

# HIRING MANAGER'S USER'S GUIDE

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## Joliet Junior College Hiring System



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# TABLE OF CONTENTS

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<b>INTRODUCTION</b> .....	<b>3</b>
<b>GETTING STARTED</b> .....	<b>4</b>
<b>CREATING A REQUISITION</b> .....	<b>5</b>
Entering Requisition Information .....	5
Adding Screening Questions.....	6
Adding Closed Ended Questions.....	11
Adding Open Ended Questions.....	12
Assigning Points .....	14
Submitting the Requisition .....	17
One Page Guide for Creating a Requisition.....	19
<b>VIEWING APPLICANTS TO YOUR REQUISITIONS</b> .....	<b>20</b>
Sorting & Filtering Applicants by Different Criteria .....	22
Viewing and Printing Applications .....	23
Viewing and Printing Documents.....	24
Changing the Status of Applicants .....	25

# INTRODUCTION

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Welcome to The Joliet Junior 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.

You will use this system to:

- Create and submit Requisitions to HR
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

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

The HR department has provided these training materials to assist with your understanding and use of this system.

## Your Web Browser

The Employment Application 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. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at [www.Adobe.com](http://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.

The site is best viewed in Internet Explorer 5.5 and above.

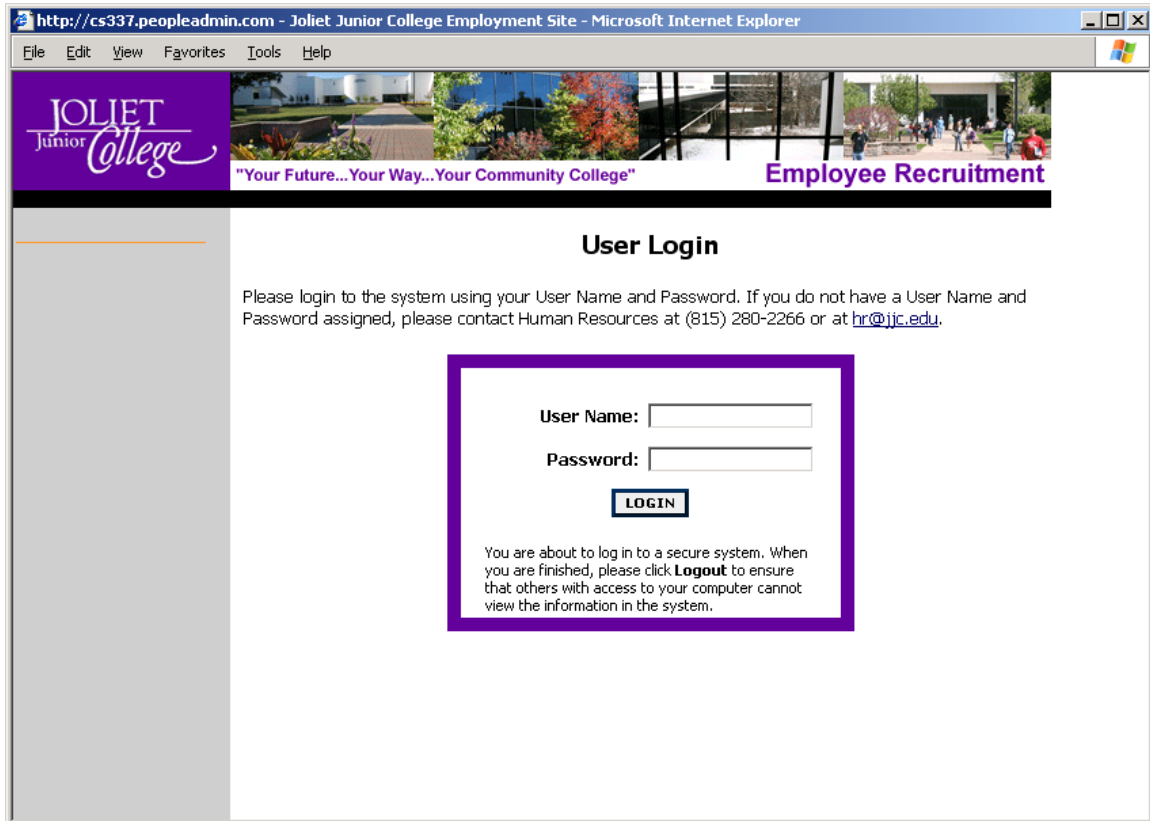
## Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

# GETTING STARTED

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After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:



## CREATING A REQUISITION

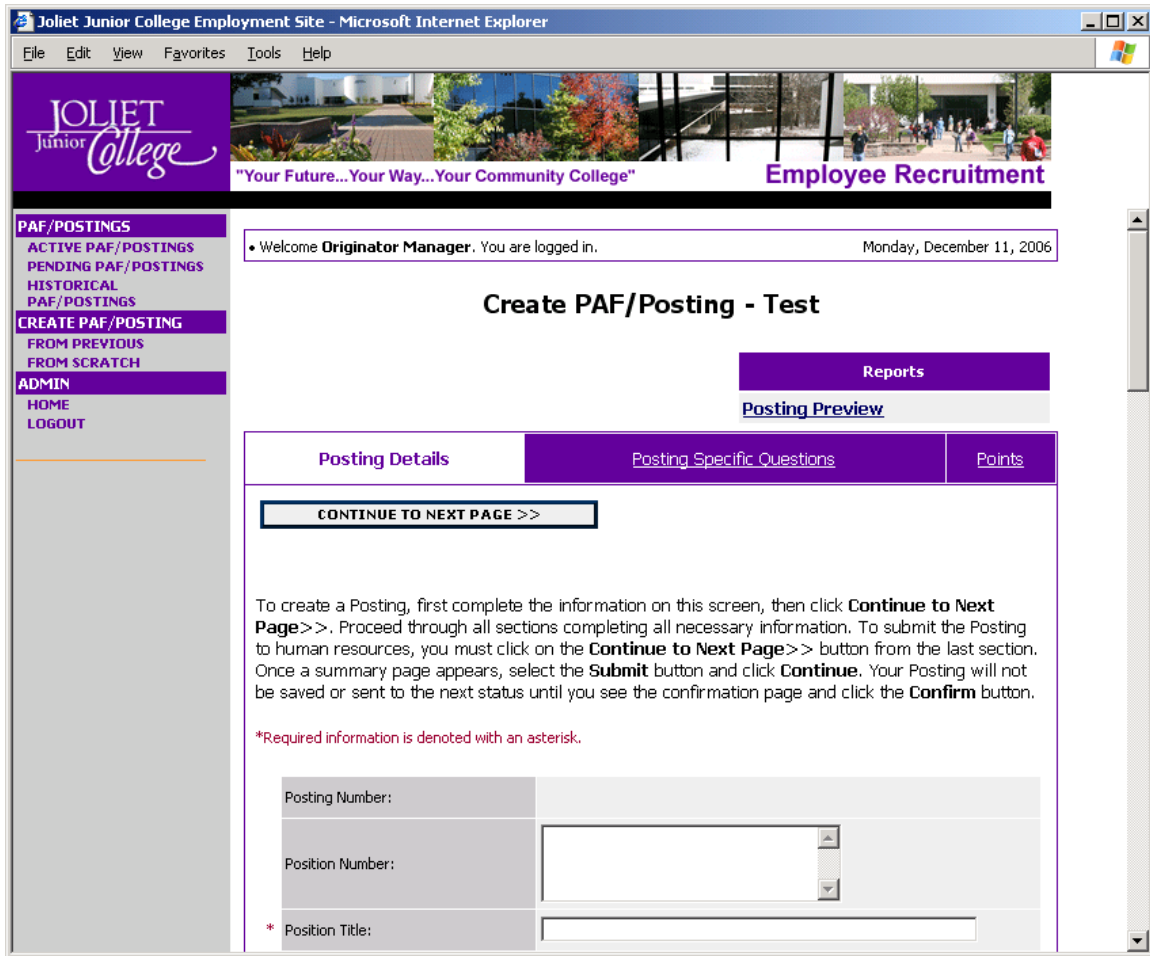
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To create a Requisition, begin by clicking a link under the header "Create PAF/Posting". Your options are:

- From a Previous Posting
- From Scratch

### Entering Requisition Information

In the following example, the "Create from Scratch" option was selected. You should see a screen similar to the following:



There are several tabs across the top of the screen. When you first enter this screen, you will be in the "Posting Details" tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

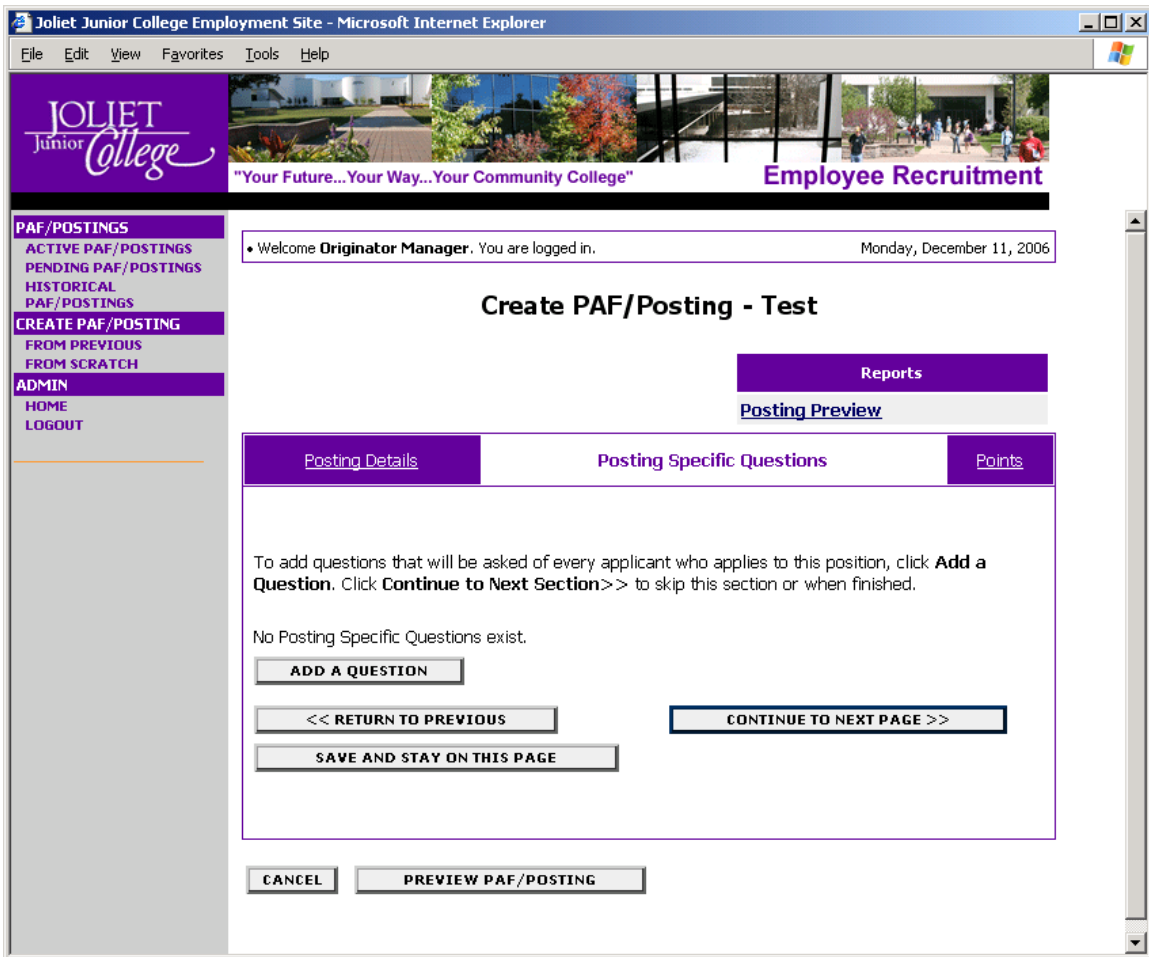
**A few notes about this screen:**

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 be required to complete it.
2. **VERY IMPORTANT:** A Requisition 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.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

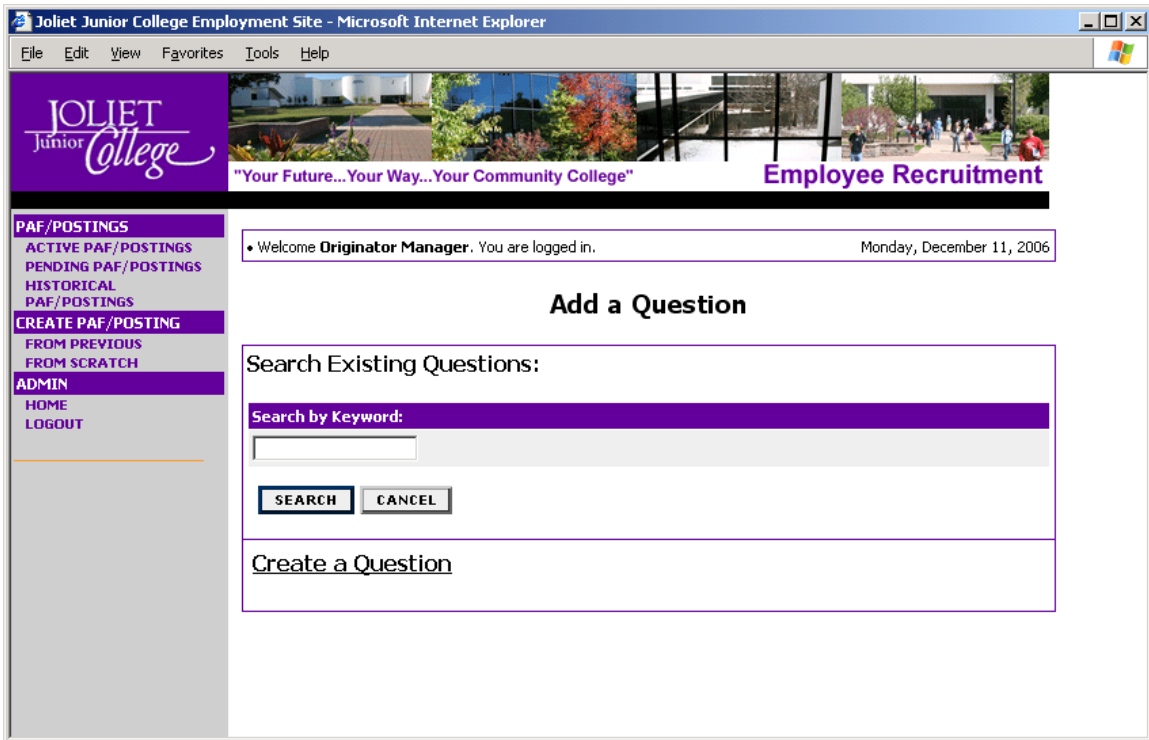
## Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.



If you are not adding any Screening Questions, click the **Continue to Next Page** button.

To add a Screening Question to this Requisition, click on the **Add a Question** button, which returns the following page:



The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank to see all questions). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

Joliet Junior College Employment Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**JOLLET**  
Junior College

"Your Future...Your Way...Your Community College" **Employee Recruitment**

PAF/POSTINGS	Question Text	
ACTIVE PAF/POSTINGS	Do you have a bachelor's degree?	<a href="#">View/Add</a>
PENDING PAF/POSTINGS	What is the highest level of education attained?	<a href="#">View/Add</a>
HISTORICAL PAF/POSTINGS	Are you willing to travel to job related conferences?	<a href="#">View/Add</a>
<b>CREATE PAF/POSTING</b>	Please describe the attributes that will make you a strong candidate for th...	<a href="#">View/Add</a>
FROM PREVIOUS	Describe any work experience relevant to the Posting.	<a href="#">View/Add</a>
FROM SCRATCH	Why do you think that you would be best suited for this position?	<a href="#">View/Add</a>
<b>ADMIN</b>	Do you have macintosh experience?	<a href="#">View/Add</a>
HOME	Do you have macintosh experience?	<a href="#">View/Add</a>
LOGOUT	Do you have Mac experience?	<a href="#">View/Add</a>
	Do you have Mac experience?	<a href="#">View/Add</a>
	Do you have experience using Macs?	<a href="#">View/Add</a>
	Do you like me ?	<a href="#">View/Add</a>
	Do you have a high school diploma/GED?	<a href="#">View/Add</a>
	What software programs are you proficient in?	<a href="#">View/Add</a>
	do you have patience working with people	<a href="#">View/Add</a>
	Do you have your food service sanitation certification?	<a href="#">View/Add</a>
	Are you bilingual?	<a href="#">View/Add</a>
	Do you possess a Class C Non-CDL Illinois Driver's License?	<a href="#">View/Add</a>
	Do you possess a Illinois Pesticide Operator's License?	<a href="#">View/Add</a>
	Do you like cold weather?	<a href="#">View/Add</a>
	<a href="#">Create a Question</a>	

After clicking the **Create a Question** button, the following screen will appear:

Step 1: *Please enter question text:* Enter the text of the question you wish to ask all candidates who will apply to this Posting.

Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

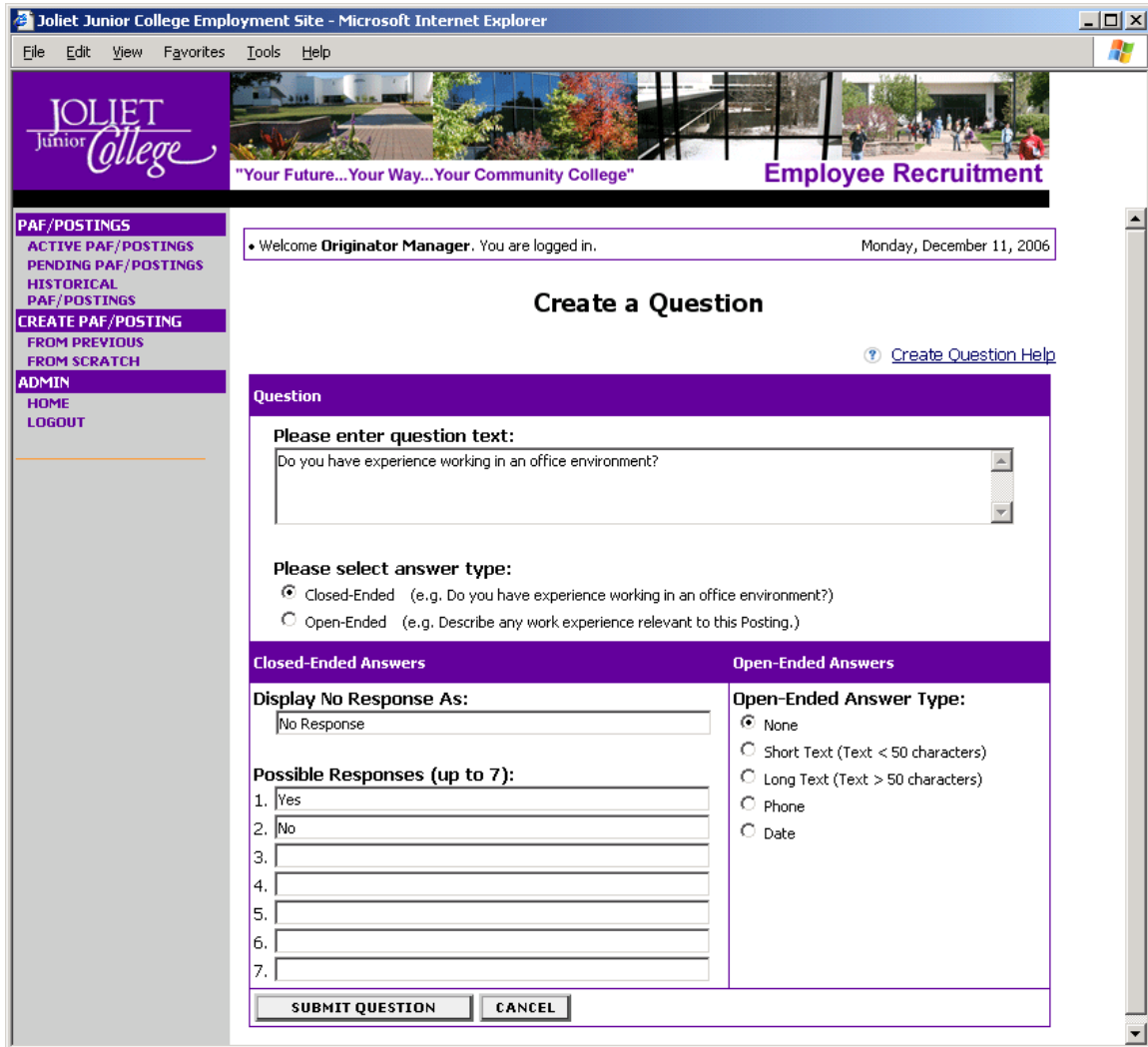
Step 3: Enter answer choices or select answer format based on your selection in step 2.

## Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer.

For example:

***Do you have experience working in an office environment?***  
**Possible Responses: Yes or No**



The screenshot shows a web browser window titled "Joliet Junior College Employment Site - Microsoft Internet Explorer". The page header includes the Joliet Junior College logo and the text "Your Future... Your Way... Your Community College" and "Employee Recruitment". The main content area is titled "Create a Question" and includes a "Welcome Originator Manager" message and a date of "Monday, December 11, 2006". The form contains the following fields:

- Question:** A text area containing "Do you have experience working in an office environment?".
- Answer Type:** Radio buttons for "Closed-Ended (e.g. Do you have experience working in an office environment?)" (selected) and "Open-Ended (e.g. Describe any work experience relevant to this Posting.)".
- Closed-Ended Answers:** A section with "Display No Response As:" set to "No Response" and "Possible Responses (up to 7):" with a list of 7 boxes. The first two boxes contain "Yes" and "No".
- Open-Ended Answers:** A section with "Open-Ended Answer Type:" and radio buttons for "None" (selected), "Short Text (Text < 50 characters)", "Long Text (Text > 50 characters)", "Phone", and "Date".
- Buttons:** "SUBMIT QUESTION" and "CANCEL".

After selecting the "Closed Ended" radio button, enter the answer choices that candidates can choose from in the boxes labeled "Possible Responses". In this case, you would enter:

1. Yes
2. No

## Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

***Describe any work experience relevant to this position.***

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.

The screenshot shows a web browser window titled "Joliet Junior College Employment Site - Microsoft Internet Explorer". The page header includes the Joliet Junior College logo and the slogan "Your Future...Your Way...Your Community College". The main navigation menu on the left includes "PAF/POSTINGS", "CREATE PAF/POSTING", and "ADMIN". The main content area is titled "Create a Question" and contains the following form elements:

- A welcome message: "Welcome Originator Manager. You are logged in. Monday, December 11, 2006".
- A "Create Question" heading with a "Create Question Help" link.
- A "Question" section with a text input field containing the text: "Describe any work experience relevant to this position."
- A "Please select answer type:" section with two radio buttons:
  - Closed-Ended (e.g. Do you have experience working in an office environment?)
  - Open-Ended (e.g. Describe any work experience relevant to this Posting.)
- A "Closed-Ended Answers" section with a "Display No Response As:" dropdown menu set to "No Response".
- A "Possible Responses (up to 7):" section with seven numbered input fields.
- An "Open-Ended Answers" section with "Open-Ended Answer Type:" radio buttons:
  - None
  - Short Text (Text < 50 characters)
  - Long Text (Text > 50 characters)
  - Phone
  - Date
- "SUBMIT QUESTION" and "CANCEL" buttons at the bottom.

The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.

Joliet Junior College Employment Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

JOLLET Junior College "Your Future...Your Way...Your Community College" Employee Recruitment

PAF/POSTINGS  
ACTIVE PAF/POSTINGS  
PENDING PAF/POSTINGS  
HISTORICAL PAF/POSTINGS  
CREATE PAF/POSTING  
FROM PREVIOUS  
FROM SCRATCH  
ADMIN  
HOME  
LOGOUT

Welcome Originator Manager. You are logged in. Monday, December 11, 2006

### Create PAF/Posting - test

Reports  
Posting Preview

Posting Details Posting Specific Questions Points

To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Section>>** to skip this section or when finished.

#### Posting Specific Questions

To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below.

Do you have experience working in an office environment? (Edit)

**ANSWER**  
No Response  
Yes  
No  
Is this question required?  Required  Not Required

Describe any work experience relevant to this position. (Edit)

**LONG TEXT**  
Is this question required?  Required  Not Required

DELETE QUESTION(S) ADD A QUESTION

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

When you have finished adding screening questions for this Requisition, click the **Continue to Next Page** button.

## Assigning Points

In order to assist you in ranking the candidates to your Requisition by objective criteria, the system enables you to assign points to the closed-ended questions you created on the Posting Specific Questions screen. Since open-ended questions are not allowed to have points assigned to them, they will not appear on this screen.

If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and click the **Continue to Next Page** button.

Joliet Junior College Employment Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

JOLIET Junior College  
"Your Future...Your Way...Your Community College" Employee Recruitment

PAF/POSTINGS  
ACTIVE PAF/POSTINGS  
PENDING PAF/POSTINGS  
HISTORICAL PAF/POSTINGS  
CREATE PAF/POSTING  
FROM PREVIOUS  
FROM SCRATCH  
ADMIN  
HOME  
LOGOUT

Welcome **Originator Manager**. You are logged in. Monday, December 11, 2006

### Create PAF/Posting - test

Reports  
Posting Preview

Posting Details	Posting Specific Questions	Points
On this page, you may assign points to answers that can be used to rank applicants. When finished adding points, click <b>Continue to Next Page</b> >>. Open-ended questions will not be visible on this tab, but will be visible on the summary page. Maximum Points Possible: 0		
<b>Posting Specific Questions</b>		
Do you have experience working in an office environment?		
<b>ANSWER</b>		<b>SCORE</b>
No Response		0
Yes		0
No		0
0 %		
RECALCULATE RESET		
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>		
SAVE AND STAY ON THIS PAGE		

On this screen you will see all the closed-ended questions you created on the Posting Specific Questions screen. In this case, the only closed-ended question entered was: "Do you have experience working in an office environment?"



When all the points are set to your satisfaction, click the **Continue to Next Page** button.

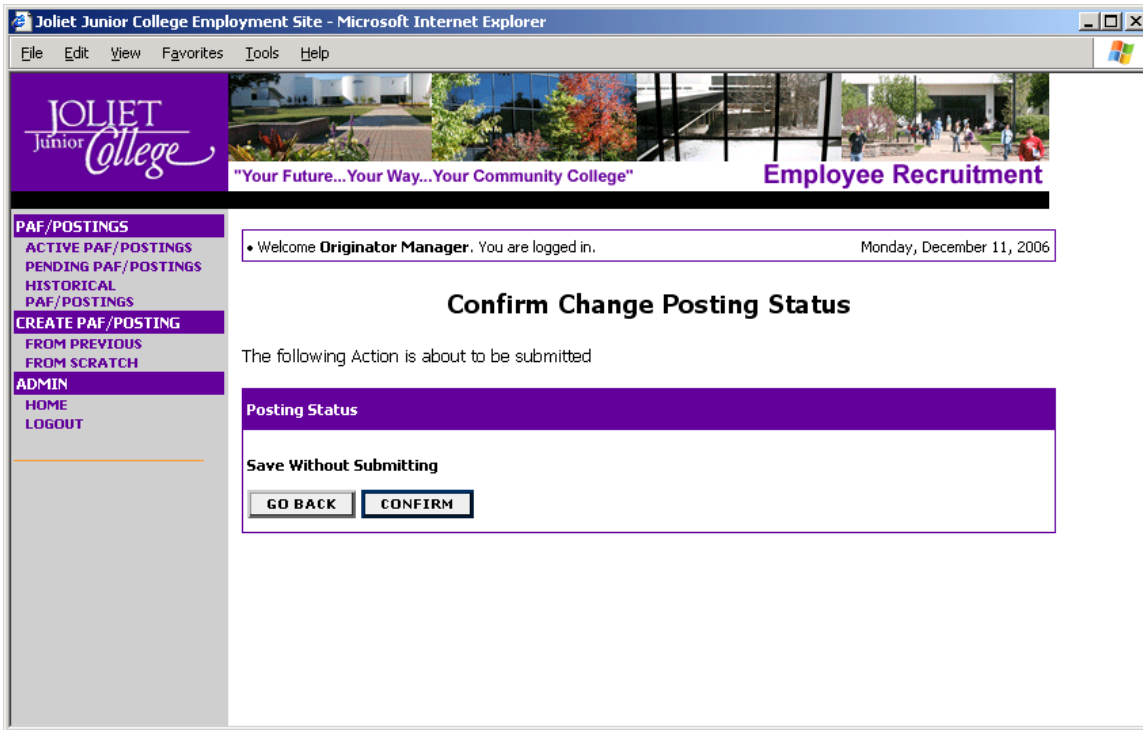
## Submitting the Requisition

After clicking the **Continue to Next Page** button from the previous screen and viewing any notes associated with the requisition, click on the **Continue to Next Page** or **Preview PAF/Posting Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.

The screenshot shows a web browser window titled "Joliet Junior College Employment Site - Microsoft Internet Explorer". The page header features the Joliet Junior College logo and the tagline "Your Future...Your Way...Your Community College" alongside a photograph of the campus. A navigation menu on the left lists options such as "PAF/POSTINGS", "ACTIVE PAF/POSTINGS", "PENDING PAF/POSTINGS", "HISTORICAL PAF/POSTINGS", "CREATE PAF/POSTING FROM PREVIOUS FROM SCRATCH", and "ADMIN". The main content area displays a welcome message for the "Originator Manager" and the date "Monday, December 11, 2006". The title of the page is "View PAF/Posting Summary - test". Below the title, there is a "Printer-Friendly Version" link and a "Reports" button. A message instructs the user to review the details of the posting carefully before continuing. Below this, there are instructions on how to proceed: "To take the action you have specified, click **Continue**. To edit the posting, click **Edit**. To exit the posting without making any changes, click **Cancel**." There are also links for "Edit", "Posting Preview", and "Reports". The "Posting Status" section contains three radio button options: "Save Without Submitting" (selected), "Submit to VP For Review", and "Submit to Business Services VP for Review". At the bottom of this section are "CANCEL" and "CONTINUE" buttons. The "Posting Details" section is a table with the following information:

Posting Details	
Posting Number:	
Position Number:	
Position Title:	test
Employee Group:	Administrative

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page.



Press **Confirm** to complete this step.

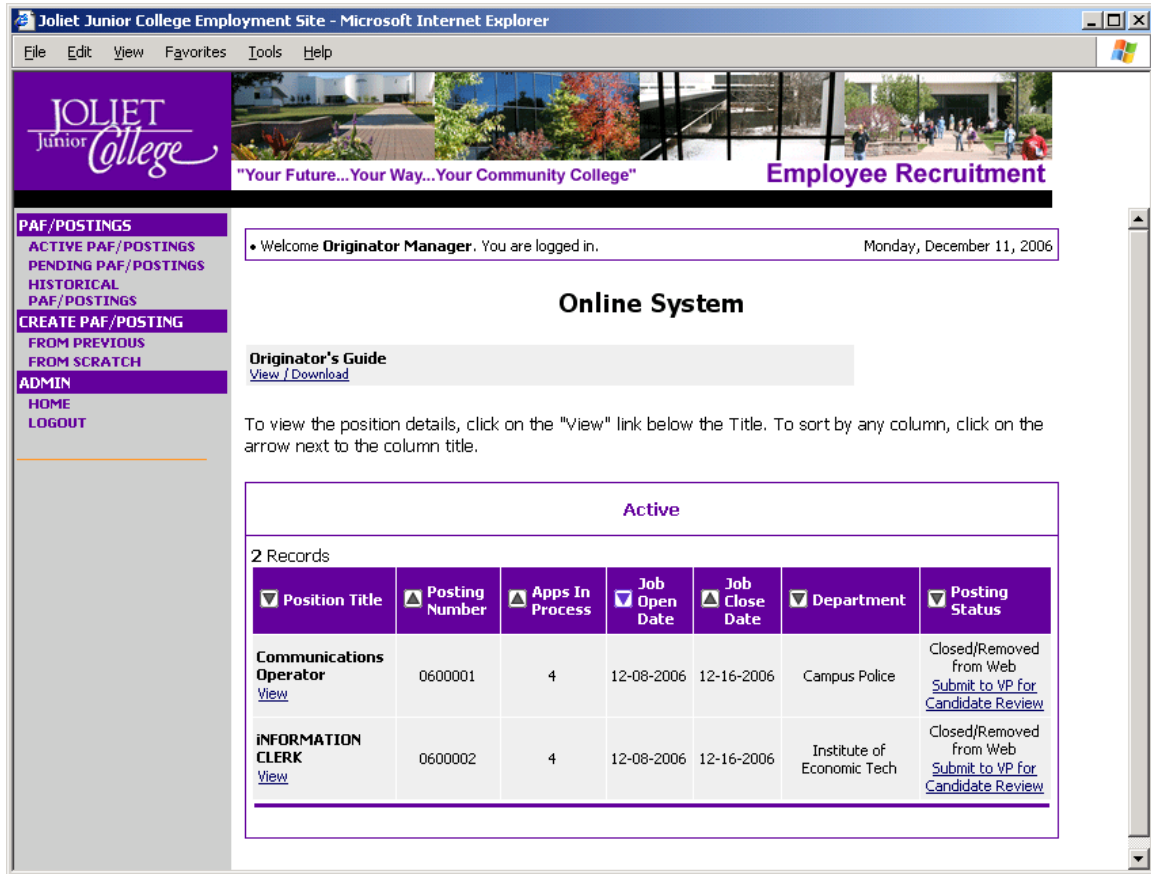
**The details of your requisition are NOT SAVED until you complete this step.**

## One Page Guide for Creating a Requisition

- 1) From the site, click **Create PAF/Posting**.
- 2) Fill in the Posting details
  - a. When finished, click **Continue to Next Page**
- 3) Add screening question(s) (optional...to skip, click **Continue to Next Page**)
  - a. From "Screening Questions" section, click **Add A Question**
  - b. Click **Search**
  - c. Select one of the previously entered questions, or click **Create A Question**
  - d. Enter the text of the question
  - e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
  - f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
  - g. Click **Submit Question** to attach the question to the Requisition
  - h. Enter additional screening questions, or click **Continue to Next Page**
- 4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). When finished, click **Continue to Next Page**
- 5) Review the Requisition, and edit if necessary. When finished, select the appropriate action and click **Confirm** on the following screen

# VIEWING APPLICANTS TO YOUR REQUISITIONS

After logging in to the system, if you have a Requisition that is currently accepting applications, you will see a screen that looks similar to the following:



Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Requisitions.

**View Active:** Requisitions that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

**View Pending:** Requisitions that are Pending are either:

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

**View Historical:** Requisitions that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word "View" below the relevant title. This will bring you to a screen similar to the following:

The screenshot shows a web browser window titled "Joliet Junior College Employment Site - Microsoft Internet Explorer". The page header features the Joliet Junior College logo and the slogan "Your Future...Your Way...Your Community College". The main content area is titled "View/Edit Posting - Communications Operator" and includes a "Reports" button and a "Posting Preview" link. A navigation menu on the left lists options such as "PAF/POSTINGS", "ACTIVE PAF/POSTINGS", "PENDING PAF/POSTINGS", "HISTORICAL PAF/POSTINGS", "CREATE PAF/POSTING", "FROM PREVIOUS FROM SCRATCH", "ADMIN", "HOME", and "LOGOUT".

The main content area displays a table of active applicants for the "Communications Operator" position. The table has columns for Name, Documents, Score, Date Applied, Status, External Status, and All / None. There are four records listed:

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
<b>Brown, Ashley</b> <a href="#">View App</a>		0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Bassett, Brian</b> <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Womack, James</b> <a href="#">View App</a>	<a href="#">Other</a>    <a href="#">Cvr</a> <a href="#">Ltr</a> <a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Barnes, Jessica</b> <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

Below the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES". At the bottom of the page, there are "Refresh" and "View Multiple" buttons.

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. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including Screening Questions and Points.

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

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

## 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.

• Welcome **Originator Manager**. You are logged in. Monday, December 11, 2006

### View/Edit Posting - Communications Operator

[Reports](#)  
[Posting Preview](#)

Applicants	<a href="#">Authorization to Hire</a>	<a href="#">Posting Details</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Points</a>	<a href="#">Notes / History</a>	
<b>Active Applicants</b>						
4 Records						
▲ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
<b>Barnes, Jessica</b> <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Bassett, Brian</b> <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Brown, Ashley</b> <a href="#">View App</a>		0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>Womack, James</b> <a href="#">View App</a>	<a href="#">Other</a>    <a href="#">Cvr</a> <a href="#">Res</a>    <a href="#">Ltr</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
<b>CHANGE MULTIPLE APPLICANT STATUSES</b>						

To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

## 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.

Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

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:

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. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

The screenshot shows a web browser window titled "Joliet Junior College Employment Site - Microsoft Internet Explorer". The page content includes a navigation menu on the left with options like "PAF/POSTINGS", "ACTIVE PAF/POSTINGS", "PENDING PAF/POSTINGS", "HISTORICAL PAF/POSTINGS", "CREATE PAF/POSTING FROM PREVIOUS FROM SCRATCH", and "ADMIN". The main content area is titled "View/Edit Posting - Communications Operator" and features a "Reports" button and a "Posting Preview" link. Below this is a table of "Active Applicants" with 4 records. The table has columns for Name, Documents, Score, Date Applied, Status, and External Status. Each row includes a "View App" link and a checkbox. At the bottom of the table is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES".

Name	Documents	Score	Date Applied	Status	External Status	All / None
Barnes, Jessica <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
Bassett, Brian <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
Brown, Ashley <a href="#">View App</a>		0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
Womack, James <a href="#">View App</a>	<a href="#">Other</a>    <a href="#">Cyr Ltr</a> <a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

## 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 (it may take several moments to load) 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.

## Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

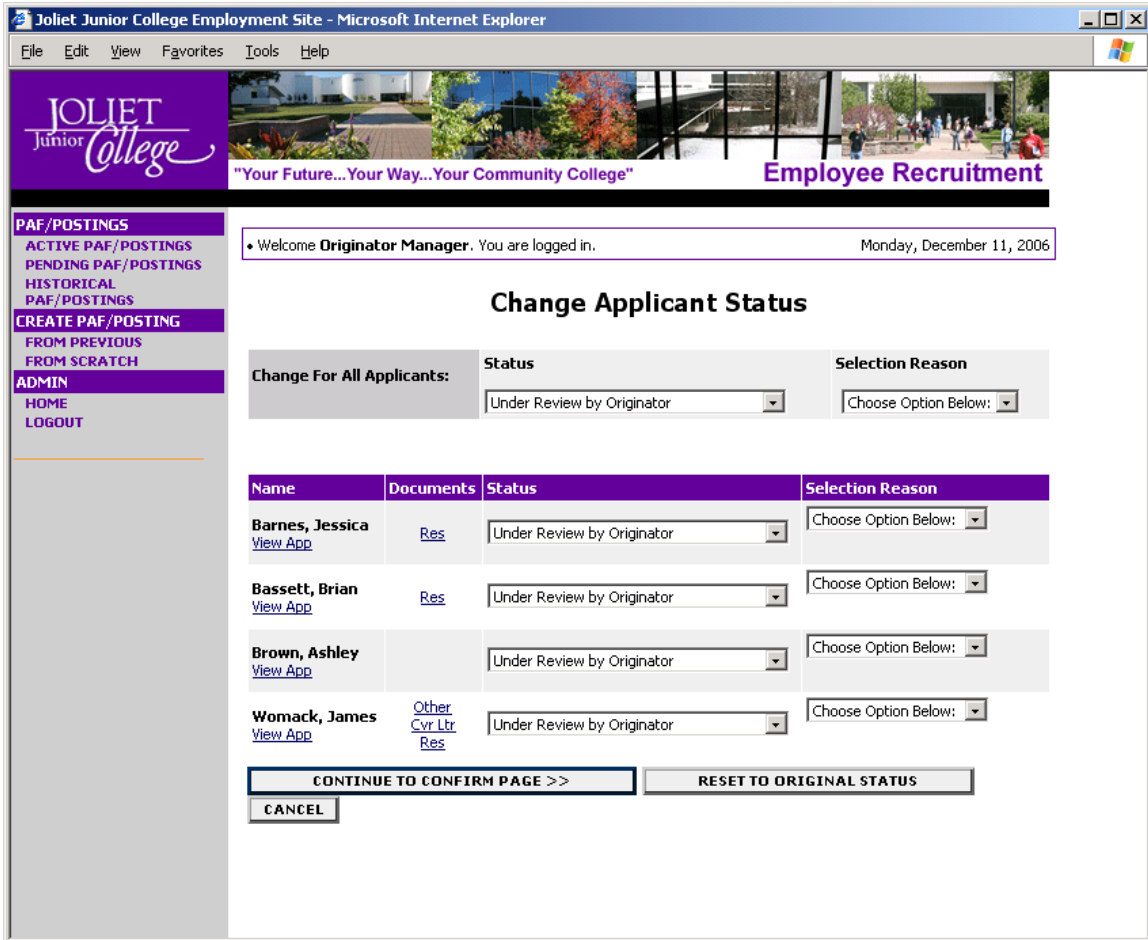
To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

The screenshot shows a web browser window titled "Joliet Junior College Employment Site - Microsoft Internet Explorer". The page header includes the Joliet Junior College logo and the slogan "Your Future... Your Way... Your Community College". The main content area is titled "View/Edit Posting - Communications Operator" and shows a list of active applicants. The table below contains the following data:

Name	Documents	Score	Date Applied	Status	External Status	All / None
Barnes, Jessica <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>
Bassett, Brian <a href="#">View App</a>	<a href="#">Res</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>
Brown, Ashley <a href="#">View App</a>		0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>
Womack, James <a href="#">View App</a>	<a href="#">Other</a>    <a href="#">Cvr</a> <a href="#">Res</a>    <a href="#">Ltr</a>	0	12-10-2006	Under Review by Originator <a href="#">Change Status</a>	In Progress	<input checked="" type="checkbox"/>

At the bottom of the table, there is a button labeled "CHANGE MULTIPLE APPLICANT STATUSES".

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:





Under the "Status" column there is a drop down menu of the different statuses an applicant could be changed to. Select the 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 come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

Joliet Junior College Employment Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

"Your Future...Your Way...Your Community College" **Employee Recruitment**

PAF/POSTINGS  
 ACTIVE PAF/POSTINGS  
 PENDING PAF/POSTINGS  
 HISTORICAL PAF/POSTINGS  
 CREATE PAF/POSTING FROM PREVIOUS FROM SCRATCH  
 ADMIN  
 HOME  
 LOGOUT

• Welcome **Originator Manager**. You are logged in. Monday, December 11, 2006

### Change Applicant Status

Name	Documents	Status	Selection Reason
<b>Barnes, Jessica</b> <a href="#">View App</a>	<a href="#">Res</a>	Interviewed	
<b>Bassett, Brian</b> <a href="#">View App</a>	<a href="#">Res</a>	Interviewed	
<b>Brown, Ashley</b> <a href="#">View App</a>		Interviewed	
<b>Womack, James</b> <a href="#">View App</a>	<a href="#">Other Cvr Ltr</a> <a href="#">Res</a>	Interviewed	

**SAVE STATUS CHANGES >>** **CANCEL**