

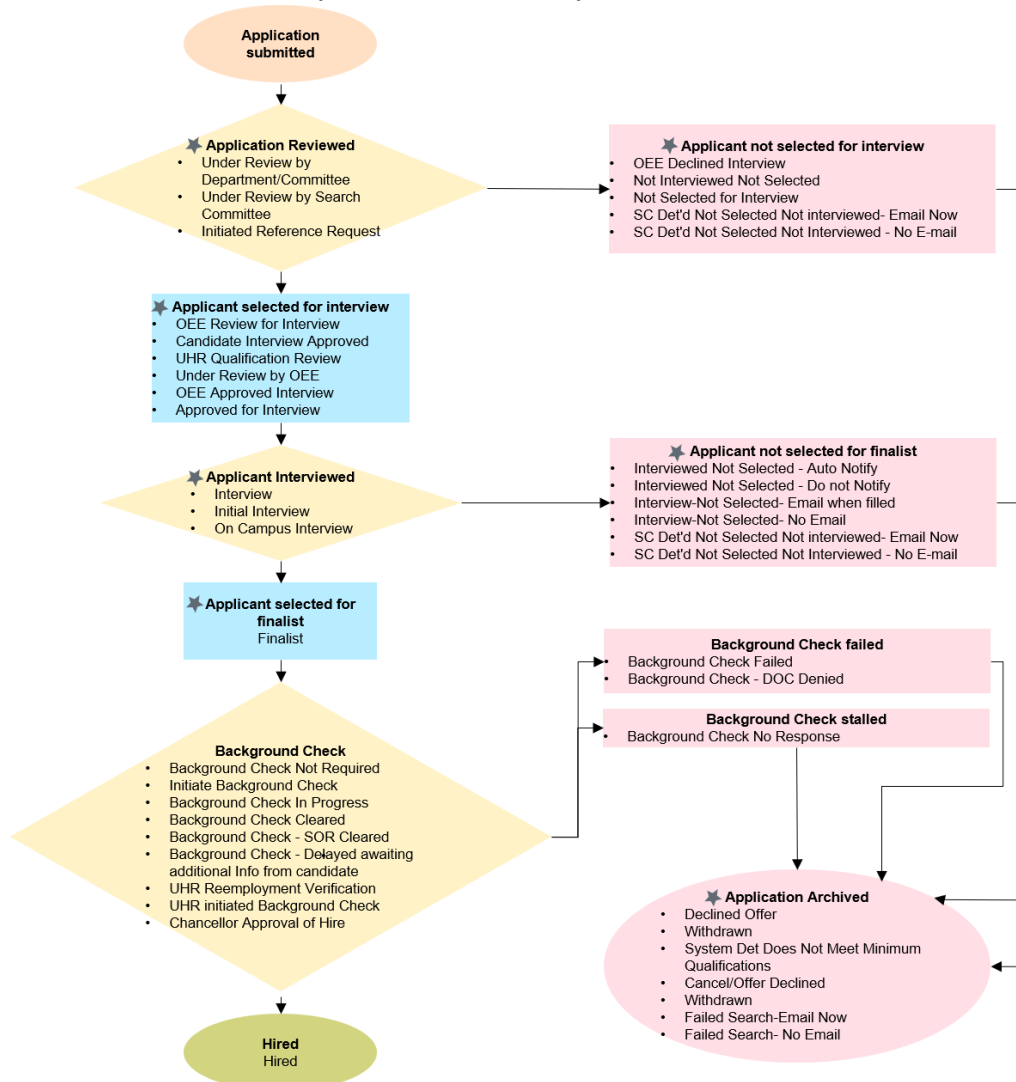
A) Applicant Reviewer Responsibilities

Review the **Applicant Reviewer** responsibilities listed below.

- Review all applications to ensure posting qualifications are met.
- For every active applicant, adjust the applicant's **Workflow State** to indicate if selected or not selected for interview.
 - If selected for interview, choose **UHR Qualification Review** for Staff and Temporary, or **OEE Review** for Faculty.
- For every approved interview, adjust the **Workflow State** to **Interview**.
- For every completed interview, indicate **Finalist** or not selected.
- The background check is initiated after **Finalist** is indicated.

See the diagram below for a listing of all applicant **Workflow States** as they are defined in the ROCS system.

Applicant Reviewers are responsible for all steps marked with the ★ star icon.



B) Logging into the ROCS System

1. Navigate to the <https://jobs.rutgers.edu/hr/shibboleth> website.
Login using your Rutgers NetID and password.



NOTE: Ensure your Wi-Fi connection is secure.

NetID Login

NetID:

Password:

Log In

Ensure proper security — keep your password a secret

☐ I am at a public workstation, disable single sign-on ⓘ

Forgot your NetID or password?
First-time users, activate your NetID.
Need more help?

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!



NOTE: If you do not have a Rutgers NetID or have guest user access, navigate to the <https://jobs.rutgers.edu/hr> website. Login using your Username and Password.

Contact ROCS@hr.rutgers.edu to request guest user access.

Rutgers University Login

jobs.rutgers.edu/hr/sessions/new

Rutgers University

[Click Here To Log In With Your Network ID](#)

Username

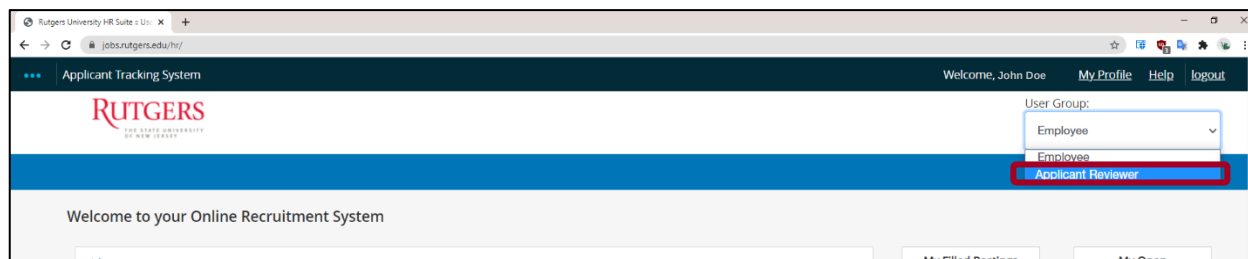
Password

Log In

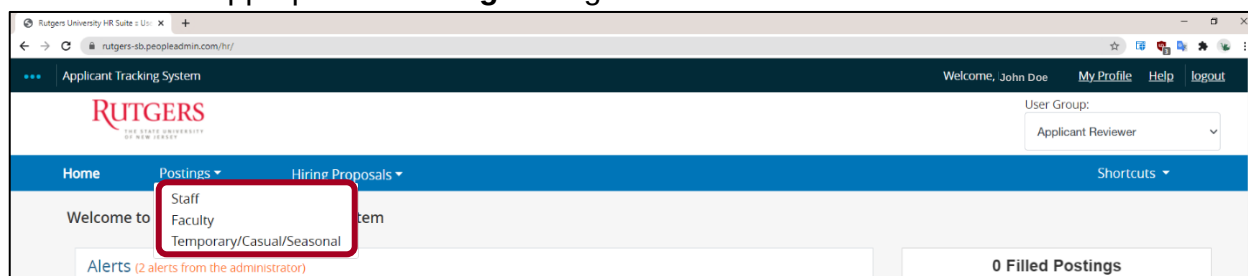
Authenticate with single sign-on?SSO Authentication

C) Viewing Submitted Applications

1. In the upper-right corner for the **User Group**, select **Applicant Reviewer**.

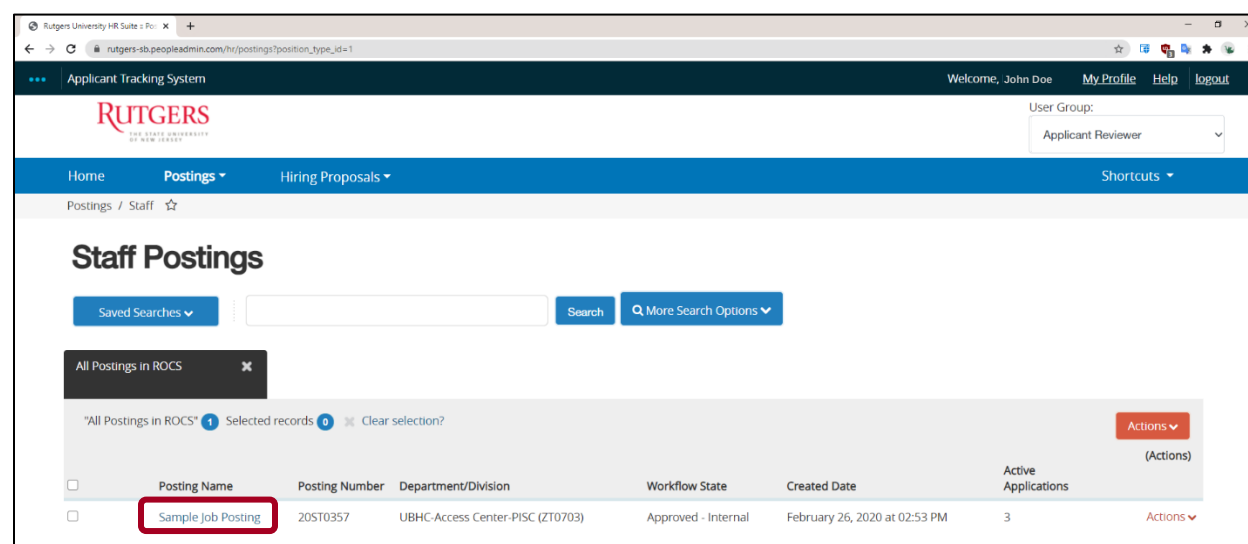


2. Select the appropriate **Postings** designation.

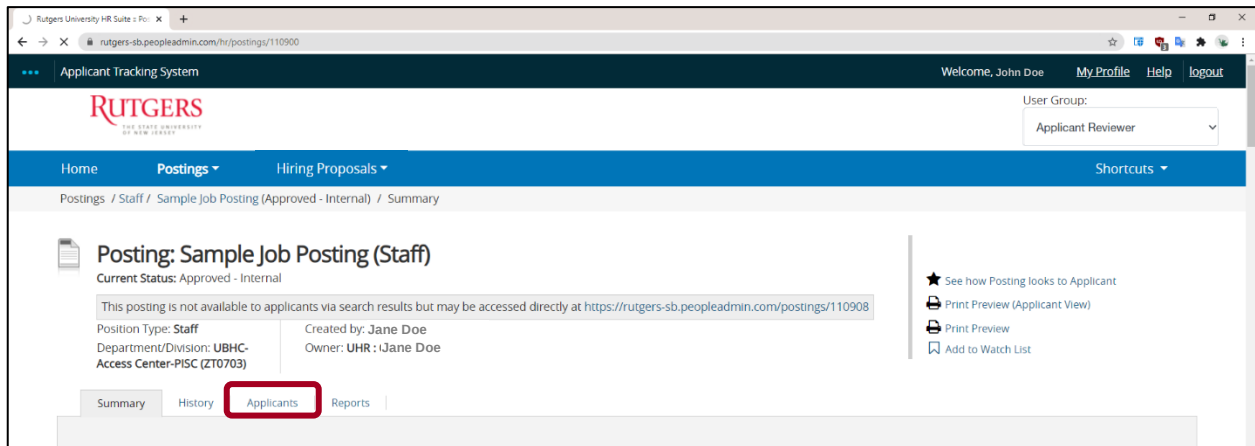


NOTE: RBHS Temporary Positions are posted under **Staff**.

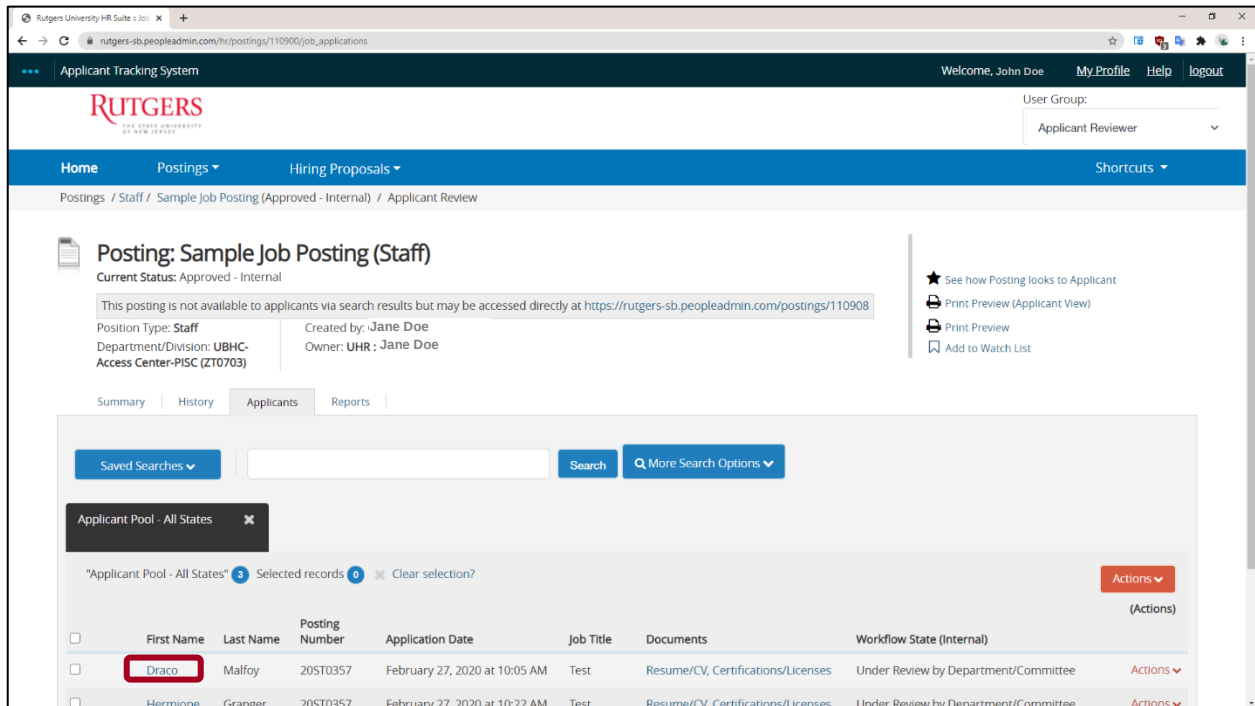
3. Click on the name of the job posting to view applicants.



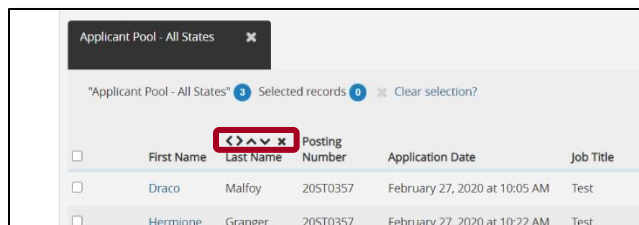
4. Select the **Applicants** tab.



5. To view the details for an applicant, click their first name.



HINT: The **Applicant Pool** columns may be sorted or edited as needed. Hover over the column title to reveal the sort and edit options.

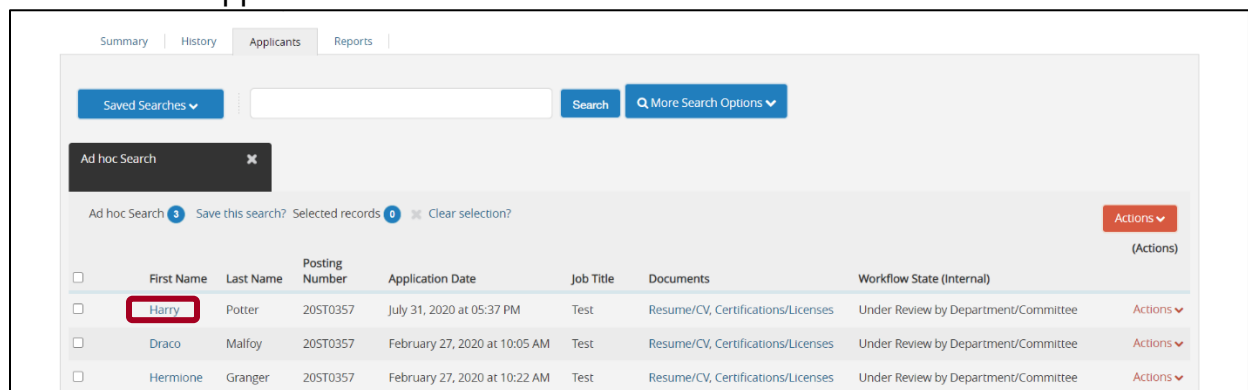


Sort and edit options

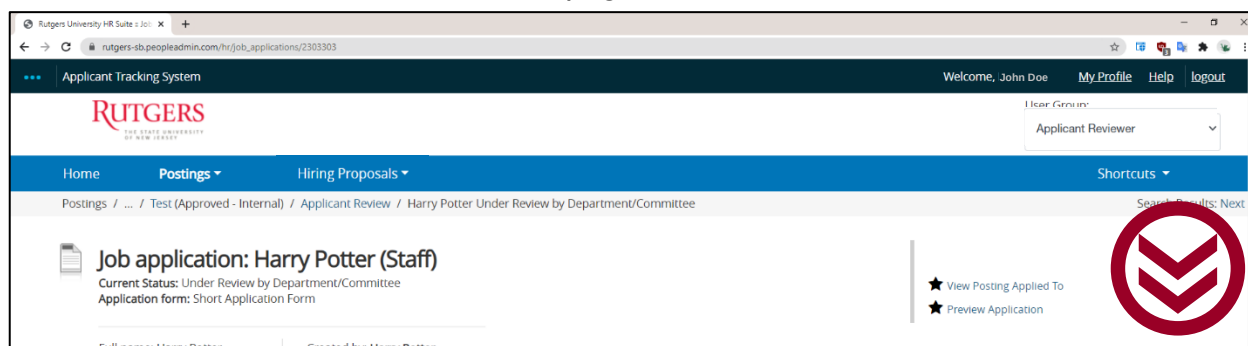
<	Move column left
>	Move column right
▲	Sort in ascending order
▼	Sort in descending order
✕	Remove column from view

D) Viewing and Downloading Individual Applications

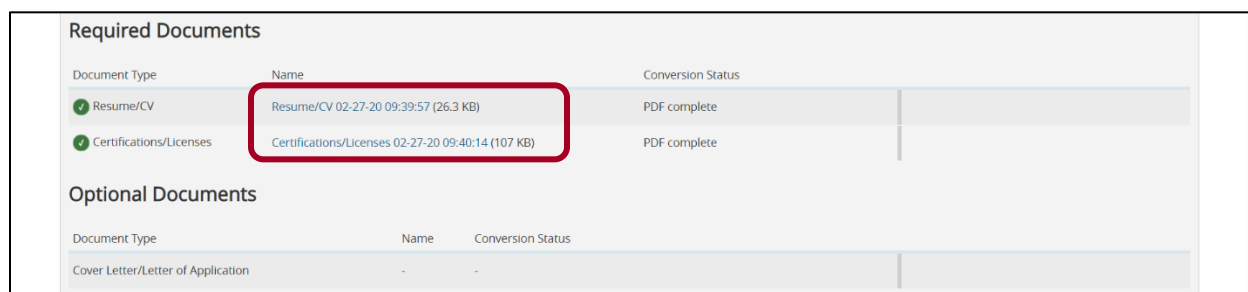
1. From the **Applicants** tab (see section B, Viewing Submitted Applications), click on the applicant's first name.



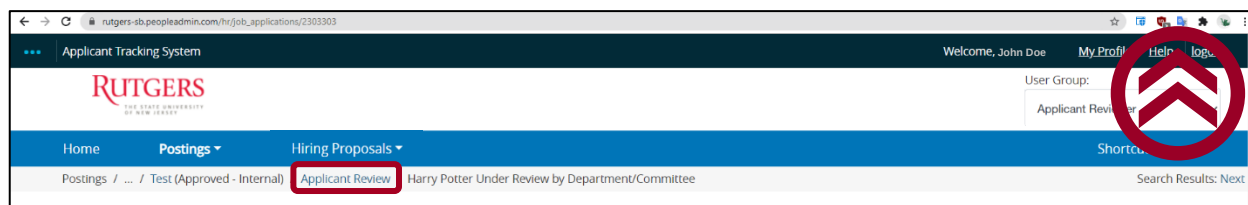
2. Scroll down to the bottom of the page.



3. Click on an individual document to open it in a new tab. It can be printed or downloaded as needed.



4. To go back to the **Applicants** tab, scroll up and click **Applicant Review**.



E) Downloading Multiple Applications

Creating the Saved Search to Print or Save Applications in Bulk



KEY: This only needs to be done *once*.

1. From the **Applicants** tab (see section C, Viewing Submitted Applications), click **More Search Options**.



HINT: It is important to click **More Search Options** instead of **Search**.

Posting: Sample Job Posting (Staff)
Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <https://rutgers-sb.peopleadmin.com/postings/110908>

Position Type: Staff
Department/Division: UBHC-Access Center-PISC (ZT0703)
Created by: Jane Doe
Owner: UHR : Jane Doe

Summary | History | Applicants | Reports

Saved Searches Search **More Search Options**

Ad hoc Search

Ad hoc Search ☒ Save this search? Selected records Clear selection?

	First Name	Last Name	Posting Number	Application Date	Job Title	Documents	Workflow State (Internal)	Actions
☐	Harry	Potter	20ST0357	July 31, 2020 at 05:37 PM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Actions
☐	Draco	Malfoy	20ST0357	February 27, 2020 at 10:05 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Actions

2. Select **Combined Document** from the Add Column options.

Applicant Tracking System

Welcome, John Doe My Profile Help Logout

User Group: Search Committee Member

Home Postings Hiring Proposals Shortcuts

Postings / Staff / Sample Job Posting (Approved - Internal) / Applicants

Posting: Sample Job Posting (Staff)
Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <https://rutgers-sb.peopleadmin.com/postings/110908>

Position Type: Staff
Department/Division: UBHC-Access Center-PISC (ZT0703)

Summary | History | Applicants

Saved Searches Search

Add Column: **Combined Document**

Last Name:

3. Wait for the page to load. Scroll down and click **Save this search?**

Summary | History | Applicants | Reports

Saved Searches Search

Add Column:

Last Name:

Active/Inactive:

Workflow State:

Ad hoc Search

Ad hoc Search **3** **Save this search?** Selected records **0**

(Actions)

	First Name	Last Name	Posting Number	Application Date	Job Title	Documents	Workflow State (Internal)	Combined Document	(Actions)
☐	Draco	Malfoy	20ST0357	February 27, 2020 at 10:05 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Generate	Actions
☐	Hermione	Granger	20ST0357	February 27, 2020 at 10:22 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Generate	Actions
☐	Harry	Potter	20ST0357	July 31, 2020 at 05:37 PM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	View	Actions

4. Enter a **Name** for the saved search and click **Save this Search**.

Ad hoc Search

Ad hoc Search **3** **Save this search?**

☐ Make it the default search?

☐ Overwrite Saved Search:

Name:

Selected records **0**

	First Name	Last Name	Posting Number	Application Date	Job Title	Documents	Workflow State (Internal)	Combined Document	(Actions)
☐	Draco	Malfoy	20ST0357	February 27, 2020 at 10:05 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Generate	Actions
☐	Hermione	Granger	20ST0357	February 27, 2020 at 10:22 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Generate	Actions
☐	Harry	Potter	20ST0357	July 31, 2020 at 05:37 PM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	View	Actions

F) Generating Files for Download



NOTE: The Search for printing or saving applications in bulk must be set up prior to beginning step 1.

1. From the **Applicants** tab (see section C, Viewing Submitted Applications), select the saved search for printing in bulk.

2. Click the top checkbox to select all. Alternately, individual applicants may be selected using the checkmarks underneath.

- From the **Actions** menu on the right side, select **Download Applications as PDF** for a composite download containing files for all selected applicants.



NOTE: Select **Create Document PDF per Applicant** for a download containing separate files for each selected applicant.

The screenshot shows the 'Print Applications in Bulk' interface. A table lists three applicants: Draco Malfoy, Hermione Granger, and Harry Potter. The 'Actions' menu is open, showing options like 'Review Screening Question Answers', 'Download Screening Question Answers', 'Export results', 'Download Applications as PDF', and 'Create Document PDF per Applicant'. The 'Download Applications as PDF' option is highlighted with a red box.

	First Name	Last Name	Posting Number	Application Date	Job Title	Documents	Workflow State (Internal)
☒	Draco	Malfoy	20ST0357	February 27, 2020 at 10:05 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee
☒	Hermione	Granger	20ST0357	February 27, 2020 at 10:22 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee
☒	Harry	Potter	20ST0357	July 31, 2020 at 05:37 PM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee

- In the pop-up window, select any **document type(s)** to include in the download.

The screenshot shows a pop-up window titled 'Select the document type(s) to use.' with two radio button options: 'Application and All Documents' (selected) and 'Only These Document Types'. Under 'Only These Document Types', there are checkboxes for 'Application Data', 'Resume/CV', 'Cover Letter/Letter of Application', 'Certifications/Licenses', and 'Teaching Philosophy'.

- Scroll down and click **Submit**.

The screenshot shows the 'PeopleAdmin' interface with a list of document types to be included in the download. The 'Submit' button is highlighted with a red box.

- It may take one minute or longer to generate the file.
To go back to the **Applicants** tab, use the back button in your browser.

The screenshot shows the application details page for Draco Malfoy. The page includes personal information and contact information. The back button in the browser is highlighted with a red box.

Page 1 of 25 | Created 01-15-2021 19:07:17 | Test

Application: Draco Malfoy
 Posting number: 20ST0357
 Posting: Test (Staff)
 Form: Short Application Form
 Submitted: February 27, 2020 at 10:05 AM (EST) (confirmation number: CN002303288)

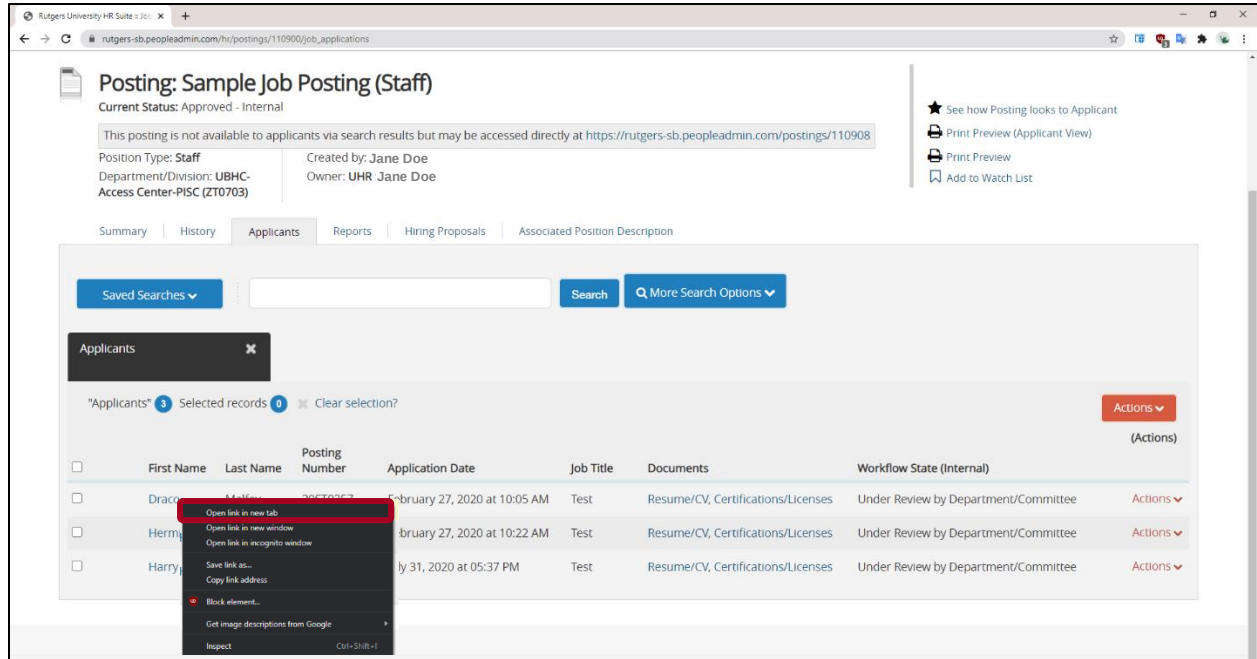
Personal Information

Contact Information

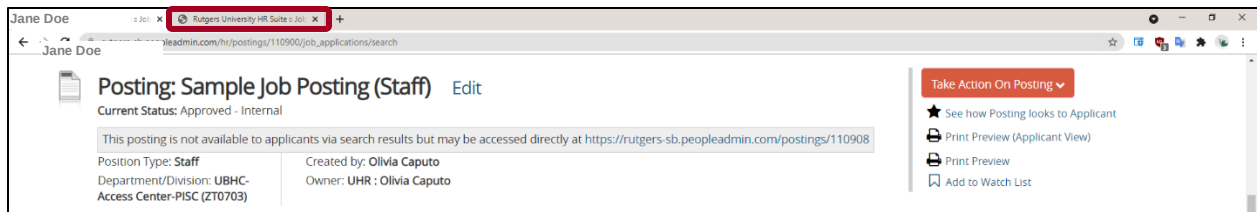
First Name	Draco
Middle Name	
Last Name	Malfoy
Address1	225 Hogwarts
Address2	
City	London

G) Advancing the Workflow State for One Applicant

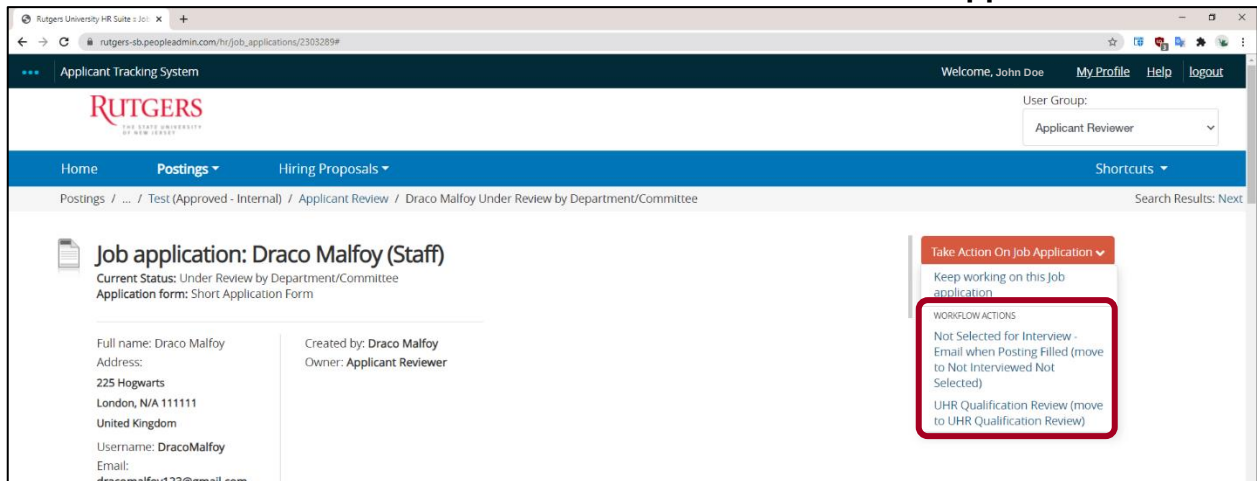
1. From the **Applicants** tab (see section C, Viewing Submitted Applications), right-click the applicant's first name and select **Open link in new tab**.



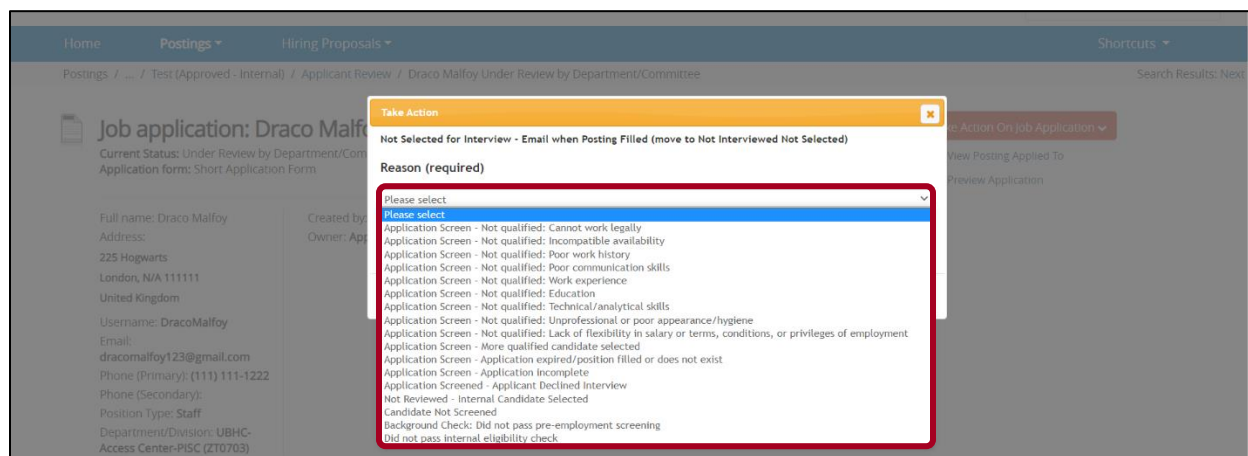
2. Open the additional browser tab to view the Job Application.



3. Select the desired Workflow Action from **Take Action On Job Application** menu.



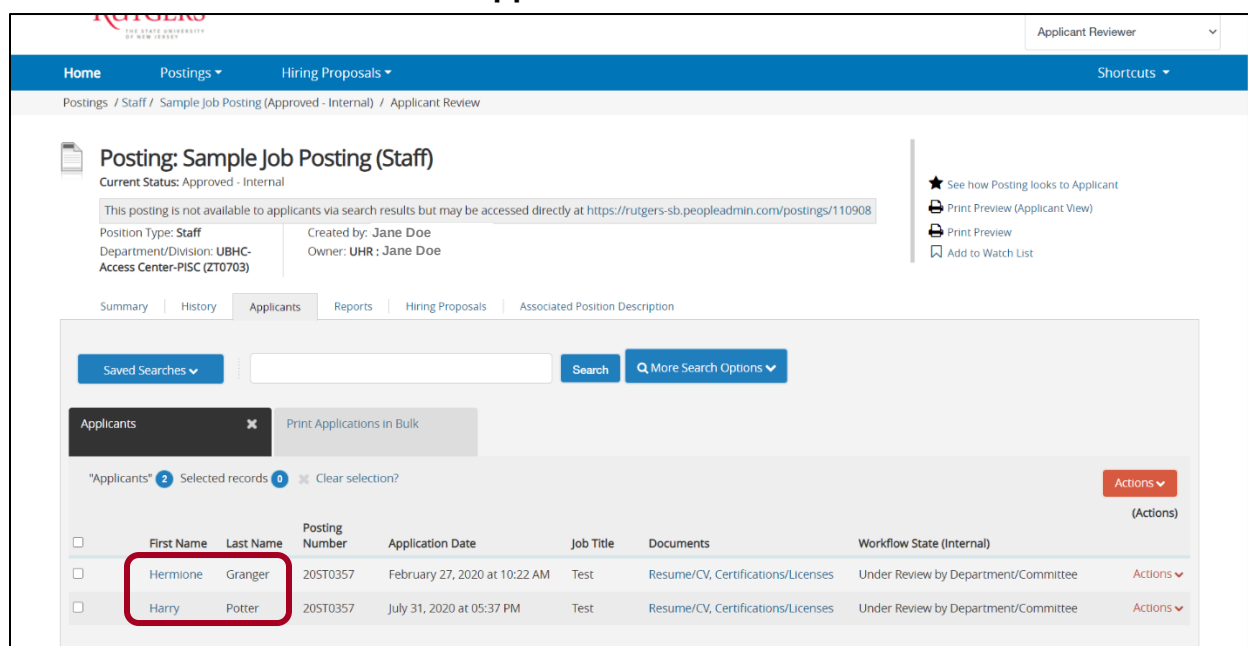
- If the applicant will not be moving forward, select the appropriate reason for disposition and click **Submit**.



- To return to the Applicants tab, click **X** to close the additional browser tab.



- If not selected for the next **Workflow State**, the applicant will be removed from the default search results on the **Applicants** tab.

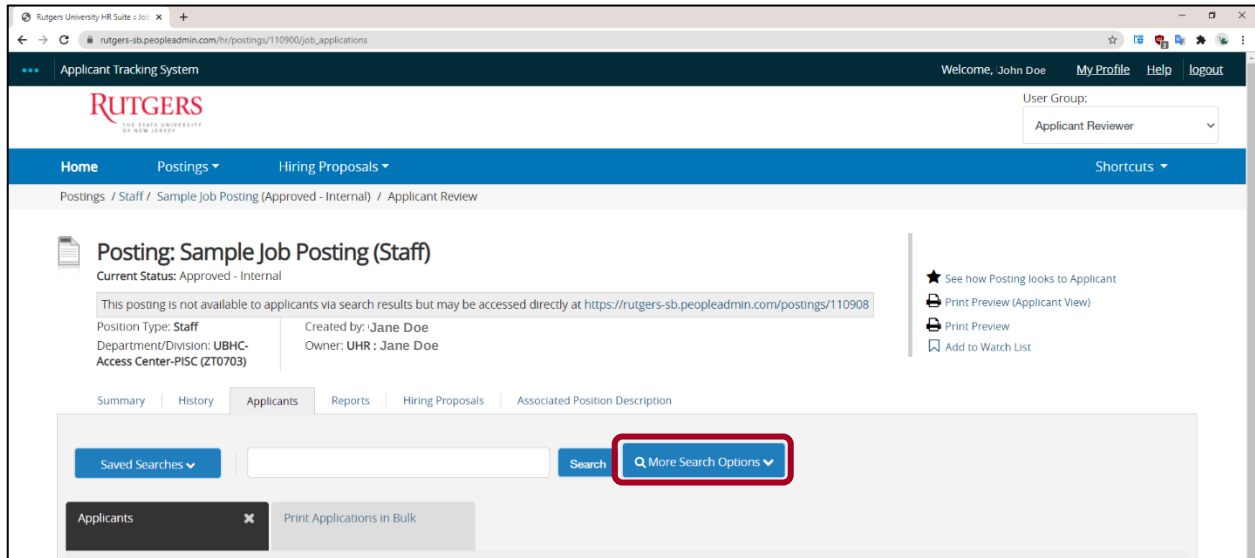


H) Advancing the Workflow State for Multiple Applicants

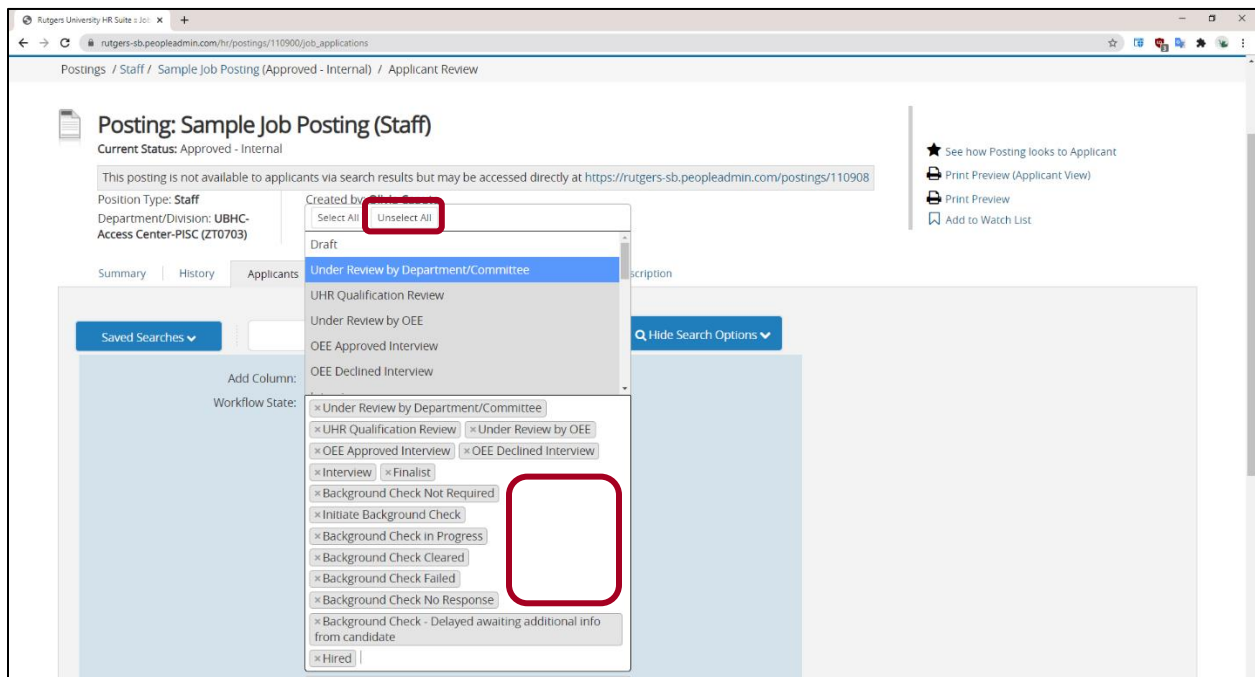


KEY: All listed applicants must have the *same* designated **Workflow State** for this option to become available in the **Actions** menu.

1. From the **Applicants** tab (see section C, Viewing Submitted Applications), click **More Search Options**.



2. Click any blank space in the **Workflow State** field to open the menu and click **Unselect All**.



- Click the blank space in the **Workflow State** field to open the menu and select a desired **Workflow State**.



NOTE: All applicants must be in the same **Workflow State** in order to proceed.

Posting: Sample Job Posting (Staff)
Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <https://rutgers-sb.peopleadmin.com/postings/110908>

Position Type: Staff
Department/Division: UBHC-Access Center-PISC (ZT0703)

Created by: Jane Doe
Select All | Unselect All

Workflow State: **Under Review by Department/Committee**

Active/Inactive: ☒ Active

Last Name:

Applicants: ☒ Print Applications in Bulk

Applicants 3 Selected records 0 Clear selection?

	First Name	Last Name	Posting Number	Application Date	Job Title	Documents	Workflow State (Internal)	Actions
☐	Draco	Malfoy	20ST0357	February 27, 2020 at 10:05 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee	Actions

- Click **Search**.

Posting: Sample Job Posting (Staff)
Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <https://rutgers-sb.peopleadmin.com/postings/110908>

Position Type: Staff
Department/Division: UBHC-Access Center-PISC (ZT0703)

Created by: Jane Doe
Owner: UHR : Jane Doe

Workflow State: **Under Review by Department/Committee**

Active/Inactive: ☒ Active

Last Name:

Applicants: ☒ Print Applications in Bulk

5. Check off the identified applicants. From the **Actions** menu on the right side, select **Move in Workflow**.

The screenshot shows the 'Applicants' tab in the HR Suite. A table lists three applicants: Draco Malfoy, Hermione Granger, and Harry Potter. The first two rows have checkboxes in the left margin, with the latter two checked. An 'Actions' dropdown menu is open on the right, with 'Move in Workflow' highlighted. The table columns include First Name, Last Name, Posting Number, Application Date, Job Title, Documents, and Workflow State (Internal).

	First Name	Last Name	Posting Number	Application Date	Job Title	Documents	Workflow State (Internal)
☐	Draco	Malfoy	20ST0357	February 27, 2020 at 10:05 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee
☒	Hermione	Granger	20ST0357	February 27, 2020 at 10:22 AM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee
☒	Harry	Potter	20ST0357	July 31, 2020 at 05:37 PM	Test	Resume/CV, Certifications/Licenses	Under Review by Department/Committee

6. Open the **Change for all applicants** menu and select the **Workflow State**. Click **Save Changes**.



NOTE: Individual **Workflow States** can be changed prior to saving.

The screenshot shows the 'Bulk Workflow Status Change' screen. A dropdown menu 'Change for all applicants' is open, showing options: 'Select a workflow state...', 'Select a workflow state...', 'Not Interviewed Not Selected', and 'UHR Qualification Review'. The first two options are highlighted. Below the dropdown is a table with columns: Applicant, Current State, New State, Reason, and Group Prompt User. Two applicants are listed: Draco Malfoy and Hermione Granger, both with 'Under Review by Department/Committee' as their current state. At the bottom right are 'Save changes' and 'Cancel' buttons.

Applicant	Current State	New State	Reason	Group Prompt User
Draco Malfoy	Under Review by Department/Committee	Select a workflow state...		
Hermione Granger	Under Review by Department/Committee	Select a workflow state...		

I) Receiving Notification of Applicant Approved for Interview



KEY: After the Applicant Reviewer advances an applicant's **Workflow State** to either **UHR Qualification Review** or **OEE Review**, an independent review will take place.

If the review is successful, the following automated system email will be sent to the Applicant Reviewer.

The Applicant Reviewer is then responsible for adjusting the applicant's **Workflow State** to **Interview**. After this step is completed, the interview process can begin.

Applicant Approved for Interview

Fri 5/14/2021 11:16 AM

[Applicant Name] has been approved for interview.

ROCS Posting Number: [ROCS Posting Number]

Position Request Number: [Position Request Number]

At your convenience, please update the applicant's Workflow State to **Interview** or **Initial Interview**.

- If you have a Rutgers NetID, login to the <https://jobs.rutgers.edu/hr/shibboleth> website.
- If you do not have a Rutgers NetID or have guest access, login to the <https://jobs.rutgers.edu/hr> website.



1. Once logged in, locate **User Group** in the upper-right corner. Select **Applicant Reviewer**.
2. Make an appropriate selection from the **Postings** menu. For more detailed instructions, use the attached reference guide.

If you have any questions, please feel free to contact University Human Resources via the following methods:

Visit the [ROCS resource website](#)

E-Mail: ROCS@hr.rutgers.edu

Your University Human Resources contact for this posting is [Fname Lname].

Thank you,
University Human Resources

NOTE: This is a system-generated email from the Rutgers Recruitment, Onboarding, and Classification System (ROCS).