

A decorative graphic on the right side of the page. It features three blue circles of varying sizes, each composed of concentric circles in different shades of blue. Two thin blue lines intersect at the top right, forming a large 'V' shape that frames the circles.

PARS 7 Training

Training website:
**[https://slcc-
training.peopleadmin.com/hr](https://slcc-training.peopleadmin.com/hr)**
Human Resources

10/8/2012

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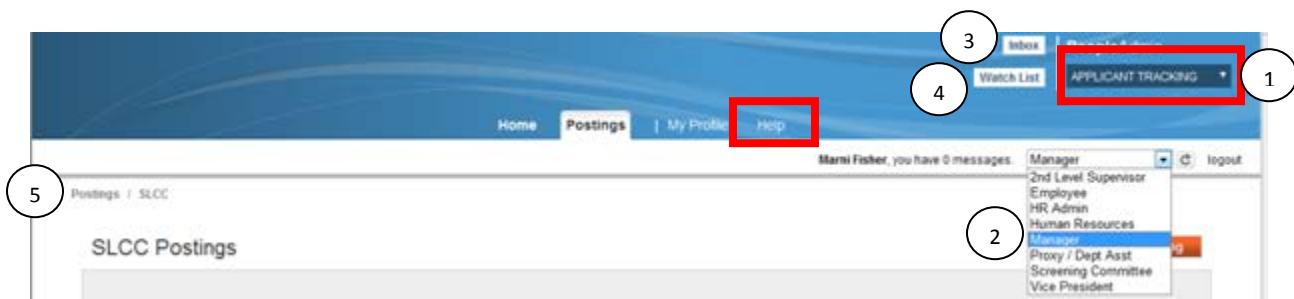
Navigation of PARS

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.

Applicant Tracking: contains the posting and applications for open full-time/ part-time positions. The header is blue when in this module.

Position Management: 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 (refresh icon) 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.  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

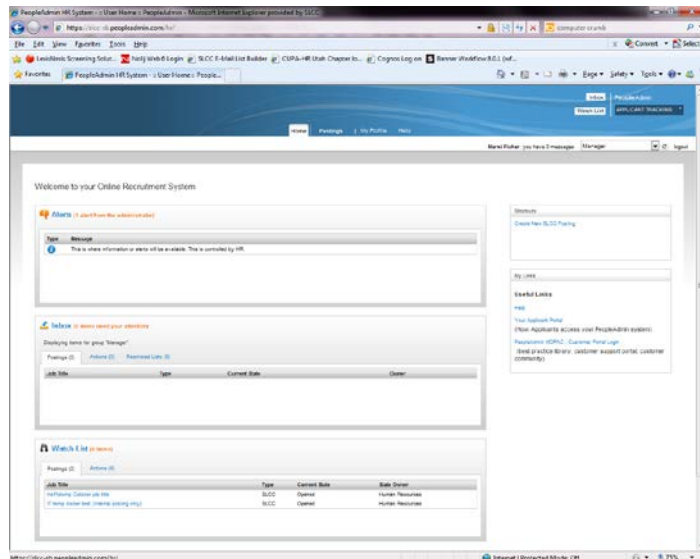
The system has provided a Help reference compiled by our vendor. This is a great resource for all users.

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

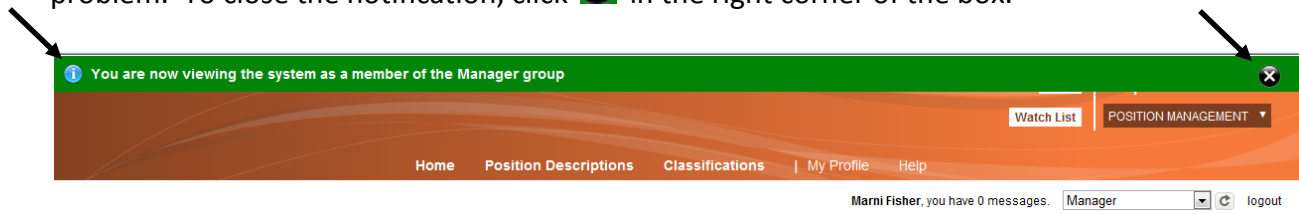
On occasion, messages will be displayed in the Alerts message box. These messages are compiled by Human Resources and regarding important information you need to know.



Miscellaneous

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

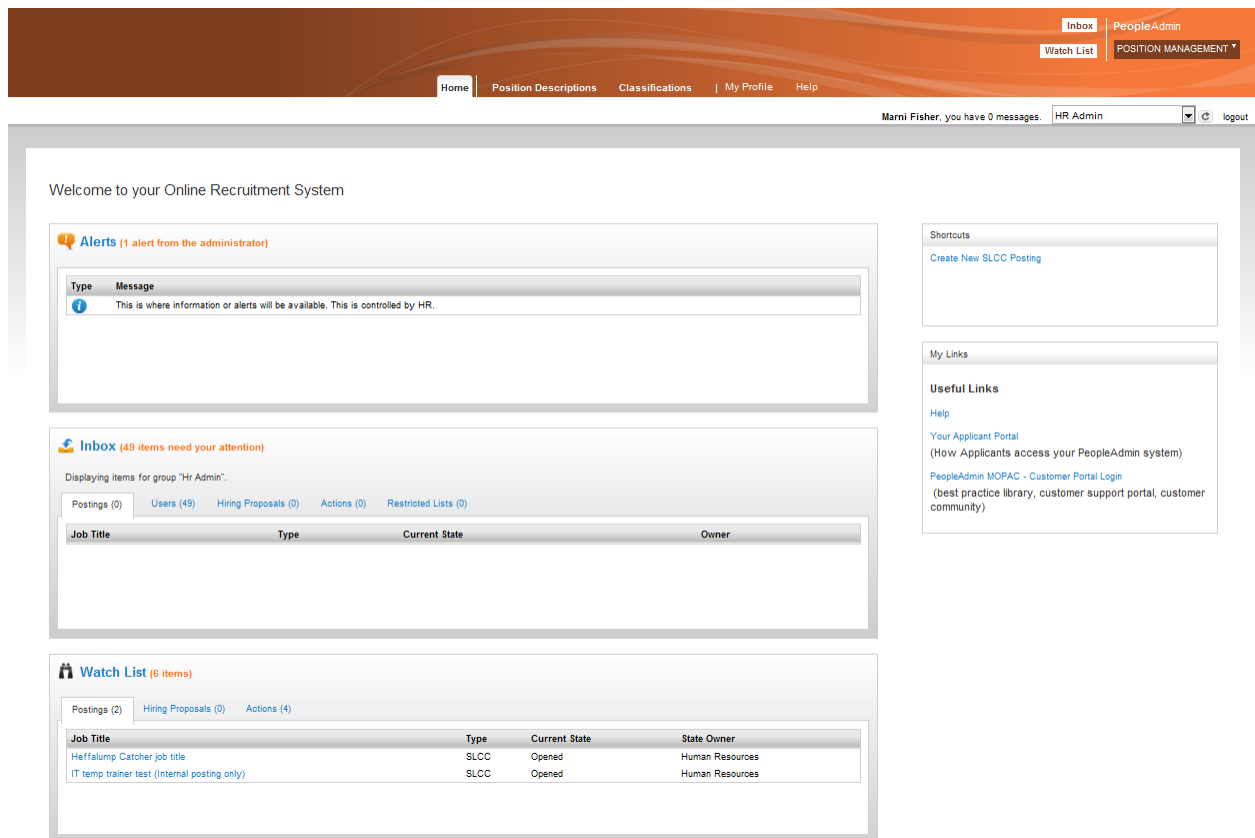
This module is specifically for **full-time** positions. If you have an new, vacant or modified full-time position descriptions it will need to be entered in this module. Once the position description has gone through approvals, Human Resources will the full-time create the job posting after approvals 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)

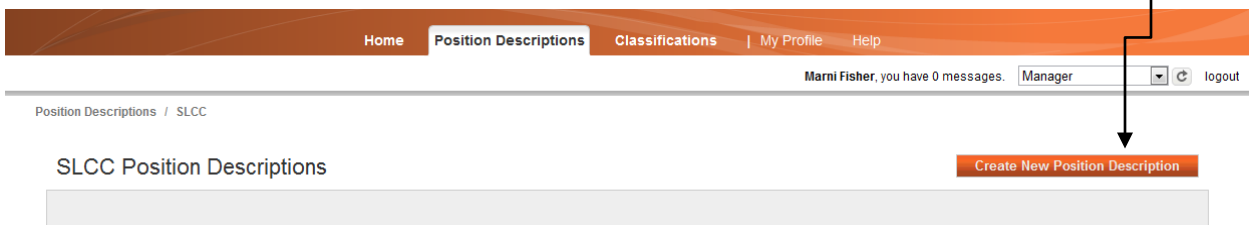
To create a new position, hover your mouse over the Position Description tab located at the top of your screen. You will be given options regarding SLCC or SLCC Actions.

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

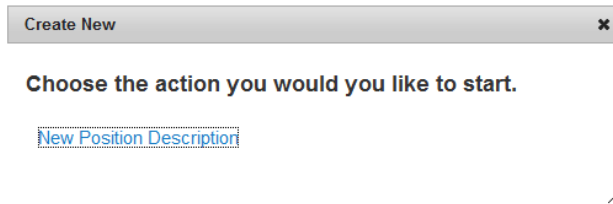
Select **SLCC**.



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 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 appears 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.

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, 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.

Job Duties [Edit](#)

Job Duties

Percent of total time:	90 Currently: blank
Responsibility / Duty:	Work with Students Currently: blank
Sequence Order:	10 Currently: blank
Percent of total time:	10 Currently: blank
Responsibility / Duty:	Other duties as assigned. Currently: blank
Sequence Order:	100 Currently: blank

Request for Evaluation [Edit](#)

Request for Evaluation

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.

Take Action On Action ▾

WORKFLOW ACTIONS

- Keep working on this Action
- Cancel Action (move to Canceled)
- Human Resource Initial Review (move to Human Resource Initial Review)
- Dept Assistant/Proxy (move to Dept Assistant/Proxy)

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.

Take Action [X]

Move directly to 'Human Resource Initial Review'

Comments (optional)

This is the position we spoke about over the phone.

Add this action to your watch list?

Submit Cancel

Watch List (8 items)

Postings (2) Actions (6)

New Position Description: Tennis Coach	SLCC
Modify/Reclassify Existing Position Description: Secretary II	SLCC
New Position Description: Specialist III	SLCC
New Position Description: Student Coordinator	SLCC

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

Action was successfully transitioned

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 appear in a default report.

SLCC Position Descriptions

[Create New Position Description](#)

[Search](#) [Hide search options](#)
 [Add Column](#)
 Position Number:
 Working Title:

Position Description Search Results Snippet

Ad hoc Search | **PD by title** | Position Search

Saved Search: "PD by title" (223 Items Found) [Actions](#)
 « Previous 1 2 3 4 5 6 7 8 Next »

<input type="checkbox"/> Working Title	Position Description Title	Department	Position Description Number	Last Updated	Supervisor	(Actions)
<input type="checkbox"/> Associate Professor	Associate Professor	Accounting	1F9945			Actions
<input type="checkbox"/> Instructor	Instructor	Biology				Actions
<input type="checkbox"/> Instructor	Instructor	Biotechnology	1F9753			Actions
<input type="checkbox"/> Technician IV, College Store	Technician IV, College Store	Bookstore South	3N9982			Actions

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.

Position Description Search Results Snippet

Ad hoc Search | **PD by title** | Position Search

Ad hoc Search (223 Items Found) [Save this search?](#) [Actions](#)
 « Previous 1 2 3 4 5 6 7 8 Next »

<input type="checkbox"/> Working Title	Position Description Title	Department	Position Description Number	Last Updated	Supervisor	Employee Last Name	(Actions)
<input type="checkbox"/> Associate Professor	Associate Professor	Accounting	1F9945			Allredge	Actions
<input type="checkbox"/> Instructor	Instructor	Biology				Beagley	Actions
<input type="checkbox"/> Instructor	Instructor	Biotechnology	1F9753				Actions
<input type="checkbox"/> Technician IV, College Store	Technician IV, College Store	Bookstore South	3N9982			Munro	Actions

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.**

Position Description: Advisor I, Financial Aid (SLCC)
 Current Status: Active
 Position Type: SLCC
 Department: Financial Aid
 Created by: Rachel Mackay
 Print Preview
★ Modify/Reclassify Existing Position Description

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**.

Position Descriptions / SLCC / Modify/Reclassify Existing Position Description

Start Modify/Reclassify Existing Position Description Action on Advisor I, Financial Aid?

Once it has been started, this action will lock the position description from other updates until the action has completed.

[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**.

Editing Action

- Classification
- Position Details
- Job Duties
- Request for Evaluation
- Supplemental Document...
- Requestion Form
- Action Summary

Classification

Selected Classification

Classification Details

Classification Title:	Advisor I
Pay Grade Level:	12
Position Type:	Staff
F-LSA:	Exempt
Classification Code:	F6202
ISS Classification:	20
Subject to Classification Procedure:	Yes
Job Summary:	
Education Requirement:	
Direct Experience:	
Knowledge, Skills, and Abilities:	
Other:	

Classifications - Filter these results

Saved Search: "Approved Classifications" (645 Items Found)

Title/Job Title	Classification Code	Pay Grade Level	(Action)
(Accounting) Specialist II, Learning Resources			Actions
Academic Campus Coordinator III-South City			Actions
Accountant	F1082	10	Actions
Accountant 2	F6205	14	Actions

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 screenshot shows a form for adding or editing job duties. It includes the following elements:

- Percent of total time:** A text input field containing the value "10".
- Responsibility / Duty:** A large text area containing the text "Other Duties as Assigned." with a vertical scrollbar on the right.
- Sequence Order:** A text input field containing the value "80".
- Remove Entry?** A checkbox that is currently unchecked.
- Add Job Duties Entry:** A blue button located below the "Remove Entry?" checkbox.

Arrows from the text to the left point to the "Percent of total time" field, the "Responsibility / Duty" text area, the "Sequence Order" field, and the "Add Job Duties Entry" button.

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.

Job Duties [Edit](#)

Job Duties

Percent of total time:	90 Currently: blank
Responsibility / Duty:	Work with Students Currently: blank
Sequence Order:	10 Currently: blank

Percent of total time:	10 Currently: blank
Responsibility / Duty:	Other duties as assigned. Currently: blank
Sequence Order:	100 Currently: blank

Request for Evaluation [Edit](#)

Request for Evaluation

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.

Take Action On Action ▾

WORKFLOW ACTIONS

- Keep working on this Action
- Cancel Action (move to Canceled)
- Human Resource Initial Review (move to Human Resource Initial Review)
- Dept Assistant/Proxy (move to Dept Assistant/Proxy)

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.

Take Action ✕

Move directly to 'Human Resource Initial Review'

Comments (optional)

This is the position we spoke about over the phone.

Add this action to your watch list?

Submit
Cancel

Watch List (8 items)

Postings (2) Actions (6)

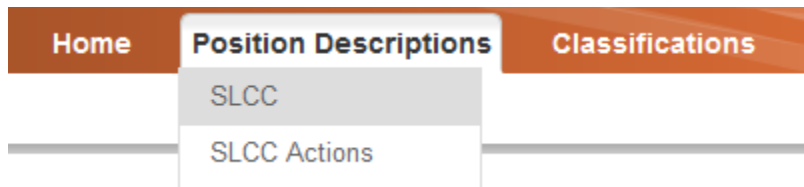
New Position Description: Tennis Coach	SLCC	Review	Resources	Fisher
Modify/Reclassify Existing Position Description: Secretary II	SLCC	Human Resource Initial Review	Human Resources	Marni Fisher
New Position Description: Specialist III	SLCC	2nd level Supervisor Review	2nd Level Supervisor	Craig Pollock
New Position Description: Student Coordinator	SLCC	Human Resource Initial Review	Human Resources	Marni Fisher

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.

SLCC Actions

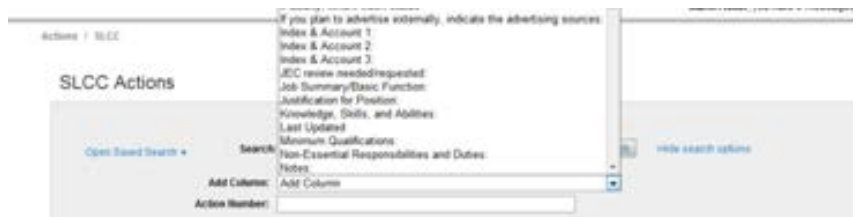
Open Saved Search ▾ Search: Search More search options

Action Search ⊕

Saved Search: "Action Search" (9 Items Found) Actions

Classification Title:	Working Title:	Department	Action Number:	Position Number:	Action Workflow State	(Actions)
Coordinator 1	Specialist III, Comp & Emplmt	Human Resources	003794	1n9685	Draft	Actions ▾
Accountant	Specialist III, Compensation & Employment	Human Resources	003795	1N9722	Human Resource Initial Review	Actions ▾

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**.

For more information on reporting, please visit our online portal for training.

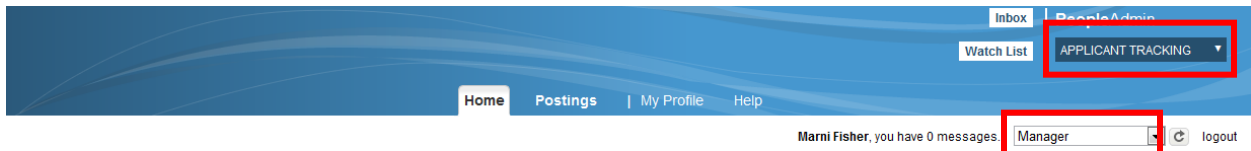
Applicant Tracking

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 applications.

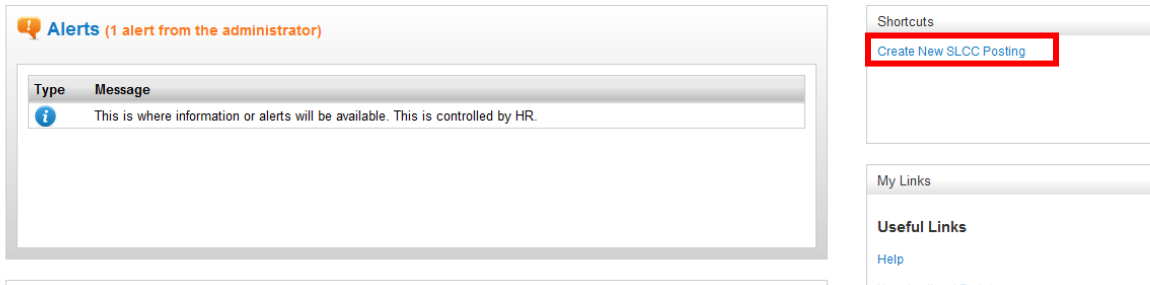
Posting a Part-time Position

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.



Welcome to your Online Recruitment System



Step 1:

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

Create New ✕

What would you like to use to create this new posting?

[Create from Position Type](#)

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

[Create from Posting](#)

Uses an existing posting as a template and automatically copies in most information.

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.

SLCC Postings

Open Saved Search ▾ Search: Search [Hide search options](#)

Add Column: ▾

FT/PT: ▾

Ad hoc Search Unfilled FT positions

Ad hoc Search (3 Items Found) [Save this search?](#)



Position Title	Active Applications	Posted Date	Job Close Date	Department	Workflow State	Last Updated	Job Category	(Actions)
Heffalump Catcher job title	3	02/29/2012 11:38 AM		Sample Office	Opened	February 29, 2012 at 11:38 am	Part-Time Staff	Actions ▾
				Miller Financial		March 27, 2012 at		Actions ▾

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

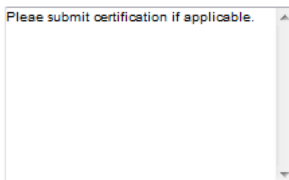
Organizational Unit

Division * Default Division

Department * Sample Office 

Online Applications

Accept online applications?

Special offline application instructions Please 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
Identify 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.

Marni Fisher, you have 0 messages. [Manager](#)

itings / [SLCC](#) / [Heffalump Catcher job title \(Draft\)](#) / Summary

 **Posting: Heffalump Catcher job title (SLCC)** [Edit](#)

Current Status: Draft

Position Type: SLCC
Department: **Sample Office**

Created by: **Marni Fisher**
Owner: **Marni Fisher**

Take Action On Posting ▼

- ★ [See how Posting looks to Applicant](#)
-  [Print Preview \(Applicant View\)](#)
-  [Print Preview](#)

Summary | [History](#) | [Settings](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** on the menu. You may add a Comment to the posting and also add this posting to your **Watch List**. When you are ready to submit your posting, click on the **Submit** button.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. To exit the posting without making any changes, click **Cancel** button.

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.

 Action was successfully transitioned 

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://vwww.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

Marni Fisher, you have 0 messages. Manager [dropdown] [refresh] [logout]

Postings / SLCC

SLCC Postings Create New Posting

Open Saved Search ▾ Search: Search More search options

Ad hoc Search Active Postings (default) ✕

Saved Search: "Active Postings (default)" (4 Items Found) Actions

<input type="checkbox"/>	Position Title	Active Applications	Posted Date	Job Close Date	Department	Workflow State	Last Updated	(Actions)
<input type="checkbox"/>	Secretary III, Facilities Custodial (Internal)	50	02/08/2012 09:03 AM	02/22/2012	Facilities Custodial Redwood	Closed	April 17, 2012 at 09:06 am	Actions ▾

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

Posting: Secretary III, Facilities Custodial (Internal) (SLCC)

Current Status: Closed
 Position Type: SLCC
 Department: Facilities Custodial Redwood

Created by: Craig Pollock
 Owner: Human Resources

[See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

Summary | History | Applicants | Reports | Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** on the menu. You may add a Comment to the posting and also add this posting to your **Watch List**. When you are ready to submit your posting, click on the **Submit** button.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. To exit the posting without making any changes, click **Cancel** button.

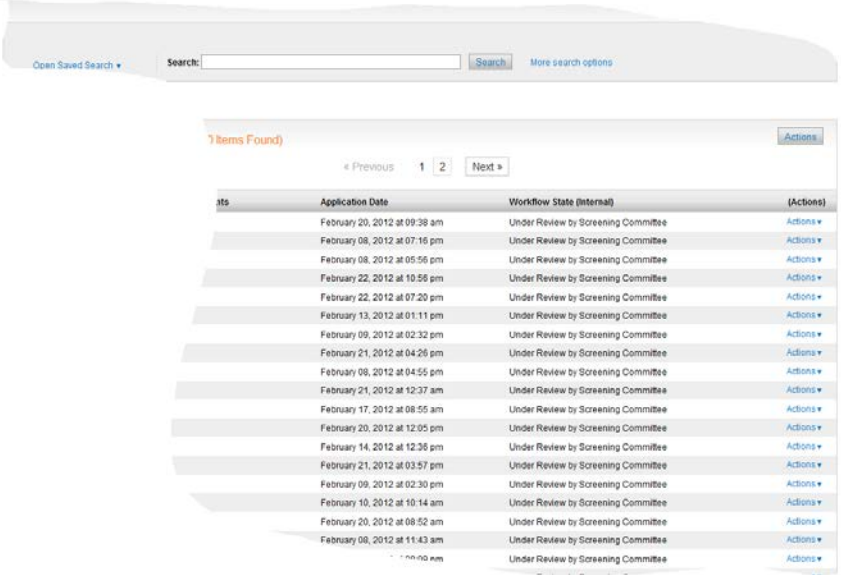
Posting Details

Posting Details

App Types Accepted	Staff/Administration Application (PT or PT)
Classification Title	Secretary III

Click on the Applicant tab to view applicants.

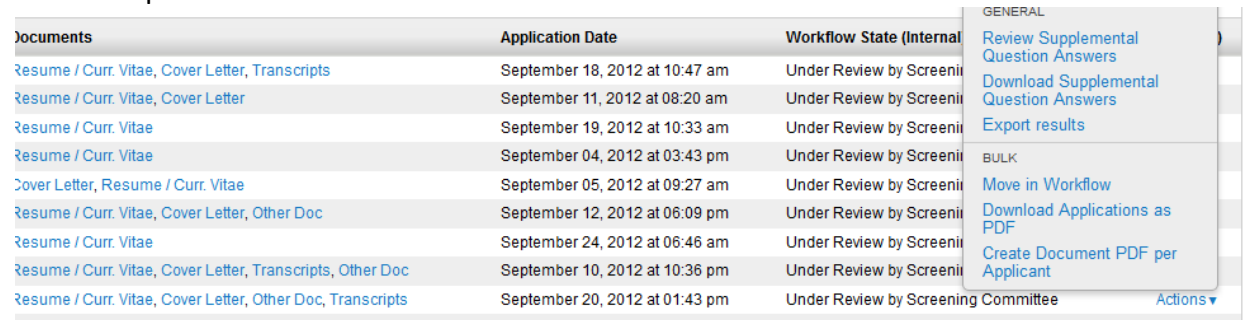
Applicants who have successfully submitted an application and are still under consideration will appear.



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.



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