

ETSU eJobs  
Information for Requesters, Approvers and Search Committee Chairs  
and a Checklist for Completing the eJobs employment tabs

1. eJobs automatically lists the approved reasons search committees/supervisors may use for not selecting an applicant for Interview or Hire. This list may be shared with the search committee as they evaluate applicants for interview and for hire:

Applicant applied after hire process was started  
Applicant chosen for interview more qualified  
Applicant chosen for hire more qualified  
Applicant chosen for hire had stronger interview  
Does not meet minimum qualifications  
Cannot meet applicant salary requirements  
Conflict of interest  
Did not meet pre-employment requirements  
Experience not appropriate for position  
Experience not relevant to advertisement  
Inadequate references  
Lacks required certification(s)/license(s)  
Lacks required educational background  
Lacks sufficient experience  
Lacks supervisory experience  
Negative references  
No interest  
Not available for required hours  
Not willing to commit to contracted time  
Previously interviewed; not suitable for position  
Requires relocation package  
Withdraw

2. If you wish to Reopen an advertisement and hire another applicant (candidate recommended for hire fails to report to work), please contact the Office of Human Resources for consultation and eJobs instructions.

3. User Roles in eJobs:

- Requester (primary user, enters data)
- Departmental Authority (chair, director in non-academic departments)
- College Authority (dean, director in non-academic departments)
- Division Authority (vice president)
- Others
  - Budget
  - Grant Budget (COM or ETSU)
  - Health Sciences Finance and Administration
  - President (approves administrative and faculty hires)
  - Vice President for Finance and Administration (approves clerical/support hires)

- Affirmative Action
  - Human Resources and Personnel
4. Checklist for completing the correct eJobs HIRE tabs:

**SUPPORT HIRE:**

1. Request to Hire tab
2. Administrative/Support/Temporary Appointment tab
3. Use the Comments tab to record edits, comments, exceptional salary requests, etc.

**ADMINISTRATIVE HIRE:**

1. Request to Hire tab.
2. Administrative/Support/Temporary Appointment tab
3. TBR Form A-2 tab
4. Use the Comments tab to record edits, comments, exceptional salary requests, etc.

**FACULTY HIRE:**

1. Request to Hire
2. Faculty Appointment tab OR Health Sciences Faculty Appointment tab
3. Faculty Qualifications Report (SACS) for professional experience competency
4. TBR Form A-2 tab
5. Use the Comments tab to record edits, comments, exceptional salary requests, etc.

5. By using eJobs to automate our advertising and hiring processes, search committee chairs/supervisors will no longer need to complete the written documents listed below. The eJobs system will generate the required reports as you input your data.

- All letters to applicants. eJobs generates emails to applicants at the beginning and the end of a search. eJobs notifies applicants of the availability of ETSU Safety and Security Reports.
- Applicant Self-Id Forms. The form is incorporated in the electronic ETSU application and Faculty Profile.
- Statement of Clarification. This is now a required data element in eJobs.
- A-1 Form, Certification of Applicant Pool. Search chairs/supervisors will request through email ([equity@etsu.edu](mailto:equity@etsu.edu)) to Equity and Diversity that a pool be certified. All data on the composition of a pool is generated by the system and viewable to Equity.
- Record of Applicants. This report is automatically generated by your data input into eJobs.
- Copies of advertisements. Verification that advertisements were published is now a required data element in eJobs.
- Statement of verification of references. This is now a required data element in eJobs.
- Affirmative Action Contact Logs. eJobs will prompt search committee chairs/supervisors in verifying the completion of all necessary affirmative action procedures.

*ETSU applications, curriculum vitas and other requested materials are maintained indefinitely in eJobs. To store additional hard copy search committee information, files should be maintained within the department.*