

A) Logging in to 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

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

Click Here To Log In With Your Network ID

Username

Password

Log In

Authenticate with single sign-on/SSO Authentication

B) Advancing or Returning Faculty Postings



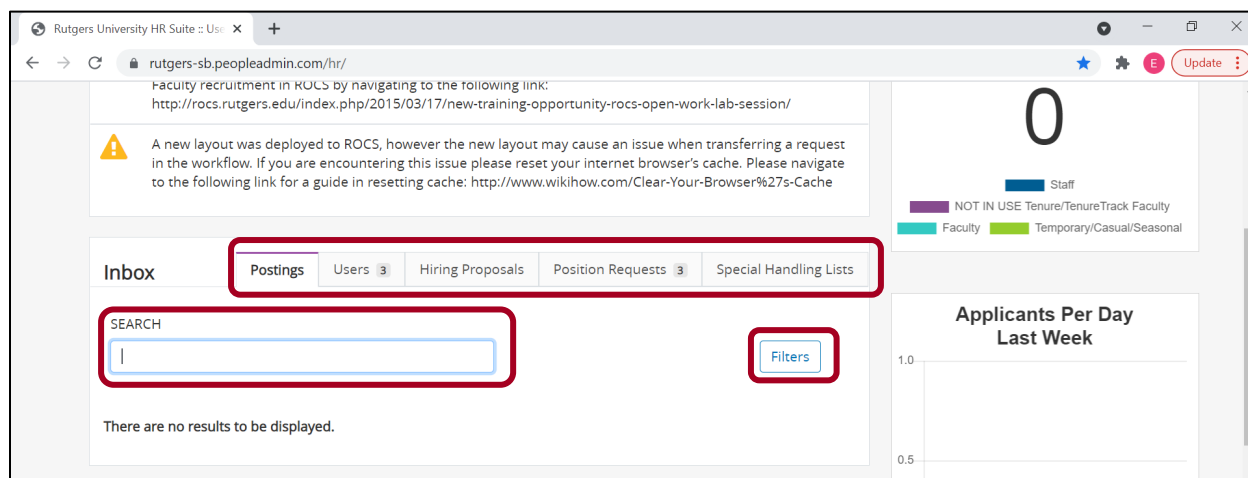
KEY: The correct **User Group** must be selected. View the **User Group User Guide** to learn how to change the **User Group**.

The **Inbox** is located on the center of the **Home** page. It shows all items you are being asked to take action on, regardless of **User Group**; however, the appropriate **User Group** must be selected before taking action.

The **Inbox** contains 5 different tabs, each tab providing different information. The number next to a tab name indicates the number of items in that tab.



HINT: Type in the **Search** bar to find items in the inbox. Alternatively, click **Filters** and choose the appropriate selection from the menu to filter a search.



C) Accessing the Inbox

1. Ensure the appropriate **User Group** is selected. Scroll down to view the **Inbox**.

Rutgers University HR Suite :: User

rutgers-sb.peopleadmin.com/hr/

Starting on July 01, 2016 - Faculty positions will be posted via ROCS. Please look out for an announcement on formal training opportunities in the near future. You may sign up for a ROCS OWL session to learn more about Faculty recruitment in ROCS by navigating to the following link: <http://rocs.rutgers.edu/index.php/2015/03/17/new-training-opportunity-rocs-open-work-lab-session/>

A new layout was deployed to ROCS, however the new layout may cause an issue when transferring a request in the workflow. If you are encountering this issue please reset your internet browser's cache. Please navigate to the following link for a guide in resetting cache: <http://www.wikihow.com/Clear-Your-Browser%27s-Cache>

Inbox | Postings | Users 3 | Hiring Proposals | Position Requests 3 | Special Handling Lists

SEARCH

Filters

There are no results to be displayed.

Applicants Per Day Last Week

Legend: Staff, NOT IN USE Tenure/TenureTrack Faculty, Faculty, Temporary/Casual/Seasonal

2. Select the appropriate tab in the **Inbox** and select an item that needs attention.

For example, the **Position Requests** tab is open. Click **Student Counselor** to refresh the page for that Position Request.

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Inbox | Postings | Users 3 | Hiring Proposals | **Position Requests 3** | Special Handling Lists

SEARCH

Filters

TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Postdoctoral Fellow NJ Medical School	New Position Description Staff	Authorizer 1	49
Student Counselor SASN -Office of Academic Svcs	New Position Description Staff	Authorizer 1	49
Dean of Students Dean of Students Office - Cmd	New Position Description Staff	Authorizer 1	35

Applicants Per Day Last Week

Legend: Staff, NOT IN USE Tenure/TenureTrack Faculty, Faculty, Temporary/Casual/Seasonal

Inbox Items | Open Postings

D) Watch List



KEY: The correct **User Group** must be selected. View the **User Group User Guide** to learn how to change the **User Group**.

The **Watch List**, located near the bottom of the **Home** page,

- Keeps track of selected **Postings** and **Position Requests**
- Requires that each item be manually added and removed from the list, regardless of whether action has been taken on the item or not
- Requires the appropriate **User Group** be selected before viewing or clicking items

The **Watch List** contains 3 different tabs. The number next to a tab name indicates the number of items in that tab.



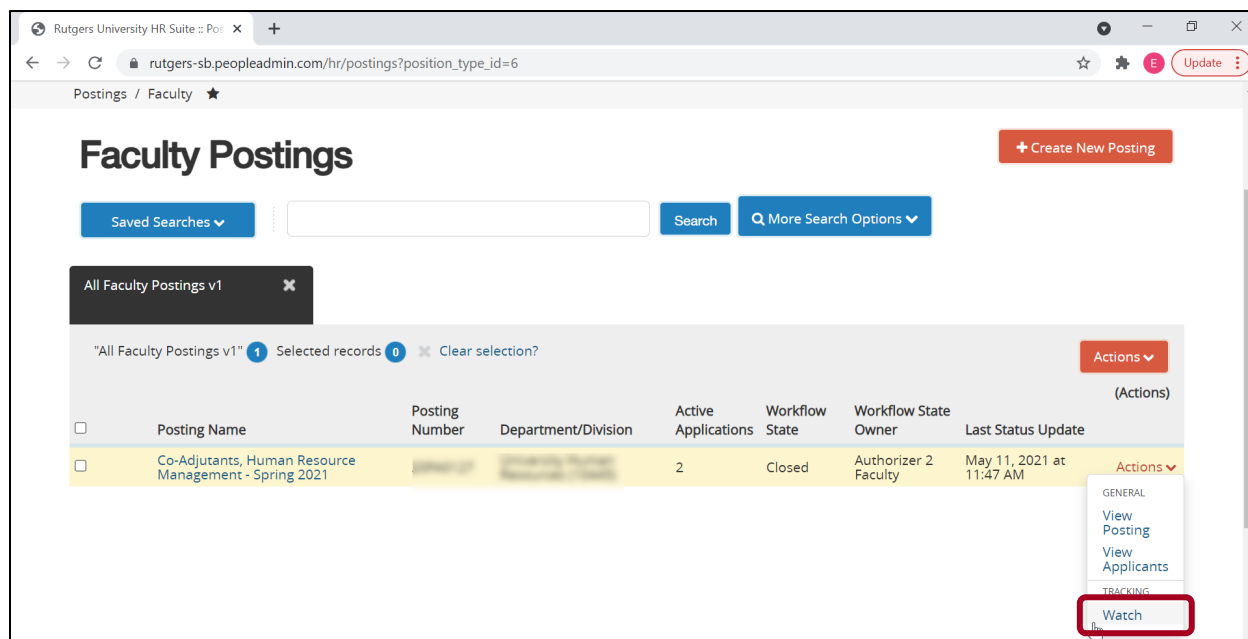
HINT: Type keywords into the **Search** bar and click Enter on your keyboard to search for items.

The screenshot displays the 'Watch List' interface in the Rutgers University HR Suite. At the top, there are three tabs: 'Postings' (with a count of 1), 'Hiring Proposals' (with a count of 1), and 'Position Requests'. Below the tabs is a search bar with the placeholder text 'SEARCH' and a magnifying glass icon. To the right of the search bar is a button labeled 'Unwatch Postings'. Below the search bar is a table with the following columns: 'JOB TITLE', 'TYPE', 'CURRENT STATE', and 'STATE OWNER'. The first row in the table is 'Sample Job Position Request' (with a blue bookmark icon), 'UBHC-Access Center-PLSC', 'Staff', 'Approved - Internal', and 'UHR'. To the right of the table, there are two summary boxes: 'Inbox Items' with the number '6' and 'Open Postings' with the number '948'. Below these are 'My Links' and 'Useful Links' sections.

E) Adding Items to the Watch List

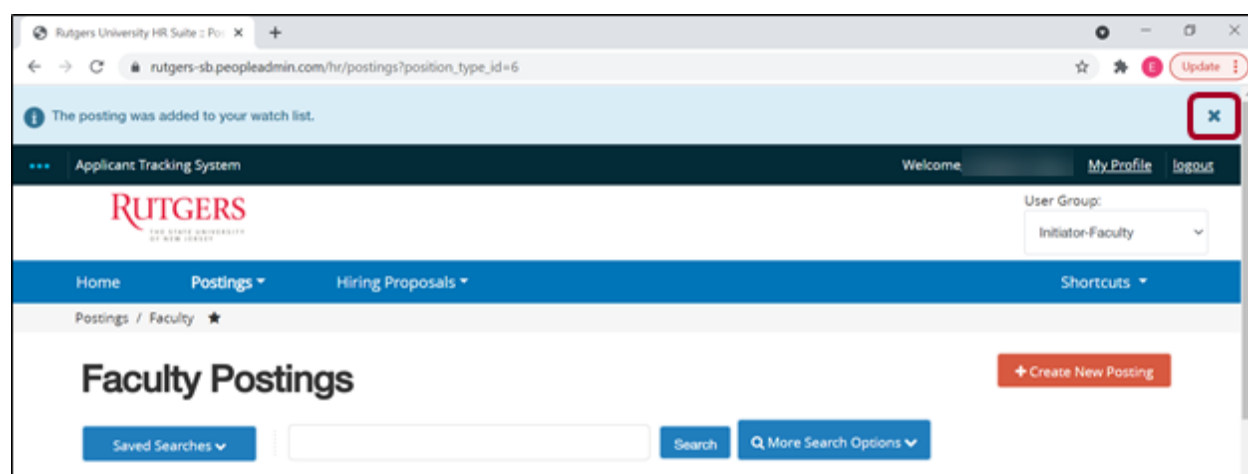
1. Ensure the appropriate **User Group** is selected. Use the search features to find the item.

Hover over the **Action** column and click **Watch**.



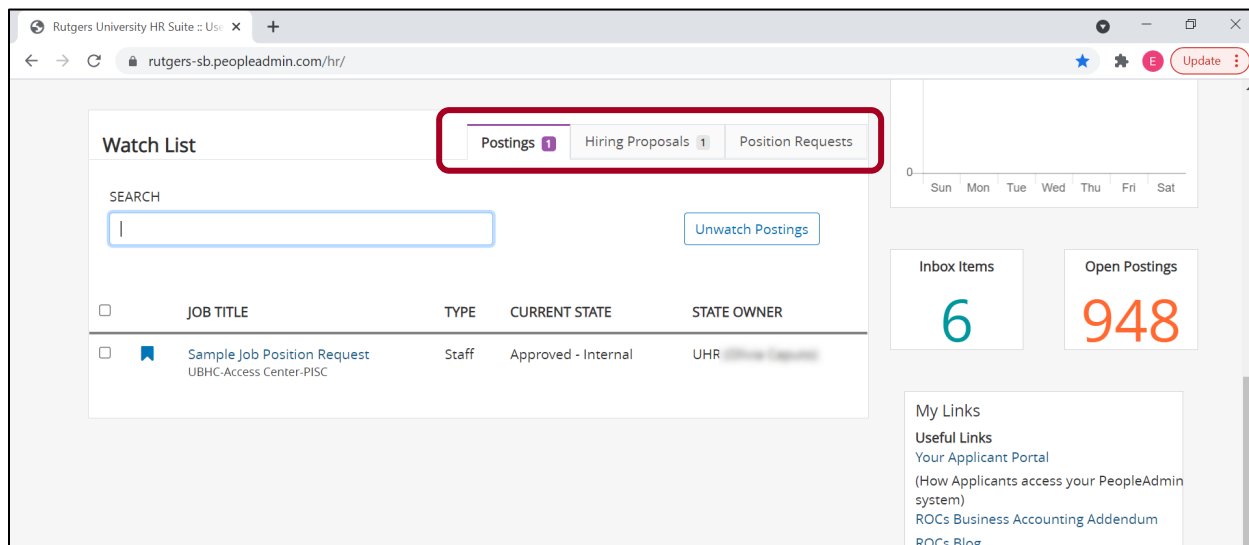
2. A success notification will confirm the addition. Click **X** to close.

Go to the **Home** page to view the new **Watch List** item.

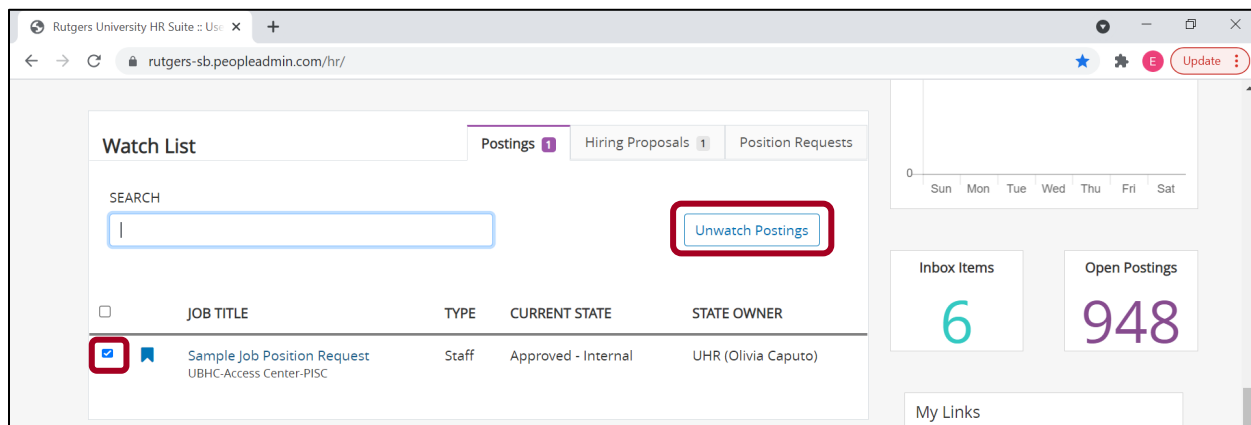


F) Removing Items to the Watch List

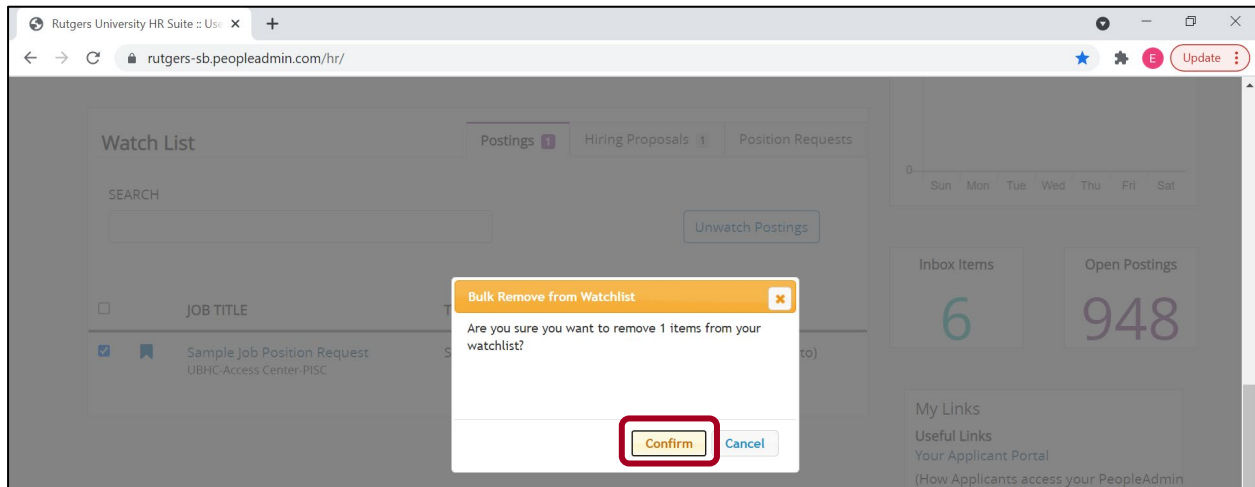
1. Ensure the appropriate **User Group** is selected. Navigate to the **Watch List** and select the applicable tab.



2. Check the item and select **Unwatch**.



3. Click **Confirm**.



4. A success notification will confirm the removal. Click **X** to close.

