

# Recruitment at UB

Learn about the possibilities available through the upgraded UB Jobs application



# Improved Web Interface

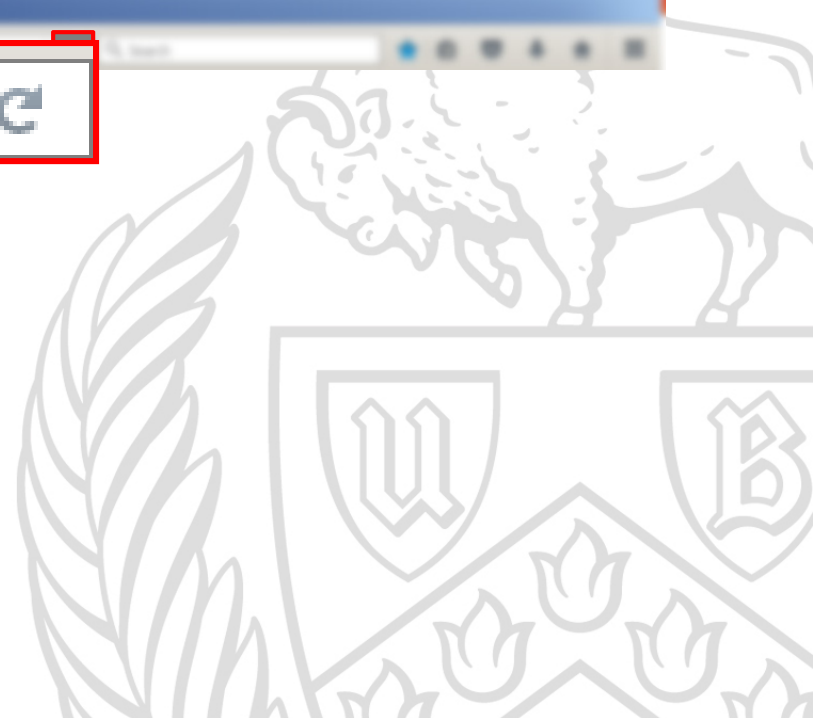
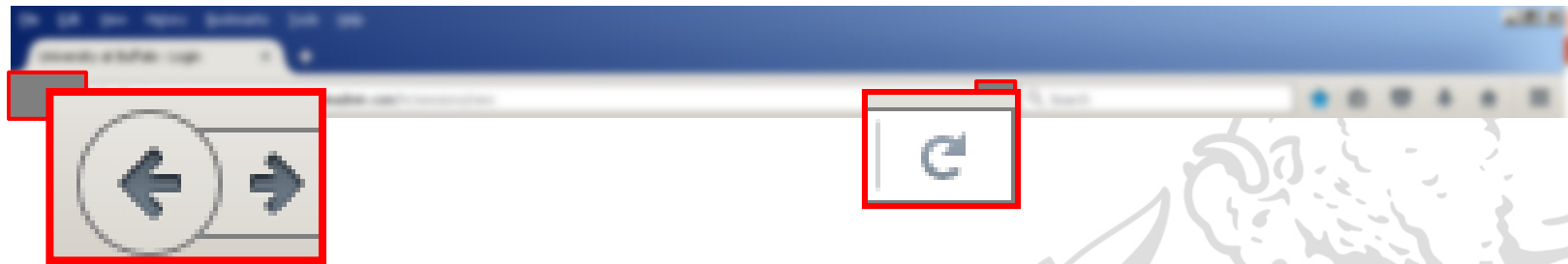
Internet functionality





# Improved Web Interface

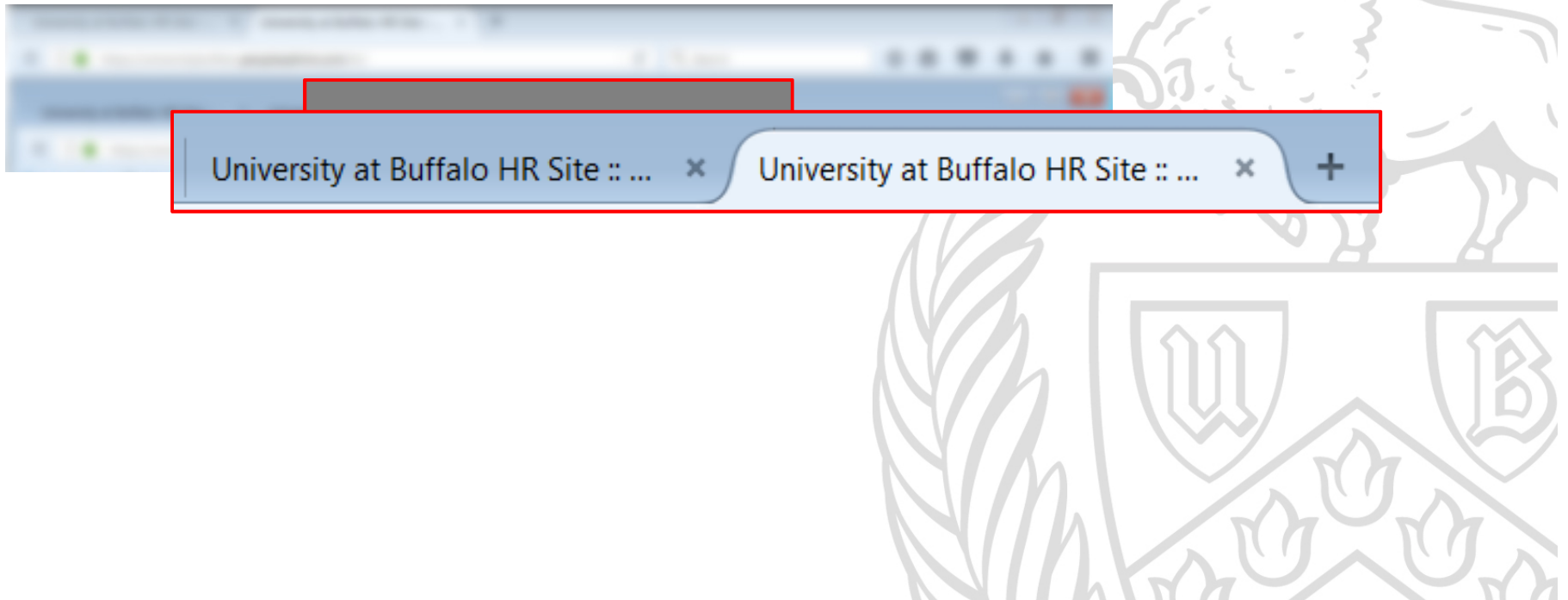
Internet functionality





# Improved Web Interface

Internet functionality



# Improved Web Interface

Personalized web addresses





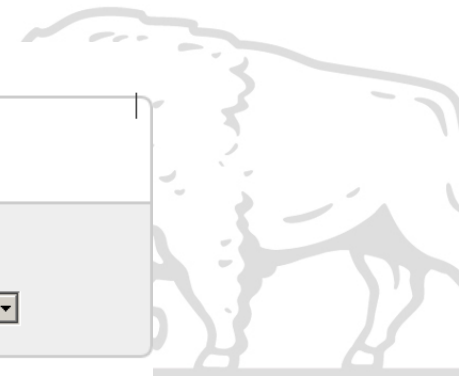
# Improved Web Interface

## Personalized web addresses

View all open Postings below, or enter search criteria to narrow your search.

<b>Keywords</b>	<input type="text"/>	<b>Posted Within</b>	<input type="text" value="Any time period"/>
<b>Position Type</b>	<input type="text" value="Any"/>	<b>Position Title</b>	<input type="text"/>
<b>Department</b>	<input type="text" value="Any"/>	<b>Unit</b>	<input type="text" value="Any"/>

Search





# Improved Web Interface

Personalized web addresses

View all open postings below or enter a search term in the search box above.

Keywords	<input type="text"/>	State Professional
Position Type	<input type="text"/>	
Department	<input type="text"/>	CIO ADMINISTRATIVE OPERATIO...



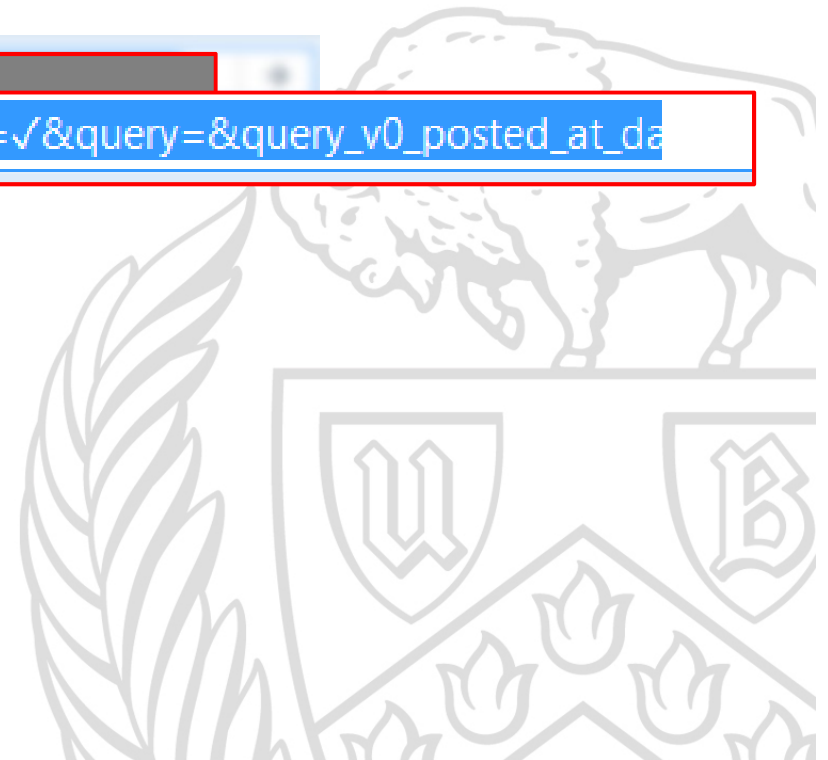


# Improved Web Interface

Personalized web addresses

A screenshot of a web browser's address bar. The address bar is highlighted with a red border. The text inside the address bar is a URL: [https://www.ubjobs.buffalo.edu/postings/search?utf8=✓&query=&query\\_v0\\_posted\\_at\\_da](https://www.ubjobs.buffalo.edu/postings/search?utf8=✓&query=&query_v0_posted_at_da). The browser window title bar is visible above the address bar, showing a dark grey bar with a red border.

[https://www.ubjobs.buffalo.edu/postings/search?utf8=✓&query=&query\\_v0\\_posted\\_at\\_da](https://www.ubjobs.buffalo.edu/postings/search?utf8=✓&query=&query_v0_posted_at_da)





# Personalized Applicant Experience

Different login options





# Personalized Applicant Experience

## Different login options

Log in to your account

**Username**

**Password**

[Forgot your username or password?](#)

Log In

Log In with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae. [Find out how.](#)

Log In with LinkedIn

Or [Create an Account](#)



# Personalized Applicant Experience

Keyword search





# Personalized Applicant Experience

Keyword search

View all open positions below, or enter search criteria to narrow your search.

Position Type

Department

**Keywords**



# Personalized Applicant Experience

Share postings

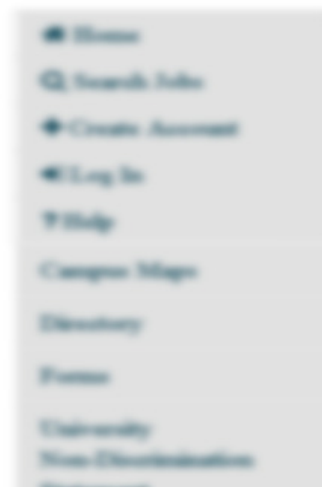




# Personalized Applicant Experience

Share postings

<https://universitybuffalo.peopleadmin.com/postings/1992>



Clerk

Apply to Postings

## Posting Details

Position Information

Position Title	Clerk
Classification Title	U.S. Gov. Classification
Posting Number	111001201
Employer	State
Position Type	
Appointment Term	
Salary Grade	1-1



# Personalized Applicant Experience

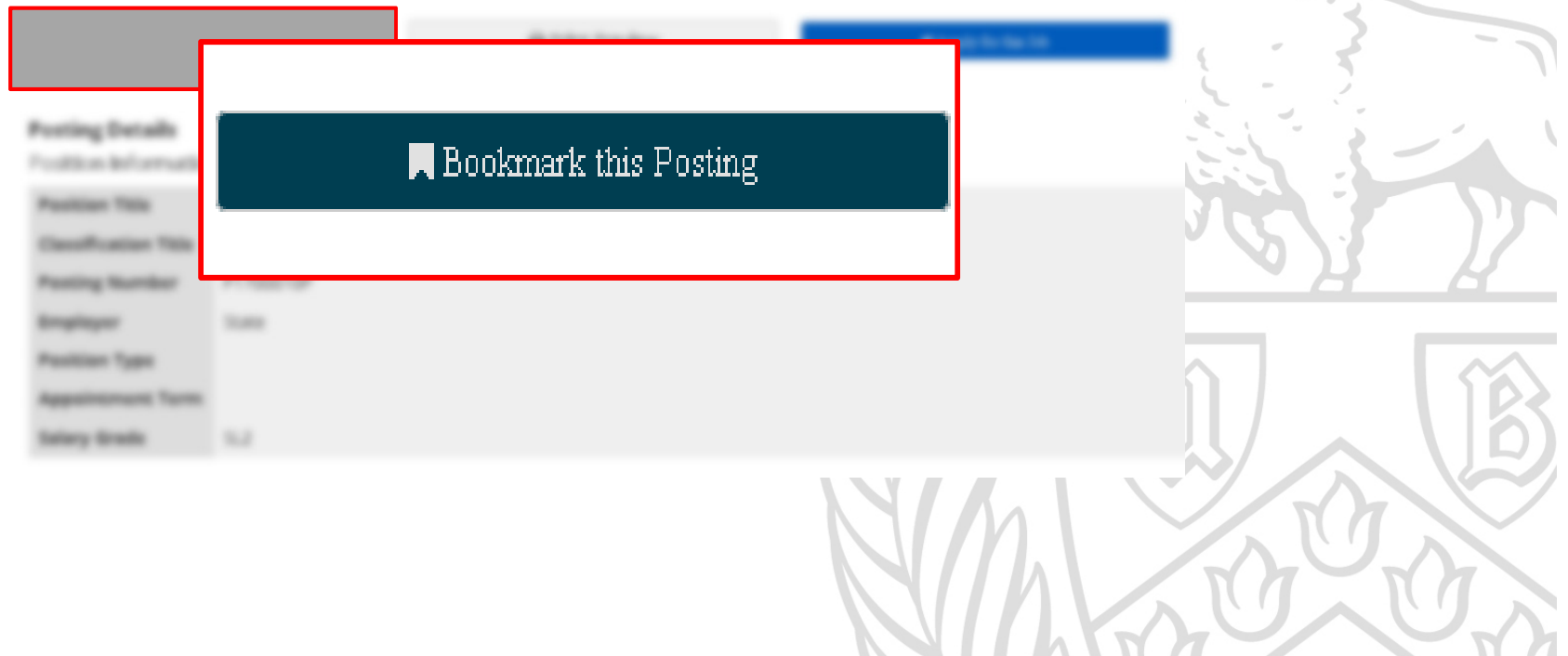
Bookmark postings





# Personalized Applicant Experience

Bookmark postings





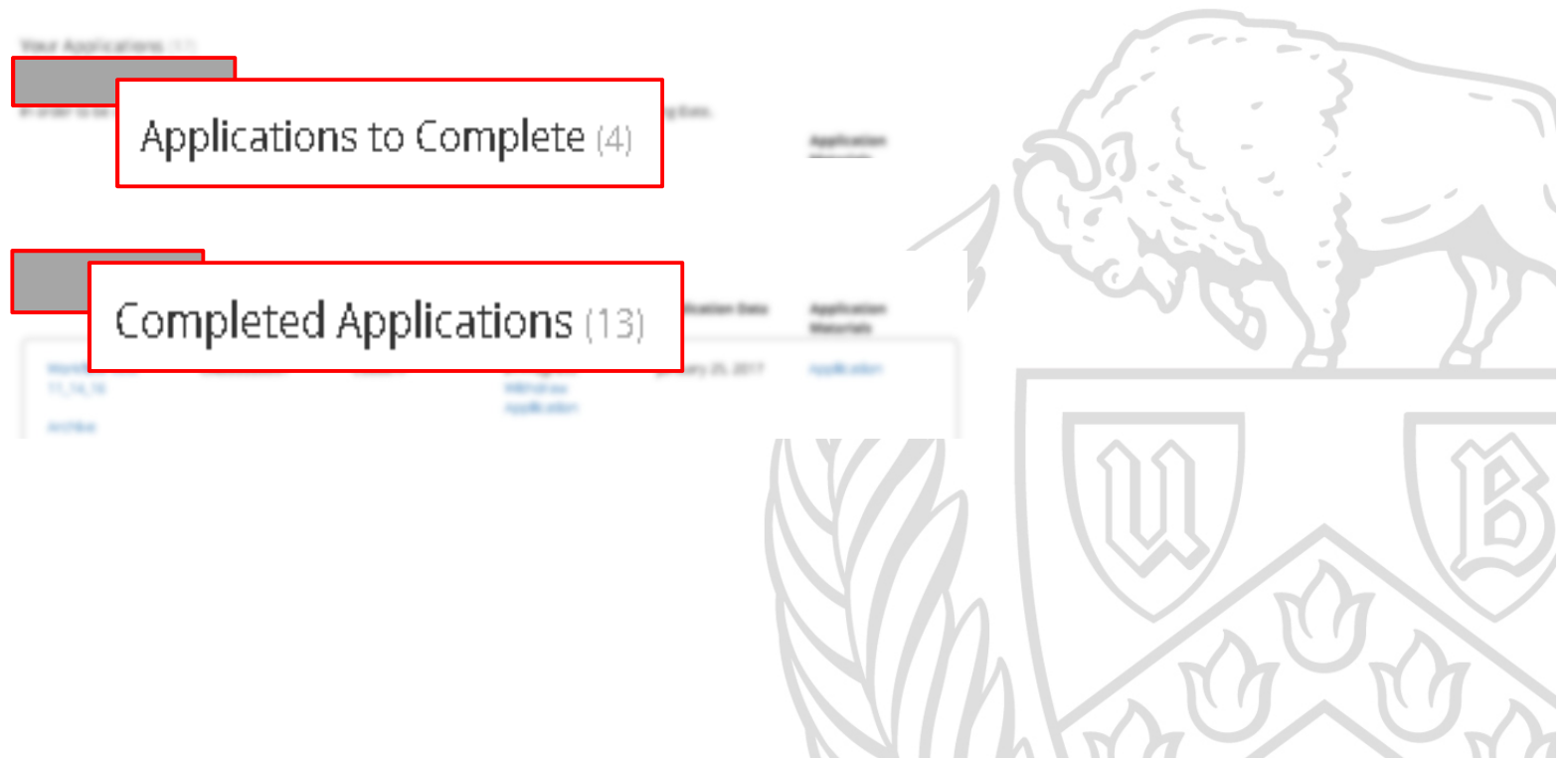
# Personalized Applicant Experience

Check application status



# Personalized Applicant Experience

Check application status



# HR Site Navigation

Freely navigate between tabs

Auto-save information entered on tabs



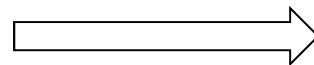


# HR Site Navigation

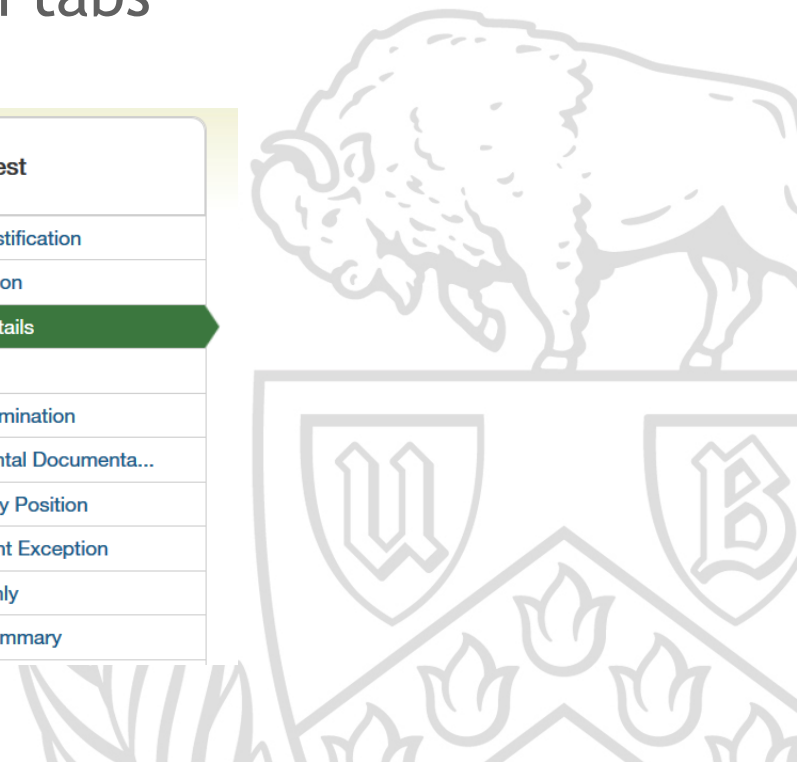
Freely navigate between tabs

Auto-save information entered on tabs

Editing Request	
Position Justification	
✔ Classification	
Position Details	
Job Duties	
FLSA Determination	
✔ Supplemental Documenta...	
✔ Supervisory Position	
✔ Recruitment Exception	
✔ HR Use Only	
Request Summary	



Editing Request	
Position Justification	
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Request Summary	





# Inbox and Watch Lists

Choose which positions and postings to watch

Monitor the position and postings statuses

Find actions waiting for you



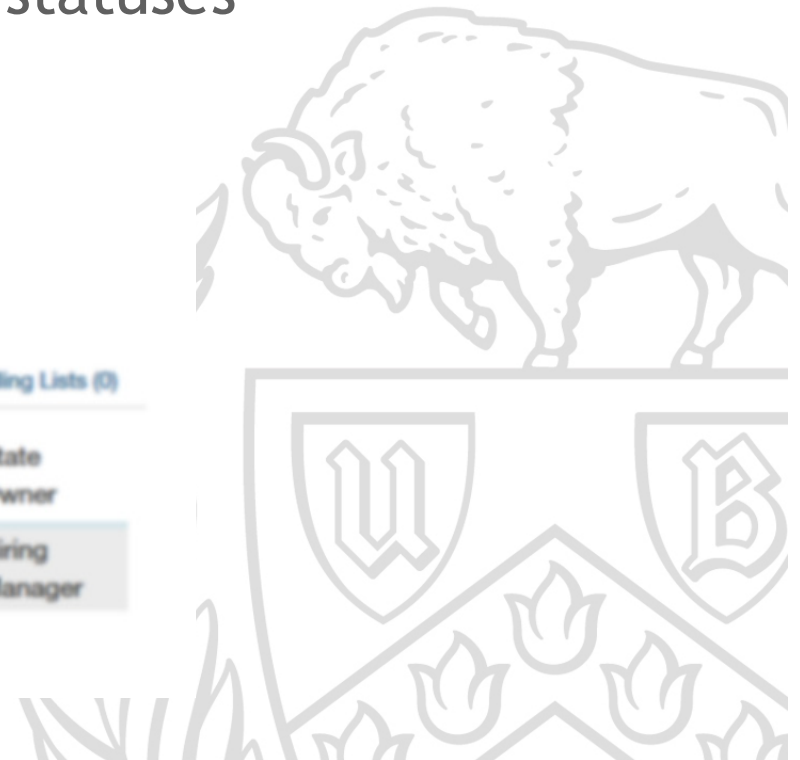


# Inbox and Watch Lists

Choose which positions and postings to watch  
Monitor the position and postings statuses  
Find actions waiting for you

Title	Type	Current State	State Owner
Senior Staff Associate	Request New Position Description	Hiring Manager Consult	Hiring Manager

See more...



# Enhanced Searches

Search applicant documents





# Enhanced Searches

Search applicant documents

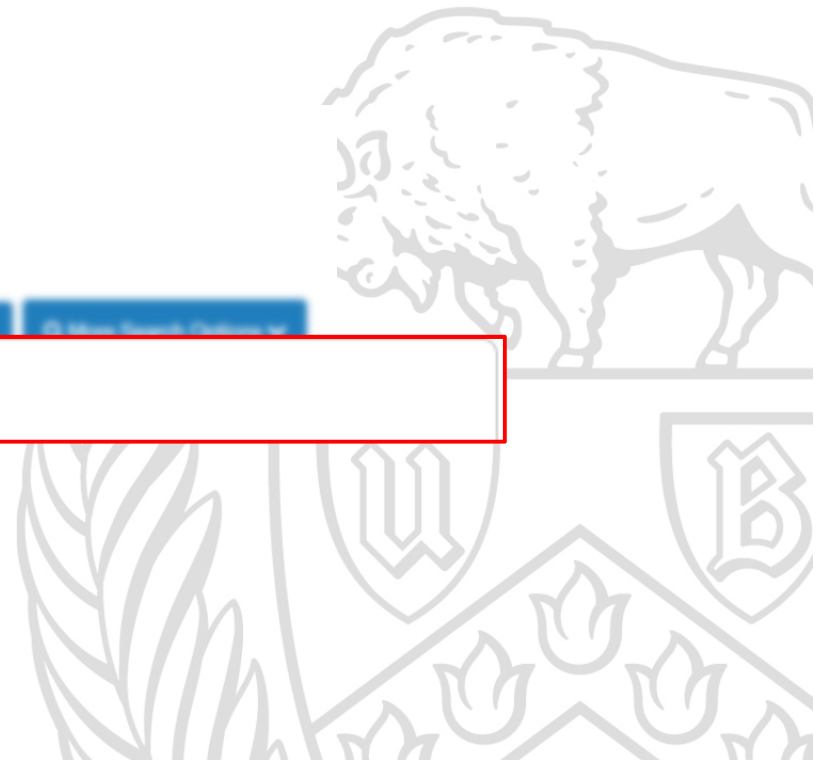
## Applicants

To add a new column to the search results, select the column from the drop down list.

Save Searches v



Microsoft Access





# Enhanced Searches

Create and save sort/filter preferences

Create and save advanced searches

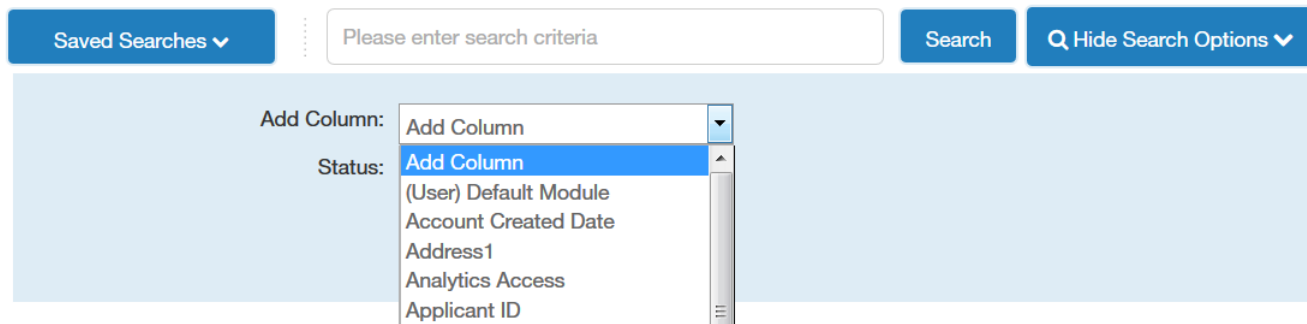


# Enhanced Searches

Create and save sort/filter preferences  
Create and save advanced searches

## Applicants

To add a new column to the search results, select the column from the drop down list.



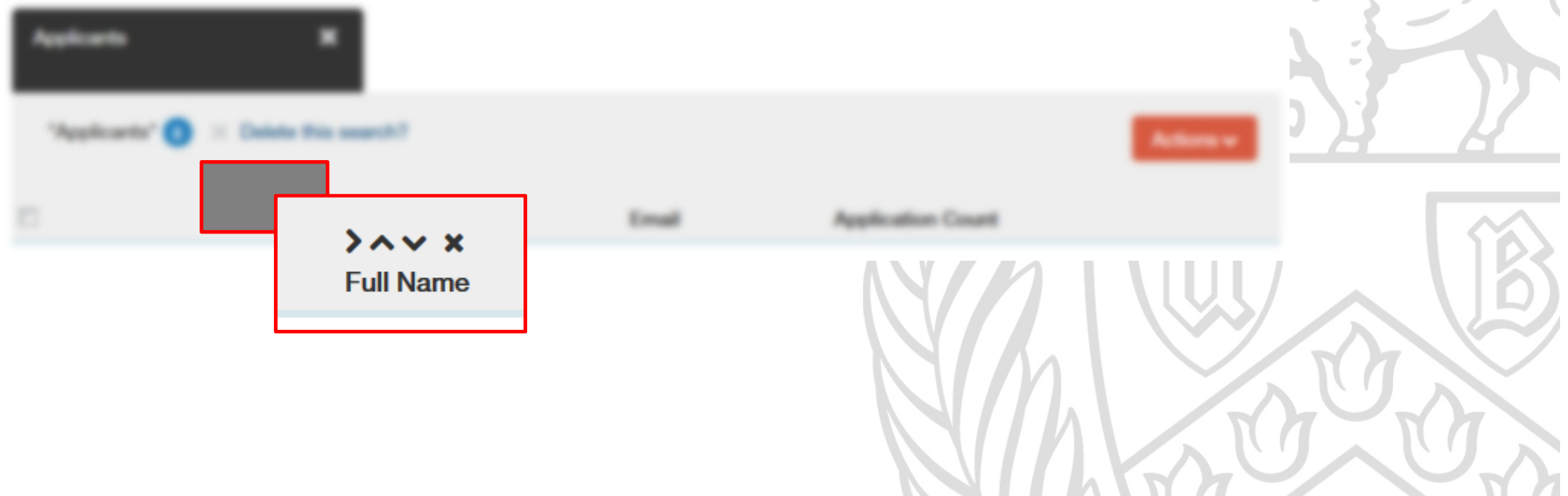
The screenshot shows a search interface for Applicants. At the top left is a 'Saved Searches' dropdown. Next to it is a search input field with the placeholder text 'Please enter search criteria'. To the right of the input field are two buttons: 'Search' and 'Hide Search Options'. Below the search bar, there is a light blue shaded area containing a dropdown menu. The dropdown menu is titled 'Add Column:' and has a list of options: 'Add Column', 'Status: Add Column', '(User) Default Module', 'Account Created Date', 'Address1', 'Analytics Access', and 'Applicant ID'. The 'Add Column' option is currently selected and highlighted in blue.



# Enhanced Searches

Create and save sort/filter preferences

Create and save advanced searches



# Managing Applicants

Screen applicants with supplemental questions





# Managing Applicants

Screen applicants with supplemental questions

<b>Category:</b>	Education
<b>Question:</b>	What is the highest level of education attained?
<b>Possible Answers:</b>	Predefined Options <ul style="list-style-type: none"><li>• GED</li><li>• High School Diploma</li><li>• Associates Degree</li><li>• Bachelors Degree</li><li>• Masters Degree</li><li>• PHD</li><li>• J.D.</li></ul>



# Managing Applicants

Develop qualification equivalencies



# Managing Applicants

Develop qualification equivalencies

Name	Qualification Group
Year	Total Points
Status	Cost
<b>Threshold</b>	<b>100.0</b>

Question #1 Points	What is the highest level of education attained?
	GED (0.0)
	High School Diploma (25.0)
	Associates Degree (50.0)
	<b>Bachelors Degree (75.0)</b>
	PHD
	J.D.
	<b>Masters Degree (100.0)</b>

Question #2 Points	How many years of experience do you have in this type of position?
	0 (0.0)
	<b>1 (15.0)</b>
	3
	<b>2 (25.0)</b>
	4
	5 (50.0)



# UBIT Access Authorization

Search committee members will have a single sign on  
Easier access for HR users with the application





# UBIT Access Authorization

Search committee members will have a single sign on  
Easier access for HR users with the application

Current Group: **Search Committee Member** ▼

"Postings" 2 Actions ▼

<input type="checkbox"/>	In-House Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	
<input type="checkbox"/>	Senior Staff Assistant	P00006P	ADMISSIONS MARKETING	3	Posted	November 18, 2016 at 01:00 PM	Actions ▼
<input type="checkbox"/>	Clerk	P1700010P	CIO ADMINISTRATIVE OPERATIONS OFFICE	0	Posted	February 03, 2017 at 03:27 PM	Actions ▼

# Questions?

