

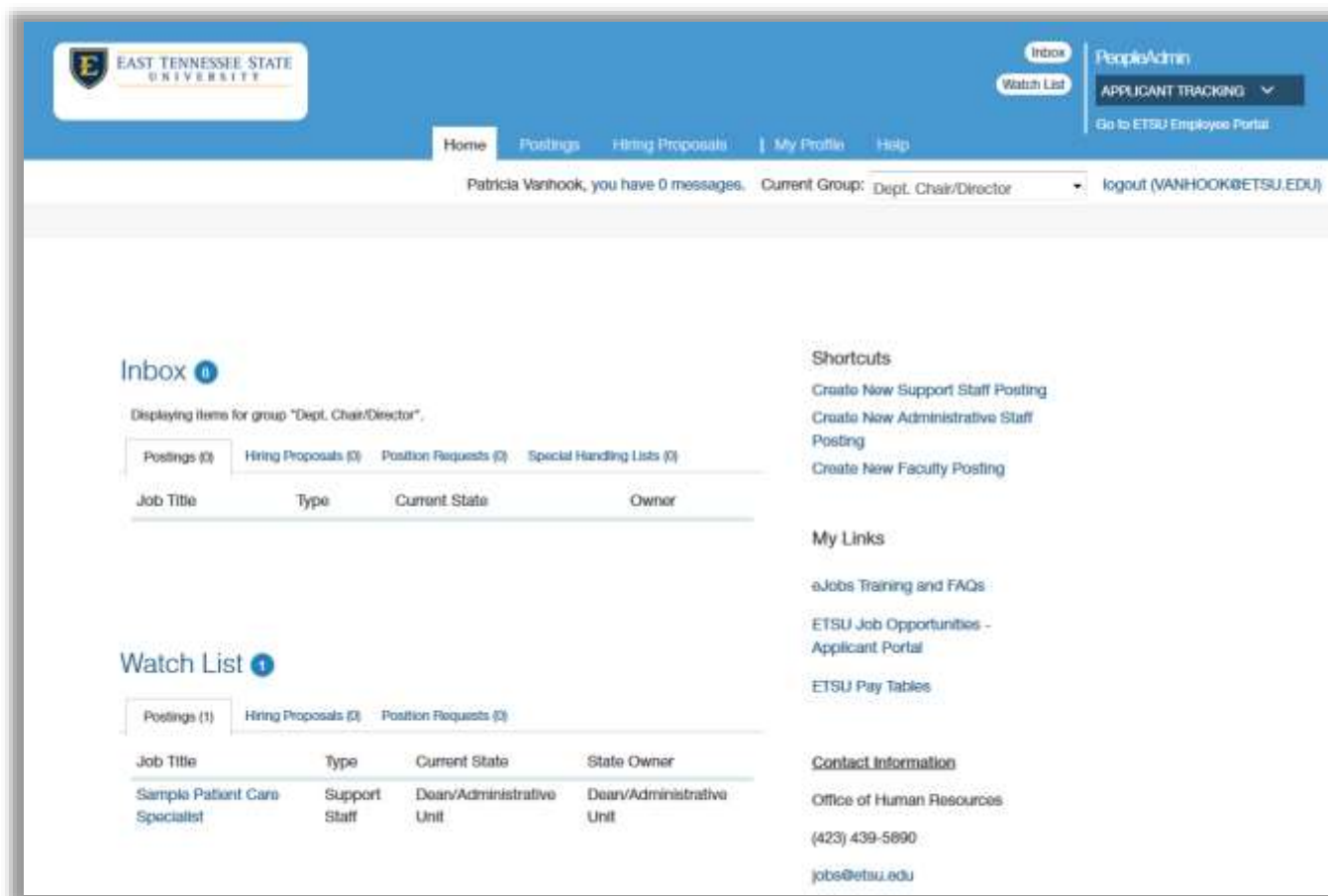


eJobs - Navigating the Home Page

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eJobs is the electronic applicant tracking application used for full-time job postings and hires at ETSU. All full-time employees have a user account in eJobs. Guest users can get temporary access to eJobs to review applicants. This guide demonstrate how to navigate the eJobs HR Portal 'Home' page and customize your profile settings.



Logging In

For University Employees:

1. Open a web browser and navigate to <https://jobs.etsu.edu/hr>
2. Log in using your ETSU username and password (same as logging onto your computer).

For Guest Users and Non-university Search Committee Members:

1. Open a web browser and navigate to <https://jobs.etsu.edu/hr>
2. Log in using the username and password you were assigned (sent in an email).

My Profile

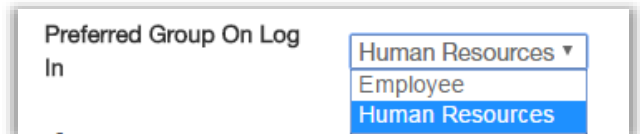
My Profile **Help**

In the My Profile tab you can change your default user group, opt out of email notifications, and view your position description.

Change your Default Login User Group

If you generally use a specific user group when accessing the system, you can set this group as the default for each time you log in.

1. Click **My Profile**.
2. Hover over “Take Action on User” and click **Edit Profile**.
3. Scroll to the **Preferred Group on Login** field and choose your preferred user group.
4. Click **Update User**.



Manage your System Emails

Depending on your user group assignment, you will receive email notifications for actions associated within your user role and your designated department/college scope. To opt out of all or specific emails:

1. Click **My Profile**.
2. Hover over “Take Action on User” and click **Manage Emails**.
3. Find the email notification you want to stop receiving (ex. Hiring Proposal Transition) and check the **Opt Out?** box to the right.
4. Click **Update System Email Options**.

View your Position Description

Under Position Descriptions, click on your job title to view and print your position description.

Help

Select **Help** to view a searchable help file with instructions for most features and actions in the system. Additional help documents can be access in the My Links list.

My Profile **Help**

Module Selection

eJobs has two modules to manage jobs and positions; the function of each is described below. To change modules, hover over the dropdown menu to the right side of the banner. The color of the banner changes depending on the selected module.

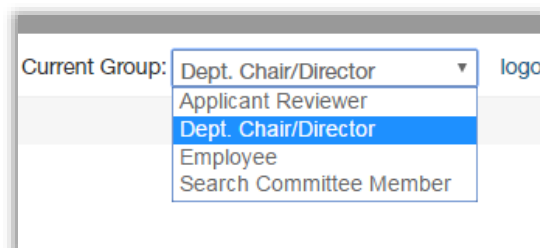


| Module | Select this module to: |
|------------------------------|---|
| Applicant Tracking (Blue) | Create a job posting, review and rate applicants, and request and route hiring proposals. |
| Position Management (Orange) | View position descriptions, change a position's supervisor and request minor changes to a position description. |

User Group Selection

To perform different actions in the system, you must have the appropriate user group (Current Group) selected. Use the table below summarizes the function of each user group.

Supervisors may request additional group assignments or additional scope (department/division) for their employees to the Office of Human Resources at jobs@etsu.edu.



| With this Current Group | The user can: |
|---|--|
| Employee | View your personal position description and performance appraisals. |
| Hiring Manager | Create postings and hiring proposals for an assigned department or division. |
| Applicant Reviewer | View applicant applications for a specific posting and move applicants to different work states (e.g. Recommended for Interview). |
| Search Committee Member | View applicant applications for a specific posting. |
| Dept. Chair/Director, Dean/Administrative Unit, Vice President/President, | Review and approve advertising and hiring for a department, function or division. Also able to create postings and hiring proposals. |
| Health Science Authority | Review and approve Health Science advertising and hiring. |
| Special Budget, Grant Accounting, University Budget | Review and approve advertising and hiring for the University. |
| Affirmative Action | Review and approve advertising, requests for interview and hiring for the University. |

Inbox and Watch List

Your Inbox and Watch List can be accessed from your home page or using the links in the upper right corner of system banner.

Inbox

Your Inbox displays items that you need to take action on. Your action items will be listed under two tabs: Postings and Hiring Proposals. The number next to each tab title indicates the number of items of that category waiting for your approval. Clicking on an item in the list will direct you to that item's action screen. Once you have submitted your approval for an item, it is removed from your Inbox.



| Inbox 1 | | | |
|--|---------------|--------------------|--------------------|
| Displaying items for group "Affirmative Action". | | | |
| Postings (1) Hiring Proposals (0) Position Requests (0) Special Handling Lists (0) | | | |
| Job Title | Type | Current State | Owner |
| Test posting | Support Staff | Affirmative Action | Affirmative Action |

Watch List

Your Watch List shows the current state and owner of the requests you have started or flagged to monitor. Your watch list items will be listed under three tabs: Postings, Hiring Proposals and Position Requests. An item will stay in your Watch List until you remove it or until all approvals on that item are complete (e.g. a hiring proposal has been reviewed and approved at all levels).

Removing an item from your watch list:

1. Click **Watch List**.
2. To the right of the item, hover over “Actions” and select the **Stop Watching** option.

Short Cuts and My Links

The Short Cuts list gives you access to reports that have been assigned to you or your user group and to actions related to your select user group.

My Links includes a short cut to your performance evaluations as well as links to training and other relevant web pages.