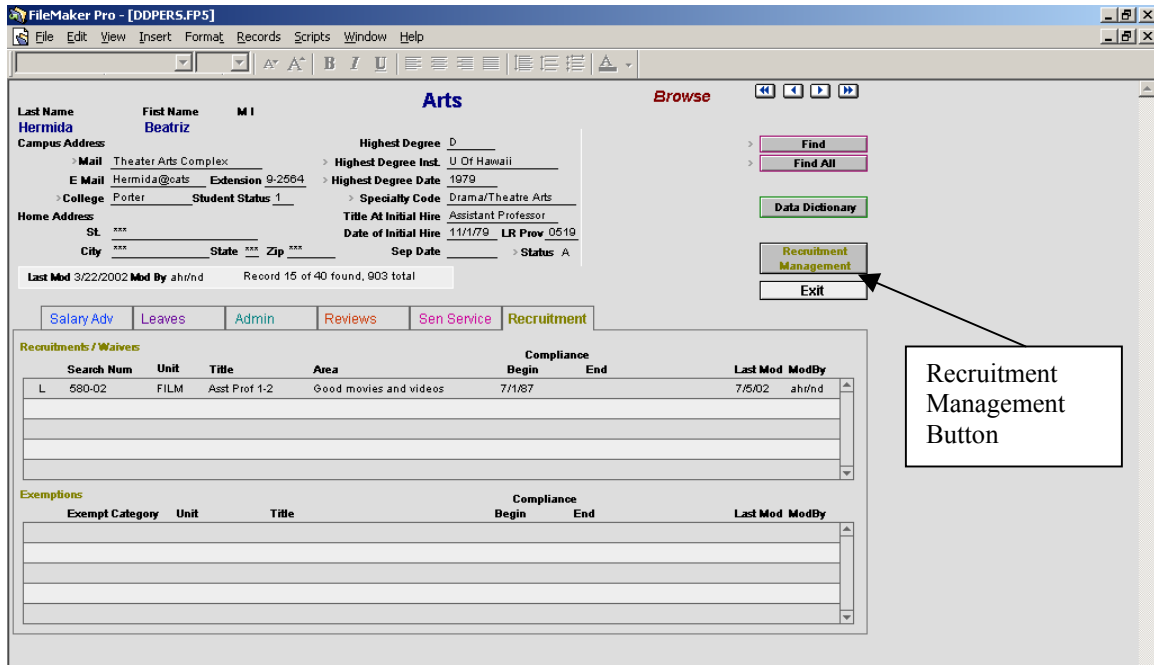


## OVERVIEW OF THE RECRUITMENT MANAGEMENT MODULE

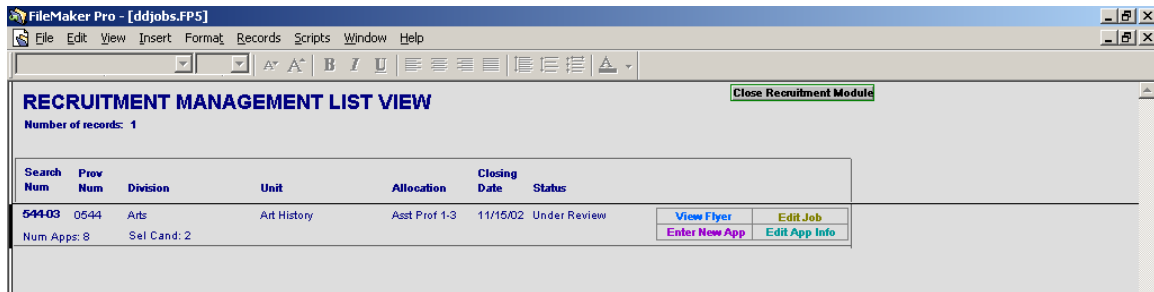
### PURPOSE

The Recruitment Management module is designed to be a stand-alone system. The Recruitment Management module does applicant tracking and provision control. It includes information on the status of all ladder rank searches, temporary searches and requests for waivers of recruitment.

You can get to the recruitment management module by pressing the button on the Recruitment Tab labeled Recruitment Management.



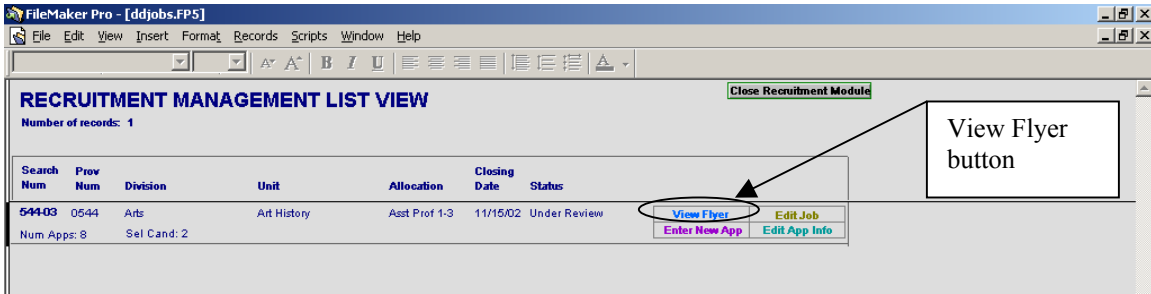
You will be taken to the Recruitment Management List View screen. The screen will list all of the recruitments in your department, which are considered to be “current.” “Current” is defined as any search which has been allocated and is not yet “filled” or “closed without appointment.”



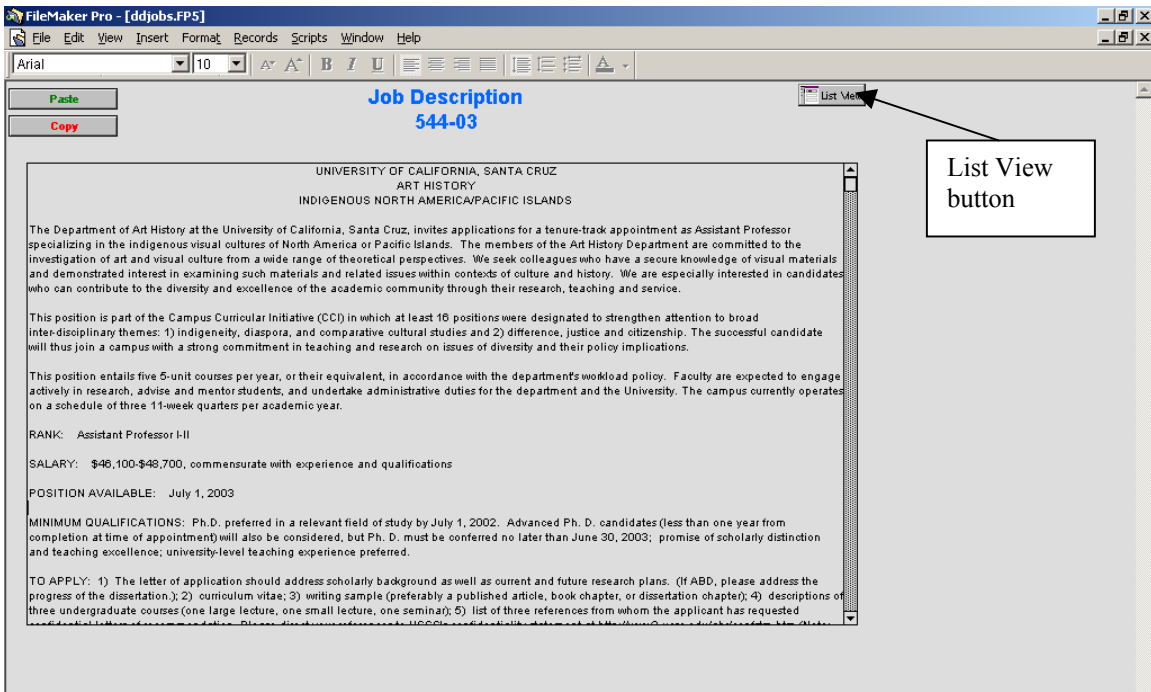
### NAVIGATION

From the Recruitment Management List View screen, you can take 4 actions for each recruitment.

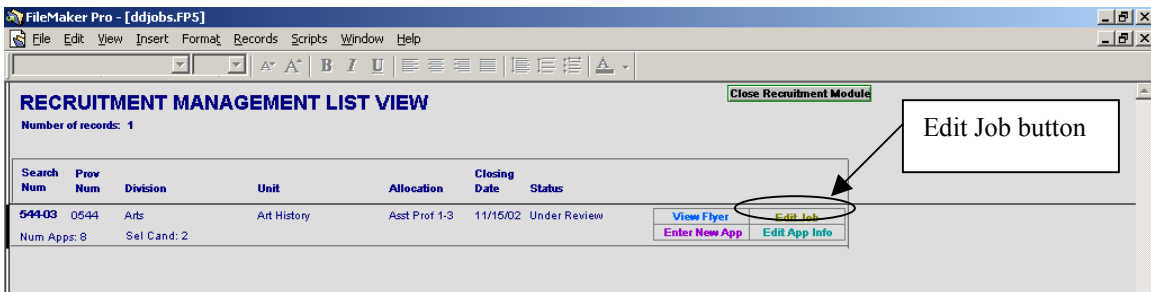
- 1) You can View the Flyer by pressing the button labeled View Flyer. You will be taken to the Job Description screen.

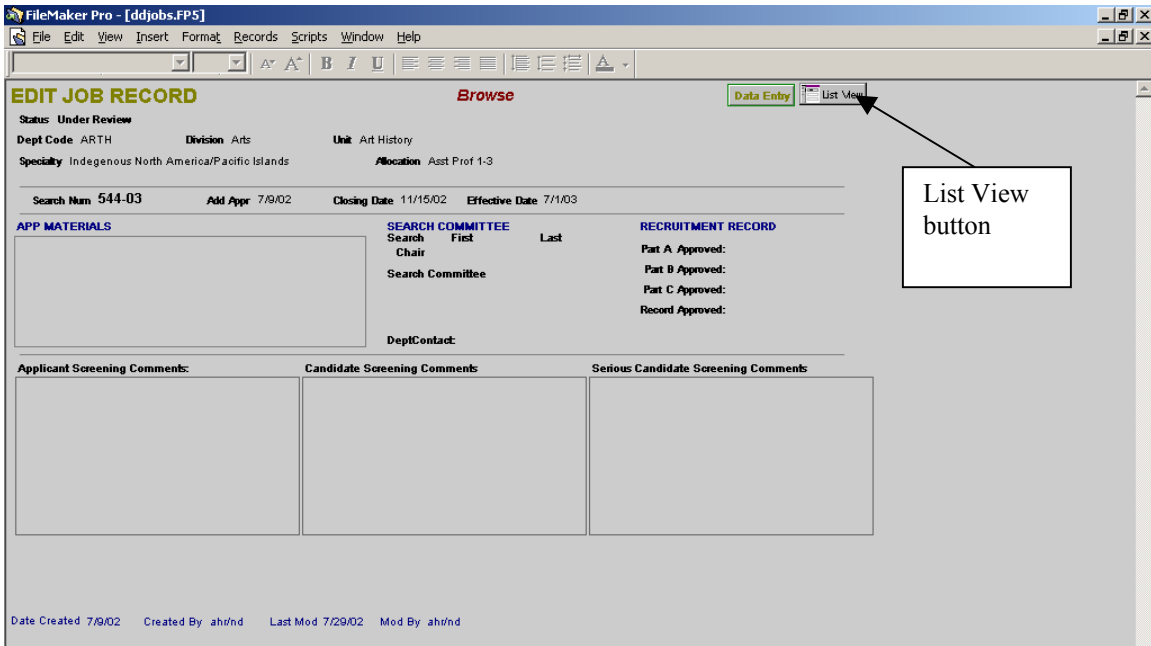


You can return to the Recruitment Management List view screen by pressing the button labeled “List View.”



2) You can Edit information about the Job by pressing the button labeled Edit Job. You will be taken to the Edit Job Record screen.



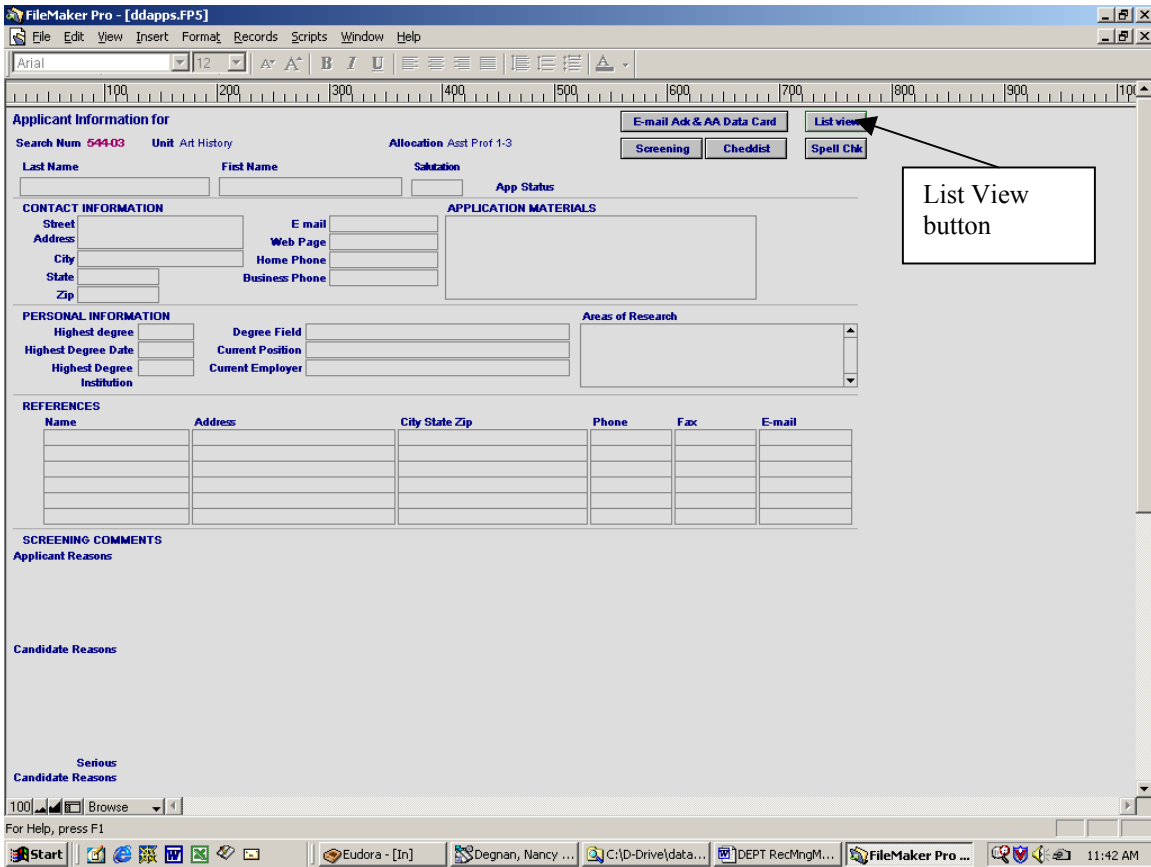


Please see the manual section on Setting Up the Job to learn more about editing job information.

Again, you can return to the Recruitment Management List view screen by pressing the button labeled “List View.”

3) You can Enter information on applicants for each job by pressing the button labeled Enter New App. You will be taken to the Applicant Information screen.

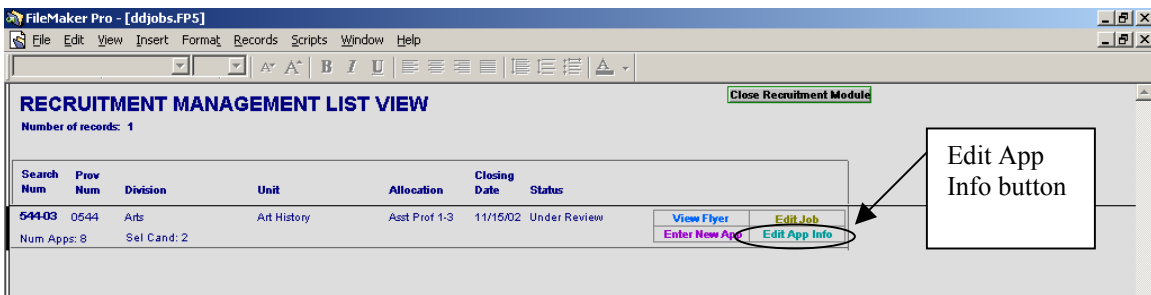


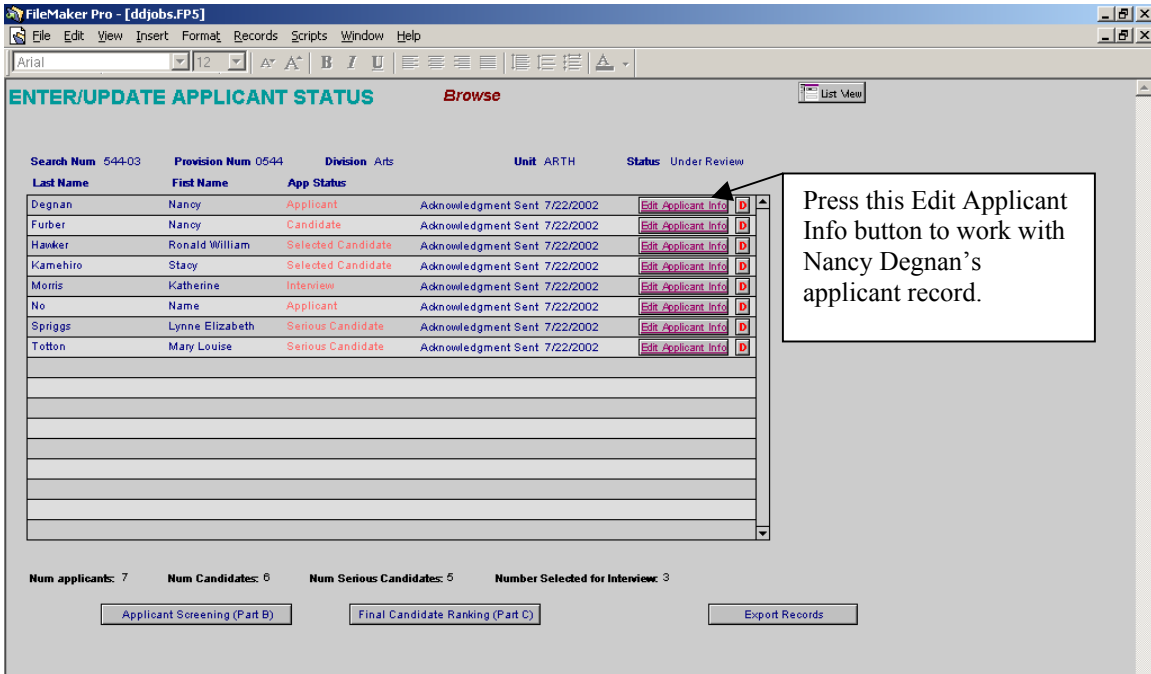


Please see the manual sections on Creating a New Applicant Record and Editing Applicant Data to learn more about entering and editing applicant information.

Again, you can return to the Recruitment Management List view screen by pressing the button labeled “List View.”

4) You can Edit information on applicants for each job by pressing the button labeled Edit App Info. You will be taken to the Enter/Update Applicant Status screen.



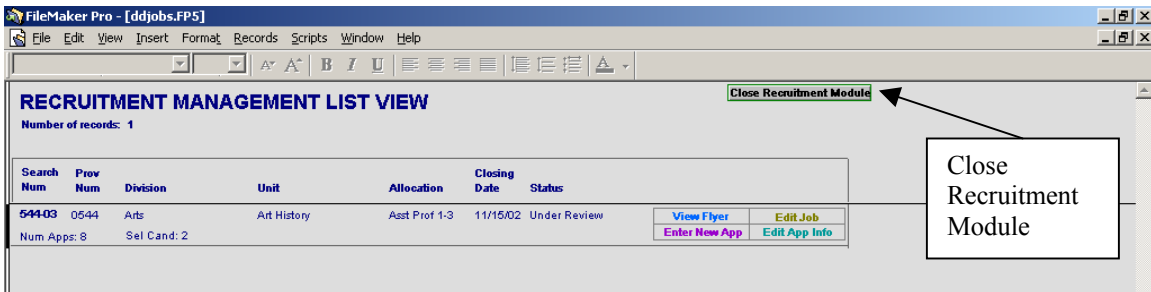


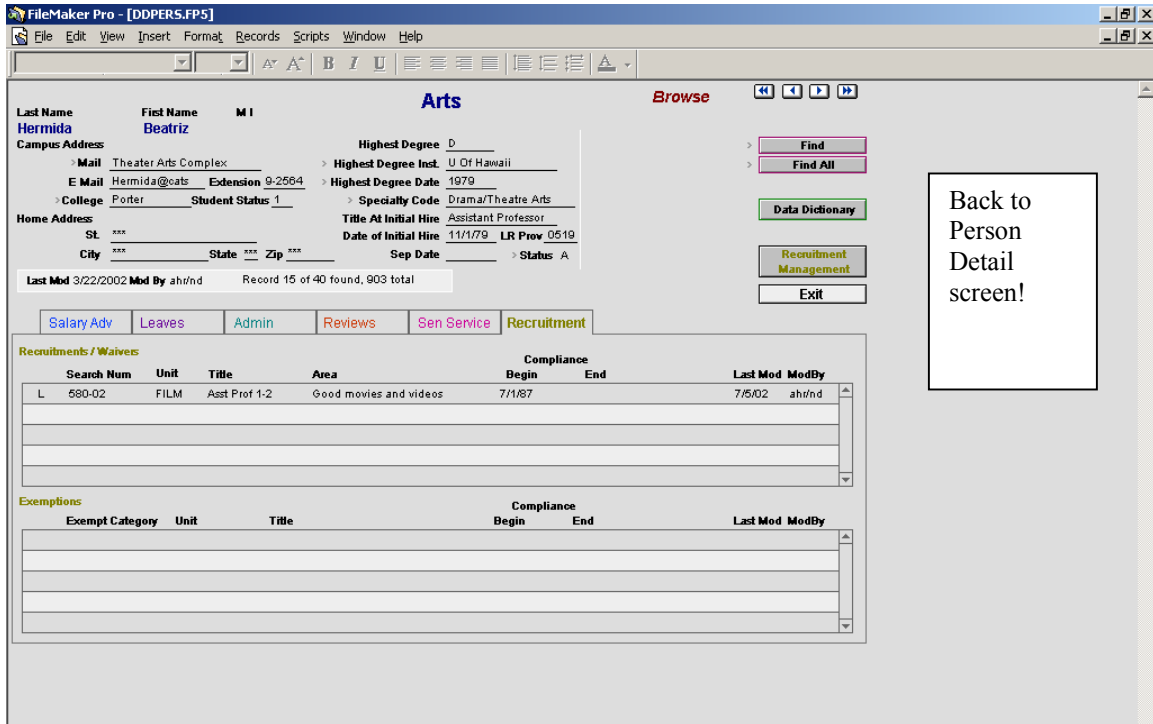
From this screen you would select the applicant you want to work with from the alphabetical list and press the Edit Applicant Info button associated with their name.

Please see the manual sections on Creating a New Applicant Record and Editing Applicant Data to learn more about entering and editing applicant information.

Again, you can return to the Recruitment Management List view screen by pressing the button labeled “List View.”

You can return to the Person Detail screen by pressing the button labeled Close Recruitment Module.





**ACCESS**

Some departments split out responsibilities for recruitment management such that one person may do most of the data entry of new applicants, while another person may be responsible for other academic personnel matters.

The Recruitment Management Module may be opened as a stand-alone system for staff who do not need access to the other information on academic employees.