DEPARTMENTAL USER’S GUIDE

SUNY Potsdam’s Online Recruiting (SPOLR) System
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INTRODUCTION

Welcome to SUNY Potsdam’s Online Recruitment (SPOLR) System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:
- Create and submit Recruitment Requests to HR
- View applicants to your postings
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:
- Faster processing of employment information
- Up-to-date access to information regarding all of your postings
- More detailed screening of applicants’ qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser
The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data
To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.
GETTING STARTED

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:

Before you may enter the site, you must create your own account by clicking on the “Request User Account” link on the left side of the screen. After you click this link, the following screen will appear:

Enter a user name and password, along with the rest of the requested information. Please write down your user name and password. You will need them each time you log in to the system.

After completing this form, click Continue, and you will be asked to review your information. After you have reviewed it, click Submit. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Original Date: August 20, 2008
Latest Revision Date: August 20, 2008
Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

**CREATING A RECRUITMENT REQUEST**

To create a Recruitment Request, begin by clicking a link under the header “Create Posting”. Your options are:

- From Previous (where several fields are predefined)
- From Scratch
- From Template

**Entering Recruitment Information**

In the following example, the “From Previous” option was selected. After searching for and clicking on the template you want to use, you should see a screen similar to the following:

There are five tabs across the top of the screen. When you first enter this screen, you will be in the “Request for Posting” tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

**A few notes about this screen:**

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.

2. **VERY IMPORTANT:** A Recruitment Request is **Not Saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

**TIP:** Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.
Comments Tab

On the Comments Tab, each user along the approval process can add comments for the department to see. The comments on this page are only intended to assist with the posting approval process and should not be used in regards to applicants.

After entering any appropriate comments, click Continue to Next Page to continue to the final step.

Submitting the Recruitment Request

After clicking the Continue to Next Page button from the previous screen and viewing any notes associated with the posting, click on the Continue to Next Page or View Posting Summary buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.
The last step is to select one of the choices and click the Continue button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page.

Press Confirm to complete this step.

*The details of your posting are NOT SAVED until you complete this step.*

**VIEWING APPLICANTS TO YOUR POSTING**

**Viewing Applicants to your Posting**

After logging in to the system, if you have a Posting that is currently accepting applications, you will see a screen that looks similar to the following:
Welcome to the Online Applicant Tracking System

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

<table>
<thead>
<tr>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Record</td>
</tr>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>Test</td>
</tr>
</tbody>
</table>

You can also use the options on the navigation bar to view postings at different stages:

**Active Postings:** Postings that are Active are either:
- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

**Pending Postings:** These are postings that are not currently approved by HR or are waiting to appear externally based on the Position Open Date.

**Historical Postings:** Postings that are filled or cancelled will be here.

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the relevant title. This will bring you to a screen similar to the following:
You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:
- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

**Sorting & Filtering Applicants by Different Criteria**

To sort applicants by Name, Date Applied, etc., click the arrow at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the Refresh button to refresh the screen.
**Viewing and Printing Applications**

To view and print a single application, click the link "View Application" under the applicant’s name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser’s menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant’s signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the “View Applicants” screen).

To view and print multiple applications at the same time, perform the following steps:
1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the “All/None” link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser’s menu to print the application(s).
Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents’ formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled “Documents” from the “Active Applicants” screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the “X” in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Posting” screen).

To view and print multiple documents at the same time, perform the following steps:
1. Check the boxes next to the corresponding applicants you wish to print (or click the “All/None” link). These boxes are located on the right side of the page.
2. Click the View Multiple Documents button.
3. Select File>Print from the Adobe Acrobat menu.

Changing Applicant Statuses

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled Change Multiple Applicant Statuses.

After clicking the Change Multiple Applicant Statuses button, a screen similar to the following will appear:
Under the “Status” column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the Continue to Confirm Page button. To reset the statuses to their original values, click the Reset to Original Status button. To return to the previous screen, click Cancel.

After clicking the Continue to Confirm Page button, you will come to a confirmation page. Select the Save Status Changes button to complete the action. Select the Cancel button to return to the previous screen to edit your changes.

**ADMINISTRATIVE FUNCTIONS**

**Logging Out**

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.