University of Idaho
A LEGACY OF LEADING

Conducting Faculty Searches using the Applicant Tracking System

An Instructional Guide for Search Committee Chairs

Provided by: Human Resources/Employment Services
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Checklist	An ATS Instructional Guide to Hiring Faculty Also reference Faculty Staff Handbook, Section 3065: Affirmative Action and Equal Employment Opportunity Hiring
For Questions Contact:	Contact the Hiring Manager at 885-3889 or employment@uidaho.edu for questions regarding ATS. Questions regarding user access should be directed to the affirmative action coordinator (AAC) responsible for your area/unit. A current list of AACs is available at www.uidaho.edu/humanresouces, employment services, affirmative action coordinators.
Step 1 Develop the Position Description	The search committee chair in collaboration with faculty and the dean's office create a position description. The finalized position description is provided to the college affirmative action coordinator who facilitates and ensures that complete documentation and search processes are prepared and followed.
Step 2 Obtain Approved PAF and submit to AAC	The PAF is required for all faculty searches including tenure track, lecturer and instructor positions. Contact the Budget Office at 885-6718 for questions about the PAF. A copy of the approved PAF should be forwarded to your AAC and the original to the budget office. Employment Services does not require a copy. See guidelines for approving the filling/changing of faculty, classified and exempt positions.
Step 3 Complete Announcement and Request Approval to Recruit	Using the approved position description, the search chair or designee creates a vacancy announcement in the Applicant Tracking System (ATS) and requests approval to recruit. For detailed instructions on creating announcements see page 6.
Step 4 ES Approval and Advertising	**ES Approval:** When approved, the announcement is posted to the Human Resources webpage under Current Openings. Prior to posting, we review the announcement details including the position description, interview and reference questions, screening forms, salary, search committee members and advertising. **Advertising:** Please contact us for assistance with creating an advertising campaign for your position. We provide help with creating the ad copy, scheduling and placing your advertising and providing suggestions on where to advertise at no additional cost to you.

Step 5 Application Review and Interview Request	**Preliminary Screening:** Applications are screened for minimum qualifications using the pre-approved preliminary screening form. Screening on minimum qualifications may be conducted by the search committee chair or a subset of the committee in order to expedite the process. **Intermediate Screening:** The entire committee screens applications (or a subset of the committee may be designated to screen) on the minimum and preferred/desired qualifications using the pre-approved intermediate screening form. Interview candidates are then selected and approval to conduct interviews is requested. **Approvals:** Prior to inviting candidates to campus for interview, ***please ensure you have approval from your Dean or Assistant Vice President.*** In an effort to streamline the interview process, Employment Services' approval to interview extends to both telephone and on-campus interviews. For detailed instructions, see pages 12, 13 and 14.
Step 6 Select Finalists	The search committee chair and/or designee enter job-related and comparative reasons into offer notes justifying the rank of offer (or not offering) and submit a request to offer via ATS. Note that candidates previously interviewed may be reserved for further evaluation and consideration. Before the position may be offered, the hiring authority and Employment Services must approve the committee's final selection. Employment Services' approval indicates that as far as affirmative action and equal opportunity are concerned, the position may be offered. 'Final' approval to offer to the finalist comes from the hiring authority. Contact your affirmative action coordinator to ensure administrative procedures in your college/department are followed**.** For detailed instructions, see page 16.
Step 7 Offer Letter and Agreements	The offer letter and related materials originate in the Dean's/AVP Office. See www.provost.uidaho.edu for offer letters and related materials. Visit **http://www.uidaho.edu/humanresources/newemployees/NEO** to register your new employee electronically for New Employee Welcome or Benefits Orientation. You may also call 885-3638. NEW is offered the first Monday of each month from 8:30-12. Benefits Orientation is offered every other Monday from 1:00-3:30.

Getting Started

Your First Point of Contact:

The **Affirmative Action Coordinator** for your unit or college is your first point of contact. He or she is a resource for you in:

- obtaining approvals for the position authorization form.
- establishing your access to the applicant tracking system.
- guiding you through the search process.

For a complete Affirmative Action Coordinator list, visit www.uidaho.edu/humanresources select Employment Services and then Affirmative Action Coordinators from the directory on the left.

Other Contacts:

Human Resources/Employment Services:
The Hiring Manager serves as a consultant and advisor to hiring administrators in the search process. We provide recruiting and advertising strategies to enhance the diversity and quality of applicants by providing guidance and support in these areas. Questions may be directed to the Hiring Manager at employment@uidaho.edu or 885-3889.

Office of Human Rights Access and Inclusion:
The Office of Human Rights Access and Inclusion audits practices and advises university managers, supervisors and employees on compliance with University policies related to diversity, including equal employment opportunity, affirmative action, disability discrimination and other forms of discrimination; undertakes necessary related investigations and prepares recommendations and written reports. The HRAI is also responsible for approving any waivers to search or reduced recruitment period. Questions may be directed to HRAI@uidaho.edu or 885-4285.

Login:

To login visit www.uidaho.edu/humanresources and select “Departmental Login”

Creating Announcements

Please note: you may click **'Delete Search'** at any time to delete the announcement when the announcement is in draft form.

1. Log in to the Applicant Tracking System (ATS) by typing in the URL Address: http://www.webs.uidaho.edu/AppTrack/agency/login.asp or link to the site through the Human Resources webpage at www.uidaho.edu/humanresources and click on departmental login.

2. Select **'Announcements'** from the menu.

3. Click **'Create New Announcement'.**

4. Access the information for the position you are posting by entering the title number (see title numbers below) or typing the title name (or a portion thereof) and click **'Search'.** The **%** may be used as a wildcard at the beginning of the title. A wildcard is automatically assumed at the end of the title. EX: Typing "%Faculty" will provide "Academic Faculty" and "Extension Faculty" among the results. See below for commonly used titles and numbers.

   Titles and Numbers:

Academic Faculty	10000
Research Faculty	10001
Extension Faculty	10002
Temporary Faculty	10004
Lecturer	13010
Lecturer Roster	19114

   The position title, title number, pay grade, occupational category, etc. will flood into announcement details. It is very important to insure you have selected the correct title number and title. Otherwise, the announcement will need to be canceled and you will need to start over. If you are creating a lecturer roster, please contact the hiring manager for assistance at 885-3889.

5. Select **'Create'** to save the selected announcement after ensuring you have selected the correct title for your position. Note that the template/draft will not be saved until you click "create new announcement". If you do not save your draft by creating it, errors in the announcement will occur.

6. Go to the **'Announcement Details'** section and choose **'Location'** from the drop-down menu if other than Moscow, which is the default. If your location is not listed in the menu, add a note to the notes/misc. section of the announcement and we will add it for you when we receive the announcement in our queue.

7. The selected title will flood into the Title Field. Also included within this field are '**Required Documents'** necessary to begin your search. The Required Documents

include the information referenced below. You may type directly into the notes section or paste text from a word processing program (recommended). Remember to "update" to save your documents after including each item.

a. **Search committee members**–List your search committee members' names, indicate if they are Search Committee Members, Chair, or ex-officio and include the name of their department or place of business (off-campus), gender, and work title. **There should be a minimum of 3 search committee members and of diverse gender (i.e., male and female).** If a subset of the committee will conduct the initial screening, the committee members conducting the screening should be noted in this section.

b. **Interview questions**–Type or paste your interview questions in this section. Interview questions should be job-related and not personal in nature.

c. **Screening form** –Type or paste your preliminary (includes minimum qualifications only in a yes/no format) and intermediate screening forms (includes both minimum and desirable qualifications with a numerical rating scale). See forms/files at www.hr.uidaho.edu for a template of each form.

d. **Advertising**-Specify newspapers, publications, online distribution lists, etc., to place advertising. Include the dates the ads are to run, budget number to charge, ad copy (or we will create one for you). For questions about advertising contact Employment Services. We can suggest places to advertise create ad copies and facilitate ad placement at no extra charge to your department. We also have contracted and/or free sites in which we can post your position.

e. Optional: Add a note to Required Documents for copies of the minutes, reference questions or if additional application materials are desired.

f. Click **'Update'** after each section and then **'Close Window'**.

8. **'Pay Grade'**. Identify the salary to be advertised. If the salary is commensurate with experience, list the salary range as noted on the PAF in the notes/miscellaneous section.

9. The **'Working Title'** is optional. A working title would be used in addition to the class title to advertise the position. If the working is the same as the class title, do not include as it will create a duplicate title on the vacancy announcement.

10. Select '**Full or Part Time**' from the drop-down menu.

11. Review '**Shifts/Period'.** If applicable, indicate hours per week, specific shifts, 10-month appointments, or any other variation deemed important. This information may also be included in the announcement text.

12. The '**Duration of Announcement**' is a reminder of required posting periods based on the position type. Exceptions must be approved by the HRAI (HRAI@uidaho.edu). The minimum posting period for a faculty position is 4 weeks, except for the title "Lecturer", which is 2 weeks.

13. Specify the **‘Proposed Opening Date’** from the drop down menu. This date will be revised by Employment Services to reflect the date the position is actually posted to the web.

14. Identify the ‘**Proposed Closing Date’** (subject to review). Tenure track and temporary faculty positions are required to be open 4 weeks. HRAI approval is required to abbreviate an announcement’s duration. If you wish to advertise an open-ended closing date, leave this field blank and the vacancy announcement will reflect ‘open until further notice’. However, an initial application review date needs to be included in the vacancy announcement referencing the minimum recruitment period (ex.: Application review will begin August 15, 2008 and continue until a suitable applicant pool is identified).

15. Click ‘**Contingent Upon Funding’** if the position is temporarily funded (soft money).

16. Select the desired application materials required from each applicant. The following list includes the default selections. If your desired application materials are not listed, please include a note in the notes/misc. section of the announcement indicating the materials you would like the applicants to complete. Additional materials commonly requested for faculty searches include curriculum vitae, letter application, graduate transcripts, teaching philosophy, etc.

    Default Selections:
    - **‘Resume Requested’**
    - **‘Letter of Qualification’**
    - **‘References Requested’ -** If you require letters of reference, specify in the Notes field.
    - **‘Questionnaire Requested’** Should you have a specific questionnaire you would like applicants to complete, please add it to required documents and it will be attached to the vacancy announcement for applicants to complete.

17. Choose **‘Announcement Type**’ by using the drop-down menu. C**hoosing *‘Open to University of Idaho Employees Only’* requires prior HRAI approval.** If approval has been granted, include a copy of the approval in required documents.

18. Click **‘Update’** to save your work.

19. Go to the **‘Announcement Text’** section and copy and paste from the approved position description the following:

    - Responsibilities
    - Minimum qualifications
    - Desirable qualifications
    - Search committee chair and contact information.
    - Any additional information relating to the application procedures
    - Departmental information/website address
    - Marketing Information

Visit www.uidaho.edu/humanresources, Current Openings/Faculty for examples of other faculty openings.

18. Scroll down and add a new note in the **'Notes/Misc'** to include any additional information which may be pertinent to your position and document if the PAF has been approved and forwarded to the budget office and AAC.

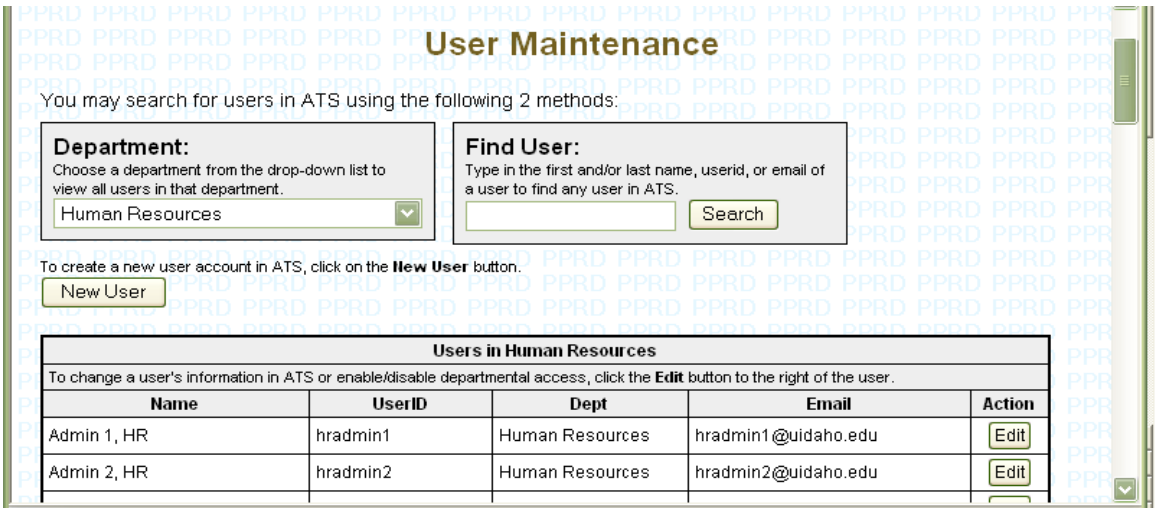
19. Click **'Update'** to save.

20. **IMPORTANT:** View and proofread the announcement the way applicants will see it online by selecting **'Announcement Draft',** located above Announcement Details. The announcement draft is created through the announcement details section and the announcement text. These tables merge together to create your announcement draft.

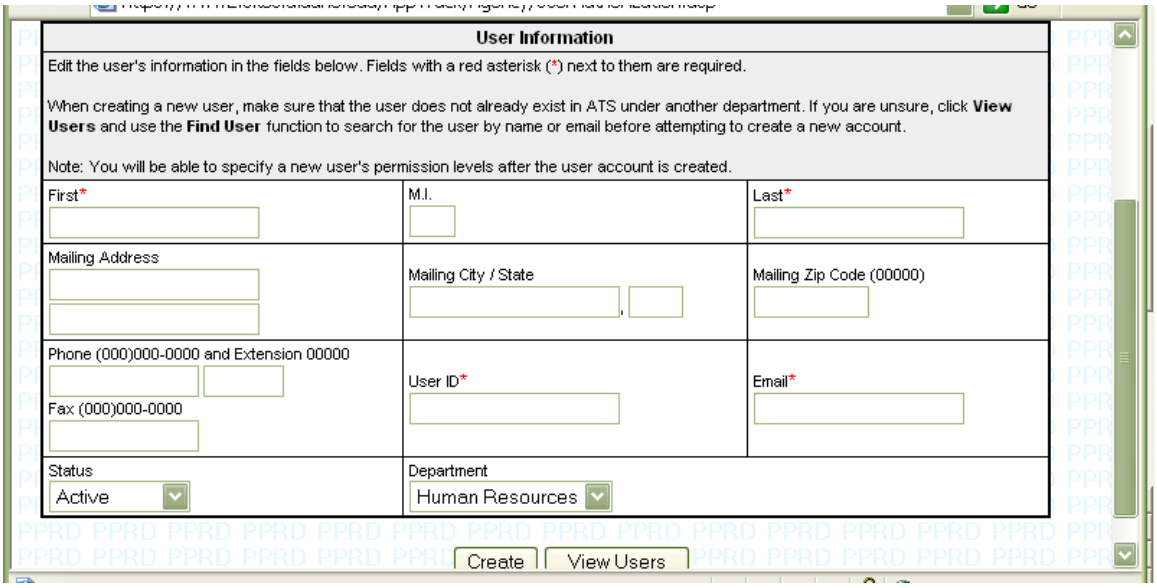
Search For or Add a User:

1. Login to ATS by visiting the Human Resources website at www.uidaho.edu/humanresources and clicking on **'Departmental Log-In'**.

2. As a Search Chair/Designee you will only add or authorize those that will be serving on a search committee. You will need to search **'Users'** for each person you would like to authorize for your search to see if this person is already a user in the ATS system. All users will only have ONE user account but can be assigned to different jobs using that one account. You can search by department to see a grouping of people in that department or by typing their name or email address in the **'Find User'** area—see screen shot below. A user may not show up under their department if they were added by another department as a user, as such your best results will come from the **'Find User'** function. If there is a listing for the person, you do not need to add them as a user to assign them to a search. If they do not show up in the **'Find User'** search, you will need to add them.

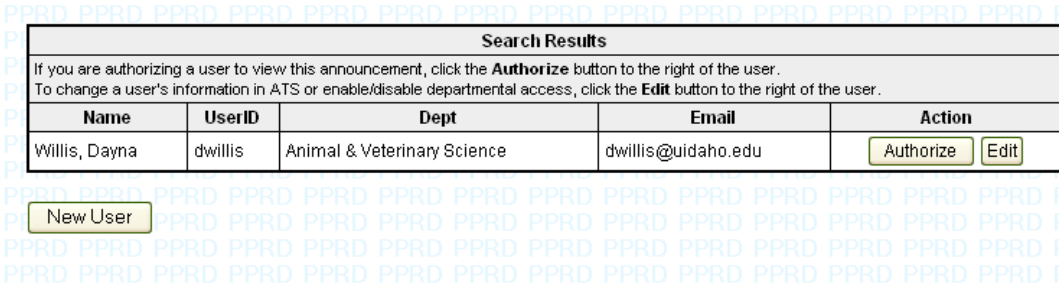


3. To add/create a new user account, click on the **'New User'** button. This brings you to the **'Create User'** area. Complete the requested information—see following screen shot:

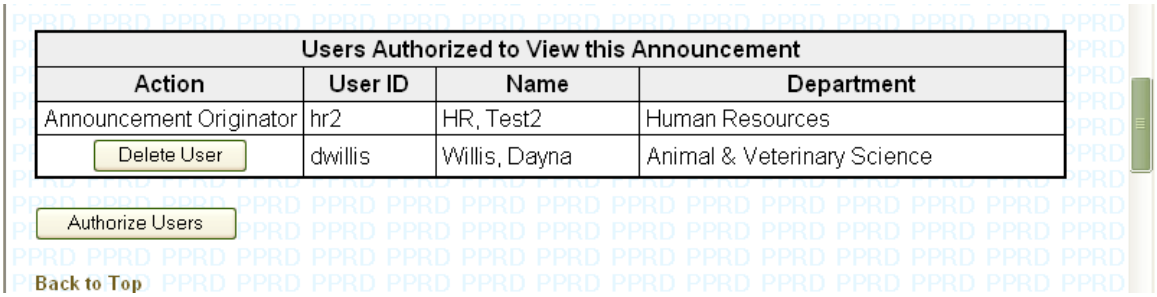


Authorizing a User for Your Announcement:

1. Go through the steps you normally would to create an announcement. Once you have clicked on the **'Create'** button in the announcement then click on **'Authorize Users'** which will bring you to the **'User Maintenance'** page. Search **'Find User'** to bring up the person's name, then click **'Authorize'** to the right of their name and they will be added to your search.



2. If you have authorized a user to your search by mistake or need to remove them just click **'Delete'** to the left of their name—see screen shot below.



Requesting Approval to Recruit

To request approval of your announcement, select **'Request AA Coordinator Approval'.**

1. If your announcement is returned for correction, you will receive an e-mail message from employment@uidaho.edu notifying you that your request to recruit has been returned. The returned announcement will be in your **'Tasks'** menu or you may access it through the **'Announcements'** menu under **'Announcements Returned'**. Click on the announcement and read the **'Notes/Misc.'** area for who returned the announcement and the reasons it was returned. Make the requested changes, document your actions/date/contact information and resubmit for approval.

2. When approved by the HRAI and posted by ES, you may view the announcement on the HR website by visiting www.uidaho.edu/humanresources and choosing Job Seekers and then Faculty. Please note that an e-mail notification is not sent when announcements are posted to the Human Resources website.

Preliminary Screening (Pass/Fail on Minimum Qualifications)

When the search closes, Employment Services will mark the applications as "ready for review". The search coordinator and/or search committee manually enters the names of applicants submitting paper applications. Note: The names of the applicants submitting paper applications may be manually entered into ATS prior to and after the position closes. ***If an applicant submits a paper application, a required application disclosure statement and affirmative action form MUST be forwarded onto the applicant.*** These forms are located on the Human Resources website under forms/files at www.hr.uidaho.edu.

The search coordinator and/or committee conduct the preliminary screening based upon the minimum qualifications of the position using the pre-approved preliminary screening form. The search coordinator passes those applicants meeting minimum qualifications and fails those applicants who do not meet ALL of the minimum qualifications and provides job-related reasons in the screening notes (e.g., does not possess PhD in related field and does not demonstrate a strong record of publications/scholarship) If an applicant does not meet each minimum qualification, their application must be considered as "failed".

1. Log in to http://www.webs.uidaho.edu/AppTrack/agency/login.asp or refer to step 2 below if are already logged into ATS.

2. Click on the **'Tasks'** menu and scroll to **'Applications Ready for Review'.**

3. Click on the announcement for which you wish to review applications.

4. Using the navigation menu, select **'Applicants who Applied Online'** and click on the applicant's name to view his or her online application. The names of the applicants submitting paper applications will need to be manually entered in this section.

   Paper applications cannot be scanned into ATS and a paper copy will need to be kept on file and made available to Human Resources or the Office of Human Rights Access and Inclusionr upon request. Paper copies will need to be distributed to each committee member. **VIP:** An Affirmative Action form and a Required Application Disclosure Statement are required to be sent to each applicant submitting paper materials. These forms are available under forms/files on the Human Resources website at www.hr.uidaho.edu.

5. The search committee and/or the search coordinator will use the pre-approved preliminary screening form to screen/rank all applicants on the minimum qualifications and identify if they Pass or Fail. When failing an applicant, at least one minimum qualification the applicant did not meet must be entered in the screening notes. It is helpful to simply quote the minimum qualification not met as stated on the vacancy announcement. Select **update failed applicants** (located below the failed application section) to save screening notes for failed applicants.

6. If your committee does not find a suitable number of qualified candidates to interview, you may select **'Request to Extend Search'**. This will send a request through the queues to extend the search. Your reasons for extending the search should be documented in the **'Notes/Misc.'** table and specify the date in which the announcement is to be extended. Once approved, the announcement will be reposted and additional applications may be accepted.

7. Please contact Human Resources should you wish to cancel a search and document the reason(s) for canceling in the **'Notes/Misc.'** area. Once the search has been cancelled it cannot be re-opened.

Intermediate Screening/Selecting Interview Candidates
(Screening and Interview Notes)

The search committee chair or designee enters job-related and comparative reasons into ATS explaining why the search committee will (or will not) interview the applicants.

1. Log in to http://www.webs.uidaho.edu/AppTrack/agency/login.asp or refer to step 4 below if you are already logged in and at the 'Screened Applicants' area.

2. Click on the **'Tasks'** menu and navigate to **'Applications Ready for Review'.**

3. Click on the announcement for which you are requesting permission to interview.

4. Using the completed screening/ranking forms and notes from the committee, document in **'Screening Notes'** the results of the committee's evaluation. The reasons should be tied to the qualifications listed in the position description and include comparative language that justifies the order of the rankings (e.g., "possesses a strong scholarly record, demonstrates excellence in teaching and has the ability to obtain external funding" as compared to another candidate who has "weak publication records, does not demonstrate ability to obtain external funding, poor written communications skills").

5. Under **'Interview Notes'** from the drop down menu select
   - Y (Yes = interview)
   - N (No = decline to interview)
   - R (Reserve = reserve the right to interview).

Interview Candidates:
Approval to interview by Employment Services includes both telephone and on-campus interviews. If a candidate is not selected for offer after the interview, the reasons are to be included in offer notes.

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Dean and Vice President's approval for on-campus interviews required: Prior to inviting candidates to campus (tenure track positions only) **APPROVAL MUST** be obtained from your Dean and/or Vice President's office. A copy of each of the finalist's vitae should accompany the request for approval.

Reserve Candidates: When reserving candidates for interview it is suggested they either be ranked and/or put into a tiered status if the committee isn't going to interview all reserve candidates. This will allow the committee to immediately move directly to the reserve pool without requesting prior approval from Employment Services. If the entire pool of reserve candidates is not selected for interview and they are not ranked and/or placed in a tiered status, contact Employment Services for further approval.

No to Interview: Once the committee has determined a candidate is not acceptable for interview, the committee may not go back and interview the candidate. If there is any doubt in the committee's mind, they should put the candidate on the reserve list.

6. Click **'Update Applicant'** to save **BEFORE** requesting permission to interview.

7. Click the **'Request Permission to Interview Button'.** Your request to interview will be routed to your Affirmative Action Coordinator, the Office of Human Rights Access and Inclusionr and then to Human Resources for final approval. You will receive an e-mail notification from employment@uidaho.edu notifying you when approved and/or if returned for clarification.

8. Refer to your **'Tasks'** menu for updates on your search. If your request has been returned for correction, it will appear in **'Interview Requests Returned'** . View the announcement and reference the **'Notes/Misc.'** area for reasons it was returned and proceed accordingly. If your **'Tasks'** menu shows the announcement under **'Interview Requests Approved'** then proceed with scheduling and conducting interviews. You will receive an e-mail notification that interviews have been approved.

Selecting Finalists

(Offer Notes)

The search committee chair or designee must enter job-related reasons into ATS explaining why the search committee would like to offer the position to the selected candidate(s).

1. Log into ATS or refer to step 2 if you are already logged into ATS.

2. Click **'Yes'** or **'No'** by each candidate's name to indicate your intent to offer. If you wish to reserve a candidate for further consideration, do not select yes or no from the drop-down menu. Instead, include the text **RESERVE** and indicate that the committee is reserving the right to re-evaluate the candidate in the event the finalist(s) declines. If you do reconsider the reserve candidate(s), contact Employment Services for further instructions.

3. Using the search committee's documented comments from the interviews, complete the **'Offer Notes'** area with job-related and comparative reasons supporting EACH candidate's status.

4. Type 1st, 2nd, 3rd, etc., by each **'Yes'** candidate in the **'Rank'** area to indicate the order in which the position will be offered. If the first candidate declines, the committee may then offer to the next ranked candidate without obtaining further approval.

5. Scroll down and click **'Update' Screened Applicants.**

6. Scroll down and click **'Request Permission to Offer'.** Be sure you have updated your notes prior to clicking this button. Otherwise, your notes will not be saved.

7. If your committee does not find a suitable candidate, please document your reasons for extending the search in the **'Notes/Misc.'** area. You may then click the **'Request to Extend Search'** button. This will send a request along the queue to extend the search. Once approved, the announcement will be reposted with a new closing date and additional applications may be received. Please include any additional advertising to be placed and/or contact Employment Services for suggestions.

8. Contact Human Resources should you wish to **'Cancel'** a search and document the reason(s) for canceling in the **'Notes/Misc.'** area. Once the search has been cancelled it cannot be re-opened or extended without further consultation from Employment Services.

9. Refer to your **'Tasks'** menu to see if your request has been returned for correction in the **'Offer Requests Returned'** area. If so, click on the announcement and read the **'Notes/Misc.'** area for reasons it was returned and proceed accordingly. If the **'Tasks'** menu shows the announcement under **'Offer Requests Approved by HR'** then proceed with calling the candidate and offering the position. You will receive an e-mail notification when your request to offer has been approved.

Sending Offer Letter, Agreements and Notifying Unsuccessful Candidates

The hiring authority is responsible for sending a letter of offer and related agreements to the successful candidate accepting the position. The search chair/designee is responsible for notifying all unsuccessful candidates. Applicants may be notified via mail or e-mail. Following is a list of sample letters and agreements that can be found on the Human Resources website at www.uidaho.edu/humanresources.

- **Faculty offer letter**
- **Salary agreement**
- **Employment Agreement concerning Patents/Copyrights (if required)**
- **Rejection letter**

Glossary of Menu Screens

TASKS Screen:

- **New Announcement Drafts:** These are jobs within your department for which the announcement has been started, but not yet submitted to your AA Coordinator for approval. You must 'Process Announcement' for the status to change from 'draft' to 'requested' so the AA Coordinator may approve the announcement and forward to the HRAI for approval and to Employment Services for posting.
- **Announcements Returned:** These are announcements submitted for approval and returned for correction from one of the following queues: AA Coordinator, HRAI or Employment Services. Comments pertaining to the items requiring correction will be entered under Notes/Misc just below the Announcement Text. Please respond in the notes section with the corrective action taken.
- **Applications Ready for Review:** Applications will be marked "Ready for Review" by Employment Services after the closing date. All online applications received (both started and complete) will be available for screening. Names of applicants submitting paper applications will need to be entered in this screen.
- **Interview Requests Returned:** The request to interview has been returned for correction from one of the following: AA Coordinator or the HRAI. Comments pertaining to the items requiring correction will be entered under Notes/Misc. just below the Announcement Text. Please respond in the notes section with the corrective action taken.
- **Interview Requests Approved:** The AA Coordinator and the HRAI reviews reasons listed for the list of applicants to be interviewed and approve the request.
- **Offer Requests Returned:** The request to offer has been returned for correction from one of the following: AA Coordinator or HRAI. Comments pertaining to the items requiring correction/clarification will be entered under Notes/Misc just below the Announcement Text. Please respond in the notes section with the corrective action taken.
- **Offer Requests Approved:** The AA Coordinator and the HRAI reviews reasons listed for the list of applicants to be interviewed and approve the request.

USERS Screen:

- Shows users within the department and their email address. This level may add and delete search committee members and email users.

CHANGE PASSWORD Screen:

- Allows user to change their password.

ANNOUNCEMENTS Screen:

- **All Active Announcements:** These are current announcements within the Department displaying the announcement's queue status from draft form through completion.

  Definition of terms within the announcement:
  -Announcement: Shows the job title and an automatically generated job number. When you click on the generated number you will be taken to the job announcement.

-Queue: The virtual location of where the announcement is located and waiting for action. Includes Closed, Posted, Approved by HRAI, Returned by AA Coordinator, etc. Each queue is color coded for ease of use. The color code bar is located at the top of the announcements screen (white = Search Coordinator, blue = AA Coordinator, pink = Office of Human Rights Access and Inclusionr, green = Employment Services)

-Open/Close Date: The date the position was posted and the closing date

-Number of Completed Applications: The number of completed applications received electronically to date.

- **All Completed Searches:** These are searches for the Department that have been completed and closed by the AA Coordinator. No further action is required.
- **All Cancelled Searches:** These are searches that have been cancelled after the hiring process had begun.

SIGN OUT Screen: Sign out to properly close session.

Glossary of Terms

Term	Definition
Affirmative Action Coordinator (AAC)	Each responsibility center has an affirmative action coordinator. The coordinators are trained to (a) explain affirmative action requirements to members of screening committees and others who express interest or concern, (b) help screening committees develop the required documentation for recruitment and screening procedures, and (c) brief Employment Services, as appropriate, on issues that arise during the search process related to affirmative action and equal opportunity employment. (FSH 3065, B-5)
Announcements	Lists all the job vacancy announcements for your department.
ATS DEPT LEVELS: • **Search Committee Member**	This level may view created announcements, view and email ATS users within the department, and view approved hiring lists. Search Committee Members are this level.
• **Search Committee Chair**	This level may create and view announcements, view and email ATS users within the department, and add/delete level 1 search committee members or designees.
• **Affirmative Action Coordinator**	This level may create, view, and approve announcements, email ATS users or change/delete ATS user levels within the department, view hiring lists, and view comments at Interview and Offer stages. Affirmative Action Coordinators are this level.
Hiring list (HL)	This is a list of qualified applicants who meet minimum qualifications. After the hiring list has been approved by Employment Services, the application materials are ready to be viewed electronically in ATS. Those not received electronically in ATS need to be copied and reviewed by the committee and the names only will be added to the list of applicants.
Office of Human Rights Access and Inclusionr (HRAI)	Office of Human Rights Access and Inclusionr, reports directly to the President of the University of Idaho. This position is responsible for all ensuring affirmative action guidelines are followed and that a diverse pool of applicants was sought.
UI Only	This is a search that is open to current University of Idaho employees only. Requires approval from Office of Human Rights Access and Inclusionr, Andy Neukranz-Butler. anbutler@uidaho.edu
Open Competitive	This is a search that is open to all applicants and is publicly advertised for an appropriate time period to allow applicants equal opportunity to apply.
Required Documents	The documents section, located in the announcement screen below the job title must contain the committee members, interview questions, advertising requests/information and screening form. These documents must be listed individually.

Glossary of Terms Continued

Search Coordinator/ Search Chair	The chair of every search committee should be familiar with the Affirmative Action and Equal Employment Opportunity requirements of the University of Idaho and consult with Employment Services for assistance with how to conduct a search that maximizes the potential for attracting a diverse pool of applicants. The search coordinator/ search chair retains all hiring records, including job advertisements, applications and resumes, selection forms, minutes of meetings in which applicant's qualifications are discussed, letters of reference, and interview notes for five years from date of hire or cancelled search. (FSH 3085, A-1)(FSH 3065, C-3)
Sign Out	Exit the ATS system.
Tasks	The Tasks screen shows the 'to do' list for your level. These are items that require action by appropriate department level.
Update	Allows the information to be saved. It will be necessary to click the update key any time a change has been made to the announcement.
Users	Authorized users for your department. Affirmative Action coordinators add/delete/change user access within their responsibility center. Level 2 Search Committee Chairs or designees may add/delete level 1 users (committee members).

Frequently Asked Questions

Q: Who gives me access to the Applicant Tracking System?
A: Employment Services gives access to Affirmative Action Coordinators (AA Coordinators). The AA Coordinators give access to departmental users. The chair or designee can give access to the committee members for their searches.

Q: What are the responsibilities of the Search Committee Chair?
A: The chair of every search committee should be familiar with the Affirmative Action and Equal Employment Opportunity requirements of the University of Idaho and be the person in contact with Employment Services regarding all search matters. The search committee chair retains all hiring records, including job advertisements, applications and resumes, selection forms, minutes of meetings in which applicant's qualifications are discussed, letters of reference, and interview notes for a recommended five years from date of hire or cancelled search. (FSH 3085, A-1)(FSH 3065, C-3)

Q: What do I do if I forget my password?
A: Click on "Forgot your password?"

Q: How do I let you know where and when I would like to advertise my position?
A: The "Required Documents" section at the top left of the Announcement form is where you will include the newspapers, publications, websites, dates we should advertise, ad copy, and your departmental budget number to charge for the ads. Note: If requested, Employment Services will create the ad copy and facilitate all advertising at no additional cost.

Q: How do I submit my Screening Form and Interview Questions?
A: The "Required Documents" section at the top left of the Announcement form is where you will include your screening form and interview questions. Each will have a separate page; you may copy and paste into these areas.

Q: What do I do if I want to shorten the recruitment period for my job posting?
A: To request a shortened recruitment period, please send a request to the Office of Human Rights Access and Inclusion, justifying why the shortened period is being requested at HRAI@uidaho.edu or 885-4212.

Q: How do I post my position open to current University of Idaho employees only?
A: To request a search to be open to current University of Idaho employees only, please send a request to the Office of Human Rights Access and Inclusion, justifying why the position should be open to current University of Idaho employees only at HRAI@uidaho.edu or 885-4212.

Q: What do I do if I would like to extend the search? How do I extend the search?
A: Searches may be extended after the position closes, but prior to an offer being made. Appropriate times to request an extension are after the screening of applications and after interviews are conducted. If the search needs to be extended after an offer has been made and declined, please contact Employment Services for instructions.

To extend the search:

1. Log into Applicant Tracking System
2. Go to Tasks menu, Applications Ready for Review, click on job title
3. In Notes section, indicate the length of time the search is to be extended
4. Click Request an Extended Search to process request

Frequently Asked Questions Continued

Q: How long must the search be extended?
A: Searches must be extended for a minimum of 1 business day. There is no maximum period.

Q: Am I required to re-advertise in papers when a search is extended?
A: Depending on the circumstances, you may be required to re-advertise when a search is extended. Employment Services can assist you in making this determination.

Q: Is the Position Authorization Form (PAF) included in ATS?
A: The PAF is currently not included in ATS. A copy does need to be provided to your affirmative action coordinator and it is recommended that a note be included in the notes/misc. section of the announcement to this effect.