



## Academic Chair and HR Consultant Applicant Tracking Quick Reference Guide For Hiring Part-Time Associate Faculty

### ACCESSING THE COUGAR HR SYSTEM

1. Go to <http://jobs.collin.edu>
2. Enter your Novell Username and Password
3. Click the **Login** button.

### COUGAR HR ATS PROCESS/WORKFLOW

- A. Applicants Apply for Open Positions
- B. Chair Reviews Applicants/Approves for Interview
- C. Chair Conducts Interviews
- D. Chair Recommends for Hire
- E. Chair Initiates Offer/Approvals

Detailed information to complete each of these steps follows. Please pay special attention to the highlighted information.

#### A. APPLICANTS APPLY FOR OPEN POSITIONS

Once a requisition has been approved by all appropriate approvers and the status has been changed to **Open** by HR, the positions will be displayed on the College's external Career Center and applicants can apply for the position. The link to the College's external Career Center is: <http://jobs.collin.edu>. **NOTE:** Part-time associate faculty positions are posted continuously based on anticipated need and student enrollment.

#### B. CHAIR REVIEWS APPLICANTS/ APPROVES FOR INTERVIEW

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.
3. Click on the applicant's hyperlinked name to view his/her application profile.
4. After reviewing the applicant's credentials (including transcripts/evaluations) to ensure s/he is qualified, if you wish to approve him/her for an interview, click on the **Workbench** Tab of the individual's application profile and select **Hiring Manager Approved for**

Last modified 7/9/13 klk

**Interview** from the drop down menu. **NOTE:** Changing an applicant's status to **Hiring Manager Approved for Interview** will move the person from the **New Applicants** column to the **Candidates** column.

#### C. CHAIR CONDUCTS INTERVIEWS

1. Contact the qualified candidates you wish to interview and schedule an interview. Interviews should not be conducted until the candidate has submitted qualifying transcripts (and evaluations if applicable).
2. After interviewing, identify the candidate(s) you wish to recommend for hire and complete the steps below to move the candidate(s) through the selection process.

#### D. CHAIR RECOMMENDS FOR HIRE

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 **Recommend for Hire – Check Background/References** from the drop down list.
4. Enter recommended start date in the **Comments section** and click **Submit**.

Once the Chair has changed the candidate's status to **Recommend for Hire – Check Background/References**, HR will conduct a criminal background check and change the candidate's status to **Background Check Complete**. The Chair completes the reference checks and enters them into **References** section of the **Information** tab of the candidate's application profile. At least 2 professional references from current/former supervisors are required.

#### E. CHAIR INITIATES OFFER/APPROVALS

People→Candidates→Active Candidates→Select Job

1. Click on individual's hyperlinked status
2. The **Workbench** tab of the **Resume Dashboard** will automatically display.
3. Select **Initiate Offer/Approvals** from the drop down list.
4. Enter **Comments**, if applicable and click **Submit**.

Changing a candidate's status to **Initiate Offer/Approvals** will prompt HR to route the candidate to the Dean for review and approval.

After the candidate is approved by the Dean, the Chair will receive an automatic email notification that the offer is pending his/her approval.

The Chair may now notify the candidate that he or she has been approved to be added to the **Active Associate Faculty Pool** to be considered for teaching assignments.

After the Chair electronically approves the offer, an email, which includes a hyperlink to the **Associate Faculty Employment Packet** and instructions for submitting official transcripts to HR, is automatically released to the candidate. **DO NOT** distribute employment packets to candidates outside of the CougarHR offer letter process. Candidates may not start working until the approval process is complete.

#### CANDIDATE WORKBENCH STATUSES in the Selection/Non-Selection Process:

1. **Hiring Manager Approved For Interview** (status changed by Chair) in the candidate's Workbench Tab
2. **Recommended for Hire–Check Background/References** (status changed by Chair). This will prompt HR to send the candidate the Criminal Background Check Consent Form. After candidate electronically completes the form, HR will run criminal history checks and determine if candidate is employable. Chair also checks *at least 2 supervisor references* during this step and enters notes into the **References** section on the **Information** tab of the candidate's application profile.
3. **Background Check Complete** (status changed by HR) Criminal background checked by HR and noted in the **References** section on the **Information** tab of the candidate's resume dashboard).
4. **Initiate Offer/Approvals** (status changed by Chair) When the Chair changes a candidate to this status, HR will route the offer to the Dean for approval. HR will not route the candidate to the Dean until references have been checked by the Chair and entered into the **Information** tab of the candidate's resume dashboard.
5. **Hired–Pending employment docs** (status changed by HR after completion of recruitment process, but PRIOR to receiving the completed employment packet).
6. **Hired–Employment Process Complete** (status changed by HR AFTER completed employment packet is received).

FCI form and official transcripts/evaluations must be submitted separately. Also, if candidate will teach on an ISD campus, chair must notify HR immediately so HR can initiate the fingerprinting process.