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
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.
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).
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.
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.
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.