The Nuts and Bolts of Using the Online Applicant Summary System
Office for Equity and Diversity
www.missouristate.edu/equity
Presented by

Christina Hicks
Compliance Specialist

&

Tony Adrignola
Graduate Assistant
To log on to the Online Recruitment Plan, Applicant Summary, and Employment Offer Request click this link.
Log In


To continue, please enter your Missouri State University user ID and password below then click the Log In button:

User ID: ___________________________  Example: abc123 or abc123s
Password: ___________________________  Example: ********

Log in

To protect your personal data, you must close your web browser before leaving this computer

Be wary of any web page that asks you for your user ID and password. Secure Missouri State University web pages that ask you for your user ID and password will generally have web addresses that begin with https://cams.missouristate.edu. In addition, your web browser should visually indicate that you are accessing a secure page.
Create a Recruitment Plan
To create a new search select the search that pertains to the department.
Create Search

About Your Search
Are you requesting to shorten the standard advertising period? A typical advertising period is 3 weeks.
- Yes
- No

Are you requesting to use an applicant pool from a current search of the same position? (advertised within 60 days)
- Yes
- No

Please specify the search number:

Is this position only for current full-time university employees?
- Yes
- No

Is this search to be conducted in a limited recruitment area? (i.e., local versus regional)
- Yes
- No

Is this an acting or interim position?
- Yes
- No

Special Circumstances
Is this position to be filled under the dual career assistance program?
- Yes
- No

Is this hire being made under the diversity hiring program?
- Yes
- No

Is this search valid under a special agreement? (i.e., grant)
- Yes
- No

Continue

Questions for a staff search

These questions are used to determine if the search is abridged or standard.
Questions for an academic search

Are you requesting to shorten the standard advertising period? A typical advertising period is at minimum 30 days.
- Yes  No

Are you requesting to use an applicant pool from another search?
- Yes  No

Please specify the search number:

Are this position only for current full-time university employees?
- Yes  No

Is this search to be conducted in a limited recruitment area? (i.e., local versus regional)
- Yes  No

There is no time to engage in any reasonable recruitment activities. For example, it is only 3 weeks before classes begin.
- Yes  No

Special Circumstances

Is this position to be filled under the dual career assistance program?
- Yes  No

Is this hire being made under the diversity hiring program?
- Yes  No

Is this search valid under a special agreement? (i.e., grant)
- Yes  No

These questions are used to determine if the search is abridged or standard.
The search chair or Hiring Administrator must provide a detailed justification for abridging a full search process.
The position information section assess if the hiring unit has Affirmative Action goals. If the title of the job is not available in the job code section, pick a similar position for the job code.
Hiring

Create Search

Date Prepared: 8/4/2008
Prepared By: Adriignola, Antonio M
Phone Number: 
Budget Number: 
# of positions to fill: 1
Budget Line #: 
Department: Academic Advisement Center
Division: Administrative and Information Services Division
Anticipated Search Process: ○ Standard ○ Abridged
Abridged Search Process Type (Check all that apply):
☐ Shortened Advertising Period
☐ Existing Search Pool
☐ Limited Recruitment Area
☐ Internal
☐ Interim Position
☐ Special Circumstances - Dual Career Assistance
☐ Special Circumstances - Diversity Recruitment Program
☐ Special Circumstances - Special Agreement
Will the position be advertised? ○ Yes ○ No
Justification for abridging full search process:

1999 characters remaining.

All Abridged searches must be approved by the Major Administrator, Human Resources and the Office for Equity and Diversity.

Is Human Resources sending acknowledgement letters? ○ Yes ○ No

Position Information

New Position? ○ Yes ○ No
Job Code: 

Continue
Hiring

Create Search

Job Description

Visit the job descriptions list to view the current description for the job.

If the job description needs to be revised, contact the Assistant Director of Human Resources in the Office of Human Resources at 836-6616 to schedule an appointment to revise the job description.

Continue  Finish Later
Hiring

Create Search

Affirmative Action Goals

If affirmative action goals are in effect due to underutilization in the job group, the advertising plan must include affirmative action publication sources.

The following goals are in place:

- Minority
- Minority
Recruitment efforts must assure equal employment opportunity for all applicants, including using targeted outreach efforts to solicit applications from minorities, women, veterans, and persons with disabilities. These recruitment efforts should be reflected in the Recruitment Plan prepared by the search committee and/or hiring unit.
The timeline is based on the needs of the department. However, Human Resources and/or the Office of the Provost can adjust the proposed dates based on approvals. The search committee and/or hiring unit cannot start screening applicants until after the proposed deadline date.
Create Search

Search Committee

Search Committees should include both genders and, if possible, one member from an under-represented group.

Hiring Administrators and Search Chairs are required to attend an Office for Equity and Diversity briefing prior to the Recruitment Plan being approved.

Major Administrator

This approver is automatically set based on the supervisor of the division/college specified. If a different approver is desired for this search, you may change it.

Major Administrator: Burris, Gregory L Specify Different Approver

Hiring Administrator

This approver is automatically set based on the supervisor of the department specified. If a different approver is desired for this search, you may change it.

Hiring Administrator: Davis, Kathy J Specify Different Approver

Date Attended Search

Briefing:

Hiring Unit Secretary

Public ID: First part of email address (PublicId@missouristate.edu)

Search Committee Chair

Public ID: First part of email address (PublicId@missouristate.edu)

Date Attended Search

Briefing:

Sex: Male Female

Race/Ethnicity: Optional

Search Committee Members

Add Member

The Hiring Administrator (HA) and Major Administrator's (MA) names are prefilled based on the department that was chosen in the recruitment plan. If the HA and/or MA need to be changed, select “specify Different Approver” and enter the public I.D.
Office for Equity and Diversity

Review recruitment plan to ensure all information is complete. If changes need to be made, you can edit each section of the Recruitment Plan from this page.

### Affirmative Action Goals
- Minority
- Minority

### Proposed Plan of Recruitment

**Professional Outlets**
- Chronicle of Higher Education: Print
- Chronicle of Higher Education: Web
- Diverse
- Women in Higher Education: Print
- Women in Higher Education: Web

**Missouri State University Outlets**
- Campus mailing
- Vacancy Announcement
- Vacancy Information Line

**Miscellaneous**
- Personal professional contacts
Timeline

Proposed date search committee plans to begin advertising/recruiting:
8/8/2008

Proposed deadline date:
8/8/2008

Proposed date for selecting interviewees:
8/8/2008

Proposed date to begin campus interviews:
8/8/2008

Proposed date to extend employment offer:
8/8/2008

Search Committee

Major Administrator: Adrignola, Antonio M

Hiring Administrator: Hicks, Christina C

Date Attended Search Briefing:

Committee Members
Change State

Search Number:
  Line Number: Axxx
  Position Title: test two
  Department: Equity and Diversity, Office of

Action Needed Hide

Once all applicant information is entered this search needs to be submitted for approval.

The following information needs to be completed for each applicant:

- First & Last Name
- Tier
- Application Date
- Met Minimum Qualifications
- Signed Application
- Selected for Interview
- Date Acknowledgement Letter Sent

Applicants needing information are marked.

Submit Search for Approval
Hiring and Major Administrators
An email will be sent to you requesting your approval of the applicant summary. Follow the link and log on to the search needing you approval to see this screen. Add comments and approve/reject the recruitment plan.
Applicant Summary
Hiring

Summaries Needing My Approval

There are currently no summaries needing your approval.

My Searches

No searches were found.

Searches in My Area

<table>
<thead>
<tr>
<th>Search Number</th>
<th>Position Title</th>
<th>Phase</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>test title</td>
<td>Interview Applicants</td>
<td>View</td>
</tr>
</tbody>
</table>
If an applicant applies with a paper employment application you will need to enter his/her information manually. To do this click the “Add Applicant” link.

No applicants have been entered for this search. You should not screen applicants until the search closes.
If an applicant submits the Missouri State University Employment Application online, this section of the applicant summary will be prefilled.
### If Candidate not Selected for Interview

**Reason for Non-Selection:**

**Comments:**

800 characters remaining.

### Applicant Screening Information

- [ ] Called references
- [ ] Called off-the-list
- [ ] Phone interview with applicant
- [ ] Video conference
- [ ] Other

**Disposition Code:**

[Add Applicant] [Cancel]
Hiring

View Applicants

<table>
<thead>
<tr>
<th>Tier</th>
<th>Name</th>
<th>Signed App</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Doe1, John</td>
<td>Yes</td>
<td>View</td>
</tr>
<tr>
<td>1</td>
<td>Doe3, Jane</td>
<td>Yes</td>
<td>View</td>
</tr>
</tbody>
</table>

You can edit applicant information by clicking the edit link here.
The hiring units can view applicants employment applications by selecting “view application” next to the applicants name.

Print or otherwise save these materials for your master search file.
Hiring

View Applicant

Last Name: Doe1
Middle Name: 
App Date: 8/15/2008
Met min qualifications: Yes  No
Interview: Yes  No
Tier: 1 - Candidate for Interview

Work Authorization

Is the applicant legally authorized to work in the United States?
Yes  No
If not, will the applicant require sponsorship for employment-status visa?
Yes  No
If they will, what is the applicant’s immigration status?
If other, please clarify:

500 characters remaining.

If Candidate Selected for Interview

Reason for Selection:
This applicant met all minimum requirements and had excellent references. This applicant has 8 years of experience in EEO.

679 characters remaining.
If Candidate not Selected for Interview

Reason for Non-Selection:

Comments:

800 characters remaining.

Applicant Screening Information

- Called references
- Called off-the-list
- Phone interview with applicant
- Video conference
- Other

Disposition Code:
O - Interviewed, job offered, applicant hired

Save Changes | Cancel | Save Changes & Continue to Next Applicant
Search Number:

Line Number: Axxx
Position Title: test two
Department: Equity and Diversity, Office of

Action Needed

Once all applicant information is entered this search needs to be submitted for approval.

The following information needs to be completed for each applicant:

- First & Last Name
- Tier
- Application Date
- Met Minimum Qualifications
- Signed Application
- Selected for Interview
- Date Acknowledgement Letter Sent

Applicants needing information are marked.

Submit Search for Approval
An email will be sent to you requesting your approval of the applicant summary. Follow the link and log on to the search needing you approval to see this screen. Add comments and approve/reject the applicant summary.
Employment Offer Request
Click here to begin the EOR

Before proceeding to the EOR make sure the disposition codes are entered for every applicant.
Click here to select candidates for the EOR

**Action Needed**

An Employment Offer Request needs to be submitted for this search. If an offer will not be made, then an Employment Offer needs to be submitted with no selected candidates.

**Selected Candidates**

No candidates have been selected yet. Use the link on the left to select candidates.
This dropdown box will be filled with your Tier 1 candidates.
Provide a rationale why your first choice is the most qualified
Employment Offer

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

Action Needed

An Employment Offer Request needs to be submitted for this search. If an offer will not be made, then an Employment Offer needs to be submitted with no selected candidates.

Submit Employment Offer

Selected Candidates

Candidate Choice #1 Edit

Name: Doe1, John
Address: 123 Fake St.
Salary: 0 - Annually
Begin Date: 10/01/2008

Highest Degree: PhD
Transcript on Yes file?
Hiring

Submit Employment Offer for Approval

Certification Statement

By submitting, I certify that the recruitment procedures used in soliciting applicants, selecting qualified applications from among all who applied, and in the offering of employment have been conducted in accordance with Missouri State University hiring procedures, with the intent of equal opportunity employment, and has complied with all documentation and retention of records requirements. Specifically, I certify that:

- All applicants were considered on the basis of their qualifications for the job to be performed without regard to their race, color, religion, sex, national origin, ancestry, age, disability, veteran status or on any basis not related to the applicable job requirements.
- Prior to the selection of final candidates, no unofficial employment offer(s) was/were extended (verbally or in writing).
- The level of pay offered to each applicant to whom an offer is to be made is not less than the advertised level of pay and is based on the applicant's qualifications; any offer above the advertised, approved level was coordinated with and approved by the Office of Human Resources prior to the extension of an offer.
Employment Offer

Search Number:

Line Number: Axxx

Position Title: test title

Department: Equity and Diversity, Office of

Action Needed Hide

Once the employment offer is completed and all disposition codes are entered this search needs to be submitted for contingency checks and closure. If necessary, additional Employment Offers can be requested.

Submit Search for Contingency Checks & Closure

Request new Employment Offer

Selected Candidates

Candidate Choice #1

Name: Doe1, John
Address: 123 Fake St.
Salary: 0 - Annually

Highest Degree: PhD
Transcript on: Yes
file?
Questions?