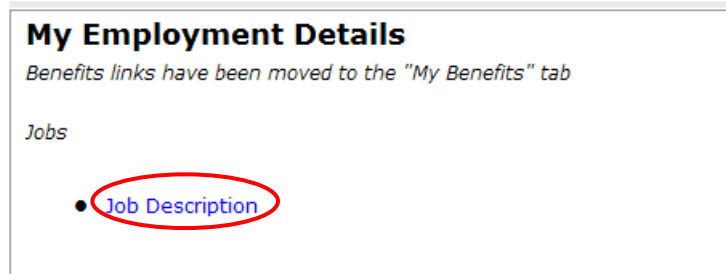
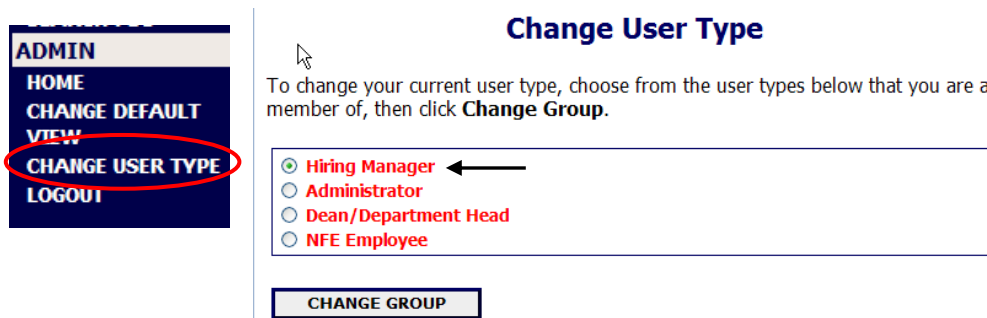


Step by Step

1. YourFuture can be accessed through SNAP on the Employee Tab as shown below, or by going directly to the site <http://yourfuture.sdbor.edu/hr>
 - a. You MUST use your SNAP username and password to access the site.



2. You must be logged in as Hiring Manager/Assistant Hiring Manager, to change your User Type, select Change User Type on the left-hand column under ADMIN



3. Select "View Active Job Postings".
 - a. Select View/Edit for the position you are working on.

View Active Job Postings



To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active Job Postings							
3 Records							
Classification Title	Working Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Manager (OT Ex) View/Edit	International Employment Coordinator	0002575 Get Reports List	22	12-04-2009	12-28-2009	3SRVP1-Shared Services Cntr Payroll	Closed
Financial Aid Assistant View/Edit	Admissions/Financial Aid Assistant	0002558 Get Reports List	25	11-30-2009	12-14-2009	1ENRL1-Enrollment Serv & Financial Aid	Closed
Accountant View/Edit	Accountant	0002537 Get Reports List	2	11-17-2009	11-30-2009	3SRVP1-Shared Services Cntr Payroll	Closed

- Review individual documents by clicking on the links by each name under “Documents”.

Active Applicants

22 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Current BOR Employee?	▼ Pref1?	▼ Pref2?	▼ Pref3?	▼ Status	All / None
View NFE/Faculty Application	Ref Cvr Res Ltr	0	12-07-2009 History/Notes	No			No	Under Review by Manager/Committee Change Status	<input type="checkbox"/>
View NFE/Faculty Application	Ref Cvr Res Ltr	0	12-07-2009 History/Notes	No			No Response	Under Review by Manager/Committee Change Status	<input type="checkbox"/>

- To open multiple documents simultaneously (documents will open in a new window):
 - Check the box(s) by the applicant in the column “All/None”
 - Click “View Applications” to review application
 - Click “View Multiple Documents” to review applicant attachments such as resume, cover letters, transcripts, references, etc.
 - Please handle all application materials as confidential material. At the end of the process destroy or submit all printed copies as directed by the search committee chair.

Refresh
View Multiple

Minimum Score:

Include: Active Applicants
 Inactive Applicants

REFRESH

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Use the checkboxes above in the "All/None" column to select the applicants you wish to see. Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Documenting the Reasons for an Applicant Status

- It is **extremely important** for the Hiring Manager to document and record the reasons for status changes throughout the screening and interview process.
 - Whenever a status is changed the reason should be recorded. This is especially important for status changes that cause an applicant to be dropped from consideration.

1. Document status changes in by using the “History/Notes” link next to each candidate.

Active Applicants

22 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Current BOR Employee?	▼ Pref1?	▼ Pref2?	▼ Pref3?	▼ Status	All / None
View NFE/Faculty Application	Ref Res Cvr Ltr	0	12-07-2009 History/Notes	No			No	Under Review by Manager/Committee Change Status	<input type="checkbox"/>
View NFE/Faculty Application	Ref Res Cvr Ltr	0	12-07-2009 History/Notes	No			No Response	Under Review by Manager/Committee Change Status	<input type="checkbox"/>

2. Enter the reason for the status change in the “Note” text box.
 - a. Ex: Applicant did not indicate experience or education in using computers as listed in the advertisement.
 - b. Click “Add Note”
 - c. Click “Confirm” to add note
 - The reason for the status change appears as part of the “audit trail” for this position.
 - Once a note has been added, it CANNOT be removed. If you mistakenly change the status of a candidate, return them to the proper status and make a note on the audit trail that an administrative error was made regarding the incorrect status change
 - **This information is used for legal documentation.**

Changing Applicant Status

This is where you can change the status of applicants throughout the screening process.

1. Select “Change Status” to change the status of individual applicants.
 - a. You can also change multiple applicant’s statuses at one time
 - b. Select “Change Multiple Applicant Status

View NFE/Faculty Application	Ref Res Cvr Ltr	0	12-17-2009 History/Notes	No	No	No	No	Under Review by Manager/Committee Change Status	<input type="checkbox"/>
View NFE/Faculty Application	Ref Res Cvr Ltr	0	12-19-2009 History/Notes	No			No	Under Review by Manager/Committee Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

2. Select the proper status you wish to change the applicant(s) to.
 - a. Select “Continue to Confirm Page”

b. Confirm

Change Applicant Status

Name	Documents	Status	Selection Reason
View NFE/Faculty Application	Ref Cvr Ltr Res	<input type="text" value="Under Review by Manager/Committee"/>	<input type="text" value="Choose Option Below:"/>
<input type="button" value="CONTINUE TO CONFIRM PAGE >>"/>		<input type="button" value="RESET TO ORIGINAL STATUS"/>	<input type="button" value="CANCEL"/>

Definitions for Statuses

- **HR/Department Detd Did Not Meet Min Quals:** Applicant did not meet minimum qualifications as listed in the advertisement
- **Under Review by HR:** HR has not yet released the applicant to the committee
- **Under Review by Manager/Committee:** Applicant is released for review by committee and hiring manager
- **Recommend for Interview:** After committee review it is determined that the applicant will be offered an interview
- **Interviewed:** Applicant has been interviewed
- **Recommend for Hire:** Begins hiring process – followed by a “Begin Hiring Proposal”
- **Not Hired:**Used for all candidates who weren’t hired to end the process – mark reason in the next drop down
 - Appointed
 - Declined Appointment
 - Declined Interview
 - Failed to Appear for Scheduled Interview
 - Failed to Respond/Unable to Contact
 - Interviewed, Not Appointed, Acceptable (you would consider hiring)
 - Interviewed, Not Appointed, Unacceptable (after interviewing you would not hire the candidate – consult HR partner)
 - Voluntarily Withdrew After Interview
 - Position Cancelled without Filling (no hire will be made from the list – consult HR partner)
 - Voluntarily Withdrew Before Interview
 - Position Filled Prior to Application Submitted (Late application on Open Until Filled – consult HR partner)

Special Handling – HR use only

- **Qualified but Not Interviewed:** Candidate meets minimums, but will not receive an interview based on additional screening criteria
- **Non-Qualified for Internal Search:** Candidate does not meet current employment status for an internal search as defined in ad
- **HR Denies Vet:** HR use only

Once every candidate’s status is marked, the HR partner will fill the position.