**Applicant Tracking Module**

Access the New Engineering Applicant Portal website thru SSO

In Menu, select “TAME Jobs” (NOT Engineering Jobs) or direct URL: [https://www.tamengineeringjobs.com/hr](https://www.tamengineeringjobs.com/hr). This will still direct you back to SSO to log in.

**Log In:**

Log into “Applicant Tracking” module.

Locate drop menu, top right, select role “Staff Department Designee”.

At top of the screen, look for message which provides info on the Group/Role you are viewing.

**Creating a Posting:**

In the Shortcuts box, Click on “Create New Staff posting”.

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You are now viewing the system as a member of the Staff Department Designee group.

Welcome to your Online Recruitment System

<table>
<thead>
<tr>
<th>Shortcuts</th>
<th>Create New Staff Posting</th>
</tr>
</thead>
</table>

You can view the system as a member of the Staff Department Designee group.
A box will then appear:

![Create New](image)

**What would you like to use to create this new posting?**

Create from Position Description

Copies in most of the information from a position description.

Click on “Create from Position Description”.

Next you will see the **Staff Position Descriptions** page.

This displays all your positions. **Select** the title you want to **POST**.
Next page is the “Position Description” for the title you selected.

The PD page will display all the Position details:

In the menu, to the right of the screen, select “Create Posting from the Position Description”.
New Posting page will appear.

Fill in the blanks accordingly:

**Position Title** – should display the position you selected from your position descriptions.

**Agency** - If the system does not display TEES and/or COE then type this info in.

**Department/Division** – Select from Drop menu, if system does not default your department name.

**Workflow state**: Defaults to “Under Review by Department” – **Leave as is**
Reference Notifications: Select “Recommend for Hire” from the drop menu. (This option indicates at what status you want the reference notification/email to be sent to the references listed on an application. This email requests a recommendation letter.)

Recommendation Workflow: Select “Recommend for Hire”. (This option is when all recommendation letter have been received, what workflow status to you want to move the applicant.)

Recommendation Document Type: Select “Reference Letter” from the drop menu.

Special Offline application instructions: Same as “Special Instructions to the Applicant” – Any information you want to relay to the applicant/s you will type in this box.

Next, scroll to bottom of page and click on “Create New Posting”.

Next page “Position Details”

Fill in the information.

NOTE: You will enter the preferred education and experience from the approved position description, if applicable.

ATTENTION: Fill in these required fields “Hiring Supervisor” and “Supervisor of Position (person who will supervise the position).” The Hiring Supervisor will be required to take “Effective Hiring Practices” training, if TrainTraq indicates this training has been taken previously. HR will assign the training and notify the hiring supervisor by email.
Number of vacancies: One position per posting.

Leave the “Close Date” blank.

Open Until Filled: Select “Yes”.

Advertising Text: This is information you want to relay to HR about posting the position on external site. Contact HR for details.

After filling in all necessary information, scroll to bottom of page and “save” then click “next”. The save and next buttons are located at the top or bottom right side of page.
Documents Needed to Apply Page

Select the documents the applicant must provide, indicating Optional, Required, or Not Used. If you select “required” the applicant will not be able to submit their application unless they have provided those documents.

You can move these around by dragging and clicking on them.

Then click on Save or Next to proceed to next page.

Guest User

Creating a Guest User, is optional. Click on “Create Guest User Account”. A guest user will have limited access and can view and print applications.
System will automatically create a Username and Password, but you can change the Password by clicking on “Update Password”. You must “update password” in order to save the new password.

Next Enter email addresses for all guest users, one per line.

When adding users then click on “update Guest User Recipient List”

Click “Save” or “Next”

Reference Requests
Fill in information.

Enter # of Minimum and maximum references you want the applicant to provide. (We recommend a minimum of 3.)

Scroll to bottom of page, click on Save or Next.

**Search Committee Members – Optional, not common for Staff Postings**

Contact HR if you want information on how to set this up, if interested.

Scroll to bottom of page and click on Save or Next.

**Evaluative Criteria – Used with Search Committees**

Not usually used for Staff postings, however if interested, contact HR for information.

Scroll to bottom of page and click on Save or Next.
Review posting and make edits. To make any changes or edits, click on “Edit” in the top left next to the Posting title.

After reviewing the posting summary and all edits/changes are made go to the top right side of screen, locate “Take Action on Posting”, click on the drop menu.
In the drop menu select the option “Send to HR” (see screen below):

Another box will appear, make any comments or message to HR in the comment box. You can “add this posting to your Watch List” by putting a check in the box. Then click on Submit. This will move the posting to HR.

Position routes to HR for review and approval, and once posted, you will receive an email from the system as well as from HR with NOV# and instructions. Applicants can start applying.

**Close Posting**

Department notifies HR by email when they want to “Close” the Posting. Position must be posted 5 days, includes weekends and holiday.
Applicants – View Applications

Go to Home page of the Applicant Tracking portal. Make sure you are in the Staff Department Designee role.

In your watch list Select the Posting you want to view and to locate your applicant pool.

If you don’t have it in your watch list, then scroll to the top of the page click on Postings, then Staff, this will then display all your postings. Find and Select the posting you want to review applications.

Click on the Position Title.
The Posting Summary page will appear. Click on Applicants to view applications.

A list of applicants will appear. Click on the name of the applicant in order to review the application. The application will appear.

After reviewing the application, you may change the status, by going to the top right of the page, locate “Take action on Job Application”. The drop menu will appear with status options. (See screen shot 1.2 below.)

You can also view the summary, recommendations, history and reports on the left side of the page, circled above.

Recommendations would be a list of references the applicant provided, however this section should be avoided as we have set up our posting based on the applicant’s status of “Recommend for Hire”. If applicant is given this status, the system will automatically send an email to the reference provider asking for a reference letter. If you have questions, please contact HR.
To take Action on the application, select one of the Status Options.

Status options are: Interviewed and Move to Not Interviewed, Not hired.

Selecting “Move to Not Interviewed, Not hired”, a pop up box will appear:

A list of reasons for not hiring the applicant will appear, make your selection and click “submit”.

For Applicants being considering as a finalist, you must move to a status of “Interviewed” first. From interviewed, then the statuses options will change to “Interviewed-Not hired” or “Recommend for Hire”.

Go to the next applicant in your list of applicants and repeat the steps to change the status.

For the final/selected candidate, select the “Recommend for Hire” status. Then the top right of page and locate “Start Hiring Proposal”.

application: Ann Perez (Staff)

Start: Recommend for Hire
Hiring Proposal
“Start Hiring Proposal” then the Position Descriptions page appears.

Select title/posting from list, then scroll to the BOTTOM of the page and click on “Select Position Description”.

The hiring proposal page will then appear.
Fill out this form, with all required information, marked with an asterisk.

Disregard the “Approval” section, DO NOT fill this out. HR USE ONLY!

Next you will click “Save” or “Next” at the bottom of the page. If you click “Next”, it will automatically save and go to next page. The next page/section to appear is the “Hiring Proposal documents”.

Hiring Proposal Documents – Required Documentation

On this page, upload all the required documentation. Hiring matrix, interview notes for all applicants interviewed, and reference checks on the selected candidate only. If you have the signed offer letter then upload it with all the other documents. If not, send Ann/HR a copy of the signed offer to be reviewed for accuracy. HR will upload it in the system.

Reference checks uploaded on this page should be those notes/comments from questions asked of the references the applicant listed as references on their application.
UPLOADING DOCUMENTS

To upload, you will click on the arrow next to the Actions and a drop menu will appear:

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

Make your selection, and a new page will appear. This page will allow you to name your form, give a description, and then browse for your form. Click “Submit”. This will take you back to the hiring proposal docs page to upload your next document type. Click “next”, bottom right of the page after you have uploaded all the documents.

This will take you the Summary page to review all the information on the hiring proposal.

If you need to make any changes, click on “Edit” next to “Hiring Proposal” see screen shot below.
Next on this hiring proposal page, to right of the page, locate the “Take Action on Hiring Proposal” box.

A drop menu will appear, select “Submit for Approval” which will route the hiring proposal to HR for review and approval.

Once HR approves the hiring proposal, a copy of the approved hiring proposal/certificate will be emailed to department.
Additional Information on Reference Provider

When creating a posting the first page is the New Posting information page.

This information will help you better understand the References section; when a reference provider will be notified and what the provider can provide, and how you will know when the provider has completed his reference.

The References Section circled above has three (3) sub sections.

For the first subsection Reference notifications select “Recommend for Hire” from the drop menu. When this status is selected for an applicant, and email notification will be sent to the reference provider/s.

Then the provider will click the link provided in that email, which will direct them to the “Submit a Recommendation” page. See below:
Submit a Recommendation

Required fields are indicated with an asterisk (*).

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Arun</td>
</tr>
<tr>
<td>Last Name</td>
<td>Biradar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr. Sivasankaran R.</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:rehashiku@gmail.com">rehashiku@gmail.com</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you decline to provide a referral for this candidate?</td>
<td>Yes</td>
</tr>
<tr>
<td>How Do You Know This Candidate?</td>
<td></td>
</tr>
<tr>
<td>How Long Have You Known This Candidate?</td>
<td></td>
</tr>
</tbody>
</table>

| Additional Comments |  |

Required Documents for this Recommendation

Upload Reference Letter

Name:
- Reference Letter 11-03-1

Description (optional):
-  

File to Upload:
- Browse... 

Submit

Alternatives
- Write Reference Letter

The reference provider will fill in the information on that page and will then have the option to either upload a reference letter by browsing and attaching or “Write a Reference letter” (circled above).
Once they hit “submit” you should receive a notification. In addition you can also find information in the Recommendation section of the Individual Job Application. Next section “Recommendations” will provide details.

**Recommendations**

Locate the posting you want to review applications, from either your **watch list** or from the “**Postings**” heading at the top of the page.

Click on the posting, then the Posting summary page will appear (screen below). To review the applicants, go to the “**Applicants**” section. See circled below.

To review applications, click on the applicant’s name from the list or go to the far right to the Actions to “view” the application.
The Job application page appears.

Click on the **Recommendations** section (circled above). A list of reference requests will appear (see below).

These are the names of the references the applicant submitted on their application. Under the “Responded” column, if the reference provider responded it will indicate “Yes”, if not it will say “No”.

The Notified column indicates when the reference provided was notified and the last column will indicate “Resend”.

If the reference provider has not responded and you want to notify them again, you would click on “resend” and this will trigger another email notification to the reference provider.