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INTRODUCTION

The University of Arizona has implemented the UACareers system in order to automate many of the tasks of the employment application process.

You will use this system to complete five main tasks:

1. Create, approve, and post job postings
2. Review postings
3. Search and review applicants
4. Identify candidates
5. Communicate electronically with HR administrators, hiring managers, applicants, and others involved in your hiring process

PeopleAdmin is the vendor who provides the technology (PeopleAdmin SelectSuite®), service, and support for the UACareers system. Questions and comments are generally best directed to UA Human Resources, but questions about the system may also be sent directly to PeopleAdmin: askpa@peopleadmin.com.

CONTACT HR FOR USER HELP

Visit UAcareers.net to post questions, find information, and read about trending fixes.
There is a Link on the HRCareers.com/hr home page.
Or e-mail queries to uacareers@email.arizona.edu

Web Browser Compatibility

PeopleAdmin SelectSuite® supports the following browsers:

- Chrome (self-updating)
- Current Firefox versions
- Internet Explorer version 9 and later
- Current Safari versions

You must also have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Privacy of Applicant Data

As a security feature, the system will automatically log you out after 60 minutes if it detects no activity. In addition, any time you leave your computer, we strongly recommend that you save your work and log out of the system by clicking on the logout link located on the bottom left side of your screen.
LOGGING IN

1. Log in to https://uacareers.com/hr (uacareers.com goes to the applicant portal). **Note:** Do not type “www” in the address or you will be directed to the applicant portal.

2. The Login Screen for the system will appear, as shown below. You will need to sign in using your NetID. Click on the yellow text that reads **Click Here to Log In with your UA NetID.**

   - The **Guest User sign-in** is intended for people who do not have a UA NetID; for example, people outside UA who might be serving on search committees. You can designate guest users when you create a posting (see p. 10).

3. The Home Page appears after you log in, and should appear similar to the screen on the following page. This page is designed to help you keep track of the actions required by you or your department.

   **Alerts** are messages from the site administrator, with information or tips for managing the system.

   The **Inbox** contains items that require your attention, such as postings sent to you for review. The system will auto-generate an e-mail when items are added to your inbox (see p. 12).

   Your **Watch List** are things you have designated to keep an eye on as they move through the approval process. You’ll be able to add postings you create to your watch list.
USER TIP

The system selects the items you view in this screen based on your department and user type—Department Contact, Applicant Reviewer, Search Committee Member, etc. If the listing you need does not show up, check the drop-down menu in the upper right to ensure the User Type is correct. If not, select the appropriate choice from the drop-down menu and hit the Refresh button to change the list. (If you want to change your default user type, you can do so in “My Profile.”)

Remember to hit REFRESH to activate the change in user type.

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Adding Postings

1. To create a new posting, you can click on the appropriate type—Staff, Faculty, Appointed, or Post Doc—in the Shortcuts window on the right. That will take you directly to the Create New Postings options (see “Entering Posting Information,” next page).

2. To continue working on a saved posting, or to take action on existing postings, click on Postings from the top menu, select the job type, then Open Saved Search and click the Pending Postings option.
Entering Posting Information

1. The Create New window gives you only the option to Create from Posting.

2. Human Resources has created templates for all position types, with standard information, like Job Codes and ABOR Minimum Qualifications, preloaded. Open the template you desire, confirm it is the one you’d like to use, then click on Create Posting from This Posting.
   - Alternatively, you can select a historical or active posting from your department and click on Create Posting from This Posting to reuse or modify it for a new posting.

USER TIP
To locate the desired template more quickly, you can enter a keyword in the search box, or hover over any column and arrows will show up to the right. The > arrow flips column order; the up and down arrows change sorting order.
3. The New Posting page opens up, where you will enter the Branch (e.g., University of Arizona, AHSC), Division, and Department. **Be sure to select your department, or posting information will route campuswide.**

4. **Workflow State** automatically defaults to “Under Review by Department.” Should you wish to have letters of reference uploaded through UACareers, set **Reference Notification** to “Reference(s) Requested”; **Recommendation Workflow** to “Reference(s) Received”; and **Recommendation Document Type** to “Reference Letter.”

5. When you have completed filling out that information, click on the Orange **Create New Posting** button.

6. You will then come to the **Posting Details** page. The red, asterisked fields are required.

7. Under **Applicant Reviewer Access** you can select multiple individuals if desired. “Supervisor” is preloaded with names based on your department. You can also select where you wish to have the position advertised.

**USER TIPS**

1. To minimize user error, options are preloaded based on your department and division. If at any point you do not have access to needed options, go to **UACareers.net** and submit a **One-Minute Request** (Under “Support”) to have your options customized.

2. **Remember to select your Branch, Division, and Department for the new posting.** If you leave it set to “Template” the posting will route campuswide.
3. Remember the system defaults to showing active postings. To continue working on a saved posting, **Open Saved Search** and select **Pending Postings**.

8. If you selected online Reference Collection, the next screen will allow you to create language for insertion into system-generated e-mails requesting a reference and acknowledging receipt.

**USER TIP**
Adding Supplemental Questions

1. The standard supplemental questions are preloaded. You may add questions specific to your posting. If you are not adding any questions, click the Next button.

2. If you click on Add a question, you will get extensive lists of preloaded questions. You may search by category (e.g., experience) or by keyword.

3. If you do not find the appropriate supplemental question on the list, you may create a question from scratch by clicking on the Add a New One link at the bottom of the Search Results screen.

4. Enter a summary in Name and the full question text in the Question field. Optionally, assign the question to a category, such as Certifications.
5. Click on the **Open Ended Answers** radio button to allow the applicant to fill in a text box in response to the question, or the **Predefined Answers** radio button to create multiple-choice options, as detailed below.

**Adding Predefined Answers**

These questions require a multiple-choice answer. For example: *Do you know the words to “Bear Down, Arizona”?*

Possible Responses: Yes or No

6. When you have finished entering the question, click the **Submit** button at the bottom of the screen. This attaches the question to the posting and returns you to the Supplemental Questions page, where you will see your added question(s). **Notice any user-created questions are automatically in pending status until approved by Human Resources.**
7. You can delete any of the supplemental questions you added using the x button on the right.

8. To require the applicant to answer the question, check the box in the Required column.

9. If you wish to make a question a disqualifying question or to assign points to responses, click on the blue question text to open up the menu shown below. This feature is optional but can be useful for ranking applicants and screening out those who do not meet your qualifications.

10. When you have finished adding supplemental questions for this posting, click the Next button.

SELECTING DOCUMENTS NEEDED TO APPLY

On this screen (see next page), designate the documents applicants must provide when applying to this posting. (You can make this determination on a posting-by-posting basis.) The default for all options is Not Used, which means the applicant cannot upload that item. If a document is required, select the Required radio button. (Use the Optional radio button sparingly to ensure consistency across applications.)

USER TIP

If you need a different type of attachment added to the list, post a One Minute Request on UACareers.net or email uacareers@email.arizona.edu.
ACTIVATING GUEST USERS

If you want to allow someone outside the University (e.g., an external member of the search committee) to view your job posting, create a Guest User account. Guest Users are only able to view the postings to which they are assigned, and are not permitted to take action on any applicants. Also, when the position is filled, the guest user name and password are automatically deactivated.
LISTING SEARCH COMMITTEE MEMBERS

1. If you do not know the e-mail address/NetID of a committee member, you can enter the first and last name in the search box. Use Control + F or the Find function on your browser to narrow down the list.

2. Assuming you know the committee member’s e-mail and Username (either Guest User name or NetID, it’s most efficient to enter the information in the New Search Committee Member menu.

USER TIP
Note that as soon as you submit a search committee member, the system automatically sends that person a confirmation e-mail. If search committee members have not been notified of their role, we suggest you skip this page until the members have been notified personally.

3. The selected search committee members will be listed at the top of the screen. Use the Actions drop-down menu to designate the committee chair or to remove a person from the posting.

REVIEWING THE POSTING

1. At this point you will see a summary of all the information you have entered, with options to edit each section.
2. Please proofread and check for accuracy before taking action on the posting.

**USER TIPS**

1. Click on the “See How Posting Looks to Applicant” option at the right to see only the fields viewable applicants.

2. Whereas in Career Track, the Posting Number appeared at the top, UACareers is organized with Position Information first. Scroll down to “Posting Detail Information” to find the posting number.

**TAKING ACTION ON THE POSTING**

Click on **Take Action on Posting** for options to move forward. If you choose to keep working on the posting, a pop-up window will give you the option to place the position on your watch list for easy location next time you log in.

If you move the posting to the next stage, e.g, to Hiring Authority or Department Approver review, the system will generate an e-mail to the next approver. When that approver logs in to UACareers, the posting will appear in his or her inbox for action. The posting will continue through the approval process until Human Resources posts the position.

**SEARCHING POSTINGS**

To search for postings in the system, from the home page, click on the **Postings** label at the top menu. The system will return your default posting search results. You can also hover over “Postings” and select a specific posting type.
Searching for Items on a Page

1. The search box allows you to search for specific words or names. The most common fields are indexed to return in a keyword search. You can also search by posting number in this field.

3. Select More search options to expand the search tools area. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can add columns if information you need (e.g., close date) is not displayed on the page.
   - Use Open Saved Search to customize your workflow options according to historical postings, active postings, templates, and other specifics.

Organizing and Sorting Results Using Column Controls

Hover over any column in the search results to reveal controls. You can use all these tools in any order.

- Move a column to the left or to the right using the left and right controls < >.
- Hide a column that you do not want to display using X.
- Sort a column in ascending or descending order using the up and down arrows ↑↓.
Search Tips

- Text searches are not case sensitive.
- Searches normally return items that contain all your search terms. For example, if you enter facilities manager, the search returns items that contain both these words.
- To exclude search results, use the - character. For example, to search for postings that contain the word "director" but not "athletic," enter director !athletic or director -athletic, placing a space before the ! or - character.
- To search for a phrase that contains a dash or a space, enclose the entire phrase in quotation marks: "director – athletic."
- You can't do a search that only specifies what not to return, such as !coordinator.
- You can't do a search for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use filtering to find the information. The following procedure for viewing applicants who reside in a specific state gives an example of how to do this.

Searching for a Specific Applicant

1. In the APPLICANT TRACKING module (upper right of task bar), select Applicant Search from the Applicants menu.
2. Select More Search Options to expand the search tools area.
3. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can add columns if the information you need is not visible.
   - You can select workflow states of interest. The list of workflow states includes states for each position type, so there may be more than one state with the same name. Your searches may be more effective if you select all instances of the desired workflow state.
   - When you search for applicants by name, your search results return all applicants who included the name anywhere in their applications. Sorting the results by applicant name can help you find the person you are searching for.
4. Use the column controls as you would in any other search.

Viewing Applicants Who Reside in a Specific State

1. In the APPLICANT TRACKING module (upper right of task bar) locate and select the desired posting.
2. Follow the Applicants link to present a list of people who have applied to this posting.
3. Select More search options to open the advanced search controls.
4. From the Add column menu, select (Applicant Detail Parent) Lookup State. This adds a column to the table of applicants, showing the state listed in each person’s address.
5. Use the ascending or descending sorting control associated with the Lookup State column to group applicants by state.

**Exporting Search Results**

1. Set up the search or open a saved search.

2. From the Actions menu, select **Export Results**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

**Saving a Search**

When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

People with administrative access can share saved searches by tagging them as global or group saved searches. Non-administrative users can only save personal searches.

1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**. The Saved Search area expands.

2. Give the search a name that will help you remember its purpose.

3. Select one of these:
   - **Personal Saved Search**: Only you will have access to this search.
   - **Group Saved Search**: The search will be available to all users within the groups that you specify. Select at least one group from the list that appears when you select the Group Saved Search option. To select more than one group, hold down the Control key while you select the groups.
   - **Global Saved Search**: The search will be available to all users within your organization.

4. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.

5. Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

You can delete your personal saved searches when they are no longer useful to you.

**Running a Saved Search**

1. Access the list of items you need to search.

2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.
Deleting a Saved Search

1. Access the list of items you need to search.
2. From the Open Saved Search menu, select the search you want to run. A new tab presents the search results.
3. Select the Delete (X) control placed just after the name of the search and the number of search results returned. A message asks you to confirm that you wish to delete the saved search.

REVIEWING APPLICANTS

Select the position type (e.g., Faculty, Staff) from the Postings menu. Locate the posting for which you wish to review applicants. Under the Actions column, select View Applicants.

Viewing the List of Applicants

If desired, use the sorting buttons that appear when you hover over the right-hand side of each column to organize the applicants—for example to send to the bottom of the list any applicants the system has determined not to meet minimum requirements.

Viewing Applicants' Documents

1. To combine all one applicant’s materials—i.e., UA application, cover letter, resume, and any other requested documentation—in one PDF document for easy viewing, do the following.
   a. Click on More Search Options to the right of the search box.
   b. From the Add Column drop-down menu, select Combined Document to add this column to the applicant list.
c. Click the check box to the left of each applicant whose materials you wish to generate, or click the check box to the left of “Applicant Last Name” to generate materials for all applicants.

d. Open the Actions button. Under “Bulk” choose whether you want to generate an individual PDF document for each applicant (Create Document PDF per Applicant) or one massive PDF containing all applicants’ documents (Download Applications as PDF).

2. Once you have created PDF documents once, the Combined Document column changes to “View” for all applicants for whom a PDF has been created. You can click on “View” for the applicant of interest to open his/her materials in a PDF viewer, allowing options to print or download.

**USER TIPS**

**NOTE:** The PDF viewer opens in a new tab. Even if you log out of UACareers, any tabs containing PDF applicant documents remain open. For confidentiality, please be certain to close those tabs when no longer needed.

**NIFTY FEATURE:** If you do not wish to e-mail the PDF application documents to the search committee, simply copy and paste the URL that shows up in the PDF viewer tab. E-mail the link or links to the search committee. When the search committee members log in to UACareers, they can simply paste that URL into their browser to view the application materials. The URL will not work if the user has not previously logged into UACareers/hr. This adds a layer of security to protect applications from unauthorized viewing.
CHANGING APPLICANTS’ STATUS

Only the Applicant Reviewer can change the status of applicants; as the search committee makes decisions, the chair should keep the Applicant Review apprised of needed actions.

To change the status of one applicant, click the **Take Action on Job Application** button. *This button will not be viewable if you are not the Applicant Reviewer.*

Changing the Status of Multiple Applicants

*To move a group of applicants to a new workflow state*

Again, this is an action that only the Applicant Reviewer can perform.

1. From the list of all applicants on the posting, check the boxes to the left of the applicants of interest.

2. From the **Actions** menu, select **Move in Workflow**. The Editing Workflow States page opens.

3. Do one of these things:
   - Use the **Change for All Applicants** box to move all the applicants you selected to a given workflow state, or
   - For each applicant listed on this page, select the new workflow state.

4. If appropriate, select the reason that best explains why you are moving the applicants in the workflow. You can select a different reason for each applicant even if you moved all of them in the workflow together.

5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.
INITIATING A BACKGROUND CHECK

When the Applicant Reviewer moves an applicant to **Offer Accepted** in the Workflow status, a link to initiate the background check will appear. To initiate a background check, select the **Start Background Check Request** link.

Printing a Background Check Request

1. Locate the relevant background check on the **Background Check Requests** tab and open it for viewing.
2. Select **Print Preview**. The system presents a printable view.
3. Use your browser's Print feature to print the document.
4. Use your browser's Back button to return to the main view of the background check request.

At this point, the Applicant Reviewer will want to update the posting status to **filled**. In order to do so, submit a One-Minute Request to Human Resources via the UACareers.net site.
USER TIPS

1. Even though only the Applicant Reviewer can initiate the Background Check Requests, those requests are viewable by all authorized users under the Background Check Request tab.

2. There is a direct link to UACareers.net under Useful Links on the UACareers home page so you can quickly submit a One-Minute Request to have a position filled or submit a question.

PRINTING AND EXPORTING REPORTS

When you have an active posting open, you will see a Reports tab giving you three report options. All three options generate Excel reports that you can view on screen or export to your computer.

- **Applicant List Report** generates a spreadsheet listing all applicants with name, contact information, and workflow state.

- **Applicants in Process** generates separate spreadsheets for each workflow state (e.g., Under Review, References Requested, Interview).

- **Departmental EEO Report** prints a breakdown of the applicant pool by number of men and women in each racial/ethnic category for Equal Employment Opportunity documentation.


2. A new window will open showing that the report is generating. When the status shows Completed, you can click on Actions to view or download the report. Once in a while the system gets persnickety and does not open the new window immediately. Before you click on the report multiple times, check for a message that your report is ready (see #3).
3. Whenever you have reports completed and available for viewing or download, an alert that you have messages will appear next to your name in at the top of the screen. You can click on this alert to access your reports as long as they remain active.

**USER TIP**
Reports only remain active for 24 hours and after that time are automatically deleted. Be sure to Download to Excel any reports you want to save for a longer term.