Faculty Applicant Tracking System Search Committee Chair User’s Guide
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Additional Resources
Contact the Faculty Records Office for assistance at FacHiringFR@txstate.edu or 512-245-3628.

Instructional materials can be found at http://facultyrecords.provost.txstate.edu/faculty-recruitment.html.
GETTING STARTED

Open your browser to https://jobs.hr.txstate.edu/hr to log in. Please note that you will be logged out of the system after 60 minutes of inactivity. Search committee members can: view and print postings and application materials.

Login: Sign in using your Texas State University user name and password by selecting the SSO Authentication link.
When you log in, you are on the home page. This page is designed to help you keep track of the actions required by you or your department.

**User Group Selection:** This menu is only available if you are assigned more than one user group.

**Module Selection:** The module drop-down shows which part of the system you are in. When you log in, you are in the Applicant Tracking module. If you hover your mouse over the words “Applicant Tracking” you will see the modules available to you. The modules available depend on your assigned user group permissions. The home page appears in all modules, with a different color bar at the top for each module. You return to the home page whenever you change to a different module.
Inbox: This notification area displays any items that need action.

Watch List: This notification area displays any items that you have flagged to follow. The tabs you see in the Inbox and Watch List areas will depend on your user group permissions. You can quickly access your inbox and watch list from any page with the Inbox and Watch List button at the top of the screen.

**REVIEWING APPLICANTS**

Hover over the Postings tab and select Faculty from the menu. This takes you to the Faculty Postings list screen where you can create new postings or manage existing postings. Locate the posting and open it to the Applicants tab.

**Viewing applicants for a posting**
1. Locate and open the posting.
2. Open the Applicants tab to open the list of applicants.
**Viewing all submitted documents for one applicant**

1. If the list of applicants does not include the Combined Documents column, select More Search Options and add it from the Add Column list. The list of applicants refreshes.
2. For the applicant of interest, select Generate or View in the Combined Document column, depending on which is available. Generate creates an up-to-date PDF. View presents the PDF of the applicant's most recent application materials in a new tab of your browser.

**Viewing collection of applicant documents**

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's Applicants tab, check the boxes to select the applicant or applicants of interest.
2. Do one of these things:
   - To see the selected applicants' materials together: From the Actions menu, select Download Applications as PDF. In the dialog box, select the types of documents you want to view, then select Submit.
   - To see the selected applicants' materials separately: From the Actions menu, select Create Document PDF per Applicant.

The system creates a PDF containing all the documents that you request.
**Viewing Veteran’s Preference**

Special consideration is given to qualified Veterans. Veterans’ preference laws do not, however, guarantee Veterans a job, nor do they give Veterans’ preference in internal agency actions such as promotion, transfer, reassignment, and reinstatement.

- If the total number of individuals interviewed for the position is six or fewer, the state agency is required to interview at least one individual qualified for veteran’s employment preference.
- If the total number of individuals interviewed for the position is more than six, the state agency is required to interview at least 20% of total applicants that qualify for veteran's employment preference. (i.e. if you are interviewing 10 applicants at least 2 applicants are required to have veteran's preference)
- If the applicant pool does not have any applicants who self-identify as eligible for Veteran’s Preference, this interview requirement does not apply.

To view whether the applicant requested veterans’ preference or not, hover over Saved Search and select (Global) – All Applications w/ Vet Status and Reasons. The applicants workflow state and entrance reseason will display. When the applicant submits their application and claims veterans' preference they are asked to attach their DD214/DD1300.

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**RECOMMENDATION LETTER REQUESTS**

An automated email will be sent out to the individuals the applicant has identified as a reference. The email will include a link to a basic form and a place for them to upload documents. The status of the applicant’s recommendation letters can be viewed by the search committee chair. To view:
1. Go to the list of applicants in the job posting section and click on the name of the applicant to view references.
2. When viewing the tabs at the top of the application, select the Recommendations tab.

3. Select the Recommendations Tab to view the names of the references and whether or not they responded to your request.

4. If reference has been completed, click on the reference name to view.

**APPLICANTS STATES**

**Changing Applicant Status**

After completing internal deliberations, the search committee will need to progress applicants through the selection process by changing applicant statuses. To change the status of one applicant, click the applicants Last Name and you will be directed to the applicant review page. On the Applicant Review page hover over the Take Action On Job Application button and select the appropriate workflow action.
To add a new column to the search results, select the column from the drop down list.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Documents</th>
<th>Posting Number</th>
<th>Workflow State</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Cover Letter, Curriculum Vitae</td>
<td>20170013FAC</td>
<td>Under Review</td>
<td>June 29, 2016</td>
</tr>
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</tr>
</tbody>
</table>

To change the status of one applicant, hover over the Take Action On Job Application button and select the appropriate workflow action.
Changing Multiple Applicant Statuses: Bulk – Move in Workflow

Moving a group of applicants to a new workflow state

1. Select the **button**, chose **Active** and **Under Review** and then **Search**. This search to locate all applicants who reside in the Under Review state will need to be done after every bulk move until all applicants are moved.

2. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.

3. From the **Actions** menu, select **Move in Workflow** and the editing Workflow States page opens.
4. Select the reason that best explains why you are moving the applicant in the workflow. All bulk moves must be moved to same state.

5. When you have moved all applicants to the appropriate workflow state, select **Save Changes** to update.

6. After completing the first bulk move, select the **Show More Search Options** button, choose Active and Under Review and then **Search**. This search to locate all applicants who reside in the Under Review state will need to be done after every bulk move until all applicants are moved.

*Note*: All applicants must reside in the same state to complete a bulk move.

**Not Selected Statuses**

Applicants who do not meet qualifications, or who are eliminated during the review process, should be designated as “Applicant not selected – email once filled”. In addition to changing the Applicant Status, the department will need to select the most appropriate reason for non-selection.

* Applicant Not selected – e-mail once filled: Once the position is filled, an e-mail will be automatically sent to the candidate notifying them that they were not selected for the position.

Departments/Schools are encouraged to dispense unqualified applicants throughout the selection process. All non-selected candidates must be dispensed once the hire is complete, including individuals who were identified as alternates.
Alternate Status
You may indicate alternates for Campus Interview by utilizing the status: Alternate – Recommend Campus Interview. The reason code field listing the ranking order of alternates must be selected in order by preference.

RECOMMENDED FOR INTERVIEW
The committee must be able to support its decision to interview each candidate selected. The reasons an applicant was selected for an interview must be specific and relate to the qualifications for the position. It is not acceptable to simply note generalizations such as "met screening criteria", "best candidate" or "best fit". The evaluation form and committee members’ notes provide a permanent record of committee discussions should the selection process be challenged.

Through a series of meetings and phone or Skype interview, as appropriate, the list of initial applicants will be narrowed down to the top three or four candidates to be interviewed on campus.

The committee may interview in one of two ways (AA/PPS 04.04.01, Paragraph 7.03):
1. interview the top two, three, or more candidates; or
2. interview one candidate at a time, reaching a decision about whether to recommend appointment after each interview. If this method is chosen, applicants must be ranked. A disposition code must be marked describing the reason why an unaccepted candidate is not selected or advanced to the next stage.

Skype/Phone Interviews
Typically committees conduct phone and/or skype interviews with their top candidates prior to bringing candidates on campus. Approval is not needed for phone/Skype interviews. All candidates must be asked the same questions during this process.

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Once the phone interviews are completed, the committee should bring in the candidates that best fit the department needs (matrix should support decision).

**On Campus Interviews**
Interview approvals are required to be in place before candidates can be scheduled for interview. Prior to seeking interview approval, applicants must be moved to the appropriate state (recommend for interview, etc.) by the search committee chair in the People Admin system.

Once all applicants have been moved to the correct state, please submit the Outside Notification Memorandum via email with matrix attached. The email notification for the recommendation for interview needs to be routed as follows: Committee Chair → Chair/Director → Dean → Equity and Access → Associate Provost. The email should only be sent to the next approver. Approval must be secured at each level before the Associate Provost will review and approved.

Recommended for On Campus Interview Workflow:
1. Recommended by Search Committee Chair for Interview
2. Recommended by Chair/Director for Interview
3. Recommended by Dean for Interview
4. Recommended by Equity and Access for Interview
5. Interview Approved (Associate Provost)

Alternate Recommended for On Campus Interview Workflow:
1. Alternate Recommended by Search Committee Chair for Interview
2. Alternate Recommended by Chair/Director for Interview
3. Alternate Recommended by Dean for Interview
4. Alternate Recommended by Equity and Access for Interview
5. Alternate Interview Approved (Associate Provost)

**Outside the System Notification Instructions**

The email should include the following:
1. Department/School Name
2. Position Title
3. Job Posting Number
4. List of applicants Recommended for Interview and Alternates (ranked, if used)
5. Completed Hiring Matrix

The Deans’ Office will forward email to Equity and Access at FacHiringOEA@txstate.edu.

**Outside Notification Memorandum Sample**

To: Dr. Debbie Thorne, Associate Provost  
Via: Dr. Gilda Garcia, Chief Diversity Officer and Director, Equity and Access  
Via: Dean, College of  
Via: Chair/Director, Department/School of  
From: Search Committee Chair, Department/School of  
Subj: Recommendation for Interview – Posting#201800##FAC
The search committee in the Department/School of, chaired by (Search Committee Chair Name), has recommended # applicant(s) for interview for our open position.

**Recommended for Interview:**
List of applicants with URL

**Alternates Recommended for Interview:**
List of applicants with URL

The hiring matrix is attached. Please contact me if any additional information is required.

**RECOMMENDED FOR HIRE**

Hover over the **Postings** tab and select **Faculty** from the menu. This takes you to the **Faculty Postings** list screen where you can create new postings or manage existing postings. Locate the posting, open it to the **Applicants** tab, and select the applicant of interest.
To move the applicant along in the workflow, hover over the **Take Action on Job Application** button and choose the appropriate action. To recommend a candidate for hire, the Search Committee Chair will update the selected candidate’s workflow state to **Recommend for Hire**.
INITIATING HIRING PROPOSALS

Once the Search Committee Chair moves the selected applicant into the *Recommend for Hire* state, a link to begin the hiring proposal will be available at the Chair/Director level. A green plus symbol will be beside the link.

The chair/director may begin informal negotiations with dean and Associate Provost approval. Salary, startup packages, and related issues for the selected candidate should take place by the chair/director prior to submitting the hiring proposal.

Once the negotiations are complete, the Chair/Director opens the candidate’s applicant record and clicks the link to **Start Hiring Proposal**. Follow the instructions below to create the Faculty Hiring Proposal.
Fill out the necessary fields. Some applicant and position information should auto-fill and is not editable within the Hiring Proposal. If a Hiring Proposal already exists for this applicant, you will receive the following warning: This Applicant already has a Hiring Proposal in process.

**Hiring Proposal:**

If required fields are not completed, an error message will appear and you will be required to enter the necessary data. Edits will not be saved, unless the **Save** or the **Next** button is clicked.
Hiring Proposal Documents:

Attach required new hire documents to the hiring proposal (Hiring Matrix, Contract Offer Recommendation Form, English Proficiency Form, Background Form, Recommendation Letters, and Employment Justification, if necessary). Original transcripts from ALL degree granting institutions can be sent to Faculty Records outside of the system. The hiring forms and the contract packet checklist can be found at [http://facultyrecords.provost.txstate.edu/forms.html](http://facultyrecords.provost.txstate.edu/forms.html).

Hiring Proposal Summary:

On the summary page, you can review the hiring proposal and see a print preview of the hiring proposal.
Hiring Proposal Workflow:
To move the hiring proposal in the workflow, hover over the Take Action On Hiring Proposal button and choose the appropriate action. When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.

When the hiring proposal has been successfully routed you will see this:

Final steps: The Faculty Records Admin (FR Admin) will initiate the required criminal history check within the system after the chair and dean have approved. The applicant will reside in the state “FR Admin - Background Pending” until the check is complete. Once the background check is complete and all of the hiring documents are received, FR Admin will move the applicant to FR Budget.

FR Budget will review the contract packet and move to FR Contract – Under Review. The FR Admin will prepare the contract for final Provost approval. Once the contract is issued, FR Admin will move the hiring proposal to FR Contract – Issued. (Note: If the selected applicant is being hired with tenure, a letter requesting the appointment with tenure is sent from the President to the Chancellor prior to issuing the contract.)

Once the contract offer is returned signed, the applicant is moved to the state Offer Accepted/Hired. Once the position(s) is filled, the Search Committee Chair must move all applicants to an inactive state (i.e. Interviewed-Not Selected, Alternate – Not Interviewed, Applicant Not Selected – Email Once Filled). FR Admin will mark the posting as filled, once all applicants reside in an inactive state. Marking the position as “Filled” will trigger the automatic email notification to all applicants in the state “Applicant Not Selected – Email Once Filled”.

![Faculty Rec For Hires](image)
Approving a hiring proposal
1. Hover over the **Rec for Hires** menu and select faculty as the position type.
2. Locate and open the hiring proposal for the applicant of interest.
3. Open the **Take Action on Hiring Proposal** menu and move it to the appropriate workflow state.
4. If required, provide an explanation for moving the applicant to this workflow state.
5. Select **Submit** to move the hiring proposal to the selected workflow state.

Printing a hiring proposal
1. Locate the hiring proposal and open it for viewing.
2. Select **Print Preview**. The system presents a printable view.
3. Use your browser's Print feature to print the document.
4. Use your browser's Back button to return to the main view of the hiring proposal.