UEIjobs

Applicant Tracking System

Quick Reference Guide for Student Recruitment

Purpose of this Guide

This guide is intended to provide a quick reference for commonly performed actions when using the UEIJobs applicant tracking system.

Important Note

Before logging into the applicant tracking system, please have your UEI account information available as you will need it to post a job. If you do not know your account information, please contact your UEI account administrator at **(916)278-7565**.

Questions

Please direct questions to:
Human Resources
University Enterprises, Inc.
Hornet Bookstore Building, Suite 3900
6000 J Street
Sacramento, CA 95819-6063
Phone: **(916) 278-7003**
Fax: **(916) 278-4787**
Email: **ueijobs@uei.csus.edu**

University Enterprises, Inc.
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Accessing the Applicant Tracking System

Go to **www.ueijobs.com**.

Select **Supervisors**, which will take you to a login page.

First-time Users: Select **Request an Account**.

Returning Users: Log in using your username and password and select **Login**.

Navigating the Applicant Tracking System

Navigating the applicant tracking system requires the user to be familiar with both **Roles** and **Modules**. After successfully logging into the system, by default, the user is accessing the **Applicant Tracking** module as the **Student Part-Time Manager**.

Depending on the action the user is logging in to the applicant tracking system to perform, this may require selecting a different role and/or module. Some users may have more than one role assigned to them. For more information on existing roles and their purposes, please contact UEI Human Resources at **(916) 278-7003** or email **ueijobs@uei.csus.edu**.

To select a new role, simply select the desired role using the **Role Selector** dropdown and select the **Refresh Role** button.

To select a new module, simply select the desired module using the **Module Selector** dropdown. The module will refresh automatically.

The **Inbox** and **Watch List** are quick navigation features located on your Home page.

The **Inbox** contains all items that require action. This includes ALL user roles.

The **Watch List** contains items that the user has elected to "watch". This provides quick access to items on which the user has placed a priority.

Creating a New Posting

1. Verify you are logged into the **Applicant Tracking** module as the **Student Part-Time Manager** role.
2. Hover over **Postings** and select the appropriate posting type.
3. Select **Create New Posting**.
4. Select **Create from Position Type** if it's a new posting. Select **Create from Posting** if it's a repost of a prior posting.
5. Provide appropriate **Job Posting Details** for the required fields indicated in red and select **Next**.

   Optional Steps
   Provide values for the following sections:

   - Applicant Documents
   - Supplemental Questions
   - Guest User

   Click **Next** after each section to continue.
6. Verify the **Posting was Successfully Updated** message is displayed (green notification bar).
7. Hover over **Take Action On Posting**.
8. Select **Send to UEI Account Administrator** (off-campus or on-campus grant-funded position; otherwise select **Send to UEI Human Resources**.) This action moves the posting through the automated approval process.

Reviewing Applicant Information

1. Verify you are logged into the **Applicant Tracking** module as a **Student Part-Time Manager**.
2. Hover over **Postings** and select the appropriate posting type.
3. Search for the appropriate posting and select it by clicking the **Job Title**.
4. Select the **Applicants** tab.
5. Click on the **Applicant Name** to view application materials.

Changing an Applicant's Status

1. Verify you are logged into the **Applicant Tracking** module as the **Student Part-Time Manager** role.
2. Hover over **Postings** and select the appropriate posting type.
3. Search for the appropriate posting and select it by clicking the **Job Title**.
4. Select the **Applicants tab**.
5. Select the box to the left of **Applicant Name(s)** for whom a status change is desired.
6. Hover over the **Action** button.
7. Select **Move In Workflow**.
8. Select a **New State.**
9. Select **Save Changes**.

Initiating a Hiring Proposal

This action is to be performed after a verbal offer has been made and accepted.*

1. Verify you are located on the **Home** tab in the **Applicant Tracking** module as the **Student Part-Time Manager**.
2. Search for the appropriate position and select it by clicking the **Job Title**.
3. Select the **Applicants** tab.
4. Select the appropriate **Applicant Name**.
5. Hover over **Take Action on Job Application**.
6. Select **Recommend for Hire**.
7. Select **Start a Hiring Proposal**.
8. Populate appropriate **Hiring Proposal** values for the required fields indicated in red.
9. Hover over **Take Action On Hiring Proposal**
10. Select the appropriate **Workflow Action** from the dropdown list.
11. Populate any comments and add to your **Watch List** as desired.
12. Click **Submit**.

* All offers of employment are contingent upon completing a criminal conviction questionnaire, successfully completing any necessary pre-employment clearances, completing all new hire orientation paperwork, and if a student, demonstrating enrollment in the minimum number of units at an accredited college or university.

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