Applicant Tracking Quick Steps

Viewing a Posting & Applicants

1. Log into https://jobs.rutgers.edu/hr/sessions/new click on "Click Here to login with your Network ID" and enter your NetID and Password.
2. Select the role you want to view the system in (upper-right hand side of the screen next to your name)
3. Check that you are in the HIRE module (upper left side of the screen – click the three blue dots to switch modules).
4. Toggle over Postings tab and select the posting type from the drop-down menu.
5. Click on either the "Posting Name", or toggle over the "Actions" drop-down where you have the option to select "View Posting" or "View Applicants" (to the right of the Position Title).

Viewing Multiple Applications

1. Log into https://jobs.rutgers.edu/hr/sessions/new click on "Click Here to login with your Network ID" and enter your NetID and Password.
2. Select the role you want to view the system in (upper-right hand side of the screen next to your name)
3. Check that you are in the HIRE module (upper left side of the screen – click the three blue dots to switch modules).
4. Toggle over Postings tab and select the posting type from the drop-down menu.
5. Toggle over the "Actions" drop-down field to the right of the posting. Select "View Applicants".
6. Check the box to the left of the applicant's last name for which applicants you want to see. (Note: Check the box to the right of "Last Name" to select all the applicants.)
7. Toggle over the "Actions" button that is located above the (Actions) column (right side of the screen) and select the option "Download Applications as PDF" from the drop-down box.
8. Select the documents you want to view along with the applications. Select "Submit".

Changing a Workflow State

1. Toggle over Postings tab and select the posting type from the drop-down box.
2. Toggle over the "Actions" drop-down field to the right of the posting. Select "View Applicants".
3. To view an application, toggle over "Actions" and select "View Application" OR you may select the applicant's last name to view their application.
4. After reviewing the application, toggle over the orange "Take Action on Job Application" Button.
5. Select the appropriate workflow action.

Changing a Workflow State

1. Toggle over Postings tab and select the posting type from the drop-down menu.
2. Toggle over the "Actions" drop-down field to the right of the posting. Select "View Applicants".

3. Check the box to the left of the applicant's last name for which applicants you want to see. (Note: Check the box to the right of "Last Name" to select all the applicants.)
4. Toggle over the "Actions" button that is located above the (Actions) column (right side of the screen) and select the option "Move in Workflow" from the drop-down selections.
5. Select the workflow state from the drop-down box to the right of "Change for all Applicants". Or you can individually select a different workflow state for each individual's box that was checked.
6. Depending on the workflow state selected, indicate the "Reason" for each applicant by selecting the appropriate reason from the drop-down selection. (A reason is only needed when an applicant is not selected)
7. Select "Save Changes".

CREATING A POSTING

PLEASE NOTE THAT FOR STAFF & TEMPORARY POSITIONS A UHR EMPLOYMENT COORDINATOR WILL ASSIST THE DEPARTMENT WITH CREATING THE POSTING. FACULTY POSTINGS ARE CREATED BY THE DEPARTMENT – THERE ARE GUIDES IN CREATING A FACULTY POSTING AT ROCS.RUTGERS.EDU

1. Log into https://jobs.rutgers.edu/hr/sessions/new click on "Click Here to login with your Network ID" and enter your NetID and Password.
2. Select the role you want to view the system in (upper-right hand side of the screen next to your name)
3. Check that you are in the HIRE module (upper left side of the screen – click the three blue dots to switch modules).
4. Toggle over Postings tab and select the posting type from the drop-down menu.
5. Select the orange "Create New Posting" button (right side of the screen).
6. Select "Create from Position Description".
7. Search for the appropriate approved position description you created in POSITIONS module.
8. Toggle over "Actions" drop-down to the right of the position description's title and select "Create From".
9. The system will provide the posting setting page information for the "Position Title" and "Organizational Unit". (**Do NOT check "Accept References". Also leave "Accept Online Applications" checked). Select "Short Application Form", and then select "Create New Posting".
10. Complete the various required fields of the posting that did not default from the approved position description
11. When you reach the "Summary Tab", any tab that has an exclamation point (!) next to it indicated required information is missing and must be completed before moving forward.
12. From the "Summary Tab" toggle over the orange "Take Action on Posting" button, and select the appropriate workflow state.
13. Add any additional comments in the "Comment Box" keeping in mind these comments appear in the e-mail message to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.

PLEASE SEND ANY QUESTIONS TO: ROCS@HR.RUTGERS.EDU