

CERTIFIED HIRING MANAGER USER GUIDE

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**University of California Santa Cruz
Recruitment Management System**

The Certified Hiring Manager User Guide in PDF format may be viewed and printed.

If you wish to use it as an on line resource you may navigate by:


- **opening the bookmarks tab by clicking on the bookmark icon  located in the upper left of the page and then clicking on the bookmark for the subject you wish to view**
- **clicking in the table of contents on the entry you wish to view**

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INTRODUCTION

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Welcome to the UCSC Recruitment Management System (RMS) user guide. This guide is intended to assist Certified Hiring Managers (CHM) in navigating the system used to initiate recruitments and job offers for staff positions.

Hiring Managers interested in becoming “certified” should contact the RMS System Administrator for more information.

Profile

Each RMS account/password is associated with an RMS User Type, which defines the user's role and permissions within the system. A CHM user account is only provided upon the successful completion of the Fair Hiring Workshop and the RMS training, both of which are required.

Certified Hiring Manager (CHM)

Has direct supervisory responsibility for the position(s) being recruited, or provides administrative support to one or more hiring managers within a unit or division.

Has frequent need to recruit and hire staff positions.

Is responsible for: initiating recruitment requests, timely status update of applicants, and the submission of job offer requests.

As a Certified Hiring Manager (CHM) you will use this system to:

- Create and submit recruitment requests to your HR Service Team Representative (HRSTR)
- Access recruitments and view applicant materials
- Status applicants as they move through the recruitment process
- Create and submit job offer request(s) to your HRSTR

BEFORE YOU GET STARTED

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Your Web Browser

Mozilla Firefox version 2.0+ is the recommended web browser for use with the Recruitment Management System (RMS) for both PC and Mac. You can download Mozilla Firefox with the assistance of your IT desktop support person.

PC

For PCs, Firefox is recommended over Internet Explorer (IE) because the performance of IE is unstable for use with RMS.

Mac

You are welcome to use Safari if you choose, however versions 1.3+ or 2.0+ are recommended. We don't recommend other versions as they may be unstable. We **do not** recommend Internet Explorer (IE) because IE does not support Mac and you will experience problems accessing and using RMS reliably.

Web Browsers Versions

- [Mozilla Firefox 2.0.+ Recommended](#)
- [Internet Explorer 6.0+](#)
- [Safari 1.3+ or 2.0+](#)

To have a browser installed please see **Desktop Computer Support** at http://its.ucsc.edu/service_catalog/standard_desktop_support/ or the **ITS Support Center** at http://its.ucsc.edu/services/help_desk/

Additional Software

The site requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Navigational Dos and Don'ts

When logging in to RMS always open a new browser window. *Do not* use a browser window that you have been using to navigate the web.

Once logged in to RMS do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate within RMS, and do not open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within RMS.

Always **logout of RMS** and then **X** (close) out of the browser when you have completed your work.

Data Security

RMS contains electronic restricted data. To ensure the security of this and other sensitive data, **RMS will automatically log you out after 60 minutes when no activity is detected.** Anytime you leave your computer, even briefly, we strongly recommend that you save any work in progress and logout of RMS by clicking on the "Logout" link located under "Admin" at the bottom of the left navigation bar.

Help Options

For technical assistance using RMS contact the System Administrator at rms-help@ucsc.edu or call 831-459-5444.

Your [Human Resources Service Team Representative](#) (HRSTR) can provide advice and consultation regarding the policies and procedures related to staff recruitment and hiring.

ACCESSING RMS

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You will be provided a user name and password after you have completed the required RMS User classroom training. Forgot your password? Contact the RMS Administrator at rms-help@ucsc.edu or 459-5444 to reset your password.

Always login to RMS using a *new browser window*, never from a browser tab or window previously in use. Enter jobs.ucsc.edu/hr in the address box at the top of your web browser. The RMS user login screen will appear and will look similar to the screen below.

Note: It is recommended that you bookmark this login page for quick access. However, to ensure the security of the sensitive data in RMS never set your computer to *remember* your RMS login & password.

Login to RMS with your user name and password. After you click “Login” in you will see a screen similar to the one below. This is your home view and you will see your posted recruitments displayed. If you are a new CHM, there will be no active postings to display on your home view and the screen will be similar to the one below.

The various options in the left navigation bar are grouped under four major sections: Recruitments/Offers, Classification, Position Descriptions, Admin.

REQUESTING A RECRUITMENT

Go to the Filing A Vacancy web book for information about recruitment options and how to select the appropriate method for filing your vacancy.

Under the Position Descriptions section in the left navigation bar, click the “Submit Request” link.

The screenshot shows a web application interface. On the left is a blue navigation menu with the following items: RECRUITMENTS/OFFERS, POSTED/CLOSED RECS, PENDING RECS, HISTORICAL RECS, SEARCH ALL JOB OFFERS, SEARCH ALL RECS, CLASSIFICATION, SEARCH ALL, POSITION DESCRIPTIONS, SUBMIT REQUEST (circled in red), SEARCH ALL REQUESTS, VIEW PENDING REQUESTS, SEARCH ALL PDS, ADMIN, HOME, CHANGE PASSWORD, and LOGOUT. The main content area has a header with a welcome message: "Welcome Charley CH Manager. You are logged in." and the date "Thursday, August 14, 2008". Below the header, it says "User's Site" and "No Current Active Postings".

Choosing a Request Type

The screenshot shows the "Submit Recruitment Request" page. At the top, it says "Choose a Request Type from the list below." Below this, there is a link "See RMS Request Types for more information." (circled in red) and "7 Records". A yellow highlighted section contains a "Request Type(s):" header with a dropdown arrow. Below this, there is a list of request types, each with a "Start Action" link (circled in red):

- Establish New Position to Fill
- Straight Replacement
- Straight Replacement - Not Yet in RMS
- Update to Fill
- Update to Fill - Not Yet in RMS
- Non-Recruitment
- Waiver of Recruitment

After you click the “Submit Request” button you will see a screen similar to the one above. Select the request type you intend to initiate from the listed options.

- Establish New Position to Fill
- Straight Replacement
- Straight Replacement - Not Yet in RMS
- Update to Fill
- Update to Fill - Not Yet in RMS
- Non-Recruitment
- Waiver of Recruitment

Click the “Start Action” link that corresponds to the Request Type you wish to initiate.

Note: A summary of request types is available by clicking the “RMS Request Types” link near the top of the page. See page 40 for specific information about the Non-Recruitment and Waiver of Recruitment Request Types.

This user guide demonstrates the Establish New Position to Fill request type to show system navigation. When you initiate other request types, the steps you take and screens you see/use may vary slightly.

Selecting a Proposed Classification

After clicking “Start Action” you will see a screen similar to the one below displaying the first of several tabs.

Note: RMS will display a **red** asterisk (*) to the right of all required fields. You must add data to these fields in order to save your work and/or continue to other tabs.

This tab is titled “Proposed Classification”. You will be required to select a classification from the drop down menu to indicate the expected classification based on the job description for this position. The classification you select represents a proposal only. When your request is reviewed by the SHR Classification Analyst, they will either agree with the proposed classification you select here or will take steps to correct the classification before the recruitment is approved and posted.

Select a classification title from the drop down menu and click the “Search” button.

Note: When the drop down menu is displayed you may enter the first letter of the classification title to go directly to that letter in the menu.

The screenshot shows a web application interface for creating a new position. The main heading is "Create Establish New Position to Fill". Below this is a table with several tabs: "Proposed Classification", "Copy Approved Position", "Job Description / Position Information", "Job Duties", "Requisition Information", "Funding Information", "Supplemental Documents", and "Comments". The "Proposed Classification" tab is active. Below the tabs is a search area with the text "Search Titles to Assign to this Position". A dropdown menu is open, showing a list of classification titles. The "Any" option is selected and circled in red. Below the dropdown are buttons for "SEARCH" and "CLEAR RESULTS", both also circled in red. A "CANCEL" button is located below the search area. On the left side of the screen is a navigation menu with various options like "PENDING RECS", "CLASSIFICATION", "POSITION DESCRIPTIONS", and "ADMIN".

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
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Search Titles to Assign to this Position

Classification: Any

- (FTL AREA) ADMINISTRATOR-EXEC [0105]
- (FTL AREA) DIR (FTL AREA)-EXEC [0098]
- (FTL AREA) DIR (FTL AREA)-EXEC [0103]
- (FTL AREA) SUPERINTENDENT-EXEC [0120]
- (FTL AREA)DEAN (FTL AREA)-EXEC [0109]
- (FUNCTL AREA) DIRECTOR-EXEC [0097]
- (FUNCTL AREA) MANAGER-EXEC [0101]
- (FUNCTL AREA) OFFICER-EXEC [0102]
- (FUNCTL AREA)COORDINATOR-EXEC [0107]
- ASSISTANT I [4724]
- ASSISTANT I-SUPVR [4728]
- ASSISTANT II [4723]
- ASSISTANT II-SUPVR [4727]
- ASSISTANT III [4722]
- ASSISTANT III-SUPVR [4726]
- ACCOUNTANT I [7618]
- ACCOUNTANT I, SUPERVISING [7612]
- ACCOUNTANT II - SUPERVISOR [7625]
- ACCOUNTANT II [7620]
- ACCOUNTANT III - SUPERVISOR [7614]
- ACCOUNTANT III [7617]
- ACCOUNTANT IV - SUPERVISOR [7611]
- ACCOUNTANT IV [7616]
- ACCOUNTANT SUPERVISOR [7613]
- ACCOUNTANT, ASST [7619]

SEARCH CLEAR RESULTS

CANCEL

After clicking the “Search” button you will see a screen a screen similar to the one below. Continue the process by clicking the “Select and Continue” link under the classification title to associate the classification you selected with this request.

Note: If you chose the wrong classification, use the dropdown menu on this page and click “Search” to change the proposed classification title.

Create Establish New Position to Fill

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
Choose Title to Assign							
You may associate this Position Description with one of the titles below by choosing Select and Continue .							
1 Record							
<div style="background-color: #ffffcc; padding: 2px;"> Classification </div> <div style="background-color: #e0e0e0; padding: 2px;"> ACCOUNTANT II [7620] Select and Continue </div>							
Search Titles to Assign to this Position							
Classification: ACCOUNTANT II [7620]							
<div style="display: flex; justify-content: space-around;"> SEARCH CLEAR RESULTS </div>							
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">CANCEL</div>							

After clicking the “Select and Continue” link you will see a screen a screen similar to the one below. Click “Continue To Next Page” to move to the next tab.

Note: If at this point you discover the wrong classification title was chosen, click the “Change Classification” button to repeat the proposed classification selection process.

Create Establish New Position to Fill

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
Title Details							
Classification: ACCOUNTANT II [7620]							
<div style="display: flex; justify-content: space-around; align-items: center;"> CHANGE CLASSIFICATION CONTINUE TO NEXT PAGE >> </div>							
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SAVE AND STAY ON THIS PAGE</div>							
<div style="display: flex; justify-content: space-around;"> CANCEL PREVIEW REQUEST </div>							

Copy Approved Position

The “Copy Approved Position” tab allows you to search for historical data on positions you have created and copy standard information from your previously approved position into a new recruitment request.

To copy a previously approved position, refer to the instructions provided on the next page.

Note: You can only access and copy previously approved positions that you initiated in RMS. The “Copy Approved Position” tab will become useful as your list of previously approved positions grows.

If you do not wish to copy a previously approved position, click the “Do Not Copy Position, Continue To Next Page” button to move to the next tab.

Create Establish New Position to Fill

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
-------------------------	------------------------	--	------------	-------------------------	---------------------	------------------------	----------

Search Positions to Copy

Position Description (PD) Number: Classification:

[Check All](#) [Clear All](#)

- Approved To Fill: Open Rec/CO
- Approved To Fill: Open Rec/CO (New To RMS)
- Approved to Fill: Non-Rec/Waiver
- Recruitment Created
- PD Updated via Other PD Update
- Hired
- Position Vacated (Active)
- Position Description Inactivated

Copying an Approved Position

To copy from a previously approved position you initiated click the drop down menu and select the classification you wish to copy, and then click the “Search” button.

Note: If you know the position description (PD) number of the previously approved position you wish to copy enter that number in the field provided. Click the “Search” button.

Create Establish New Position to Fill

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
-------------------------	------------------------	--	------------	-------------------------	---------------------	------------------------	----------

Search Positions to Copy

Position Description (PD) Number:

Classification: **ACCOUNTANT I [7618]**

Check All Clear All
 Approved To Fill: Open Rec/CO
 Approved To Fill: Open Rec/CO (New To RMS)
 Approved to Fill: Non-Rec/Waiver
 Recruitment Created
 PD Updated via Other PD Update
 Hired
 Position Vacated (Active)
 Position Description Inactivated

SEARCH **CLEAR RESULTS**

After you click “Search” you will see a screen similar to the one below displaying the previously approved positions you initiated with the selected classification title. When you search for a particular PD number, you will see a screen similar to the one below displaying only the previously approved position you selected.

Click the “Select and Continue” link associated with the position you wish to copy.

Choose Position to Copy							
3 Records							
Classification	Date Approved	Div/Org	Employee Last Name	JD Number	EE Appt Number	Last Action	
ACCOUNTANT I [7618] Select and Continue View Summary		Business and Administrative Services [314]	Marks	200737	400309	Hired	
ACCOUNTANT I [7618] Select and Continue View Summary	04-13-2006	Business and Administrative Services [314]	VACANT	200583		Recruitment Created	
ACCOUNTANT I [7618] Select and Continue View Summary	05-16-2008	Business and Administrative Services [314]	VACANT	203224		Recruitment Created	

Copying an Approved Position Continued

Clicking the “Select and Continue” link will open the first of several data entry tabs which are now populated with information from the previously approved position you selected to copy.

You have edit rights to the copied details and may make appropriate changes to the information on any of the tabs to follow.

SEARCH ALL RECS CLASSIFICATION SEARCH ALL POSITION DESCRIPTIONS SUBMIT REQUEST SEARCH ALL REQUESTS VIEW PENDING REQUESTS SEARCH ALL PDS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Proposed Classification / Copy Approved Position / Job Description / Position Information / Job Duties / Requisition Information / Funding Information / Supplemental Documents / Comments																																		
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>																																			
<p>WARNING: The Classification Analyst must provide a Yes or No response to "Classify at Proposed" to ensure proper processing of this request!</p> <p><i>*Required information is denoted with an asterisk.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Miscellaneous Information</th> <th></th> </tr> </thead> <tbody> <tr> <td>Request Number</td> <td></td> </tr> <tr> <td>Request Type</td> <td>Establish New Position to Fill</td> </tr> <tr> <td>* Recruitment Type</td> <td> <input type="radio"/> No Response <input checked="" type="radio"/> Open <input type="radio"/> Campus Only - Restricted To Current UCSC Employees <input type="radio"/> Non-Recruitment <input type="radio"/> Waiver of Recruitment </td> </tr> <tr> <td>Copied from PD number</td> <td>200583</td> </tr> <tr> <td colspan="2">Position Description (PD) Number</td> </tr> <tr> <td>* Division/Organization</td> <td>ARTS [317] ▼</td> </tr> <tr> <td>* Department/Unit</td> <td>BAS : Financial Affairs [4059-314-30] ▼</td> </tr> <tr> <td>Sub-Department/Sub-Unit</td> <td><input type="text"/></td> </tr> <tr> <td>* Responsible Certified Hiring Manager</td> <td>Fargo, Jean ▼</td> </tr> <tr> <td>* Enter name of Hiring Manger here (type NA if same as above).</td> <td><input type="text" value="555-555-5555"/></td> </tr> <tr> <td>Hiring Manager Phone <small>xxx-xxx-xxxx</small></td> <td><input type="text"/></td> </tr> <tr> <td>Hiring Manager Email</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Not Selected</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center; border-bottom: 1px solid black;">Selected</td> </tr> <tr> <td>*Sample, Admin Fargo, Jean</td> <td style="text-align: center;">></td> <td>D Approver, Donald D Approver, Donna</td> </tr> </table> </td> </tr> </tbody> </table>		Miscellaneous Information		Request Number		Request Type	Establish New Position to Fill	* Recruitment Type	<input type="radio"/> No Response <input checked="" type="radio"/> Open <input type="radio"/> Campus Only - Restricted To Current UCSC Employees <input type="radio"/> Non-Recruitment <input type="radio"/> Waiver of Recruitment	Copied from PD number	200583	Position Description (PD) Number		* Division/Organization	ARTS [317] ▼	* Department/Unit	BAS : Financial Affairs [4059-314-30] ▼	Sub-Department/Sub-Unit	<input type="text"/>	* Responsible Certified Hiring Manager	Fargo, Jean ▼	* Enter name of Hiring Manger here (type NA if same as above).	<input type="text" value="555-555-5555"/>	Hiring Manager Phone <small>xxx-xxx-xxxx</small>	<input type="text"/>	Hiring Manager Email	<input type="text"/>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Not Selected</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: center; border-bottom: 1px solid black;">Selected</td> </tr> <tr> <td>*Sample, Admin Fargo, Jean</td> <td style="text-align: center;">></td> <td>D Approver, Donald D Approver, Donna</td> </tr> </table>	Not Selected		Selected	*Sample, Admin Fargo, Jean	>	D Approver, Donald D Approver, Donna
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Not Selected		Selected																																	
*Sample, Admin Fargo, Jean	>	D Approver, Donald D Approver, Donna																																	

Continue with the data entry tab instructions beginning with the next page.

Job Description / Position Information

The “Job Description/Position Information” tab is the first of several data entry tabs. The combined information from all the tabs will be used to determine the final classification and create the job posting presented to jobseekers, and represents the job description for the position.

A red asterisk (*) denotes a required field. You must add data to these fields in order to save your work and/or continue to other tabs. Date/number fields will require specific formatting, examples are provided on the page.

Note: This tab requires the designation of Divisional Approvers for the request. It is important to select at least two Divisional Approvers, up to as many as are appropriate. Doing so will prevent delays in the processing of your request and job offer(s).

It is common to have questions about some of this information; consult with your HRP if you need assistance completing this tab.

Complete the data entry and click “Continue To Next Page” to move to the next tab.

IMPORTANT: To stop and save your work for the first time; you must be beyond the “Proposed Classification” and the “Copy Approved Position” tabs AND have completed at least the required fields of the “Job Description/Position Information” data entry tab before you can save your work. Click the “Save And Stay On This Page” button, then click the “Preview Request” button at the bottom of the tab to go to the Request Status page. Click the “Save Request Without Submitting” radio button, then click “Confirm”. Your request is **Not Saved** until you have clicked “Confirm”. If you log out or click a link on the left navigation bar before completing these steps, the request information you have entered will not be saved.

Note: The “Save And Stay On This Page” button is available on every tab. Please use this button often to save your work as you progress through the workflow.

Job Duties

The “Job Duties” tab collects details that will describe the essential functions of the job. To begin, click the “Add New Entry” button.

SEARCH ALL RECS
CLASSIFICATION
SEARCH ALL
POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments	Request History
-------------------------	------------------------	--	------------	-------------------------	---------------------	------------------------	----------	-----------------

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function. Percentages must add up to 100%.

To add a new entry, click the **Add a New Entry** button below. To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link.

Existing Entries

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL VIEW REQUEST SUMMARY >>

After clicking the “Add New Entry” button, you will see a screen similar to the one below.

Enter the estimated percentage of time for the duty, the duty title (Supervisory, Liaison, etc) and the details that describe the functions and responsibilities associated with the duty. You will be able to add as many duties as appropriate for the position, one at a time, until 100% of the job duties are represented.

• UCSC HOME

Add New Entry

* Required information is denoted with an asterisk.

* Percent of Total Time (0-100 as appropriate) 35

Duty Title Billing & Accounting

* Duties Performed

Monitor awards for aging of receivables.
Prepare budgetary and financial adjustments, (e.g., initial, adjusting, and final) as necessary.
Provide technical assistance, as needed, to the extramural funds accounting staff.
Advise, assist, and instruct service teams and campus departments regarding extramural fund accounting issues.

ADD ENTRY

CANCEL

Click the “Add Entry” button after completing the entry.

Repeat the steps until all job duties have been entered. Each time you click the “Add Entry” button, you will see a screen similar to the one below. From this view you have access to “Edit” and “Delete” links to assist you in making adjustments to the job duties tab.

When you have entered the final duty, check that the total percent displayed is 100%.

CLASSIFICATION
SEARCH ALL
POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

- EMPLOYMENT SERVICES
- STAFF HR HOME
- UCSC HOME

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
-------------------------	------------------------	--	------------	-------------------------	---------------------	------------------------	----------

✓ The entry has been added.

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function. Percentages must add up to 100%.

To add a new entry, click the **Add a New Entry** button below. To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link.

Existing Entries

Total Percent: 100

3 Records

% of Time	Title	Duties
55 View Edit Delete	Propagation Management at CASFS greenhouses:	Assist in coordinating garden, field, and plant sale seedling production by overseeing organic propagation mix production, seeding, and care of many different annual and perennial species in a variety of containers. Assist with crop planning by participating in meetings with managers and creating sowing schedules for greenhouse crew. Coordinate the asexual propagation of hundreds of different perennial plant species, including doing cuttings and divisions, managing mist boxes, and coordinating care of container plants. Coordinate greenhouse irrigation and fertilization. Organize purchase of supplies for propagation facilities
30 View Edit Delete	Teaching and Coordinating Apprentices, Student Interns, and Volunteers:	Prepare and present propagation and other horticultural information to apprentices, interns, and general public both in classroom and in practical hands-on demonstrations in the greenhouse and gardens. Assist with course planning by attending curriculum committee meetings and developing class outlines for propagation talks. Supervise apprentices, interns, and volunteers in the day-to-day propagation work and greenhouse management. Participate in Docent training sessions and other public education events, including independently delivering lectures or workshops on various horticultural topics independently delivering lectures or workshops on various horticultural topics
15 View Edit Delete	10% Plant Sale Management:	Working with the other managers, coordinate Spring plant sale, Fall plant sale, and on-Farm plant sales. Develop and maintain inventory of container plants. Organize record-keeping system for plant sales. Coordinate apprentices and volunteers at plant sales. Assist with budget and market planning for plant sale production.

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW REQUEST

Note: The total of the existing entries should always equal 100%, even for part time positions. RMS will combine percentages entered for each duty and display the total, but will not warn if the total comes to more or less than 100%.

Click the “Continue to Next Page” button to go to the next tab.

Requisition Information

Information provided on the "Requisition Information" tab includes the terms and conditions of employment for the position, schedule and salary information and the recruitment advertising information.

It is common to have questions about some of this information; consult with your HRP if you need assistance completing this tab.

When you have completed this tab, click the "Continue to Next Page" button to go to the next tab.

CLASSIFICATION SEARCH ALL POSITION DESCRIPTIONS SUBMIT REQUEST SEARCH ALL REQUESTS VIEW PENDING REQUESTS SEARCH ALL PDS ADMIN HOME CHANGE PASSWORD CHANGE USER TYPE LOGOUT	Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments																						
	<p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p>																													
<p>*Required information is denoted with an asterisk.</p>																														
<table border="1"> <thead> <tr> <th colspan="2">Appointment Information</th> </tr> </thead> <tbody> <tr> <td>* Appointment Type</td> <td> <input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career <input type="checkbox"/> Contract <input type="checkbox"/> Limited/Temporary </td> </tr> <tr> <td>* Appointment Duration</td> <td> Check All Clear All <input type="checkbox"/> Indefinite <input type="checkbox"/> With an end date <input type="checkbox"/> With an end date for budgetary purposes only (sub 2 only) <input type="checkbox"/> With possibility of extension <input type="checkbox"/> By agreement </td> </tr> <tr> <td>* End Date (Type "None" for Indefinite Appointments)</td> <td><input type="text"/></td> </tr> <tr> <td>* Start Date (Choose one)</td> <td> <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY <input type="checkbox"/> Immediate Opening </td> </tr> <tr> <td>* Percentage of Time (If BYA, enter zero)</td> <td><input type="text"/></td> </tr> <tr> <td>* Fixed or Variable?</td> <td> <input checked="" type="radio"/> No Response <input type="radio"/> Fixed <input type="radio"/> Variable </td> </tr> <tr> <td>* Shift Differential</td> <td> <input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No </td> </tr> <tr> <td>If yes, percentage of time</td> <td><input type="text"/></td> </tr> <tr> <td>* Furlough</td> <td> <input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No </td> </tr> <tr> <td>If yes, basis</td> <td> <input checked="" type="radio"/> No Response <input type="radio"/> 9/12 <input type="radio"/> 10/12 <input type="radio"/> 11/12 </td> </tr> </tbody> </table>									Appointment Information		* Appointment Type	<input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career <input type="checkbox"/> Contract <input type="checkbox"/> Limited/Temporary	* Appointment Duration	Check All Clear All <input type="checkbox"/> Indefinite <input type="checkbox"/> With an end date <input type="checkbox"/> With an end date for budgetary purposes only (sub 2 only) <input type="checkbox"/> With possibility of extension <input type="checkbox"/> By agreement	* End Date (Type "None" for Indefinite Appointments)	<input type="text"/>	* Start Date (Choose one)	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY <input type="checkbox"/> Immediate Opening	* Percentage of Time (If BYA, enter zero)	<input type="text"/>	* Fixed or Variable?	<input checked="" type="radio"/> No Response <input type="radio"/> Fixed <input type="radio"/> Variable	* Shift Differential	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No	If yes, percentage of time	<input type="text"/>	* Furlough	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No	If yes, basis	<input checked="" type="radio"/> No Response <input type="radio"/> 9/12 <input type="radio"/> 10/12 <input type="radio"/> 11/12
Appointment Information																														
* Appointment Type	<input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career <input type="checkbox"/> Contract <input type="checkbox"/> Limited/Temporary																													
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* Furlough	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No																													
If yes, basis	<input checked="" type="radio"/> No Response <input type="radio"/> 9/12 <input type="radio"/> 10/12 <input type="radio"/> 11/12																													

Funding Information

The “Funding Information” tab allows you add the funding information for the request. You will be able to make as many funding entries as needed for this particular position.

NOTE: In some cases it is appropriate to skip the “Funding Information” tab and have the Divisional Approver add the funding information. To skip this tab, click the “Continue to Next Page” button.

To add funding information, click the “Add New Entry” button.

The screenshot shows the 'Funding Information' tab selected in the top navigation bar. The main content area is titled 'Existing Entries' and displays 'No Records Found'. Below this, there are several buttons: 'ADD NEW ENTRY' (circled in red), 'CONTINUE TO NEXT PAGE >>' (circled in red), '<< RETURN TO PREVIOUS', 'SAVE AND STAY ON THIS PAGE', 'CANCEL', and 'PREVIEW REQUEST'. A left-hand sidebar contains navigation options such as 'SEARCH ALL RECS', 'CLASSIFICATION', 'POSITION DESCRIPTIONS', 'ADMIN', and 'EMPLOYMENT SERVICES'.

After clicking the “Add New Entry” button, you will see a screen similar to the one below.

The screenshot shows the 'Add New Entry' form. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Add New Entry' and contains a list of input fields for funding information. A red asterisk indicates required information. The fields include: Location Code (dropdown menu with '7' selected), Org. Code (Known as "Account" in PPS) (dropdown menu), Fund (xxxxx) (text input), Project Code (Between 1 and 6 characters. Also known as Activity) (text input), Cost Center (text input), Sub (dropdown menu), FTE (x.xx or .xx) (text input), Distribution Percent (x.xxxx or .xxxx) (text input), Distribution Begin (text input with MM/DD/YYYY -or- MM-DD-YYYY format), and End Date (text input with MM/DD/YYYY -or- MM-DD-YYYY format and an 'Indefinite' checkbox). The 'ADD ENTRY' button is circled in red. A 'CANCEL' button is also visible at the bottom.

Complete the data entry and click the “Add Entry” button again.

Funding Information Continued

Repeat the steps to add additional funding information. Include funding for shift differentials, meal plans, etc, as appropriate.

Following each funding entry, you will see a screen similar to the one below. From this view you have access to “Edit” and “Delete” links to assist you in making adjustments to the job duties tab.

CLASSIFICATION
SEARCH ALL
POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

- EMPLOYMENT SERVICES
- STAFF HR HOME
- UCSC HOME

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
---	--	--	----------------------------	---	----------------------------	--	--------------------------

✓ **The entry has been edited.**

Existing Entries

2 Records

Location Code	Org. Code	Fund	Project Code	Cost Center	Sub	FTE	Distribution Percent	Distribution Begin	End Date
7 View Edit Delete	401120 COWELL/GALLERY FOUNDATION [2305-121-12]	19900			Sub 1	.50	.5000		1
7 View Edit Delete	401121 COWELL/PROGRAM IMPROVEMENT GRANT [2305-121-12]	19900			Sub 1	.50	.5000		1

ADD NEW ENTRY

<< **RETURN TO PREVIOUS**

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL | **PREVIEW REQUEST**

Click the “Continue to Next Page” button to go to the next tab.

Attaching Supplemental Documents PC

The “Supplemental Documents” tab allows you to attach an organizational chart, memo or other supporting documents. Attached documents may be useful to others reviewing and approving a request or may be important as required documentation for the recruitment.

If no attachments are required you may click the “Continue To Next Page” button and move on.

Attach a document by clicking the ‘Attach’ link on the same line as the document type you want to attach.

After clicking the “Attach” button, you will see a screen similar to the one below.

You will have 2 options for attaching a document:

1. The “Upload a new document” method allows you to attach a document stored on your computer in one of the following common formats:
 - Adobe Acrobat (.pdf)
 - Microsoft Word (.doc)
2. The “Paste a new document” method allows you to attach a document that is of another format using the copy/paste method or allows you to type text directly into the area provided.

Note: there are two “Attach” buttons on this screen. Be sure to click the “Attach” button which corresponds to the method you choose (either “Upload a new document” or “Paste a new document”).

Attaching Supplemental Documents PC –Locating and Attaching

To use the “Upload a new document” method click the “Browse” button to locate the document you intend to attach. For PC users the dialogue box to the right will appear. Select the document and click the “Open” button in the dialogue box.

SEARCH ALL RECS
CLASSIFICATION
 SEARCH ALL
POSITION DESCRIPTIONS
 SEARCH ALL REQUESTS
 VIEW PENDING REQUESTS
 SEARCH ALL PDS
ADMIN
 HOME
 CHANGE PASSWORD
 LOGOUT

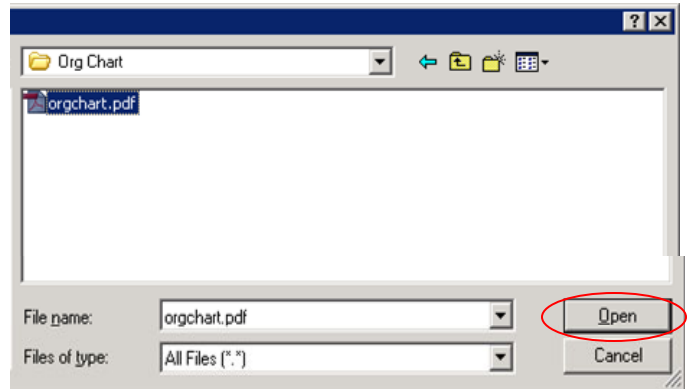
RMS Users are encouraged to make note in the Com
[Return to Previous](#)

Please choose one of the following methods to assoc

Upload a new document:
 Browse below to select a document to associate. Su
 PDF, JPEG, Visio, RTF.

File:

Paste a new document:



SEARCH ALL
POSITION DESCRIPTIONS
 SEARCH ALL REQUESTS
 VIEW PENDING REQUESTS
 SEARCH ALL PDS
ADMIN
 HOME
 CHANGE PASSWORD
 LOGOUT

• RMS USER TOOLKIT
 • EMPLOYMENT SERVICES
 • STAFF HR HOME
 • UCSC HOME

Job Description / Position Information | Job Duties | Requisition Information | Funding Information | **Supplemental Documents**

RMS Users are encouraged to make note in the Comments Tab when attaching
[Return to Previous](#)

Please choose one of the following methods to associate a document.

Upload a new document:
 Browse below to select a document to associate. Supported document types: '
 PDF, JPEG, Visio, RTF.

File: D:\SHR Forms-Admin\Org

When you click the “Open” button the location path to the document will appear in the space next to the “Browse” button.

Click the “Attach” button to attach the document.

After clicking “Attach” you will get the following confirmation dialogue box. Complete the attach process by clicking the “Confirm” button.

SEARCH ALL
POSITION DESCRIPTIONS
 SEARCH ALL REQUESTS
 VIEW PENDING REQUESTS
 SEARCH ALL PDS
ADMIN
 HOME
 CHANGE PASSWORD
 LOGOUT

• RMS USER TOOLKIT
 • EMPLOYMENT SERVICES
 • STAFF HR HOME
 • UCSC HOME

Job Description / Position Information | Job Duties | Requisition Information | Funding Information | **Supplemental Documents** | Comments | Request History

RMS Users are encouraged to make note in the Comments Tab when attaching documents here.
 Click the **Confirm** below to attach the document.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Attaching Supplemental Documents PC – Viewing or Removing

After clicking the “Confirm” button, you will see a screen similar to the one below. This page provides “Remove” and “View” links to assist in making adjustments to the attached document(s).

SEARCH ALL
POSITION DESCRIPTIONS
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

• RMS USER TOOLKIT
• EMPLOYMENT SERVICES
• STAFF HR HOME
• UCSC HOME

Job Description / Position Information > Job Duties > Requisition Information > Funding Information > Supplemental Documents > Comments > Request History

RMS Users are encouraged to make note in the Comments Tab when attaching documents here.
3 Records

Attach / Remove	Document Type	Attached Document	View Document
Remove	Organizational Chart	Attached	View
Remove	Memo	Attached	View
Attach	Other	Not Attached	

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE

CANCEL VIEW REQUEST SUMMARY >>

After you have completed attaching documents, click the “Continue to Next Page” button to go to the next tab.

Note: The next pages are instructions for attaching supplemental documents for Mac Users. PC users can continue with the “Comments” tab instructions (see table of contents).

Attaching Supplemental Documents Mac

The “Supplemental Documents” tab allows you to attach an organizational chart, memo or other supporting documents. Attached documents may be useful to others reviewing and approving a request or may be important as required documentation for the recruitment.

If no attachments are required you may click the “Continue To Next Page” button and move on.

Attach a document by clicking the ‘Attach’ link on the same line as the document type you want to attach.

After clicking the “Attach” button, you will see a screen similar to the one below.

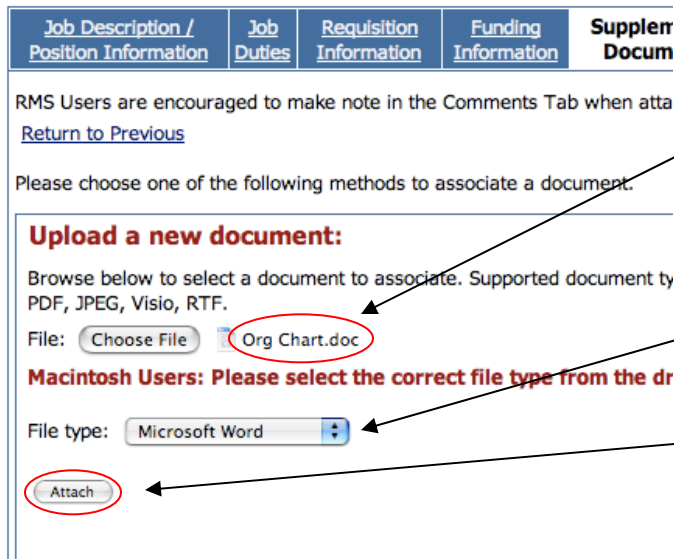
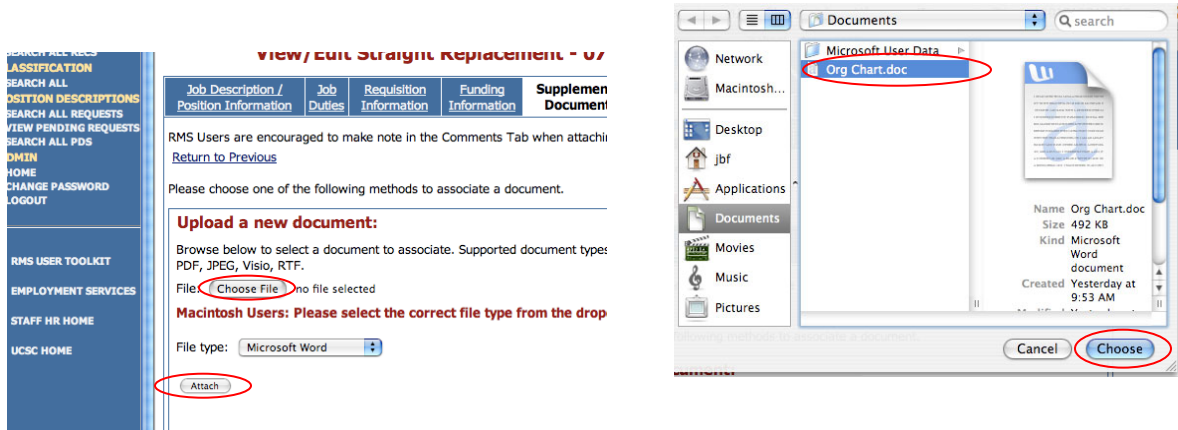
You will have 2 options for attaching a document:

1. The “Upload a new document” method allows you to attach a document stored on your computer in one of the following common formats:
 - Adobe Acrobat (.pdf)
 - Microsoft Word, (.doc)
2. The “Paste a new document” method allows you to attach a document that is of another format using the copy/paste method or allows you to type text directly into the area provided.

Note: there are two “Attach” buttons on this screen. Be sure to click the “Attach” button which corresponds to the method you choose (either “Upload a new document” or “Paste a new document”).

Attaching Supplemental Documents Mac-Locating and Attaching

To use the “Upload a new document” method click the “Choose File” button to locate the document you intend to attach. For Mac users the dialogue box to the right will appear. Select the document, be sure you have chosen the correct file type from the drop down menu, and then click the “Choose” button in the dialogue box.

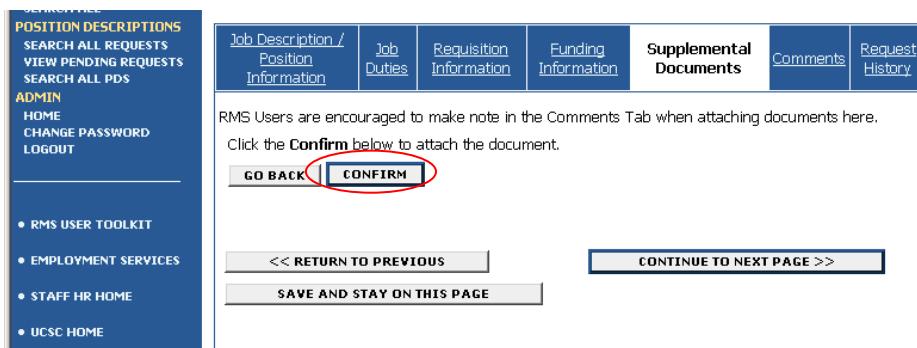


When you click the “Choose” button the name of the document will appear in the space next to the “Choose File” button.

Choose the correct file type from the drop down menu.

Click the “Attach” button to attach the document.

After clicking “Attach” you will get the following confirmation dialogue box. Complete the attach process by clicking the “Confirm” button.



Attaching Supplemental Documents Mac – Viewing or Removing

After clicking the “Confirm” button, you will see a screen similar to the one below. This page provides “Remove” and “View” links to assist in making adjustments to the attached document(s).

The screenshot displays a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes links for 'POSITION DESCRIPTIONS', 'ADMIN', 'RMS USER TOOLKIT', 'EMPLOYMENT SERVICES', 'STAFF HR HOME', and 'UCSC HOME'. The main content area features a breadcrumb trail: 'Job Description / Position Information > Job Duties > Requisition Information > Funding Information > Supplemental Documents > Comments > Request History'. Below the breadcrumb trail, a message states: 'RMS Users are encouraged to make note in the Comments Tab when attaching documents here. 3 Records'. A table with four columns is shown: 'Attach / Remove', 'Document Type', 'Attached Document', and 'View Document'. The table contains three rows of data. The first row shows 'Organizational Chart' with 'Attached' status and 'View' link. The second row shows 'Memo' with 'Attached' status and 'View' link. The third row shows 'Other' with 'Not Attached' status and 'Attach' link. The 'Remove' link in the first row is circled in red. Below the table, there are three buttons: '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', and 'SAVE AND STAY ON THIS PAGE'. The 'CONTINUE TO NEXT PAGE >>' button is circled in red. At the bottom of the page, there are two buttons: 'CANCEL' and 'VIEW REQUEST SUMMARY >>'.

Attach / Remove	Document Type	Attached Document	View Document
Remove	Organizational Chart	Attached	View
Remove	Memo	Attached	View
Attach	Other	Not Attached	

After you are finished attaching documents, click the “Continue to Next Page” button to go to the next tab.

Comments

The “Comments” tab is a useful tool for sharing information with other RMS users.

Note: Information provided here is viewable by all RMS users with access to the request. Comments entered here cannot be viewed by applicants.

The screenshot shows the 'Comments' tab in the RMS system. The interface includes a left-hand navigation menu with options like 'SEARCH ALL JOB OFFERS', 'CLASSIFICATION', 'POSITION DESCRIPTIONS', 'ADMIN', 'RMS USER TOOLKIT', 'EMPLOYMENT SERVICES', 'STAFF HR HOME', and 'UESC HOME'. The main content area has a top navigation bar with tabs: 'Proposed Classification', 'Copy Approved Position', 'Job Description / Position Information', 'Job Duties', 'Requisition Information', 'Funding Information', 'Supplemental Documents', and 'Comments'. Below the tabs are navigation buttons: '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. A 'PLEASE NOTE' section states that information is viewable by all users and that required information is marked with an asterisk. The 'Enter Comments Here' section features a dropdown menu with roles: Certified Hiring Manager (CHM), Human Resources Partner (HRP), Recruitment Specialist (RS), Divisional Approver (DA), Classification Analyst (CA), and System Administrator (SA). Below the dropdown are buttons: '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'SAVE AND STAY ON THIS PAGE', 'CANCEL', and 'PREVIEW REQUEST'. The 'CONTINUE TO NEXT PAGE >>' and 'PREVIEW REQUEST' buttons are circled in red in the original image.

After adding comments, click the “Continue To Next Page” button or click the “Preview Request” button to go directly to the Request Status page where you may save the request or direct the request to the next appropriate stage of the workflow.

Submitting the Request

After you click the “Continue To Next Page” or “Preview Request” button you will a screen similar to the one below, the Request Status page. This view displays the information from all the request tabs. Scroll down to review your work.

Note: If changes are required, click the “Edit” link near the top of the screen to return to the tabs. Click on the tab requiring adjustment; make the change and click the “Preview Request” button at the bottom of the tab to save the changes and return to the Request Status page displayed below.

View Establish New Position to Fill Summary

To change the status of this request, choose from the statuses below:

[Edit](#) [Printer-Friendly Version](#)

Request Status

Save Request Without Submitting
 Request HRP Review

[CANCEL](#) [CONTINUE](#)

Job Description / Position Information

Miscellaneous PD Information	
Request Number	
Request Type	Establish New Position to Fill
Position Description (PD) Number	
Copied from PD number:	
Division/Organization	Academic HR [302]
Department/Unit	Acad Affairs : Arboretum [4009-303-22]
Sub-Department/Sub-Unit	
Responsible Certified Hiring Manager	Castro, Lori
Hiring Manager Phone	3000xxxx-xxxx

Request Status options include:

- “Save Request without Submitting” will allow you to save your data and continue working on the request in another session. The request will not move forward in the workflow.
- “Request HRP Review” will move the request forward in the workflow to a status of “Pending HRP Review”. **Note:** You now have view-only rights to the request from this point on. Problem resolution or edits will be handled by the assigned HRP, in consultation with the CHM as appropriate.

Note: (See the Email Notifications section to see when emails are generated and who receives them)

Select the appropriate radio button, click “Continue” to go to the confirmation page, and then click “Confirm” to complete the process. **Note:** The request is NOT SAVED until you click the “Confirm” button.

Confirm Change Request Status

You are about to change this request to the following status:

Request Status

Save Request Without Submitting

[GO BACK](#) [CONFIRM](#)

VIEWING APPLICATION MATERIALS

Providing Access to the Guest Users

Within one business day after the IRD has passed the CHM will be notified via email that application materials have been released for review. The message will include a Search Committee Member Tutorial and instructions for viewing application materials in RMS.

The CHM will provide the following to the search committee members:

- the Guest User login & password (provide verbally in person or via phone/voice mail only)
- the Search Committee Member Tutorial

After you login to RMS you will a screen similar to the one below displaying the recruitments you have access to. To view the details of a recruitment, including the applications, the selection criteria, the posting details, the job duties, etc, click the "View" link below the recruitment job title.

SEARCH ALL RECS

CLASSIFICATION

SEARCH ALL

POSITION DESCRIPTIONS

SUBMIT REQUEST

SEARCH ALL REQUESTS

VIEW PENDING REQUESTS

SEARCH ALL PDS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

For details, click the "View" link below Job Title. To sort, click the arrow next to the column title.

View Open Recs					
4 Records					
Job Title	Job Number	Job Open Date	Initial Review Date	Applicants in Process	Rec. Status
AA-TECHNICIAN, REPROGRAPHICS, SR [4764] View	0700932 Get Reports List	03-01-2007	03-05-2007	1	Opened
Assistant Human Resources Partner View	0700915 Get Reports List	02-20-2007	03-06-2007	0	Opened
Employment Assistant/Receptionist	0700908 Get Reports	02-14-2007	03-04-2007	0	Opened

Click the Guest User tab to view the specific User Name and Password assigned to this recruitment. Give this information verbally to the members of the search committee.

CLASSIFICATION

SEARCH ALL

USERS

SEARCH ALL

POSITION DESCRIPTIONS

SUBMIT REQUEST

SEARCH ALL REQUESTS

VIEW PENDING REQUESTS

SEARCH ALL PDS

ADMIN

HOME

CHANGE DEFAULT VIEW

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

• RMS USER TOOLKIT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

Applicants	Posting Details	Job Duties	Posting Specific Questions	Guest User	Job Offers	Comments	History
On this screen view the Guest User account information.							
Guest User is Activated.							
Create Guest User							
*Required information is denoted with an asterisk.							
User Name:		GU54468					
Password:		mj160\$30u					
		Between 6 and 20 Characters					
<input style="border: 1px solid black;" type="button" value=" << RETURN TO PREVIOUS "/>				<input style="border: 1px solid black;" type="button" value=" CONTINUE TO NEXT PAGE >> "/>			
<input style="border: 1px solid black;" type="button" value=" SAVE AND STAY ON THIS PAGE "/>							
<input style="border: 1px solid black;" type="button" value=" CANCEL "/>		<input style="border: 1px solid black;" type="button" value=" VIEW RECRUITMENT SUMMARY >> "/>					

Applicant Tab Details

After clicking the “View” link you will see a screen similar to the one below. Notice the tabs listed across the top. The tabs contain the various recruitment details. You will find the selection criteria and special conditions of employment (SCOE) on the “Posting Details” tab.

The “Applicants” tab lists the applicants, provides links to the application materials submitted, shows the date applied, the applicant status, etc.

SEARCH ALL RECS

CLASSIFICATION

SEARCH ALL

POSITION DESCRIPTIONS

SUBMIT REQUEST

SEARCH ALL REQUESTS

VIEW PENDING REQUESTS

SEARCH ALL PDS

ADMIN

HOME

CHANGE PASSWORD

LOGOUT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

Applicants	Posting Details	Job Duties	Posting Specific Questions	Guest User	Job Offers	Comments	History
Active Applicants							
3 Records							
▼ Name	Documents	Link To	▲ Date Applied	▼ Status	All / None		
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred)	Change Status		
Brown, Bobby View Application	Cvr Ltr Res	History	03-07-2007	Under Review (Referred)	Change Status		
Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred)	Change Status		
CHANGE MULTIPLE APPLICANT STATUSES							
Refresh				View Multiple			
Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants				<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/>			
<input type="button" value="REFRESH"/>				<small>Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.</small>			

Viewing Applicant History

The “History” link on this tab shows the application/applicant status changes throughout its association with this recruitment. The selection criteria justifying an applicant’s final status will be viewed here.

VIEW HISTORICAL RECS

SEARCH ALL JOB OFFERS

SEARCH ALL RECS

CREATE RECRUITMENT

FROM PD

CLASSIFICATION

SEARCH ALL

APPLICANTS

SEARCH APPLICANTS

USERS

SEARCH ALL

POSITION DESCRIPTIONS

SUBMIT REQUEST

SEARCH ALL REQUESTS

VIEW PENDING REQUESTS

SEARCH ALL PDS

ADMIN

HOME

CHANGE DEFAULT VIEW

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

• RMS USER TOOLKIT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

Applicant History

Name: **Brown, Bobby**

History	Modified By
05-29-2007 11:19 AM	3373 User
<i>Incomplete - Attached Application</i>	
05-29-2007 11:19 AM	3373 User
<i>Incomplete - Answered Questions</i>	
05-29-2007 11:20 AM	3373 User
<i>Incomplete - Attached Documents</i>	
05-29-2007 11:20 AM	3373 User
<i>Completed Application Process</i>	
05-29-2007 11:20 AM	3373 User
<i>Pending Referral</i>	
05-30-2007 2:59 PM	RS RS 1
<i>Under Review (Referred)</i>	
05-31-2007 4:17 PM	CHM-CHM 1
<i>Referred, Not Interviewed: Specify Selection Criteria Not Met As Strongly:: 1, 3, 9</i>	

Sorting Applicants

From the “Applicants” tab you may perform a number of tasks, including:

- Sort and view applicants by clicking on the arrows as the top of a column
- View applications and additional documents (e.g. cover letters, resumes, and other documents)
- Change an applicant’s status

The screenshot shows the 'Applicants' tab interface. On the left is a navigation menu with options like 'SEARCH ALL JOB OFFERS', 'CLASSIFICATION', 'POSITION DESCRIPTIONS', 'ADMIN', and 'EMPLOYMENT SERVICES'. The main content area is titled 'Applicants' and has sub-tabs for 'Posting Details', 'Job Duties', 'Posting Specific Questions', 'Guest User', 'Job Offers', 'Comments', and 'History'. Below these is a section for 'Active Applicants' showing 3 records. A table lists three applicants: Annie Apple, Bobby Brown, and Christine Christmas. Each row includes columns for Name, Documents (with links to Opt Doc 1, Opt Doc 2, Cvr Ltr, and Res), Link To (History), Date Applied (03-07-2007), Status (Under Review (Referred)), and an 'All / None' checkbox. A 'CHANGE MULTIPLE APPLICANT STATUSES' button is below the table. At the bottom, a 'Refresh' section allows filtering by 'Active Applicants' (checked) or 'Inactive Applicants' (unchecked), with a 'REFRESH' button. There are also buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'.

Name	Documents	Link To	Date Applied	Status	All / None
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>
Brown, Bobby View Application	Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>
Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>

Note: This tab provides access to both active and inactive applicant lists.

To view only the inactive applicants (inactive applicants are no longer under consideration for interview or hire), un-check the “Active Applicants” check box and check the “Inactive Applicants” check box, then click the “Refresh” button. Inactive applicants can be sorted as described above.

To view both active applicants (active applicants are under consideration) and inactive applicants check both boxes and click the “Refresh” button.

Viewing Applications

To view a single application

To view a single application, click the "View Application" link under an applicant's name.

The screenshot displays the 'Active Applicants' section of the RMS interface. On the left is a navigation menu with options like 'SEARCH ALL JOB OFFERS', 'CLASSIFICATION', 'POSITION DESCRIPTIONS', 'ADMIN', and 'EMPLOYMENT SERVICES'. The main content area shows a table of three applicants. Each row includes a name with a 'View Application' link, document links (e.g., 'Opt Doc 2', 'Cvr Ltr'), a 'History' link, the date applied (03-07-2007), and the status 'Under Review (Referred)'. A 'Status' column contains checkboxes, and a 'Refresh' button is located at the bottom left. A 'View Multiple Applications' button is circled in red.

Name	Documents	Link To	Date Applied	Status	All / None
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input checked="" type="checkbox"/>
Brown, Bobby View Application	Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input checked="" type="checkbox"/>
Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input checked="" type="checkbox"/>

After you click the "View Application" link, a screen similar to the one on the following page will open in a new browser window displaying the application form. It may take a few moments for the application to load in the new window.

To close the window displaying the application, click the "Close Window" link, or click the "X" in the upper right-hand corner of the window (this will NOT log you out of RMS – it will return you to the "Applicants" tab).

To view multiple applications at the same time, perform the following steps:

- Check the boxes to the far right of the applications you wish to view (the "All" link at the top of the column will check all the boxes, the "None" link will un-check all the boxes)
- Click the "View Multiple Applications" button
- The applications you selected will open together in a new browser window; scroll down to view the open applications
- To close the window displaying the applications, click the "Close Window" link, or click the "X" in the upper right-hand corner of the window (this will NOT log you out of RMS – it will return you to the Applicants tab)

https://training067.peopleadmin.com - Applicant Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Google

Close Window

STAFF EMPLOYMENT APPLICATION

UC SANTA CRUZ

Requisition Number: **0701052** Job Title: **ARTS ASSISTANT III [4722]**

Personal Information

Last Name: Apple	First Name: Annie	Middle Name: M	List other names (if any) you have used while employed:
Address: 123 First Street		City: Santa Cruz	State: CA Zip Code: 95060 Country:
Home Phone: 831-555-5555	Business Phone: 831-555-5555	Cell/Other Phone: 831-555-5555	Email Address: annie@yahoo.com
Have you ever been convicted by any court of an offense? No			
If yes, give circumstance(s), place(s), and date(s). A conviction will not necessarily disqualify you from the job for which you have applied. Each case is considered individually.			
Do you have a valid License to drive in the State of California? Yes		Upon hire, will you be able to provide proof of eligibility to work in the US? Yes	
Are you now a registered UCSC student? No		Are you age 18 or older? Yes	
Historical: Are you currently eligible for pref-rehire or recall rights? No Response		Are you currently eligible for pref-rehire, recall or special selection? No	
Are you currently employed at UCSC? No		If yes, list the department(s) and dates of employment:	
Are you currently employed or have you ever been employed by another UC campus, laboratory, or medical center? No Response		If yes, please specify name(s) and location(s):	
Do you have relatives currently employed by UCSC? No		If yes, list their name(s), department(s), and relationship(s) to you:	

Skills Assessment

General Office/Computer Skills

Word Processing General Use <input checked="" type="checkbox"/> Advanced Use None	Spreadsheet General Use Create Spreadsheets	<input checked="" type="checkbox"/> Advanced Modeling None	Email <input checked="" type="checkbox"/> Experience Using No Experience Using
Calendaring Programs <input checked="" type="checkbox"/> Experience Using No Experience Using	Desktop Publishing/Graphics <input checked="" type="checkbox"/> Create Flyers, Brochures, etc. Advanced Graphics None	Web Applications and Design <input checked="" type="checkbox"/> Update Information Design and Maintain	Web Master None
Database <input checked="" type="checkbox"/> General Use	Please enter the number of words you type per minute:		

training067.peopleadmin.com

To close the window, click the "Close Window" link, or click the "X" in the upper right-hand corner of the window (this will NOT log you out of RMS – it will return you to the "Applicants" tab).

Viewing Documents

Viewing documents is very similar to viewing applications, except the documents will open in the Adobe Acrobat Reader software. This preserves the integrity of document formatting.

To view a single document

To view a resume, cover letter, or optional document submitted by an applicant, click the document link, under the Documents column header, that corresponds to the applicant under review.

After clicking the link, a new window will open displaying the selected document in Adobe Acrobat Reader. It may take a few moments for the document to load in the new window.

To close the displayed document, click the “X” in the upper right-hand corner of the window (this will NOT log you out of RMS – it will return you to the “Applicants” tab).

The screenshot shows the 'Applicants' page in the RMS system. The left sidebar contains navigation links such as 'SEARCH ALL JOB OFFERS', 'EMPLOYMENT SERVICES', and 'STAFF HR HOME'. The main content area displays a table of 'Active Applicants' with 3 records. The table columns are Name, Documents, Link To, Date Applied, Status, and All / None. Red circles highlight the 'All / None' link in the top right, the 'Opt. Doc. 2' link in the first row, and the 'VIEW MULTIPLE DOCUMENTS' button at the bottom. The table data is as follows:

Name	Documents	Link To	Date Applied	Status	All / None
Apple, Annie View Application	Opt. Doc. 2 Opt. Doc. 1 Cvr. Ltr. Res.	History	03-07-2007	Under Review (Referred) Change Status	<input checked="" type="checkbox"/>
Brown, Bobby View Application	Cvr. Ltr. Res.	History	03-07-2007	Under Review (Referred) Change Status	<input checked="" type="checkbox"/>
Christmas, Christine View Application	Opt. Doc. 1 Cvr. Ltr. Res.	History	03-07-2007	Under Review (Referred) Change Status	<input checked="" type="checkbox"/>

To view multiple documents at the same time, perform the following steps:

- Check the boxes to the far right of the documents you wish to view (the “All” link at the top of the column will check all the boxes, the “None” link will un-check all the boxes)
- Click the “View Multiple Documents” button.
- The selected documents will open together in a new window; scroll down to view the open documents.

To close the displayed documents, click the “X” in the upper right-hand corner of the window (this will NOT log you out of RMS– it will return you to the Applicants tab).

Printing Applications and Additional Documents

Some users prefer to conduct applicant screening using hard copy application materials, and most search committees prefer to have hard copy application materials on hand during interviews.

Follow these steps to print application materials.

Printing a single application

- To print a single application, click the "View Application" link under the applicant's name. The selected application will open in a new browser window (this may take a few moments)
- Select **File>Print** from your browser menu to print the application
- To close the application display window, click the "Close Window" link, or click the "X" in the upper right-hand corner of the window (this will NOT log you out of RMS – it will return you to the "Applicants" tab)

Printing multiple applications

- Check the boxes to the right of the corresponding applications you wish to print (the "All" link at the top of the column will check all the boxes, the "None" link will un-check all the boxes)
- Click the "View Multiple Applications" button
- The selected applications will open together in a new window
- Select **File>Print** from your browser menu to print the application
- To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of RMS – it will return you to the "Applicants" tab)

Printing a single document

- To print a resume, cover letter, or optional document, click the document link under the Documents column that corresponds to the selected applicant. The document will open in Adobe Acrobat Reader (this may take a few moments)
- Select **File>Print** from your browser menu to print the application
- To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of RMS – it will return you to the "Applicants" tab)

Printing multiple documents

- Check the boxes to the right of the corresponding applicants you wish to print (the "All" link at the top of the column will check all the boxes, the "None" link will un-check all the boxes)
- Click the "View Multiple Documents" button
- The selected documents will open together in a new window
- **File>Print** from your browser menu to print the application
- To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of RMS – it will return you to the "Applicants" tab)

CHANGING THE STATUS OF APPLICANTS

From the “Applicants” tab, you have two options for changing the status of applicants.

- change the status of a single applicant
- change the status of multiple applicants

NOTE: When updating applicants to a final status (indicating they are no longer under consideration for interview or hire), you will be required to document the job related criteria for their de-selection. See the section of this manual titled *Documenting De-selection for Interview or Hire*.

To change the status of a single applicant click the “Change Status” link under the Status column header in the row corresponding to the applicant.

CLASSIFICATION
SEARCH ALL

POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

Applicants	Posting Details	Job Duties	Posting Specific Questions	Guest User	Job Offers	Comments	History																								
<p style="color: #c00000; font-weight: bold;">Active Applicants</p> <p style="color: #c00000;">3 Records</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #fff9c4;"> <th style="width: 25%;">▼ Name</th> <th style="width: 20%;">Documents</th> <th style="width: 10%;">Link To</th> <th style="width: 10%;">▲ Date Applied</th> <th style="width: 20%;">▼ Status</th> <th style="width: 15%;">All / None</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 5px;"> Apple, Annie View Application </td> <td style="padding: 5px;"> Opt Doc 2 Opt Doc 1 Cvr Ltr Res </td> <td style="padding: 5px;">History</td> <td style="padding: 5px;">03-07-2007</td> <td style="padding: 5px;"> Under Review (Referred) Change Status </td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: left; padding: 5px;"> Brown, Bobby View Application </td> <td style="padding: 5px;"> Cvr Ltr Res </td> <td style="padding: 5px;">History</td> <td style="padding: 5px;">03-07-2007</td> <td style="padding: 5px;"> Under Review (Referred) Change Status </td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: left; padding: 5px;"> Christmas, Christine View Application </td> <td style="padding: 5px;"> Opt Doc 1 Cvr Ltr Res </td> <td style="padding: 5px;">History</td> <td style="padding: 5px;">03-07-2007</td> <td style="padding: 5px;"> Under Review (Referred) Change Status </td> <td style="padding: 5px; text-align: right;"><input type="checkbox"/></td> </tr> </tbody> </table>								▼ Name	Documents	Link To	▲ Date Applied	▼ Status	All / None	Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>	Brown, Bobby View Application	Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>	Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>
▼ Name	Documents	Link To	▲ Date Applied	▼ Status	All / None																										
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>																										
Brown, Bobby View Application	Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>																										
Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>																										

How to Change the Status of a Single Applicant

After clicking the “Change Status” link you will see a screen similar to the one below. Under the “Status” column header there is a drop down menu of status options. Select the new status for the applicant, and then click the “Continue to Confirm Page” button.

Change Applicant Status

instructions

Name	Documents	Status	Not Hired Reason
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	Selected for Interview Under Review (Referred) Selected for Interview Alternate for Interview Selected Candidate Interviewed, Not Selected Referred, Not Interviewed Alternate, Not Interviewed Declined Interview Withdrawn per Applicant Request	Choose Option Below: ▾

To reset an applicant status to the original status, click the “Reset to Original Status” button. You will be returned to the “Applicants” tab.

Duck, Donald View Application	Opt Doc 1 Cvr Ltr Res	Under Review (Referred) ▾	Choose Option Below: ▾
Ellis, Edward View Application	Cvr Ltr Res	Under Review (Referred) ▾	Choose Option Below: ▾

After clicking the “Continue to Confirm Page” button, you will come to a confirmation page. Select the “Save Status Changes” button to complete the status update. Select the “Cancel” button to cancel the changes and return to the previous screen. Click the “Reset to Original Status” button to restore original statuses and stay on the same page.

Change Applicant Status

instructions

Name	Documents	Status	Not Hired Reason
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	Selected for Interview	

How to Change the Statuses of Multiple Applicants

To change the status of multiple applicants, check the box to the far right for each applicant you wish to update, or click the “All” link at the top of the column to check all the boxes (click the “None” link to uncheck all the boxes), then click the “Change Multiple Applicant Statuses” button.

NOTE: When updating applicants to a final status (indicating they are no longer under consideration for interview or hire), you will be required to document the job related criteria for their de-selection. See the section of this manual titled *Documenting De-selection for Interview or Hire*.

Active Applicants

3 Records

Name	Documents	Link To	Date Applied	Status	All / None
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>
Brown, Bobby View Application	Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>
Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	History	03-07-2007	Under Review (Referred) Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Change Applicant Status

instructions

Change For All Applicants: Status: Not Hired Reason:

Name	Documents	Status	Not Hired Reason
Apple, Annie View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	<input type="text" value="Under Review (Referred)"/>	<input type="text" value="Choose Option Below:"/>
Brown, Bobby View Application	Cvr Ltr Res	<input type="text" value="Under Review (Referred)"/>	<input type="text" value="Choose Option Below:"/>
Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	<input type="text" value="Under Review (Referred)"/>	<input type="text" value="Choose Option Below:"/>
Duck, Donald View Application	Opt Doc 1 Cvr Ltr Res	<input type="text" value="Under Review (Referred)"/>	<input type="text" value="Choose Option Below:"/>
Ellis, Edward View Application	Cvr Ltr Res	<input type="text" value="Under Review (Referred)"/>	<input type="text" value="Choose Option Below:"/>

CONTINUE TO CONFIRM PAGE >> **RESET TO ORIGINAL STATUS**

CANCEL

Under the Status column header is a drop down menu of status options. Select the appropriate new status for each applicant, and then click the “Continue to Confirm Page” button.

To reset the statuses to their original values, click the “Reset to Original Status” button. To return to the previous screen, click “Cancel”.

After clicking the “Continue to Confirm Page” button you will see the confirmation page. Select the “Save Status Changes” button to complete the status update.

Select the “Cancel” button to cancel the changes and return to the “Applicants” tab.

Change Applicant Status

Christmas, Christine View Application	Opt Doc 1 Cvr Ltr Res	Under Review (Referred)
Duck, Donald View Application	Opt Doc 1 Cvr Ltr Res	Alternate for Interview
Ellis, Edward View Application	Cvr Ltr Res	Under Review (Referred)

SAVE STATUS CHANGES >> **CANCEL**

Documenting De-selection for Interview or Hire

RMS requires that de-selection decisions be documented when applicants are updated to a **final** status. The final status options requiring documentation are:

- Referred, Not Interviewed
- Alternate, Not Interviewed
- Interviewed, Not Selected

To update an applicant to a final status

- Select the appropriate final status using the drop down menu under the “Status” column header in the yellow horizontal bar
- Making a final status selection will open the text box titled “Other”
- In the “Other” text box, enter the numerical Selection Criteria (located in the “Posting Details” tab) which justify the applicant’s final status
- Click the “Continue to Confirm Page” button to save the status change and complete the final status documentation
- To reset the status to its’ original value, click the “Reset to Original Status” button; to return to the previous screen, click “Cancel”

Change Applicant Status

instructions

Name	Documents	Status	Not Hired Reason
Brown, Bobby View Application	Cvr Ltr Res	Referred, Not Interviewed	Specify Selection Criteria Not Met As Strongly: OTHER: , 4, 7, 9

CONTINUE TO CONFIRM PAGE >> **RESET TO ORIGINAL STATUS** **CANCEL**

SUBMITTING A JOB OFFER

Beginning the Job Offer for the Selected Candidate

To begin a job offer open the “Applicants” tab and status the appropriate applicant(s) as the selected candidate. RMS will then provide a “Job Offer” link; click that link to begin the job offer action.

View/Edit Recruitment - 0801630 - Open

Applicants: [Rec Details](#) | [Job Duties](#) | [Rec Contacts](#) | [Ad Plan](#) | [Posting Specific Questions](#) | [Guest User](#) | [Job Offers](#) | [Comments](#) | [History](#)

Active Applicants
2 Records

Name	Documents	Link To	Date Applied	Status	All / None
Apple, Alice View Application	Opt Doc 1 Cvr Ltr	History	08-15-2008	Selected Candidate Job Offer Change Status	<input type="checkbox"/>
Banana, Barbara View Application	Opt Doc 2 Opt Doc 1 Cvr Ltr Res	History	08-15-2008	Under Review (Referred) Change Status	<input type="checkbox"/>

[CHANGE MULTIPLE APPLICANT STATUSES](#)

Refresh: Active Applicants | Inactive Applicants

[REFRESH](#) | [VIEW MULTIPLE APPLICATIONS](#) | [VIEW MULTIPLE DOCUMENTS](#)

[CONTINUE TO NEXT PAGE >>](#) | [SAVE AND STAY ON THIS PAGE](#)

[CANCEL](#) | [VIEW RECRUITMENT SUMMARY >>](#)

Click on the “Start Action” link to initiate the Job Offer Request.

Begin Offer for Job Number Referenced Below

Begin Job Offer

1 Record

[Action Type\(s\):](#)

Begin Job Offer
[Start Action](#)

Click the **Start Action** link above to begin a job offer for the position description listed below.

1 Record

Classification	Div/Org	Job Number	PD Number
ANALYST, BUDGET [7253]	Div-Org 1	0600690	201105

[CANCEL](#)

Completing the Job Offer Request

When you click the “start action” link a Job Offer Request will be initiated. You will see a new set of tabs within the Job Offer Request similar to the screen below.

- Review, edit, and complete all the information in the “Job Offer Details” tab
 - In the “Selection Justification” box, enter a narrative statement to identify the job related justification for the selection of this candidate over other interviewed candidates. Use the numerical Selection Criteria to support your narrative statement. Include the criteria the selected candidate(s) met more strongly than other interviewed candidates
- Review, edit, and complete the “Funding Information” tab
- Add any comments you have to the “Comments” tab

Click the “Continue To Next Page” button.

Note: The “Final Terms & Conditions” tab will be completed by The Recruitment Specialist upon completion of the formal job offer.

The screenshot displays a web application interface for managing job offers. On the left is a blue navigation sidebar with links for 'RECRUITMENTS/OFFERS', 'POSTED/CLOSED RECS', 'PENDING RECS', 'HISTORICAL RECS', 'SEARCH ALL JOB OFFERS', 'SEARCH ALL RECS', 'CLASSIFICATION', 'SEARCH ALL', 'POSITION DESCRIPTIONS', 'SUBMIT REQUEST', 'SEARCH ALL REQUESTS', 'VIEW PENDING REQUESTS', 'SEARCH ALL PDS', 'ADMIN', 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. Below these are sections for 'RMS USER TOOLKIT', 'EMPLOYMENT SERVICES', 'STAFF HR HOME', and 'UCSC HOME'. The main content area has a top navigation bar with tabs: 'Job Offer Details' (highlighted with a red circle), 'Final Terms & Conditions', 'Funding Information' (highlighted with a red circle), 'Waiver Information', and 'Comments' (highlighted with a red circle). Below the tabs is a 'CONTINUE TO NEXT PAGE >>' button. A red asterisk indicates required information. The form contains several sections: 'Recruitment Info' with fields for Job Number (0901630), Request Type (Update to Fill), Recruitment Type (Open), Position Description (PD) Number, Division/Organization (Business and Administrative Services [314]), Department/Unit (BAS : Financial Affairs [4059-314-30]), Responsible Certified Hiring Manager (CH Manager, Charley), Hiring Manager details (Name: Kim Cox, Phone: 831-459-3073, Email: kimcox@ucsc.edu), Responsible Divisional Approvers (User, 15804; User, 15869), Responsible HR Partner (User, 15755), HR Partner details (Phone: 831-459-3469, Rec. Specialist Email: mcholu@ucsc.edu), Search Committee Members (dropdown menu), and a question 'Consider this recruitment closed with acceptance of this job offer?' with radio buttons for 'No Response', 'Yes', and 'No'. The 'Job Title' is 'Service Representative III'. The 'Selected Candidate Info' section includes fields for Selected Candidate First Name (Alice), Selected Candidate Middle Name (A), and Selected Candidate Last Name (Apple). The 'Selection Justification' field (highlighted with a red circle) contains a text area for providing a narrative response based on job-related criteria.

Submitting the Job Offer Request

After you click the “Continue To Next Page” button you will see a screen similar to the one below, the Request Status page. This view displays the combined information from all the job offer request tabs. Scroll down to review the entire job offer.

Note: If changes are required, click the “Edit” link near the top of the screen to return to the job offer request tabs. Click on the tab requiring adjustment; make the change and click the “View Request Summary” button at the bottom of the tab to save the changes and return to the Request Status page displayed below.

Request Status options include:

- “Save Job Offer, No Offer Pending” will allow you to save your data and continue working on the job offer request at another time. Your job offer request will not move forward in the work-flow
- “Request HRP Review” will move your request forward in the work-flow to a status of “Job Offer Pending HRP Review”. The Human Resources Partner assigned to this recruitment will receive an email notice alerting them to a Job Offer Request requiring their attention. **Note:** You now have view-only rights to the job offer request. Problem resolution or edits will be handled by the assigned HRP, in consultation with the CHM as appropriate.

Note: (See the Email Notifications section to see when emails are generated and who receives them)

Select the appropriate radio button and click “Continue” to go to the confirmation page.

The screenshot shows a web application interface. On the left is a blue sidebar with navigation links. The main content area is titled "Request Status" and contains two radio button options: "Save Job Offer, No Offer Pending" (selected) and "Request HRP Review". Below the radio buttons are "CANCEL" and "CONTINUE" buttons. Underneath is a "Job Offer Details" section with a table of information.

Job Offer Details	
Recruitment Info	
Job Number	0801630
Request Type	Update to Fill
Recruitment Type	Open
Position Description (PD) Number	
Division/Organization	Business and Administrative Services [314]
Department/Unit	BAS : Financial Affairs [4059-314-30]
Responsible Certified Hiring Manager	CH Manager, Charley

The HRP will review the Job Offer Request and move the offer forward to:

- The Recruitment Specialist if the salary to offer is at the minimum
- The Divisional Approver if the salary to offer is above the minimum, if the % of time worked has increased, to approve moving expenses, to approve a hire not previously approved, etc

The Recruitment Specialist will review the job offer request. Job Offer Requests requiring corrections are routed to the HRP for problem resolution. Once the job offer request is determined to be accurate and appropriately approved, the Recruitment Specialist will extend the job offer, secure a sign up and/or start date, complete the “Final Terms & Conditions” tab, and status the job offer as “Approved to Hire”.

When the job offer is updated to a status of “Approved to Hire” an email will be sent to both the Certified Hiring Manager, Divisional Approver, and the HRP confirming the offer has been completed, and includes the sign up date and the start date information.

Viewing the Completed Job Offer

To view the final details of the accepted job offer login to RMS and click the “Search All Job Offers” link under the Recruitments/Offers section of the left navigation bar. Check the “Approved to Hire” request status box, enter the recruitment number and click the “Search” button.

RECRUITMENTS/OFFERS
 POSTED/CLOSED RECS
 PENDING RECS
 HISTORICAL RECS
SEARCH ALL JOB OFFERS
 SEARCH ALL RECS
 CLASSIFICATION
 SEARCH ALL
 POSITION DESCRIPTIONS
 SUBMIT REQUEST
 SEARCH ALL REQUESTS
 VIEW PENDING REQUESTS
 SEARCH ALL PDS
 ADMIN
 HOME
 CHANGE PASSWORD
 LOGOUT

• Welcome **Charley CH Manager**. You are logged in. Tuesday, August 26, 2008

Search All Job Offers

Search All Job Offers

Check All Clear All

Request Status

- Job Offer Saved, No Offer Pending
- Job Offer Pending HRP Review
- Job Offer Pending Divisional Approval
- Offer Pending
- Problem with Job Offer
- Pending EEO/AA Waiver Opinion
- Pending Waiver Approval
- Offer In Progress
- Approved to Hire**
- Hired
- Cancelled Request to Offer
- Offer Rescinded
- Offer Declined

Recruitment Number for this Hire: 0801630

Division/ Organization: Any

Recruitment Type: Any

Selected Candidate Last Name:

SEARCH CLEAR RESULTS

Click the “View” link to see the final details of the job offer.

View Job Offers

Job Offers

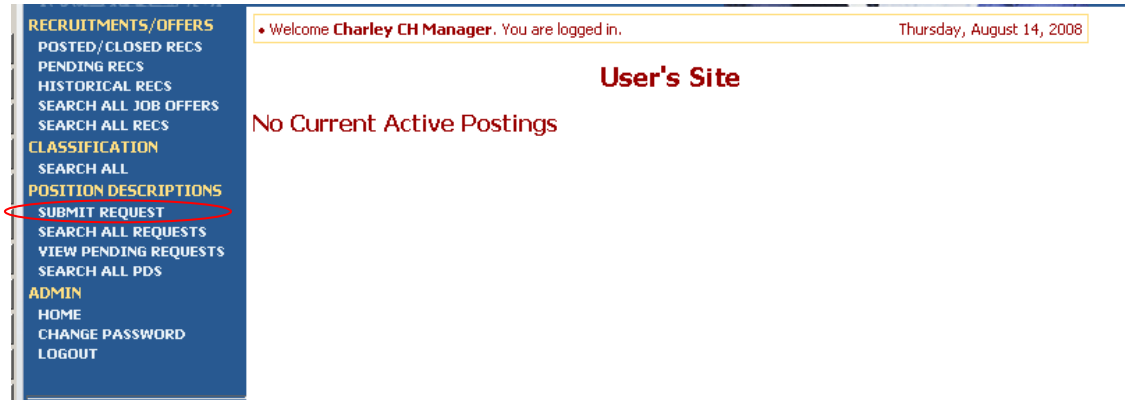
1 Record

Classification	Job Number	Rec. Type	HRP	Candidate Last Name	Current Status	First Submitted to HR
MANAGEMENT SERVICES OFFICER I [7512] View	0801598	Open	H R Partner, Helen	Banana	Approved to Hire	08-05-2008

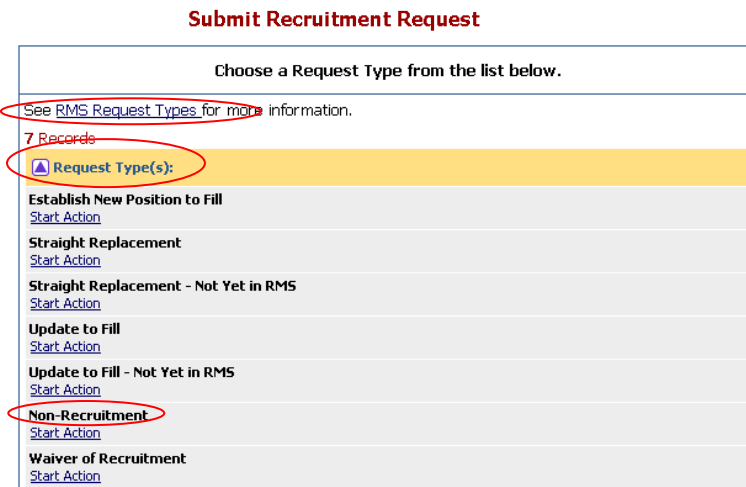
REQUESTING A NON-RECRUITMENT OR WAIVER OF RECRUITMENT (NR/W)

This section includes only the steps relevant to processing a Non-Recruitment or Waiver of Recruitment. For the comprehensive directions for processing Requests, start first with page 6 of this guide, and then refer to this section only if processing a Non-Recruitment or Waiver of Recruitment Request.

Under the Position Descriptions section in the left navigation bar, click the “Submit Request” link.



Choosing a Request Type



After you click the “Submit Request” button you will see a screen similar to the one above. Select the request type you intend to initiate from the listed options, either Non-Recruitment or Waiver of Recruitment.

- Non-Recruitment
- Waiver of Recruitment

Click the “Start Action” link that corresponds to the Request Type you wish to initiate.

Note: A summary of request types is available by clicking the “RMS Request Types” link near the top of the page. See page 6 for information about other request types.

Completing the Data Entry Tabs for the NR/W

After clicking “Start Action” you will see a screen similar to the one below displaying the first of several tabs.

NOTE: On the “Job Description/Position Information” tab: when initiating a Non-Recruitment or a Waiver of Recruitment the Request Type and Recruitment Type *must match*.

PENDING RECS
HISTORICAL RECS
SEARCH ALL JOB OFFERS
SEARCH ALL RECS

CLASSIFICATION
SEARCH ALL

POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

• RMS USER TOOLKIT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

Create Non-Recruitment

Proposed Classification	Copy Approved Position	Job Description / Position Information	Job Duties	Requisition Information	Funding Information	Supplemental Documents	Comments
---	--	---	----------------------------	---	-------------------------------------	--	--------------------------

[<< RETURN TO PREVIOUS](#) [CONTINUE TO NEXT PAGE >>](#)

WARNING: The Classification Analyst must provide a Yes or No response to "Classify at Proposed" to ensure proper processing of this request!

*Required information is denoted with an asterisk.

Miscellaneous Information	
Request Number	
Request Type	<input checked="" type="radio"/> Non-Recruitment
	<input type="radio"/> No Response <input type="radio"/> Open <input type="radio"/> Campus Only - Restricted To Current UCSC Employees <input checked="" type="radio"/> Non-Recruitment <input type="radio"/> Waiver of Recruitment
* Recruitment Type	<input checked="" type="radio"/> Non-Recruitment <input type="radio"/> Waiver of Recruitment

On the “Requisition Information” tab you will provide the salary to offer the selected candidate(s). The Recruitment Specialist (RS) will provide the benefits information and your Divisional Approver (DA) will approve both the salary and the benefits before the Non-Recruitment or Waiver of Recruitment is posted.

RECRUITMENTS/OFFERS
POSTED/CLOSED RECS
PENDING RECS
HISTORICAL RECS
SEARCH ALL JOB OFFERS
SEARCH ALL RECS

CLASSIFICATION
SEARCH ALL

POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

• RMS USER TOOLKIT

• EMPLOYMENT SERVICES

• STAFF HR HOME

• UCSC HOME

*Required information is denoted with an asterisk.

Appointment Information	
* Appointment Type - Recruitment <input type="checkbox"/> Career <input type="checkbox"/> Partial Year Career <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Limited/Temporary	<input type="checkbox"/> Indefinite <input checked="" type="checkbox"/> With an end date <input type="checkbox"/> With an end date for budgetary purposes only (sub 2 only) <input type="checkbox"/> With possibility of extension <input type="checkbox"/> By Agreement (BYA)
* Appointment Duration	<input type="checkbox"/> Indefinite <input checked="" type="checkbox"/> With an end date <input type="checkbox"/> With an end date for budgetary purposes only (sub 2 only) <input type="checkbox"/> With possibility of extension <input type="checkbox"/> By Agreement (BYA)
* End Date (Type "None" for Indefinite Appointments)	<input type="text" value="04/30/2009"/>
* Start Date (Choose one)	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY <input checked="" type="checkbox"/> Immediate Opening
* Percentage of Time (If BYA, enter zero)	<input type="text" value="75%"/>
* Fixed or Variable?	<input type="radio"/> No Response <input type="radio"/> Fixed <input checked="" type="radio"/> Variable
* Shift Differential	<input type="radio"/> No Response <input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, percentage of time	<input type="text"/>
* Furlough	<input type="radio"/> No Response <input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, basis	<input checked="" type="radio"/> No Response <input type="radio"/> 9/12 <input type="radio"/> 10/12 <input type="radio"/> 11/12
If yes, furlough time period (Specify date range, number of weeks/months, or TBD)	<input type="text"/>
* Salary to offer (Non-Rec or Waiver Only)	<input type="text" value="\$14.58 Step 2"/>
Benefits Eligibility Click here for more information.	

A Non-Recruitment or Waiver of Recruitment Request follows the same request workflow as an Open or Campus Only Request.

Follow the steps beginning on page 6 (Requesting a Recruitment) through the Request process to complete the tabs in the Request.

TIP: When you have initiated a Non-Recruitment or Waiver of Recruitment Request it is a good practice to have your selected candidate(s) go to <https://jobs.ucsc.edu> and create or update their application so they will be ready to apply as soon as the recruitment is posted.

“Non Rec/Waiver Posted” Email with Quicklink

Non-Recruitments and Waivers of Recruitment are posted in RMS in a hidden manner. To view and apply to hidden postings, selected candidate(s) must be provided a quicklink specific to the recruitment.

You will receive the following system-generated email when a Non-Recruitment or Waiver of Recruitment is posted. This message contains the quicklink *and* a template with instructions the selected candidate(s) must follow to correctly access and apply to the hidden posting.

Note: (See the Email Notifications section to see when emails are generated and who receives them)

RMS System Generated Email

Subject Line: [RMS Job # 0801944] Non-Rec/Waiver Ready For Application

Recipients: CHM, HRP, DA

Email Content:

Please DO NOT RESPOND to this email. Replies to this email will not be answered. Contact information is provided below.

Dear RMS User,

The following recruitment is at a status of: Non-Rec/Waiver Posted.

Job # 0801621
Job Title: LC Testing to Create NR/W Posting
Div/Org: ARTS [317]
Recruitment Type: Non-Recruitment

Individuals selected for hire must apply using the recruitment quick link before a job offer can be initiated. A template communication has been provided below to enable your communication with the Selected Hire.

TEMPLATE EMAIL:

Dear [Fill Candidate name in here],

You have been selected for hire into the following position:

Job # 0801621
Job Title: LC Testing to Create NR/W Posting
Div/Org: ARTS [317]
Recruitment Type: Non-Recruitment

You must complete the following steps before a job offer can be extended to you:

-Go to <https://jobs.ucsc.edu>; create and store an application in the system.

-Use this link, <https://cs067.peopleadmin.com/applicants/Central?quickFind=63327> to access the job posting, click the "Apply For This Position" button within the job details page. If this link does not take you to the page, copy and paste the URL into your browser's address bar.

-Attach cover letter, resume, and up to three additional documents to your application as appropriate.

You will receive a formal job offer from UCSC Staff Human Resources after your application materials have been received.

Questions should be directed to: Human Resources Partner Castro, Lori, 555-555-5555, lhcastro@ucsc.edu.

Thank you,
Castro, Lori

Quicklink

The Non-Recruitment or Waiver of Recruitment Job Offer

Once your selected candidate(s) has successfully applied you will receive a system generated email letting you know it is time to initiate the Job Offer Request. (Refer to the Email Notifications section for information about when emails are generated and who receives them.) When you open the recruitment you will see a screen similar to the one below.

The applicant(s) selected for the position will automatically be at a status of "Selected Hire (Non-Rec/Waiver)"; use the "Job Offer" link to initiate the Job Offer Request. A Job Offer Request for a Non-Recruitment or Waiver of Recruitment follows the same workflow as an Open Recruitment. Follow the steps on page 36 (Submitting a Job Offer) through the Job Offer Request process to complete the Job Offer Request.

PENDING RECS
HISTORICAL RECS
SEARCH ALL JOB OFFERS
SEARCH ALL RECS
CLASSIFICATION
SEARCH ALL
POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

View/Edit Posting - 0801652 - Non-Recruitment

Applicants	Rec Details	Job Duties	Rec Contacts	Posting Specific Questions	Guest User	Job Offers	Comments	History
Active Applicants								
1 Record								
▼ Name	Documents	Link To	▲ Date Applied	▼ Status	All / None			
Apple, Alice View Application		History	07-15-2008	Selected Hire (Non-Rec/Waiver) Job Offer	<input type="checkbox"/>			

The NR/W Job Offer Continued

On the "Job Offer Details" tab, it is not necessary to provide search committee information or selection justification for Non-Recruitment or Waivers of Recruitment. You will enter NA in these required fields.

RECRUITMENTS/OFFERS	Search Committee Members	
POSTED/CLOSED RECS	* .. Recruitment or Waiver job offer, enter "N/A".	
PENDING RECS	Consider this recruitment closed with acceptance of this job offer?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
HISTORICAL RECS	Job Title	2nd - Year Apprentice
SEARCH ALL JOB OFFERS	Selected Candidate Info	
SEARCH ALL RECS	Selected Candidate First Name	Alice
CLASSIFICATION	Selected Candidate Middle Name	A
SEARCH ALL	Selected Candidate Last Name	Apple
POSITION DESCRIPTIONS	* .. Selection Justification Please provide a narrative response based on job related criteria. Non-Recruitment or Waiver job offer, enter "N/A".	
SUBMIT REQUEST	Current UCSC Employee?	No
SEARCH ALL REQUESTS	UCSC Employee ID #	
VIEW PENDING REQUESTS	* .. Does the candidate have any limited appointment hours that count toward Career Status?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
SEARCH ALL PDS	If yes, please provide hours count here.	
ADMIN	* .. Is this a returning retiree?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
HOME		
CHANGE PASSWORD		
LOGOUT		

EMAIL NOTIFICATIONS

RMS generates emails when there is a status change to a request, recruitment, or a job offer.

The emails inform recipients of action that needs to be taken or of action that has been taken of interest to the recipient.

Please familiarize yourself with the emails you and other users will receive.

NOTE: The email indicating your position has been posted is of special importance: it confirms whether your position has been posted as either an *Open/CO Recruitment* and is viewable to the public or as a *Non-Rec/Waiver Recruitment* which is a hidden posting and is viewable only via the use of a quicklink specific to the RMS job number.

If your recruitment is not posted correctly please inform the System Administrator immediately at: rms-help@ucsc.edu 459-5444.

On the following page there is a chart listing the status changes which prompt an email, the RMS User Type recipients who receive emails, and the subject line of the various emails. The list can be viewed electronically at: <http://shr.ucsc.edu/topics/rms/rms-email-list.pdf> and is updated when new emails are added.

Email Recipient List

<u>RMS Status</u>	<u>Recipient(s)</u>	<u>Email Subject Line</u>
Pending Referral	Applicant	UCSC Employment Application/Job #:xxxxxxx
Withdrawn per Applicant Request	Applicant	UCSC Employment Application/Job #:xxxxxxx
Pending HRP Review	HRP	[RMS Job #:xxxxxxx] Request Pending HRP Review
Pending Rec. Specialist Review	RS	[RMS Job #:xxxxxxx] Pending Rec. Specialist Review
Problem with Request	CHM, HRP	[RMS Job #:xxxxxxx] Problem with Request
Request Withdrawn	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Request Withdrawn
Pending Divisional Approval	DA	[RMS Job #:xxxxxxx] Request Pending Divisional Approval
Pending Classification Review	CA	[RMS Job #:xxxxxxx] Pending Classification Review
Approved To Fill: Open Rec/CO	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Approved to Fill
Approved To Fill: Open Rec/CO (New to RMS)	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Approved to Fill
Open-Rec/CO Posted Pre-IRD	CHM, HRP, DA	[RMS Job #:xxxxxxx] Open-Rec/CO Posted Pre-IRD
Open-Rec/CO Posted	RS	[RMS Job #:xxxxxxx] IRD Has Passed
Open-Rec/CO Completed (H)	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Completed OR Re-Open Request Denied
Open-Rec/CO Withdrawn	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Withdrawn or Re-Opened Request Denied
Open-Rec/CO Pending Approval: Pool Re-Activate	RS	[RMS Job #:xxxxxxx] Open-Rec/CO Pending Approval: Pool Re-Activate
Open-Rec/CO Pending Approval: Pool Re-Activate (H)	RS	[RMS Job #:xxxxxxx] Open-Rec/CO Pending Approval: Pool Re-Activate
Open-Rec/CO Pool Re-Activated	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Pool Re-Activated
Open-Rec/CO Pool Re-Activated (H)	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Pool Re-Activated
Job Offer Pending HRP Review	HRP	[RMS Job #:xxxxxxx] Offer Pending HRP Review
Job Offer Pending Divisional Approval	DA, CHM	[RMS Job #:xxxxxxx] Offer Pending Divisional Approval
Offer Pending	CHM, RS	[RMS Job #:xxxxxxx] Offer Pending
Problem with Job Offer	CHM, HRP	[RMS Job #:xxxxxxx] Problem with Job Offer
Cancelled Request to Offer	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Cancelled Request to Offer
Offer Declined	CHM, HRP	[RMS Job #:xxxxxxx] Offer Declined
Approved to Hire	CHM, HRP, DA	[RMS Job #:xxxxxxx] Offer Accepted
Approved to Fill: Non Rec/Waiver	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Approved to Fill: Non-Rec/Waiver
Non-Rec/Waiver Posted	CHM, HRP, DA	[RMS Job #:xxxxxxx] Non-Rec/Waiver Ready For Application
Applicant - Selected Hire	CHM, HRP	[RMS Job #:xxxxxxx] Time To Initiate Non-Rec/Waiver Job Offer
Non-Rec/Waiver Completed (H)	CHM, HRP	[RMS Job #:xxxxxxx] Non-Rec/Waiver Completed OR Re-Post Denied
Non-Rec/Waiver Withdrawn	CHM, HRP	[RMS Job #:xxxxxxx] Non-Rec/Waiver Withdrawn OR Re-Post Denied
Non-Rec/Waiver Pending Approval: Re-Post	RS	[RMS Job #:xxxxxxx] Non-Rec/Wavier Pending Approval: Re-Post
Non-Rec/Waiver Pending Approval: Re-Post (H)	RS	[RMS Job #:xxxxxxx] Non-Rec/Wavier Pending Approval: Re-Post
Off-Line Correction Pending	CHM, HRP, DA, RS	[RMS Job #:xxxxxxx] Off-Line Correction Pending

Legend: Certified Hiring Manager (**CHM**), Human Resource Partner (**HRP**), Recruitment Specialist (**RS**), Divisional Approver (**DA**)

ADMINISTRATIVE FUNCTIONS

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Changing Your Password

To change your password, click the “Change Password” link under the Admin section of the left navigation bar, enter the required information and click the “Submit Password Change” button. The password change will be updated automatically.

Change Password

To change your password, please enter your current password followed by a new one.

Password Information

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Logging Out

The RMS database contains electronic restricted data. To ensure the security of this and other sensitive data, **the system will automatically log you out after 60 minutes when no activity is detected.** Anytime you leave your computer, even briefly, we strongly recommend that you save any work in progress and logout of the system by clicking on the “Logout” link located under “Admin” at the bottom of the left navigation bar.

Note: It is important that you always first logout of RMS then close your browser window by clicking the **X** in the upper right-hand corner of the browser window for PC users, or the red circle in the upper left-hand corner for Mac users.

PC

UCSC RMS - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://training067.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1204844748997

STAFF EMPLOYMENT OPPORTUNITIES UC SANTA CRUZ

RECRUITMENTS/OFFERS
VIEW OPEN RECS
VIEW PENDING RECS
VIEW HISTORICAL RECS
SEARCH ALL JOB OFFERS
SEARCH ALL RECS
CLASSIFICATION
SEARCH ALL
POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Welcome **Jean Fargo**. You are logged in.
Your Current Group: Certified Hiring Manager. Thursday, March 6, 2008

User's Site

For details, click the "View" link below Job Title. To sort, click the arrow next to the column title.

View Open Recs

1 Record

Job Title	Job Number	Job Open Date	Initial Review Date	Applicants in Process	Rec. Status
Senior Editor View	0701035 Get Reports List	05-15-2007	06-05-2007	2	Opened

Mac

Safari File Edit View History Bookmarks Window Help

UCSC RMS

https://training067.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1204843506138

STAFF EMPLOYMENT OPPORTUNITIES UC SANTA CRUZ

RECRUITMENTS/OFFERS
VIEW OPEN RECS
VIEW PENDING RECS
VIEW HISTORICAL RECS
SEARCH ALL JOB OFFERS
SEARCH ALL RECS
CREATE RECRUITMENT FROM PD
CLASSIFICATION
SEARCH ALL
APPLICANTS
SEARCH APPLICANTS
USERS
SEARCH ALL
POSITION DESCRIPTIONS
SUBMIT REQUEST
SEARCH ALL REQUESTS
VIEW PENDING REQUESTS
SEARCH ALL PDS
ADMIN
HOME
CHANGE DEFAULT VIEW
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Welcome **Jean Fargo**. You are logged in with University View.
Your Current Group: Rec. Specialist. Thursday, March 6, 2008

Internal Hiring System

Job Postings to be Approved

Job Postings assigned to You :	0
Job Postings in the entire University :	587

To perform actions, please choose from the links at left.