

I. ACCESS YOUR POSTING

Change your user type to Faculty Search Coordinator

View active postings in one of two ways

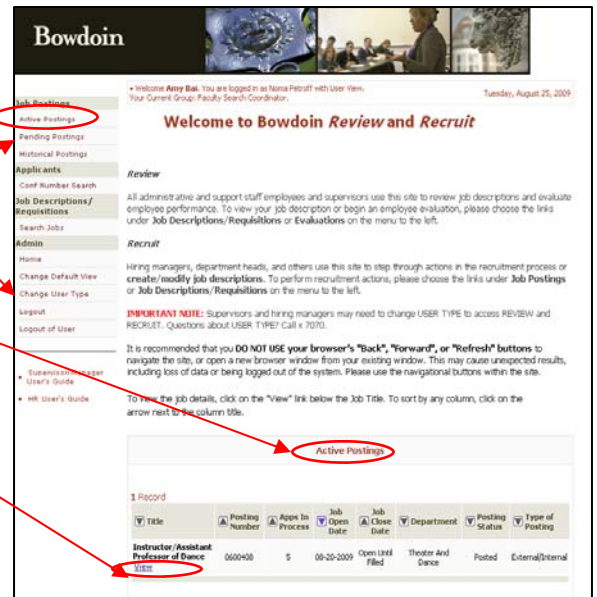
1. click on active posting link on the left navigational menu or
2. scroll to bottom of the welcome page

Click on View under the position title to see your posting

When the posting is displayed, various reports are available:

1. Faculty Profile Information (includes all fields on profile)
2. You may opt to check the EEO Summary, Posting Preview or

Check Guest user tab for username and password for search committee (assigned by Academic Affairs when position is posted)



Applicants	Requisition Details	Posting Specific Questions	Qualifying Points	Reference Letters	Guest User
On this screen you may view the Guest User account information.					
Guest User is Activated.					
Create Guest User					
*Required information is denoted with an asterisk.					
User Name:	GU52380				
Password:	ArtSearch				
Between 6 and 20 Characters					

Check Reference Letter tab to view search information supplied by Dean's Office including

1. Minimum Number of required reference letters
2. Instructions to Applicant – instructions specific to this search (e.g., contact information for search department, etc.)
3. Instructions to Reference Provider which will appear in the email request to provide a reference
4. Final comments to Reference Provider once reference document is complete and has been submitted.

II. VIEW APPLICANT INFORMATION

View and Print documents (if necessary)

1. Click on each individual application and documents or
2. To see information from multiple applicants, Click on the check boxes for applicant(s) to be included and then scroll down to click on **view multiple applicants** box.
 - Documents will appear in the order that the applicant entered them.
 - Reference documents may be accessed by clicking on Manage References under the References Received header

The screenshot shows the 'Inactive Applicants' section of a web application. A table lists two applicants: John Doe and Rosie Bai. The 'Change Status' link for John Doe is circled in red. Below the table, there are buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS', both circled in red. A 'CHANGE MULTIPLE APPLICANT STATUSES' button is also visible at the top of the table area.

Change status

1. Please use statuses which begin with “FACULTY SEARCH” with the exception of the default status “Under Review By Committee”
2. Change statuses as the search progresses. You may elect to **CHANGE MULTIPLE APPLICANT STATUSES**.
3. By making the status change, you are saving the status change immediately. This means that for any status with the tag “SEND EMAIL NOW”, the email will be sent upon confirmation of the status change
4. Applicants no longer under consideration by virtue of the Status you have assigned will move to the **INACTIVE APPLICANT** section below the **ACTIVE APPLICANT** section at the top of the page. Inactive Applicants will not be visible to **GUEST USERS**.

Change Applicant Status

Name	Documents	Status	Selection Reason
Haralson, Meredith View Faculty Profile	Res / CV	FACULTY SEARCH Interviewed - Not Hired	Choose Option Below:

Change Applicant Status

Name	Documents	Status	Selection Reason
Haralson, Meredith View Faculty Profile	Res / CV	FACULTY SEARCH Second Consideration	Choose Option Below:

Not interviewed, Not Hired (do not send email)
 Interviewed, Not Hired (do not send email)
 Department Did Not Meet Min Quals
 FACULTY SEARCH First Consideration
FACULTY SEARCH Second Consideration
 FACULTY SEARCH Third Consideration
 FACULTY SEARCH Interviewed - Not Hired
 FACULTY SEARCH Not Interviewed - Not Hired --NO EMAIL
 FACULTY SEARCH Not Interviewed - Not Hired --SEND EMAIL NOW
 FACULTY SEARCH Did Not Meet Minimum Qualifications --NO EMAIL
 FACULTY SEARCH Did Not Meet Minimum Qualifications --SEND EMAIL NOW

6. Academic Affairs will move the final candidate to the status “Recommended for Hire” and will begin the Hiring Proposal once an offer has been extended and the signed appointment letter has been received.

III. VIEW FACULTY PROFILE INFORMATION

View Faculty Profile Information (report) and copy and paste from it as necessary

1. From the top right menu, click on the second report option
2. All fields in the Personal Information and Credentials sections of the Faculty Profile are listed in the report. Please note: by default the report is sorted with most recent applications at the top
3. Format your printer for desired legal/font size/resolution:

FIREFOX

Pull up Faculty Profile Information Report
 Go to FILE >> PAGE SETUP
 Choose LANDSCAPE orientation
 Click OK
 In the PRINT options, click on PROPERTIES>> ADVANCED and choose LEGAL from the PAPER SIZE menu
 Click OK, and PRINT

IE7

Pull up Faculty Profile Information Report
 Go to FILE >> PAGE SETUP
 Choose LANDSCAPE orientation
 Under PAPER choose LEGAL; under ORIENTATION choose LANDSCAPE

SAFARI

Pull up Faculty Profile Information Report
 Go to FILE >> PAGE SETUP
 Under SIZE choose LEGAL, under ORIENTATION choose LANDSCAPE
 SAVE and PRINT

4. If required, copy and paste relevant data fields in spreadsheet of choice

Faculty Profile Information																		
Posting Information																		
Position Title												Professor						
Posting Number												0600406						
Report Run Date												Aug 25 2009 1:30PM						
Applicant List																		
Last Name	First Name	Middle Name	Address	City	State	Zip Code	Country	Primary Phone	Secondary Phone	Primary Email	Website	Interfolio	Highest Degree Rec'd	Institution of Highest Degree	Dissertation Title	Specialization	Current Employee	Date Applied
Doe	John		123 Any Street	Any City	NY	12345	UNITED STATES	202-555-1212		EmailAddress@z.z							Never	Aug 19 2009 7:18AM
Haralson	Olivia		18 Sumac Drive	Brunswick	ME	04011	UNITED STATES	111-111-1111		mharalson@bowdoin.edu	My Website		Younger Toddler Program	Bowdoin College	ksjdf skjdf sakdjf sakdjf skd jfsakdj fksadkj skdjfksdjf kj	kj fksjaf sdjk faksjdfskdjf skdjf lkzajf skldjfk skdjf skdjf sdc fj	Never	Aug 19 2009 6:55AM

IV. MANAGE APPLICANT SUBMISSION MATERIALS

Applicants who call or email with a valid confirmation number may request to change their submission documents.

1. If the applicant does not know his confirmation number, direct him to log into his/her Careers account: the confirmation number will be the 2nd column under Application Status. If he/she cannot remember his/her logon information, refer applicant to 207-725-3803 (Academic Affairs) or 207-725-3923 (Amy Bai) for assistance.
2. Go to Conf Number Search on the left navigation menu.
3. Type in the confirmation number and click Manage Documents
4. You may remove a document by clicking Remove, and upload a replacement by clicking Attach
5. You may also Manage References and Change Applicant Status from this screen.

Job Postings

- Active Postings
- Pending Postings
- Historical Postings

Applicants

- Conf Number Search

Job Descriptions/Requisitions

Search Jobs

Admin

- Home
- Change Default View
- Change User Type
- Logout
- Supervisor/Manager User's Guide
- HR User's Guide

View Job-Applicant Records

To view the applicant's application, click on the "View" link below the name. You may change the sort order of the list by clicking on the column heading.

View Position-Applicant Results

1 Record

Name	Documents	Manage Docs	Confirmation Number	Title	Posting Number	Link To	Status	References Received
Doe, Jane	Res / CV	Manage Documents	562710	Professor	0600407		Not Interviewed Not Hired (do not send email)	0 of 1 Manage References

From this area, you may search for a particular application record for an applicant.

Confirmation Number Search

Confirmation Number:

SEARCH CLEAR RESULTS

V. MANAGE REFERENCE PROVIDER and REFERENCE DOCUMENT MATERIALS

View and Manage Reference Providers and Reference Documents

1. Click on Manage References under References Received column

Name	Documents	Internal Status	Score	Date Applied	Current Employee	Alumna/Alumnus	External Status	References Received	All / None
Haralson, Meredith View Faculty Profile	Res / CV	FACULTY SEARCH Second Consideration Change Status	0	08-05-2009	Never		References Complete - Search In Progress	2 of 3 Manage References	<input type="checkbox"/>

2. You may view/edit/delete **reference provider** information under Name

- Edit to modify an email address or other information
- Delete only if a reference is no longer considered a reference
- View to see reference provider information
- You also may click on ADD NEW ENTRY to include information for a new reference provider

3. You may view/remove **reference document**

- View to review and print document
- Remove a document only if you are placing it with another document sent externally by the reference provider

4. You may **attach a reference document** received via mail or email by scanning and/or saving, and browsing to the saved file to attach it

Manage References - Test Professor

Please provide a minimum of 2 work related references.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

3 Records

Name	Email Address	Portal Link	References	Primary Contact Phone	Secondary Contact Phone	Referrer Relationship
Cindy Bessmer View Edit Delete	cibessmer@bowdoin.edu	https://cs412.peopleadmin.com/userfiles/Central?referenceId=562474_1_4002853068256173	Remove View	111-111-1111		Co-worker
Mel Mer View Edit Delete	abai@bowdoin.edu	https://cs412.peopleadmin.com/userfiles/Central?referenceId=562474_2_4002853212966821	Attach	111-111-1111		Friend
Tama Spoerri View Edit Delete	tspoerri@bowdoin.edu	https://cs412.peopleadmin.com/userfiles/Central?referenceId=562474_3_4002853117970679	Remove View	111-111-1111		Boss

VI. AT CONCLUSION OF SEARCH

Selection Reason

1. At the end of the search, each applicant's status should reflect the reason he/she was not selected.
 2. The Search Coordinator should select the appropriate reason from the drop down menu for statuses requiring a reason.
- NOTE: Please remember this list of reasons applies for all campus searches, not just faculty searches.

Change Applicant Status

Name	Documents	Status	Selection Reason
Haralson, Meredith View Faculty Profile	Res / CV	FACULTY SEARCH Interviewed - Not Hired	Choose Option Below: Choose Option Below: Reviewed - stronger applicants available Interviewed - stronger applicants available Not enough experience Experience not appropriate for position Lacks supervisory experience Lacks required educational background Lacks required certification(s)/license(s) References Not available for required hours/contracted time Cannot meet applicant salary requirements Conflict of interest Candidate withdrew Offer declined No call-back/no show Possible future candidate

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