

# UEIjobs

## Getting Started on UEIJobs.com

NOTE: This system is optimized for the Google Chrome and Mozilla Firefox web browsers.

Welcome to UEIJobs online applicant tracking system.

The following reference documents outline the part time / student hiring process from start to finish:

1. How to Request a User Account
2. Logging in to UEIJobs
3. How to Post a Job
4. Reviewing Applicant Information and Changing Applicant Status
5. Selecting an Applicant to Hire and Creating a Hiring Proposal
6. Hiring Proposal Approval and Employee Orientation
7. Forgot your Password / Forgot Username
8. Sample Job Description Library
9. Job Posting Field Definitions

### System Features:

Below are highlights of the site's features that will be helpful:

- **Automated Hiring Proposal** — Once you have determined your applicant to hire, you will complete an online Hiring Proposal. The online Hiring Proposal replaces the paper "Employment Action Authorization (EAA) form" for new hires.
- **Security of Data** — To ensure the security of the data provided by applicants, the system will automatically log the user out **after 60 minutes of non-activity**. However, anytime the user leaves their computer, it is strongly recommended that the work in progress is saved and you logout of the system by clicking on the log out link located on the upper right side of the screen.
- **Spell Check** — This feature is fully functional in the job posting module.
- **Screening Questions (Supplemental Questions)** — The use of supplemental questions is optional, but will help you to easily screen applicants by assigning point values and using the disqualifying feature.
- **Notifications** — By using the automated process for the Hiring Proposal, both you and your new employee will receive email notifications when the new hire data has been finalized in the UEI Human Resources system. This will also give your new employee information regarding scheduling their new hire orientation.