PARS 7 Training

Training website: https://slcc-training.peopleadmin.com/hr

Human Resources

10/8/2012

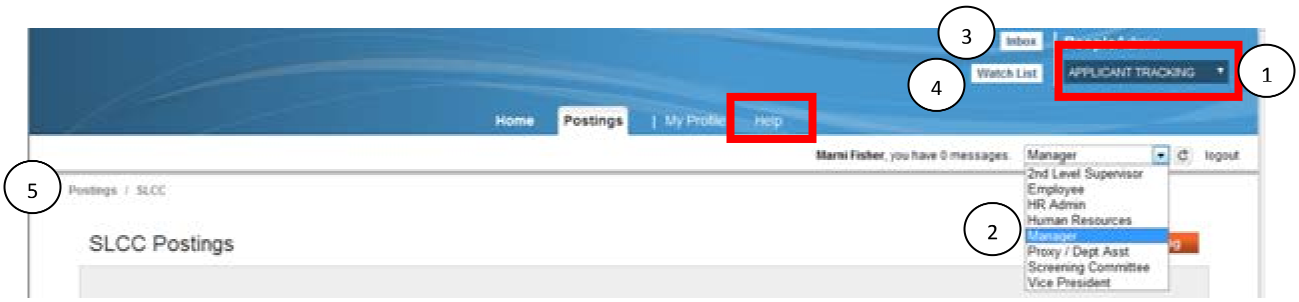
Contents

Navigation of PARS

The navigation bar is a key communication tool. This section will help you navigate through the system, giving you details regarding the general navigation bar. More details regarding the navigation bar for each module will be in the subsequent sections of this manual.

The system contains two modules, the Applicant Tracking module and Position Description Module.

> **<u>Applicant Tracking</u>**: contains the posting and applications for open full-time/ part-time positions. The header is blue when in this module.
>
> **<u>Position Management:</u>** stores full-time position descriptions for employees. The header is orange when in this module.



The module indicator allows the user to toggle between the Applicant tracking and the Position Management modules 1 . The color of the navigation bar changes based on the module.

If the user has multiple roles at the institution; the pull down menu allows you to control which role the user would like to be in. 2 After selecting the role, it is necessary to click on the PARS refresh button for the system to reset the settings of that role. The user role allows particular permissions.

Inbox

The Inbox feature will allow each individual user to quickly retrieve actions that require that specific user's attention. The Inbox contains all actions for the user, regardless the number of roles they have in the system. 3 The Inbox is accessible at the top of the navigation bar or by clicking on the Home menu.

Watch List

The system also allows for a Watch List 4 . The Watch List allows a user to keep a watch on an item. When submitting information through PARS, the system will ask the user if they would like to "Watch" this item as it goes through the approval process. Clicking yes will automatically place the item in you Watch List queue. The Watch List is accessible at the top of the navigation bar or by clicking on the Home menu.

Bread Crumbs

The system displays “bread crumbs” for the user to see where they are, and how they got there. 5 The user can click on any of the bread crumbs to navigate through the system. If you are working on tasks, be sure to save prior to clicking on the bread crumb.

Help Options

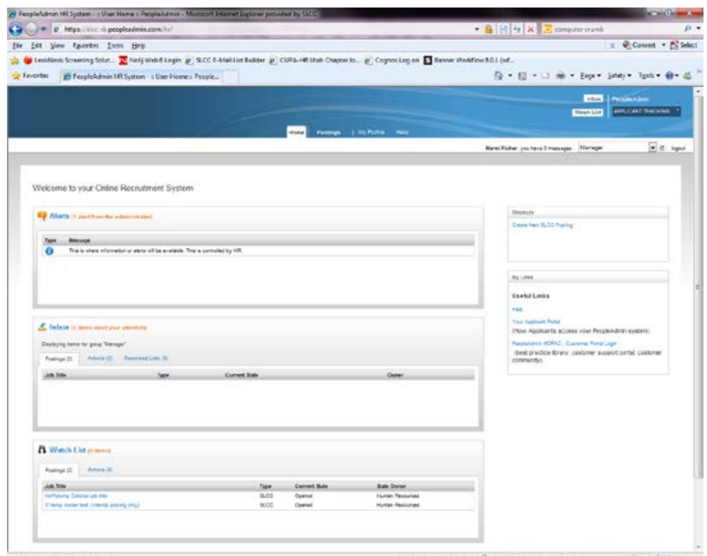
The system has provided a Help reference compiled by our vendor. This is a great resource for all users.

Check for Spelling

At the top of most pages, is an opportunity to check for spelling. Click on the Check spelling indicator. Misspelled words appear in red, click on the misspelled word for options of the correct spelling.

Alerts

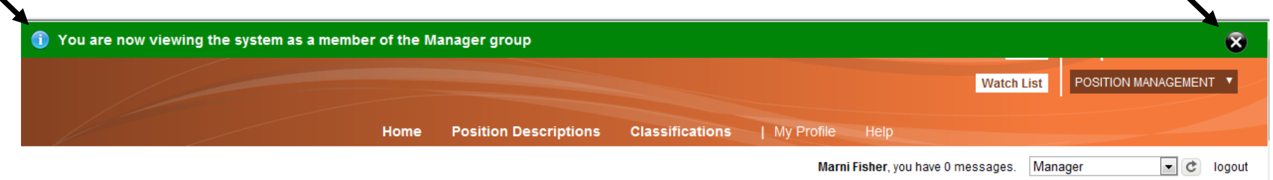
On occasion, messages will be displayed in the Alerts message box. These messages are compiled by Human Resources and regarding important information you need to know.



Miscellanous

The system will allow the user to navigate through the system using the Back button from the internet browser.

After completing an action, you will receive a notification at the top of the page. The green notification means it was approved or successful. The red notification indicates there is a problem. To close the notification, click in the right corner of the box.



Position Description Module

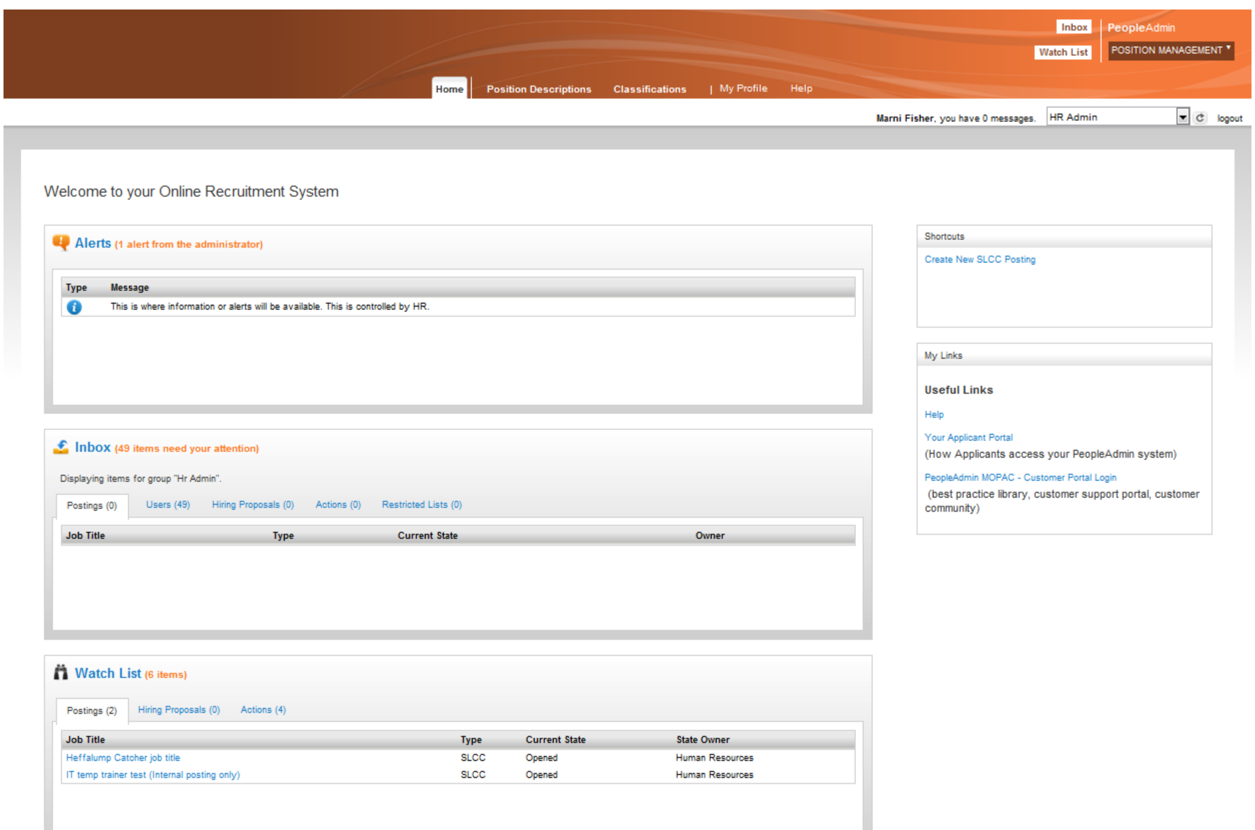
This module is specifically for **full-time** positions. If you have an new, vacant or modified full-time position descriptions it will need to be entered in this module. Once the position description has gone through approvals, Human Resources will the full-time create the job posting after approvals and the evaluation is complete. It is important to complete the position description completely since it is a tool that will be used in job evaluation by Human Resources as well as the performance evaluation.

Objectives:

- Create a new full-time position description
- Modify an existing full-time position
- View existing full-time position descriptions

Navigation

The menu you will use to navigate through the system is located at the top of the site. Be sure that your module indicator is set to Position Management.



When you get to a save or next option, clicking on Save, saves the document and stays on the same section. Clicking on Next, will save the document and advance you to the next section.

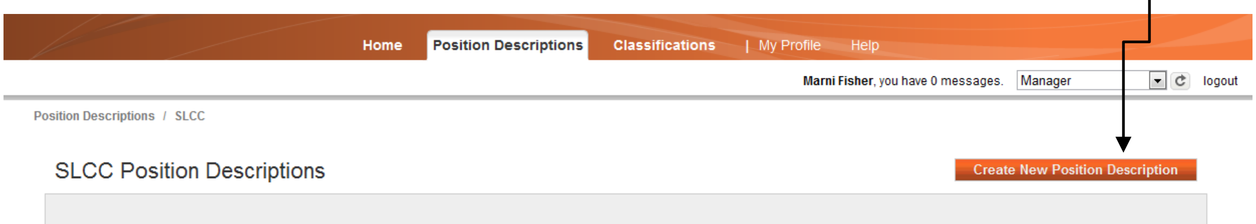
Creating a New Position Description (full-time)

To create a new position, hover your mouse over the Position Description tab located at the top of your screen. You will be given options regarding SLCC or SLCC Actions.

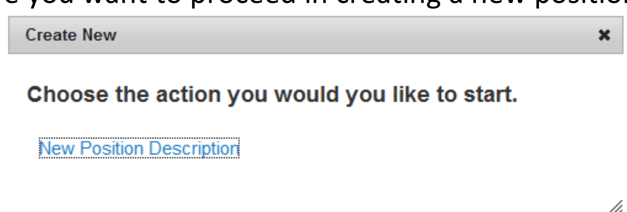
- SLCC – for all approved full-time positions
- SLCC Actions – for pending full-time positions (going through the approval process)

Select **SLCC**.

Under the main toolbar you will be given the option to **Create New Position Description**. Click this box, if you want to create a new full-time position description.



A confirmation box will appear to make sure you want to proceed in creating a new position description. Click on New Position Description text.



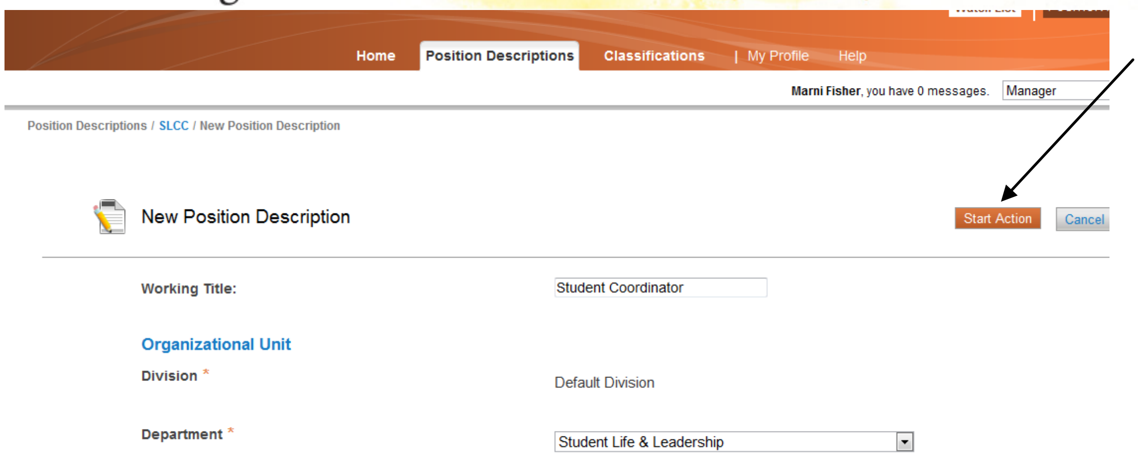
The system will collect data from you, starting with Working Title, Division and Department.

-Working title is an open text entry. This working title may change once evaluation is completed.

-Division is defaulted and will not need to be changed.

-Department is a pull down menu of existing departments that your user account has access to. If the department list does not produce the result you were looking for contact your Human Resources Representative.

After completing the fields, click on the start action option located under the toolbar.

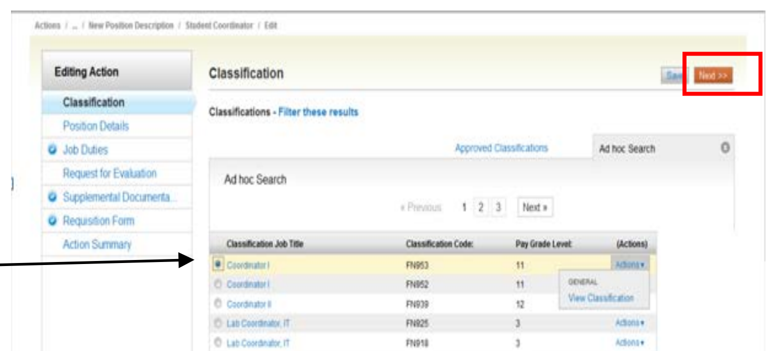


A list of classification will appear. These classifications are may vary depending on the structure of the College. If you know what classification you would like to propose, click on the **Filter these results** text to open a search tool.

Classifications

You can view the details of the classification by clicking on the Classification or by hovering over Actions, then select View Classification.

Once you are ready to select the Classification click the radial button next to classification and click **Next**.



Notice the Editing Action toolbar that appear next to the Classification. This will allow you to toggle between the actions during this development process.

Position Details

The following information will be needed to complete this screen and to move on to the next screen. Please complete all the fields. Fields that remain blank, may delay the approval.

Field	Information
Position Number:	This field is used by HR & Budget
Working Title	Student Life Coordinator (example)
Reports to (title):	Student Life and Leadership Director
FTE	full-time equivalent, typically 1.0
Index & Account 1	If being paid out of one account, list one. If being paid out of several, list each one with percentage.
Index & Account 2	
Index & Account 3	
Identify Source of Funding	E&G, Soft, Grant, Revenue.

Departmental Users with Access	Select those who should have access to position desc.
Budget Comments	Anything Budget should know
Job Summary/Basic Function	Small synopsis of the position (a few sentences)
Minimum Qualifications	Primarily education and experience requirements
Preferred Qualifications	Preferences to have with in position
Knowledge, Skills and Abilities	List what other knowledge, skills and abilities the incumbent should have or expected to have (remember this a position description, not a posting)
Non-Essential Responsibilities & Duties	Not important to the primary functions of the position. This is usually a task that is shared among several individuals or may be sporadic.

Click **Next**, to move to Job Duties.

Job Duties

The work that is assigned to the position is a job duty. When creating a new position description, no records exist. Click on **Add Job Duties Entry** to insert a job duty record.

For each job duty you will enter a Percent of total time, Responsibility/Duty, and the Sequence Order.
The Percent of total time for all duties will need total 100%.
Then enter the duties that the position will be performing.
Each position description must have 10% other duties as assigned as one of the duties.

For each duty continue to click on Add Job Duties Entry to build the job duties section. Once finished you can click on Next to move to the next section or Save to stay in this section.

Request for Evaluation

This section is for **full-time staff** positions. All fields are required. All fields are open text fields. The following questions must be answered to continue:

- Proposed Title
- Proposed Grade
- Changes in Position
- Comparable position within the department
- Challenging problems for this position
- Budgetary Responsibilities
- Proposed Title
- Proposed Grade
- Justification for Position

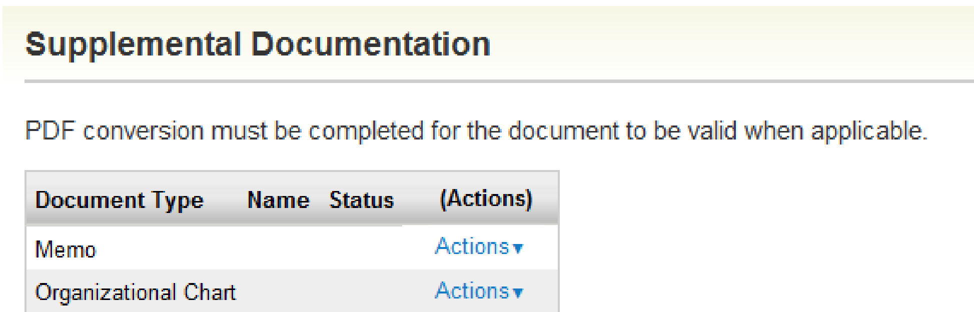
For administrative and faculty position you can put “n/a” in the fields and be move to the next screen. Once completed, click Continue to Next Page.

Supplemental Documentation

If this is a staff position, an org chart must be attached to the position description.

Hover your mouse of the Actions Text, select Upload New to attach a file from your computer. Select Choose Existing, if you have uploaded a file before, the system will keep track of them and you can select the org chart.

If you would like to submit a memo giving information needed or requested, you could also upload it here as well. When finished click the Save or Next button.

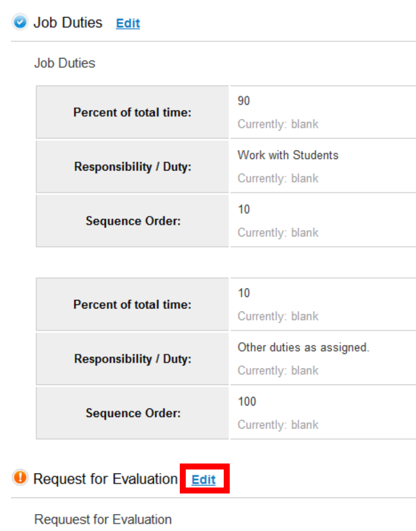


Requisition Form

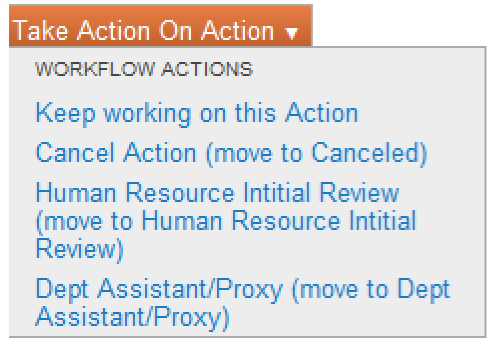
The requisition form is going to initiate the job posting (if necessary). The fields needed for this screen are: Posting date (proposed), Closing date (proposed), Faculty information (if necessary), Staff Status (if necessary), Committee members, Optional applicant documents, and Special Instructions to Applicants, and some advertising sources. Once these fields are completed click Save or Next.

Submit for Approval

You have now completed a full-time position description. At the end, the document appears to show your progress. Each section will show a checkmark to indicate it was completed or an exclamation point to indicate there is an error. Each section also allows you an edit feature to go to that section if needed.

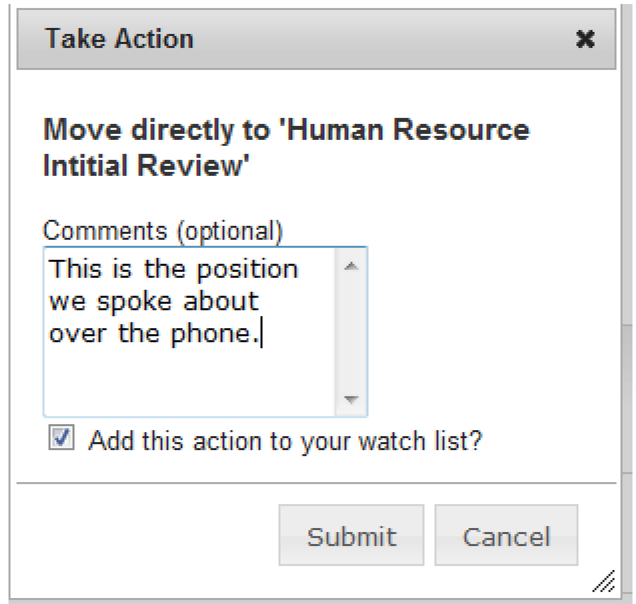


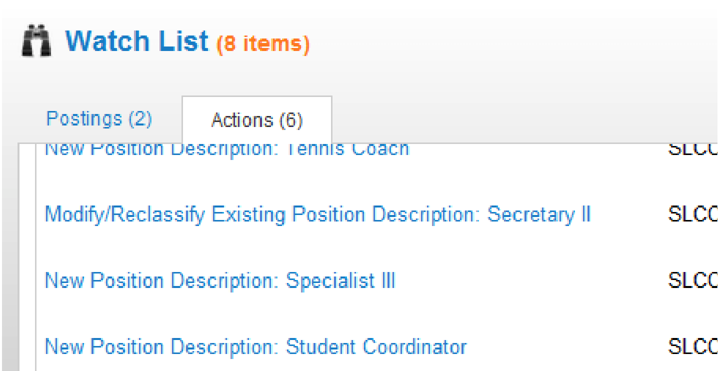
Once all final edits are complete and you ready to submit is for approvals, hover over the Take Action on Action button at the top of the page.



Keep working on this Action keeps it in a draft status and is accessible to you to make further edits. Cancel Action will delete any work you have done. To initiate approvals, select Human Resources Initial Review.

One you send it for approvals, an opportunity to save it to your watch list will appear so that you can easily track where the position is in the approval process, it is default to watch the item. Also, making a comment for the next individual to review can also be made.



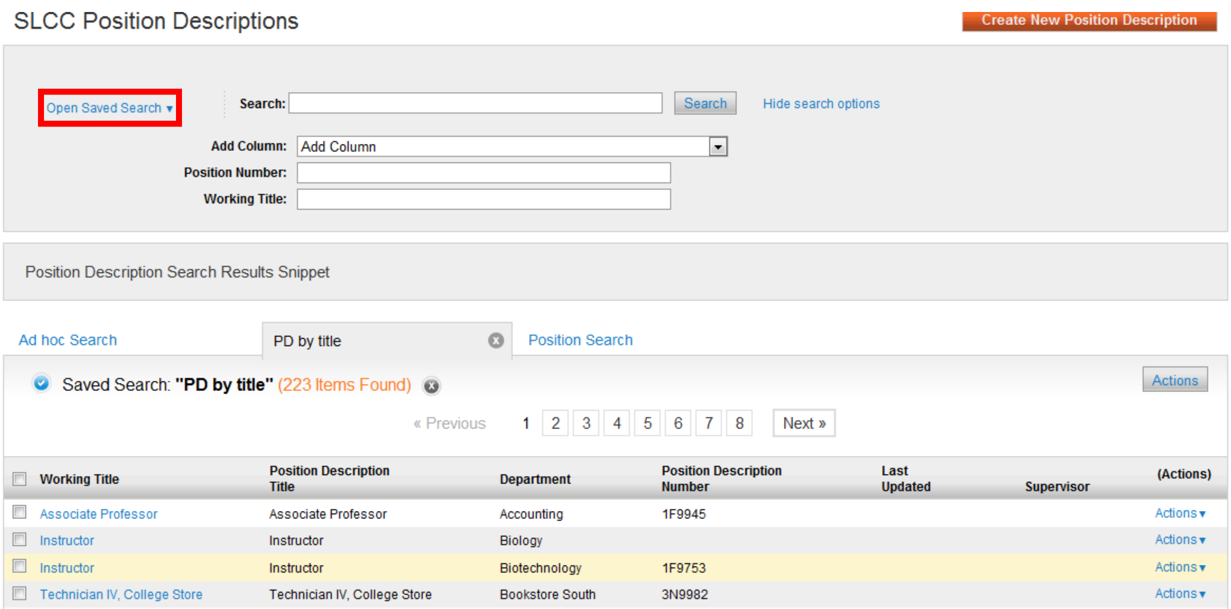


A green status bar indicating your position has moved forward will appear.

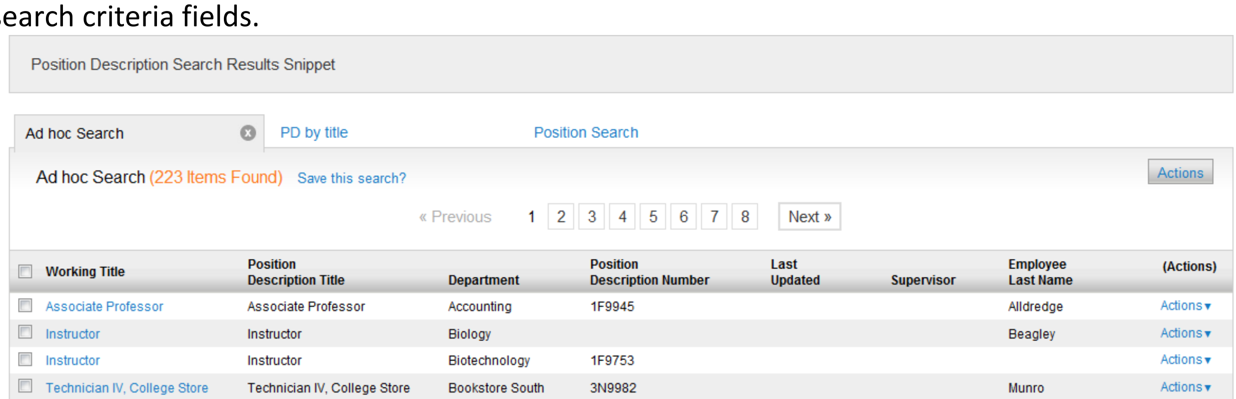
Modify Positon Description

To search for a position description or to modify a position description, hover your mouse over the Position Description tab at the top of the toolbar. Select SLCC.

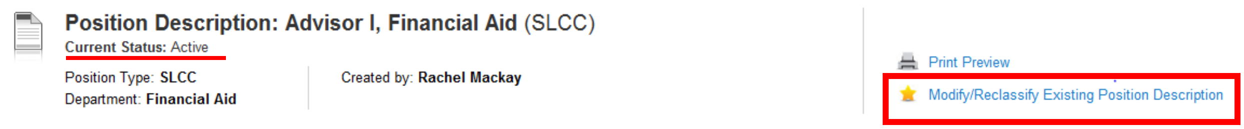
The position descriptions you have access to, will apear in a defaut report.



If you would like to narrow down the search results, you can type first or last name, title, S#, position number etc., in the search field. If you would like other information you can pull that through by adding a column to the existing search. Simply use the pull down menu to indicate what additional fields you would like to add to this search. Once you do that, the system will automatically refresh with the new column. You can also save any search by clicking on **Save this search**. Give the search a new name and decide if you want this saved search to your default. You will retrieve this report by clicking on the Open Saved Search menu next to the search criteria fields.



Once you have located the position description you want to modify, click on the title and to view the position description. After review, if you want to edit the position description, the top right side of the system, noted with a star: **Modify/Reclassify Position Descriptions**.



When you begin a modification, the system displays a message for you to confirm that you understand that the position will be locked from any other actions until this one is complete. If you are ready to move forward, click **Start**.

This will take you into the editing mode for the existing position description.

The options presented in the Create New Position action are very similar.
On a modification action, the existing position description will appear and shows "Currently" and will give a short preview of the description, this provides reference as to what a position description said before the modifications and after.

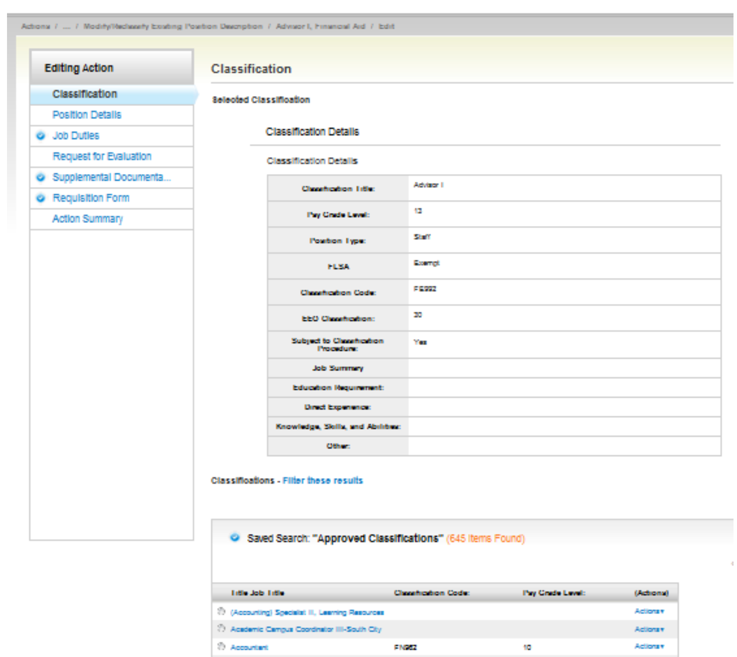
Classifications

All valid classifications will have a classification code and a pay grade level attached to the Classification.

The current classification is displayed in the modify action, you can search for a new classification if that is what you'd like to propose.

You can view the details of the classification by clicking on the Classification or by hovering over Actions, then select View Classification.

Once you are ready to select the Classification click the radial button next to classification and click **Next**.



Notice the Editing Action toolbar that appear next to the Classification. This will allow you to toggle between the actions during this modification process.

Position Details

The following information is needed to complete this screen and to move on to the next screen. Please review and complete all fields. Fields that remain blank, may delay the approval.

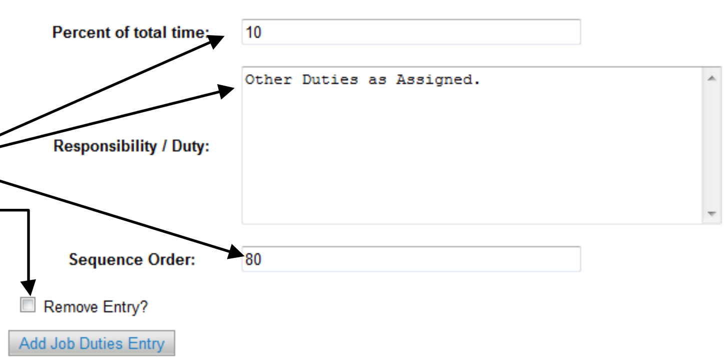
Field	Information
Position Number:	This field is used by HR & Budget
Working Title	Student Life Coordinator (example)
Reports to (title):	Student Life and Leadership Director
FTE	full-time equivalent, typically 1.0
Index & Account 1	If being paid out of one account, list one. If being paid out of several, list each one with percentage.
Index & Account 2	
Index & Account 3	
Identify Source of Funding	E&G, Soft, Grant, Revenue.
Departmental Users with Access	Select those who should have access to position desc.
Budget Comments	Anything Budget should know
Job Summary/Basic Function	Small synopsis of the position (a few sentences)
Minimum Qualifications	Primarily education and experience requirements
Preferred Qualifications	Preferences to have with in position
Knowledge, Skills and Abilities	List what other knowledge, skills and abilities the incumbent should have or expected to have (remember this a position description, not a posting)
Non-Essential Responsibilities & Duties	Not important to the primary functions of the position. This is usually a task that is shared among several individuals or may be sporadic.

Click **Next**, to move to Job Duties.

Job Duties

During the modification you will be able to

- Edit (click in text fields to edit)
- Remove (click on box)
- Add new job duties (click on box)



The Percent of total time for all duties must total 100%. Each position description must have 10% “Other duties as assigned” as one of the duties.

Once finished you can click on **Next** to move to the next section or **Save** to stay in this section.

Request for Evaluation

This section is for **full-time staff** positions. All fields are required. All fields are open text fields. The following questions must be answered to continue:

- Proposed Title
- Proposed Grade
- Changes in Position
- Comparable position within the department
- Challenging problems for this position
- Budgetary Responsibilities
- Proposed Title
- Proposed Grade
- Justification for Position

For administrative and faculty position you can put "n/a" in the fields and be move to the next screen. Once completed, click Continue to Next Page.

Supplemental Documentation

If this is a staff position, an org chart must be attached to the position description. Hover your mouse of the Actions Text, select Upload New to attach a file from your computer. Select Choose Existing, if you have uploaded a file before, the system will keep track of them and you can select the org chart.

If you would like to submit a memo giving information needed or requested, you could also upload it here as well. When finished click the **Save** or **Next** button.

Supplemental Documentation

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Memo			Actions ▾
Organizational Chart			Actions ▾

Requisition Form

The requisition form is going to initiate the job posting (if necessary). The fields needed for this screen are:

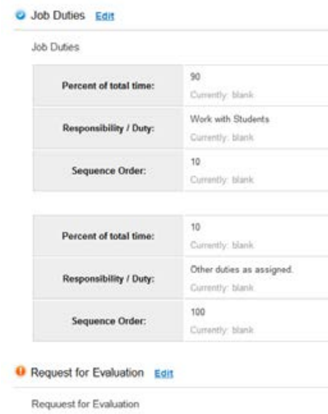
- Posting date (proposed)
- Closing date (proposed)
- Faculty information (if necessary)
- Staff Status (if necessary)
- Committee members
- Optional applicant documents

- Special Instructions to Applicants
- Advertising sources.
- Replacement (only if this is a replacement modification)

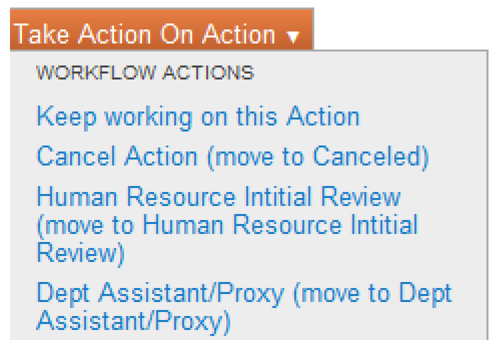
Once these fields are completed click **Save** or **Next**.

Submit for Approval

You have now completed a full-time position description. At the end, the document appears to show your progress. Each section will show a checkmark to indicate it was completed or an exclamation point to indicate there is an error. Each section also allows you an edit feature to go to that section if needed.

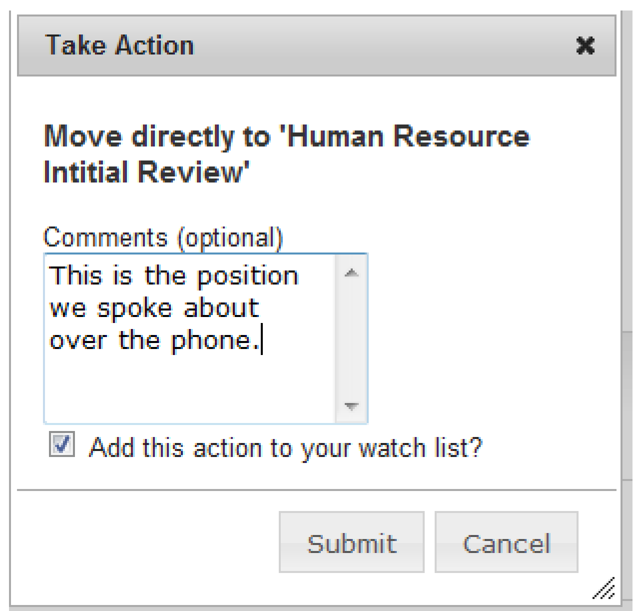


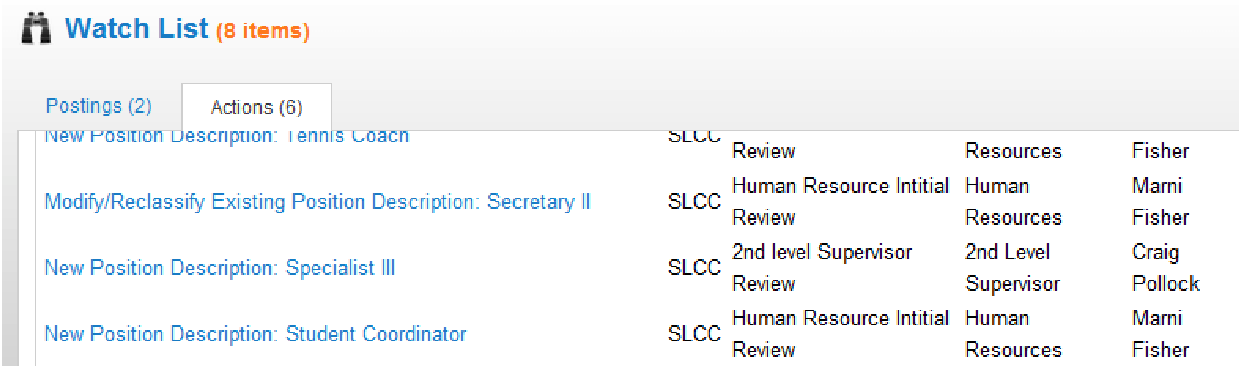
Once all final edits are complete and you ready to submit is for approvals, hover over the Take Action on Action button at the top of the page.



Keep working on this Action keeps it in a draft status and is accessible to you to make further edits. Cancel Action will delete any work you have done. To initiate approvals, select Human Resources Initial Review.

One you send it for approvals, an opportunity to save it to your watch list will appear so that you can easily track where the position is in the approval process, it is default to watch the item. Also, making a comment for the next individual to review can also be made.

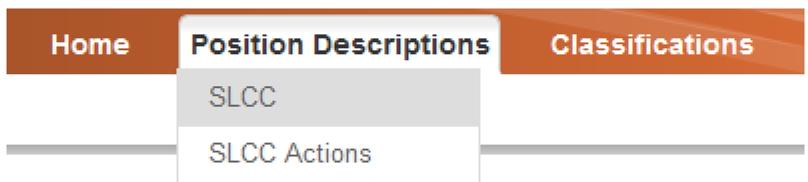




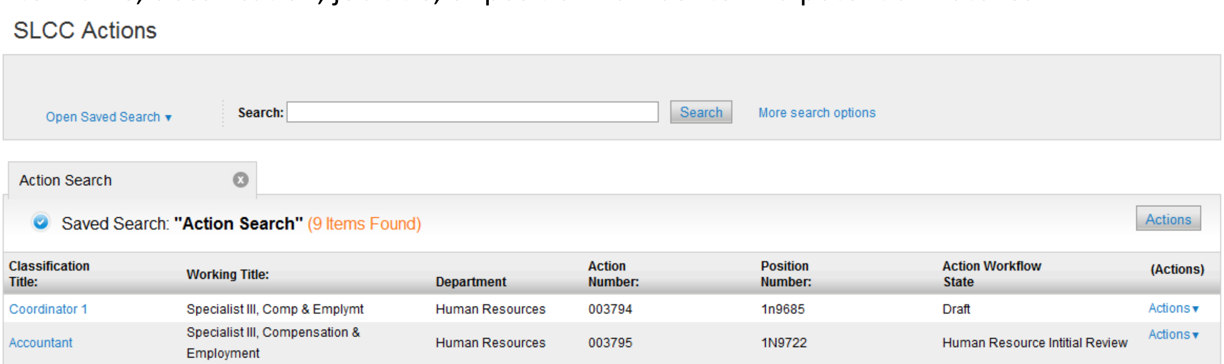
A green status bar indicating your position has moved forward will appear.

Search Actions

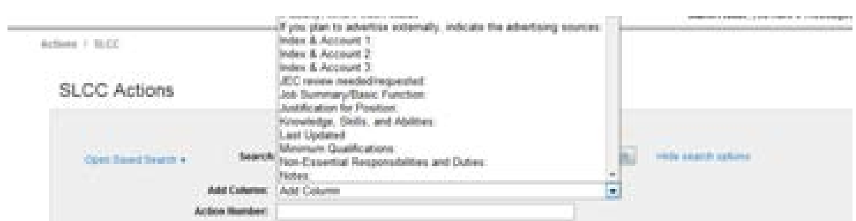
When an action is in waiting for an approval, it is located in the Position Descriptions, SLCC Actions.



A default search will appear according to the access you have as a user. If you want to search, enter name, classification, job title, or position number to find potential matches.



You can personalize your reports by adding more information to the search to generate reporting information. Click on **More Search Options** to expand the fields. Click on the arrow indicator



for **Add Columns.** Pick the fields you want to display one at a time. The system will automatically update the information.

If you would like to save the search, click on **Save this search?**, give it a new name. It will be store in your account and allow access in the future. To access it again, click on **Open Save Search**, in the Search window.

If you would like to export this search to Excel, click on the **Actions** button, and select **Export.**

<u>For more information on reporting, please visit our online portal for training.</u>

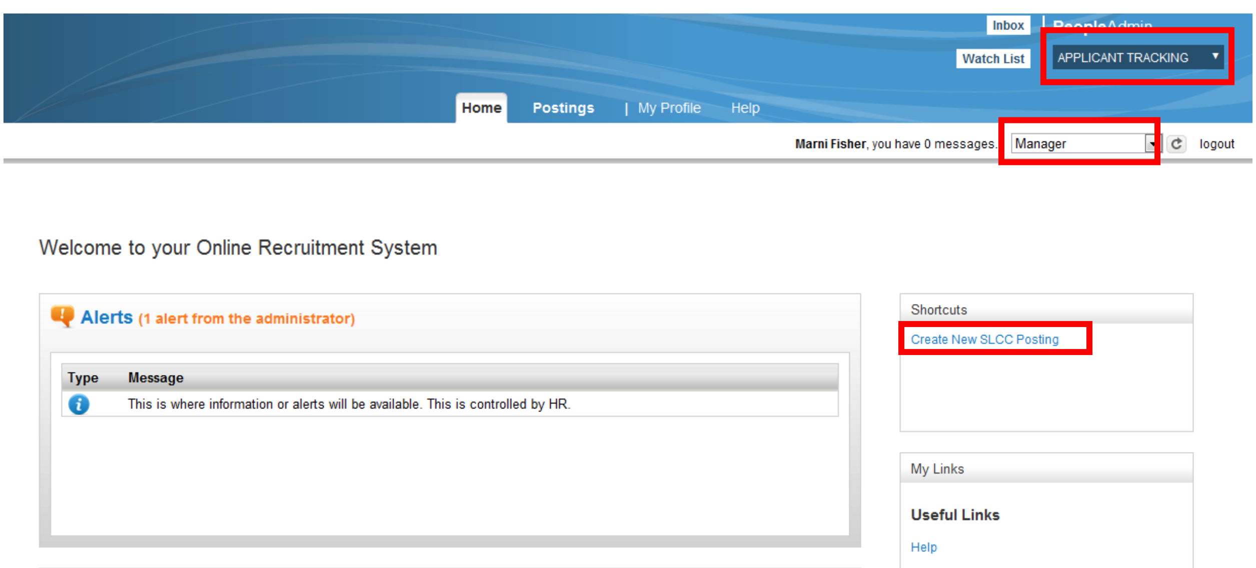
Applicant Tracking

If you are posting a full-time position, you will go through the Position Description module. This module is specifically for posting positions and reviewing applicantions.

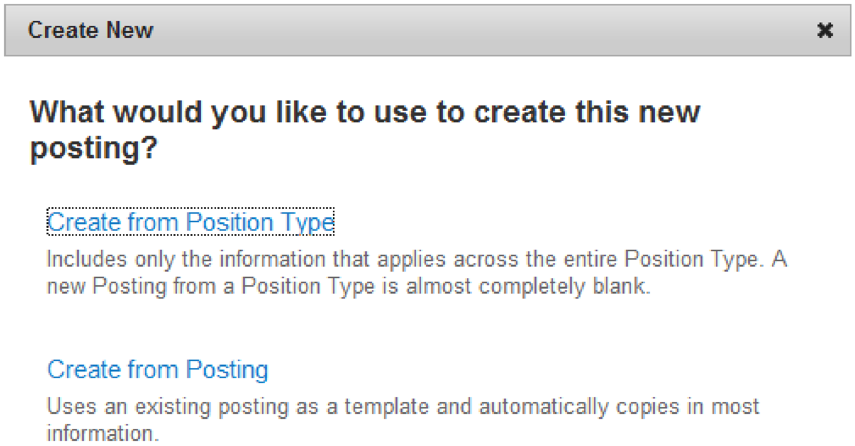
Posting a Part-time Position

To post a part-time position, be sure to be in the Applicant Tracking module, under the Manager user role.

The quickest way to post a part-time position is to click on the link in the Shortcuts menu – Create New SLCC Posting.

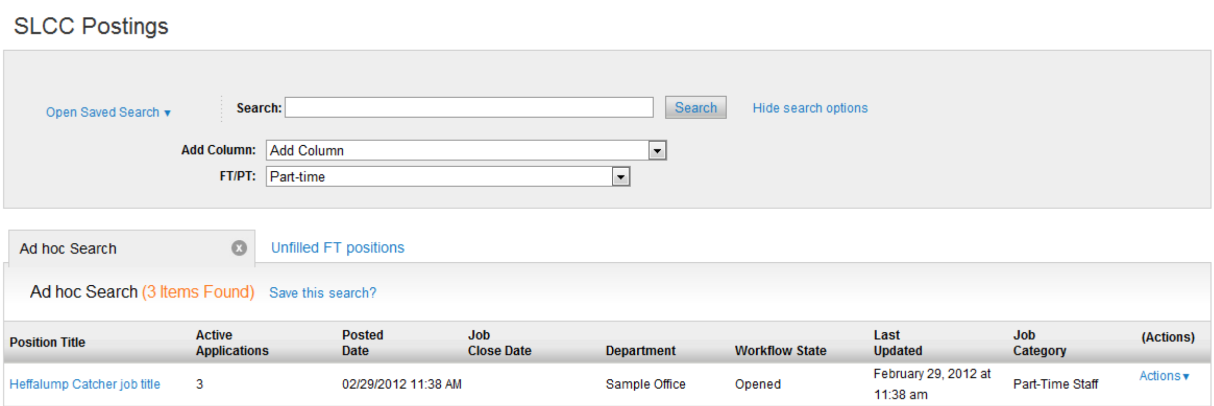


Step 1:
A pop-up window will request what type of posting you'd like to create.



Create from Position Type is a blank document that you will complete to create the posting, skip to step 3.

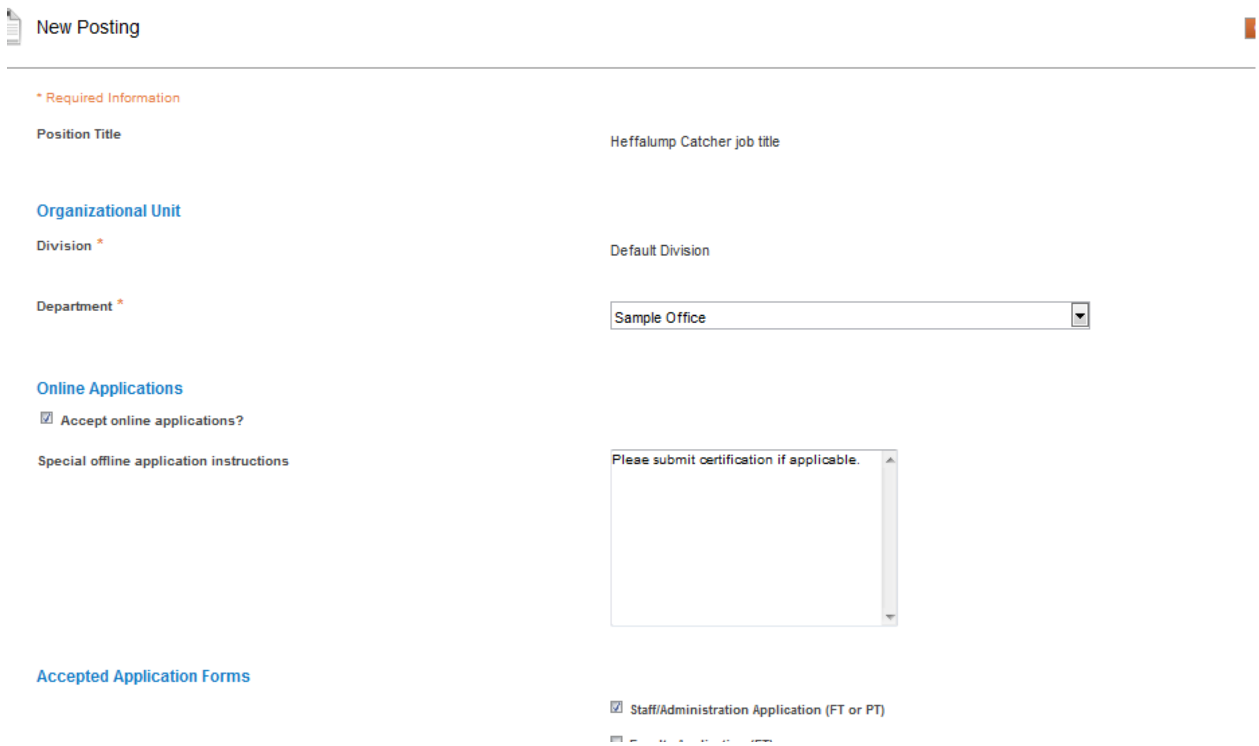
Step 2:
If you have previously created a part-time position, you can use Create from Posting. You will need to search for the posting.
In the example below, the search was based on the Part-time status in the valid department that the user has access.



When you have the position you want to "copy" you will hover over the Actions link.
Click on **View Posting** to view all the contents of the posting or **Create From** to initiate a new part-time posting.
(Tip: If you click on **View Posting,** the web browser may open a new window for your view. When you are finished viewing the posting, close the window and go back to the original window you opening for the PARs.)

Step 4:

The system directs you to the positing. Position Title, Division, Department and application details default into the system on the Create From option. You can change the department title, if you have multiple departments for your user. The position title remains the same as the posting before and cannot be changed. If you want to change the position title, use the Create from position type option.



New Posting

* Required Information

Position Title — Heffalump Catcher job title

Organizational Unit

Division * — Default Division

Department * — Sample Office

Online Applications

☑ Accept online applications?

Special offline application instructions — Pleae submit certification if applicable.

Accepted Application Forms

☑ Staff/Administration Application (FT or PT)

SLCC accepts online applications only, so the box is checked.
They type of application is also specified. Click **Create New Posting**.

Posting Details

The posting details default from the previous posting that you created this posting from, if you chose that option. It does allow for some changes to be made. For new postings, the fields will be blank and must be completed.

Complete the job posting fields. Those marked with a red asterisks (*) are labeled as required, however, if a posting is incomplete, it may need to be updated prior to being posted.

Classification title	Part-time
Job title	Title from the hourly rate schedule http://www.slcc.edu/hr/compensation.asp
If faculty, tenure track status	Defaults as not applicable. Drop down menu
Responsible hiring manager	Type name of hiring manager, if the user has an account,

	name will appear
Please list the name of each member of the search committee	Type names of search committee, if they do not have account, you can still enter their names. If you have not gathered this information yet, contact your HR Representative when they are finalized.
Reports to (title)	This is the title of the supervisor (not the name)
Position type	Drop down menu
If Replacement, replaces	Enter the name if this is replacing a former employee
Job Category	Defaults as Part-time. Drop down menu
FT/PT	Drop down menu, PT defaulted
Initial work location	Drop down menu
Index	Enter the index where the funding is coming from
Indentify Source of Funding	Typically E&G, may be grant, self support, etc.
Budget Comments	Information that you may want HR to know.
FTE	.74 for part-time (or less)
Major Function	Short paragraph of the job.
Essential Responsibilities and Duties	Job duties the incumbent will be responsible for.
Minimum Qualifications	Primarily education and experience requirements
Job Qualifications - Education and Experience	Minimum education and work experience.
Preferred Qualifications	Preferences to have with in position
Knowledge, Skills and Abilities	List what other knowledge, skills and abilities the incumbent should have or expected to have (remember this a position description, not a posting)
Non-Essential Responsibilities & Duties	Not important to the primary functions of the position. This is usually a task that is shared among several individuals or may be sporadic.

Once the form is complete, click **Save** or **Next**.

Posting Specific Questions

If you want to post specific questions that you want the applicants to answer, click on **Add a Question**. You will have the option of creating a question or using questions already developed. Most of the time, we do not recommend using these questions. However, they have been useful for specific applications for the Thayne Center, Work-study and for Internal Postings.
If you do select to ask questions to applicants, you may also attach disqualifying points, but this is not commonly used. If you would like to use the feature, please contact your Human Resources Representative prior to submitting.

Click **Save** or **Next.**

Applicant Documents

Documents to be attached by an applicant.
If you want to give applicants an option of what they can attach, mark the fields as Included. This will allow applicant to have the ability to attach.
If you want to require them to attach a document, mark the Require box.
CAUTION: If an applicant does not attach a required document, they are automatically disqualified from the position. Talk with your Human Resources Representative about this topic.

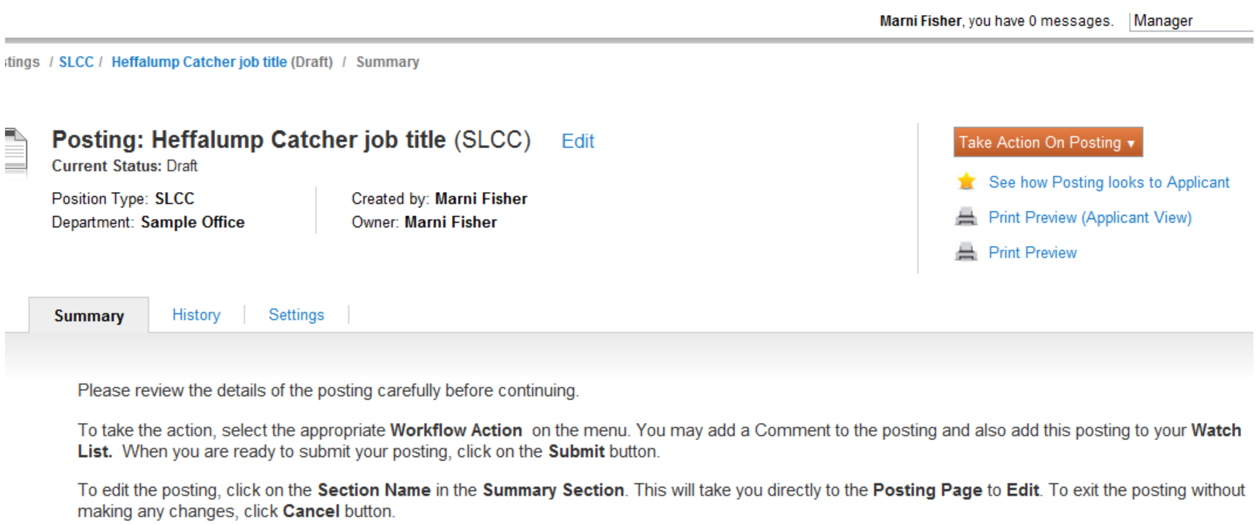
Click **Save** or **Next.**

Submit for Approval

Once the requisition is finished, you will receive a Summary of the information.
Notice it indicates the Department, who Created it and who owns it. You can also see how it will look to an applicant.

If you find mistakes, click on the Edit link after the title.

To submit, hover over **Take Action** on Posting and send **to 2nd Level Supervisor approval**. You can also Cancel Posting which will make it no longer accessible to you or Keep working on this Posting, leaves it in a saved draft status.

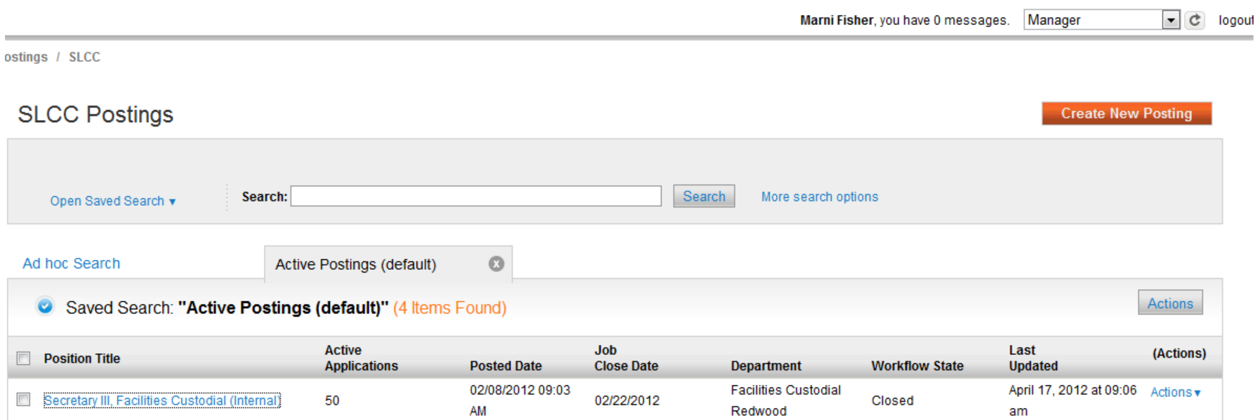


You will have the opportunity to make comments and decide if you want this in your Watch List. Click on **Submit**.
A green status bar indicating your posting has moved forward, will appear.

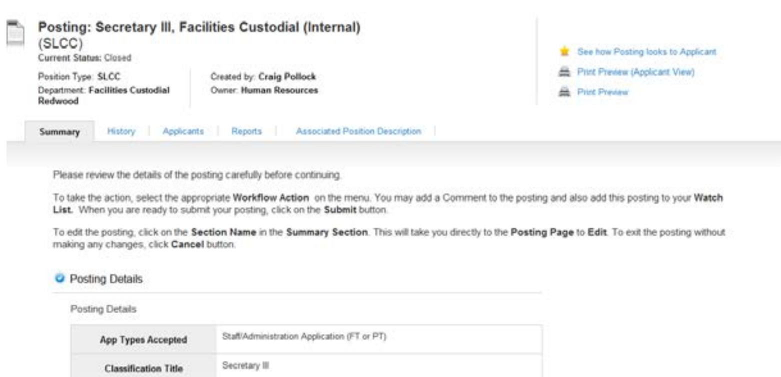
Search Committees (FT/PT)

Once a position has closed (or after the priority review date), the search committee can go into PARs to find the necessary information to start the review process governed by the Personnel Hiring Policy/Procedure (http://vvww.slcc.edu/policies/docs/C2s02-02.pdf).

Be sure you are in Applicant Tracking Module and in Screening Committee user type if you are not the manager.
Hover over Posting, select **SLCC.**
Click on Position Title you are accessing

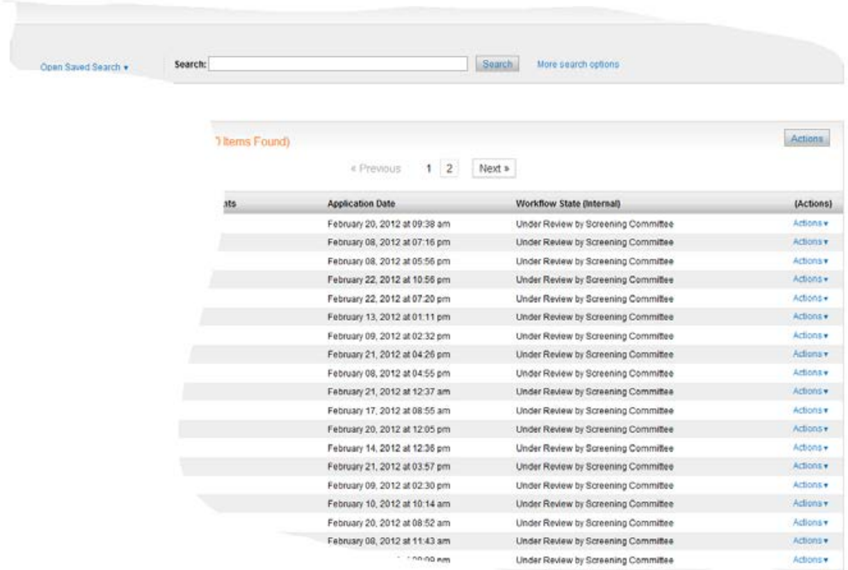


The posting summary will appear, this is the information you will base the minimum screening, criteria screening and interview questions.



Click on the Applicant tab to view applicants.

Applicants who have successfully submitted an application and are still under consideration will appear.



Open Saved Search ▾ Search: Search More search options

Items Found) Actions

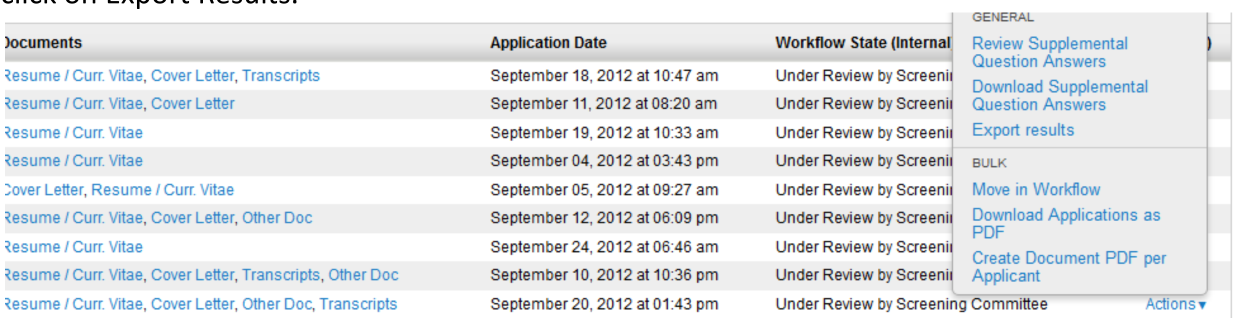
« Previous 1 2 Next »

Application Date	Workflow State (Internal)	(Actions)
February 20, 2012 at 09:38 am	Under Review by Screening Committee	Actions ▾
February 08, 2012 at 07:16 pm	Under Review by Screening Committee	Actions ▾
February 08, 2012 at 05:56 pm	Under Review by Screening Committee	Actions ▾
February 22, 2012 at 10:56 pm	Under Review by Screening Committee	Actions ▾
February 22, 2012 at 07:20 pm	Under Review by Screening Committee	Actions ▾
February 13, 2012 at 01:11 pm	Under Review by Screening Committee	Actions ▾
February 09, 2012 at 02:32 pm	Under Review by Screening Committee	Actions ▾
February 21, 2012 at 04:26 pm	Under Review by Screening Committee	Actions ▾
February 08, 2012 at 04:55 pm	Under Review by Screening Committee	Actions ▾
February 21, 2012 at 12:37 am	Under Review by Screening Committee	Actions ▾
February 17, 2012 at 08:55 am	Under Review by Screening Committee	Actions ▾
February 20, 2012 at 12:05 pm	Under Review by Screening Committee	Actions ▾
February 14, 2012 at 12:36 pm	Under Review by Screening Committee	Actions ▾
February 21, 2012 at 03:57 pm	Under Review by Screening Committee	Actions ▾
February 09, 2012 at 02:30 pm	Under Review by Screening Committee	Actions ▾
February 10, 2012 at 10:14 am	Under Review by Screening Committee	Actions ▾
February 20, 2012 at 08:52 am	Under Review by Screening Committee	Actions ▾
February 08, 2012 at 11:43 am	Under Review by Screening Committee	Actions ▾
[illegible]	Under Review by Screening Committee	Actions ▾

Click on the applicant you would like to review.

When the application appears, you can also access the attached documents at the bottom of the page.

If you need to make a spreadsheet of the applicant names, hover the mouse over actions and click on Export Results.



Documents	Application Date	Workflow State (Internal
Resume / Curr. Vitae, Cover Letter, Transcripts	September 18, 2012 at 10:47 am	Under Review by Screeni
Resume / Curr. Vitae, Cover Letter	September 11, 2012 at 08:20 am	Under Review by Screeni
Resume / Curr. Vitae	September 19, 2012 at 10:33 am	Under Review by Screeni
Resume / Curr. Vitae	September 04, 2012 at 03:43 pm	Under Review by Screeni
Cover Letter, Resume / Curr. Vitae	September 05, 2012 at 09:27 am	Under Review by Screeni
Resume / Curr. Vitae, Cover Letter, Other Doc	September 12, 2012 at 06:09 pm	Under Review by Screeni
Resume / Curr. Vitae	September 24, 2012 at 06:46 am	Under Review by Screeni
Resume / Curr. Vitae, Cover Letter, Transcripts, Other Doc	September 10, 2012 at 10:36 pm	Under Review by Screeni
Resume / Curr. Vitae, Cover Letter, Other Doc, Transcripts	September 20, 2012 at 01:43 pm	Under Review by Screening Committee Actions ▾

GENERAL
Review Supplemental Question Answers
Download Supplemental Question Answers
Export results
BULK
Move in Workflow
Download Applications as PDF
Create Document PDF per Applicant

An excel dialogue box will appear. Click on OK. An Excel document will come up and you can add or delete columns as needed.