ACCESSING THE COUGAR HR SYSTEM

1. Go to http://jobs.collin.edu
2. Enter your regular Novell username and password
3. Click the Login button.
4. Click on this icon to access the Main Menu.
5. Click this icon to access the Main Menu.
6. Click this icon to access the Main Menu.

COUGAR HR ATS PROCESS/WORKFLOW

A. Hiring Manager Creates Job Requisition
B. Applicants Apply for Open Positions
C. Hiring Manager Reviews Applicants
D. Hiring Manager Conducts Interviews
E. Hiring Manager/HR Consultants Move Candidates through the Selection Process
F. Hiring Manager Recommends for Hire
G. Hiring Manager Initiates Offer/Approvals
H. Hiring Manager Closes Out Requisition

D. Hirings Manager Conducts Interviews

A. Hirings Manager Creates Job Requisition

B. Hirings Manager Creates Job Requisition

C. Hirings Manager Creates Job Requisition

D. Hirings Manager Creates Job Requisition

E. Hirings Manager Creates Job Requisition

F. Hirings Manager Creates Job Requisition

G. Hirings Manager Creates Job Requisition

H. Hirings Manager Creates Job Requisition

NOTE: Applicants’ statuses may also be changed from the Workbench tab of their application profile.

D. Hirings Manager Conducts Interviews

E. Hirings Manager/HR Consultant Move Candidates through Selection Process

F. Hirings Manager/HR Consultant Move Candidates through Selection Process

G. Hirings Manager/HR Consultant Move Candidates through Selection Process

H. Hirings Manager/HR Consultant Move Candidates through Selection Process

1. Go to http://jobs.collin.edu
2. Enter your regular Novell username and password
3. Click the Login button.
4. Click on this icon to access the Main Menu.
5. Click on this icon to access the Main Menu.
6. Click on this icon to access the Main Menu.
7. The system will automatically route the requisition to the appropriate approvers.

Approving/Rejecting Requisitions

HR  User  Approvals  Recruiting
1. Hover over the User menu in the main directory and then click the Approvals menu.
2. Click the Recruiting option.
3. Click to Approve or to Reject.
4. Enter your Comments in the text box provided.
5. Click the Approve or Reject button under the comment box.

Once a requisition has been approved by all appropriate approvers, it will be routed to the appropriate HR Consultant with the status of Approved to Post. The HR Consultant will obtain a Position Number (PCN) if necessary, add screening questions, note any third party posting sources in the appropriate field on the requisition, and change the status of the requisition to Open.

Managing Requisitions

HR  Jobs  Manage Requisitions
1. Hover over the Jobs menu in the main directory and then click the Manage Requisitions menu.
2. To view the new applicants attached to a requisition, click the hyperlinked number in the New Applicants column.
3. The New Applicants column shows the newest resumes/job seekers that have applied to the requisition.
4. The Candidates column shows the current number of active candidates.

Creating a New Job Requisition (Job Posting)

HR  Jobs  Create Requisition
1. Hover over the Jobs menu in the main directory and then click the Create Requisition menu.
2. Select the appropriate Association(s)
3. To search for a specific job, enter the title in the Job Title field. Jobs that are a match will display in a list.
4. Click on the desired job title displayed in the list and click the Continue button.
5. Complete and/or edit the requisition form. All fields in red text are required. Click the Next button to move to the next step in the creation process.
6. Click Complete Requisition button to save and finish.
7. The system will automatically route the requisition to the appropriate approvers.

Marking an Applicant as a Candidate for Interview

HR  Jobs  Manage Requisitions
1. Hover over the Jobs menu in the main directory and then click the Manage Requisitions menu.
2. Click the hyperlinked number in the New Applicants column to view applicants that have screened through.

NOTE: If a candidate’s status is changed to “Declined” or “Remove from List” at any time, the hiring manager will be prompted to select a reason for rejection.

IMPORTANT: If a candidate’s status is changed to “Declined” or “Remove from List” at any time, the hiring manager will be prompted to select a reason for rejection.
F. HIRING MANAGER RECOMMENDS FOR HIRE

Recommend a Candidate for Hire
HR→Jobs→Manage Requisitions
1. Hover over the Jobs menu in the main directory and then click the Manage Requisitions menu.
2. Click the hyperlinked number in the Candidates column to view active candidates.
3. Click on the hyperlinked status of the candidate you wish to recommend for hire.
4. The Workbench tab of the Resume Dashboard will automatically display.
5. From the Statuses section of the Candidate's Workbench tab, select Move to Next Status from the drop down menu and click the Submit button.
6. The candidate's status will automatically change to Recommend for Hire – Check Background/References and send notice of this action to the appropriate HR Consultant for review.
7. Once the Hiring Manager has changed the candidate's status to Recommend for Hire – Check Background/References Human Resources will conduct a criminal background check AND employment reference checks and enter the notes in the References section on the Information Tab of the candidate's application profile and change the candidate's status to Background Check Complete.

Reviewing References
HR→People→Candidates→Active Candidates→Select Job
Once the HR Consultant has changed the status of a candidate from Background Check Complete - Hiring Manager should view the references PRIOR to changing the status of a candidate to Initiate Offer. To perform this action:
1. Click on an individual's hyperlinked status from anywhere within the system.
2. The Workbench tab of the Resume Dashboard will automatically display.
3. Click on the Information Tab.
4. Scroll down and click on References to review reference notes.

G. HIRING MANAGER INITIATES OFFER/APPROVALS
HR→People→Candidates→Active Candidates→Select Job
1. Click on individual's hyperlinked status from anywhere within the system.
2. The Workbench tab of the Resume Dashboard will automatically display.
3. Select Initiate Offer/Approvals from the drop down list.
4. Enter recommended start date in the Comments box and click Submit.

NOTE: Changing a candidate's status to Initiate Offer/Approvals will prompt HR to calculate salary, prepare an offer letter and route for approvals. The approvers will receive an email notification that an offer is pending their approval. The email notification includes instructions on how to view the candidate's information and approve the offer.

Approving/Rejecting Offers in CougarHR
HR→User→Approvals→Recruiting
Note: Offers are created by the HR Consultant when a Hiring Manager changes candidate's status to Initiate Offer. The system sends offers through appropriate levels of approval.
1. Hover over the User menu in the main directory and then click the Approvals menu.
2. Click the Recruiting option.
3. Click ☑ to Approve or ✗ to Reject.
4. Enter your approval or rejection Comments in the text box provided.
5. Click the Approve or Reject button.

Extending the Offer
AFTER all appropriate approvers have approved the offer, the Hiring Manager will receive an email notification that the offer is pending his/her approval.
Upon receiving the email notification that the offer is pending his/her approval, the Hiring Manager may contact the candidate to extend a verbal offer and determine the official start date.
DO NOT approve the offer in CougarHR until after you have contacted the candidate to extend the verbal offer.
After determining official start date, Hiring Manager should approve the offer via CougarHR and enter the start date in the comments field. Once the Hiring Manager approves the offer, the offer letter is automatically released to the candidate.

The offer letter includes instructions for the new employee to report to the HR office at 8:15 on his/her first day of employment for HR/Benefits Orientation.
After completing the HR/Benefits orientation, the employee will report to his/her respective campus for departmental orientation and training.

CANDIDATE STATUSES in the Selection Process are as follows:

1. Shortlist Approval Requested from HR (action taken and status changed by Hiring Manager) This is completed by marking an applicant as a candidate (see step C.1).
2. HR Approved for Interview (status changed by HR after verifying candidate meets minimum job qualifications).
3. Recommended for Hire – Check Background/References (status changed by Hiring Manager). This will trigger a notification to HR to send the Secondary Application (Criminal Background Consent Form). After candidate completes the form, HR will run criminal history checks, determine if candidate is employable and conduct reference checks.
4. Background Check Complete (status changed by HR after completion of criminal background checks and reference checks).
5. Initiate Offer/Approvals (status changed by Hiring Manager) Hiring manager reviews reference notes (see step F) If satisfactory, Hiring Manager changes candidate's status to Initiate Offer/Approvals to prompt HR to prepare offer and forward it to the appropriate approvers.
6. Offer Accepted/Hired Pending Employment Docs (status changed by HR) Upon notification that the offer has been accepted by the candidate and the official start date, the HR Consultant will initiate the Onboarding Process and notify Help Desk of new hire.

NOTE: After recruitment process is complete, the Hiring Manager will receive a link via email requesting IT access permissions, this must be completed PRIOR to the employees first day of employment for IT and payroll set up.

F. HIRING MANAGER CLOSES OUT REQUISITION
Once candidate has been hired and requisition is filled, Hiring Manager should change status for all remaining applicants/candidates to Declined. The Hiring Manager will be prompted to select the reason for rejection for each applicant/candidate. Once this process has been completed HR will send all declined applicants/candidates the appropriate non-selection letter.