UNCG - JOBSEARCH

On Line Recruitment System
Human Resource Services
Employee Services Staff

For Jobsearch issues contact:

- Toby Bass – tabass@uncg.edu
- Carol Benjamin – cbbenjam@uncg.edu
- Betty Betts – bsbetts@uncg.edu
- Glendneil Blackmon – glblackm@uncg.edu
- Wendy Clayborne – wlclaybo@uncg.edu
- Tammy Waddell – waddellt@uncg.edu
- Kathy Watford – k_watfor@uncg.edu

336-334-5009
OBJECTIVE

- Understand UNCG - Jobsearch Recruitment System Concept
- Understand creating a requisition
- Understand your role after job is closed and removed from the web
- Understand approval process
- Questions
Jobsearch User Types

- Preparer (used in very few situations)
- Hiring Manager
- Department Head
- AVC/Dean
- VC/Provost
- Guest User
- Human Resources
### Jobsearch Line of Authority

<table>
<thead>
<tr>
<th>Department Submitting Requirements</th>
<th>Preparer / Hiring Manager</th>
<th>Department Head</th>
<th>AVC Dean</th>
<th>VC Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100 n</td>
<td>Teresa Rocco &amp; Andrea Whitney</td>
<td>Teresa Rocco</td>
<td>Kaye Rosvold for Alan Rosvold</td>
</tr>
<tr>
<td>6</td>
<td>117</td>
<td>Anita Petersen</td>
<td>Elke Koller</td>
<td>James Prince for Cindy Farms</td>
</tr>
<tr>
<td>8</td>
<td>132</td>
<td>James Thompson, Deb Hurley</td>
<td>Kelly Kowette-Jones</td>
<td>James Prince for Cindy Farms</td>
</tr>
<tr>
<td>8</td>
<td>137</td>
<td>Patricia Packett</td>
<td>Patrick Packett for Robert Ross</td>
<td>James Prince for Cindy Farms</td>
</tr>
<tr>
<td>9</td>
<td>149</td>
<td>Patrick Joyce</td>
<td>John Cooper</td>
<td>Kathleen Roundtree &amp; Pat Joyce</td>
</tr>
<tr>
<td>10</td>
<td>151</td>
<td>Eberhard Schubert</td>
<td>Eberhard Schubert</td>
<td>Kaye Steiner for Alain Boyette</td>
</tr>
<tr>
<td>11</td>
<td>152</td>
<td>Laura Kelley</td>
<td>Elton Robbins</td>
<td>James Prince for Cindy Farms</td>
</tr>
<tr>
<td>12</td>
<td>153</td>
<td>Linda Thacker</td>
<td>Ray Purdam</td>
<td>Kathleen Roundtree &amp; Pat Joyce</td>
</tr>
<tr>
<td>13</td>
<td>170</td>
<td>Misty McNeil DeBell</td>
<td>James Ferguson</td>
<td>James Ferguson</td>
</tr>
<tr>
<td>14</td>
<td>172</td>
<td>Kay Cassidy</td>
<td>Charlie Howison</td>
<td>Debbie Freeman for Roseman</td>
</tr>
<tr>
<td>15</td>
<td>174</td>
<td>Debbie Findell</td>
<td>Debbie Findell for Roseman</td>
<td>Debbie Freeman for Roseman</td>
</tr>
<tr>
<td>16</td>
<td>175</td>
<td>Kim Pagey</td>
<td>Tami Shelton</td>
<td>Debbie Freeman for Roseman</td>
</tr>
<tr>
<td>17</td>
<td>177</td>
<td>Sally Dufault</td>
<td>Sally Bevins for Vince Hennin</td>
<td>Debbie Freeman for Roseman</td>
</tr>
<tr>
<td>18</td>
<td>180</td>
<td>Robin Linton</td>
<td>Rosanne Buxton, Kathy Crowe</td>
<td>Rosanne Buxton, Kathy Crowe</td>
</tr>
<tr>
<td>19</td>
<td>203</td>
<td>Venessa Pinnock</td>
<td>DeAnne Daniels (Dr)</td>
<td>Liz Meade for Dale Schulte</td>
</tr>
<tr>
<td>20</td>
<td>236</td>
<td>Donna Siedel</td>
<td>Elliott Welt</td>
<td>Liz Media for Dave Schulte</td>
</tr>
<tr>
<td>21</td>
<td>239</td>
<td>Anita Dorff/Terry Ackerman</td>
<td>Terry Ackerman</td>
<td>Liz Media for Dale Schulte</td>
</tr>
<tr>
<td>22</td>
<td>270</td>
<td>Lori Wright</td>
<td>Karen Patrick</td>
<td>Karen Patrick for Timothy Johnston</td>
</tr>
<tr>
<td>23</td>
<td>274</td>
<td>Sarah Cagigal/Shannon Byer</td>
<td>Nancy Doi</td>
<td>Nancy Doi</td>
</tr>
<tr>
<td>24</td>
<td>279</td>
<td>Patrick Roque</td>
<td>Patrick Roque</td>
<td>Karen Patrick for Timothy Johnston</td>
</tr>
<tr>
<td>25</td>
<td>281</td>
<td>Laura Rhoads</td>
<td>George McGill</td>
<td>Karen Patrick for Timothy Johnston</td>
</tr>
<tr>
<td>26</td>
<td>282</td>
<td>Janet Johnson</td>
<td>Janet Johnson for John Ritter</td>
<td>Laura Sim &amp; Sherry Whalen</td>
</tr>
<tr>
<td>27</td>
<td>283</td>
<td>Laura Smit</td>
<td>Peter Kiebert</td>
<td>Karen Patrick for Timothy Johnston</td>
</tr>
<tr>
<td>28</td>
<td>284</td>
<td>Connie Dyer/Beverly Bell</td>
<td>Connie Dyer for Thomas Humphrey</td>
<td>Karen Patrick for Timothy Johnston</td>
</tr>
<tr>
<td>29</td>
<td>330</td>
<td>Nancy Buxton</td>
<td>Nancy Buxton</td>
<td>Karen Patrick for Timothy Johnston</td>
</tr>
<tr>
<td>30</td>
<td>350</td>
<td>Denise Smirnov</td>
<td>Denise Smirnov</td>
<td>Laura Sim &amp; Sherry Whalen</td>
</tr>
<tr>
<td>31</td>
<td>352</td>
<td>Valerie Saunders</td>
<td>Valerie Saunders</td>
<td>Laura Sim &amp; Sherry Whalen</td>
</tr>
<tr>
<td>32</td>
<td>382</td>
<td>Michael Montz</td>
<td>Deborah Ipp</td>
<td>Laura Sim &amp; Sherry Whalen</td>
</tr>
<tr>
<td>33</td>
<td>383</td>
<td>Amy Moore</td>
<td>Amy Moore</td>
<td>John Del</td>
</tr>
<tr>
<td>34</td>
<td>385</td>
<td>Donna Dela</td>
<td>Donna Dela for Debbie Wallace</td>
<td>Donna Dela &amp; Virginia Keal for Lynnne Pendig</td>
</tr>
<tr>
<td>35</td>
<td>391</td>
<td>Kathleen Williams</td>
<td>Kathleen Williams</td>
<td>Charles Dent for David Perkin</td>
</tr>
<tr>
<td>36</td>
<td>392</td>
<td>Beverly Staggs</td>
<td>Beverly Staggs for Larry Laverdue</td>
<td>Charles Dent for David Perkin</td>
</tr>
<tr>
<td>37</td>
<td>394</td>
<td>Merican Clark, Wanda Walker</td>
<td>Wanda Walker for Don Blake</td>
<td>Charles Dent for David Perkin</td>
</tr>
<tr>
<td>38</td>
<td>401</td>
<td>Janet Duncan</td>
<td>Cynthia Hasley</td>
<td>Bruce McNaughton</td>
</tr>
<tr>
<td>39</td>
<td>420</td>
<td>Cameron McKeel</td>
<td>Michelle Gerin</td>
<td>Michelle Gerin</td>
</tr>
<tr>
<td>40</td>
<td>421</td>
<td>Cameron McKeel</td>
<td>Michelle Gerin</td>
<td>Michelle Gerin &amp; Victor Beltti</td>
</tr>
</tbody>
</table>

*Note: Some names may be placeholder or fictional.*
Jobsearch Workflow

Ascending levels of approval to initiate recruitment requisitions in the Jobsearch System
Preparer (preparer)
Hiring Managers (hiringmanager)
Human Resources (humanresources)
Department Head (departmenthead)
Associate VC/Provost/Dean (avcdean)
Vice Chancellor/Provost (vcprovost)

Indicates Email Sent
Whenever the email symbol appears it indicates an email will be sent when that particular action takes place

Go to 2nd Choice

Position Filled
Position Closed
Removed From Web
Applications of Qualified Candidates Sent to Hiring Manager for Review
Request Repost
Candidate Approved - Sent to Program Manager to Make Offer
Offer Pending - Program Manager
Offer Accepted - Program Manager
Offer Declined - Program Manager
Repost/Cancel

Final Candidate Selected - Sent to Department Head
Final Candidate Sent to Associate Vice Chancellor/Dean
Final Candidate Sent to Vice Chancellor/Provost
Candidate Not Approved Return to HM

Candidate Approved - Sent to Program Manager
Candidate Approved - Sent to Human Resources
Candidate Approved - Sent to Hiring Manager

Prepare or
Hiring Manager
Hiring Manager
Hiring Manager & HR
HR
Department Head
AVC/Dean
VC/Provost
Hiring Manager
Hiring Manager
Hiring Manager
Hiring Manager
Hiring Manager
Prepare or
Preparer
Preparer
Preparer
Preparer
Preparer
Preparer
Preparer
Getting Started
Go to http://jobsearch.uncg.edu/hr

Enter User Name

Enter Password
Multiple User Types

Select Change User Type

Select user type needed

Select Change Group
Create Requisition

To create requisition select *From Template*
Create a Requisition from an Existing Template

View drop down menu for existing templates
Select a Template

Select existing requisition template
Create Requisition From Existing Position

Select Create
Create Requisition

Enter posting details

Continue through end of form
Complete All Required Information

Required information is denoted with an asterisk.

When errors occur an error message will prompt the user for corrections.
Requisition Recruitment Range

When entering salary information, use one of the following two options:

- Minimum rate to 10% above market rate
- Minimum rate to maximum rate
If special advertising is desired, select

**Click here for the Graystone form**

This opens in new window

This form is not integrated into the Jobsearch system and may necessitate re-entering information.
Information about Graystone Submissions

A recent survey conducted by the Division of Business Affairs revealed the following information about the value of using newspapers and other forms of media to advertise vacant staff positions at UNCG:

Newspaper - 18% indicated that they saw their current job advertised in a newspaper or on a newspaper website. The following table indicates the percentage of those who found their jobs placed in the newspaper:

<table>
<thead>
<tr>
<th>Newspaper Name</th>
<th>Print</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greensboro News &amp; Record</td>
<td>13%</td>
<td>6%</td>
</tr>
<tr>
<td>Winston-Salem Journal</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>Raleigh News &amp; Observer</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Charlotte Observer</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Other Paper</td>
<td>1%</td>
<td>1%</td>
</tr>
</tbody>
</table>

Professional Publications - 17% of the respondents indicated that they saw their current job advertised in a professional publication or on a professional publication website.

User Groups/List Serve - 6% indicated that they saw their current position advertised with a user group or list serve.

Job Service/Online Recruiter - 9% of the respondents indicated that they saw their current position advertised with a job posting or on-line recruiter service. The following is a list of the job postings/off-line recruiting services captured during the survey process.

Personal Contact - Following is a list of types of personal contacts that resulted in a current employee applying for their position with UNCG:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends</td>
<td>21%</td>
</tr>
<tr>
<td>Family</td>
<td>5%</td>
</tr>
<tr>
<td>Acquaintances</td>
<td>15%</td>
</tr>
<tr>
<td>A current employee of UNCG</td>
<td>41%</td>
</tr>
<tr>
<td>Professional Conference Job Fair</td>
<td>2%</td>
</tr>
<tr>
<td>Employment Clearinghouse</td>
<td>2%</td>
</tr>
<tr>
<td>Professional Conference Networking</td>
<td>6%</td>
</tr>
<tr>
<td>Nominated by colleague</td>
<td>11%</td>
</tr>
<tr>
<td>Other personal referral</td>
<td>7%</td>
</tr>
</tbody>
</table>
Graystone Advertising Group Submission Form

Complete all required information

1. Employer Contact Information
   *Department Name: 
   *Name: 
   *Telephone No.: 
   *Email Address: 

   Alternate Contact Name: 
   Alternate Telephone No: 
   Alternate Email Address: 

   Though not required, Alternate Contact Information is highly recommended. If Graystone is unable to contact your Department via the information given above, the ad will not be run.

2. Billing Information
   *Name: 
   *Division: Please select a Division 
   *Department: 
   *Mailing Address: 

3. Advertisement Logistics
   *a-Logo Design (appears at top of advertisement):
   - Original
   - Original Reversed
   - Modified
   - Modified Reversed
Submit Graystone Ad

When the form is completed, select **Submit Query**
Save Your Work

ALWAYS save your work! Select ‘Save and Stay on This Page’ before you continue to the next page.
When all required information is entered on the requisition, and you have saved your select **Continue to Next Page**.
Structured Interview Questions

Tab moves from Posting Details to Structured Interview Questions

Click here to see examples of structured interview questions provided by the Office of State Personnel
Sample Structured Interview Question Topics

Sample Structured Interview Questions

Jump to a category by clicking from the links below. Copy any question you wish to add to the Structured Interview Question text field on the UNCG-Jobsearch webpage by highlighting the question you like, copying it (CTRL-C) and then pasting it in the text field (CTRL-V).

- Adaptability
- Analytical Thinking
- Attention to Detail
- Building Work Relationships
- Career and/or Talent Development
- Client/Customer Services
- Coaching/Mentoring
- Communication – Oral
- Communication – Presentations
- Coordination – Operations
- Coordination – Work
- Creativity
- Decision Making
- Equipment Operation
- Initiative
- Integrity
- Judgment
- Knowledge
- Leadership and Influence
- Managing Work and Performance
- Managing Work Processes
- Negotiation
- Objectivity
- Organizational Sensitivity
- Planning and Organizing Work
- Resilience
- Safety & Health Compliance and Safety & Health
Sample Structured Interview Questions

ADAPTABILITY

Maintains effectiveness when experiencing major changes in work tasks or the work environment; adjusts effectively to work within new work structures, processes, requirements, or cultures.

Possible Questions

1. Describe how you adjusted when priorities or procedures were changed.
2. Describe a work situation when you interacted with people from different cultural, social, and economic backgrounds. Were you effective? How?
3. How have you remained effective in your job when you experienced changes such as reorganization, a new supervisor, new procedures, legislative changes, or conflicting priorities?
4. Have you ever had to move from one group to another? What adjustments did you have to make?
5. What strategies would you use in a small group meeting if there were divergent opinions or solutions proposed to solve a problem?
6. Have you ever had the primary mission of your job or a task change completely in a short period of time? What did you do?

ANALYTICAL THINKING

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Possible Questions

1. All of us are surprised occasionally to discover that the services we are performing for clients are not working. What steps did you take to correct a situation like this?
Structured Interview Questions

Paste (CTRL-V) selected question and repeat
Structured Interview Questions

Typed questions can also be entered

Save & Continue
Documents

Select **Attach** if job description is needed.
Keeping job descriptions current is a critical part of position management. When possible a new job description should accompany the requisition if the job description is older than 18 months. If a current job description is not immediately available, the Hiring Department is allowed to post a requisition to the web without a current job description with the following restriction:

- The application status will be placed under review by HR preventing access to applications until the job description is submitted to HR. A notice will be sent by Employee Services to the Hiring Manager requesting the job description and advising that access to the applications will be available upon receipt of the job description.
Attach/Copy & Paste Job Description

Select **Browse** to attach a document.
Paste New Document

Or Paste (CTRL-V) a copy here

When document is attached or pasted, save and select *Continue To Next Page*
Posting Specific Questions

Questions should relate directly to the key competencies listed on the requisition. If there are concerns regarding the Posting Specific Questions, please contact your Program Manager for assistance. There is a link in the requisition to the competencies related to each Job Family/Branch.
Posting Specific Questions

Select **Add A Question**

Posting specific questions are not required for graded positions

All questions will be reviewed by HRS
Add An Existing Question Or Create A New Question

Select **Search** for list of existing questions

Select **Create a Question** to add a question which is not on the list of existing questions
Existing Questions

Select View to see the complete question and all the possible responses.
Add Existing Question

Select *Return to Search* to view list of existing questions.

Select *Add This Question* to include in posting specific questions.
Add a Question

Select **Add Another Question** to select and include another posting specific question.

Repeat process if needed.

When all posting specific questions are entered, save and select **Continue To Next Page**.
Create a Question

Type question and possible responses

Select **Submit Question** when completed

If question is open-ended, select answer type
Questions Added

When all posting specific questions have been added, select **Continue To Next Page**.
Guest User

Select **Activate Guest User** if needed.

Create Requisition - ACCOUNTING TECH II

On this screen, you may create an account that will be used by members of the review committee.

Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take actions on the applicants.

When finished or to skip this section, click Continue to Next Page.

**Activate Guest User**
Guest User Name & Password

Guest User Name is automatically generated by the system.

Create password

Save and select Continue To Next Page
Send to Human Resources

Select **Continue** and Confirm

System sends email to Human Resources

Review and select **Send to Human Resources**
What’s Next?

- Human Resources verifies and/or edits the requisition and approves for posting
- Hiring Manager receives email from system
- Job is posted to the web
- Hiring Manager receives email from system
- Applicants apply for the position
- Job closes and is removed from the web
- Hiring Manager receives email from system
- Department reviews applications
- Department may request a repost
Reports

UNCG - Job Search

Hiring Manager's Guide
View/Download

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Position Number</th>
<th>Requisition Number</th>
<th>Apps In Process</th>
<th>Job Open Date</th>
<th>Job Close Date</th>
<th>Department</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant II</td>
<td>14208</td>
<td>2006181</td>
<td>10</td>
<td>10-01-2006</td>
<td>10-13-2006</td>
<td>525</td>
<td>Posted</td>
</tr>
<tr>
<td>Accounting Tech III</td>
<td>13943</td>
<td>2006187</td>
<td>40</td>
<td>08-24-2006</td>
<td>10-02-2006</td>
<td>525</td>
<td>Closed - Removed from Web</td>
</tr>
<tr>
<td>Accountant I</td>
<td>13942</td>
<td>2006183</td>
<td>0</td>
<td>08-20-2006</td>
<td>09-01-2006</td>
<td>525</td>
<td>Offer Accepted</td>
</tr>
</tbody>
</table>
Generate Priority Preference Report

Select **Generate Report** to view an applicant list with promotional priority requests and veteran status of applicant.
View Applicants

Find the position and select View
View Applicants

Select View Application, Res, Cvr Ltr to view/print an application, resume and cover letter.

Select All to view multiple applications.
Select Applications to View

If All is selected, the system places a check in the box to the left of all the applicants.
View Multiple Applications

Select View Multiple Applications

Select View Multiple Documents to view attachments to the applications
Selection Process

- Review applications
- Select candidates to interview
- Conduct interviews
- Select a finalist
Status Changes

Select **All** to change the status of all applicants.

‘Uncheck’ the boxes of applicants interviewed and the finalist.
Change Multiple Applicant Statuses

Select Change Multiple Applicant Statuses
Change Applicant Status

System will display all the applicants with a check in the box. Select **Not Hired** from drop down status menu.
Select Not Hired Reason from drop down menu
Change Only One Applicant Status

Select *Change Status*
Select Status Change

Select status from drop down menu
Continue to Confirm Page and Save Status Changes
Inactive Applicants

To view Inactive Applicants, check box and select Refresh
Hiring Proposal

After finalist is selected, click on **Hiring Proposal** tab

Complete required information
Reference Check

Select **Reference Check** tab
Complete Reference Check Form

Complete form and save
Prepare EAF
Attach EAF
Upload or Paste EAF

Select **Browse** to attach the EAF or paste copied EAF here.

*and*

**SAVE**
View Posting Summary

Select View Posting Summary
Send Final Candidate to Department Head

Select **Send Final Candidate to Department Head**

Select **Continue**
Confirm

Select **Confirm**

System sends email to Department Head
Approvals

Department Head, AVC/Dean and VC/Provost receive an email from the Jobsearch system as the requisition moves through the line of authority to secure electronic approvals. The email message instructs the user as follows:

Please log in to UNCG-Jobsearch at http://jobsearch.uncg.edu/hr; click ‘View’ to review final candidate. Detailed information about the candidate can be found in the 'Hiring Proposal' tab and an EAF can be found in the 'Documents' tab. When finished viewing candidate information, click ‘View Posting Summary’ and select the appropriate action.
Remember to Save Before Logout

- Select *View Posting Summary*
- Select *Save*
- Select *Continue*
- Select *Confirm*
Approvals

Select the action to be taken and select **Continue** and confirm.

System sends an email to Human Resources
After the finalist is selected, approved, and electronically sent to Human Resources, all the information is verified.

Salary is evaluated against minimum qualifications and experience

Offer of hire is extended to the finalist

If the offer is not accepted, the requisition is returned to the Hiring Manager to select another finalist or to request a repost of the position

When the offer is accepted, a start date is agreed upon and the applicant status is changed to ‘Hired’ by Human Resources

Hiring Manager is notified by email from Human Resources
UNCG – Jobsearch Check List for Hiring Manager

- Go to http://jobsearch.uncg.edu/hr and log in
- Create requisition
- Complete Graystone form and submit for special advertising
- Add structured interview questions
- Attach job description
- Add posting specific questions
- Activate guest user and create password
- Send to Human Resources for approval and posting to web
- Review applications & priority preference report after job is closed & removed from the web
- Request repost if needed
- Select applicants to interview
- Select finalist
- Change all applicant statuses
- Complete hiring proposal
- Complete reference check
- Prepare and attach EAF
- Send to department head