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. Hiring an Applicant 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 —** After you have made a verbal offer to the applicant, you will complete and submit the online Hiring Proposal to UEI for approval and processing. The online Hiring Proposal replaces the paper "Employment Action Authorization (EAA) form" for both new hire and re-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. University Enterprises, Inc. Human Resources will apply standard supplemental questions to each posting that qualify the applicant based on the minimum qualifications and program prerequisites.

- **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.