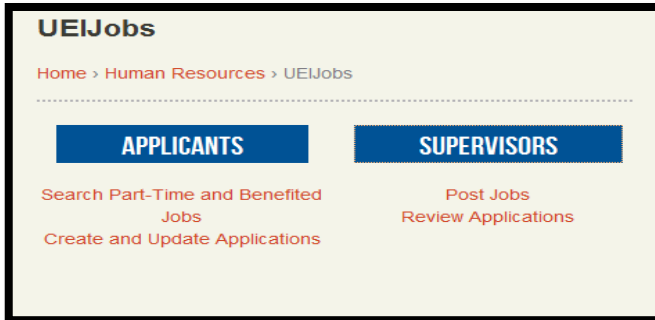


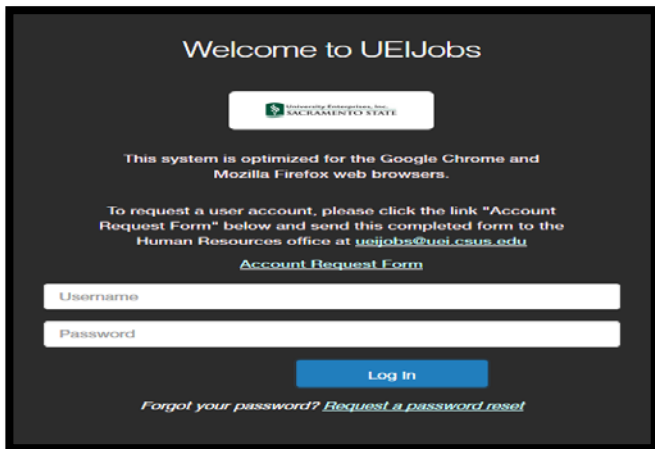
UEIjobs

How to Post a Job



To access the applicant tracking system, go to www.ueijobs.com

Select "Supervisors".

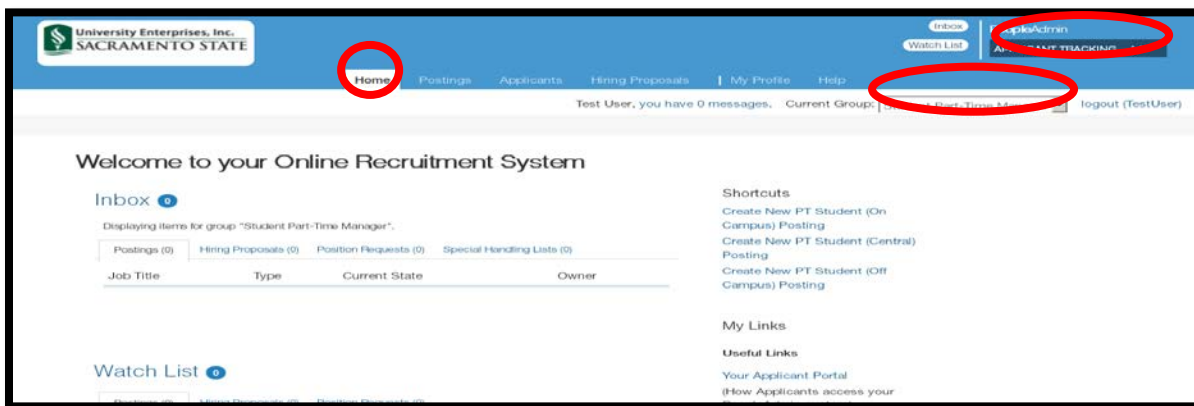


You will be redirected to a log in page.

Type in your username and password and select "Login".

First time users - See our "How to Request a User Account" instructional sheet.

When you log in, the "Home" page defaults to the "Applicant Tracking" module and the "Current Group" defaults to "Student Part-Time Manager". You must be in the correct module and correct role to proceed.

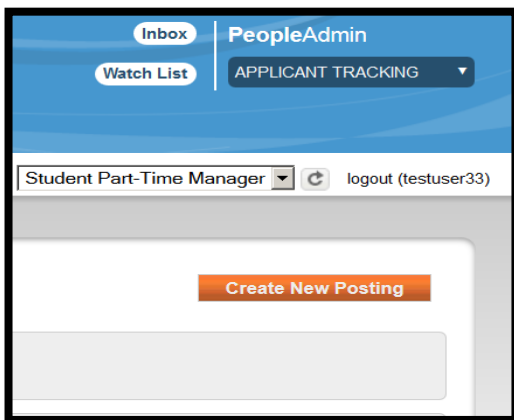


Create New Posting



On the menu bar, select “Postings” and select one of the following posting types:

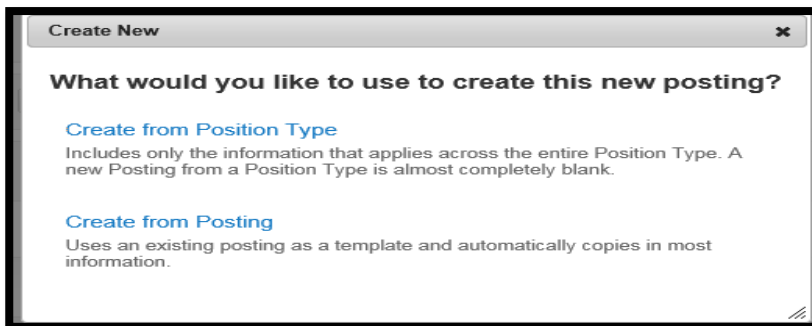
- **PT Student (On Campus)** — Select this option if you are recruiting students or part-time casual employees for either the University Union/WELL or UEI grant funded projects.
- **PT Student (Central)** — Select this option if you are recruiting students or part-time casual employees for either Dining Services or UEI 3rd floor departments.
- **PT Student (Off Campus)** — Select this option if you are a CA Intern Network client recruiting student assistants/ interns to work off campus at a CA state agency, city, county, or business.



Select the orange “Create New Posting” button located to the right of the screen.

Select from the following two options:

- **Create from Position Type** — Use this option if you do not have a previous posting. You will be creating your posting from scratch.
- **Create from Posting** — Use this option if you have a prior posting in the current system. You will be able to edit fields to make changes.



Fill in the job title on the “New Posting” page.

- Job titles are typically expressed as “Student Assistant”, “Graduate Student Assistant” or “Student or Graduate Student Assistant” followed by a title descriptor. For example “Student Assistant – Accounting”.
- UEI Human Resources will review the job title to ensure consistency which results in better searches and more applicants.
- Interest Cards – By selecting all applicable categories in the “Interest Card” section you will allow candidates who have selected the same categories of interest to be notified of your posting.

Be sure the “Accepted Application Forms” box at the bottom of the page is checked.

Select one of the orange “Create New Posting” buttons located to the right of the screen.

The screenshot displays the 'New Posting' form in the UEI system. The 'Job Title' field is filled with 'Student Assistant - Accounting'. The 'Interest Card' section has 'Accounting' selected. The 'Accepted Application Forms' section has 'PT Student, Off Campus' selected. Two 'Create New Posting' buttons are visible, one at the top right and one at the bottom right. The page also shows a 'Watch List' and 'APPLICANT TRACKING' dropdown in the top right corner.

Complete all of the fields in the job posting template and select “Next”.

Not all fields are required; however, completing all fields enhances the posting and typically increases the quality of the applicant pool.

Note: A Job Posting Field Definition document and sample Job Description Library can be found online at www.ueijobs.com. We hope you find these resources helpful.

The screenshot displays the 'Job Details' page in the University Enterprises, Inc. SACRAMENTO STATE job posting system. The page is titled 'Postings / PT Student (Off Campus) / Student Assistant -IT Support Technician (Draft) / Edit: Job Details'. The 'Job Information' section contains the following fields:

- Job Title: Student Assistant -IT Support Technician
- Student Classification: Please select (This field is required)
- Job Code: [Empty]
- Posting Type: Please select (This field is required)
- Posting Number: [Empty]
- Job Description Summary: [Empty]

Navigation buttons 'Save' and 'Next >>' are located at the top right of the form area. A 'Check spelling' link is also visible above the 'Job Information' section.

Applicant Documents

Select from the list of documents that applicants should submit. You can designate them as either "Optional" or "Required". You can rearrange the order by changing the corresponding number.

Select "Next" to continue.

The screenshot displays the 'Applicant Documents' configuration page in the PeopleAdmin system. The page is titled 'Applicant Documents' and features a table with the following columns: Order, Name, Not Used, Optional, and Required. The table lists 12 document types, each with a corresponding order number and radio buttons for selection. The 'Next >>' button is highlighted in red, indicating the next step in the process.

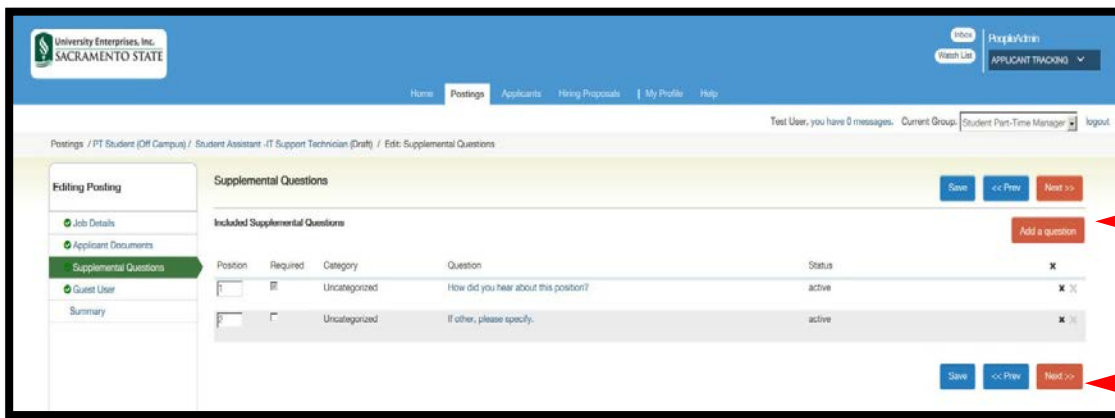
Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts (Unofficial transcripts...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	List of References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Food Handlers Card	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Excel Workbook sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Design and/or Video Production...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Work Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	PowerPoint and/or Excel sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Schedule of Availability	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Supplemental Questions

The use of supplemental questions; while optional, help screen out unqualified applicants and enhance the recruitment process. This is especially helpful with large applicant pools. UEI Human Resources will add supplemental questions that help determine an applicants eligibility to participate in our program.

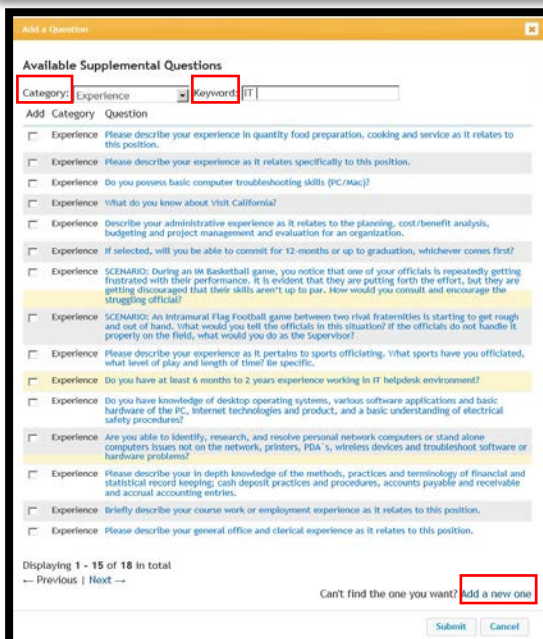
Supplemental questions should relate to the minimum qualifications for the position and are categorized as either "educational based" or "experience based". Questions can be open or close ended with a point value assigned for screening purposes and disqualification.

See the *Sample Job Description Library* at www.ueijobs.com for examples of job postings that contain supplemental questions.



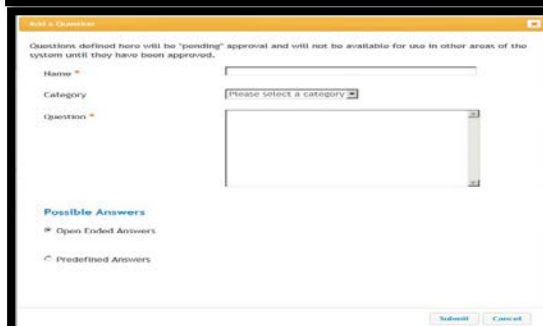
To add a question, select "Add a question".

If you don't want to add a question select "Next"



You can search for available supplemental questions by either Category or by Keyword search. To add a question that is already in the system, check the "Add" box next to the question and select "Submit".

To create a question, select "Add a new one" and then select "Submit".



Name your question, select the appropriate category and add the question in the question text box.

Select "open ended" if it's an open ended question or "predefined" if it's a "closed ended" answer.

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category

Question *

Possible Answers

Open Ended Answers

Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1:

Possible Answer 2:

Possible Answer 3:

Possible Answer 4:

If using a "predefined" question be sure to include possible answers (i.e. "Yes" or "No") and select "Submit".

University Enterprises, Inc. SACRAMENTO STATE

Home Postings Applicants Hiring Processes My Profile Help

Test User, you have 0 messages. Current Group: Student Part-Time Manager

Postings / PT Student (Off Campus) / Student Assistant -IT Support Technician (Draft) / Edit Supplemental Questions

Editing Posting

- Job Details
- Applicant Documents
- Supplemental Questions**
- Guest User
- Summary

Supplemental Questions

Included Supplemental Questions

Position	Required	Category	Question	Status	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Uncategorized	How did you hear about this position?	active	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Uncategorized	If other, please specify.	active	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Experience	Please rate your Microsoft Excel skill level	pending	<input checked="" type="checkbox"/>

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. Beginner	<input type="text" value="25"/>	<input type="checkbox"/>
2. Intermediate	<input type="text" value="50"/>	<input type="checkbox"/>
3. Advanced	<input type="text" value="75"/>	<input type="checkbox"/>

To add points and/or disqualifiers, click on the question itself to see the predefined answers.

Input the point value(s), and if applicable, check the "Disqualifying" box.

Note: When using the "Disqualifying" feature, applicants that don't meet the criteria will be *automatically disqualified by the system*.

To ensure the applicant answers the question, be sure to select the "Required" box to the left of the question. Select 'Next'.

Guest User

You can create a Guest User Account which will allow someone who doesn't normally use the system the ability to access the job posting and applicant pool. Note: Guest user permissions are "view only" access.

Select "Create Guest User Account" to activate this feature.

This screenshot shows the 'Guest User' configuration page. On the left, a sidebar lists 'Job Details', 'Applicant Documents', 'Supplemental Questions', 'Guest User', and 'Summary'. The 'Guest User' option is highlighted. In the main content area, under the heading 'Guest User', there is a question: 'Want to give guests access to view this posting?'. Below this question is a blue button labeled 'Create Guest User Account', which is pointed to by a red arrow. To the right of the question are 'Save', '<< Prev', and 'Next >>' buttons.

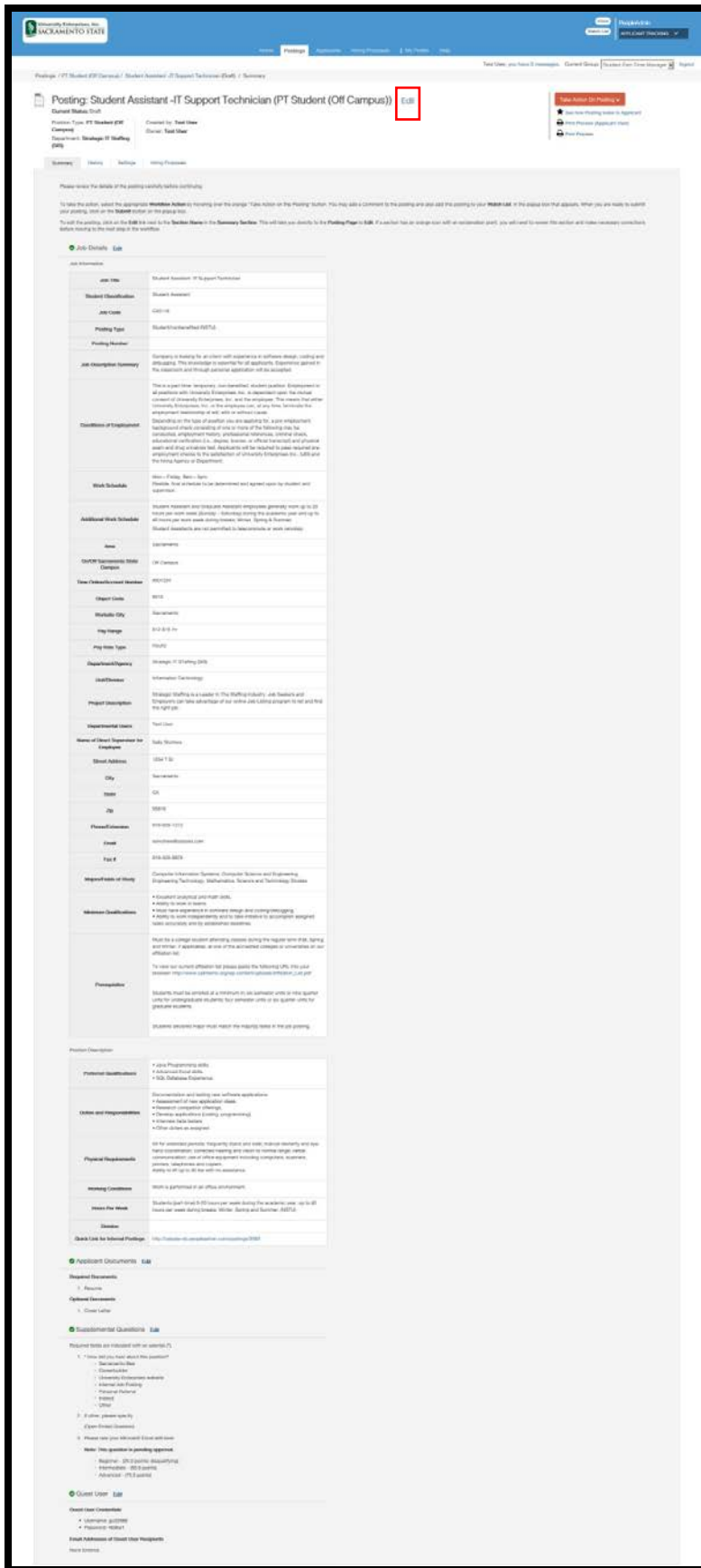
This screenshot shows the 'Guest User Credentials' section. It includes fields for 'Username' (pre-filled with 'jw25588'), 'Password', and 'Student'. Below these is an 'Update Password' button. The 'Email Addresses of Guest User Recipients' section contains a text area with the email address 'beth.boop@csusd.edu' and is pointed to by a red arrow. At the bottom right of this section is an 'Update Guest User Recipient List' button. The 'Save', '<< Prev', and 'Next >>' buttons are visible at the bottom of the page.

The system will auto-generate a guest user name and password. You have the option to change the password to something unique. If you chose this option, select "Update Password" to make the change.

To add a guest user, add their email address and select "Update Guest User Recipient List". The guest user will receive a system generated email with their guest user name and password along with the site URL to log in.

Select "Next" to continue.

Summary

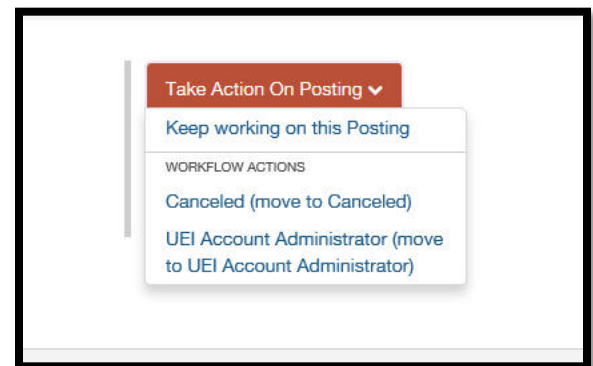


The summary page is your opportunity to review the details of the posting and make any necessary edits before continuing.

Select "Edit" to make changes to the posting.

After reviewing the posting summary, select "Take Action on Posting".

From the drop down, select the appropriate action based on your posting type (see below). This action moves the posting through the automated approval process.



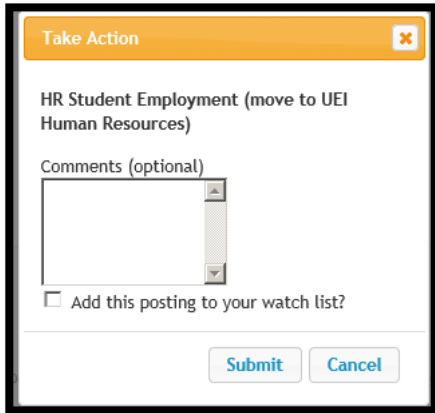
PT Student (Off Campus) — Select "UEI Account Administrator". This will move the posting to your UEI Account Administrator for review.

PT Student (On Campus) — Select "UEI Account Administrator". This will move the posting to your UEI Account Administrator for review.

PT Student (Central) — Select "UEI Human Resources". This will move the posting to UEI Human Resources for review. NOTE: If you have approval to hire a Casual Employee select "Hiring Director". This action will move the posting to the Department Director for approval.

You have the option to add a comment to UEI before your posting is routed for approval.

You can also select to add the posting to your "Watch List". The "Watch List" is optional, The "Watch List" provides quick access on your home page to items you've placed a priority on.



UEI Human Resources, and when applicable, your UEI Account Administrator will review and approve your job within 48 hours. You will be contacted if there are any questions. You will receive an auto generated email once the job is posted and available for the applicants to review and apply. If you have questions about your job posting, please contact UEI Human Resources.

Note: All unfinished work is saved as a "Draft" in the system.

You can find your unfinished work by selecting "More Search Options" and selecting "Draft" from the "Workflow State" section.

