



UNIVERSITY OF HAWAII – SYSTEMWIDE

Equal Employment Opportunity and Affirmative Action Office

Online Applicant Data System Manual

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Send questions, comments, or suggestions about this manual to: eeo@hawaii.edu

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Online Applicant Data System Manual

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About the Online Applicant Data System

As a condition of receiving federal funds, the University of Hawai‘i must:

1. collect confidential EEO data on applicants (e.g., gender, race/ethnicity),
2. track applicants, and
3. document the hiring process for EEO compliance.

This information is used to determine whether the University’s selection procedures have an adverse impact on race, gender or ethnic groups. The data is also needed to comply with our affirmative action obligations under Executive Order 11246 (Equal Employment Opportunity) which prohibits the discrimination in employment decisions on the basis of race, color, religion, sex, or national origin.

Although new regulations disallow guessing gender and race/ethnicity based on name, **visual identification** is acceptable in civil service recruitments at the interview stage.

In order to better meet these new requirements, the Office of Human Resources (OHR) and the Equal Employment Opportunity/Affirmative Action Offices (EEO/AA) for UHM & Systems Programs, UH West O‘ahu, UH Hilo, and Community Colleges teamed up to create an Online Applicant Data System to replace the submittal of hardcopy BOR Selection Form 17.

The benefits of this new system include:

- User-friendliness. (You have to do it anyway, but the new process is easier after you learn a few things.)
 - MQs and DQs are electronically downloaded from workatuh.hawaii.edu ads.
 - Fewer errors. (For example, you can now choose a reason for selection/non-selection from drop-down menu.)
 - Automatic generation of documents (e.g., letters to applicants, final screening summary).
 - All BOR applicants receive a survey notification by email or letter. (Exception: You can still do a “best guess” of civil service applicants by visual identification.)
-

Getting Started

The Online Applicant Data System is located at: <https://www.pers.hawaii.edu/hres/eeo/>

There is a **secure Web Login Service** window in the middle of the web page. This is where primary authorized users enter their UH Username and UH Password to gain access to the Online Applicant Data System. (Reminder: UH usernames and passwords are case sensitive.)

The delegated personnel officer for each college or unit is the “primary authorized user.” However, the system is designed so that the primary authorized user can designate other staff to access this website and enter applicant data.

Delegated personnel officer(s) can access the system at any time during the process to view and/or edit applicant or other data.

Web Login Service

You have requested access to a site that requires University of Hawaii authentication.

Enter your UH username and password below; then click the **Login** button to continue.



UH username:

Password:

Warn me before logging me in to other sites.

For security reasons, quit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your UH username and password. Secure University of Hawaii web pages that ask you for your UH username and password will generally have URLs that begin with "https://login.its.hawaii.edu". In addition, your browser should visually indicate that you are accessing a secure page.

For assistance visit the [Information Technology Services Help Desk](#) or email help@hawaii.edu

Getting Started

Navigation

The **Navigation** menu is located to the left of each window. It displays links that enable you to navigate the system. The number of links varies depending on the window that is displayed. They include, but are not limited to, the following:

- **Search**
 - **FAQ**
 - **Archive**
 - **Recruitments**
 - **List Recruitments**
 - **Edit Position Numbers**
 - **Edit Titles**
 - **Delete Recruitment**
 - **Edit Users/Signers**
 - **Edit Signers**
 - **Edit Users**
 - **Recruitment Data**
 - **Set Up**
 - **Minimum Qualifications (MQs)**
 - **Desirable Qualifications (DQs)**
 - **Applicant Data**
 - **Add Applicants**
 - **List/Edit Applicants**
 - **Print Letter**
 - **Applicant Screening**
 - **Final Screening**
 - **Initial Checklist**
 - **Review**
 - **History**
 - **Manual (Draft)**
 - **Logout**
-
- **Logout:** Clicking the **Logout** link will end your session and log you out of the system. NOTE: Security feature—after 20 minutes of keyboard inactivity, the online system automatically logs you out; you need to log back in.
-

Personnel Officer Tasks

List/Add Recruitments **[REQUEST NEW SNAPSHOT-----]**

Once logged into the system, the personnel officer will see a window similar to the one below.

Position	Title
0077160	INFO, EVENTS & PUBLICATIONS
0080518	INSTITUTIONAL SUPPORT
0080167	INSTITUTIONAL SUPPORT
0088048T	INSTRUCTOR, CC, 11-MO
0080865	INSTITUTIONAL SUPPORT

Or

To add a new Civil Service position number to your list, click here.

To add a new BOR position number to your list, click here.

When the primary personnel officer first accesses this screen, all active recruitments posted on the “workatuh” website will appear in a list.

- **Position Number(s)**
Personnel Officers: Click on a **Position Number** to access the recruitment and set up authorized users.
 - **To Add/Edit A Position**
To add a new position number to an existing recruitment, click on the applicable **Position Number**. This will access the add/edit position screen.
 - **To Add a new BOR Recruitment to the List**
If a BOR recruitment does not appear on your list (e.g., not downloaded from workatuh; position exempt from advertising), add it by clicking on **BOR** and completing the Recruitment Set Up screen.
 - **Civil Service Recruitments**
Continue to Use Form 17A for Civil Service Recruitments.
-

Personnel Officer Tasks

Set Up Authorized Users

After clicking on a listed position number, the next window will look similar to the one below. This is the **Set Up Authorized Users** window.

SET UP AUTHORIZED USERS	
<i>Navigation</i>	Title: FACILITIES PLANNING & DESIG
Recruitments	Position Number: 0077916
<i>Logout</i>	HELP
Select one:	
<input checked="" type="radio"/> Competitive recruitment	
<input type="radio"/> Position is exempt from advertising, per A9.540	
<input type="radio"/> Recruitment waiver approved by campus EEO/AA officer is on file	
Are there multiple position numbers for this recruitment?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Additional Position #s: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Enter the authorized users or signers for this recruitment.	
Reviewing Official (e.g., Search Committee Chair)	
UH Username:	<input type="text" value="evalani"/>
Email Address:	<input type="text" value="evalani@hawaii.edu"/>
EEO/AA Designee (e.g., Personnel Officer)	
UH Username:	<input type="text" value="biom"/>
Email Address:	<input type="text" value="biom@hawaii.edu"/>
Chancellor, Dean, or Director	
UH Username:	<input type="text" value="mie"/>
Email Address:	<input type="text" value="mie@hawaii.edu"/>
Designate other users who are authorized to enter CONFIDENTIAL applicant data and screening information.	
UH Username:	<input type="text" value="fitzgera"/>
<input type="button" value="Next User"/> <input type="button" value="Finish"/>	

Personnel Officer Tasks

The **Set Up Authorized Users** screen can only be completed by delegated personnel officers. This is where they **process positions** and **Set Up Authorized Users and Signers**.

a. Processing the position

If this is a competitive recruitment, click Competitive Recruitment to begin processing the position. There are two exceptions (If applicable, click on one of these exceptions and follow the directions):

1. Position is exempt from advertising (see A9.540), or
2. Recruitment waiver approved by the campus EEO/AA officer is on file in the hiring unit.

b. Setting Up authorized electronic signatures

Up to three signatures are required per recruitment:

1. Reviewing Official (e.g., Search Committee Chair)
2. EEO/AA Designee (e.g., Personnel Officer)
3. Chancellor/Dean/Director

Except for the Reviewing Official, the UH usernames and email addresses are automatically populated by the system.

The personnel officer authorizes **Approved Signatures** by entering the UH username and email address of the Reviewing Official and confirming those of the EEO/AA Designee and Chancellor/Dean/Director, making changes as necessary.

c. Designate other authorized users to enter CONFIDENTIAL data

The personnel officer designates other staff (e.g., secretary, personnel clerk) to access this website and enter CONFIDENTIAL applicant data and screening information by entering the UH username(s) of appropriate staff member(s).

Click **Next User** to add more than one user.

Click **Finish** after the last authorized user has been entered.

Pre-Interview Tasks

After completing the **Set Up Authorized Users section**, the **Recruitment Set Up** window will look similar to the one below. At this point, the personnel officer can stop the process and **Logout**. [NOTE to Personnel Officers: Authorized user(s) can be informed that they can enter applicant data into the system.]

RECRUITMENT SETUP


Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

You may continue filling out the form or logout and have the user(s) you entered complete the form.

Does this recruitment have a closing date?

Yes No

Closing Date: / / 

Are there underutilized groups for this recruitment?

[View file showing underutilized groups](#)

Yes No

Women Hispanic

Black Native American

Asian/Pacific Islander

Is there a screening committee?

Yes No

members: # females: # ethnic minorities:

Authorized users access the **Recruitment Set Up** window to enter the following data:

- Closing date for recruitment
You can either type in the closing date, or click on the adjoining desk calendar and click on the closing date to auto-populate the field. [Note: Closing dates are found in the “workatuh” ads for the recruitment.]
 - Underutilized groups for this recruitment
Click on the **View file showing underutilized groups** link to see a listing of underutilized groups for your campus. If applicable, click **yes** and the applicable groups (e.g., women, Blacks, Hispanics).
 - Screening/search committee members information
 - After entering and checking data, click on **FINISH** to view the next window.
-

Pre-Interview Tasks

The **Minimum Qualifications (MQs)** window allows authorized user(s) to view and make changes to MQs that were downloaded from the “workatuh” ad.

MINIMUM QUALIFICATIONS				
Title:	INSTR & STUD SUPP			
Position Number:	0077250			
HELP				
The Minimum Qualifications have been pulled from the Workatuh website. To make changes, use the "Edit," "Copy," and "Delete" functions.				
To add a minimum qualification click here.				
#	Edit	Copy	Delete	MQ
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced and comprehensive knowledge and understanding of a wide range of developing and emerging concepts, principles and methodologies of the assigned financial aid program.
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comprehensive knowledge and understanding of a wide range of principles, theories, federal and state laws and systems associated with financial aid programs.
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrated written and verbal competence in presenting ideas, concepts and models clearly using persuasion and negotiation to build consensus and cooperation.
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

Minimum Qualifications (Add/Edit/Copy/Delete)

Review the list of Minimum Qualifications to verify that they downloaded correctly.

To **add** an MQ to the list, click on “To add a minimum qualification click here.” Type the MQ in the box, or cut and paste cut and paste MQs and DQs from your file (e.g., workatuh, word document, etc.) into the box

To **edit/copy/delete** MQs check the appropriate box on the left or click on the MQ description on the right. Make corrections as needed.

NOTE: Periods and semi-colons create section breaks. Therefore, when typing the MQ and DQ sections for your workatuh ads, **only** use periods (.) and semicolons (;) as separators between qualifications. Example: Type "PhD degree" without the periods. If you type "Ph.D. degree" you will create three separate MQs.

Pre-Interview Tasks

Set Up Desirable Qualifications

After viewing and/or editing the Minimum Qualifications, you will be linked to a window similar to the one below.

SETUP DESIRABLE QUALIFICATIONS

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

Do you want to rate the Desirable Qualifications using:

Numerical Scale OR "Yes" or "No"

This is where you select the rating schematic (Numeric Scale or Yes/No) for the position. Please check with your Personnel Officer or Search Committee Chair before doing so because you will NOT be able to make a change once you select your preference.

Desirable Qualifications (DQs)

After selecting a rating schematic, you will be linked to a **Desirable Qualifications** window like the one below where you can view and/or make changes to DQs that were downloaded from the workatuh ad.

DESIRABLE QUALIFICATIONS

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

The Desirable Qualifications have been pulled from the WorkatUH website. To make changes, use the "Edit," "Copy," and "Delete" functions.

To add a desirable qualification click here.

#	Edit	Copy	Delete	DQ
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Master's degree from an accredited university, with 5 or more years of experience as a director of financial aid at the university level.

Desirable Qualifications

As with MQs, you are able to edit, copy, or delete DQs by either clicking the appropriate column on the left, or a DQ description on the right

Pre-Interview Tasks

Initial Checklist

POSITION NO(S). 0082089				
Name of Applicant:- _____		Reviewer: _____		
Minimum Qualifications	Yes	No	Not Sure	Comment
1				
2				
3				
Total				
Desirable Qualifications	Yes	No	Not Sure	Comment
1				
2				
3				
Total				
Position No(S). 0082089				
Minimum Qualifications				
<ol style="list-style-type: none"> 1. Librarian II and III: ALA accredited MLS or international equivalent. 2. Librarian III: Three years of experience working in serials or the technical management of electronic resources and twenty-four post baccalaureate credits of academic study beyond the MLS. 3. Knowledge of electronic information resources in all formats. 				
Desirable Qualifications				

Pre-Interview Tasks

Add Applicant

Once the personnel officer completes the **Set Up Authorized Users** section, users may enter Applicant Data at any time into the **Add Applicants** section.

ADD APPLICANT

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

Is this applicant an APT priority candidate?
 Yes No

Select the priority: [Dropdown menu with options 1, 2, 3]

Enter applicant information.

Last Name: [Input field]
First Name: [Input field]
Middle Name: [Input field]

Does the applicant have an email address?
 Yes No

APT Priority Candidate

If applicant is an APT priority candidate, click “Yes” and select the priority number (1-3). Per article 10A (Employment Rights) of the APT collective bargaining agreement, preference shall be given to APT candidates (applicants) as follows:

Priority 1: Preference shall be given to Employees from within the bargaining unit who are being relieved or terminated because of lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security, who meet the minimum qualifications of the position, for a vacancy in the same or lower pay band as the position from which the Employee is being relieved or terminated.

Priority 2: If no APT Priority 1 applicant meets the minimum qualifications of the vacancy, the Employer shall then consider Employees from within the bargaining unit who have been relieved or terminated because of lack of work or other legitimate reasons and have reemployment rights as outlined in Article 9, Employment Security, who meet the minimum qualifications of the position, for a vacancy in the same or lower pay band as the position from which the Employee was relieved or terminated.

Priority 3: If no Priority 1 or 2 applicants meet the qualifications of the vacancy, the Employer shall then consider other applicants from within the bargaining unit. If there are two (2) or fewer qualified applicants from within the bargaining unit, the applicant pool may be supplemented with qualified applicants from outside the bargaining unit.

If no Priority 1-3 APT applicants meet the minimum qualifications of the vacancy, the Employer may then consider other applicants from outside the bargaining unit.

Pre-Interview Tasks

Add Applicant

ADD APPLICANT

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

Is this applicant an APT priority candidate?

Yes No

Enter applicant information.

Last Name:

First Name:

Middle Name:

Does the applicant have an email address?

Yes No

Applicant information should be entered as applications are received in order to allow the applicant(s) sufficient time to self-disclose their information.

- Type applicant's name (last, first, middle).
- Click "Yes" if applicant has email address; click "No" if applicant does not.

Pre-Interview Tasks

Applicant with email address:

ADD APPLICANT

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

Is this applicant an APT priority candidate?

Yes No

Enter applicant information.

Last Name:
First Name:
Middle Name:

Does the applicant have an email address?

Yes No

Email:

- Type the email address in the box above. [NOTE: Remember to add the @ symbol to the address (e.g., doe@hawaii.edu).]
- Applicants who provide email addresses are instantly sent an email directing them to a web site where they can **voluntarily** self-disclose their gender and ethnicity.

ADD APPLICANT

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

The confidential EEO/AA Applicant Data Survey has been emailed to: halle@mgm.com for Berry, Halle.

- A message similar to the one above will appear on your monitor confirming the transmission.

Pre-Interview Tasks

Email to Applicant

- The email will look similar to the one below.

From	University of Hawai'i EEO <eeo@hawaii.edu>
Sent	Wednesday, September 20, 2006 3:49 pm
To	applicant@nojob.com
Subject	University of Hawai'i Application for Employment

Thank you for your interest in employment at the University of Hawai'i. Our University is strongly committed to a policy of equal opportunity and affirmative action. An important component of our Affirmative Action Program is to carefully monitor recruitment efforts.

Please assist us in fulfilling our federally mandated responsibilities by going to the following website and completing an Applicant Confidential Data Form.

<https://www.pers.hawaii.edu/hres/eeo/si.asp?i=T9VV4L&r=193>

* You may be prompted to enter the following:

Recruitment Number: 193
Applicant Number: T9VV4L

Job Title: ASST PROF, MED, 11-MO
Position Number: 0083300T

Once you have completed the form, you will not be able to re-enter the website to make changes. If you need to make a change, call the office of Equal Employment Opportunity and Affirmative Action at 808-956-7077 (V/T) for assistance.

Your response to this request is strictly voluntary. If you do not complete the survey form, this will in no way adversely affect your application. As a safeguard, any information you provide will be submitted directly to the campus Equal Employment Opportunity and Affirmative Action Officer. It will not be included with your employment application. The information will be used for reporting purposes and will be handled in a confidential manner, in accordance with state and federal law and University policy.

Thank you for your application to the University of Hawai'i and for your cooperation in submitting the Applicant Confidential Data Form.

Pre-Interview Tasks

Applicant without email address:

ADD APPLICANT

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

Is this applicant an APT priority candidate?

Yes No

Enter applicant information.

Last Name:
First Name:
Middle Name:

Does the applicant have an email address?

Yes No

Street Address1:
Street Address2:
City:
State: ▾
Zip:

Letters will be generated for applicants without email addresses instructing them to access a website and voluntarily self-disclose their gender and ethnicity.

[Note: Applicants without computers will be advised to call an EEO/AA Designee to divulge this information.]

A list of applicants who need letters mailed to them can be viewed by clicking on the **Applicant Data** & **Print Letter** tabs in the **Navigation** menu. (Letters are held in a queue so that they may be printed all at once. You may print, however, individual letters at any time.) To ensure that letters are generated for applicants without email addresses, do the following:

- Type the applicant's address in the box above.
- After typing in data on the **last** applicant for a recruitment, users can:
 1. Access another recruitment by clicking on **Recruitments** on the **Navigation** menu, or
 2. Log out of the system by clicking on **Finish**

Pre-Interview Tasks

Letter to Applicant

- The letter will look similar to the one below. Like the email, the letter contains the following information:
 1. Job title,
 2. Recruitment Number, and
 3. Unique Applicant Number.
 - The letter has also been formatted to fit into a “letter-sized” windowed envelope (triple fold with address showing through).
-



University of Hawai'i

Equal Employment Opportunity and Affirmative Action Office

September 20, 2006

Archibald Leach
123 Lauhala Street
Honolulu, HI 96822

Thank you for your interest in employment at the University of Hawai'i. Our University is strongly committed to a policy of equal opportunity and affirmative action. An important component of our Affirmative Action Program is to carefully monitor recruitment efforts.

Please assist us in fulfilling our federally mandated responsibilities by taking the time to complete an Applicant Confidential Data Form.

Your response to this request is strictly voluntary. If you do not complete the survey form, this will in no way adversely affect your application. As a safeguard, any information you provide will be submitted directly to the campus Equal Employment Opportunity and Affirmative Action Officer. It will not be included with your employment application. The information will be used for reporting purposes and will be handled in a confidential manner, in accordance with state and federal law and University policy.

*To complete the Applicant Confidential Data Form, go to the following website:

<https://www.pers.hawaii.edu/hres/eeo/si.asp>

*You will be prompted to enter the following:

Post-Interview Tasks

Applicant Screening List

When **final screening results** (MQs, DQs, interview results, and ratings) are available for input, users can login to the system and enter applicant results/ratings by clicking on applicant's name and entering his/her screening results.

Applicant Screening List

Title: INSTR & STUD SUPP

Position Number: 0077250

HELP

Select an applicant to enter final screening results.

OR

Click on a letter to view the applicants with last name beginning with that letter.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

- Berry, Halle
- Bush, George
- Carter, Jimmy
- Clinton, Bill
- Ford, Harrison
- Ford, Gerald
- Johnson, Lyndon

If there are more than eleven (11) applicants, a window similar to the one above will appear on your monitor. Click on the first letter of the applicant's last name (e.g., Smith). Doing so will display a list of all applicants starting with that letter. Click on applicant's name and enter screening results.

Post-Interview Tasks

Screening the Applicants [REQUEST NEW SNAPSHOTS: TOP/BOTTOM-----]

SCREENING		
Title:	INSTR & STUD SUPP	
Position Number:	0077250	
HELP		
Applicant: Berry, Halle		
Enter final screening results:		
All MQs Met <input type="checkbox"/>		
#	Minimum Qualification	Met
1	Advanced and comprehensive knowledge and understanding of a wide range of developing and emerging concepts, principles and methodologies of the assigned financial aid program.	<input type="checkbox"/>
2	Comprehensive knowledge and understanding of a wide range of principles, theories, federal and state laws and systems associated with financial aid programs.	<input type="checkbox"/>
3	Demonstrated written and verbal competence in presenting ideas, concepts and models clearly using persuasion and negotiation to build consensus and cooperation.	<input type="checkbox"/>
4	For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.	<input type="checkbox"/>
5	Any equivalent combination of education and/or professional work experience which provides the required education, knowledges, skills and abilities as indicated.	<input type="checkbox"/>
6	Thorough knowledge of financial aid programs for the instruction and training of professional and support staff.	<input type="checkbox"/>
7	Ability to establish and maintain effective working relationships with representatives from U.	<input type="checkbox"/>
8	Department of Education, state and public organizations, scholarship agencies, lenders and guarantee agencies to provide financial aid.	<input type="checkbox"/>
All DQs Met <input type="checkbox"/>		
#	Desirable Qualification	Met
1	Master's degree from an accredited university, with 5 or more years of experience as a director of financial aid at the university level.	<input type="checkbox"/>
Was applicant interviewed? <input type="text" value="No"/>		
Overall Rating (Optional): <input type="text"/>		
Reason: <input type="text"/>		
<input type="button" value="Next Applicant"/> <input type="button" value="Finish"/>		

Post-Interview Tasks

Screening the Applicants

All MQs and DQs for a recruitment are visible in this window. Each applicant's final results are entered here.

- Check off each MQ met if applicable to applicant.
(Tip: If an applicant meets all MQs and DQs, clicking on **All MQs Met and All DQs Met** will automatically check every minimum and desirable qualification. Additionally, if an applicant meets all but a few MQs or DQs, the user can click on All MQs/DQs Met and “un-click” those few that were not met.)
 - Select “Yes” or “No” if the applicant was interviewed.
 - Overall Rating is optional based on the hiring unit's preference. For example, you may use whole numbers (1,2,3) or decimals (1.2, 1.5, 2) to rate each applicant.
 - A reason for non-selection or selection is required for **all** applicants entered for this position vacancy in order to complete the process for the recruitment. The **Reason** menu includes the following:
 - Selected and accepted offer
 - Offered position, but declined
 - APT priority candidate selected
 - Did not meet MQs
 - Met MQs, but not DQs
 - Not as qualified as selectee
 - Withdrew/Declined interview
 - Incomplete application
 - Other (specify)
 - The data entry process is done for each non-selected applicant after a **Reason** has been indicated for selection/non-selection.
 - Click “Selected and accepted offer” in the **Reason** menu for the selectee.
 - Complete the screening process by clicking the “Finish” button.
-

Post-Interview Tasks

Selectee Position Data

After entering final results on all applicants, click on the selectee's name to finalize the selection process. [Note: This will link users to a **Recruitment Results** window similar to the one below.]

RECRUITMENT RESULTS


HELP

Selectee: Ford, Harrison

Title: INSTR & STUD SUPP

Position Number: 0077250

Rank/Band: FTE:

Appointment Period Begin: / / 

Appointment Type:

Permanent

Temporary

Type of Hire:

New

Transfer (Movement w/in campus to same or lower band)

Promotion (Movement w/in campus to higher band)

If Selectee is current UH employee, indicate position LEAVING:

Title:

Department:

Campus:

Rank/Band: Temporary Permanent

BOR Hires:

Enter the following data for all hires:

- Rank (e.g., I2-I5, S2-S5), Band (A-D), or SR/Step (e.g., SR 5A)
- FTE (Full-Time Equivalent)
- Appointment Type (Permanent/Tenure-Track or Temporary)
- Type of Hire (New, Transfer, or Promotion)
- Position leaving if Selectee is current UH employee

Edit/verify data and click on **FINISH**.

Post-Interview Tasks

Screening Results

After electronically completing the selectee's position data section, review **Screening Results** before forwarding recruitment for final approval.

Screening Results

Click on "Review" to finalize screening. When finished, the reviewing official will receive a notice to approve the EEO/AA recruitment and screening form.

Review

Screening Summary [REQUEST NEW SNAPSHOTS: -----]

Users are linked to a **Screening Summary** window similar to the one below after clicking the **Review** button.

Screening Summary												
Applicant	Minimum Qualifications								Desirable Qualifications	Interviewed?	Ranking	Reason
	1	2	3	4	5	6	7	8	1			
Harrison Ford	✓	✓	✓	✓	✓	✓	✓	✓	✓	yes		Selected and accepted offer
Halle Berry	✓	✓	✓	✓	✓	✓	✓	✓	✓	yes		Offered position, but declined
Fred Sanford		✓	✓	✓	✓	✓	✓	✓		no		Did not meet MQs
Ronald Reagan		✓	✓	✓	✓	✓	✓	✓		no		Did not meet MQs
Richard Nixon			✓	✓	✓	✓	✓	✓		no		Did not meet MQs
Bill Clinton		✓	✓	✓	✓	✓	✓	✓		no		Did not meet MQs
George Bush	✓	✓	✓	✓	✓	✓		✓		no		Did not meet MQs
John Kennedy	✓	✓	✓	✓	✓	✓	✓	✓		yes		Not as qualified as selectee
Gerald Ford	✓	✓	✓	✓	✓	✓	✓	✓		yes		Not as qualified as selectee
Jimmy Carter	✓	✓	✓	✓	✓	✓	✓	✓	✓	yes		Not as qualified as selectee
Lyndon Johnson	✓	✓	✓	✓	✓	✓	✓	✓	✓	yes		Not as qualified as selectee

Finish

- The **Selectee** is listed at the top of the **Screening Summary**. All other applicants are listed below the **Selectee**. [NOTE: Moving cursor over numbers under MQs and DQs will display the appropriate qualifications.]

After viewing and editing the **Screening Summary** section (correcting MQs, DQs, and Reason for Selection/Non-Selection), click on the **FINISH** button. This action links user to the Recruitment/Selection Form.

Post-Interview Tasks

Recruitment/Selection Form [REQUEST NEW SNAPSHOTS: TOP/BOTTOM-----]

Users are linked to the **Recruitment/Selection Form** window similar to the one below after reviewing the **Screening Summary**.

University of Hawai'i BOR Recruitment/Selection Form		
Selectee's Name:	Ford, Harrison	Position Title: INSTR & STUD SUPP
Position No.	0077250	Rank/Band: B FTE: 1.0
Appointment Begin:	10/24/2005	
<input type="checkbox"/> Faculty Position or <input checked="" type="checkbox"/> APT Position or <input type="checkbox"/> E/M (Executive/Managerial) Position <input type="checkbox"/> Temporary Appointment or <input checked="" type="checkbox"/> Permanent Appointment <input checked="" type="checkbox"/> New Hire or <input type="checkbox"/> Transfer or <input type="checkbox"/> Promotion		
If Transfer or Promotion, the position selectee is leaving:		
Position Title:	_____	Rank/Band: _____
<input type="checkbox"/> Temporary or <input type="checkbox"/> Permanent		
Department:	_____	Campus: _____
Was there a screening committee or Department Personnel Committee?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
No. members:	4	No. females: 2 No. minorities: 2
Are women or minorities underutilized for this position?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Group(s):	Women, BLK	
Authorizations	Signer	Date Authorized
Reviewing Official:		
EEO/AA Designee:		
Chancellor, Dean, or Director:		
<input type="button" value="Finish"/>		

After viewing the **Recruitment/Selection** form, click on the **FINISH** button. This action sends an email to the Reviewing Official to approve the recruitment selection.

Screening Complete

The EEO/AA recruitment ad screening form is now ready to be approved by the reviewing official.

An email has been sent to: evalani@hawaii.edu for approval of this recruitment.

Logout or choose another recruitment.

Post-Interview Tasks

Email to Approving Officials

An email transmission similar to the one below is sent, in the following order, to:

1. **Reviewing Official**
2. **EEO/AA Designee**
3. **Dean/Director/Chancellor**

From	University of Hawaii EEO <uh-360-1@hawaii.edu> Add Sender
Sent	Thursday, September 29, 2005 3:02 pm
To	reviewingofficial@hawaii.edu
Subject	EEO/AA Recruitment Approval

The EEO/AA recruitment and screening form for position(s) 077250 is now ready for your approval. Go to: <https://www.pers.hawaii.edu/hres/eo/> to review and approve the recruitment.

Approval

Screen for Approving Officials

Upon logging into the system, the approving official(s) will see a screen similar to the one below.



The screenshot shows a web interface with a dark red header and footer. The main content area is white and contains the following text:

Title: INSTR & STUD SUPP
Position Number: 0077250

HELP

This recruitment is now ready for your approval.

To review and approve, click here.

Approval

Approval Form – Reviewing Official & EEO/AA Designee

REQUEST NEW SNAPSHOTS: -----]

After reviewing the **Screening Summary and Recruitment/Selection Form** pages, the Reviewing Official and EEO/AA Designee will see an approval form like the one below.

Approval Form

I have reviewed this action from an EEO/AA perspective (check all that apply):

- Recruiting sources were appropriate
- Applicant pool was adequate
- Selection was made on the basis of job-related criteria
- Affirmative action recruitment steps have been taken.

Reviewing Official Only (e.g., Search Committee Chair):

At a minimum, the Reviewing Official **must** check the statement “Selection was made on the basis of job-related criteria.” [NOTE: the reviewing official’s checked fields will be populated **only** after the reviewing official approves the recruitment.]

Upon approving the recruitment, an email is automatically transmitted to the EEO/AA Designee for review and approval.

EEO/AA Designee

The EEO/AA Designee checks all appropriate boxes, including corrections, for the recruitment.

Upon approving the recruitment, an email is automatically transmitted to the Dean/Director/Chancellor for review and approval.

Approval

Approval Form – Dean/Director/Chancellor

The last approval is completed by the Dean/Director/Chancellor.

After a review of the Screening Summary and Recruitment/Selection Form, the Dean/Director/Chancellor sees a screen similar to the one below and approves the recruitment by clicking on **Approve**.



The screenshot shows a web interface with a dark red header bar containing the text "Approval Form" in white. Below the header is a light gray area with the text "I have reviewed and screened this recruitment process from an EEO/AA perspective." in black. At the bottom of this area is a button labeled "Approve" with a light gray background and a dark border. The entire interface is set against a dark red background.

Dean/Director/Chancellor

After approving the recruitment, the approval process is completed.



The screenshot shows a confirmation message on a dark red background. It features a dark red header bar with the text "Approval Complete" in white. Below the header is a light gray area with the text "Your approval has been submitted." and "This recruitment process has been completed." in black. At the bottom of this area is the text "Logout or select another recruitment." in black. The entire message is enclosed in a thin black border.



Archives

Archived recruitments:

Recruitments will be archived for three (3) years.

During this period, EEO/AA designees and delegated personnel officers will have access to archived files.

Authorized users will have access to the archived recruitments for a period of six (6) months after the recruitment is approved by the Dean/Director/Chancellor.

Others needing copies of archived files should contact their personnel officer.

APPENDIX

EDIT, FAQs, & SEARCH

The online System has the following features:

1. Edit
2. Frequently Asked Questions (FAQs)
3. Search
4. Status Codes

1. **Edit:** Currently, authorized signers and users can make corrections prior to submitting recruitments to reviewing officials. These edits include, but are not limited, to the following:
 - Position numbers
 - Position titles
 - Authorized users
 - Authorized signers (reviewing official, EEO/AA Designee, Dean/Director/Chancellor)
 - Applicant data
 - Minimum Qualifications
 - Desirable Qualifications

A new **Edit** feature allows authorized users to make corrections to the **Screening Summary** page *any time after* submitting recruitments to the reviewing official.

To do this, click on **Review** in the Navigation menu. Click on the applicant's name. Make corrections/changes, as necessary to the following:

- Applicant's name
- MQs & DQs: If omitted or deleted for an applicant, correct applicant's file here.
- Interviewed Status: Add, change, or delete, as appropriate.
- Rating: Add, change, or delete, as appropriate.
- Reason: Correct or update reasons for **NON-SELECTEE** applicants only.

Changes to the following, however, can **ONLY** be made by calling your Campus EEO/AA office:

- APT Priority Status
- Reason: Changing **SELECTEE**.
- MQs & DQs: Errors in overarching structure (e.g., splitting, combining, or deleting qualifications).

2. **Frequently Asked Questions (FAQs)**

Questions and answers to some frequently asked questions concerning the Online Applicant Data System are accessible by clicking on **FAQ** in the Navigation menu.

3. **Search:** Click on **Search** in the Navigation menu to locate recruitments by:

1. Position Number
2. Position Title
3. Date (approximate) downloaded from workatuh
4. Status Code
5. Hiring Unit
6. Delegated Personnel Officer (UH userid)
7. Applicant's Name

4. **Status Codes:** Status Codes enable users to see what stage a recruitment is in (e.g., waiting for personnel officer to initiate recruitment, etc.). Status codes are defined below:

Status	Message	Definition
0	Waiting for your approval.	Recruitment is ready for approval by the currently signed-in authorized signer (Reviewing Official, EEO/AA Designee, or Chancellor/Dean/Director).
1	Waiting for personnel officer to initiate recruitment.	Personnel officer or authorized user inputs UH usernames and email addresses of Reviewing Official, EEO/AA Designee, and Dean/Director/Chancellor. [Note: Email addresses do NOT have to be @hawaii.edu addresses.]
2	Waiting for applicants to be entered.	Authorized users page completed by personnel officer. [Users can login and enter applicant data.]
3	Started entering applicants.	Users still entering applicant data.
4	Screening applicants.	Applicant data entry completed. Users entering screening data (e.g., met MQs/DQs).
5	Pre-approval review	All applicant data entered and selectee chosen.
6	Waiting for Reviewing Official's approval.	Selectee chosen. Reviewing Official reviews and approves recruitment [verifies selection made on basis of job-related criteria].
7	Waiting for EEO/AA Designee's approval.	Recruitment approved by Reviewing Official.
8	Waiting for Chancellor/Dean/Director approval.	Recruitment approved by Reviewing Official and EEO/AA Designee. [Sent to Archives.]
Codes 9-12 (Exempt or Waived Recruitment)		
9	Exempt or Waived: Waiting for recruitment information.	Personnel Officer accesses system and initiates recruitment, enters selectee data, and completes pre-approval review. [See Codes 1-5.]
10	Exempt or Waived: Waiting for Reviewing Official approval.	Selectee Chosen: Reviewing Official reviews and approves recruitment.
11	Exempt or Waived: Waiting for Reviewing Official approval.	Recruitment approved by Reviewing Official.
12	Exempt or Waived: Waiting for Reviewing Official approval.	Recruitment approved by Reviewing Official and EEO/AA Designee. [Sent to Archives.]
13	Archived recruitment.	Recruitment in archives.