



# Applicant Tracking System (HireTouch) Guide

<https://wpunj.hiretouch.com/admin>

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## HIRE TOUCH ADMIN SITE

Go to Hire Touch Admin Site to login

<https://wpunj.hiretouch.com/admin/>

WILLIAM PATERSON UNIVERSITY

### Authentication Required

You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.

Username  
smithj [Forgot your password?](#)

Password  
..... [Need Help?](#)

Login

or

Login through WP Connect

WILLIAM PATERSON UNIVERSITY

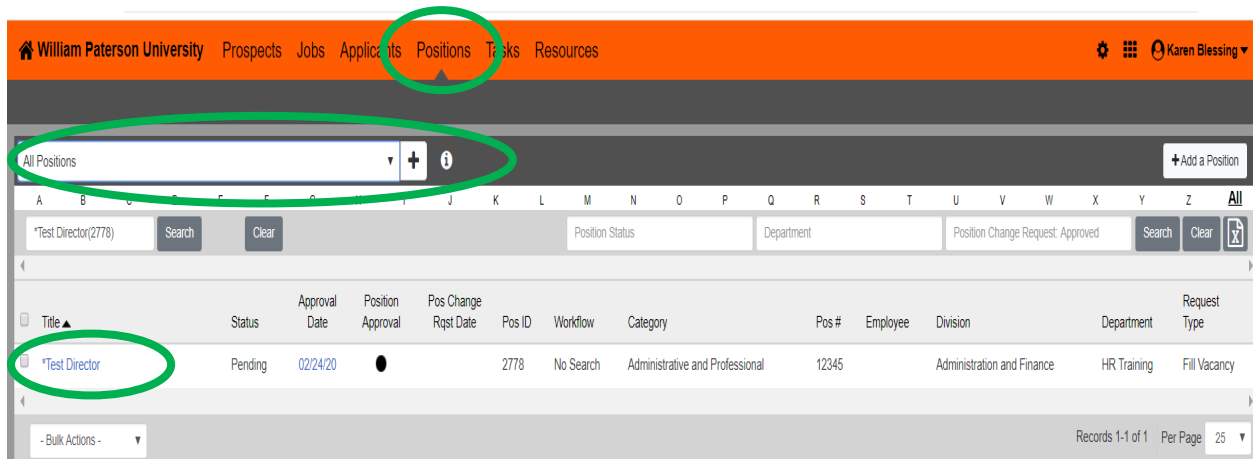
WP CONNECT Home Student Employee Faculty & Advisors Search

### HR Info & Services

- Appointment Check List
- Sample Employment Offer Letters
- Employment Opportunities
- Mandatory Ethics Training
- Gender Equity Policy
- HireTouch Admin**
- Safe Colleges Compliance and Management Training

## INITIATING POSITION CONTROL FORM

1. Go to the **Positions Tab**.
2. Enter position title or incumbent name in the search bar.  
Click on the correct title from the drop down, which will appear as you type.



3. Click on the position title after entering your search criteria.
4. Click on the **Forms** within the **Forms Tab**.

William Paterson University Prospects Jobs Applicants Positions Tasks Resources Karen Blessing

\*Test Director Search

Properties History Activity Jobs Processes **Forms**

Details

Title: \*Test Director

Budget Control #:

Employee:

Position #: 12345

Job Category: Administrative and Professional

Job Function:

Division: Administration and Finance

Location:

Department: HR Training

Search Type:

Contact:

Opened Date:

Closed Date:

Desired Start Date:

Shift Type:

Shift: 2

Position Budgeted Dollars:

5. Click **Start** to initiate PCF form.

William Paterson University Prospects Jobs Applicants Positions Tasks Resources Karen Blessing

\*Test Admin Search

Properties History Activity Jobs Processes **Forms**

Position Forms

Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History
<input checked="" type="checkbox"/> Position								
<input checked="" type="checkbox"/> Position Control Form						<a href="#">Start</a>		

[+ Add Forms](#)

Details

Status: Vacant  
 Created: 11/15/2019  
 Category: Administrative and Professional  
 Configuration: No Search

Actions

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Download Documents

Processes

Position Approval: Not Started 11/15/19

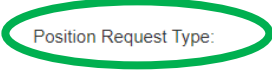
HireTouch™

6. Select the **Position Request** Type.

Information on the form will be pre-populated to reflect current Banner information.

**\*\*\* If any of the information in the Pre-Populated fields is incorrect please notify Human Resources immediately at extension 2605 to have corrected before proceeding. \*\*\* (Most PCF's for faculty will need to be corrected)**

**Position Control Form (PCF)**

Position Request Type: 



Fill Vacancy  
 Create New Position  
 Change of Title  
 Transfer of Position  
 Change in Funding Source

Current Payroll (State) Title:



New State Title:

Budget Control #:

Position #:

Job Category:  Administrative and Professional 

Division:

Department:  - Select - 

Work Location:



Salary Group:

Salary Table:

\*Salary Grade:



\*Salary Range:



Salary/Hourly Rate:

Fill Type:  - Fill Type: - 

Shift:

% of Time:

Employee Group:  - Employee Group: 

Work Flow:  No Search 

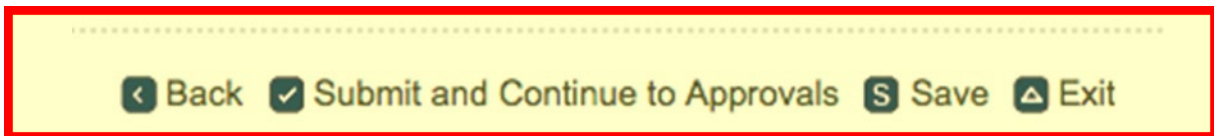
Previous Incumbent:

**Reason for Action:**

7. Select Add Row if the funding for the salary will come from additional FOAP(s).  
Click **Save and Continue** to proceed or **SAVE** to return later.

Funding Source					
Current Budget Information:					
Current Funding 1: 100000	Current Org 1: 589100	Current Acct 1: 61010	Current Program 1: 10	Current Amt 1: \$80,484.00	Current % 1: 100
Current Funding 2:	Current Org 2:	Current Acct 2:	Current Program 2:	Current Amt 2:	Current % 2:
Current Funding 3:	Current Org 3:	Current Acct 3:	Current Program 3:	Current Amt 3:	Current % 3:
Current Funding 4:	Current Org 4:	Current Acct 4:	Current Program 4:	Current Amt 4:	Current % 4:
Fund	Org	Acct	Program	Budget Amt	%
<input checked="" type="checkbox"/>				\$0.00	%

8. Click **Submit and Continue to Approvals** to proceed with process. Click **Save** to return later.



## SENDING APPROVAL REQUESTS FOR POSITION CONTROL FORM

1. Click **EDIT APPROVERS** to add or remove an approver.

Properties History Activity Jobs Processes Forms

Position Forms

Approvers

Form: Position Control Form  
Form Originator: Evans, Jeannine

Title	Name
Supervisor/Director/Dean	Approver: <input type="text"/>
Associate Provost	Approver: <input type="text"/>
Div. VP/Provost	Approver: <input type="text"/>
Human Resources	Approver: Robinson Lewis, Denise ▾
Budget Office	Approver: Castro, Eusebio ▾
SVP Admin and Finance	Approver: Bolyai, Stephen ▾
Budget Office Final	Approver: Castro, Eusebio ▾

Save AND Send Task  Save Approvers ONLY  Edit Approvers

Follow instructions below to edit approvers:

Form Approval Positions

Positions: Available

- AA/EEO
- Financial Aid Student Hires
- Financial Aid Student Hires
- HR Student Approvals
- Initial HR Review
- Payroll
- Student Employee Payroll

Selected

- Supervisor/Director/Dean
- Associate Provost
- Div. VP/Provost
- Human Resources
- Budget Office
- SVP Admin and Finance
- Budget Office Final

UP

DOWN

Save Close

Click to Highlight the Approval Group in the Available Column. Use the Right Arrow to add to the Selected Column.

Click to Highlight the Approval Group in the Selected Column. Use the Left Arrow to remove from the Selected Column.

If the PCF Originator is also a Supervisor, Director or Dean it is not necessary to include the “Supervisor/Director/Dean” in the “Selected” Column.

**Note: The last four in the Selected List **MUST REMAIN** in the following order:**

**Human Resources**  
**Budget Office**  
**SVP Admin and Finance**  
**Budget Office Final**

Click **SAVE**.

2. Select the correct Approver name(s) from your Division using the drop down arrows:



Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Form: Position Control Form - Form Originator: Blessing, Karen

Title	Name
Supervisor/Director/Dean	Approver: <input type="text" value=""/>
Associate Provost	Approver: <input type="text" value=""/>
Div. VP/Provost	Approver: <input type="text" value=""/>
Human Resources	Approver: Robinson Lewis, Denise ▾
Budget Office	Approver: Castro, Eusebio ▾
SVP Admin and Finance	Approver: Bolyai, Stephen ▾
Budget Office Final	Approver: Castro, Eusebio ▾

Save AND Send Task Save Approvers ONLY Edit Approvers



Example of dropdown arrows from image above:

Test Admin

Properties ▾ History Activity ▾ Jobs Processes Forms ▾

Form: Position Control Form - Form Originator: Blessing, Karen

Title	Name
Supervisor/Director/Dean	Approver: <input type="text" value=""/>
Associate Provost	Approver: Lowe Jr, Charles
Div. VP/Provost	Approver: Lubeck, Eileen
Human Resources	Approver: McLaughlin, Christopher
Budget Office	Approver: Moore, Daryl
SVP Admin and Finance	Approver: Noonan, Patrick
Budget Office Final	Approver: Ortiz, Carmen
	Approver: Owusu-Ansah, Edward
	Approver: Powers, Joshua
	Approver: Rabbitt, Kara
	Approver: Rinck, Joshua
	Approver: Rosenberg, Eric
	Approver: Schneider, Kenneth
	Approver: Sharma, Venkatanarayanan

Save AND Send Task Save Approvers

3. Select either Save and Send Task or Save Approvers Only

- a. Click **Save AND Send Task** to send the approval request to the first approvers. Once approved, a notification will automatically be generated to the next approver...and so on.
- b. **Save Approvers Only** will save your work but not send the approval request. You may return later to do so when you are ready.

## APPROVING FORM: E-MAIL NOTIFICATIONS

E-mail notifications to approve a document will be received from [talent@wpunj.edu](mailto:talent@wpunj.edu) . The subject line will inform what you are being asked to approve; (PCF, HRAF, Posting, etc.)*Sample e-mail below:*

### Approve Form: Position Request - Director, Talent Management



**talent@wpunj.edu <talent@wpunj.edu>**

Name of Approver

Tuesday, March 6, 2018 at 1:18 PM

[Show Details](#)

Dear "name of approver",

You have been selected to approve the **Position Request** form for **Director, Talent Management**.

From a **mobile** device: [Mobile Site](#)

From your **desktop** (full version):

1. Please login to HireTouch by going to <https://wpunj.hiretouch.com/admin> then select the 'Tasks' tab
2. Locate **Director, Talent Management** and click on 'Position Form Approval' link
3. Select 'View' to review the **Position Request** form
4. Next select 'Approvals' for the form
5. You may now select 'Approve or Reject'
6. If you approved the position, you will see a green check mark in the box by your name
7. If you select 'Reject', you will then be taken to a second screen where you have the option to 'Re-route' or 'Reject Form'.

**\*Note: 'Reroute Form' form will bring the approval process back to the approver indicated to allow the approval process to continue with edits. Do not use 'Reject Form' unless the position requisition is being ended as this will END the approval process completely.**

# APPROVING/REJECTING A FORM

1. Click the **Task Tab** to view the documents in your box to approve.
2. Click the hyperlink ([Position Form Approval](#)) to the document to view form to approve.



HOME PROSPECTS JOBS APPLICANTS POSITIONS **TASKS** RESOURCES SETUP

Tasks  Show Active  Show Archived

- All Tasks (2)
- New Tasks (1)
- Current Tasks (1)
- Overdue Tasks (1)
- Future Tasks (0)
- Statuses
- Priorities

Search Tasks

March 2018

S	M	T	W	T	F	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

My Tasks Tasks 1-2 of 2

ID	Name	Task Type	Priority	Status	Task Date	Due Date
1960	Approve Form: HRAF - Desyra Highsmith 2	Approve Form: HRAF	Medium	Opened	Mon 1/22/18	Tue 1/23/18
1997	Approve Form: New Position - Director, Talent Management	Approve Form: Position Request	Medium	Opened	Tue 3/6/18	

**Approve Form: New Position - Director, Talent Management** ID:1997 Actions

Task Details | Task History | Task Workflow

**Task Type:** Approve Form: Position Request **Task Date:** Tuesday, March 6, 2018 at 1:18 PM

**Priority:** Medium **Reminder Date:** None

**Status:** Opened **Due Date:** None

**Created:** Tuesday, March 6, 2018 at 1:18 PM by Desyra Highsmith

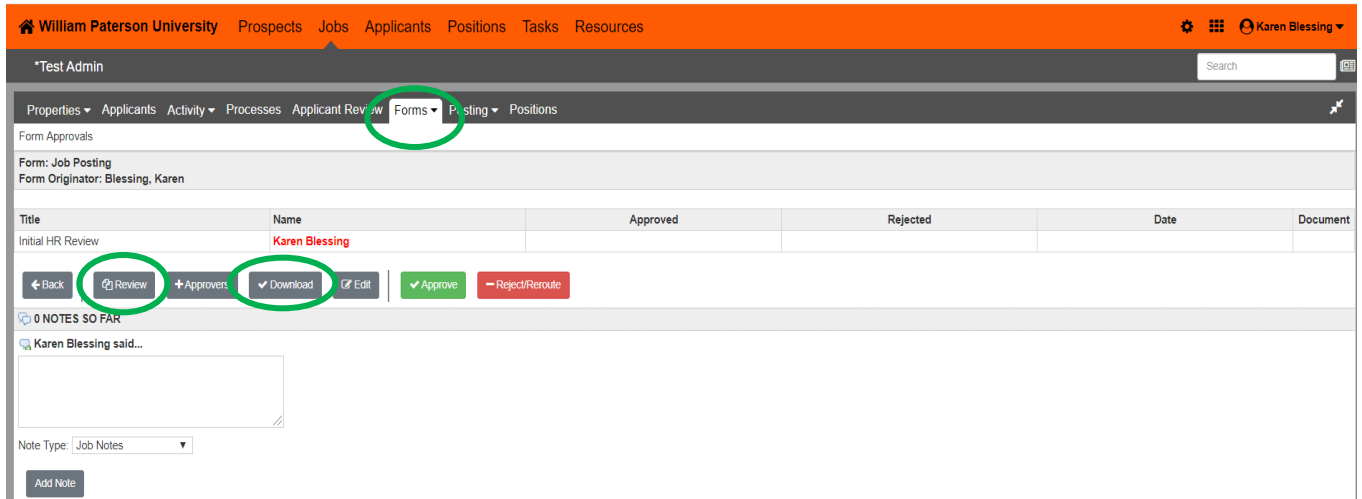
**Opened:** Tuesday, March 6, 2018 at 1:18 PM by Desyra Highsmith

**Assigned To:** Desyra Highsmith

**Link:** [Position Form Approval](#)

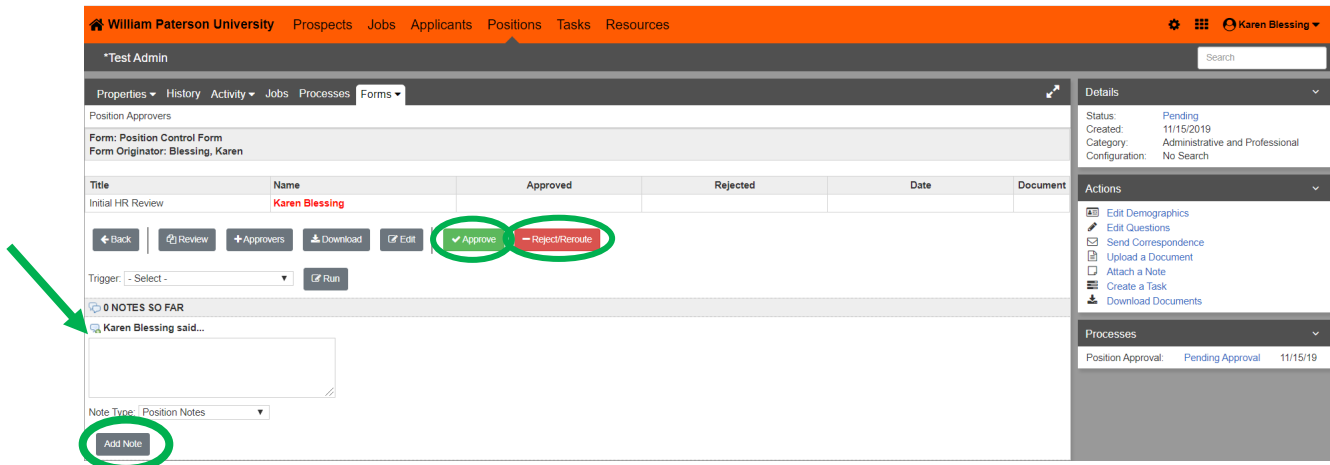
**Checklist:** None [Add an Item](#)

3. Click **Forms**, then **Review** to view the content of the document you are reviewing.



4. Or you can also click **Download** to view the document in a separate window or print.

Select **Approve** to move forward or **Reject/Reroute**. Rejecting the form will reroute it back to the originator. (Enter **Notes** to specify the reason for the rejection and click **Add Notes** at bottom of page)



# APPROVER'S ACTION

A green check mark will appear to reflect each approver's action in the approval process.

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES SETUP

**Accounts Payable Manager**  
Administrative and Professional - Business Services - Vacant

Properties History Activity Jobs Processes Forms

Position Forms

Position Form Approval

Form: Position Control Form  
Form Originator: Desyra

Title	Name	Approved	Rejected	Date	Document
Supervisor/Director/Dean	Samantha Green	✓		07:26:39 AM Thu 3/1/18	
Human Resources	Denise Robinson Lewis	✓		10:56:05 AM Tue 3/6/18	
Budget Office	Eusebio Castro	✓		12:46:04 PM Tue 3/6/18	

Back Review Download

3 NOTES SO FAR

Wed 2/28/18 | Desyra said...  
Position Number formerly Managing Assistant Director 1, SC  
Salary Table 22 Salary Grade 26

Wed 2/28/18 | Desyra said...  
Position formerly held by

Tue 3/6/18 | Eusebio Castro said...  
Position was assigned to previous incumbent, E..... Position is being reconfigured from Managing Assistant Director 1 (Range 26) to Assistant Supervisor 3, AS (Range 22). The functional title: Accounts Payable Manager.

Desyra said...

Note Type: Position Notes

Add Note

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Download Documents

**Processes**

Position Approval: Approved

**Position Details**

Created: 02/28/2018  
Category: Administrative and Professional

# USER DASHBOARD

Your dashboard will appear with your Active Jobs where you are a:

- Committee Member/Chair
- Hiring Manager
- Position Admin

The screenshot shows the William Paterson University user dashboard. At the top is a navigation bar with links for Prospects, Jobs, Applicants, Positions, Tasks, and Resources. The main dashboard area is divided into several sections:

- HireTouch Notifications:** Displays "I-9 Information UPDATED".
- William Paterson University Notifications:** Displays "No New Notifications".
- Client Notifications:** Displays "No New Notifications".
- My Jobs to Approve:** A table with columns for Title, Job ID, Job Status, and Posting April. It currently shows "No Records".
- My Active Jobs:** A table with columns for Title, Job ID, and Category. It lists four active jobs:

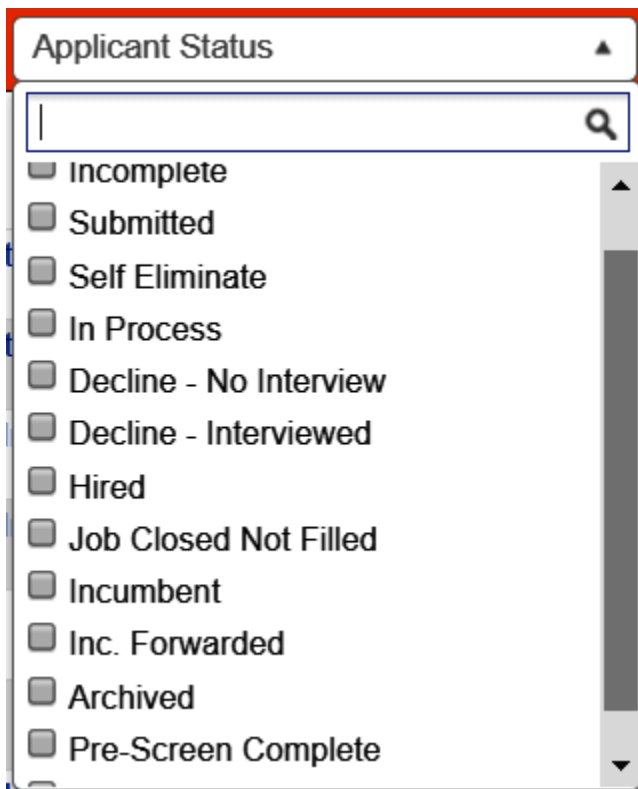
Title	Job ID	Category
<a href="#">Manager, Pre-College Youth Programs and Educational Outreach</a>	641	Administrative and Professional
<a href="#">Executive Director, Alumni Relations</a>	669	Administrative and Professional
<a href="#">Director of University Budgets and Financial Planning</a>	678	Administrative and Professional
<a href="#">Director of Internal Audit</a>	673	Administrative and Professional
- System Notifications:** Displays "I-9 Information UPDATED".

A green callout box with the text "Click appropriate job title." and a green arrow pointing to the "Director of Internal Audit" job title in the "My Active Jobs" table.

## INTERPRETING APPLICANT STATUS

The status column provides information about the applicant's completion of application requirements. Below are the typical status definitions.

- **Submitted:** Fully complete application package.
- **\*Inc. Forwarded:** Partially complete package HR has forwarded.
- **Incomplete:** Materials are missing from application
- **Self-Eliminate:** Applicant failed to meet minimum qualifications for position as vetted in pre-screening questions
- **Pre-Screen Complete:** Applicant did not proceed with application after completing pre-screen questions.



# OPENING AN APPLICANT PROFILE

Click on an applicant name to open profile.

The screenshot shows the applicant tracking system interface. The top navigation bar includes "William Paterson University", "Prospects", "Jobs", "Applicants", "Positions", "Tasks", and "Resources". The user is logged in as "Karen Blessing". The main content area displays a list of applicants for the position "Assistant Professor, Broadcast Journalism". The list includes columns for Name, Status, Date Applied, Application, Regret Sent, and Committee Review. The applicants listed are Travis, Gary, Carly, Jonathan, Moya, Eric, Ronald, Larry, Larry, Laura, ADELE, and Adhemar X.

Name	Status	Date Applied	Application	Regret Sent	Committee Review
Travis	Submitted	12/11/2019	●		+
y, Gary	Submitted	12/16/2019	●		+
Carly	Submitted	12/17/2019	●		+
Jonathan	Submitted	12/11/2019	●		+
Moya	Submitted	01/03/2020	●		+
Eric	Submitted	12/12/2019	●		+
o, Ronald	Submitted	12/11/2019	●		+
, Larry	Incomplete	12/14/2019	◐		
, Larry	Submitted	12/14/2019	●		+
errigon, Laura	Submitted	12/16/2019	●		+
NO, ADELE	Submitted	12/12/2019	●		+
ne, Adhemar X	Self Eliminate	12/12/2019	○		

1. Click “Documents” to open and view all contents

The screenshot shows the applicant profile for Myrna Torres. The profile is divided into several sections: Demographics, Education, Employment, Correspondence, Documents, Events, Notes, and Tasks. The Documents section is highlighted with a green circle, indicating that it is the section to be clicked to view all contents.

Demographics

Name: Myrna Torres  
Address: 321 Ratzler Road  
Wayne, NJ 07470  
Home Phone: 973-765-4321  
Email: Torresm7@wpunj.edu  
Current Employee: No  
Education: Master's Degree  
Level:   
Race: White  
Gender: Female  
Ethnicity:   
Registered: December 11, 2019 at 10:38 PM  
Last Updated: December 11, 2019 at 11:29 PM

Education (3) Last Updated: 12/11/2019 at 10:53 PM

Employment (4) Last Updated: 12/11/2019 at 11:05 PM

Correspondence (2) Last Updated: 12/11/2019 at 11:29 PM

Documents (8) Last Updated: 12/11/2019 at 11:29 PM

Events (0)

Notes (0)

Tasks (0)



## ALTERNATE METHOD TO VIEW APPLICANTS TILES

1. Click on Jobs.
2. Click on Applicant Review.
3. Click on tiles icon (highlighted on right)
4. Use checkbox to the left of applicant name to select for tile review.

The screenshot shows the William Paterson University applicant review interface. The navigation bar includes 'Jobs' and 'Applicant Review', both circled in green. The 'Applicant Review' dropdown menu is open, showing 'All Job Applicants - Faculty'. The tiles icon in the top right corner is also circled in green. A green arrow points from the tiles icon to the first checkbox in the applicant list table.

Name	Status	Date Applied	Application	Regret Sent	Committee Review	1	2	References	HRAF	Offer	Background	Onboarding	Disp
<input type="checkbox"/> [Redacted] Id, Ismail	Submitted	11/08/2019	●		⊕								E - V
<input type="checkbox"/> [Redacted], SHIKHAR	Submitted	12/08/2019	●		⊕								I - Q
<input type="checkbox"/> [Redacted] Stephen	Submitted	11/13/2019	●		⊕								B - E
<input type="checkbox"/> [Redacted] is, Zumrut	Submitted	11/27/2019	●		⊕								E - V

## ORGANIZATION OF APPLICANTS IN TILE VIEW

1. Click the drop down arrows to view or open content.
2. Rate applicants (only you see your rating).

3. Create notes (other committee members will see, but applicant cannot).



HOME PROSPECTS **JOBS** APPLICANTS

**Assistant Director - Plant Engineer** View Posting  
Administrative and Professional - [Posted](#) View Position Record

Properties Applicants **Activity** Processes Forms Applicant Review Positions

My Committee Applicants - Faculty ☰ ℹ 📅

**Gregory** ★★★★★

👤 📄 📧 📅 📄

Documents: [Employment Application](#) ✓

Employment: hvac service - [redacted] ✓  
Since 7/01/13

Skills: No skills supplied  
-

Education: Washtenaw Community College ✓  
Associates: Construction Supervision

**Peter** ★★★★★

👤 📄 📧 📅 📄

Documents: [Employment Application](#) ✓

Employment: Facilities Manager - [redacted] Hospital ✓  
From 9/01/99 to 1/01/00

Skills: No skills supplied  
-

Education: New Jersey Institute of Technology ✓  
: Master of Science

**Dermot** ★★★★★

👤 📄 📧 📅 📄

Documents: [Cover Letter](#) ✓

Employment: Maintenance/Production Supervisor - [redacted] ✓  
Company  
From 2/01/96 to 1/01/99

Skills: No skills supplied  
-

Education: ✓

**Thomas** ★★★★★

👤 📄 📧 📅 📄

Documents: [Employment Application](#) ✓

Employment: Assistant Project Manager - [redacted] ✓  
College  
From 1/01/99 to 3/01/01


Skills: No skills supplied  
-

Education: Building Owners & Managers Institute ✓

## MOVING APPLICANTS THROUGH WORKFLOW

Moving applicants through the workflow allows all stakeholders to know where each applicant is in the selection process. This facilitates transparency and alignment among committee members and the hiring management.

Steps to move individual applicants:

1. Click on  to move through review process.

Assistant Director/Counselor, EOF  
Administrative and Professional - Posted

Properties Applicants **Activity** Processes Forms Applicant Review Posting Positions

All Job Applicants - Faculty  
AFT/NTP/Higher Ed Managers

A B C D E F G H I J K L M N O P Q R  
 Search    Advanced Search

NAME	STATUS	DATE APPLIED	SCREENING			INTERVIEW		REFERENCES
			APPLICATION	REGRET SENT	COMMITTEE REVIEW	1	2	
Tolene	Submitted	12/12/2017	●					
, Corinne	Submitted	05/21/2018	●		+			
ziz, Nada	Submitted	01/06/2018	●		+			
Nadia	Submitted	12/22/2017	●		+			
Salaam, Jameela	Pre-Screen Complete	04/26/2018	+					
, Zacharia	Submitted	12/19/2017	●		+			
abrizi, Mir Hatef	Submitted	05/06/2018	●		+			
Destiny Marie	Submitted	12/14/2017	●		+			
Ashley S	Self Eliminate	05/07/2018	+					
-Farraye, NILZA	Submitted	01/04/2018	●		+			
on, joann	Submitted	02/04/2018	●		+			
Delisa	Submitted	03/25/2018	●		+			
a, Luz	Submitted	04/05/2018	●		+			
a, Marcos	Pre-Screen Complete	02/07/2018	+					
Kelly	Submitted	01/02/2018	●		+			
Kaitlynn	Submitted	01/16/2018	●		+			
Joseph	Self Eliminate	04/19/2018	+					
is, Priya	Submitted	01/14/2018	●		+			
Krystal	Submitted	12/11/2017	●					
Stephanie	Incomplete	02/13/2018	○					

2. Select **Qualified** if candidate will proceed through interview process. Select **Did Not Meet Minimum** to end candidate progression through workflow.

**Committee Review Process**

STATUS	DATE	USER
Not Started	Tue 3/13/18 at 1:47 PM	Carrie Bray

Update Status

Status:  Qualified: Proceed  
 Did Not Meet Minimum

The workflow will update to show that **Committee Review** is complete ● and interviews have not yet started ⊕ .

Name ▼	Status	Date Applied	SCREENING			INTERVIEW	
			Application	Regret Sent	Committee Review	1	2
FRANK	In Process	12/14/2019	●		●	⊕	⊕

**\*\*AT THIS TIME WE ARE NOT UTILIZING THE INTERVIEW SCHEDULING FUNCTION. INTERVIEWS ARE TO BE SCHEDULED OUTSIDE OF HIRE TOUCH.**

## MOVING MULTIPLE APPLICANTS THROUGH WORKFLOW USING BULK ACTIONS

To move multiple applicants through the workflow at the same time, use the Bulk Actions tab at the bottom of the page.

1. Select the Applicants by clicking the boxes to the left of their names.
2. Click on the **Bulk Actions** drop down menu at the bottom of the applicant list.

Properties ▾ Applicants Activity ▾ Processes Applicant Review Forms ▾ Posting ▾ Positions

\*All Job Applicants - Staff/Admin + ⓘ

A B C D E F G H I J K L M N O P Q R S T U V W X

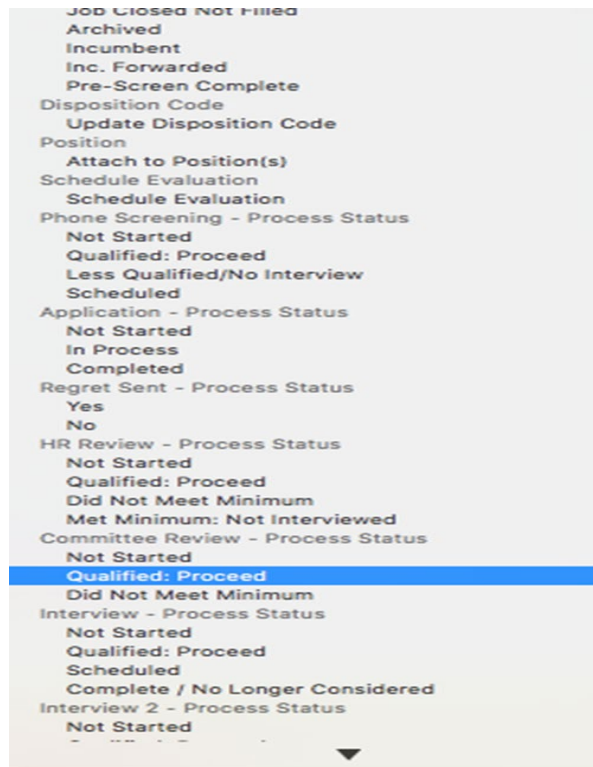
Search Search Advanced Search Clear Date Applied Applicant Status

SCREENING

Name ▾	Status	Date Applied	Application	Regret Sent	HR Review	Committee Review	Interview	References	HRAF
<input type="checkbox"/> Test, Another	In Process	03/03/2020	●		●	●	●	●	+
<input type="checkbox"/> TEST, HR	In Process	10/09/2019	●		●	●	●	●	●
<input type="checkbox"/> Test, Justa	In Process	02/24/2020	●		●	●	●	●	○
<input type="checkbox"/> Test, Mary	In Process	01/14/2020	●		●	●	●	●	●
<input type="checkbox"/> Test, Sergio	In Process	01/15/2020	●		●	●	●	●	●

- Bulk Actions - Records 1-5 of 5

3. Select the appropriate designation, ie, **Qualified Proceed, Did Not Meet Minimum.** **Note:** This function can also be used to move candidates through 1<sup>st</sup>, 2<sup>nd</sup> interviews, send regret letters, indicate references have been approved, etc.



## DISPOSITIONING APPLICANTS

Committee Chair/Hiring Manager is responsible for completing the Affirmative Action Form(s) - (AA Form).

**Note: The Chief Diversity Officer must be provided with AA Form 1 and (2 if applicable) to indicate reasoning for selection and elimination of candidates.**

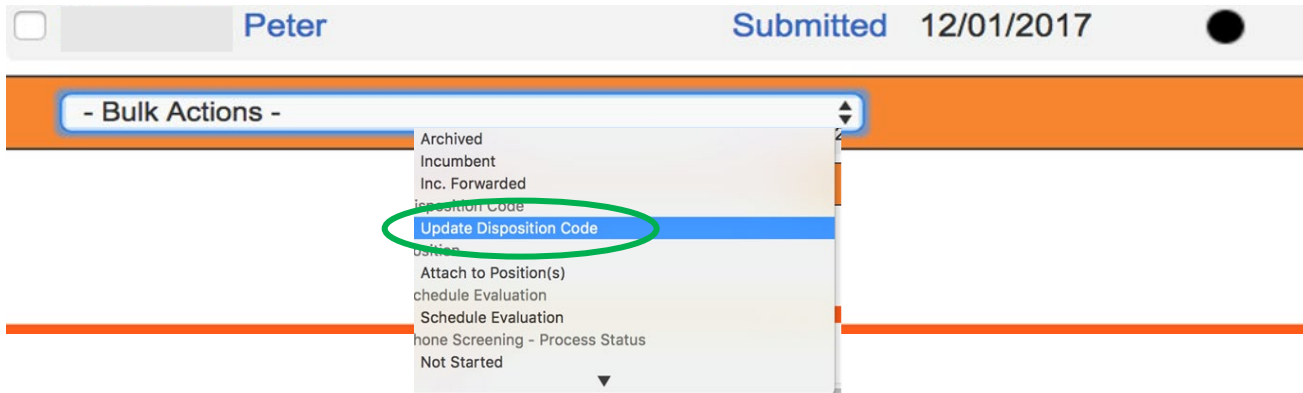
### 1. Go to the Applicants Tab

The screenshot displays the 'Applicants' tab in a recruitment system. The interface includes a navigation bar with tabs: Properties, Applicants, Activity, Processes, Forms, Applicant Review, Posting, and Positions. Below the navigation bar, the page title is 'All Job Applicants - Faculty' and the sub-header is 'AFT/NTP/Higher Ed Managers'. A search bar is present with a search icon, a 'GO' button, a 'CLEAR' button, and an 'Advanced Search' link. To the right of the search bar are dropdown menus for 'Date Applied' and 'Applicant Status', along with another 'GO' and 'CLEAR' button. The main content area is a table of applicants with the following columns: NAME, STATUS, DATE APPLIED, APPLICATION, REGRET SENT, COMMITTEE REVIEW, INTERVIEW (1, 2), REFERENCES, HRAF, BACKGROUND, OFFER, ONBOARDING, and DISPOSITION. The table lists several applicants, with the first three (Evan, Thomas, Mark) having their names partially obscured by a grey bar and their checkboxes checked. A callout box with a blue border and white background points to the checkboxes, containing the text: 'Select applicants by clicking to the left of their name'. The 'Add an Applicant' button is visible in the top right corner of the table area.

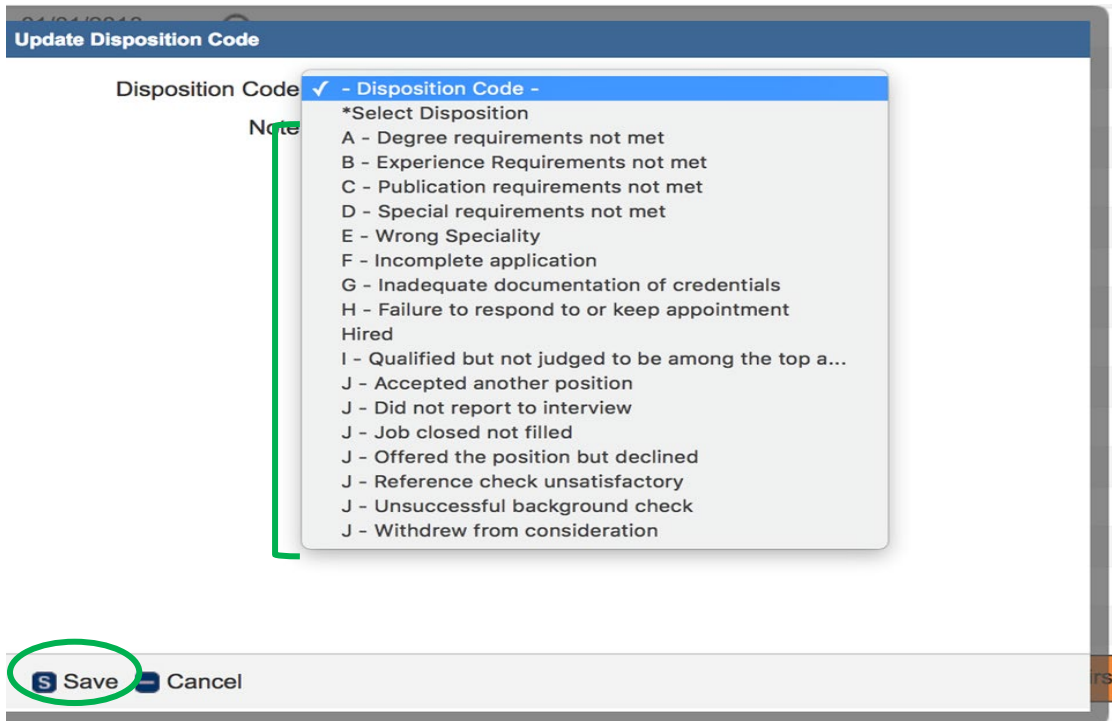
NAME	STATUS	DATE APPLIED	SCREENING		INTERVIEW		HIRING								
			APPLICATION	REGRET SENT	COMMITTEE REVIEW	1	2	REFERENCES	HRAF	BACKGROUND	OFFER	ONBOARDING	DISPOSITION		
<input checked="" type="checkbox"/> [Redacted] Evan	Incomplete	12/01/2017	<input type="radio"/>												
<input checked="" type="checkbox"/> [Redacted] Thomas	Incomplete	12/04/2017	<input type="radio"/>												
<input checked="" type="checkbox"/> [Redacted] Mark	Incomplete	12/13/2017	<input type="radio"/>												
<input type="checkbox"/> [Redacted] Ciaran	Incomplete	12/08/2017	<input type="radio"/>												
<input type="checkbox"/> [Redacted] Jerry	Incomplete	01/01/2018	<input type="radio"/>												
<input type="checkbox"/> [Redacted] Christopher	Submitted	12/12/2017	<input checked="" type="radio"/>												
<input type="checkbox"/> [Redacted] Anatoly	Submitted	12/14/2017	<input checked="" type="radio"/>			<input checked="" type="checkbox"/>									
<input type="checkbox"/> [Redacted] Dermot	Submitted	12/14/2017	<input checked="" type="radio"/>			<input checked="" type="checkbox"/>									
<input type="checkbox"/> [Redacted] Edward	Submitted	12/15/2017	<input checked="" type="radio"/>			<input checked="" type="checkbox"/>									
<input type="checkbox"/> [Redacted] w, Gregory	Submitted	12/26/2017	<input checked="" type="radio"/>			<input checked="" type="checkbox"/>									
<input type="checkbox"/> [Redacted] it, David	Submitted	12/26/2017	<input checked="" type="radio"/>			<input checked="" type="checkbox"/>									
<input type="checkbox"/> [Redacted] teve	Submitted	12/05/2017	<input checked="" type="radio"/>												
<input type="checkbox"/> [Redacted] an	Submitted	12/05/2017	<input checked="" type="radio"/>												

## SELECTING A DISPOSITION CODE


2. Click on the Bulk Actions List at the bottom of the page and select Update Disposition Code.

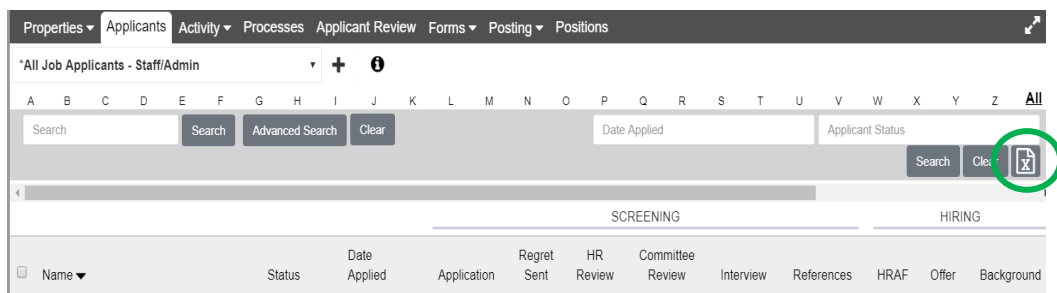


The disposition code selected will update all applicants selected. Click **Save** to apply disposition code.

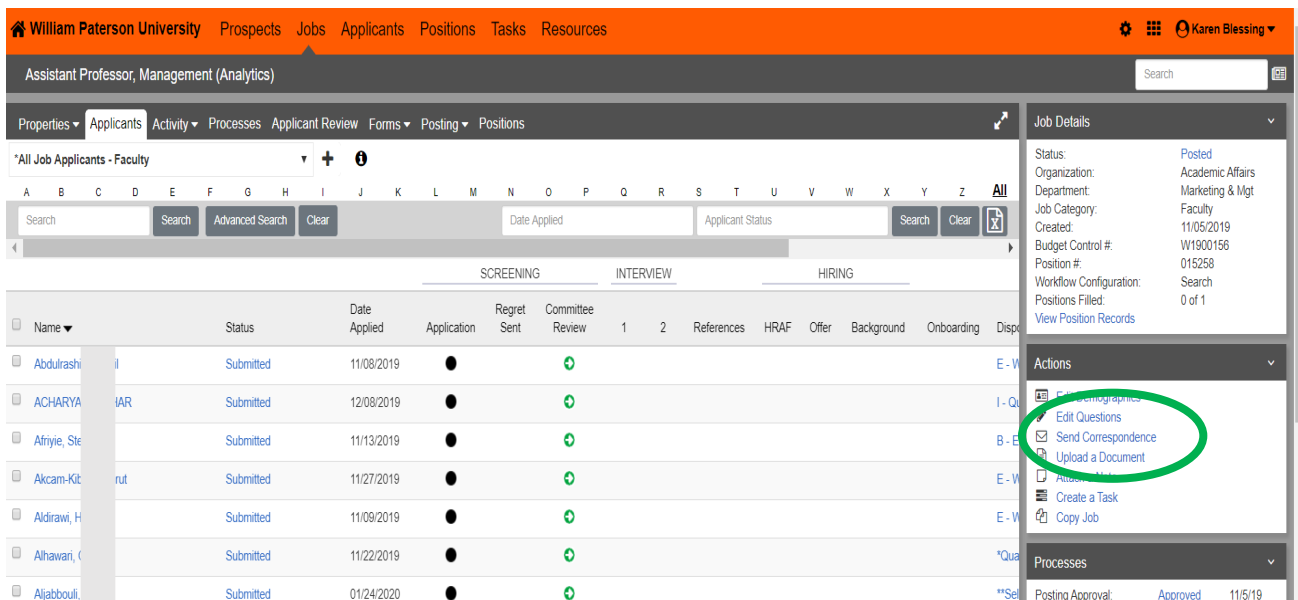


## UPLOADING AFIRMATIVE ACTION FORM 1 SPREADSHEET

1. Click the **Excel**  icon to upload spreadsheet.  
Each applicant will appear with the disposition code assigned. Be sure the columns are expanded to reflect all content.



2. **Save** the spreadsheet to your desktop.
3. In the Actions box, Click on **Send Correspondence**.





4. Click the **Change Template** drop down. Select **AA F1 Ready for Review**.

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

**Finance Manager** View Posting  
Administrative and Professional - Posted View Position Record

Properties Applicants Activity **Processes** Forms Applicant Review Posting Positions

Documents Correspondence Events Notes Tasks

Correspondence

Change Template ✓ - Template -

- AA F1 Ready for Review**
- AA F2 Approved
- Approval Form Rerouted
- Committee Notification
- Employment Request Form Approval Rejected
- Job Posted
- Job Requisition ready for posting
- Job Submitted

Correspondence Details

From: highsmithd@wpunj.edu

To:

*Multiple email addresses must be separated by a comma, use the look-up to find system user emails.*

CC:

*Multiple email addresses must be separated by a comma, use the look-up to find system user emails.*

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

**Processes**

Posting Approval: Initiated 4/2/18

**Job Details**

Created: 04/02/2018  
Job Category: Administrative and Professional  
Status: Posted  
Budget Control #: W1800023  
Position #: 015603  
Workflow: Search

5. The address bars will automatically populate with the CDO, Hiring Manager and the Search Committee members.
6. Attach the Excel Spreadsheet, which you saved to your desktop.

From: Current User - Desyra Highsmith (highsmithd@wpunj.edu)

To:  Chief Diversity Officer - Chief Diversity Officer (HIGHSMITHD@wpunj.edu)

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

CC:  Committee Members - (pettitk@wpunj.edu,sahnim@wpunj.edu,shelleyj@wpunj.edu,tibbettsl@wpunj.edu)

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

BCC:  Job Hiring Manager - (sullivanj12@wpunj.edu)

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

Subject: Affirmative Action Form 1 Ready for Review - Assistant Director - Plant Engineer

Attachments: Choose File No file chosen

Job Documents: - Select - Attach

Message:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Font, Styles, Format, Size, and a blue 'Apply' button.

To: Chief Diversity Officer and Hiring Manager

The attached spreadsheet reflects the results of the initial candidate review process for this position. The disposition assignments indicated for each candidate have been reviewed and agreed upon by the committee members copied on this correspondence. Please indicate your acceptance and approval of the Affirmative Action Form 1 process, by indicating **"I approve of the contents of the AA Form 1"** in the Notes section of this job in the applicant tracking system.

1. Click to open the **Job**
2. On the right of the screen find the **Actions** box
3. Click on **Attach a Note**
4. Indicate - **I approve of the contents of the AA Form 1**. If you have questions or concerns, you may instead use the Note section to indicate so.

Upon indication of final approval from the hiring manager and Chief Diversity Officer, the committee will begin scheduling interviews with the candidates identified to proceed in the selection process.

Search Committee Chair

body

## 7. Click Send at the bottom of the screen.

Correspondence

Change Template: AAF1 Ready for Review

---

Correspondence - AAF1 Ready for Review

From: Current User - Desyra Highsmith (highsmithd@wpunj.edu)

To:  Chief Diversity Officer - Chief Diversity Officer (HIGHSMITHD@wpunj.edu)

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

CC:  Committee Members - (pettik@wpunj.edu,sahnim@wpunj.edu,shelley@wpunj.edu,libbettsl@wpunj.edu)

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

BCC:  Job Hiring Manager - (sullivanj12@wpunj.edu)

Multiple email addresses must be separated by a comma; use the look-up to find system user emails.

Subject:

Attachments:  No file chosen

Job Documents:

Message:

To: Chief Diversity Officer and Hiring Manager

The attached spreadsheet reflects the results of the initial candidate review process for this position. The disposition assignments indicated for each candidate have been reviewed and agreed upon by the committee members copied on this correspondence. Please indicate your acceptance and approval of the Affirmative Action Form 1 process, by indicating **"I approve of the contents of the AA Form 1"** in the **Notes** section of this job in the [applicant tracking system](#).

1. Click to open the Job
2. On the right of the screen find the **Actions** box
3. Click on **Attach a Note**
4. Indicate - **I approve of the contents of the AA Form 1**. If you have questions or concerns, you may instead use the Note section to indicate so.

Upon indication of final approval from the hiring manager and Chief Diversity Officer, the committee will begin scheduling interviews with the candidates identified to proceed in the selection process.

Search Committee Chair

body

Note: The message instructs the Chief Diversity Officer and the hiring manager to attach a note indicating their approval of AA Form 1

**Once both approvals are entered in the NOTES section, the search committee designee or hiring manager may proceed with arranging interviews.**

To check if approval notes have been entered see page 31.

## COMPLETING AFFIRMATIVE ACTION FORM 2

1. Go to Forms
2. Click START in the Affirmative Action Form 2 row



HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

Sports Information Director View Posting  
Administrative and Professional - Posted View Position Record

Properties Applicants Activity Processes **Forms** Applicant Review Posting Positions

[Job Forms](#) | [Form Packages](#)

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Job Forms												
Job Posting	W1800025	Sun, 4/22/18							Continue			Remove
Affirmative Action Form 2									Start			Remove

3. Enter posting locations. If additional rows are needed select **Add Row**
4. Enter Candidates Recommended for Appointment. If additional candidates are needed select **Add** (to the right )
5. Enter Other Candidates Interviewed

Please list the place(s) and date(s) of advertisement, for each new record click "Add Row" (Place(s) and Date(s) of Advertisement)

Place(s) and Date(s) of Advertisement	Place(s) and Date(s) of Advertisement	Date
Inside Higher Ed		04/09/18
William Paterson website		04/09/18
Hire Touch website		04/09/18
<a href="#">Add Row</a>		

Please indicate the names and the highest degree earned of the candidates recommended for the position. Please list the recommended candidates in alphabetical order and describe how each candidate demonstrates meeting the required skills/qualifications. \*

**Top Candidates Recommended For Appointment**

Name  
Highest Degree Earned  
Describe how each candidate demonstrates meeting the required skills/qualifications

Super Man Remove  
 Master's Degree  
 Can leap tall buildings in a single bound.

Name  
Highest Degree Earned  
Describe how each candidate demonstrates meeting the required skills/qualifications

Test Remove  
 High School Diploma or GED  
 Test

Name  
Highest Degree Earned  
Describe how each candidate demonstrates meeting the required skills/qualifications

Test 3 Remove  
 Doctorate  
 Test

Please indicate the names and the highest degree earned of other candidates interviewed for this position, and why the search committee evaluated each candidate as it did.

**Other Candidates Interviewed and/or Considered for this Position**

Name  
Highest Degree Earned  
Describe how each candidate demonstrates meeting the required skills/qualifications


Doctor Doom Add  
 Master's Degree  
 Candidate was not able to articulate specific accomplishments which would indicate his preparation to execute the responsibilities of the position.


[Submit](#) [Save](#) [Exit](#)


Click Submit to proceed and Save to return later. **Document cannot be edited once saved. Consider copying and pasting the text from a Word document.**


The e-mail below will be automatically generated and sent to the CDO and the Hiring Manager for Approval.


Name: AAF2 Approved


From:  





To:  



CC:  


BCC:  

Reply To:  



























Subject:  











Attachments   I-9 Acceptable Documents (43 KB)   
  Summary of Rights & NJ Summary of Rights (98 KB) 

Selected Document Types: Affirmative Action Form 2 (Most Recent)  All  Remove

Document Types:   Add Document Type

Message:

Source                          

**B** *I* U abc  $x_2$   $x^2$           Font Styles Format Size 

To: Chief Diversity Officer and Hiring Manager

The attached Affirmative Action 2 form reflects the results of interviews with candidates for this position. The recommendations and/or interview summaries indicated for each candidate have been reviewed and agreed upon by the committee members copied on this correspondence. Please indicate your acceptance and approval of the Affirmative Action Form 2 by indicating **"I approve of the contents of the AA Form 2"** in the **Notes** section of the [applicant tracking systems](#).

1. Click to open the **Job**
2. On the right of the screen find the **Actions** box
3. Click on **Attach a Note**
4. Indicate - **I approve of the contents of the AA Form 1**. If you have questions or concerns, you may instead indicate so in the notes box.

Upon indication of final approval from the Chief Diversity Officer, the hiring manager can then proceed with interviewing finalists and/or starting the offer process for the desired candidate.

Search Committee Chair

# CHECKING WHETHER THE AA FORM HAS BEEN APPROVED

1. Click on Activity
2. Click on Notes
3. A history of all notes will be listed

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

Director of Post-Award Grants Administration [View Posting](#)  
Administrative and Professional - Posted [View Position Record](#)

Properties Applicant **Activity** Processes Forms Applicant Review Posting Positions

[Documents](#) | [Correspondence](#) | [Events](#) | [Notes](#) | [Tasks](#)

All Activity

- Date - All Users  GO CLEAR

DATE	CATEGORY	NAME	TYPE	USER
May 18, 2018				
8:18 PM	<a href="#">Notes</a>	I approve of the contents of the AA Form 1	Job Notes	Samantha Green
May 17, 2018				
1:23 PM	<a href="#">Notes</a>	I approve of the contents of the AA Form 1	Job Notes	Desyra Highsmith
May 16, 2018				

## CHECKING REFERENCES

**Hiring managers should check references before extending offer to candidate.**

**Checking References by Phone (preferred):** Reference contact information can be found in the applicant profile



**References** (4) Last Updated: 05/30/2019 at 3:18 PM

**Harry Potter**

William Paterson University  
Wayne, New Jersey 07470  
9737201111  
[hphphp@wpunj.edu](mailto:hphphp@wpunj.edu)

**Jane Doe**

William Paterson University  
Wayne, New Jersey 07470  
9737202723  
[jdjdjd@wpunj.edu](mailto:jdjdjd@wpunj.edu)

**Summer Fun**

William Paterson University  
Toms River, New Jersey 07470  
9737202222  
[sfsfsf@wpunj.edu](mailto:sfsfsf@wpunj.edu)

**Requesting Reference Letters via email:**

1. Click on References in the applicant's profile
2. Select the references you wish to contact by checking the box to the left of the name



William Paterson University Prospects Jobs **Applicants** Positions Tasks Resources

HR TEST


Demographics Jobs Activity Duplicates Processes Evaluations DataScreening Background Checks

References

<input type="checkbox"/>	Name	Description	Organization	Employment Record	Title	Type	Email	Modified	Reference Form	View
<input type="checkbox"/>	Jane Doe		William Paterson University			Personal	blissingk@wpunj.edu	04/09/2020	Edit   Recertify	
<input type="checkbox"/>	Summer Fun		William Paterson University	Winston Salem University		Professional	talent@wpunj.edu	04/09/2020	Edit   Recertify	
<input type="checkbox"/>	Harry Potter		William Paterson University	Winston Salem University		Professional	talent@wpunj.edu	04/09/2020	Edit   Recertify	

Records 1-3 of 3

+ Add a Reference Send notifications

3. Click **Send Notification** and the reference will receive an e-mail requesting upload of a reference letter
4. When a response has been received a  icon will appear in the **View** column.

William Paterson University Prospects Jobs Applicants Positions Tasks Resources

HR TEST

Demographics Jobs Activity Duplicates Processes Evaluations DataScreening Background Checks

References

<input type="checkbox"/>	Name	Description	Organization	Employment Record	Title	Type	Email	Modified	Reference Form	View
<input type="checkbox"/>	Jane Doe		William Paterson University			Personal	blissingk@wpunj.edu	04/09/2020	Edit   Recertify	
<input type="checkbox"/>	Summer Fun		William Paterson University	Winston Salem University		Professional	talent@wpunj.edu	04/09/2020	Edit   Recertify	
<input type="checkbox"/>	Harry Potter		William Paterson University	Winston Salem University		Professional	talent@wpunj.edu	04/09/2020	Edit   Recertify	



Records 1-3 of 3

+ Add a Reference Send notifications

## OFFER LETTERS

**AT THIS TIME WE ARE NOT UTILIZING THIS FUNCTION THROUGH HIRE TOUCH.**

Sample offer letters can be obtained in WPCconnect, Employee tab.

HR Info & Services	
<a href="#">Appointment Check List</a>	
<a href="#">Sample Employment Offer Letters</a>	

# CREATING A HUMAN RESOURCES ACTION FORM (HRAF)

**Note:** If there is no green arrow in the HRAF column you will need to “push” the applicant process from the last black full circle across from the applicants name through the Interview 1 & 2 columns (select Qualified Proceed) and References column (select Approved) to initiate the HRAF.

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS SETUP

Assistant/Associate Professor, Communication Disorders and Sciences  
Faculty - Filled

Properties Applicants Activity Processes Forms Applicant Review Positions

My Applied Applicants - Faculty

Hiring Administrator's View: AFT/NTP/Higher Ed Managers

A B C D E F G H I J K L M N O P Q R **T** U V W X Y Z All

Search [ ] GO CLEAR Advanced Search Date Applied [ ] Applicant Status [ ] GO CLEAR

NAME	STATUS	DATE APPLIED	SCREENING			INTERVIEW		REFERENCES	HIRING	OFFER	BACKGROUND	DISPOSITION
			APPLICATION	REGRET SENT	COMMITTEE REVIEW	1	2					
Abbassi, Ensie	Submitted	12/13/2017	●		+							
Alsalmán, Ola	Submitted	01/10/2018	●		+							E - Wrong Speciality
Bonaventura, Patrizia	In Process	01/28/2018	●		●	+	+					
Dargin, Troy	In Process	10/22/2017	●		●	+	+					
Frisch, Stefan	Submitted	11/05/2017	●		+							
Gregory, Kyomi	Submitted	03/08/2018	●		+							E - Wrong Speciality
Kornisch, Myriam	Incomplete	12/01/2017	●		●							F - Incomplete application
Li, Qiang	In Process	10/21/2017	●		●	+	+					
Mlawski, Elisabeth	Submitted	11/03/2017	●		+							
Park, Eunsun	In Process	10/20/2017	●		●	●	●		+			
Regis, Theodore	Submitted	02/03/2018	●		+							
Yoo, Hyunjoo	Submitted	12/17/2017	●		+							
Yoo, Hyunsoo	Submitted	11/30/2017	●		+							

- Bulk Actions -

Records 1- 3 of 3 | First | Previous | Next | Last | Per Page 25

**CLICK ON [green arrow] to Initiate HRAF in selected candidate's workflow.**

## START HRAF

1. Click **Start** under the Action Column for HRAF to initiate the process.



HOME PROSPECTS JOBS **APPLICANTS** POSITIONS TASKS SETUP

Park (: gpark@gmail.com)

Assistant/Associate Professor, Communication Disorders and Sciences - [In Process](#)

Demographics Jobs **Activity** Processes

Offers [Forms](#)

Forms

Form Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	Action	Approval	Document History
Employment Application - Faculty									
Employment Application	Fri, 11/3/17	<input checked="" type="checkbox"/>	Fri, 10/20/17 at 2:00 PM				<a href="#">View</a>   <a href="#">Re-generate PDF</a>		<a href="#">View History</a>
Voluntary Self-Identification of Disability	Fri, 11/3/17	<input checked="" type="checkbox"/>	Fri, 10/20/17 at 2:00 PM				<a href="#">View</a>   <a href="#">Re-generate PDF</a>		<a href="#">View History</a>
Applicant EEO Survey	Fri, 11/3/17	<input checked="" type="checkbox"/>	Fri, 10/20/17 at 2:01 PM				<a href="#">View</a>   <a href="#">Re-generate PDF</a>		<a href="#">View History</a>
HRAF							<a href="#">Start</a>		
Human Resources Action Form									

## FILL OUT HRAF

1. Review populated contents of HRAF. **\*Note:** Contact HR immediately if any populated content is incorrect. This information must be corrected before proceeding to approvals.
2. Complete the other applicable elements on the form then click **Submit and continue to Approvals** to set up approval process or **Save** to return to form later.

(See image on page 36)

Justa Test

Demographics Jobs Activity Duplicates Processes Evaluations DataScreening Background Checks

**Human Resources Action Form**

Human Resources Action Form (HRAF) (STEP 1 OF 1)

**Section 1: Demographic Information**

Functional Title: \*Test Director - 10/19

Department: HR Training

Division:

**Applicant**

Last Name: Test First Name: Justa Middle Name:

Street Address: 365 Many Roads

City: Whereever State: Oklahoma Zip Code: 11111

Primary Phone: 888-888-8888

Gender: Female

Highest Degree Earned: Master's Degree Year Obtained:

Demographic and Applicant information will be populated from candidate's profile.

**Section 2: Assignment Details**

\*Payroll State Title:

Employment Status:

Select Type of Action:

Select Employment Category:

Effective Date:

End Date:

Position Number: TEST01

Shift:

Salary Range: \$42,895.85 - \$68,593.40

Salary Grade: 80

Step:

Annual Salary or Hourly Rate of Pay:

Appointment Percentage:

To verify your correct FOAP #, please click here: [https://wpconnect.wpunj.edu/finance/chart\\_of\\_accounts.cfm](https://wpconnect.wpunj.edu/finance/chart_of_accounts.cfm)

Current Budget Information:

Budget Control #:

Current Funding 1:	Current Org 1:	Current Acct 1:	Current Program 1:	Current Amt 1:	Current % 1:
Current Funding 2:	Current Org 2:	Current Acct 2:	Current Program 2:	Current Amt 2:	Current % 2:
Current Funding 3:	Current Org 3:	Current Acct 3:	Current Program 3:	Current Amt 3:	Current % 3:
Current Funding 4:	Current Org 4:	Current Acct 4:	Current Program 4:	Current Amt 4:	Current % 4:

Position Number, Shift, Salary Range and Grade will be populated from the PCF

**Proposed FOAP - To be completed by Budget only**

	Fund	Org	Acct	Program	Budget Amt	%
					\$0.00	%
Totals					\$0.00	0% <i>This column must equal 100% Please Correct.</i>

+ Add Row

Comments

(Optional)

Submit and Continue to Approvals Save Exit

## HRAF APPROVAL / SET UP

Approvals: the names and order of approvals will default as indicated below.

If the order of approvers is correct for your division, simply click the arrows next to the name to select the appropriate Approver as pictured below. Select **Save and Send Task**.

**(To edit approvers, see page 38)**

HOME PROSPECTS JOBS **APPLICANTS** POSITIONS TASKS RESOURCES SETUP

**Thomas I** (t.....35@ptd.net)  
Assistant Director - Plant Engineer - Submitted

Demographics Jobs Activity Duplicates Processes Evaluations

Offers Questions Forms

Applicant questions saved successfully

Form Approvers

Form: Human Resources Action Form  
Form Originator:

Title	Name
Supervisor/Director/Dean	Approver: Admin, ImageTrend
Associate Provost	Approver: Hill, Sandra
Div. VP/Provost	Approver: Admin, ImageTrend
Human Resources	Approver: Robinson Lewis, Denise
Budget Office	Approver: Castro, Eusebio
SVP Admin and Finance	Approver: Bolyai, Stephen

**S** Save AND Send Task **S** Save Approvers ONLY **A** Edit Approvers

## EDIT ORDER OF APPROVER

If the order of approvers is incorrect for your division, click **Edit Approvers** at the bottom of your screen.

Use the center arrows to select or remove approvers from your approval workflow. Select Up or Down to adjust the order of the approvals.

The screenshot shows the 'Job Form Approvals' interface. At the top, there are navigation tabs: Demographics, Jobs, Activity, Duplicates, Processes, Evaluations, DataScreening, and Background Checks. Below this, it says 'Form: Human Resources Action Form' and 'Form Originator: Blessing, Karen'. A table lists approvers with columns for Title and Name. The 'Edit Approvers' button at the bottom is circled in green.

Title	Name
Supervisor/Director/Dean	Approver: Andrew, Barbara
Associate Provost	Approver: Astarita, Susan
Div. VP/Provost	Approver: Baird, Rebecca
Human Resources	Approver: Chabayta, Ramzi
Budget Office	Approver: Corso, Michael
SVP Admin and Finance	Approver: Davis, Wartyna
	Approver: Diaz, Francisco
	Approver: Fanning, Brian
	Approver: Feola, Dorothy
	Approver: Fuller-Stanley, Jean
	Approver: Ginsberg, Amy
	Approver: Godar, Susan

The screenshot shows the 'Form Approval Positions' interface. It has two columns: 'Available' and 'Selected'. The 'Available' column lists various positions, and the 'Selected' column lists the current approvers. The 'Associate Provost' position is highlighted in blue. A green circle highlights the center arrows between the columns. A green box contains a note about the order of the final three approvers.

**NOTE: The final three approvers must always remain in the following order: Human Resources, Budget and SVP Admin and Finance**

## SEND HRAF TO APPROVERS

1. Click **Save AND Send Task** to send the approval request to the first approver. Once approved, a notification will automatically be generated to the next approver...and so on.
2. Save **Approvers Only** will save your work but not send the approval request. You may return later to do so when you are ready.

Demographics ▾ Jobs ▾ Activity ▾ Duplicates Processes Evaluations DataScreeni

Job Form Approvals

Form: Human Resources Action Form  
Form Originator: Blessing, Karen

Title	Name
Supervisor/Director/Dean	Approver: Chabayta, Ramzi ▾
Div. VP/Provost	Approver: Boucher-Jarvis, Allison ▾
Human Resources	Approver: Robinson Lewis, Denise ▾
Budget Office	Approver: Castro, Eusebio ▾
SVP Admin and Finance	Approver: Bolyai, Stephen ▾

Save AND Send Task Save Approvers ONLY → Approvals Edit Approvers

## CHECKING STATUS OF APPROVALS

To check the status of Approvals, click on Approvals.

Demographics ▾ Jobs ▾ Activity ▾ Duplicates Processes Evaluations DataScreening Background Checks

Job Form Approvals

Form: Human Resources Action Form  
Form Originator: Blessing, Karen

Title	Name
Supervisor/Director/Dean	Approver: Chabayta, Ramzi ▾
Div. VP/Provost	Approver: Boucher-Jarvis, Allison ▾
Human Resources	Approver: Robinson Lewis, Denise ▾
Budget Office	Approver: Castro, Eusebio ▾
SVP Admin and Finance	Approver: Bolyai, Stephen ▾

Save AND Send Task Save Approvers ONLY Approvals Edit Approvers

The name highlighted in red is next to approve.

Demographics ▾ Jobs ▾ Activity ▾ Duplicates Processes Evaluations DataScreening Background Checks

Form Approvals

Form: Human Resources Action Form  
Form Originator:

Title	Name	Approved	Rejected
Associate Provost	Danielle Liautaud		
Div. VP/Provost	Reginald Ross		
Human Resources	Denise Robinson Lewis		
Budget Office	Eusebio Castro		
SVP Admin and Finance	Stephen Bolyai		

Back Review + Approvers Download

0 NOTES SO FAR

Karen Blessing said...

Originators and approvers can add notes to share with others in the Approval workflow.



## SENDING REGRET LETTERS TO APPLICANTS

- Once a final candidate has been selected, and an offer accepted, regret letters must be sent to all applicants.
- This should be done by the committee chair, or the hiring manager if there was not a committee involved in the search process.
  1. In the **JOBS** tab-**Applicants View** select names of those you would like to send a correspondence or initiate an action
  2. At the bottom of the page, open the **Bulk Action** list

The screenshot displays the William Paterson University applicant management interface. At the top, there is a navigation bar with links for Prospects, Jobs, Applicants, Positions, Tasks, and Resources. Below this, a header indicates the current view is for '\*Test Director - 10/19'. A green notification banner states 'Applicant status updated successfully'. The main navigation includes 'Properties', 'Applicants', 'Activity', 'Processes', 'Applicant Review', 'Forms', 'Posting', and 'Positions'. The current view is '\*All Job Applicants - Staff/Admin'. A search bar is present with 'Search', 'Advanced Search', and 'Clear' buttons. The table below is titled 'SCREENING' and lists applicants with columns for Name, Status, Date Applied, Application, Regret Sent, HR Review, Committee Review, and Interview. The 'Name' column is circled in green, highlighting the first five rows: 'Test, Another', 'TEST, HR', 'Test, Justa', 'Test, Mary', and 'Test, Sergio'. At the bottom of the page, a dropdown menu labeled '- Bulk Actions -' is also circled in green.

<input type="checkbox"/>	Name ▼	Status	Date Applied	Application	Regret Sent	HR Review	Committee Review	Interview	F
<input type="checkbox"/>	Test, Another	Submitted	03/03/2020	●		+	●	●	
<input type="checkbox"/>	TEST, HR	Self Eliminate	10/09/2019	●		●	●	●	
<input type="checkbox"/>	Test, Justa	Submitted	02/24/2020	●		+	●	●	
<input type="checkbox"/>	Test, Mary	Submitted	01/14/2020	●		+	●	●	
<input type="checkbox"/>	Test, Sergio	Incomplete	01/15/2020	●		●	●	●	

3. Scroll to **Correspondence** and choose the appropriate action.

Note: Other bulk actions can be selected from the menu as needed to apply action to selected applicants at once.

**(Make sure your Pop-up Blocker is off or the screen won't advance)**

The screenshot shows the William Paterson University HR system interface. At the top, there is a navigation bar with 'William Paterson University' and menu items: 'Prospects', 'Jobs', 'Applicants', 'Positions', 'Tasks', and 'Resources'. Below this is a sub-header for '\*Test Director - 10/19' with a search box. A green notification banner states 'Applicant status updated successfully'. The main navigation includes 'Properties', 'Applicants', 'Activity', 'Processes', 'Applicant Review', 'Forms', 'Posting', and 'Positions'. The current view is 'All Job Applicants - StaffAdmin' with a search bar and filters for 'Date Applied' and 'Applicant Status'. A dropdown menu for '- Bulk Actions -' is open, showing a 'Correspond' section with various actions. The 'Application - Started Thank you for your interest' action is highlighted. The background shows a table of applicants with columns for 'Application', 'Regret Sent', 'HR Review', 'Committee Review', 'Interview', 'References', 'HRAF', 'Offer', 'Background', 'Onboarding', and 'Disposition'. The table contains 5 records, with the first one being '020' and the last one '020'. The status 'Qualified' is visible in the disposition column for several records.

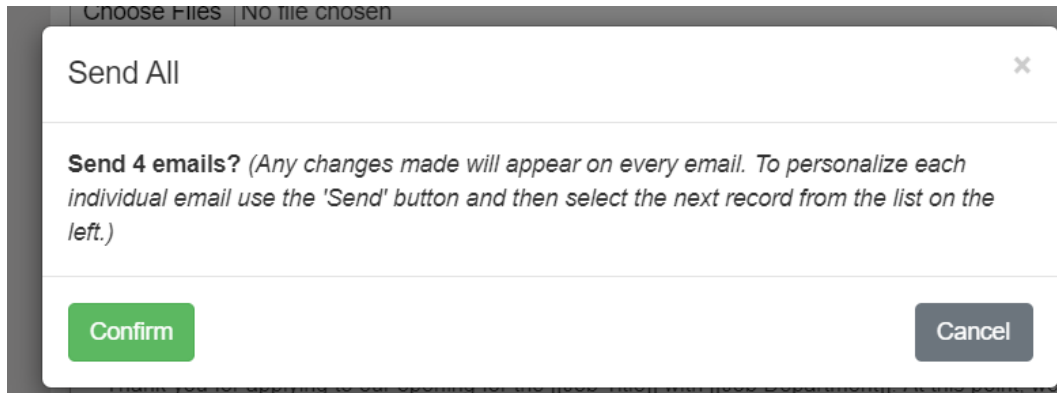
	Application	Regret Sent	HR Review	Committee Review	Interview	References	HRAF	Offer	Background	Onboarding	Disposition
020	●		➕	●	●	●	●	●			*Qualified Pn
019	●		●	●	●	●	●	●	●	➕	*Qualified Pn
020	●		➕	●	●	●	○				*Qualified Pn
020	●		➕	●	●	●	●	●	○	➕	*Qualified Pn
020	●		●	●	●	●	●	●	○	➕	*Qualified Pn

The ‘Applicants’ you selected (Image below) will be listed on the left side of the page.

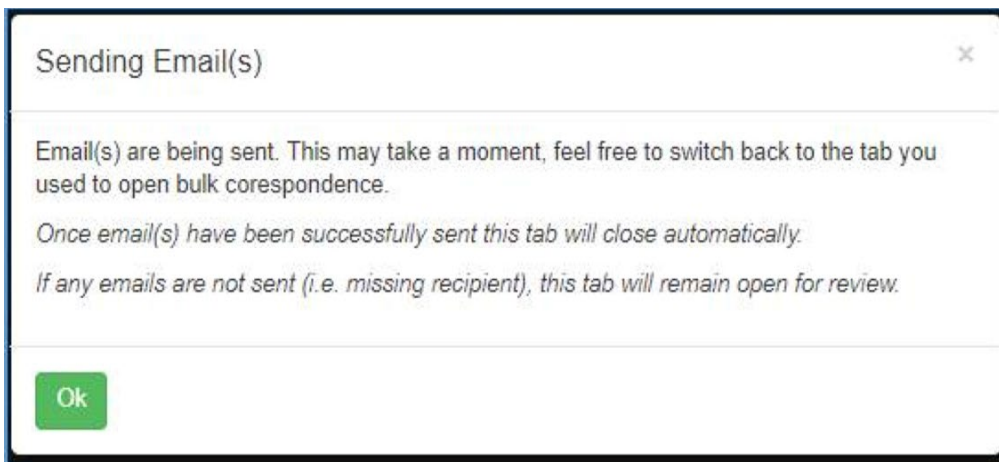
The screenshot displays an email composition interface. On the left, under the 'Applicants' tab, there is a search bar and a list of three applicants: 'Another Test - blessingk@wpunj.edu', 'Justa Test - talent@wpunj.edu', and 'Mary Test - blessingk@wpunj.edu'. The 'Another Test' applicant is highlighted. On the right, under the 'Correspondence Details' tab, the 'Select Merge Template' dropdown is set to 'Regret - Position Closed'. The 'From' field is 'talent@wpunj.edu', and the 'To' field is a placeholder '[[Applicant Email Text]]'. The 'Subject' field contains the text 'Thank you for your application for [[Job Title]]'. Below the subject field is a rich text editor with a toolbar and a message body containing a thank-you note and contact information for Human Resources. At the bottom of the interface are two buttons: 'Send' and 'Send To All'.

If you click ‘**Send to All**’, each candidate would receive an *individual* correspondence. (They would not *all* be copied on one email.)

You will be asked to confirm your selection before e-mails are sent.



When you are sending to all and confirm the message above you will see the screen below.



## CLOSING THE POSITION

Human Resources will close and remove the posting when an offer has been accepted in writing and submitted to the Human Resources designee.

*If any position is being closed without a hire email [talent@wpunj.edu](mailto:talent@wpunj.edu) requesting the posting to be removed.*

Human Resources will work with the hiring manager to initiate the onboarding process.

# SAMPLE POSITION CONTROL FORM (PCF)

## Position Control Form (PCF)

Position Request Type:

- Fill Vacancy
- Create New Position
- Change of Title
- Transfer of Position
- Change in Funding Source

Current Payroll (State) Title:

New State Title:

Budget Control #:

Position #:

Job Category:

  
  
  
Administrative and Professional ▼

Division:

Department:

- Select - ▼

Work Location:

- Select - ▼

Salary Group:

Salary Table:

\*Salary Grade:

\*Salary Range:

Salary/Hourly Rate:

(Part-time/project ONLY, otherwise, leave blank)

Fill Type:

- Fill Type: - ▼

Shift:

% of Time:

Employee Group:

- Employee Group: - ▼

Work Flow:

No Search ▼

Previous Incumbent:

**Reason for Action:**

Funding Source					
<small>Current Budget Information:</small>					
Current Funding 1: 100000	Current Org 1: 589100	Current Acct 1: 61010	Current Program 1: 10	Current Amt 1: \$80,484.00	Current % 1: 100
Current Funding 2:	Current Org 2:	Current Acct 2:	Current Program 2:	Current Amt 2:	Current % 2:
Current Funding 3:	Current Org 3:	Current Acct 3:	Current Program 3:	Current Amt 3:	Current % 3:
Current Funding 4:	Current Org 4:	Current Acct 4:	Current Program 4:	Current Amt 4:	Current % 4:
Fund	Org	Acct	Program	Budget Amt	%
				\$0.00	%
Totals				\$0.00	0% <small>This column must equal 100% Please Correct.</small>
<small>+ Add Row</small>					
<small>Save and Continue Save Exit</small>					

**Supervisor/Director/Dean**

**Associate Provost**

**Div. VP/Provost**

**Human Resources**

**Budget Office**

**SVP Admin and Finance**

# SAMPLE HUMAN RESOURCES ACTION FORM (HRAF)

## Human Resources Action Form

Human Resources Action Form (HRAF) (STEP 1 OF 1)

### Section 1: Demographic Information

Functional Title: [[Job Title]]  
 Department: [[Job Department...]]  
 Division: [[Job Organization]]

#### Applicant

Last Name: First Name: Middle Name:  
 Street Address:  
 City: State: Zip Code  
 Primary Phone:  
 Gender:  
 Highest Degree Earned: Yes:

### Section 2: Assignment Details

Payroll State Title:

Employment Status:

Select Type of Action:

Select Employment Category:

Effective Date:

End Date:

Position Number: [[Job Code]]

Shift: [[Position: Shift Hours]]

Salary Range: [[Job Min Years Experience]]

Salary Grade: [[Job Salary Upper]]

Step:

Annual Salary or Hourly Rate of Pay:

Appointment Percentage:

To verify your correct FOAP #, please click here: [https://weconnect.wvu.edu/finance/chart\\_of\\_accounts.cfm](https://weconnect.wvu.edu/finance/chart_of_accounts.cfm)

Current Budget Information:

Budget Control #: [[Position: Req Code]]

Current Funding 1: [[Current Fund 1]]	Current Org 1: [[Current Org 1]]	Current Acct 1: [[Current Acct 1]]	Current Program 1: [[Current Program 1]]	Current Amt 1: [[Current Amt 1]]	Current % 1: [[Current Percent 1]]
Current Funding 2: [[Current Fund 2]]	Current Org 2: [[Current Org 2]]	Current Acct 2: [[Current Acct 2]]	Current Program 2: [[Current Program 2]]	Current Amt 2: [[Current Amt 2]]	Current % 2: [[Current Percent 2]]
Current Funding 3: [[Current Fund 3]]	Current Org 3: [[Current Org 3]]	Current Acct 3: [[Current Acct 3]]	Current Program 3: [[Current Program 3]]	Current Amt 3: [[Current Amt 3]]	Current % 3: [[Current Percent 3]]
Current Funding 4: [[Current Fund 4]]	Current Org 4: [[Current Org 4]]	Current Acct 4: [[Current Acct 4]]	Current Program 4: [[Current Program 4]]	Current Amt 4: [[Current Amt 4]]	Current % 4: [[Current Percent 4]]

## Human Resources Action Form

Fund	Org	Acct	Program	Budget Amt	%
100000	940100	611110	35	\$1,091,000.00	100%
Totals:				\$1,091,000.00	

## Human Resources Action Form

Position	Name	Status	Date
Human Resources	Denise Robinson Lewis	Approved	03/19/2020
Budget Office	Eusebio Castro	Approved	03/20/2020
SVP Admin and Finance	Stephen Bolyai	Approved	03/23/2020

## FAQs

**Q:** Why can't I view the position or an application?

**A:** Not all users have the same permissions. Permissions are granted based on the role the user is taking in the recruitment/hiring process. User must be granted the appropriate access to view a position, access applicant documents and send correspondence. If unable to view, contact Human Resources by emailing [talent@wpunj.edu](mailto:talent@wpunj.edu) with a request for access.

**Q:** Can I make changes to the Position Control Form (PCF) or Human Resources Action Form (HRAF)?

**A:** Users granted those permissions have the capability to make changes to both the PCF and HRAF when initiating or approving the form. Users should contact Human Resources at [talent@wpunj.edu](mailto:talent@wpunj.edu) or call extension 2605 for assistance.

**Q:** Do all applicants need to be dispositioned? Can I disposition more than one applicant at a time?

**A:** It is necessary to disposition all applicants whether the application is submitted or the applicant does not complete the application process. Dispositioning applicants allows for a smoother recruitment process, accurate recordkeeping, and assists with reporting requirements.

Yes, applying disposition codes can be done in bulk. View pages 22 & 23 of the Guide for instructions.

**Q:** I have hired a candidate and need to complete the HRAF. Why can't I access the form?

**A:** There may be various reasons a user could be unable to access the form. 1.) A user may need to "push" the candidate's workflow record through to the HRAF column. View page 34 of the Guide for instructions. 2.) You do not have the appropriate user access. In that case, it will be necessary to contact Human Resources.

**Q:** Can any user send correspondence to an applicant?

**A:** The intent is to limit which users have access to send correspondence i.e., regret letters, thank you for interviewing letters etc. Typically it is the Hiring Manager, Position Admin/Department Admin or Search Committee Chair. View page 41 of the Guide for instructions.