SEARCH CLEAR RESULTS

Title Code

Locate the template for the specific job you want by scrolling through the jobs on the the pull down menu



**This demonstration
will show the creation
of an NOV for an
Office Assistant**

Create from a Template

Create from a Template

Position
Title

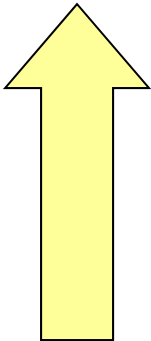
Office Assistant



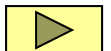
Title
Code

SEARCH

CLEAR RESULTS



**After selecting the
position title template
you want, click on
“Search:**



Create from a Template

1 Record	
▲ Job Title	▼ Title Code
Office Assistant Create	0055

Click "Create" to continue
creating the NOV

Create from a Template

Position Title	<input type="text" value="Office Assistant"/>	▼	Title Code	<input type="text"/>
-------------------	---	---	---------------	----------------------

SEARCH

CLEAR RESULTS



Create NOV - Office Assistant

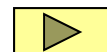
Posting Details	Posting Specific Questions	Screening	Guest User
<div>CO NUE TO NEXT SECTION ></div>			
<p>By clicking on the various boxes or 'tabs' you can use the different sections to create your NOV</p>			
<p>section. Once a summary page appears, select the Submit button and click Continue. Your NOV will not be saved/submitted until you see the confirmation page and click the Confirm button.</p>			
<p>*Required information is denoted with an asterisk.</p>			
* Position Title	<input type="text" value="Office Assistant"/>		
Position Title	0055		
* Hiring Unit	<input type="text" value="Not Assigned"/>		
* PIN or PAD#	<input type="text"/>		
NOV Number			

As a minimum, you must complete all the red asterisked items to continue to the next portion.



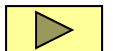
* Job Type	Full-Time ▼
Salary * <i>Starting salaries for positions may be negotiable based upon qualifications and experience</i>	\$7.77
* Pay Basis	Hourly ▼
* Budgeted?	Budgeted - with benefits ▼
Position open to internal candidates only?	▼
ADLOC (If 02, you must post with TAMU Employment Office)	▼
* Location	College Station ▼
District (required for TCE County Programs positions only)	▼
County (required for TCE County Programs positions only)	Andrews ▼
* Major/Essential Duties of Job	Other duties as required. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

**Continue to
scroll down and
complete the
fields of the NOV**



Occasional Duties	
* Required Education and Experience	High school graduation or any equivalent combination of training and experience. Requires ability to multi-task and work cooperatively with others.
Preferred Education and Experience	

Some fields are already completed as they are part of a standard classification. Others are blank or have a recommended entry which can be changed.



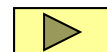
Comments to Applicants	<div></div>
Security Sensitive? * (Employment in a position designated as security sensitive will be contingent on the results of a criminal background check at the point of hire. Please click here for additional information about our Security Sensitive program.)	<div></div>
Security Sensitive Contact Person	<div></div>
Security Sensitive Contact Phone	<div></div>
* Unit Contact	No Response <div></div>
* Unit Contact Email	<div></div>
* Unit Contact Phone Number	<div></div>
* Responsible Hiring Supervisor	<div></div>
Hiring Supervisor Email	<div></div>

For a security sensitive position, be sure to work with HR



* Do you want courtesy letters?	<input type="button" value="v"/>
Comments to HR	<div></div>
Comments to Unit Contact	
Documents which can be associated with this posting	<div><div>Check All Clear All</div><div><input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Other Doc <input type="checkbox"/> Transcript <input type="checkbox"/> Reference Letters 1 <input type="checkbox"/> Reference Letters 2 <input type="checkbox"/> Reference Letters 3</div></div>
Applicant Pass Msg	Thank you for your interest in employment with T University. Your information has been forwarded to the hiring department or search committee. Following review, selected candidates will be contacted directly for an interview.

This example indicates that the applicant can attach a cover letter, a resume, and other documents.



Applicant Pass Msg	Thank you for your interest in employment with Texas A&M University. Your information has been forwarded to the hiring department or search committee. Following their review, selected candidates will be contacted directly for an interview.
Applicant Fail Msg	Thank you for your interest in employment with Texas A&M University. Your answers to the questions do not reflect that you meet the minimum requirements as listed on the Notice of Vacancy. We encourage you to apply for other positions for which you qualify. If you have any questions contact the Employment Office at emploffice@tamu.edu or phone (979) 845-5154.
Job Open Date	
Must be open through	
Posting On-Hold Date	<input type="text"/> MM/DD/YYYY -or- MM/DD/YYYY

To create a NOV, first complete the information on this screen, then click **Section>>**. Proceed through all sections completing all necessary information. Once you have completed all sections, you must click on the **Continue to Next Section** button. Once a summary page appears, select the **Submit** button and your information will not be saved/submitted until you see the confirmation page and click the **Submit** button.

*Required information is denoted with an asterisk.

CONTINUE TO NEXT SECTION >>

When you have completed the information for the NOV, click on continue.



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for great people

- ◆ Texas Agricultural Experiment Station
- ◆ Texas Cooperative Extension

Create NOV - Office Assistant

Posting Details	Posting Specific Questions	Screening	Guest User
<p>To add questions that will be asked of every applicant who applies to this NOV. Click Continue to Next Section >> to skip this section or when finished.</p> <p>No Posting Specific Questions exist.</p> <p>ADD A QUESTION</p> <p>CONTINUE TO NEXT SECTION >></p>			
<p>CANCEL PREVIEW NOV</p>			

Click to add a question

This section enables you to add job related questions that you want the applicant to answer.



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- ◆ Texas Cooperative Extension

Add a Question

Search Existing Questions:

Search by Keyword:

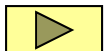
SEARCH

CANCEL

[Create a Question](#)

Search for a question by
keyword

Or create your own question



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for great people

- ◆ Texas Agricultural Experiment Station
- ◆ Texas Cooperative Extension

Add a Question

Search Existing Questions:

Search by Keyword:

experience

SEARCH

CANCEL

**This example
shows the results
of a search for
experience.**

Search Results

20 Records

Question Text	
How many years of industry experience do you have?	View/Add
Describe any work experience relevant to this position?	View/Add
Do you have experience working in an office environment?	View/Add
Do you have sup	View/Add
How many years	View/Add
tell me about y	View/Add
Briefly describe y	View/Add
Do you have other experiences, skills or competencies relevant to the m	View/Add

**Click view to see the question
and answers or add to add the
question to the NOV**



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- ◆ Texas Cooperative Extension

View/Add Question

[Return to Search](#)

Question

Do you have experience working in an office environment?

Closed-Ended Response Options

Display No Response As:

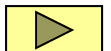
No Response

Possible Responses (up to 7):

1. Yes
2. No
- 3.
- 4.
- 5.
- 6.
- 7.

ADD THIS QUESTION

**This page shows
the selected
question with the
answers from the
template
Click “Add this
Question” to
continue**



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for great people

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- ◆ Texas Cooperative Extension

Create NOV - Office Assistant

Posting Details	Posting Specific Questions	Screening	Guest User
<p>To add questions that will be asked of every applicant who applies to this NOV, click Add a Question. Click Continue to Next Section>> to skip this section or when finished.</p>			
Posting Specific Questions			
<p>To delete, check the box of the question(s) you wish to delete, then click the button below.</p>			
<input type="checkbox"/> Do you have experience working in an office environment?			
ANSWER			
No Response			
Yes			
No			
Is this question required? <input checked="" type="radio"/> Required <input type="radio"/> Not Required			
DELETE QUESTION(S)		ADD A QUESTION	
CONTINUE TO NEXT SECTION >>			

If you are finished adding questions, select continue, or click "Add a Question" to add additional questions.



Create a Question

[? Create Question Help](#)

Question

Please enter question text:

Please select answer type:
☒ Closed Ended (e.g. Do you...)
☐ Open Ended (e.g. Describe...)

Closed-Ended Answers

Display No Response As:

Possible Responses (up to 7):
1.
2.
3.
4.
5.
6.
7.

Open-Ended Answers

☒ None
☐ Short Text (Text < 50 characters)
☐ Long Text (Text > 50 characters)

☐ Date

SUBMIT QUESTION

CANCEL

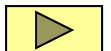
Type Question

Select Closed Ended

Enter Responses

You can create a closed end question by:

1. Enter the question
2. Select "Closed Ended"
3. Input responses
4. Note: be sure not to overlap responses such as years of experience, etc.



Create a Question

[? Create Question Help](#)

Question

Please enter question text:

Please select answer type:
☒ Closed Ended (e.g. Do you have experience working in an office environment?)
☐ Open Ended (e.g. Describe any work experience relevant to this Posting.)

Closed-Ended Answers	Open-Ended Answers
Display No Response As: <input type="text"/>	<input checked="" type="radio"/> None
Responses (up to 7): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Short Text (Text < 50 characters)
	<input type="radio"/> Long Text (Text > 50 characters)
	<input type="radio"/> Phone
	<input type="radio"/> Date

SUBMIT QUESTION

CANCEL

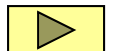
Type Question

Select "Open Ended"

To enter an open ended question:

1. Enter the question
2. Select "Open Ended"
3. Select the type of open ended answer.

Select Answer type

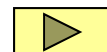


Posting Details	Posting Specific Questions	Screening	Post User
<p>On this page, you may designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of <i>did not meet minimum qualifications</i>.</p> <p>When finished selecting disqualifying answers, click on the Continue to Next Section >>.</p> <p>Open-ended questions will not be visible on the summary page.</p>			
Posting Specific Questions			
Can you type 50 words per minute?			
ANSWER		DISQUALIFYING	
No Response		<input type="checkbox"/>	
Yes		<input type="checkbox"/>	
No		<input type="checkbox"/>	
CONTINUE TO NEXT SECTION >>			

If you ask closed ended questions, you can disqualify applicants based upon their answers. Click on the "Screening" tab

CANCEL

PREVIEW NOW



[Posting Details](#)[Posting Specific Questions](#)[Screening](#)[Post User](#)

On this page, you may designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically disqualified with a reason of *did not meet minimum qualifications*.

When finished selecting disqualifying answers, click **Continue to Next Section>>**.

Open-ended questions will not be included in the summary page.

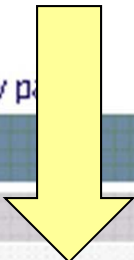
[Posting Specific Questions](#)

Can you type 50 words per minute?

ANSWER	DISQUALIFYING
No Response	<input type="checkbox"/>
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

CONTINUE TO NEXT SECTION >>

Select the answer that should disqualify an applicant by checking the box in the disqualifying column



View NOV Summary - Office Assistant

Please review the details of the posting carefully before continuing.

To take the action you have specified, click **Continue**. To edit the posting, click **Edit**. To exit the posting without making any changes, click **Cancel**.

[Edit](#)

 [Printer-Friendly Version](#)

Posting Status

☒ Submit

CANCEL

CONTINUE

**This is a
completed sample
NOV**

Posting Details

Position Title	Office Assistant
Position Title	0055
Hiring Unit	Chillicothe-Vernon Agricultural Research & Extension Center
PIN or PAD#	A01234
NOV Number	



Job Type	Full-Time
Salary <i>Starting salaries for positions may be negotiable based upon qualifications and experience</i>	\$7.77
Pay Basis	Hourly
Budgeted?	Budgeted - with benefits
Position open to internal candidates only?	No
ADLOC (If 02, you must post with TAMU Employment Office)	06
Location	Chillicothe-Vernon
District (required for TCE County Programs positions only)	
County (required for TCE County Programs positions only)	
Major/Essential Duties of Job	Schedule appointments; answer telephone and screen calls; Greet visitors; Schedule and coordinate meetings and conferences; Provide word processing support for unit head and senior staff. Other duties as required.
Occasional Duties	



Required Education and Experience	High school graduation or any equivalent combination of training and experience.Requires ability to multi-task and work cooperatively with others. Requires one year experience
Preferred Education and Experience	Prefer two or more years clerical experience
Comments to Applicants	
Security Sensitive? (Employment in a position designated as security sensitive will be contingent on the results of a criminal background check at the point of hire. Please click here for additional information about our Security Sensitive program.)	No
Security Sensitive Contact Person	
Security Sensitive Contact Phone	
Unit Contact	Simple-sample, Ima
Unit Contact Email	isample@test.NOV
Unit Contact Phone Number	555-444-9999
Responsible Hiring Supervisor	Yuri Supervisor
Hiring Supervisor Email	ysuper@test.NOV
Do you want courtesy letters?	Yes



Comments to HR	
Comments to Unit Contact	
Documents which can be associated with this posting	Cover Letter Resume Other Doc
Applicant Pass Msg	Thank you for your interest in employment with Texas A&M University. Your information has been forwarded to the hiring department or search committee. Following their review, selected candidates will be contacted directly for an interview.
Applicant Fail Msg	Thank you for your interest in employment with Texas A&M University. Your answers to the questions do not reflect that you meet the minimum requirements as listed on the Notice of Vacancy. We encourage you to apply for other positions for which you qualify. If you have any questions contact the Employment Office at emplooffice@tamu.edu or phone (979) 845-5154.
Job Open Date	
Must be open through	
Posting On-Hold Date	09/15/2003



Posting Specific Questions

Do you have experience working in an office environment?

ANSWER

DISQUALIFYING

No Response

Yes

No

This question is required.

[Edit](#)

 [Printer-Friendly Version](#)

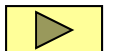
Posting Status

☒ Submit

CANCEL

CONTINUE

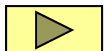
When the NOV is reviewed, click continue



Search Postings

✓ The status of NOV **Office Assistant** has successfully been changed to **HR Approval Pending**.

**This screen indicates
your NOV has been
completed and is awaiting
HR approval**



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

♦ UNIT CONTACT SUPPORT

Create NOV - Office Assistant

Posting Details

Posting Specific Questions

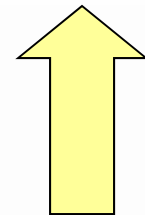
Screening

Guest User

Part 3:

Adding guests

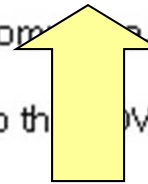
*How to enable your hiring
supervisor or committee to view
the applicants*



Create NOV - Office Assistant

To enable the hiring supervisor, a search committee, or others to view the applicants, you must create a guest user for the position, either when you complete the NOV, or later, during the application phase.

To create a guest user, first click on the Guest User Box



*Required information is denoted with an asterisk.

User Name:

GU38445

* Password:

Between 6 and 20 Characters

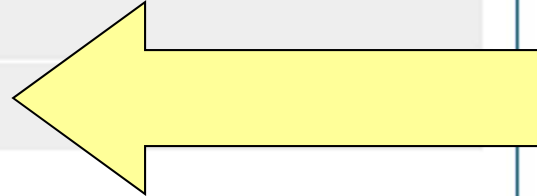
CONTINUE TO NEXT SECTION >>



Create NOV - Office Assistant

Posting Details	Posting Specific Questions	Screening	Guest User				
<p>On this screen, you may create an account that will allow Committee members who log in using this account to view the application only, and are not able to take action on the application.</p> <p>When finished or to skip this section, click Continue.</p> <p>Deactivate Guest User</p> <p>Create Guest User</p> <p><i>*Required information is denoted with an asterisk.</i></p> <table><tr><td>User Name:</td><td>GU38445</td></tr><tr><td>* Password: Between 6 and 20 Characters</td><td><input type="text"/></td></tr></table> <p>CONTINUE TO NEXT SECTION >></p>				User Name:	GU38445	* Password: Between 6 and 20 Characters	<input type="text"/>
User Name:	GU38445						
* Password: Between 6 and 20 Characters	<input type="text"/>						

The system will automatically assign a user name, you only need to add a password. If you need to view the password at a later time, enter the system and view the NOV. It will be near the bottom of it.



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

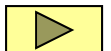
LOGOUT

• UNIT CONTACT SUPPORT

Part 4:

Viewing applicants

***Viewing an applicant's on-line application,
resume, cover letter, and/or other
documents***



Texas Agricultural Experiment Station ♦ Texas Cooperative Extension

great jobs
for great people

JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

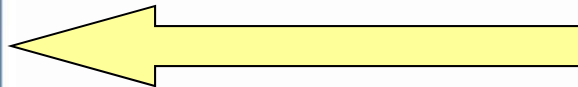
ADMIN

HOME

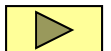
CHANGE PASSWORD

LOGOUT

♦ UNIT CONTACT SUPPORT



**After logging into the
system as a unit contact,
click on “View Open” on
the menu bar**

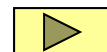


View Open




To view the details of the position, click on the "View" link below the Title. To sort, click on the arrow next to the column title.


Open					
1 Record					
▼ Job Title	▼ Job Open Date	▲ Job Close Date	▲ Total Applicants	▼ Hiring Unit	▼ Posting Status
Business Associate I View	08-20-2003		2	Chillicothe-Vernon Agricultural Research & Extension Center	Required Opened TCE Admin Approve

To look at the applicants for an open position, click on "View" below the position title.







View Posting - Admin Assistant

Applicants	Posting Details	Job Qualifying Groups	Posting Specific Questions	Screening	Guest User	Notes / History
Active Applicants						
8 Records						
 Name	Documents	Link In	 Date Applied	 Status	Al. Print	
Bony, Bonnie View Application		History/Notes	07-30-2003	Under Review by Hiring Unit	<input type="checkbox"/>	
Bart, Dan View Application	Res	History/Notes			<input type="checkbox"/>	
Boney, Cynthia View Application		History/Notes			<input type="checkbox"/>	
Coffey, Taylor View Application		History/Notes			<input type="checkbox"/>	
Dunn, James View Application	Cvr Ltr	History/Notes	07-30-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Edge, Linda View Application		History/Notes	08-07-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Onstott, Pat View Application	Res	History/Notes	08-08-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	

You can sort a by a field,
either ascending or
descending, by clicking on
the  Symbol



View Posting - Admin Assistant

Applicants	Posting Details	Reg Qualifying Groups	Posting Specific Questions	Screening	Close User	Notes / History
Active Applicants						
8 Records						
 Name	Documents	Link In	 Date Applied	 Status	 All Notes	
Blake, Bonny View Application		History/Notes	07-30-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Bogart, Dan View Application		History/Notes	08-04-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Cloney, Cynthia View Application		History/Notes		Under Review by HR	<input type="checkbox"/>	
Coffey, Taylor View Application		History/Notes		Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Dunn, James View Application	Cvr Ltr	History/Notes		Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Edge, Linda View Application		History/Notes	08-07-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	
Onstott, Pat View Application	Res	History/Notes	08-08-2003	Under Review by Hiring Unit Change Status	<input type="checkbox"/>	

To view an application, click "View Application" under the applicant's name



Close Window



The Agriculture Program

THE TEXAS A&M UNIVERSITY SYSTEM

Requisition Number:

11/A

Personal Information

Last Name Doe	First Name: John		
Address:	Address 2:	City:	Country:
Home Phone:		Business Phone:	
If your age is below 18 years, state date of birth:		Indicate your hours and days of availability:	
Social Security Number: 321-32-5213			
List your Driver's License class (A, B, C, or M):	List the state in which your Driver's License was issued:		List your Driver's License number:
How did you learn about this job?			
Computer/office skills (i.e. types of software, office equipment, calculator, etc.):		Licenses, certifications:	
Foreign languages:		Equipment skills (i.e. printing, electronic, general labor, etc.):	

The job application will come up in a separate window and is printable if you need a paper copy.



Have you ever been convicted of a crime?

No

If yes, give year, location and nature of violation and disposition (A conviction will be considered only if relevant to a particular position).

Agreement

I certify the statements made by me in this application are made in good faith. I understand that any false statements I make or agree to revise this application should any of the information components to make reference checks relating to my employment concerning my past employment. I understand that this application is for a position that in the event I am employed, the first shift I will be eligible for overtime under provisions of the Fair Labor Standards Act will be recorded in a compensatory time bank, at time and place of my choice, that I can take compensatory time off so long as my direct supervisor approves such absence. Unused compensatory time will be forfeited if I am male, I am required to sign a Certification of Military Service if I am a male employee at the time of hire. I further understand that if I am a male employee, my employment is contingent upon my completing the Immigration and Naturalization Service Employment Eligibility Verification (Form I-9) and providing documents to verify my identity and employment eligibility as required by law.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

John H Doe

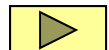
Applicant's Name

Applicant's Signature

Date

NOTE: At the time you hire an applicant, be sure print out a copy of the application and have him/her sign it! The signed application will be forwarded to Payroll with the other new hire paperwork after the employee completed the on-line new employee orientation.

[Close Window](#)



View Posting - Admin Assistant

Applicants	Posting Details	Reg Qualifying Groups	Posting Specific Questions	Screening	Close User	Notes / History
Active Applicants						
8 Records						
Name	Documents	Link To	Date App			
Blake, Bonny View Application		History/Notes	07-30-2003			
Bogart, Dan View Application	Res		08-04-2003			
Cooney, Cynthia View Application		History/Notes	08-08-2003	Under Review by HR <input type="checkbox"/>		
Coffey, Taylor View Application		History/Notes	07-30-2003	Under Review by Hiring Unit <input type="checkbox"/>		
Dunn, James View Application	Cvr Ltr		2003	Under Review by Hiring Unit <input type="checkbox"/>		
Edge, Linda View Application		History/Notes	08-07-2003	Under Review by Hiring Unit <input type="checkbox"/>		
Onstott, Pat View Application	Res	History/Notes	08-08-2003	Under Review by Hiring Unit <input type="checkbox"/>		

To view an applicant's resume, cover letter, or other documents, click on the name of the document in the "Documents" column.

Resume

Cover Letter



Please Wait -- Loading PDF Document(s)

Your selected PDF files are now being loaded. The files should open automatically into this window once they have finished loading.

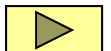
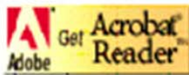
Netscape users: You may be asked to open the pdf using the Acrobat Reader Program. Select 'Open Using' the program listed and click 'OK'.

If you have problems, please upgrade to the latest version of Adobe Acrobat by following the link below.

Resumes, cover letters, and other documents are submitted to you as Adobe Acrobat PDFs. If you do not have an Adobe Acrobat Reader, click on the link to install this free version.

Having trouble viewing pdf documents?

[Download the latest version](#) of Adobe Acrobat Reader here:



Sample Applicant
6000 East Highway 50, Clermont, FL 34777, 352-333-0000
applicant@hotmail.com

PROFESSIONAL EXPERIENCE

FAMILY FINANCIAL ADVISORS, PRESIDENT- Registered Investment Advisor 3/2001-Current

- ◆ Responsibilities includes all aspects of marketing, sales management, training, financial planning case design, technology, human resources & recruiting.
- ◆ Advise pensions, foundations and personal clients with investment advisory.
- ◆ NAPFA Registered Investment Advisor and Trust

Instructor at University of Phoenix Online –Graduate

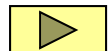
Instructor at Lake Sumter Community College- Invest

LORD ABBETT & CO.-Investment Management

Director of Electronic Marketing & Commerce

- ◆ Responsible for development, deployment and g Strategic Initiatives (Internet, Extranet & Intranet)
- ◆ Spearheaded the Firm's effort to leverage its bra the US, UK, Europe and Japan.
- ◆ Developed and Presented E-Branding and E-Strategy to Board of Directors, Strategic Partners (Merrill Lynch, Smith Barney, Paine Webber, etc.) and Strategic Business Units of the Firm.
- ◆ Collaborated with Senior Level Management, enlisting support to develop and launch the Firm's comprehensive global e-commerce initiative, generating an estimated savings of 72%, while cutting 12 months of development time.
- ◆ Built department of 10 while managing a cross-functional team of 50+.
- ◆ Developed and Managed the introduction and roll-out of a "secure" Broker/Dealer "desk top" environment with full personalization and customization using BroadVision (one to one marketing) and Talisma ECRM software.

The resume, cover letter, or other document will appear in a separate window. The document is printable, if needed.



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

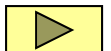
LOGOUT

♦ UNIT CONTACT SUPPORT

Part 5:

Changing applicant statuses

***Changing the status of applicants
including final hiring instructions.***



View Posting - Admin Assistant

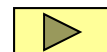
Applicants	Posting Details	Reg Qualifying Groups	Posting Specific Questions	Screening	Close User	Notes / History
------------	-----------------	-----------------------	----------------------------	-----------	------------	-----------------

Active Applicants

8 Records

Name	Status	Al. Name
Blake, Bonny View Application	Under Review by Hiring Unit Change Status	<input type="checkbox"/>
Bogart, Dan View Application	Under Review by Hiring Unit Change Status	<input type="checkbox"/>
Dooney, Cynthia View Application	Under Review by HR	<input type="checkbox"/>
Coffey, Taylor View Application	Under Review by Hiring Unit Change Status	<input type="checkbox"/>
Dunn, James View Application	Under Review by Hiring Unit Change Status	<input type="checkbox"/>
Edge, Linda View Application	Under Review by Hiring Unit Change Status	<input type="checkbox"/>
Onstott, Pat View Application	Under Review by Hiring Unit Change Status	<input type="checkbox"/>

Every applicant has an active status that indicates where they are in the hiring process. During the review process you will need to change an applicant's status to reflect their progress. Click on "Change Status"



Change Applicant Status

Name	Documents	Status	Not Hired Reason
Bresser, Kevin View Application		<div>Under Review by Hiring Unit ▼ Application Withdrawn Under Review by Hiring Unit Reviewed by Hiring Supervisor Interview Pending Interviewed Finalist</div>	Choose Option Below: ▼

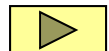
CONTINUE TO CONFIRM

RESET TO ORIGINAL STATUS

CANCEL

The pull-down status menu displays the statuses that you may move an applicant into.

Eventually, the applicant you hire will indicate “Hired” and all others will indicate “Not Hired”

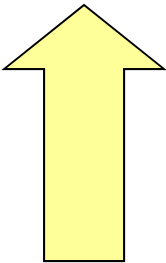


Change Applicant Status




Name	Documents	Status	Not Hired Reason
Bresser, Kevin View Application		Interview Pending	

SAVE STATUS CHANGES >>

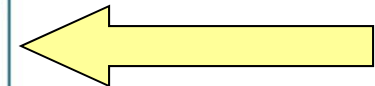
CANCEL



Click the “Save Status Changes” button to confirm your status changes.

Applicants	Posting Details	Req. Qualifying Groups	Posting Specific Questions	Screening	Guest User	Notes / History
Active Applicants						
2 Records						
 Name						All / None
Bresser, Kevin View Application					Hiring Unit us	
Printer, Ima View Application					Hiring Unit us	
STATUSES						
Refresh			View Multiple			
Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants			VIEW MULTIPLE APPLICATIONS			
REFRESH			VIEW MULTIPLE DOCUMENTS			
			Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.			
CONTINUE TO NEXT SECTION >>						
RETURN TO SEARCH RESULTS			VIEW POSTING SUMMARY >>			

To change the status of multiple applicants, check the boxes next to the corresponding applicant, then click the “Change Multiple Applicant Statuses” button

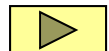


View Posting - Admin Assistant

Applicants	Posting Details	Reg Qualifying Groups	Posting Open Dates
Active Applicants			
8 Records			
Name	Documents	History/Notes	Date
Blake, Bonny View Application		History/Notes	07-30-2009
Bogart, Dan View Application	Res	History/Notes	08-04-2009
Clooney, Cynthia View Application		History/Notes	08-08-2009
Coffey, Taylor View Application		History/Notes	07-30-2009
Dunn, James View Application	Cvr Ltr	History/Notes	07-30-2009
Edge, Linda View Application		History/Notes	08-07-2009
Onstott, Pat View Application	Res	History/Notes	08-08-2009

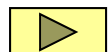
All status changes are recorded in an applicant's "History/Notes."

HR may also post other information in this section



04-22-2003 11:27 AM	System Generated
<i>Incomplete - Attached Application</i>	
04-22-2003 11:30 AM	
NOTE: Document associated (Resume_04-22-03_11-30-15CT)	
04-22-2003 11:31 AM	
<i>Incomplete - Attached Documents</i>	
04-22-2003 11:31 AM	
<i>Completed Application Process</i>	
04-22-2003 11:31 AM	System Generated
<i>Under Review by Hiring Unit</i>	
07-30-2003 11:30 AM	Sample Human Resources
<i>Reviewed by Hiring Supervisor</i>	
08-08-2003 1:31 PM	Hiring Manager Sample
<i>Under Review by Hiring Unit</i>	
08-08-2003 1:32 PM	Hiring Manager Sample
<i>Reviewed by Hiring Supervisor</i>	
08-08-2003 1:33 PM	Hiring Manager Sample
<i>Under Review by Hiring Unit</i>	

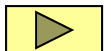
**This is a sample of a
“History/Notes” page.
This screen indicates that
the applicant completed the
application on 04-22-03**



Part 6:

How to create an account

***Creating your Unit Contact account
(subject to HR Approval)***



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for great people

USERS

CREATE USER ACCOUNT

Click Here

User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

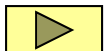
Password:

LOGIN

From the unit contact login
page at

<http://greatjobs.tamu.edu/hr>

Click on "Create User Account"



Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Complete the information on the page, then click continue. Human Resources will contact you when your account has been approved and activated.

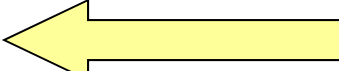
Create User	
* Username	<input type="text"/>
* Password	<input type="password"/>
* Confirm Password	<input type="password"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>
Unit	<div><div>Not Selected</div><div>4-H & Youth Development 4-H Center 4-H Foundation Agricultural & Environmental Agricultural Chemicals Agricultural Communication Agricultural Economics Dep. Agricultural Education Depa</div><div>> < >> <<</div><div>Selected Not Assigned</div></div>
* 1) Click on the name of your unit and click the top arrow (>) to select - please only select your own unit(s). 2) Selected unit(s) appear in the right hand box.	

User Status

☒ Submit for Approval

CANCEL

CONTINUE



great jobs
for great people

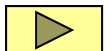
- ◆ Texas Agricultural Experiment Station
- ◆ Texas Cooperative Extension

PROBLEMS OR QUESTIONS?

Contact us at:

979-458-HIRE (4473)

Or at employment@ag.tamu.edu



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

• **UNIT CONTACT SUPPORT**

Part 7:

Additional Resources

***Links and additional information
for Unit Contacts all in one toolbox!***



JOB POSTINGS

VIEW OPEN

VIEW PENDING

VIEW HISTORICAL

CREATE NOV

FROM TEMPLATE

FROM PREVIOUS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

• UNIT CONTACT SUPPORT

Applicant Site: <http://greatjobs.tamu.edu>

Unit Contact Site: <http://greatjobs.tamu.edu/hr>

Unit Contact Toolbox: <http://aghr.tamu.edu/ucsupport.htm>
includes links to employment forms, potential employee information, HR Office links, FAQs for Unit Contacts, and other information

GREATemps site: <http://greatemps.tamu.edu>

