

PALM BEACH STATE COLLEGE APPLICANT TRACKING SYSTEM HIRING ADMINISTRATOR'S GUIDE



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PALM BEACH STATE COLLEGE APPLICANT TRACKING SYSTEM

INTRODUCTION

Welcome to the Palm Beach State College Online Employment Application System. The Human Resources Department has implemented this system in order to automate many of the paper-driven aspects of the employment application process. The Online Employment Application System consists of two online systems, the Palm Beach State College Job Site and the Palm Beach State College Applicant Tracking System.

The [Palm Beach State Job Line](#) is used by applicants to search and apply for positions at the College. This *Hiring Administrator's Guide* provides instruction on how to navigate through the [Palm Beach State Applicant Tracking System](#). The Applicant Tracking System is used to:

- Create and submit Position Vacancy Requests to Employment
- View applications and supporting documents of applicants who have applied to your Position Vacancy Requests

The system is designed to benefit you by facilitating:

- Faster processing of Position Vacancy Requests
- Up-to-date access to information regarding all of your Position Vacancy Requests
- More detailed screening of Applicants' qualifications – before they reach the interview stage

Web Browser

The Applicant Tracking System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However, some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. The site is best viewed in Internet Explorer 5.5 and above.

PeopleAdmin requires Apple PDF Viewer or Adobe Acrobat/Reader Version 6.01 or greater to view site documents. The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

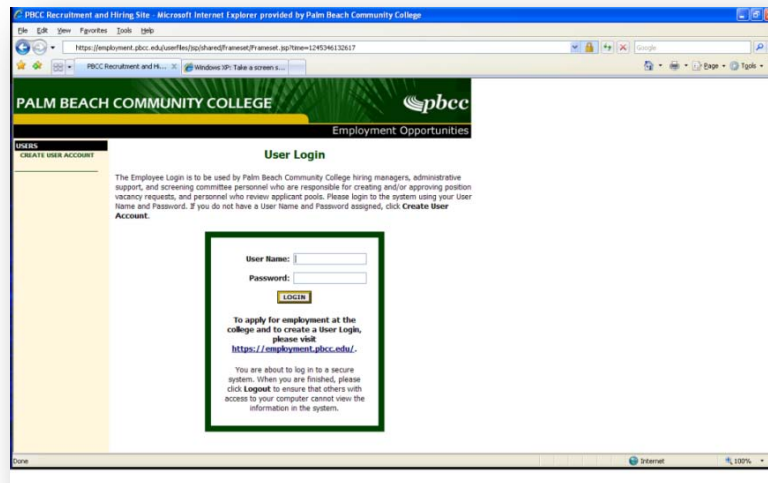
It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within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

<p>Important: Security of Applicant Data – To ensure the security of the data in the applicant tracking system, the system will automatically log you out after 60 minutes if it detects no activity.</p>

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Getting Started

The Palm Beach State Applicant Tracking System is located at <http://employment.palmbeachstate.edu/hm>. After entering the website, the “login screen” for the system will appear:



Before you may enter the site, you must create your own account by clicking on the “**Create User Account**” link on the left side of the screen. After you click this link, the following screen will appear:

A screenshot of the 'Create User' page in the Palm Beach Community College Employment Opportunities system. The page features a green header with the college's logo and name. On the left, there is a sidebar with a 'Users' section containing a 'CREATE USER ACCOUNT' link. The main content area is titled 'Create User' and includes a welcome message for a user named 'Melissa Solla'. Below the welcome message, there is a section for 'Create User' with a form containing fields for 'Username', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'Title', and 'Phone Number'. The form also includes instructions for each field, such as 'Username Must be between 6 and 20 characters' and 'Password Must be between 6 and 20 characters'. A note at the bottom of the form states: 'Required information is denoted with an asterisk.'

Enter a user name and password, along with the rest of the requested information. User name needs to be 6 to 20 characters, any combination but no spaces. If you supervise or are the Administrative Support for more than one area, please include all departments that apply.

Please write down your user name and password for future reference. Please note: the Palm Beach State Applicant Tracking System is independent of all other College systems, so there is no need to change your password periodically, unless you choose to do so.

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After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it and made any necessary changes, click **Submit**. Your request will then be sent to Employment, where your request will be reviewed for approval.

Once approved, you will be notified via email (see below) that your request has been accepted. You will now be able to log into the system with your user name and password.

Dear User:

Your user account for the Online Employment System has been approved. Please contact the Office of Human Resources if you have any questions.

Thank you,
Office of Human Resources

CREATING A POSITION VACANCY REQUEST

To create a Position Vacancy Request, begin by clicking a link under the header "Create Job Posting". Your options are:

- Position Vacancy Request (from a Template where several fields are predefined)
- From a Previous Posting

Position Vacancy Request

In the following example, the "Position Vacancy Request" option was selected. You should see a screen similar to the following:

The screenshot displays the 'Palm Beach Community College' Employment Opportunities portal. The left sidebar contains a menu with options like 'VIEW ACTIVE', 'VIEW PENDING', 'VIEW HISTORICAL', 'CREATE POSITION VACANCY REQUEST', 'FROM PREVIOUS POSITION VACANCY REQUEST', and 'ADMIN'. The main content area is titled 'Create Position Vacancy Request' and features a 'Posting Details' tab. A yellow button labeled 'CONTINUE TO NEXT PAGE >>' is visible. Below the button, instructions state: 'To create a position vacancy request, first complete the information on this screen, then click **Continue to Next Page>>**. Proceed through all sections completing all necessary information. To submit the position vacancy request to human resources, you must click on the **Continue to Next Page>>** button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your position vacancy request will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.' A note indicates '*Required information is denoted with an asterisk.' The form includes fields for 'Position Title:', 'Is this a new position?' (with a dropdown menu showing 'No Response'), and 'If replacement, please list employee's name:'.

There are two tabs across the top of the screen. When you first enter this screen, you will be in the "Posting Details" tab.

You are required to complete all fields marked with an asterisk. Some are as follows:

Is this a new position? If this is a new position, please be aware that a new position requires both budgetary authorization and the development of a job description. The Budget Committee must approve all new full-time and regular part-time positions. Once a new position is authorized, the supervisor will

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then submit the on-line Position Vacancy Request form for administrative approval. Please refer to the [Palm Beach State College Recruitment and Selection Manual](#) for detailed instructions.

Position Announcement: – Please indicate where advertising will take place. If there are specific trade, industry and/or Professional publications (including websites) please list in the “Recommended Recruitment Sources”. Employment will discuss with you the best recruitment plan.

The following fields will determine the approval path that the Position Vacancy Request Form will follow. There is a drop down menu of all users in the Palm Beach State Applicant Tracking System. Please choose appropriate names for your approval path. Not all positions will require all approval levels.

Responsible Administrative Support Person:

Responsible Direct Supervisor:

Responsible Supervising Administrator:

Responsible 2nd Supervising Administrator:

A few notes about this screen:

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will not be allowed to continue until the required fields are completed.
2. **VERY IMPORTANT:** A Position Vacancy Request is **Not Saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

Once you have completed entering the position information on the Position Vacancy Request Form, click CONTINUE TO NEXT PAGE. This will take you to the “Documents Tab”.

Attaching Documents

On the Documents page, you can attach your needed additional documentation. To attach a document, click on the **Attach** link to the left of the document description.

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• Welcome test manager. You are logged in. Friday, September 25, 2009

Create Position Vacancy Request - Administrative Assistant I - 8569

On this tab, you may attach and view documents.

10 Records

Attach/Remove	Document Type	Attached Document (Type, Date, Time)	View Document
Attach	*Organization Chart	Not Attached	
Attach	Job Description	Not Attached	
Attach	Applicant Rating Grid for Approval	Not Attached	
Attach	Interview Questions for Approval	Not Attached	
Attach	Selection Justification Documentation for Approval	Not Attached	
Attach	Pre-Approved Interview Questions	Not Attached	
Attach	Complete Master Applicant Rating Grid	Not Attached	
Attach	Interview Rating Sheet	Not Attached	
Attach	Reference/Evaluation Form	Not Attached	
Attach	Other	Not Attached	

On the documents tab screen, you may attach your document by one of two different ways. You may click on the **Browse** button to browse for a document on your computer or data storage device. The system supports all Office 2007 documents, Adobe Acrobat (pdf), Text (.txt) or Rich Text (.rtf) file. Once you have selected the file, you can click on the **Attach** button to upload your document, and confirm when prompted.

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Alternatively, you may also copy and paste your document into the box labeled **Paste a New Document**. This can be used when you do not have a document in one of the formats listed above. You may also type your document directly into the box. Once you are finished entering in your document, press the **Attach** button underneath the box and confirm when prompted.

View your attached document by clicking on the **View** link to insure that the document is legible. To remove an attached document, click on the **Remove** link. To replace a document, the existing document must first be removed and then the new document attached. Click on CONTINUE TO NEXT PAGE.

From Previous

In the following example, the “From Previous” option was selected. You will need to search for the previous posting you would like to use. You can use the Position Title or Requisition Number. Once the correct PVR is located, click on the “Create” link. This will open up a new Requisition with the information from the “previous” requisition filled out. Please edit to match the information of the existing position and click CONTINUE TO NEXT PAGE. You are now in the documents page.

PALM BEACH COMMUNITY COLLEGE Employment Opportunities

• Welcome **test manager**. You are logged in. Friday, September 25, 2009

Create Position Vacancy Request - Administrative Assistant I - 8569

Posting Details Documents

On this tab, you may attach and view documents.

10 Records

Attach / Remove	Document Type	Attached Document (Type, Date, Time)	View Document
Attach	*Organization Chart	Not Attached	
Attach	Job Description	Not Attached	
Attach	Applicant Rating Grid for Approval	Not Attached	
Attach	Interview Questions for Approval	Not Attached	
Attach	Selection Justification Documentation for Approval	Not Attached	
Attach	Pre-Approved Interview Questions	Not Attached	
Attach	Complete Master Applicant Rating Grid	Not Attached	
Attach	Interview Rating Sheet	Not Attached	
Attach	Reference/Evaluation Form	Not Attached	
Attach	Other	Not Attached	

If there are documents that you would like to use for the new posting that do not need changes (ie organizational chart) that were used for the previous posting, the Applicant Tracking System will recall the last document you attached. Using the example of the organizational chart, if you click the attach link next to the “Organization Chart” document type, when you continue to the confirm page, it will have already filled in the file name of the last document used. You will just need to CONTINUE TO NEXT PAGE.

Submitting the Position Vacancy Request

After clicking the **CONTINUE TO NEXT PAGE** button from the previous screen you should see a screen similar to the following. Scroll down through this screen to review the information you entered. If needed, you can click **Edit** and make additional changes.

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The screenshot displays the 'View Position Vacancy Request Summary' page for Administrative Assistant II - 8569. The page includes a sidebar with navigation links such as 'JOB POSITIONS', 'VIEW ACTIVE', 'VIEW PENDING', 'VIEW HISTORICAL', 'CREATE POSITION VACANCY REQUEST', 'FROM PREVIOUS POSITION VACANCY REQUEST', 'ADMIN', 'HOME', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area shows a welcome message for 'test manager', the date 'Friday, September 25, 2008', and instructions to review details before continuing. It provides links for 'Edit' and 'Printer-Friendly Version'. Under the 'Posting Status' section, there are three radio button options: 'Save without submitting' (selected), 'Submit for Supervising Administrator Approval', and 'Req Returned to Admin Support'. 'CANCEL' and 'CONTINUE' buttons are present. The 'Posting Details' section shows the 'Position Title' as 'Administrative Assistant II'.

The last step is to select one of the Posting Status options. If you need to come back to it, you can choose “save without submitting”. If you would like to send to the next person in the approval path for their approval, please choose appropriate option and click the **Continue** button either at the top or the bottom of this page. This will take you to the confirmation page. If you are the last approver in the approval path, you will need to choose “Submit to the Office of Human Resources”.

The screenshot displays the 'Confirm Change Posting Status' page. The sidebar is identical to the previous page. The main content area shows a welcome message for 'test manager', the date 'Friday, September 25, 2008', and the heading 'Confirm Change Posting Status'. Below this, it states 'The following request is about to be processed'. Under the 'Posting Status' section, the option 'Submit for Supervising Administrator Approval' is selected. 'GO BACK' and 'CONFIRM' buttons are displayed at the bottom of the section.

“Confirm” to complete the process. The details of your Position Vacancy Request are NOT SAVED until you complete this step.

APPROVING THE POSITION VACANCY REQUEST

If you are listed as an approver in the Position Vacancy Request approval path, you will receive an email similar to the one below.

The following requisition is at the status of: Submitted for **Supervising Administrator** Approval

Title: Faculty, English

Requisition Number: 1422

Department: College Relations & Marketing Budget Position Number: 1582

Please log in at <http://employment.palmbeachstate.edu/hr> using your PeopleAdmin username and password and click link to Submit to 2nd Supervising Administrator (if applicable). If you need no further approval, please select Submit to the Office of Human Resources.

Thank you,
Office of Human Resources

The email will indicate the position you need to approve and also the “user” type you will need to be in order to approve this Position Vacancy Request. Go to the Navigation Bar located on the left side of the page and click “Change User Type”. Choose the appropriate user type needed to approve the Position Vacancy Request as per the email received and click “Change Group”. You can now approve the Position Vacancy Request.

The screenshot shows the Palm Beach Community College (pbcc) Employment Opportunities system. The left navigation bar includes sections for Job Positions, Create Position Vacancy Request, Admin, and Selection Committee. The main content area is titled 'Change User Type' and displays a message: 'Welcome test manager. You are logged in. Your Current Group: Direct Supervisor. Friday, September 25, 2009'. Below this, it instructs the user to 'To change your current user type, choose from the user types below that you are a member of, then click Change Group.' The user type selection list includes: Direct Supervisor (radio button), Supervising Administrator I (radio button, selected), Supervising Administrator II (radio button), and Administrative Support (radio button). At the bottom of the selection list are 'CHANGE GROUP' and 'CANCEL' buttons.

POSTING A POSITION VACANCY

The Executive Director of Human Resources submits to the Vice Presidents and Provosts a report of the position vacancy requests that are received in Human Resources on a weekly basis. Positions that are approved by the VP/Provosts Council will usually be processed in four (4) to seven (7) working days, which includes any revisions to the job descriptions and the supervisor's approval of the job overviews.

Once the job description has been reviewed and the posting approved, it will be placed on the Palm Beach State College Job line for a minimum of two weeks.

VIEWING YOUR POSITION VACANCY REQUESTS

You can at any time check the status of your position vacancy forms. After logging in you will see a screen that looks similar to the following:

The screenshot shows the Palm Beach Community College (pbcc) Applicant Tracking System interface. The header includes the college name and logo, and the page title is 'Employment Opportunities'. The left navigation bar has a 'JOB POSITIONS' section with links for 'VIEW ACTIVE', 'VIEW PENDING', and 'VIEW HISTORICAL'. The main content area is titled 'View Pending' and includes a welcome message for 'test manager'. Below this, there is a table of pending position vacancy requests. The table has columns for Position Title, Date Submitted, Department, Campus, and Posting Status. One record is shown for 'Administrative Assistant II' submitted on 09-25-2009 to the Academic Advisement department at Lake Worth campus, with a status of 'Submitted for Supervising Administrator Approval'. Links for 'View' and 'Summary' are provided for this record.

Position Title	Date Submitted	Department	Campus	Posting Status
Administrative Assistant II	09-25-2009	Academic Advisement	Lake Worth	Submitted for Supervising Administrator Approval

Under the “**Job Postings**” heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Position Vacancy Requests.

View Active: Position Vacancy Requests that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review
- positions that have been filled

View Pending: Position Vacancy Requests that are pending are either:

- Awaiting your approval
- waiting for final review by HR, including addition of specific fields
- approved by HR but not Active on the applicant site

View Historical: Position Vacancy Requests that are Historical are:

- Cancelled and therefore not listed on the applicant website

Important: When reviewing the status of your postings, please be aware that you will not be able to view any applicant information at this time. Applicant information can only be viewed with the unique User Name and Password that will be created by Employment once the posting has closed and applicants have been pre-screened.

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POSITION CLOSING

Once your position vacancy form is posted, you can begin the process of compiling your Applicant Criteria Rating Grid, Interview Questions and Screening Committee. All [forms](#) are available on our website and detail instructions on the process can be found in our [Recruitment and Selection Manual](#).

After the closing date of the position Human Resources will screen the applicant pool and forward to the committee, only those applicants that meet the minimum qualifications of the position. HR will then create a guest user name and password which is issued to the hiring administrator and/or chair of the screening committee. The hiring administrator or chair of the committee will forward the guest user name and password to members of the screening committee so that they may begin the applicant review process.

Viewing the Qualified Applicant Pool

Once the committee members receive the guest user name and password, they can go to the [Palm Beach State Applicant Tracking System](#) and log in. To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the title. This will bring you to a screen similar to the following:

The screenshot shows a web browser window with the URL <http://oca237.peopleadmin.com>. The page title is "Palm Beach Community College" and "Employment Opportunities". The user is logged in as "William Direct Supervisor". The main heading is "View Posting - Accounting Professor". Below this are tabs for "Applicants", "Posting Details", "Documents", and "Notes/History". The "Applicants" tab is selected, showing a table of "Active Applicants". The table has columns: Name, Documents, Date Applied, Status, Actions, and ID. One applicant is listed: "Amy, Amy" with a status of "Under Review by Committee". Below the table are filters for "Minimum Score" (set to 0), "Include" (Active Applicants), and a "Refresh" button. At the bottom are links for "RETURN TO SEARCH RESULTS" and "VIEW POSTING SUMMARY".

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Please note: Only applicants that have been released by Human Resources as having met the minimum qualifications (those under the status of “Under Review by Committee”) will be available for viewing. Additional information is also provided on this screen, including date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Position Vacancy Request, including Documents and Notes/History.

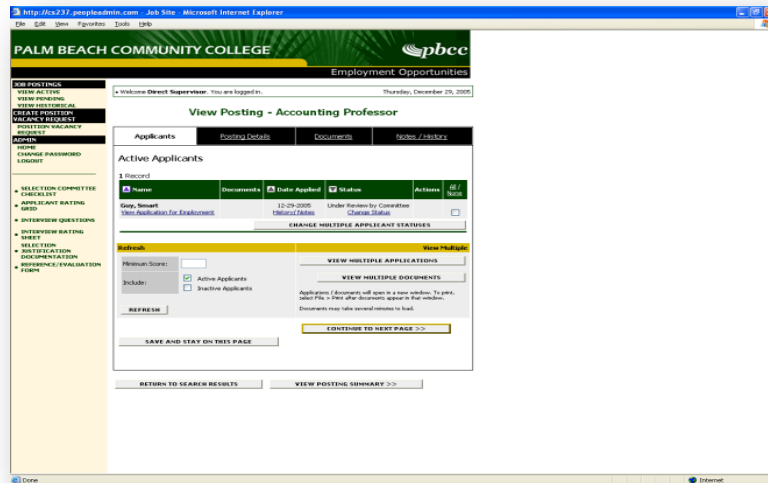
From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents

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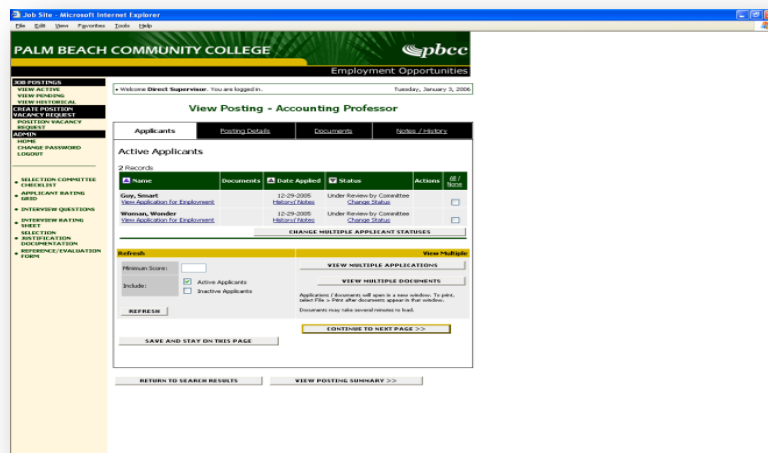
Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.



Viewing and Printing Applications

To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.



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 the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

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



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1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. Click the **View Multiple Applications** button.
2. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
3. Select File > Print from your browser's menu or the print icon to print the application(s).

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

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

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

<p>Important: The printing of multiple applicant documents at the same time for more than one applicant is strongly discouraged as applicants may not always include their names on all documentation submitted.</p>

Viewing an Applicant's History

In the Active Applicants screen, you may also view an applicant's Notes/history. Every time an applicant's application changes status (i.e. submits application, withdraws application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section.

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History	Modified By	Status
12-29-2005 6:07 PM	Applicant	Applicant
Incomplete - Attached Application	Applicant	Applicant
12-29-2005 6:07 PM	Applicant	Applicant
Completed Application Process Received Confirmation Number	Applicant	Applicant
12-29-2005 6:07 PM	Applicant	Applicant
Under Review by HR	Applicant	Applicant
12-29-2005 6:00 PM	Disqualified	Disqualified
Under Review by Committee	Disqualified	Disqualified
12-29-2005 6:00 PM	Disqualified	Disqualified

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action that is **System Generated** indicates that the system automatically moved the applicant to that step in the process.

ADMINISTRATIVE FUNCTIONS

Changing Your Password

If you wish to change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The 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:

New Password:

Confirm Password:

If you are unable to remember your present password, please contact Employment at 868-3114 so that it can be reset.