



Hootie's Employee Recruitment, Onboarding, & Exiting System (HEROES)

Position Descriptions, Postings, and Hiring Proposals

Department User Guide

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Introduction

Welcome to Oregon Tech's HEROES software. The system has been implemented in order to improve and digitize tasks involved in the position management, recruitment, employment applications, hiring, onboarding, and exiting processes.

Tasks Available in HEROES*:

- Create new position descriptions
- View and modify existing position descriptions
- View pending position requests
- Initiate and view postings
- View and print application materials
- Approve position, recruitment, and hiring actions
- Obtain budgetary approval on position, recruitment, and hiring actions

*dependent upon assigned role and department

Best Web Browsers to Use

HEROES, hosted by PeopleAdmin, is designed to run in a web browser over the Internet. The system works best in Chrome but supports browser versions of Firefox current (auto update), Internet Explorer 8, 9, 10 and Safari 6.0.

The site also requires users to have Adobe Acrobat Reader installed. Please contact Information Technology Services (ITS) at 541.885.1470 for assistance if you do not already have this software.

Security of Information / Applicant Data

To ensure the security of the data provided by applicants, the system will automatically log users out after 3 hours of no activity. However, anytime a user leaves their computer it is strongly recommend that they save any work in progress and log out of the system by clicking on the Logout link located in the top right hand corner of the screen.

System Questions

User guides and quick reference documents related to HEREOS are located on the [Human Resources Systems](#) page.

Users are also welcome to contact the Office of Human Resources for assistance:

541.885.1120
oithr@oit.edu

User Expectations

Users of Oregon Tech's HEROES may have access to information related to applicants, current employees, and current employee position information. Users are responsible for respecting the confidentiality of information accessed via computer information systems and understand that this information is to be used only for official university purposes.

Users shall not provide or release this information to any individual or organization except for the sole purpose of conducting university business within the requirements of their position. Users understand that they will use this system in accordance with university policies and understand that any misuse or inappropriate disclosure of such information could result in termination of employment or other disciplinary actions.

Users are responsible for safeguarding HEROES login credentials. Users will not share credentials with others and are expected to store credentials in a secure location. Information Technology Services should be contacted immediately if there is any suspicion that credentials have been compromised.

Logging Into HEROES

1. Log in to [TECHweb](#).
2. Click on the Faculty/Staff link.
3. Click on the Human Resources menu item.
4. Click on the HEROES menu item.

You may be prompted to enter your Oregon Tech username and password again. If you are, please do so.

If you are directed to a screen with a black background, click on the link titled SSO Authentication located under the Log In button. This will redirect you to an Oregon Tech login portal. A quick reference for troubleshooting this is located on the [Human Resources Systems](#) page.

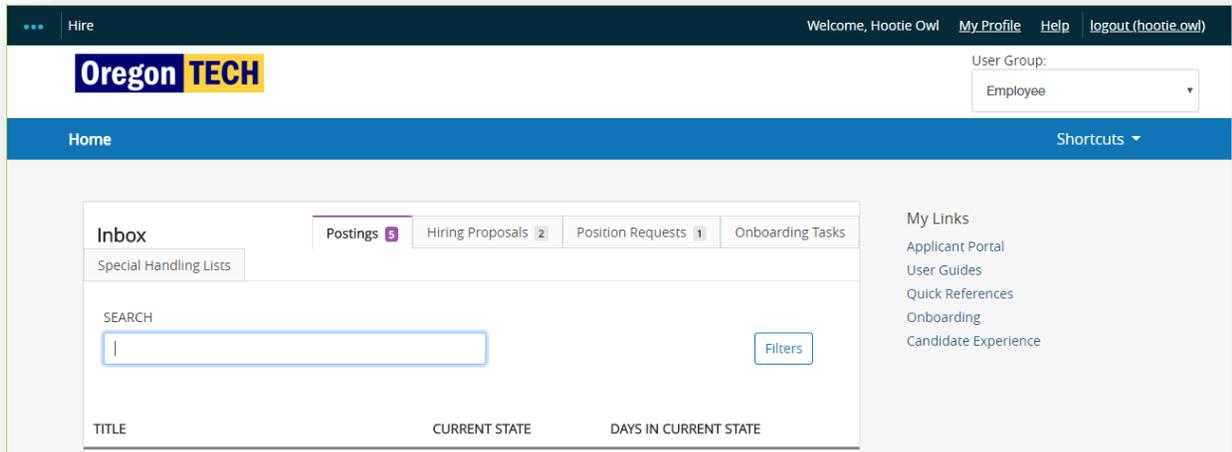
If you experience any issues with the login, please call 541.885.1120.

HEROES Navigation Essentials & System Terminology

Key system terms are bolded.

The Home Page

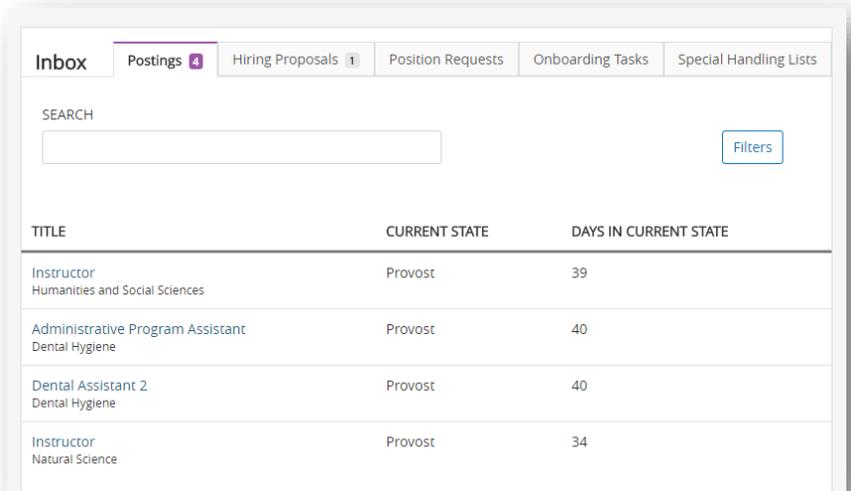
This is the page you see when you log in.



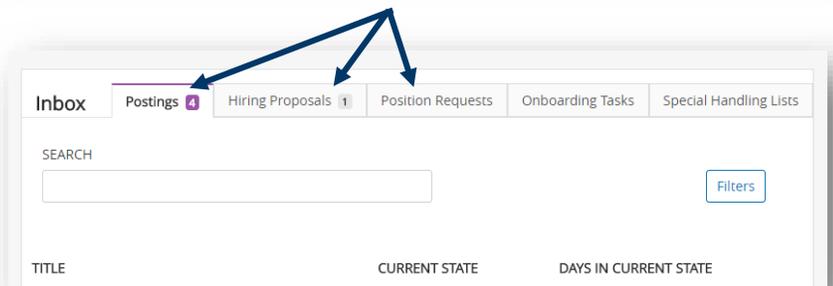
It presents a dashboard that provides access to:

Summary views of your Inbox and Watch List.

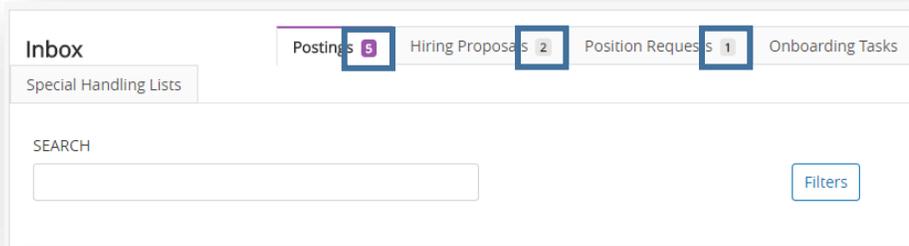
The **Inbox** presents within the system that are in your queue. These tasks include all items that you are authorized to act on.



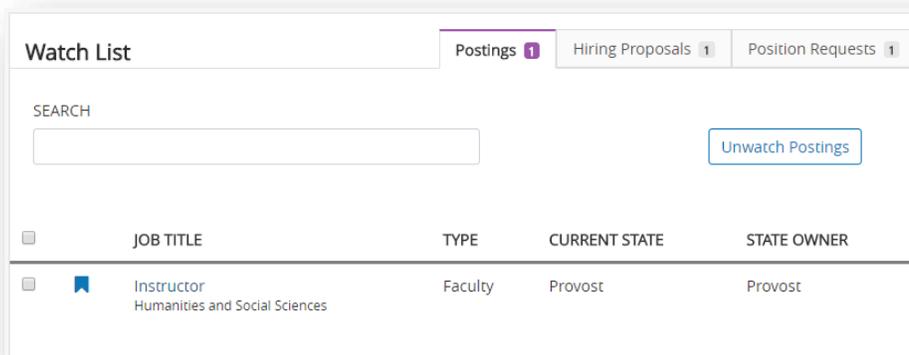
- Navigate between the three main Inbox tabs by clicking on the tab names.



- The number next to each tab title indicates how many items are active within the specific workflow for your department.

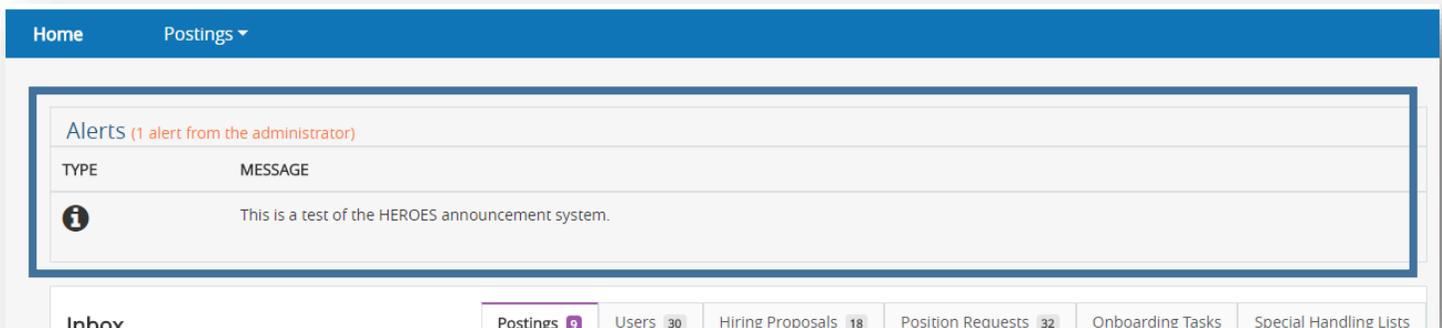


- The **Watch List** allows you to follow the progress of items for your department. The Watch List shows you where items are in the workflow. Items are automatically removed from your Watch List when they are completed or canceled



Alerts and Other Announcements

If there are any active **alerts** or **announcements** about HE, they will appear above the Inbox.



My Links

- **My Links** are set up by Oregon Tech HR and take you to Oregon Tech web pages that you may need to reference.



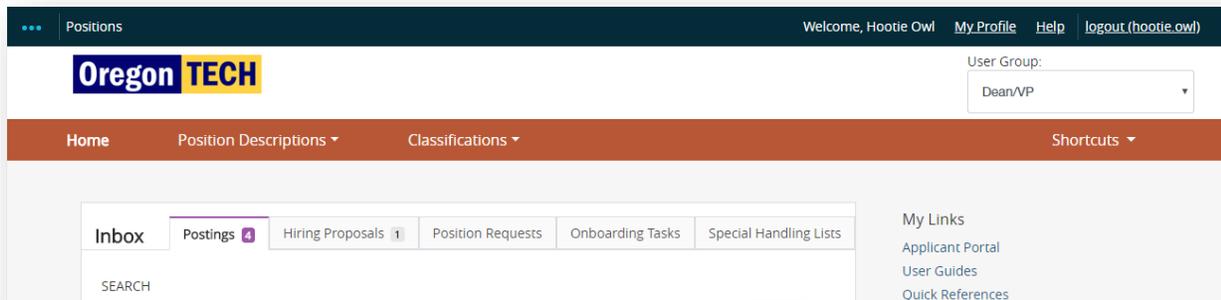
Modules

Modules are functional areas. HEROES is broken up into three modules:

- Positions (this is where position descriptions are housed)
- Hire (this is where recruitments are housed)
- Onboard (this is for new employee paperwork, resources, etc.)

Positions Module (Orange banner)

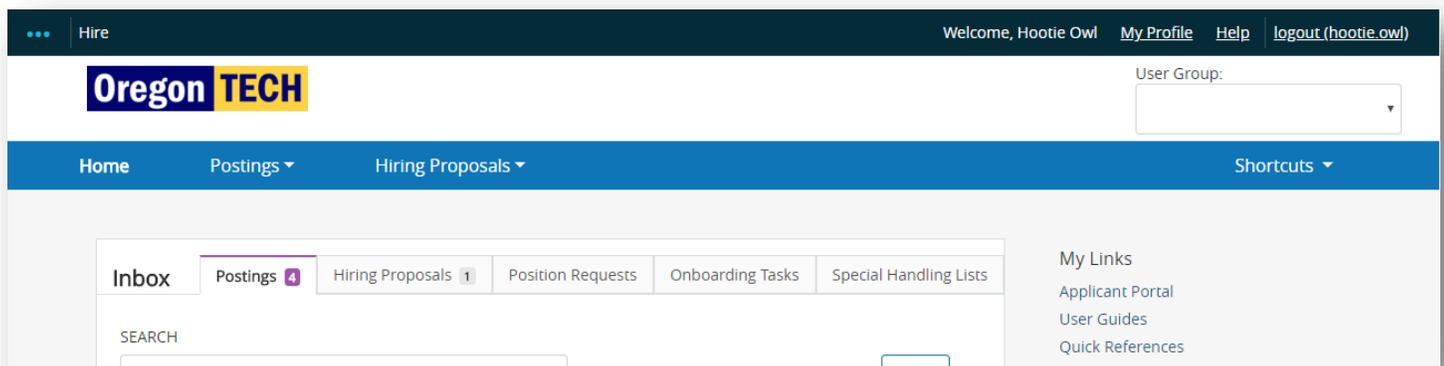
The **Positions module** gives the Department User or Department Head/Director role access to create new position descriptions and to view and/or modify existing position descriptions.



The initiation of a new position or modifying a current position creates a position request. A **position request** is the mechanism that accomplishes these tasks. Position requests carry a new or modified position description through the approval queue.

Hire Module (Blue banner)

The **Hire module** gives a department user or department head/chair role access to create and view postings, to create and view hiring proposals, and to view applicants.

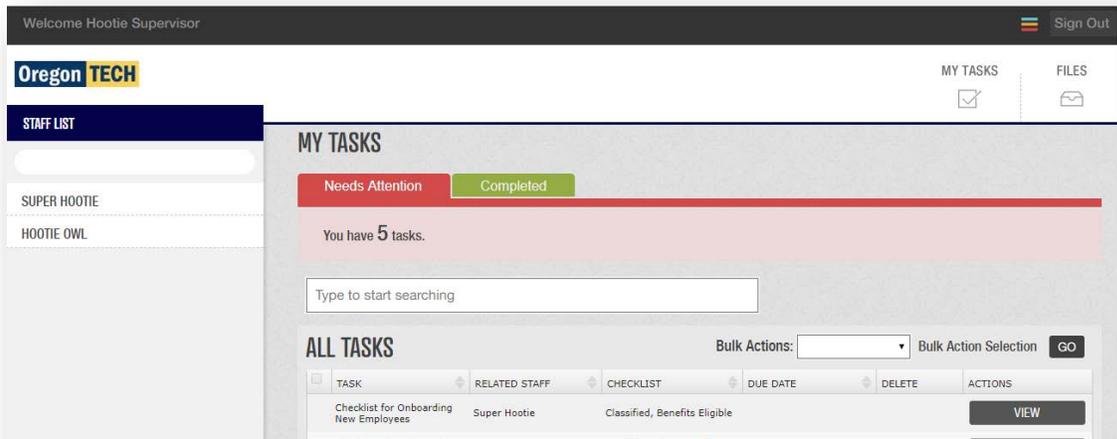


- **Postings** are announcements of job vacancies / job openings. Applicants apply to postings and HEROES gathers applications into one central location in the Hire module.
 - Postings are typically created from a position description once the position description has been finalized and approved.

- A **Hiring Proposal** carries an applicant and position information through the approval queue, connects a selected applicant to a position description, and connect a selected applicant the onboarding module.

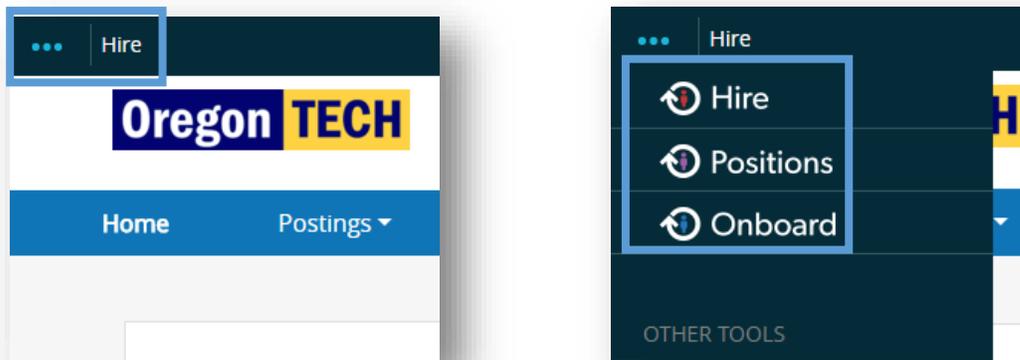
Onboard Module

The **Onboard module** is used to onboard new employees and provide hiring managers with resources to assist with onboarding new employees.



Switching Between Modules

If you accidentally navigate away from a module, *click on the ellipses (...)* and then click on **a module option**.



Roles

Roles are collections of permissions, not groups of people. The HEROES roles are described in the table below.

Depending on your position at Oregon Tech, you may have access to multiple roles. If you cannot access the area where you need to work, check your current role and change if necessary.

Access limits have been established for each role. Each role's access is dependent upon the role's general access AND based on the department to which a user is assigned.

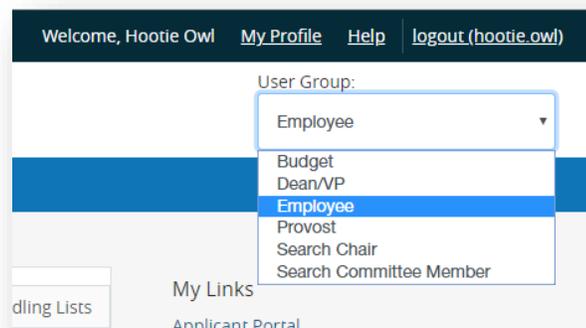
Role Definitions

Department User	The Department User role has access to items within their assigned department(s). The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department users are able to initiate new and view current postings and hiring proposals for their department.
Department Chair/Director	The Department Chair/Director role provides departmental approval on position, recruitment, and hiring actions for all positions within their department. The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department Chair/Director users are able to initiate new and view current postings and hiring proposals for their department.
Dean/VP	The Dean/VP role provides college/division approval on position, recruitment, and hiring actions for all positions within their college/division. Dean/VP users are able to view existing college/division position descriptions and pending position requests, postings, and hiring proposals.
Budget	The Budget role provides budgetary approval on position, recruitment, and hiring actions for all positions within their college/division. Budget users are able to view and approve pending position requests, postings, and hiring proposals.
Provost	The Provost role provides approvals on position, recruitment, and hiring actions for any position across the university as needed. The Provost role is able to view and approve pending position requests, postings, and hiring proposals.
Search Chair	Within an assigned search, the Search Chair role is able to view the recruitment's associated position description, view and print application materials, and change applicants' statuses and advance them to certain stages of the recruitment.
Search Members	Within an assigned search, the Search Committee Member role is able to view the recruitment's associated position description and view and print application materials.
President	The President role provides approval on position, recruitment, and hiring actions for all positions as needed. The President role is able to view and approve pending position requests, postings, and hiring proposals.
Human Resources	Has omnipotent access to all items across the university.
HR Admin	Has omnipotent access to all items across the university. Also has access to make changes to the HEROES system.

Switching Between Roles

To switch between roles, click on the role drop down list at the top right of your screen click on the role you need to use.

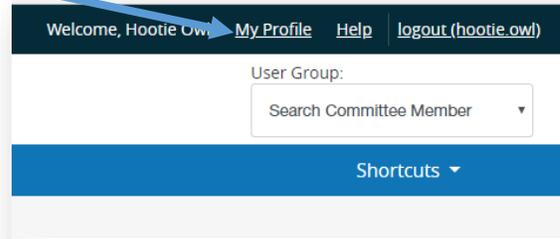
Your role list may be different than Hootie's in the screen shot above based on role(s) assigned to your position and your department(s).



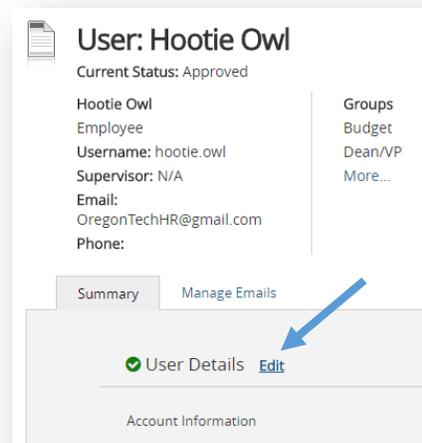
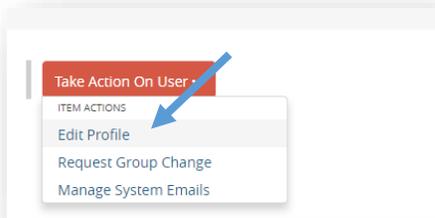
Setting Your Preferred Role and Module at Login

To set the system to default on log in to a particular role and/or module, follow these steps:

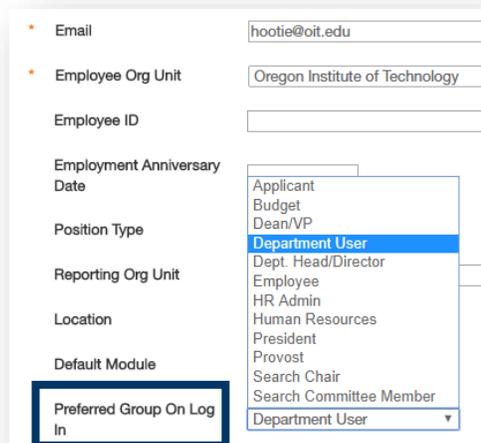
- Click on **My Profile** from the menu bar at the top of the screen.



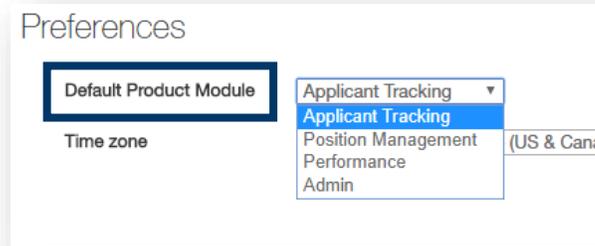
- Navigate to the **Take Action On User** button near the upper right corner and select **Edit Profile** OR click on **Edit** next to **User Details** in the tabbed section below the user information.



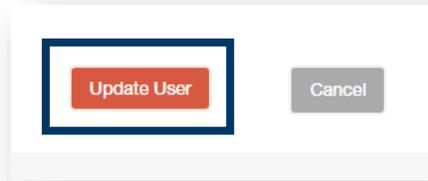
- Under Account Information, find **Preferred Group On Log In** and click on the dropdown to select the role you want to be logged into upon signing in.
 - Depending on your assigned role(s), your list may be different than Hootie's is in the screen shot below.



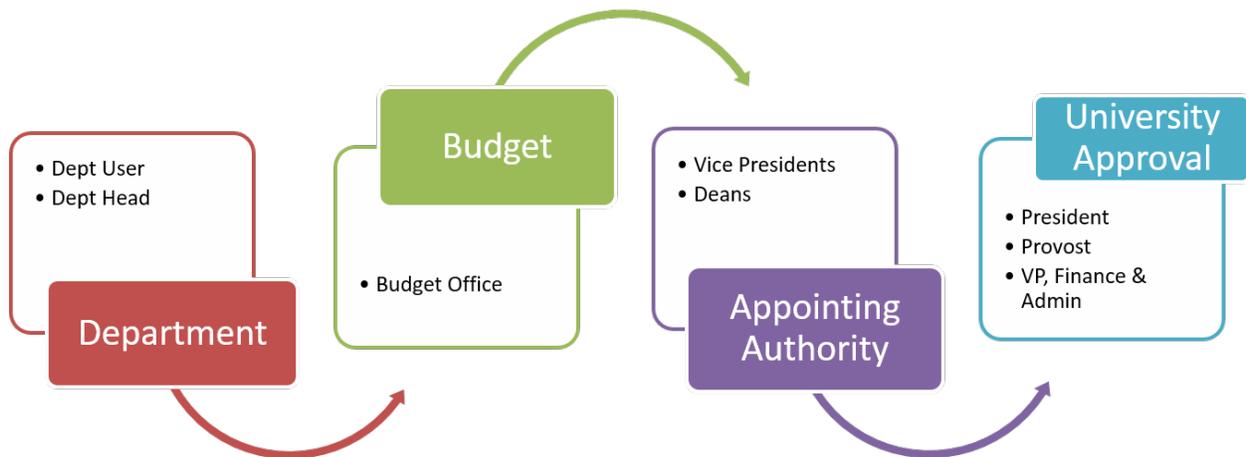
- Under Preferences, find **Default Product Module** and click on the dropdown to select the module you want to be automatically logged in to upon signing in.



- Click on **Update User** button on the right side of the screen (top and bottom of the page) to save the changes.



HEROES Workflow – for Position Descriptions, Postings, and Hiring Proposals



End of Section

Creating a New Position Description

Items with an * indicate that they will be visible to applicants once the position is posted at <https://jobs.oit.edu/>.

Initial Steps

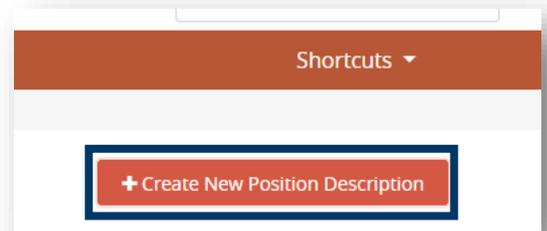
Make sure you are in the **Positions** module (orange).

Click on **Position Descriptions** and select **Staff** or **Faculty**, whichever position for which you need to start a position description.



**The "Position Requests" items are position description actions that have been completed OR are in progress.*

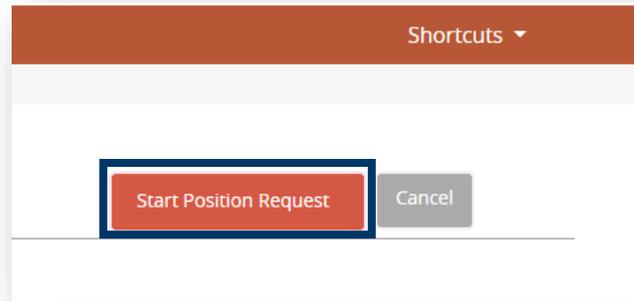
Click on the **+Create New Position Description** button in the upper right corner of the next screen.



On the next screen, enter the **Working Title**.

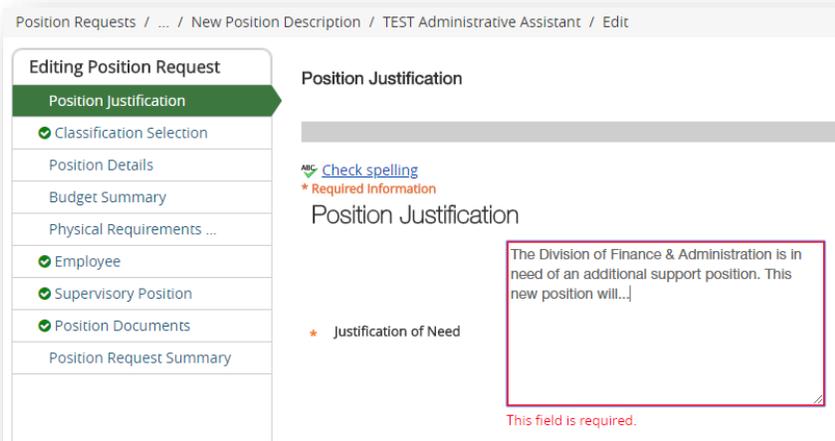
A screenshot of the 'New Position Description' form. The breadcrumb trail at the top reads 'Position Descriptions / Staff / New Position Description'. The form title is 'New Position Description'. Below the title, there is a instruction: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.' The form has three main sections: 'Working Title' with a text input field containing 'Office Specialist 2' (highlighted with a blue border), 'Organizational Unit' with a 'Division' dropdown menu set to 'President's Office', and 'Department' with a dropdown menu also set to 'President's Office'.

Then click on the **Start Position Request** button in the upper right corner.



Position Justification Page

Enter the **Position Justification**.



Click **Next** on the right side of your screen (buttons located on the right side of the screen at the top and bottom). This will save your work and advance you to the next section of the position request.

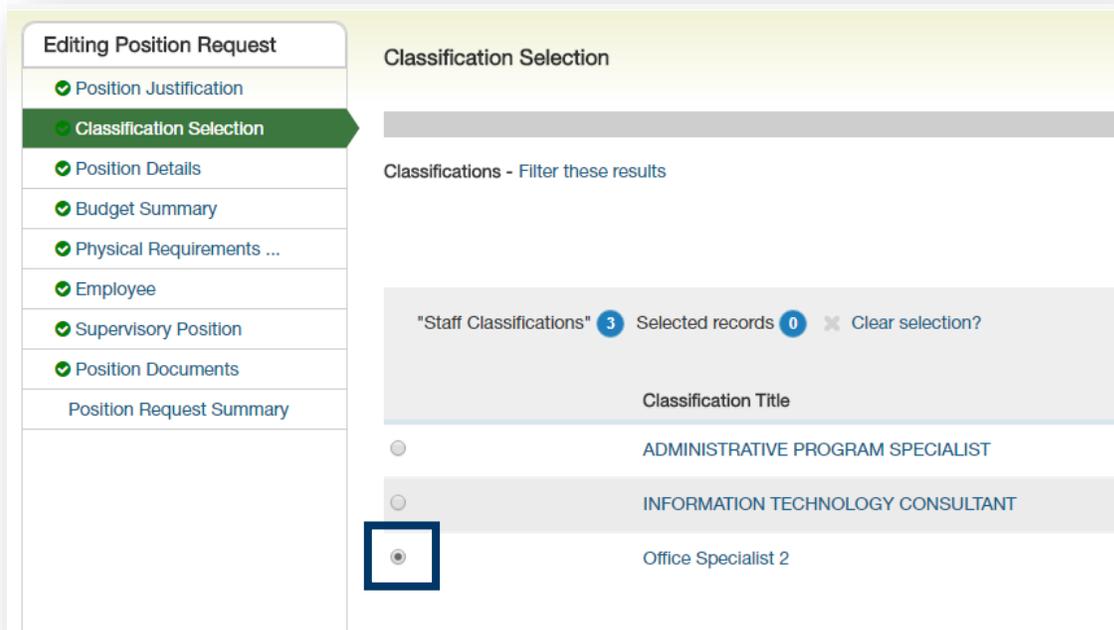


If you need to continue working on the current page but want to save your work, click the **Save** button (located adjacent to the Next button). When you are done working on the page, click **Next** to advance to the next section of the position request.

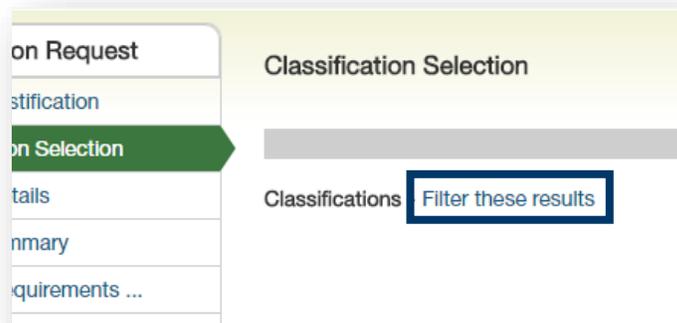
Classification Selection Page

Select the **Classification** for the position by clicking the radio button next to the Classification.

*If you do not know which Classification to select, click **Next** to advance to the next page without selecting a Classification Title. The Office of Human Resources will select the appropriate classification after reviewing.*



If the Classification is not readily available in the list on the screen, click on **Filter these results** to open the query function.



If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the position request.

Position Details Page

The first block of information, Classification Information, feeds over from the Classification you selected earlier.

The screenshot shows a web interface for editing a position request. On the left is a sidebar with a menu: 'Editing Position Request', 'Position Justification', 'Classification Selection', 'Position Details' (highlighted), 'Budget Summary', 'Physical Requirements ...', 'Employee', 'Supervisory Position', 'Position Documents', and 'Position Request Summary'. The main area is titled 'Position Details' and contains a 'Check spelling' link. Below that is the 'Classification Information' section, which lists the following details:

Classification Title	Office Specialist 2
Class Code	C0104
Job Family	
Position Type	Classified
Pay Range	
Min Salary	\$2,383
Mid Salary	\$2,921
Max Salary	\$3,458

Below the table is a 'Classification Summary' section with a paragraph of text: 'The Office Specialist 2 performs a wide range of office support, technical, and/or minor administrative duties. This is the third level in a three-level series. The Office Specialist 2 is distinguished from the Office Specialist 1 by the complexity of the assignments and the level of supervision. Duties at this level are performed independently and often involve the completion of varied and unassigned tasks. Assignments or technical functions may involve the use of numerous guides, instructions, regulations, and procedures.'

Fields that require completion are indicated with * and are highlighted with a red box. All fields in the screenshot below will be visible to applicants once the position is posted at <https://jobs.oit.edu/>.

The screenshot shows a 'Position Information' form. The fields and their values are:

- Working Title: TEST Administrative Assistant
- Position Number: (empty)
- College/Division: Finance and Administration
- Department: Finance and Administration
- Hiring Unit: Please select
- Work Location: Please select (highlighted in red, with 'This field is required.' below it)
- Position Terms/Mo: (empty, highlighted in red, with 'This field is required.' below it)
- Full/Part time: Please select (highlighted in red, with 'This field is required.' below it)
- Appointment FTE (%): (empty, highlighted in red, with 'This field is required.' below it)
- Exempt/Non-Exempt: (empty)
- Position Summary: (empty, highlighted in red, with 'This field is required.' below it)

***Classification Requirements** default in based on the classification selected. These are hard coded and cannot be changed.

Classification Requirements

- Two years of general clerical experience, one year of which included typing, word processing, or other experience generating documents; OR
- An Associate's degree in Office Occupations or Office Technology; OR
- Graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience.

College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.

Note: A job function may be considered MARGINAL if: the function is considered to be an incidental or small part of the job; or the function can be easily transferred to another employee.

***Complete the Additional Requirements and Preferred Qualifications fields.**

*** Additional Requirements**

This field is required.

Preferred Qualifications

In the **Job Duties** section, click on the **Add Job Duties Entry** button to begin adding duties.

- This section is NOT required for faculty positions.
- For staff position:
 - At least three sections are required.
 - Should have 5-7 sections as a best practice.
 - Must have an Other Duties as Assigned section at 5-10% that is noted as non-essential.
- Duties must total 100%.
- Percentages of time must be in increments of 5% and no less than 5%.

Job Duties

Job Duties: List the current job duties assigned to the position, in order of importance.

Please note: Percentages must add up to 100% (regardless of part-time status)

Job Function (Optional): The job function is an optional field and can be used to describe the job function. Use the job function "Administrative Support".

Add Job Duties Entry

Complete the blank fields in the new section.

Job Function (Optional): The job function is an optional field and can be used to describe "Administrative Support".

Job Function: Reception

Description of Job Function: Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions. Maintains security by following procedures; monitoring logbook; issuing visitor passes.

Essential: Yes

Percentage Of Time: 55
Enter a number with a maximum of 3 digits.

Remove Entry?

Add Job Duties Entry

To add another duty section, click on the **Add Job Duties Entry** button. Complete the step above for the next job function (job duty).

Repeat the **Add Job Duties Entry** steps until all of the functions of the position are added and fully described.

Need to remove a job function? Select the **Remove Entry?** button below the job function to be removed and then click the **Save** button.

Description of Job Function

Essential: No

Percentage Of Time: 15
Enter a number with a maximum of 3 digits.

Remove Entry?

Add Job Duties Entry

Save

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the position request.

[Budget Summary Page](#)

This section will be reviewed by the Budget Office and other approvers in the approval queue. Questions about information for these fields should be forwarded to the Budget Office.

Complete the **Maximum Amount Currently Budgeted for Position** field with the appropriate information.

The screenshot shows a web interface for a Budget Summary. At the top, there is a 'Check spelling' link. Below it is the title 'Budget Summary' and a blue button labeled 'Add Budget Summary Entry'. Underneath is the 'Budget Information' section, which contains a text input field labeled 'Maximum Amount Currently Budgeted for Position'. This field is highlighted with a blue border. Below it is another empty text input field.

Complete the **Department Comments** field with any information that may be helpful for the Dean/VP approver and/or Budget approver roles.

The screenshot shows a close-up of the 'Department Comments' field. It is a large, empty text area with a blue border. The label 'Department Comments' is positioned to the left of the text area. Above the text area, the word 'Position' is visible.

Click on the **Add Budget Summary Entry** button to add an index and its related information. Complete the blank fields.

The screenshot shows the 'Budget Summary' form with the following fields filled in:

Index	OIT123
Fund	000000
Org	111111
Account	10102
Amount	50,000
Prog	333333

At the bottom left, there is a checkbox labeled 'Remove Entry?' which is currently unchecked.

If there is more than one index for the position, click on the **Add Budget Summary Entry** button again to create a new record and complete the blank fields. Continue these steps until all indexes for the position have been added.

The Amount fields in each Budget Summary item should total to the amount indicated in the **Maximum Amount Currently Budgeted for Position** field under the Budget Information heading.

Need to remove a Budget Summary? Select the **Remove Entry?** button below the budget summary item to be removed and then click the **Save** button.

The screenshot shows a close-up of the 'Remove Entry?' button. The button is a blue rectangle with a white border and a checkmark icon. It is located below the 'Prog' field, which contains the value '333333'. Below the button is a blue button labeled 'Add Budget Summary Entry'.

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the position request.

Physical Requirements & Work Environment Page

Complete all applicable fields so the position’s working environment is accurately described.

The screenshot displays three overlapping panels from a web application:

- Working Environment(s)**: Includes a "Check spelling" link, a list of environment types (Athletic, Classroom, Clinical, Lab, Frequent Travel, Maintenance/Mechanical, Office, Outdoor, Other), and a text area for additional environments.
- Physical Requirement(s)**: A table for indicating the rate of various physical tasks. The table is as follows:

Physical Requirement	Rate
Stoop/Bend	Occasionally (1
Crouch	N/A
Crawl	N/A
Kneel	Occasionally (1
Twist	Occasionally (1
Climb	Occasionally (1
Balance	Occasionally (1
Reach	Occasionally (1
Grasp	Occasionally (1
Push/Pull	Occasionally (1
Finger Dexterity	Continuous (67
Sit	Continuous (67
Drive	N/A
- Other Physical Requirement(s)**: Includes dropdown menus for "Lift/Carry Frequently", "Push/Pull Frequently", "Extreme Temperatures", "Fumes/Odors/Mists/Dusts", "Confined Areas/Spaces", "Extreme Sounds/Noises/Vibrations", and "Potential Hazards Exposure".

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the position request.

Employee Page

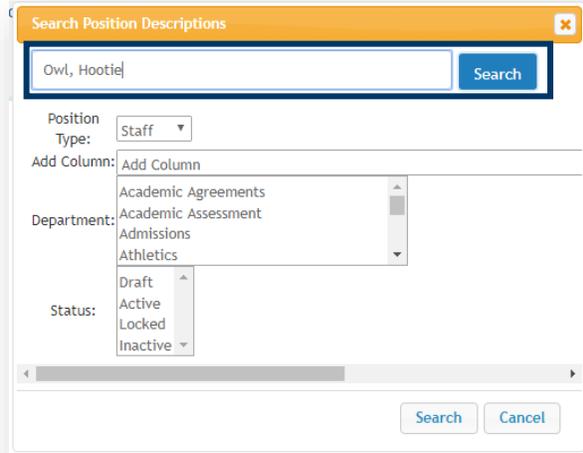
When creating a new position description, this section should have a statement that says “Position description is vacant.”.

This section allows a user to select an employee name to connect to the position description. Even though this is an option, **please do not select an employee to connect to the position**. If an employee needs to be directly placed into the position, Human Resources will complete the task of connecting the employee to the position.

The screenshot shows a section titled "Employee" with a red message: "This position description is vacant." Below the message is a link that says "Users - Filter these results".

Supervisor Page

The next section is the **Supervisor** information. To assign a supervisor to the position, click **Filter these results** and search for the supervisor.

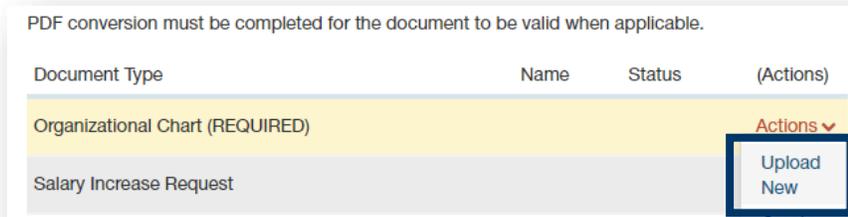


After you select the supervisor, click the **Next** button to advance to the next section of the position request.

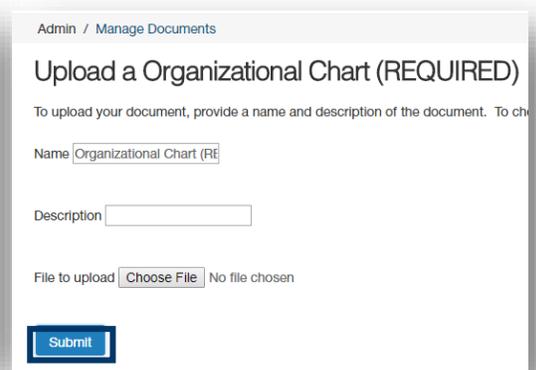
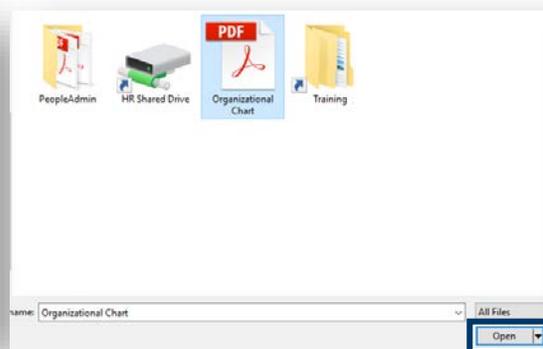
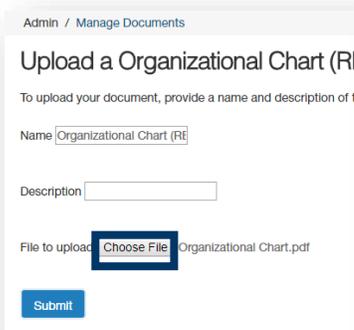
Position Documents Page

All staff position requests must have an **organizational chart** attached.

To attach an organizational chart, hover your cursor over the **Actions** button. In the short list that appears, click on **Upload New**.



Click on **Choose File**, navigate to the organizational chart, select the document, click **Open**, and click **Submit**.



If you need to add additional documentation to the page for the position, hover your cursor over the applicable **Actions** button(s) and complete the steps above.

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the position request.

Summary Page

This is a summary of all the information you have input up to this point. Look over the summary to make sure the information looks the way you want it to.

New Position Description: Office Specialist 2 (Staff) [Edit](#)

Current Status: Draft
Position Type: Staff
Department: President's Office
Created by: Hootie Owl
Owner: Hootie Owl

Summary | History | Settings

✔ Position Justification [Edit](#)

Position Justification

Justification of Need	The President's Office is in need of office support... Currently: blank
-----------------------	--

✔ Classification Selection [Edit](#)

A position request is ready to submit when all of the pages in the page list on the left side of your screen have a check mark next to them.

Not Ready to Submit

Editing Position Request

- ✔ Position Justification
- ✔ Classification Selection
- Position Details
- Budget Summary
- ✔ Physical Requirements ...
- ✔ Employee
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

Ready to Submit

Editing Position Request

- ✔ Position Justification
- ✔ Classification Selection
- ✔ Position Details
- ✔ Budget Summary
- ✔ Physical Requirements ...
- ✔ Employee
- ✔ Supervisory Position
- ✔ Position Documents
- Position Request Summary

There are a couple options for reviewing:

- Review the entire summary from the current page.
- Enter the edit mode and review section by section.

If you discover that edits need to be made, click the **Edit** button next to the position title at the top of the screen OR open the specific section that needs to be edited by clicking the **Edit** button next to the section title.

Position Requests / ... / New Position Description / New Position definition / Summary

New Position Description: Office Specialist 2 (Staff) [Edit](#)

Current Status: Draft
Position Type: Staff
Created by: Hootie Owl

✔ Position Details [Edit](#)

Classification Information

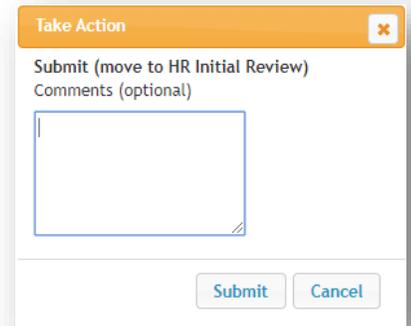
Classification Title	Office Specialist 2
Class Code	C0104

Once the position request is complete, navigate to the **Take Action On Position Request** button in the upper right corner of the screen and select **Submit (move to Dept. Head/Director)**.



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box.

Click the **Submit** button whenever you are ready.



Once you submit, you will no longer be able to make changes. If you need to make changes after you submitting to the next queue, contact HR and ask for the item to be returned to your queue (oit@oit.edu or 541.885.1120).

If you returned the item to a user earlier in the queue for changes, they will return the item to your queue once complete. HEROES will send you a notification once the item is submitted. Return to the top of this section for guidance on accessing the returned item.

If you opt to add the posting to your watch list, it will show up on your Home page under your Watch List.

End of Section

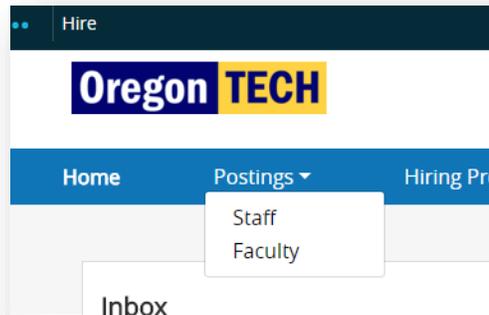
Creating Postings

Items with an * indicate that they will be visible to applicants once the position is posted at <https://jobs.oit.edu/>.

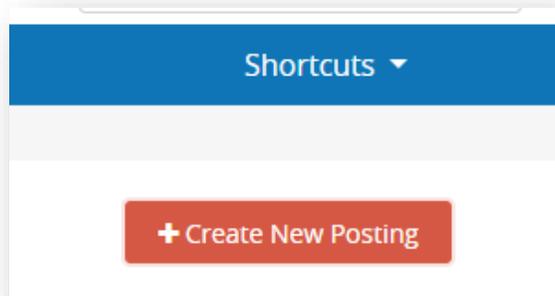
Initial Steps

Make sure you are in the **Hire** module (blue banner).

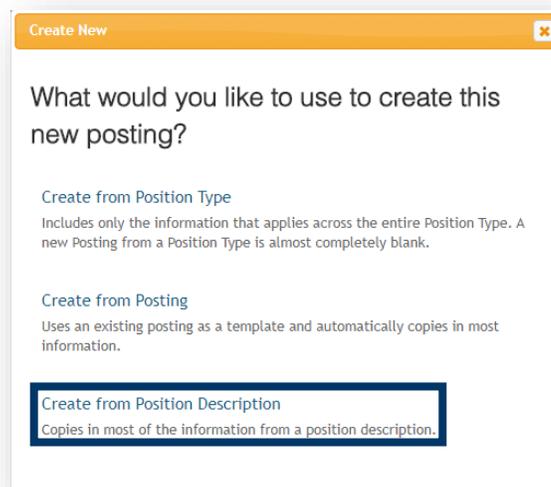
Click on **Postings** and select **Staff** or **Faculty**, whichever position for which you need to start a posting.



Click on the **+Create New Posting** button in the upper right corner of the next screen.

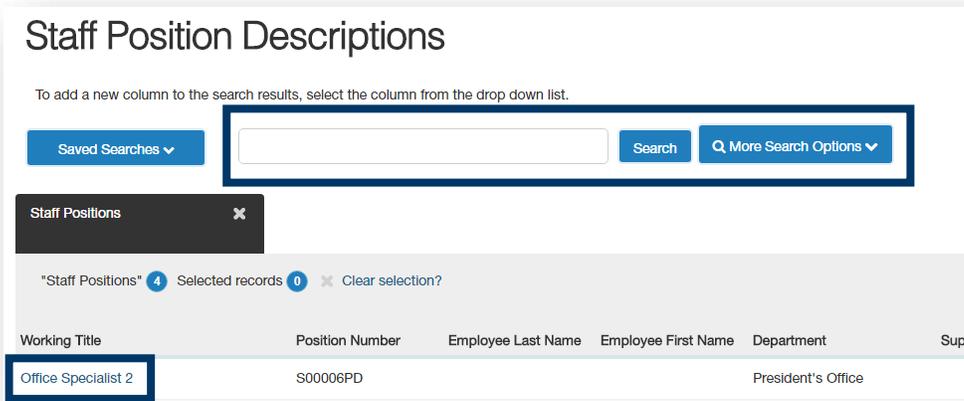


Click **Create from Position Description** in the pop up screen.



Find the position description in the list on the screen OR use the search function to find the position description.

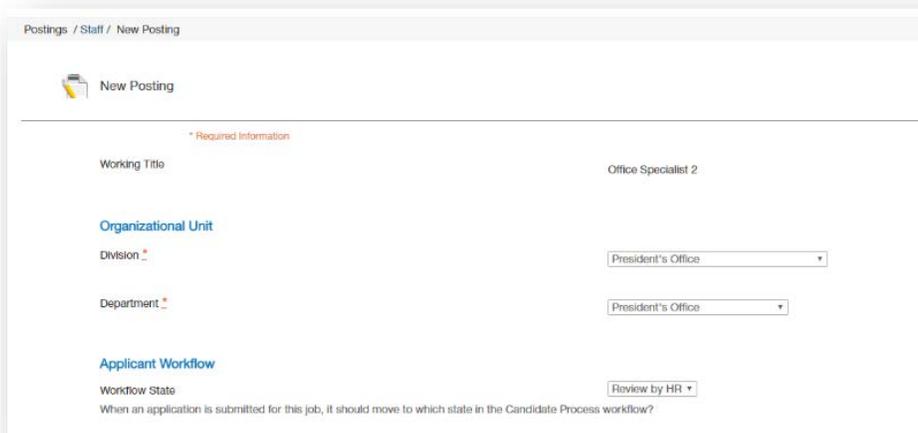
Once you find the position description, click on the Working Title.



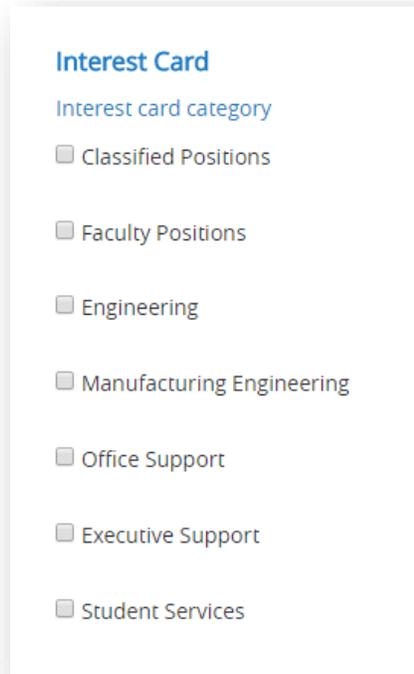
This pulls up the position description. In the upper right corner, click on **+Create Posting from this Position Description** to start the posting.



Most of the information on the next page pulls from the information in the position description.



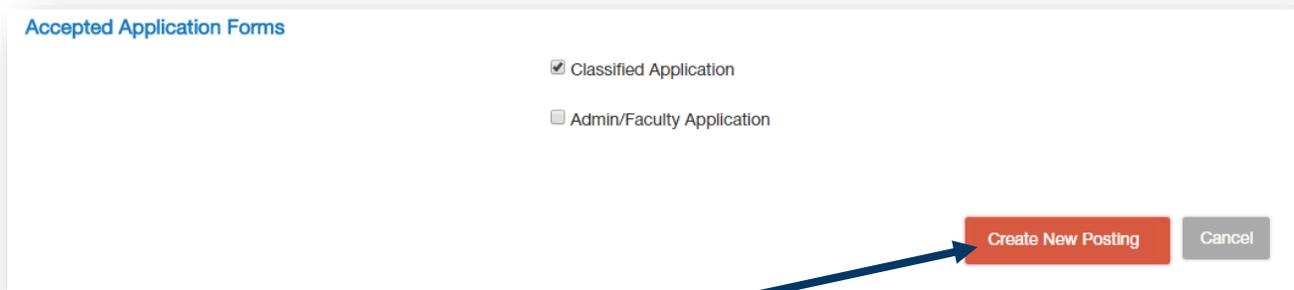
Select all applicable Interest Card categories. At the time the posting is approved to go live at <https://jobs.oit.edu>, HEROES will automatically email candidates that have signed up to receive notifications when selected categories of Oregon Tech jobs are posted.



The image shows a white rectangular form titled "Interest Card" in blue. Below the title is the label "Interest card category" in blue. There are eight unchecked checkboxes listed vertically: "Classified Positions", "Faculty Positions", "Engineering", "Manufacturing Engineering", "Office Support", "Executive Support", and "Student Services".

Near the bottom of the page is the **Accepted Application Forms** section.

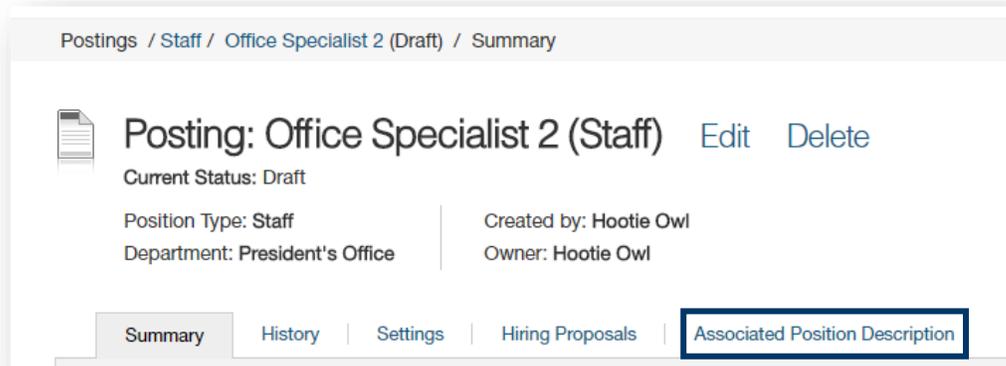
- Select the **Classified Application** checkbox for **classified** recruitments.
- Select the **Admin/Faculty Application** for **unclassified staff** recruitments.



The image shows a white rectangular form titled "Accepted Application Forms" in blue. There are two checkboxes: "Classified Application" which is checked, and "Admin/Faculty Application" which is unchecked. At the bottom right of the form are two buttons: a red "Create New Posting" button and a grey "Cancel" button. A blue arrow points from the bottom of the page towards the "Create New Posting" button.

Then click on the **Create New Posting** button (buttons located on the top and bottom of the screen).

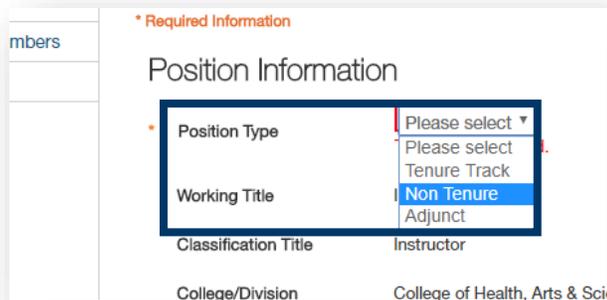
If you need to access the position description while you are in the Hire module, the system provides a shortcut. From the summary page, navigate to and click on **Associated Position Description**.



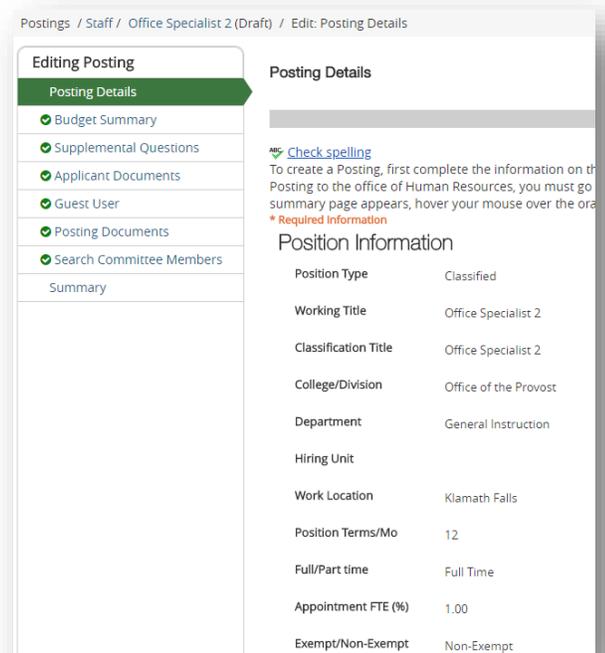
Posting Details Page

Many of the fields in this section either default from the system set up or feed over from the position description.

*For FACULTY recruitments, select the **Position Type** from the drop down.



*The first block of information, **Position Information**, feeds over from the position description.



*Enter a description about the department in the **Department Information** field. Draft descriptions for each department are located at the “Department Descriptions” link under the Department Information field.

★ Department Information

This field is required.

[Department Descriptions](#)

*As needed, adjust information about your department in the **Position Summary** field. This will provide applicants with some helpful descriptive information about the department in which the position works.

*The rest of the information in the **Position Information** section is either hard-coded or a system default.

*Select the appropriate recruitment type from the **Recruitment Type** dropdown.

Written approval for internal recruitments must be obtained from the Provost for Faculty and the Associate Vice President, Human Resources for Staff.

Posting Detail Information

Position Number 99780

★ Recruitment Type

This field is required.

*Enter the anticipated starting annual salary or the anticipated starting annual salary range. Guidance for completing this field is located at the [Salary Posting Guide](#) link under the Annual Salary field.

★ Annual Salary

This field is required.

[Salary Posting Guide](#)

*Click on the blank **Posting Open Date** field; a calendar will open. Select the date you would like the posting to open (no later than the day you create the posting) from the calendar.

★ Posting Open Date

★ Application Screening Begins

★ Posting Close Date

Open Until Filled

Sep 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*Click on the blank **Application Screening Begins** field; a calendar will open. Select the date it is anticipated that application review will begin from the calendar.

Application Screening Begins

Posting Close Date

Open Until Filled

Special Instructions to Applicant

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*Click on the blank **Posting Close Date** field; a calendar will open. Select the date posting will close from the calendar. *If the posting will be open until filled, leave this field blank.*

Posting Close Date

Open Until Filled

Special Instructions to Applicant

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Indicated whether the recruitment will be open until filled from the **Open Until Filled** field. *If the posting will be open until filled, you must select yes.*

Posting Close Date

Open Until Filled

Special Instructions to Applicant

*Enter any required information into the **Special Instructions to Applicant** box.

Open Until Filled

Special Instructions to Applicant

Type the Search Chair's name into the Search Chair Access box. If the Search Chair's name does not show up in the list, enter Sandi Hanan or Kim Cholewinski. After the Search Chair has complete the requisite trainings, the Office of Human Resources will enter their name into this field.

* Search Chair Access

The rest of the information in the **Posting Information** section is either hard-coded or a system default.

Complete the **Advertising Summary Information** section.

After posted to <https://jobs.oit.edu>, all jobs will be posted to facebook, LinkedIn, and Twitter accounts managed by the Office of Human Resources. Links to these social media pages are available at <https://www.oit.edu/faculty-staff/human-resources/hr-social-media>.

The screenshot shows a form titled "Advertising Summary Information". At the top, it states: "All postings will automatically be advertised on jobs.oit.edu. If your department plans to advertise on other sites, please click [here](#) for short and long advertisements guidelines and samples." Below this, there is a section for "HigherEdJobs.com Integration" with a dropdown menu currently set to "No". To the right of this is a list of media outlets with checkboxes: Herald and News, Medford Mail Tribune, Oregonian, Seattle Times, San Jose Mercury, Chronicle of Higher Education, Dice, Inside Higher Ed, Workforce Oregon, Indeed, Craigslist, and Other. Below the list is a text input field labeled "If Other, please list here". At the bottom, there are two more text input fields: "Department Budget Index (Search Costs)" and "Maximum Search Cost Approved".

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the posting.

[Budget Summary Page](#)

This section defaults in from the position request. No changes or additions are needed in this section.

The screenshot shows a "Budget Summary" page. On the left is a sidebar with a green arrow pointing right and a list of items, including "s" and "nbers". The main content area is titled "Budget Summary" and "Budget Information". It contains three sections: "Maximum Amount Currently Budgeted for Position (Salary plus OPE)", "Department Comments", and "College/Division Comments". At the bottom, there is a section for "Budget Office Comments".

Click the **Next** button to advance to the next section of the posting.

*Supplemental Questions Page

This section will be completed by Oregon Tech HR based on the qualifications of the position. No changes or additions are needed in this section.

If the search committee or department would like to add additional questions, please contact the Office of Human Resources.

Supplemental Questions Save << Prev Next >>

To add supplemental questions to the job posting, contact the Office of Human Resources at oithr@oit.edu, or 541-885-1278.

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Add a question

Included Supplemental Questions

Click the **Next** button to advance to the next section of the posting.

*Applicant Documents Page

Select the optional and required documents for the recruitment by selecting the appropriate radio button. Leave the Not Used radio button selected for documents that do not apply to the position and recruitment.

Applicant Documents

Select the documents the applicants will be required to provide and those which are optional. Document

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Transcripts (Unofficial)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Required: The system will not allow applicants to submit their application until a document is uploaded.

Classified postings cannot require additional documentation.

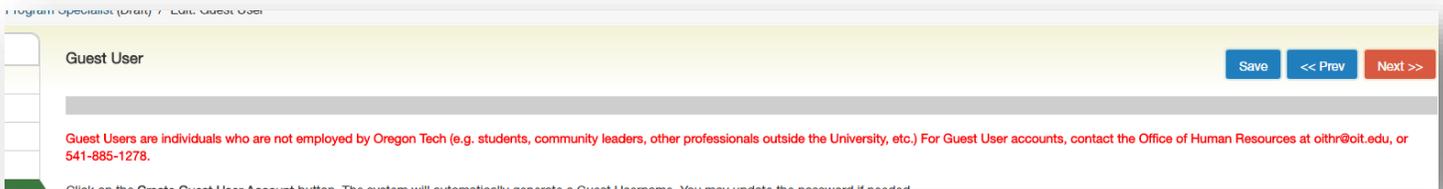
Optional: The system gives applicants the opportunity to upload a document but applicants can submit their application without attaching a document.

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the posting.

Guest User Page

Oregon Tech HR will create guest user accounts for search committee members that are not Oregon Tech employees (e.g. students, community leaders, other professionals outside the University).

For Guest User accounts, contact the Office of Human Resources at oithr@oit.edu or 541.885.1278.



Click the **Next** button to advance to the next section of the posting.

Posting Documents Page

All postings must have a copy of the **advertisement** attached. Sample advertisements, advertising sources, and other advertising resources are located at <https://www.oit.edu/hr/recruitment>.

To attach a copy of the advertisement, hover your cursor over the **Actions** button. In the short list that appears, click on **Upload New**.



Click on **Choose File** and navigate to where the organizational chart is saved. Select the document and click **Open**.

Postings / Staff / Office Specialist 2

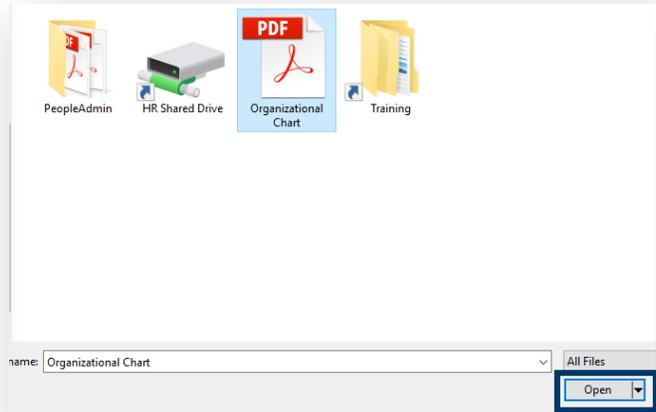
Upload a Advertising Copy - REQUIRED

To upload your document, provide a name and description of the document.

Name

Description

File to upload No file chosen



Click the **Submit** button.

Upload a Advertising Copy - REQUIRED

To upload your document, provide a name and description of the document.

Name

Description

File to upload PeopleAdmin... Guide.pdf

If you need to add additional documentation to the page for the position, hover your cursor over the applicable **Actions** button(s) and complete the steps above.

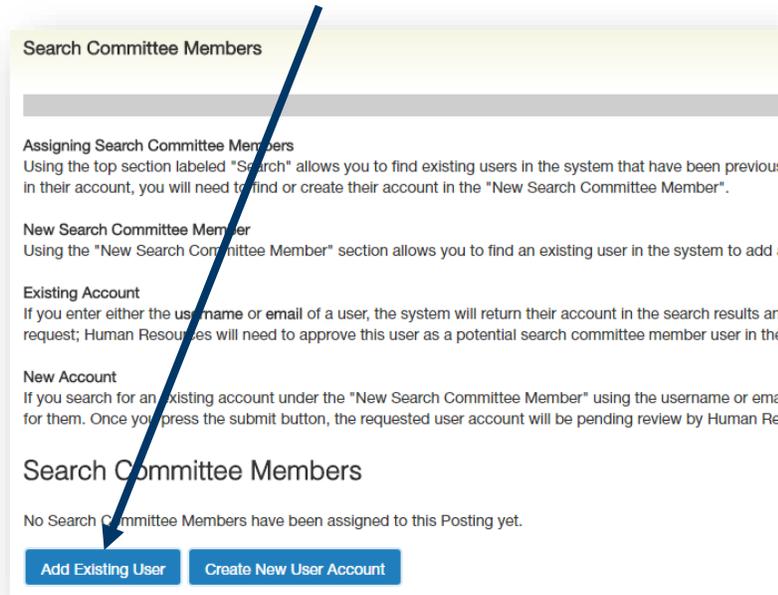
After you finish adding documents, click the **Next** button to save your work and advance to the next section of the posting.

[Search Committee Members Page](#)

Use this page to assign members to the search committee. This grants them access to the recruitment.

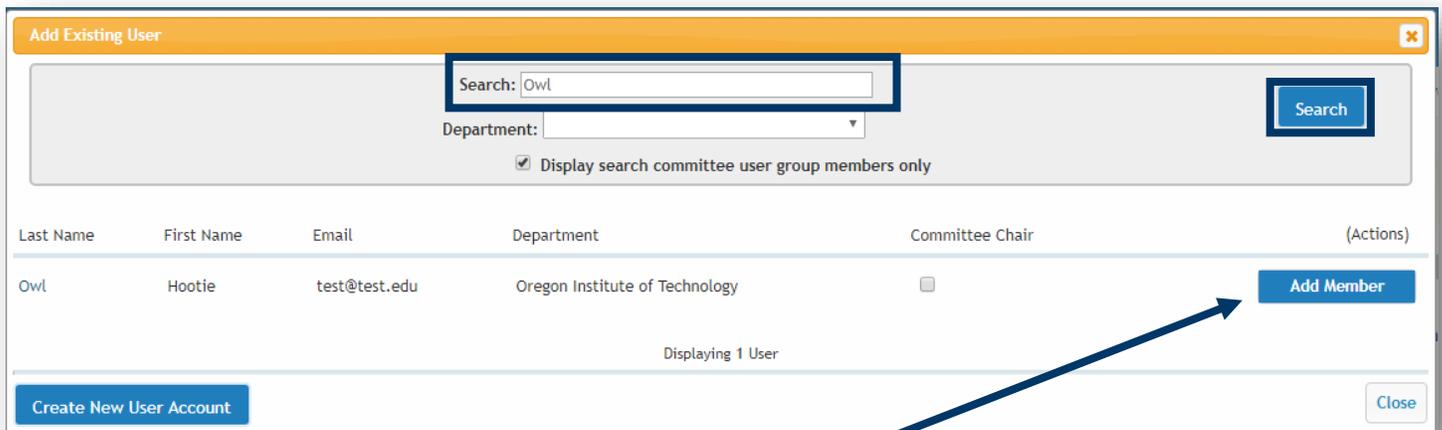
Search committee members assigned to the recruitment will be sent an email with login and posting information when the position is posted.

To add search committee members, click on **Add Existing User**.



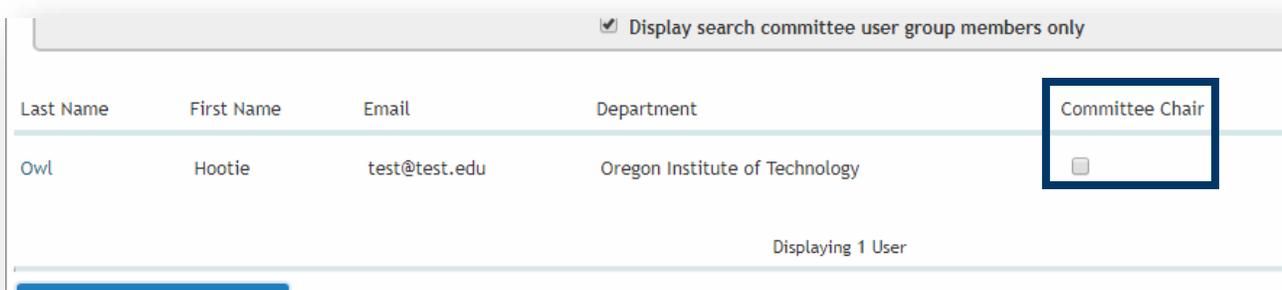
Enter search criteria (first name, last name and/or email address) into the search area and then click on the **Search** button.

If no match appears, retry your search, or move on to the next committee member name.



If the correct match appears, click on **Add Member**.

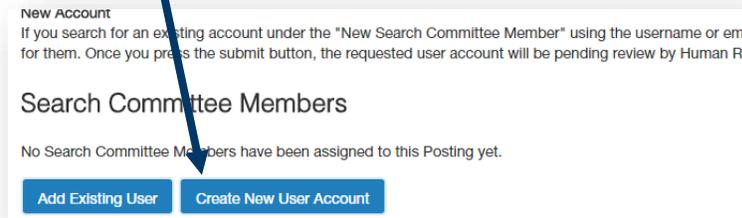
To assign a committee member as the search committee chair, check the **Committee Chair** box before you click on **Add Member**.



The **Create New User Account** function is used to request access to a recruitment for the purpose of serving as a Search Committee Member. ONLY regular status faculty, classified staff, unclassified staff, and administrators with will be approved for the search committee member role.

Please DO NOT submit requests for students, temporary staff, other appointment types, or any non-Oregon Tech stakeholders. Contact the Office of Human Resources with a request to give these committee members guest user access.

To request access, click on the **Create New User Account** button.



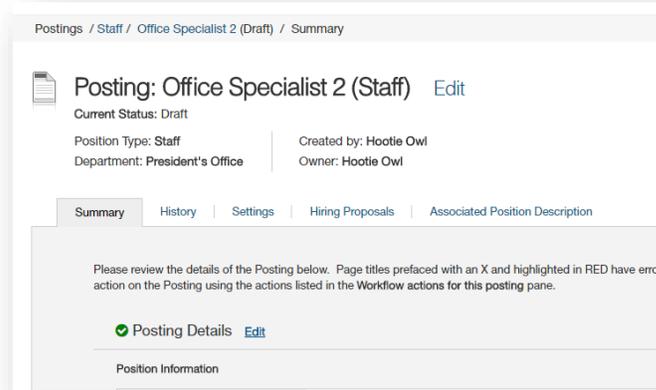
Enter the new user's **first name, last name, email, and Oregon Tech username**. Then click the **Add Member to Search Committee** button.

A request will be sent to the HR Admin role for approval. Search committee members will receive a system notification when approved and their status will move from pending to approved in this section.

Click the **Next** button to advance to the next section of the posting.

[Summary Page](#)

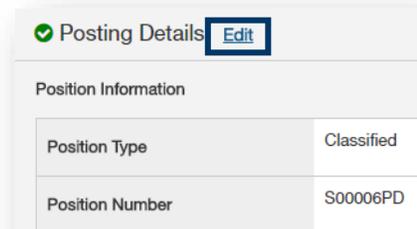
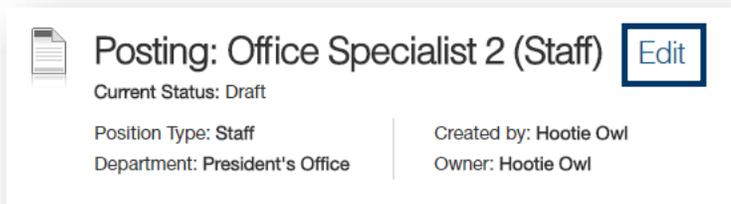
This is a summary of all the information that has been input up to this point. Look over the summary to make sure the information looks the way you want it to.



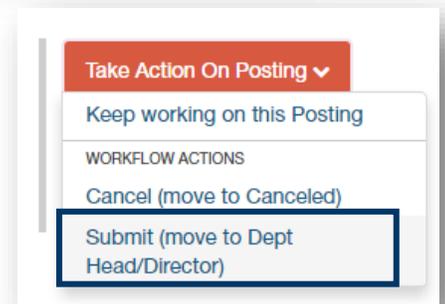
There are a couple options for reviewing:

- Review the entire summary from the current page.
- Enter the edit mode and review section by section.

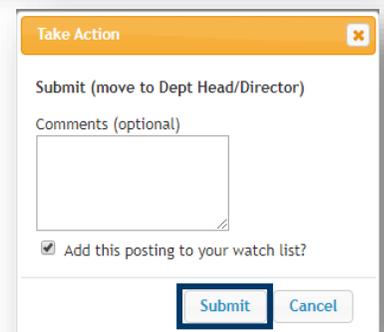
If you discover that edits need to be made, click the **Edit** button next to the position title at the top of the screen OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.



Once the posting is complete, navigate to the **Take Action On Posting** button in the upper right corner of the screen and select **Submit (move to Dept Head/Director)**.



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box. Click the **Submit** button whenever you are ready.



Once you submit, you will no longer be able to make changes. If you need to make changes after you submitting to the next queue, contact HR and ask for the item to be returned to your queue (oithr@oit.edu or 541.885.1120).

If you returned the item to a user earlier in the queue for changes, they will return the item to your queue once complete. HEROES will send you a notification once the item is submitted. Return to the top of this section for guidance on accessing the returned item.

If you opt to add the posting to your watch list, it will show up on your Home page under your Watch List.

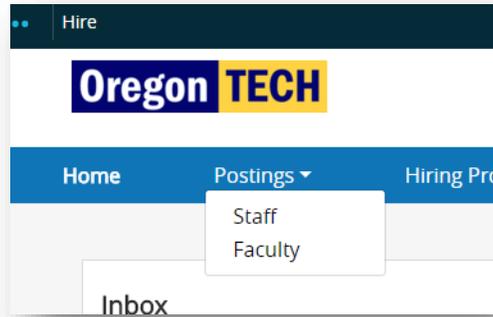
End of Section

Creating Hiring Proposals

Make sure you are in the **Hire** module (blue).

The first step is to find the specific posting that needs a hiring proposal started.

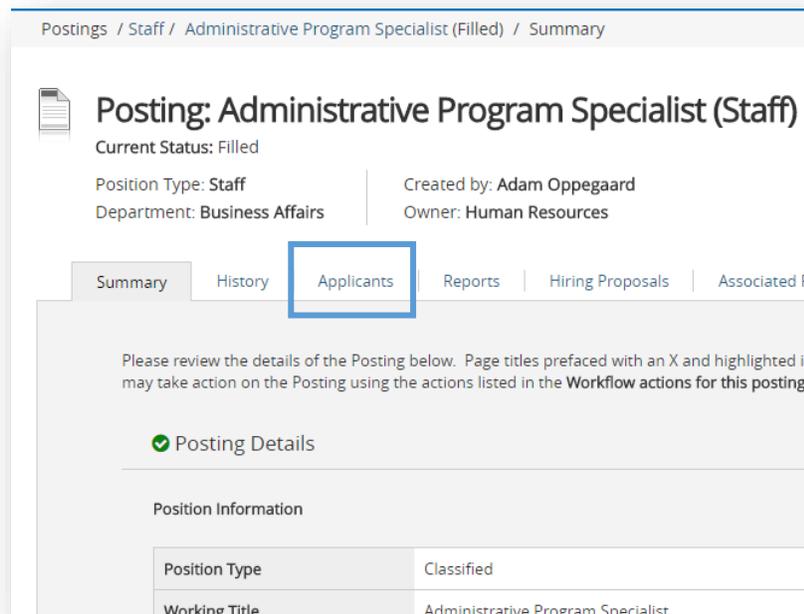
Click on **Postings** and select **Staff** or **Faculty**, whichever classification for which you need to start a hiring proposal.



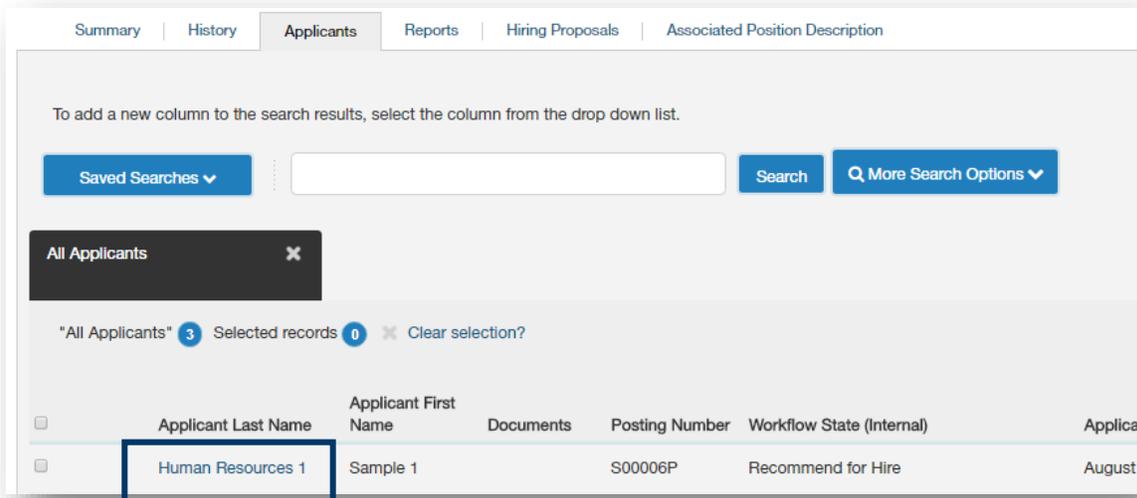
Once you find the correct posting, click on the **Working Title**.

<input type="checkbox"/>	Working Title	Po
<input type="checkbox"/>	Administrative Program Specialist	99
<input type="checkbox"/>	Accountant 1 (Grant & Fixed Asset Accountant)	99

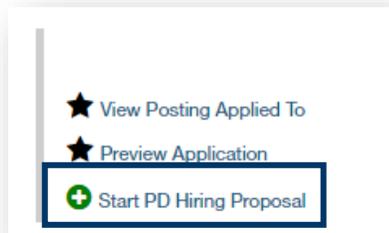
Click on **Applicants**.



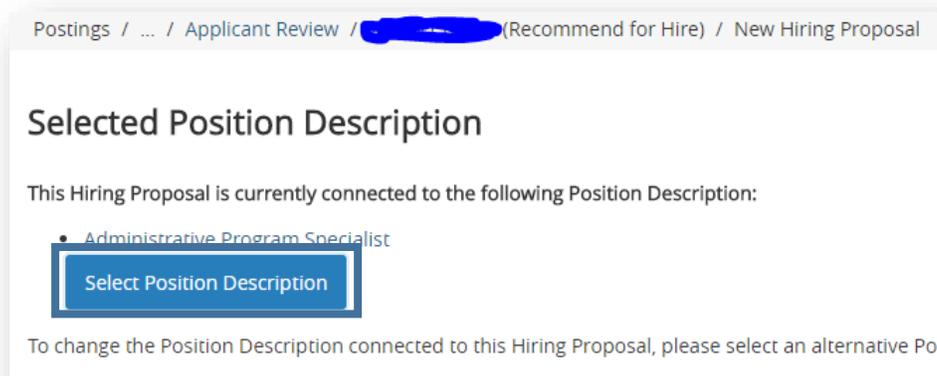
Find the applicant that was Recommended for Hire and click on the **Applicant Last Name** link.



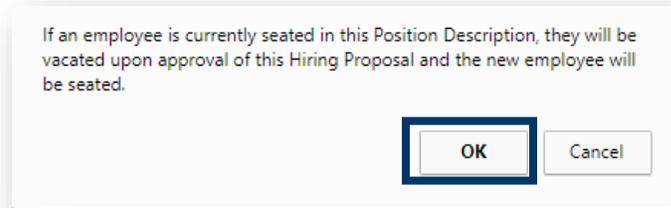
Click on the **+Start PD Hiring Proposal** button in the upper right corner of the next screen.



The next screen is how the system connects an applicant to a position description. Scroll to the bottom of the screen and click on **Select Position Description**. By getting to this screen through the applicant list in the posting, the position description is already selected. Clicking on other links in this screen will not select the position description to which and applicant will be tied.



Click on **OK** on the pop up screen.



Hiring Proposal Page

Much of the information in the hiring proposal feeds from the application and the position description. The **Applicant Information** field will be pre-populated.

Hiring Proposal / Office Specialist 2 / Edit

Hiring Proposal

[Check spelling](#)

* Required Information

Applicant Information

First Name	Hootie
Middle Name	T.
Last Name	Owl
Address1	123 Hustlin' Owls Drive
Address2	
City	Klamath Falls
State	OR
Zip Code	45615291
Primary Phone	5415555555
Secondary Phone	5415555555
Email	hootie@oit.edu

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the hiring proposal.

In the **Hiring Proposal Information** section, enter the starting salary and if there is approval to offer university paid moving expenses.

Hiring Proposal Information

Hiring Proposal Number

Proposed Starting Salary Requested This field is required.

Approved Starting Salary (HR)

Actual Start Date

Approved University Paid Moving Expenses? This field is required.

If yes, how much

Other Hiring Proposal Information

If there are approved university paid moving expenses, complete the **If yes, how much** field.

Enter information into the Other Hiring Proposal Information field as necessary.

The information in the **Position Information**, **Position Budget Information**, and **Additional Budget Information** section is either hard-coded or a system default.

[Hiring Proposal Documents Page](#)

Attach any necessary documentation to this page.

Hiring Proposal Documents

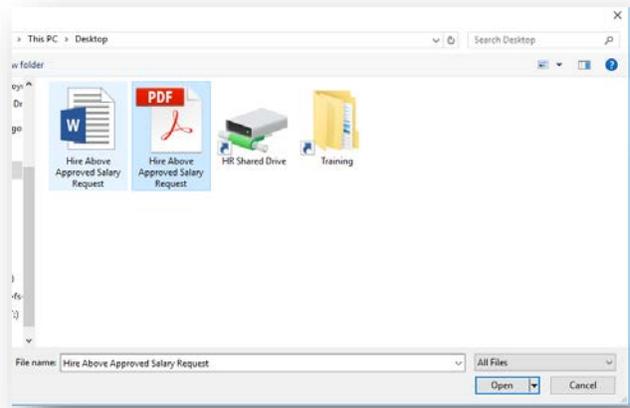
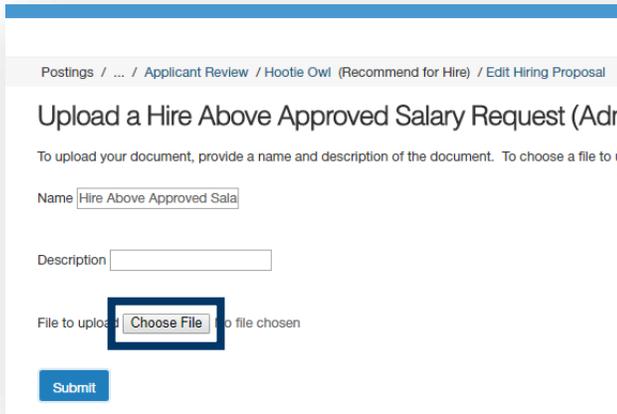
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Hire Above Approved Salary Request (Administrative)			Actions ▾
Hire Above Step 3 Salary Request (Classified)			Actions ▾
Hire Above Approved Salary Request (Faculty)			Actions ▾
Direct Appointment			Actions ▾

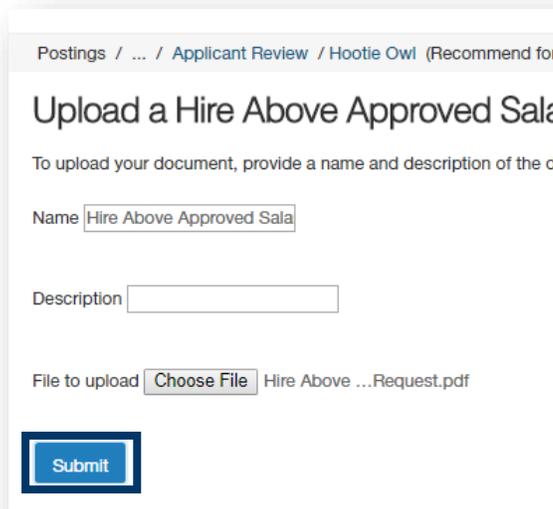
To attach a copy of the advertisement, hover your cursor over the **Actions** button. In the short list that appears, click on **Upload New**.



Click on **Choose File** and navigate to where the document is saved. Select the document and click **Open**.



Click the **Submit** button.



If you need to add additional documentation to the page for the position, hover your cursor over the applicable **Actions** button(s) and complete the steps above.

After you finish adding documents, click the **Next** button to save your work and advance to the next section of the hiring proposal.

If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the hiring proposal.

Summary Page

This is a summary of all the information you have input up to this point. Look over the summary to make sure the information looks the way you want it to.

Staff / ... / Hootie Owl (Recommend for Hire) / PD Hiring Proposal / Summary

PD Hiring Proposal: Hootie Owl (Staff) Edit

Current Status: Draft

Position Type: Staff
Department: College of Health, Arts & Sciences (HAS)
Applicant: Hootie Owl
Posting: Office Specialist 2

Created by: Hootie Owl
Owner: Hootie Owl

Summary History Settings Reports

Hiring Proposal Edit

Applicant Information

First Name	Hootie
Middle Name	T.
Last Name	Owl
Address1	123 Hootie Owl Drive
Address2	
City	Klanath Falls
State	OR
Zip Code	45613291
Primary Phone	5415550555
Secondary Phone	5415550555

There are a couple options for reviewing:

- Review the entire summary from the current page.
- Enter the edit mode and review section by section.

If you opt to review the position request via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

If you discover that edits need to be made, click the **Edit** button next to the hiring proposal title at the top of the screen OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.

Staff / ... / Hootie Owl (Recommend for Hire) / PD Hiring Proposal / Summary

PD Hiring Proposal: Hootie Owl (Staff) Edit

Current Status: Draft

Position Type: Staff
Department: College of Health, Arts & Sciences (HAS)
Applicant: Hootie Owl
Posting: Office Specialist 2

Created by: Hootie Owl
Owner: Hootie Owl

Posting: Office Specialist 2

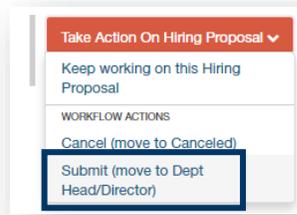
Summary History Settings Reports

Hiring Proposal Edit

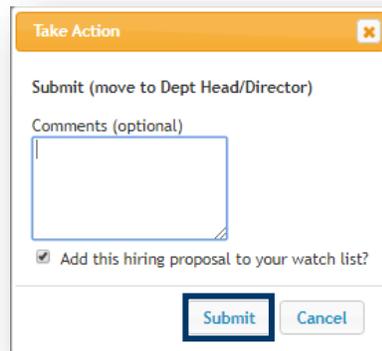
Applicant Information

Once the hiring proposal is complete, navigate to the **Take Action On Position Request** button in the upper right corner of the screen.

Once the hiring proposal is complete, navigate to the **Take Action On Hiring Proposal** button in the upper right corner of the screen and select **Submit (move to Dept Head/Director)**.



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box. Click the **Submit** button whenever you are ready.



Once you submit, you will no longer be able to make changes. If you need to make changes after you submitting to the next queue, contact HR and ask for the item to be returned to your queue (oithr@oit.edu or 541.885.1120).

If you returned the item to a user earlier in the queue for changes, they will return the item to your queue once complete. HEROES will send you a notification once the item is submitted. Return to the top of this section for guidance on accessing the returned item.

If you opt to add the posting to your watch list, it will show up on your Home page under your Watch List.

End of Section

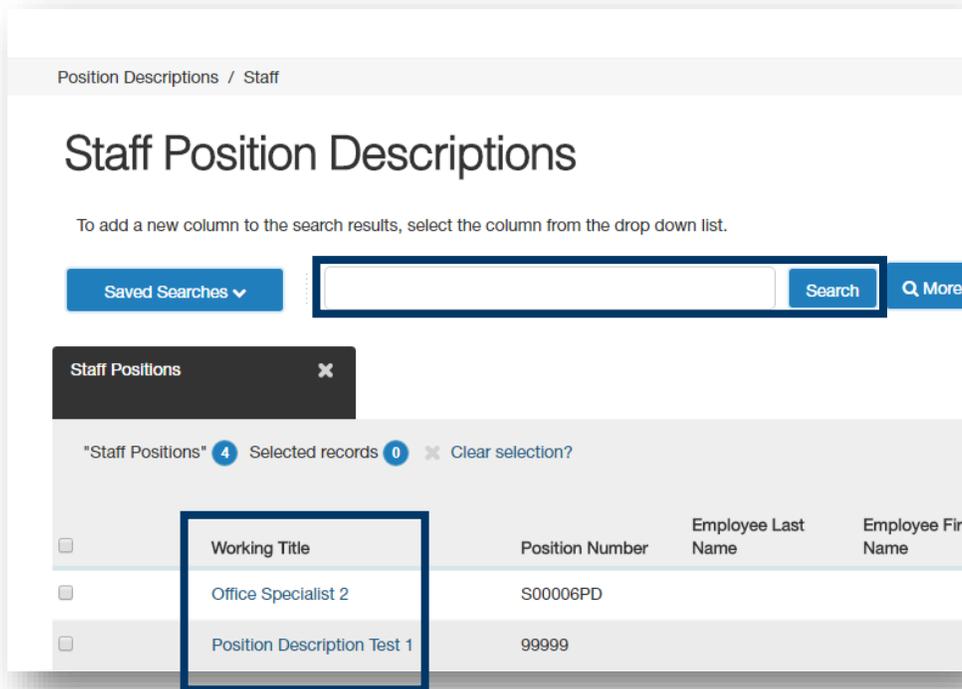
Appendix I: Modifying a Current Position Description

Make sure you are in the **Position** module (orange banner).

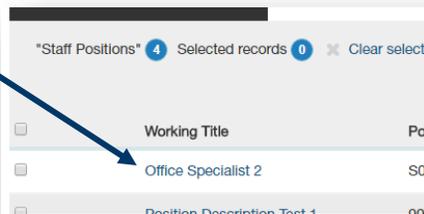
Click on **Position Descriptions** and select **Staff** or **Faculty**, whichever is the position type for the position you need to modify.



Find the position request by using the **Search** function or by scrolling through the list.



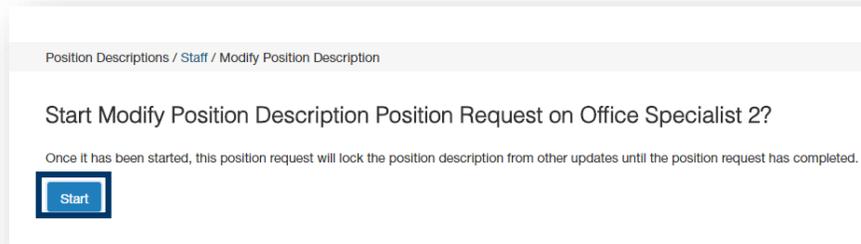
Click on the **Working Title** link to open the position description.



In the upper right corner, click on the ★ **Modify Position Description** button.

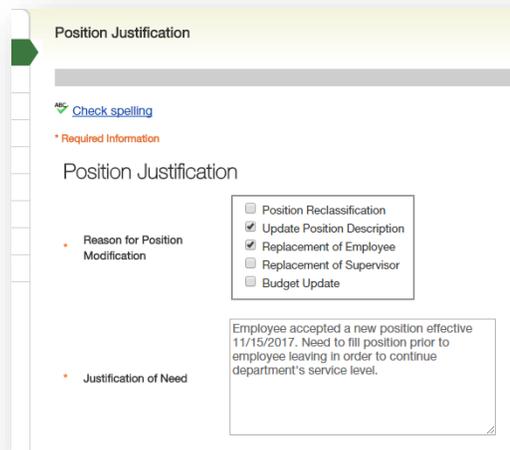


Then click on the **Start** button in the next screen.



The position title in the next screen will depend on the position description being modified.

Complete the **Position Justification**, including the **Reason for Position Modification** and **Justification of Need**.



If you need to continue working on the current page but want to save your work, click the **Save** button. When you are done working on the page, click **Next** to advance to the next section of the position request.

Return to the [Creating a New Position Description](#) section for guidance on completing the rest of the modification. The primary difference between the Create and the Modify is addressed above.

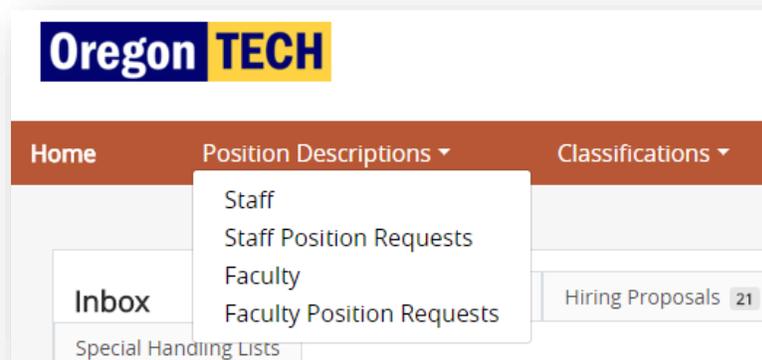
End of Section

Appendix II: Finding a Lost or Paused Position Request

This section is to help you find a position request that you have accidentally navigated away from or to find a position request you needed to stop working on for a time.

Make sure you are in the **Position** module (orange banner).

Hover over **Position Descriptions** and select **Staff Position Request** or **Faculty Position Request**, whichever position type for which you started a position description.



Find the position request by using the **Search** function or by scrolling through the list.

Position Requests / Staff

Staff Position Requests

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search [More Search Options](#)

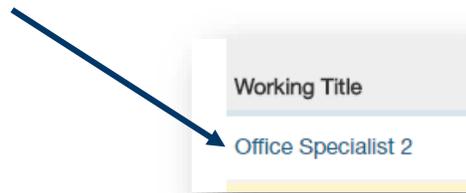
Staff Position Requests

"Staff Position Requests" 25 Delete this search? Selected records 0 Clear selection?

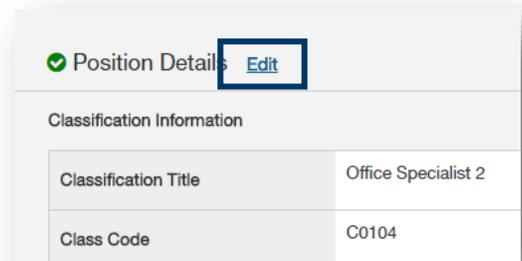
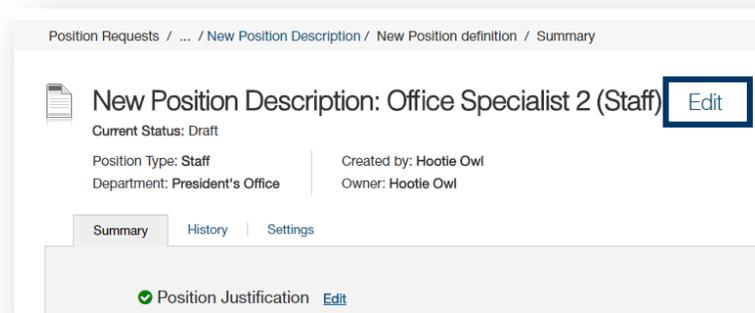
Working Title	Position Number	Position Request Number	Position Request Name	Position Request Workflow State
Office Specialist 2			New Position Description: Office Specialist 2	Draft
Admin		S00009PR	New Position Description: Admin	Budget
Test			New Position Description: Test	Draft
Working Title	112233		New Position Description: Working Title	Draft
Best Ever	123456789	S00011PR	New Position Description: Best Ever	HR Final Review
Wonder Woman			New Position Description: Wonder Woman	Draft

Before selecting the position, make sure to check the position request's **status** in the **Position Request Workflow State**. If the status is anything other than Draft or your queue, you may not be able to take action on the position request.

Click on the **Working Title** link to open the position request.



Clicking on the link will open the summary page of the position request. To continue editing, click the **Edit** button next to the position title at the top of the screen OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.



If the position request is ready to be submitted, follow the instructions in the [position request Summary section](#).

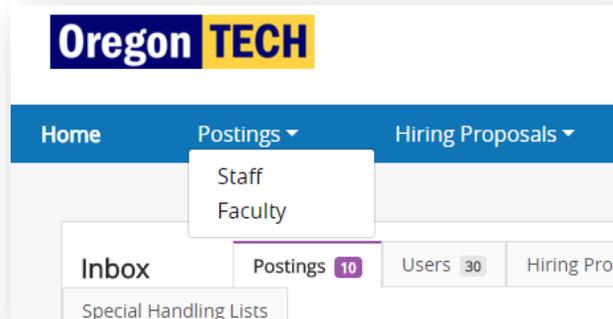
End of Section

Appendix III: How to Find a Lost or Paused Posting

This section is to help you find a posting that you have accidentally navigated away from or to find a posting you needed to stop working on for a time.

Make sure you are in the **Hire** module (blue banner).

Click on **Postings** and select **Staff** or **Faculty**, whichever position type for which you started a posting.



You can find the posting by using the **Search** function or by scrolling through the list.

A screenshot of the 'Staff Postings' search results page. At the top, there is a search bar with a 'Search' button and a 'More Search Options' dropdown. Below the search bar, there is a table of search results. The table has columns for 'Working Title', 'Posting Number', 'Department', 'Active Applications', and 'Workflow State'. The 'Working Title' column is highlighted with a blue box. An arrow points from the 'Workflow State' column to a text box below the screenshot.

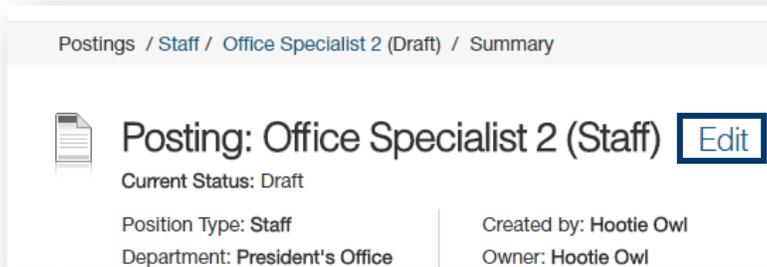
Working Title	Posting Number	Department	Active Applications	Workflow State
STEM Hub Director	S00012P	Strategic Partnerships & Exten.	0	Department User
STEM Hub Director		Strategic Partnerships & Exten.	0	Draft
Position Description Test 2	S00015P	Registrar's Office	1	Posted
Office Specialist 2		President's Office	0	Draft
Necropsy Assistant		Medical Imaging Technology	0	Draft

Before selecting the item, make sure to check the posting's **status** in the **Workflow State** column. If the status is anything other than Draft or your queue, you may not be able to take action on the posting.

Click on the **Working Title** link to open the posting.



Clicking on the link will open the summary page of the posting. To continue editing, click the **Edit** button next to the position title at the top of the screen OR you can open the specific section that needs to be edited by clicking the Edit button next to the section title.



If the posting is ready to be submitted, follow the instructions in the [posting Summary section](#).

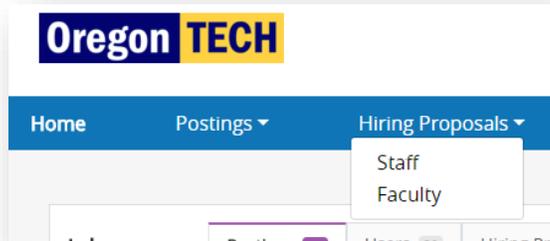
End of Section

Appendix IV: How to Find a Lost or Paused Hiring Proposal

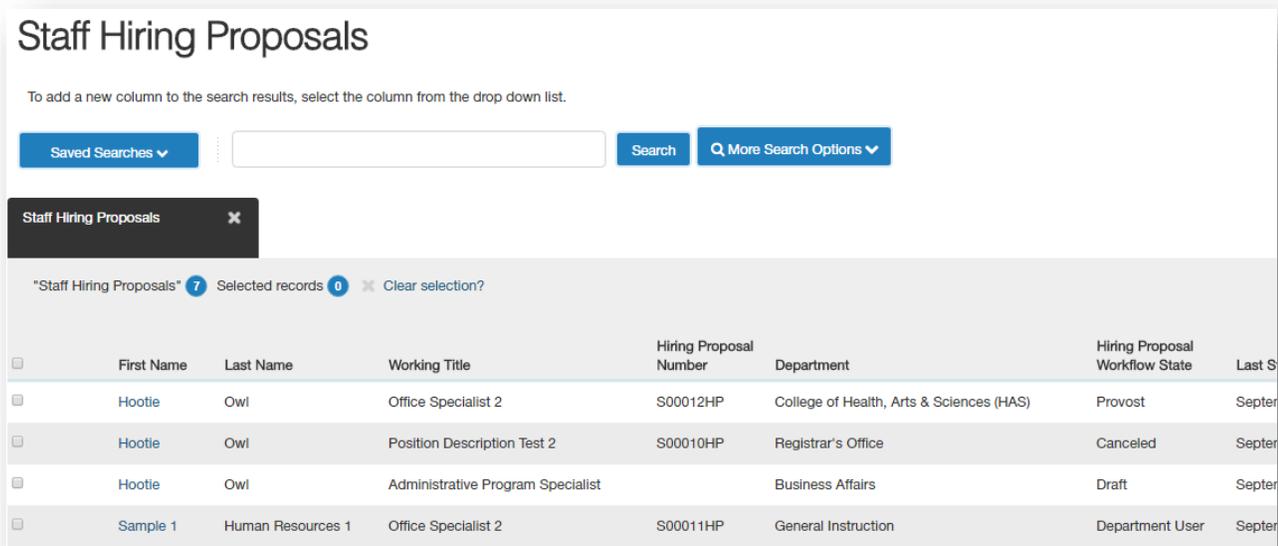
This section is to help you find a hiring proposal that you have accidentally navigated away from or to find a hiring proposal you needed to stop working on for a time.

Make sure you are in the **Hire** module (blue banner).

Click on **Hiring Proposals** and select **Staff** or **Faculty**, whichever position type for which you started a hiring proposal.



You can find the hiring proposal by using the **Search** function or by scrolling through the list.



Staff Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search More Search Options

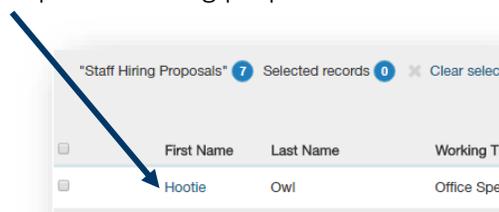
Staff Hiring Proposals

"Staff Hiring Proposals" 7 Selected records 0 Clear selection?

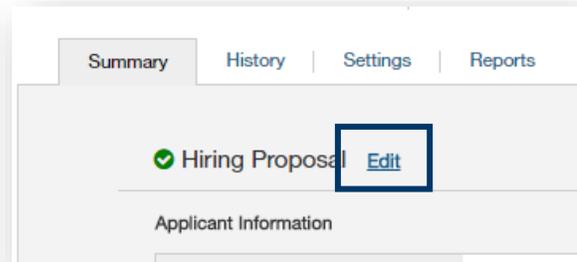
<input type="checkbox"/>	First Name	Last Name	Working Title	Hiring Proposal Number	Department	Hiring Proposal Workflow State	Last S
<input type="checkbox"/>	Hootie	Owl	Office Specialist 2	S00012HP	College of Health, Arts & Sciences (HAS)	Provost	Septer
<input type="checkbox"/>	Hootie	Owl	Position Description Test 2	S00010HP	Registrar's Office	Canceled	Septer
<input type="checkbox"/>	Hootie	Owl	Administrative Program Specialist		Business Affairs	Draft	Septer
<input type="checkbox"/>	Sample 1	Human Resources 1	Office Specialist 2	S00011HP	General Instruction	Department User	Septer

Before selecting the position, make sure to check the hiring proposal's **status** in the **Workflow State** column. If the status is anything other than Draft or your role's queue, you may not be able to take action on the hiring proposal.

Click on the **First Name** link to open the hiring proposal.



Clicking on the link will open the summary page of the hiring proposal. To continue editing, click the **Edit** button next to the position title at the top of the screen OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.



If the hiring proposal is ready to be submitted, follow the instructions in the [position request Summary section](#).

End of Section

Appendix V: Contact & Support Information

Harmony Stobaugh HR Consultant Snell Hall 110 541.885.1278 harmony.stobaugh@oit.edu	Sandi Hanan Senior HR Consultant Snell 111 541.885.1074 sandi.hanan@oit.edu
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