OZARKS TECHNICAL COMMUNITY COLLEGE

PageUp

User Guide: Hiring Manager & Search Committee

Hiring Manager
Hiring Manager Dashboard View:

Position Description:

In this area, you can view all position descriptions and start the posting process:
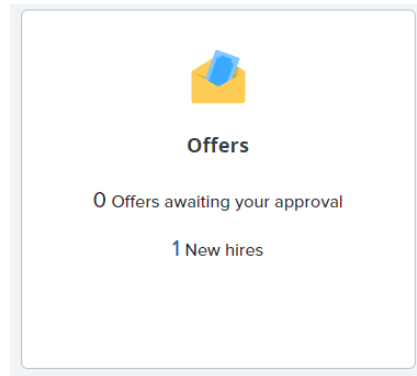

My Jobs:

The **My Jobs** area shows all your past and present job openings. You can also view applications in this area. You can also view applications using the **Jobs** tab.

Approvals:

Under this area, you can approve jobs/offers waiting for your approval or see what jobs/offers have been approved.

Offers

0 Offers awaiting your approval

1 New hires

Postings:

Under this area, you can view your currently posted vacancies.

Postings

0 Postings
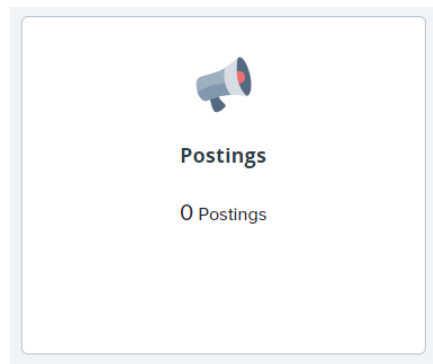
Search Committee Review:

Under **Search Committee Review**, you can rate applicants and view the responses of your search committee members.

Search committee review

4 Jobs requiring panel review
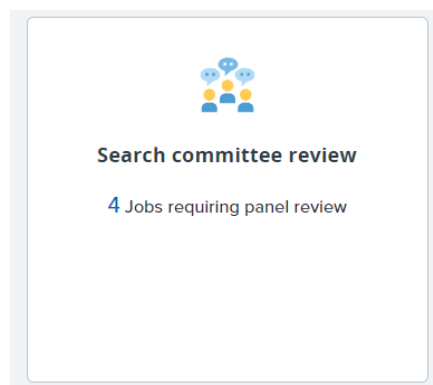
Offers:

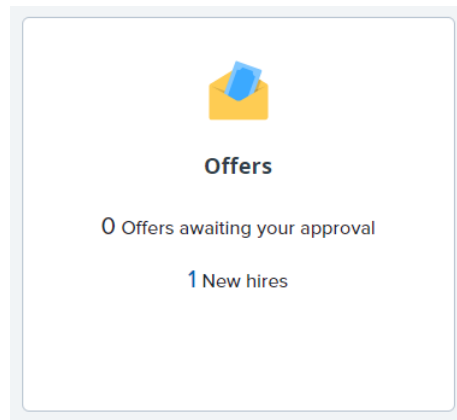Under **Offers**, you can see your hew hires and view the progress of their onboarding.

Offers

0 Offers awaiting your approval

1 New hires

Applicant Progress Board:

In this area of your dashboard, you can view a list of applicants for each of your open positions by navigating between job titles.

Applicant Progress Board

A holistic view of the applications for each active job you are recruiting for

Review applications
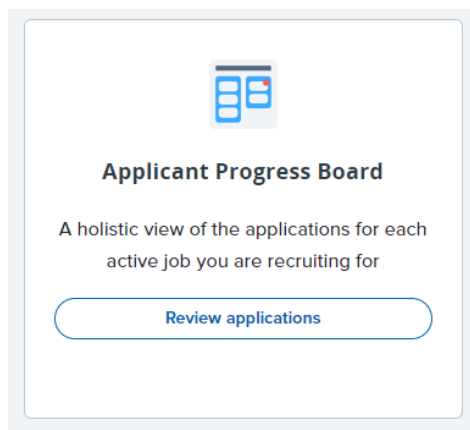
Filling out the Requisition Form:

1. View all position descriptions by selecting **create a new requisition** in the **Position Description** box:
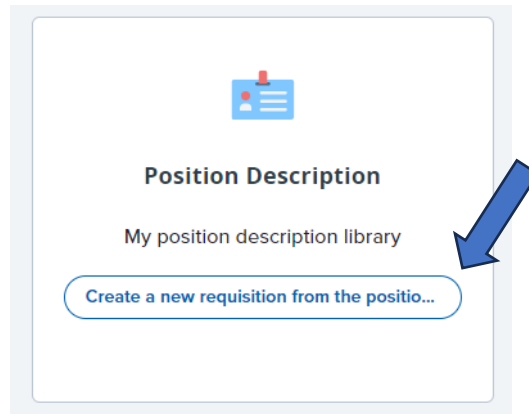

2. Search for the position using the boxes at the top of the page, then click **Search**:

3. Make sure you have the correct position by clicking on the View link next to the position. Look over the position and see if any updates are needed before proceeding with the requisition.

4. Once the position has been reviewed/updated, start recruiting for this position by selecting **recruit for position** on the far right side of the navigation bar.

PD No.	Title	Position Number	Date modified	Approval status	
PD-898	College Navigator - Health Sciences		Mar 31, 2022	Approved	Edit	View	Recruit for position

5. Fill out all required fields and any other applicable fields at the top of the page:

REQUISITION INFORMATION

Job Title:*	College Navigator - Health Sciences
Requisition Number:	Leave blank to automatically create a reference No.
Preferred start date:*	[ ] 📅
If temporary, specify duration:	[ ]
Reason:*	Select ▾
If other, please specify:	[ ]
Please list the employee you are replacing, or enter "N/A" if you are not replacing an employee:	[ ]
If applicable, please list their last day of employment:	[ ]
Department:*	STUDENT SUCCESS
Location:	
FLSA:	
Contract Length:	
Retirement Plan:	
Grant Funded:*	○ Yes ○ No
Position Type:*	[ ] 🔍 🖌
	No Position Type selected.
Recruitment Process:*	Full-time Hire ▾

Note: Some fields will be auto filled or unavailable for you to edit. HR will review the requisition once it's submitted and edit those fields as needed.

6. Continue filling out information under the **Headcount Management** section. Enter the number of positions you're recruiting for under either **new** or **replacement** and click **add more**.

HEADCOUNT MANAGEMENT

Select the correct "Type" below if you are posting a single vacancy. If you have multiple vacancies for this specific job, you must also type a numeric value under "new" or "replacement" and then hit the "Add more" button to submit.

Positions:*

Position no:	Type:*	Applicant	Application status
ℹ No positions exist for this job.			

New: [ ] Replacement: [ ] Add more

7. Fill out the boxes under **Advertising Information** (only if additional instructions are needed).

ADVERTISING INFORMATION

For external postings, your job will be advertised on the following sites: OTC Jobs Website, Indeed.com, Glassdoor, MO Career Center, Springfield Chamber of Commerce, and HERC. External postings will be removed after 14 calendar days.

Internal postings will be advertised only on the OTC Internal Jobs Website and will be removed after 3 business days.
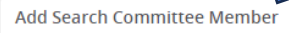
Please list any special recruiting/advertising requests:

Post internally only for 5 days

Posting Location:*   Springfield, MO

8. Under **Search Committee**, add yourself as the **Search Committee Chair**, then add **Search Committee Members**.

SEARCH COMMITTEE

Search Committee Chair: Marissa Stewart-cain   🔍 ✐

Email address: stewar   .edu

Search Committee Members:
Rules – Five committee members minimum for faculty and director level (or above) positions; Three committee members minimum for all other positions.

Search Committee Members:

Add Search Committee Member

Recipient	Remove all
OTC:	
Carolyn Cantrell	Remove
Melissa Lloyd	Remove
Jennifer Thompson	Remove

9. In the **Selection Criteria** area, fill in the bullet points from the job description listed under required and preferred KSAs. Use the drop down menu to select whether the criteria is "required" or "preferred" on the job description. Click the **Add** button.

SELECTION CRITERIA

Add

ⓘ There are no items to show

| Bachelor's degree from a regionally accredited institution of higher learning. | Required KSA | Add |

10. Under **Users and Approvals**, fill in the **Hiring Manager** and select the appropriate **approval process** in the drop down menu.

11. After the **approval process** has been selected, enter the appropriate individuals. Depending on the approval process chosen, the HR, Finance, and Area Vice Chancellor fields will auto fill. Click **Save** at the bottom of the page.
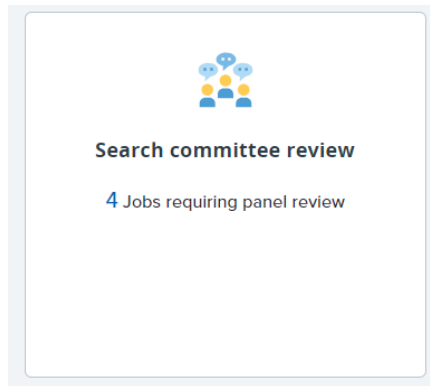

12. After saving the requisition, you will initiate the approval process. You can go back and check the status by looking in the **users and approvals** area.

Approval Process:	Full-Time Hire
Approval workflow initiated: Nov 9, 2023, 11:13am CST	
1. Human Resources:	Marissa Stewart-cain ✔ Approved Nov 9, 2023
2. Committee Chair:	Tiffany Ford ✔ Approved Nov 9, 2023
3. Your Immediate Supervisor:	Robyn Gordon ❶ You are here
4. Area Vice Chancellor:	Tracy Mcgrady
5. Human Resources:	Melissa Lloyd
6. Finance:	Drew Courtway
7. Chancellor:	Hal Higdon
8. Human Resources:	Marissa Stewart-cain

Search Committee Review:

As a hiring manager, you will need to rate applicants and view responses from your committee members. You can do this in the **search committee review** area of your dashboard:

Rate Applicants:

1. In the **search committee review** area, locate the position to rate and click on **view applicants** on the far right side.

2. Select the outcome (meets criteria, does not meet criteria, exceeds criteria) for each item.

    Note: You can view the individual's resume and application by clicking on the icons next to their name.

3. Fill in the summary box at the bottom (if needed) with any necessary comments regarding the individual's application or eligibility for the position. Select and overall rating based on individual criteria selections.

4. Click **close** (for one applicant) or **save and next** (for more than one applicant).

View Responses:
1. In the **search committee review** area, locate the position and click on **view responses** on the far right.

| Safety and Security Officer | MS | 7 | Chairperson | View Applicants (3) │ View responses |

2. Feedback from all committee members will display.

<div align="center">

Experience with Adobe Creative Suite. (Preferred KSA)

Mark Miller

"Does not meet criteria"

Austin Barton

"Does not meet criteria"

Sarah Bargo
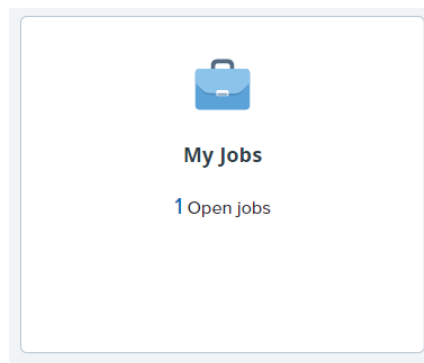
"No response"

Kristina Bridges

"Does not meet criteria"

</div>

Applicant Selection Process:

As a hiring manager, you will need to review applications and move each individual through the different stages of the hiring process.
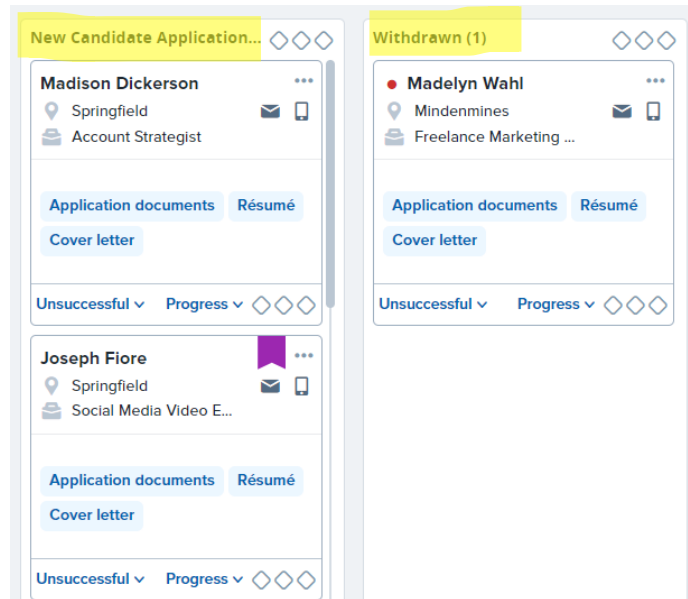
Viewing Applicant Card:
1. To view the applicant card for each applicant, select the **jobs** tile on your dashboard.

<div align="center">

My Jobs

1 Open jobs

</div>

2. Locate the position. Click **review applications** on the far right side.

<div align="center">
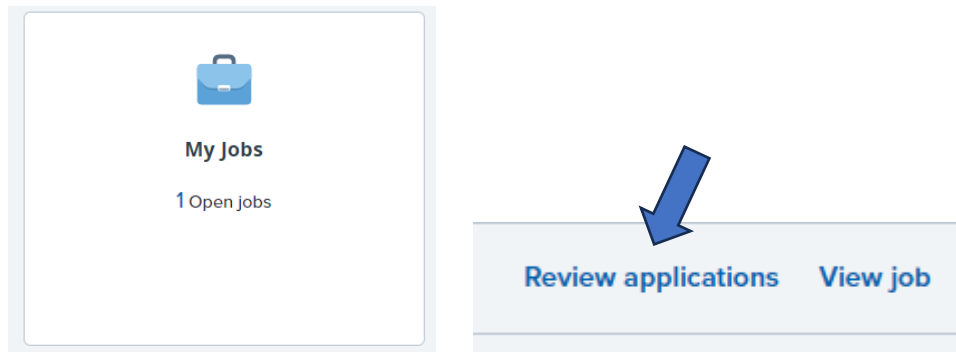
Review applications   **View job**

</div>
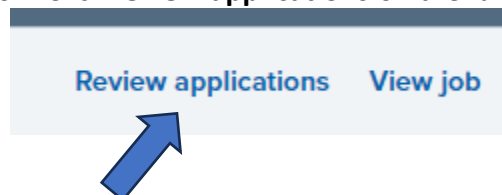
3. All of the applications for the position will be listed. Each applicant will be categorized based on their status.


Changing the Applicant's Status:
1. Click the **My Jobs** tile. Select the appropriate job and click on **review applicants** on the far right side.

2. On the bottom of the applicant card, if the candidate is moving forward in the selection process, click the **progress** down arrow and select the appropriate status. If the candidate is not moving forward, click the **unsuccessful** down arrow and select the appropriate status (usually "applicant not selected").
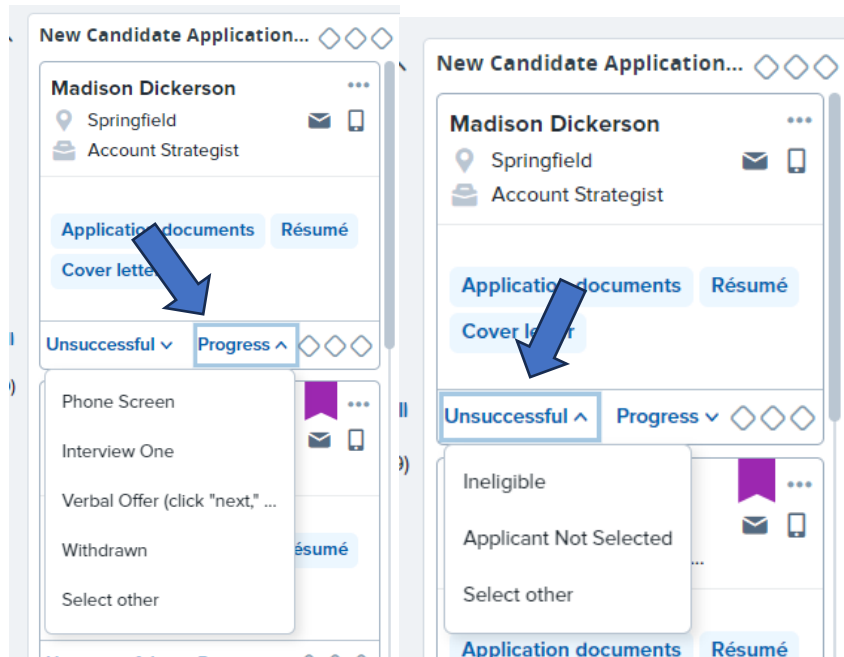
3. Depending on the status you select, an email option will pop up. You may need to edit the email with the appropriate wording, date, time, place, etc.
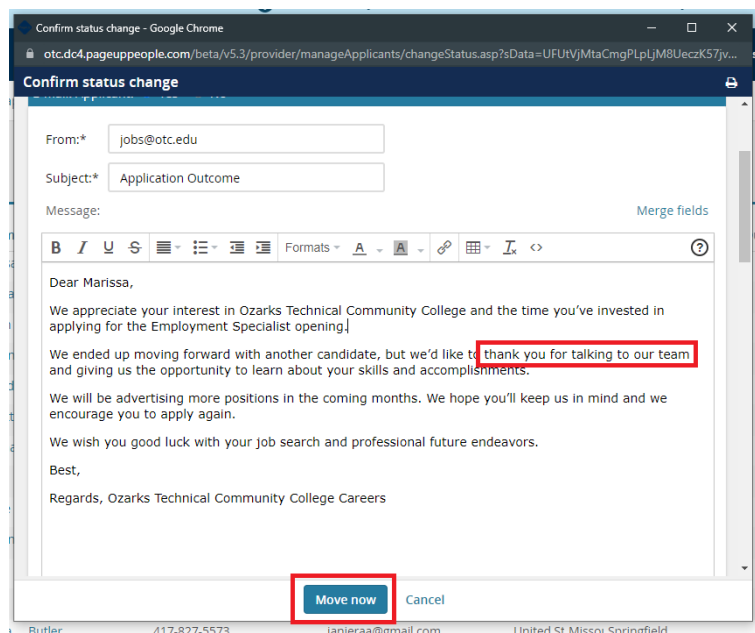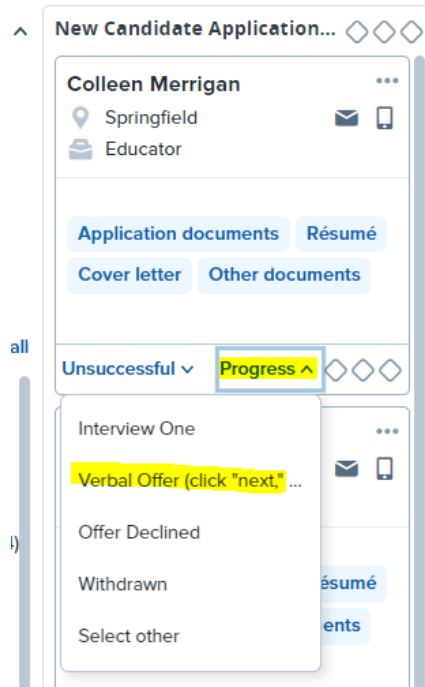

4. Click **move now** at the bottom when you're ready to push the email to the applicant.
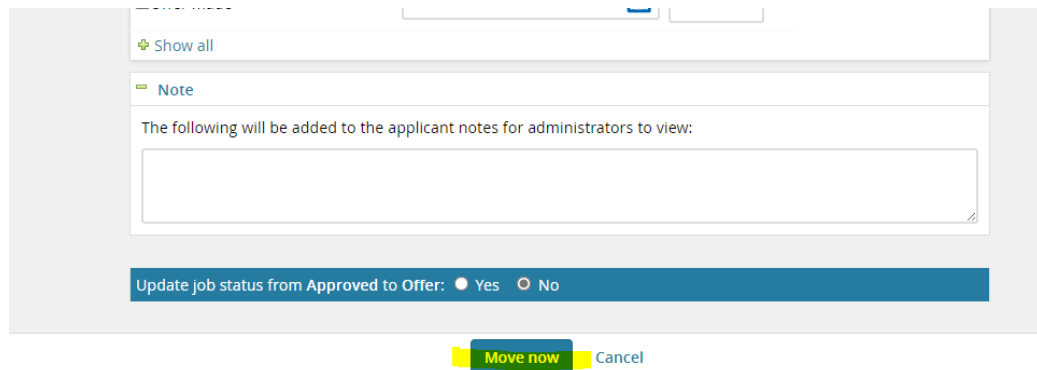
Offer Card:

Once you are ready to make an offer to an applicant, move them to the **verbal offer** status.

1. Select your candidate and click on the **progress** down arrow. Select the status change to **verbal offer**.

2. When the next screen pops up, scroll down to the bottom and click **move now**. These settings will be automatically updated and do not need adjusted.

3. The next screen will open the offer details where you will fill out each of the required fields under **hire recommendation**. If the employee is an adjunct, you will need to fill out the **for adjuncts only** area as well.

4. Under the **onboarding** section, fill in the **reports to manager** area and the **onboarding delegate** (this will be Carolyn Cantrell for PT positions and Marissa Stewart-Cain for FT and ADJ positions).

5. Under the **approval process** area, use the drop-down box to select the appropriate approval type. The Human Resources, Finance, and Chancellor fields will automatically fill and do not need changed.
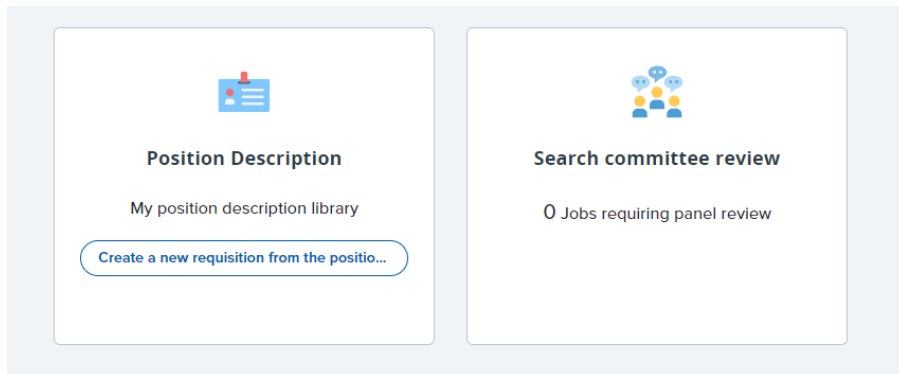

6. Once completed, click **save** at the bottom to initiate the approval process.

7. Once the offer is approved, HR will move the applicant to an onboarding status. Once the onboarding steps are completed, HR will enter the employee in Colleague and IT will generate an email and login.
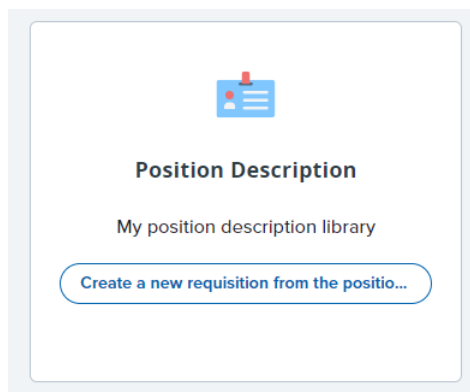
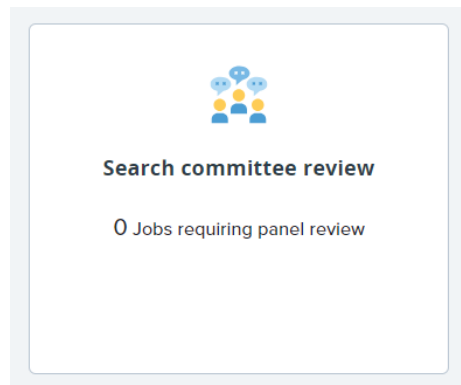# Search Committee Members
Committee Member Dashboard View:

Position Description:
In this area, you can view all available position descriptions.

Search Committee Review:
In this area, you can view applications and rate applicants.

Search Committee Review:

As a search committee member, you will need to rate applicants. You can do this in the **search committee review** area of the dashboard.

Rate Applicants:

1. In the **search committee review** area, locate the position to rate, and click on **view applicants** on the far right side:

| Safety and Security Officer | MS | 7 | Chairperson | View Applicants (3) | View responses |
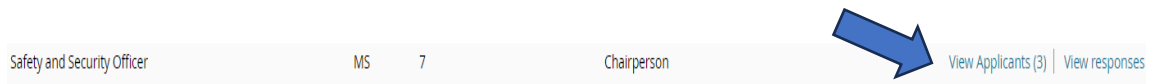
2. Select the outcome (meets criteria, does not meet criteria, exceeds criteria) for each item.

Selection Criteria	Outcome
Associate's degree or higher from an accredited institution of higher learning. (Preferred KSA)	Select ⌄

Note: to view the application or resume, click the applicant job card and find the link on the window that opens.

Resume	Application documents
View	View

3. Fill in the summary and the selection criteria overall rating.

Summary

Selection Criteria Overall Rating: Meets criteria ⌄   Rank: Noi ⌄

Save and next   Close

4. Click **close** when you're finished or **save and next** to move on to the next applicant.