

Hiring Manger's Guide to JobLink

Create a JobLink Account and/or Log in to JobLink

- Go to <https://joblink.jmu.edu/hr>
 - If you have an account, log in at this time.
 - If you do not have an account, select the “Create User Account” link on the left side of the screen > complete the form > select the Continue button > select the Confirm button. *Accounts are normally approved by the next business day.*

Creating a Posting

- Follow the instructions within the JobLink system to complete your job posting request.
- Log in to <https://joblink.jmu.edu/hr> > select the “From State Role Title” link under the gold CREATE POSTING tab on the left side of the screen. (For directions on how to create a job posting from a previous posting in JobLink, please skip to the next section titled “Create from a Previous Posting.”)
 - Using the State Role Title drop down box, select the appropriate State Role Title for your position > Select the Search button > In the Role Code column select the “Create” link.
 - You will automatically be taken to the Posting Details tab.
 - *Many of the boxes will be automatically populated for Classified positions.*
 - *Faculty positions will have some empty fields because they are not associated with a State Role Title.*
 - Complete the form as accurately as possible.
 - Fill in the following boxes:
 - Working Title
 - Position Number
 - Position Type
 - College/Division
 - Academic Affairs Approval (Academic Affairs positions only)
 - Position Status
 - Pay Rate
 - Specify range or amount
 - Is this an agency only position?
 - Is this a grant funded position?
 - Departmental users with permission to access position information
 - Move the name(s) of any individual(s) who need to have access to edit the position information.
 - Graduate School Coordinator (Graduate Assistant positions only)
 - General Information
 - Duties & Responsibilities

- Qualifications
- Name of Employee Replacing (unnecessary for new positions)
- Posting Date
- Review Date (optional for classified/wage positions)
- Closing Date or check the Open Until Filled box
- Application Types Accepted
- Special Instructions To Applicants (optional)
- Required Documents
 - Only mark those documents that you are requiring in electronic format.
- Optional Documents
- Proposed Starting Date (optional)
- Select the Continue To Next Page button.
- You will then be taken to the Advertising tab. *Not applicable for student positions.*
 - Select any advertisements you wish to have your position advertised in. *Departments will be contacted for final approval of costs and layouts before ads run.*
 - List any special advertising instructions in the available box.
 - In the Job Announcement box write the ad as you would like it to appear in the publication.
 - Select the Continue To Next Page button.
- You will then be taken to the Posting Specific Questions tab.
 - The question, “How did you find out about this position?” is always required.
 - Select any additional questions you would like to use.
 - Select the Add A Question button at the bottom of the page > select the Search button > select the “View/Add” link next to the question you would like to include > select the Add This Question button.
 - Select the Continue To Next Page button.
- You will then be taken to the Guest User tab.
 - Select the Activate Guest User link if you would like to set up a guest user account.
 - These accounts can be used by search committees.
 - Guest users have a “read only” access to view submitted materials for candidates.
 - Select the Continue To Next Page button.
- You will then be taken to the Screening Criteria Information tab.
 - Enter any screening criteria and questions that you have for this position. This does not need to be done to complete the recruitment request.
 - Select the Continue To Next Page button.
- This will then take you to the View Posting Summary page.
 - Select the appropriate designation using the radio buttons:
 - Save w/o submit

- Submit to Student Employment for Approval
 - Submit to Grad School
 - Submit to HR/OEO for Approval
- Select the Continue button > select the Confirm button
- Positions are normally approved and posted by the next business day

Create from a Previous Posting.

- Select the “From Previous” link below the gold Create Posting gold tab on the left side of the screen.
- Select the “Create” link under the appropriate Working Title.
- Edit the information to reflect the current position.
**Note: You will not be able to edit some pieces of information due to the defaults set by the system. Please contact Recruitment Services (8-6165) to make these changes.*
- Proceed through the posting request as you would a request you created from scratch.
- Submit the position to the appropriate department:
 - Save w/o submit
 - Submit to Student Employment for Approval
 - Submit to Grad School
 - Submit to HR/OEO for Approval

Closing a Position

- When you feel you have an adequate applicant pool to choose from you should close your position. Classified positions must remain open for 5 business days and Faculty positions must remain open for 30 days (There are no minimum for Student positions). Once these minimum requirements have been met you can close your position. It is a good idea to close the position once you start to review applicants.
 - Positions can remain open during the interview and selection process but please be aware that you must consider anyone who applies, not just those individuals who had applied when you started reviewing applicants or interviewing candidates. By closing a position, no other applicants will be able to apply.
 - To close a position login to JobLink and select the “Close” link in the Posting Status column on the right side of the screen.

Screening Criteria Sheet

- Complete a Screening Grid
 - Select the “Get Reports List” link in the Posting Number column after you have logged in to JobLink > select the Screening Grid radio button > Select the Generate Report button > Print
 - *The screening grid is a tool available to Hiring Managers. If you would rather create a report in Excel or other software it is fine to do so.*

Filling a Position

- First you must change the status of each applicant. *This can only be done by the person who created the position or anyone designated as a Departmental User for that position.*

- Log in > select the “View” link in the Working Title column > A list of applicants will appear > In the Status column, select the “Change Status” link > In the Status column use the drop down box to select the appropriate designation > In the Selection Reason column use the drop down box to select the appropriate reason.
- To change multiple statuses select the All button in the All/None column. Uncheck the boxes you do not wish to change > select the Change Multiple Applicant Statuses button under the last name on the page > Using the Change For All Applicants status boxes drop down list, change the status of the applicants you have selected.
- Once you have changed the status of all the applicants and only have the person(s) you are hiring > click on the Screening Criteria Information tab at the top right of the screen > select the Continue To Next Page button > select the Fill designation > select the Save button.

You have completed the JobLink hiring process. Please click on the following link to view *The Hiring Process at JMU* which contains guidelines for completing the recruitment process.

<http://www.jmu.edu/humanresources/employment/hiringprocess.pdf>