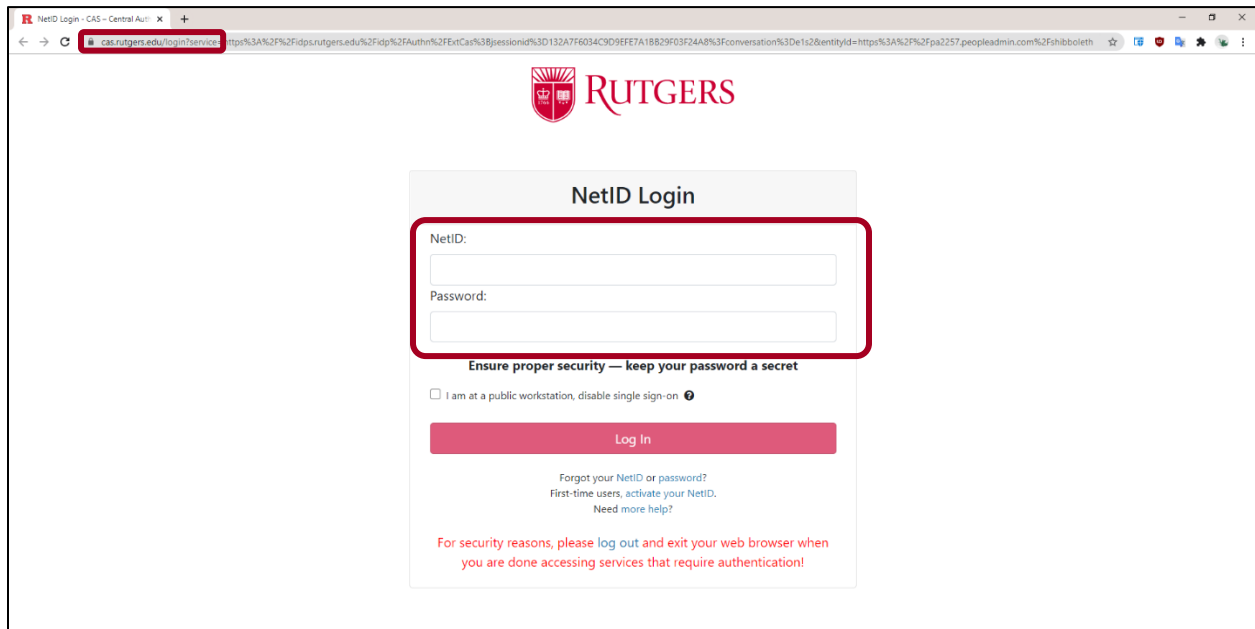


A) Logging in to the ROCS System

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

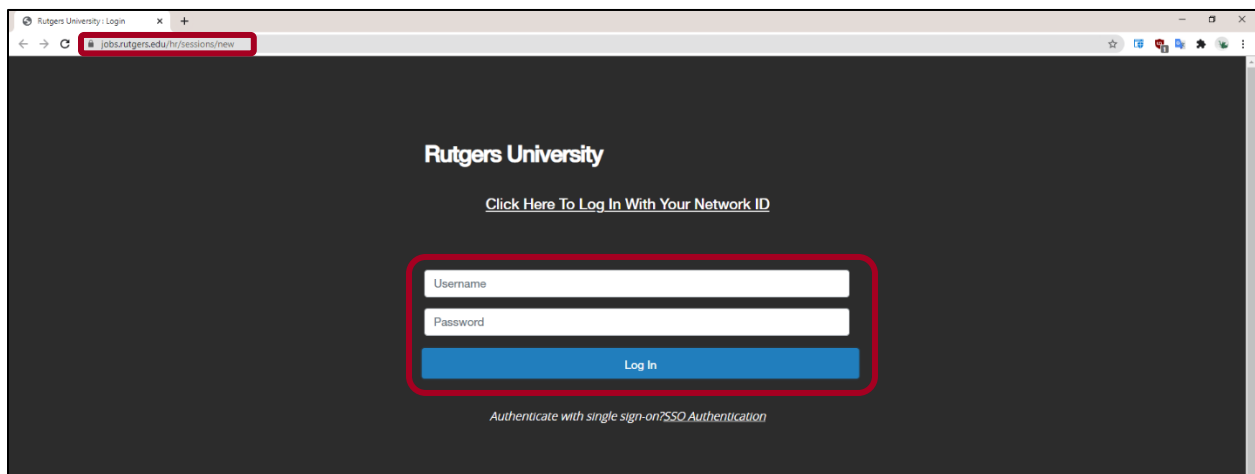


NOTE: Ensure your Wi-Fi connection is secure.



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.



B) Search Features



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

All search features are **User Group** specific, so it is important to be in the appropriate **User Group** before performing a search.

There are 3 main search features in the ROCS system:

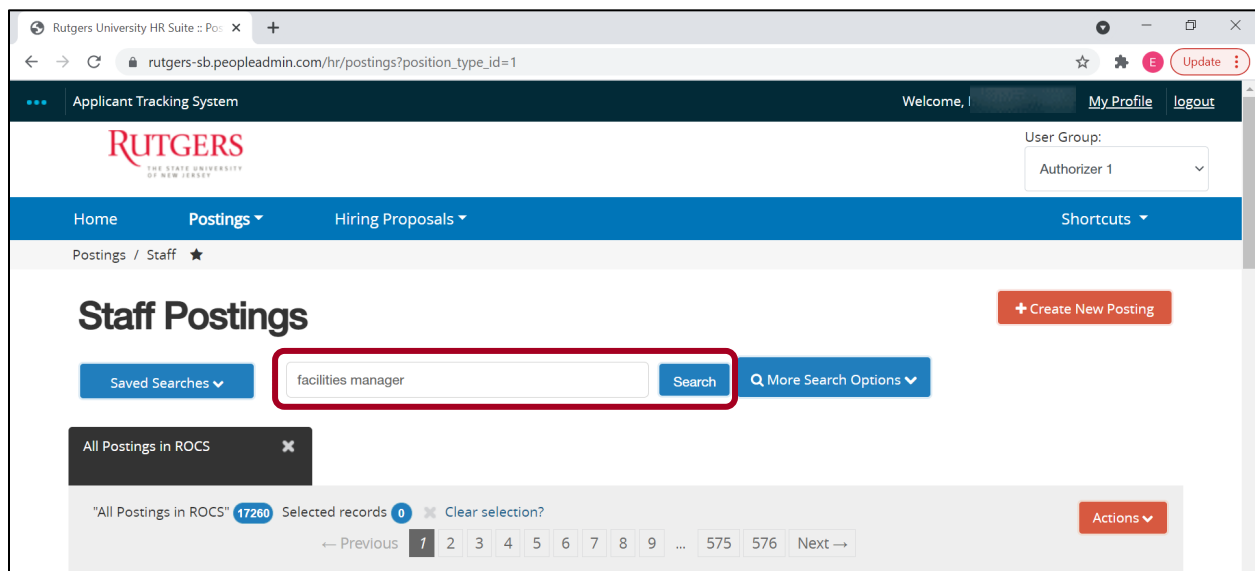
- Search Bar
- More Search Options
- Saved Searches

C) Search Bar

The **Search Bar** acts as a global search with the ROCS system for items in the selected **User Group**. It is not case sensitive and provides results that contain the search terms.

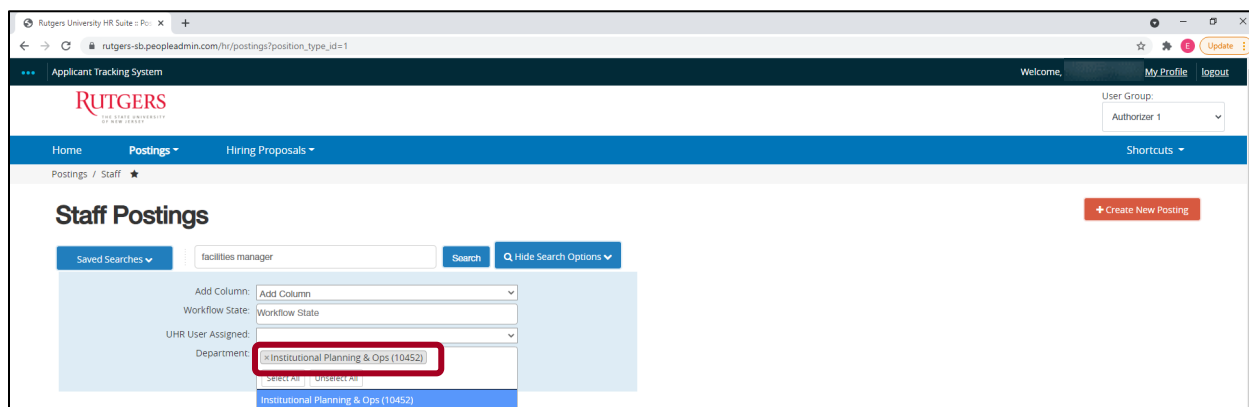
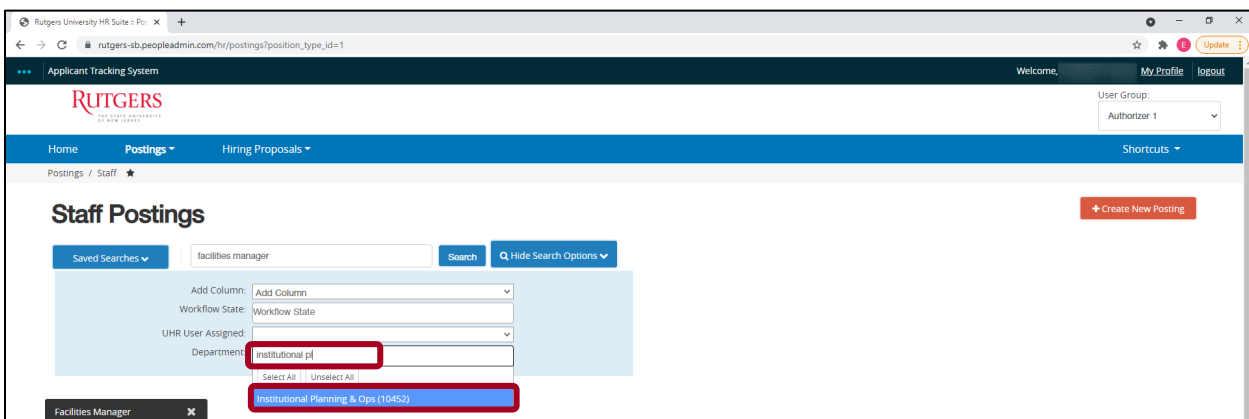
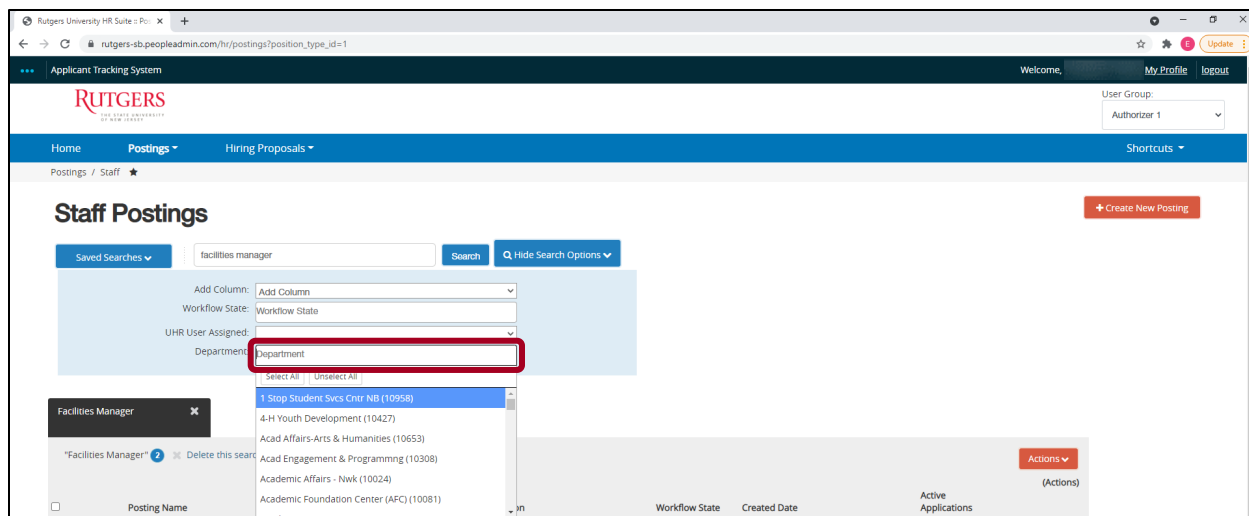
1. Ensure the appropriate **User Group** is selected. Select the applicable page and type relevant key words into the **Search** bar. Click **Search**.

For example, the image below shows the **Staff Postings** page and the keywords “facilities manager.”



2. Select the appropriate choice from the options available. Depending on the selected menu, you may need to either type or scroll to select an option.

For example, below **Department** is selected. To open the **Department** menu, click in the white space and begin typing or scrolling. Then select the appropriate choice. The choice will populate in a grey rectangle to indicate the selection.



3. Select the appropriate choice from the options available, and then select the appropriate choice from the menu.

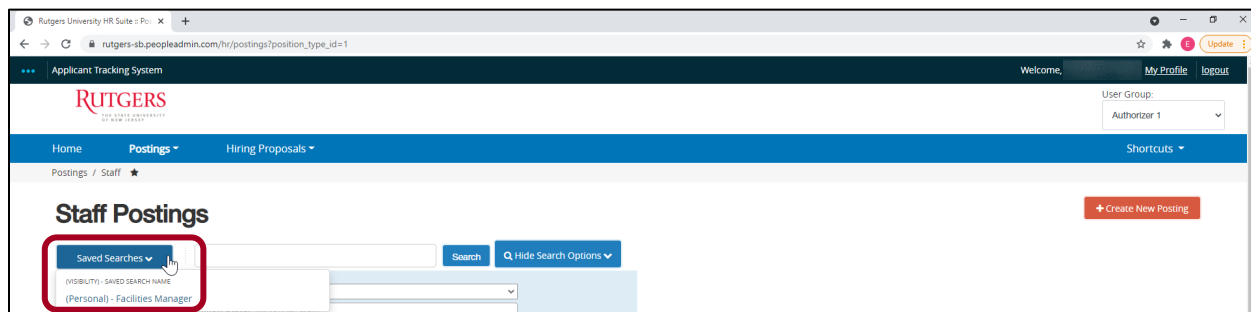
Click **Search**.

The screenshot shows the Rutgers University HR Suite interface. The browser address bar displays the URL: `rutgers-sb.peopleadmin.com/hr/postings?position_type_id=1`. The page header includes the Rutgers University logo and the text "Applicant Tracking System". The main navigation bar has links for "Home", "Postings", "Hiring Proposals", and "Shortcuts". The "Postings" link is selected, and the breadcrumb trail shows "Postings / Staff". The main content area is titled "Staff Postings" and features a search bar with the text "facilities manager". The "Search" button is highlighted with a red box. To the right of the search bar is a "Create New Posting" button. Below the search bar are several filters: "Add Column:", "Workflow State:", "UHR User Assigned:", and "Department:". The "Department" filter is currently set to "Institutional Planning & Ops (10452)".

D) Saved Search

Saved Searches are selected criteria that are saved to make it easier to search for that same criteria later on.

All saved searches can be viewed in all **User Groups**, but a saved search can only be run when the appropriate **User Group** is selected.



E) Creating a Saved Search

1. Ensure the appropriate **User Group** is selected. Select the applicable page and enter all search criteria, for instance keywords in the search bar or filters from **More Search Options**.

Click **Search**.

The screenshot shows the 'Staff Postings' page in the Rutgers University HR Suite. The search bar at the top contains the text 'facilities manager'. To the right of the search bar is a blue 'Search' button, which is highlighted with a red rectangular box. Below the search bar, there are several filter options: 'Add Column' (a dropdown menu), 'Workflow State' (a list of checkboxes including Draft, Authorizer 1, Authorizer 2, and UHR Final Review), 'UHR User Assigned' (a dropdown menu), and 'Department' (a text input field). The page also features a 'Create New Posting' button in the top right corner and a 'Saved Searches' dropdown menu on the left.

2. Scroll down to the search results. Click **Save this search?**

The screenshot shows the search results page in the Rutgers University HR Suite. The search bar at the top contains the text 'facilities manager'. To the right of the search bar is a blue 'Search' button, which is highlighted with a red rectangular box. Below the search bar, there are several filter options: 'Add Column' (a dropdown menu), 'Workflow State' (a list of checkboxes including Draft, Authorizer 1, Authorizer 2, and UHR Final Review), 'UHR User Assigned' (a dropdown menu), and 'Department' (a text input field). At the bottom of the page, there is a 'Save this search?' button, which is highlighted with a red rectangular box. The page also features a 'Create New Posting' button in the top right corner and a 'Saved Searches' dropdown menu on the left.

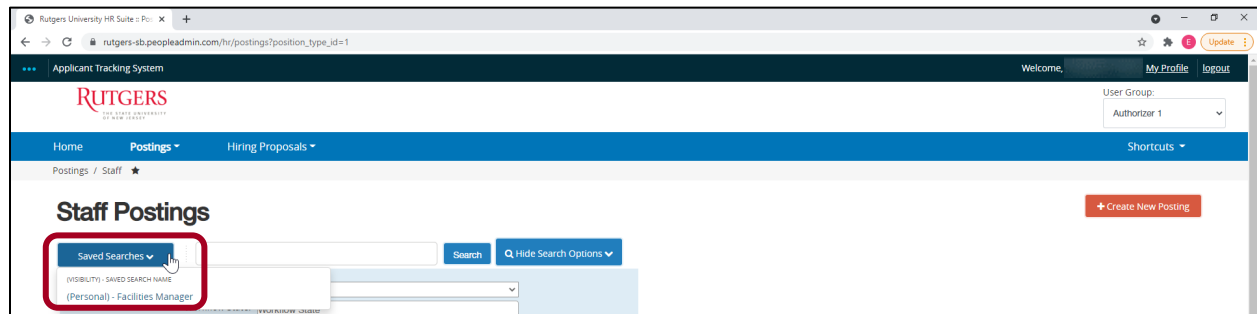
3. Enter a **Name** and click **Save this Search**.



NOTE: To overwrite an old search, check **Overwrite Saved Search** and select the appropriate option from the menu.

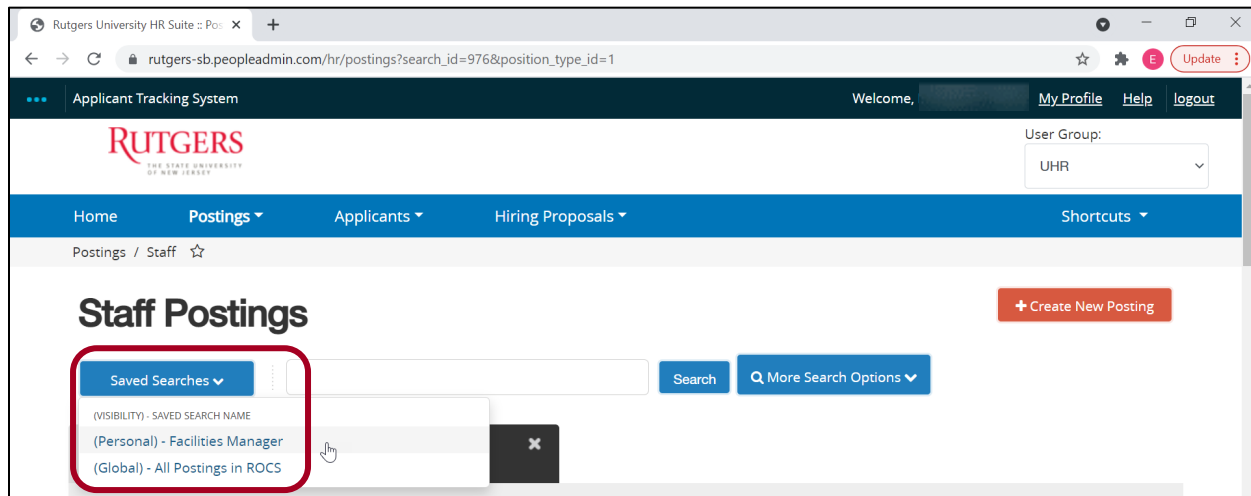
4. A success notification will confirm the new saved search. Click **X** to close.

5. Access the new saved search by selecting the appropriate **User Group** and page. Then hover over **Saved Searches** and select the search.



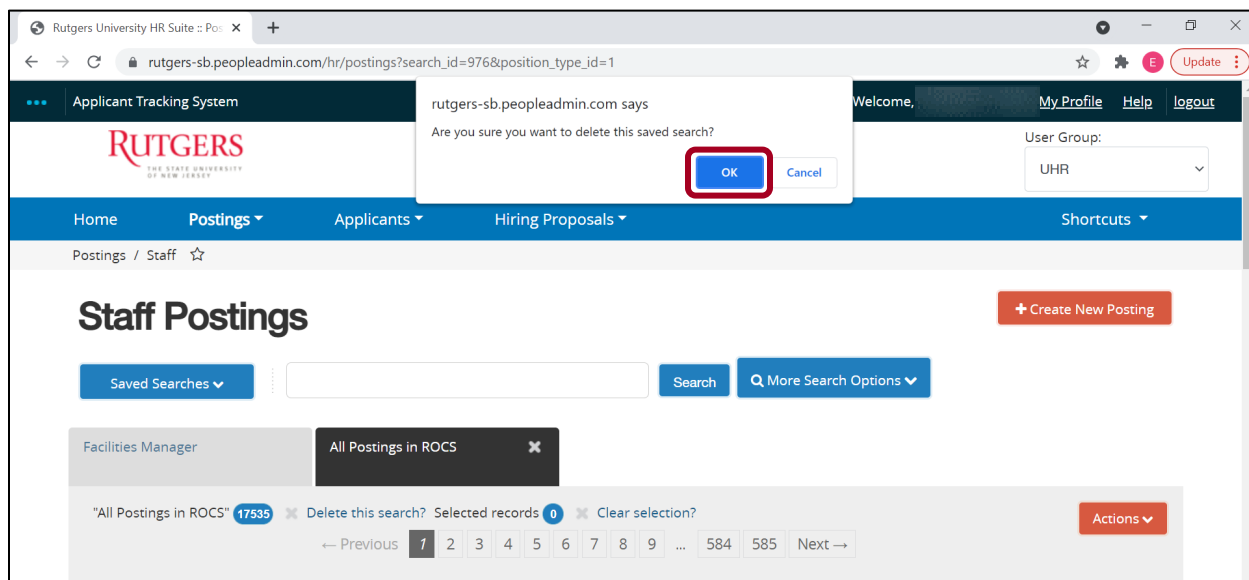
E) Deleting a Saved Search

1. Ensure the appropriate **User Group** is selected. Navigate to **Saved Searches** and select the applicable search.



2. Click **Delete this search?**

Click **OK**.



F) Customizing Search Results Columns

Every search results list has columns that are customizable. Columns can be moved, organized alphabetically or numerically, added, and deleted.

To begin customizing columns, perform a search and scroll down to the results list.

Hover over a column name and use the icons to sort as needed.

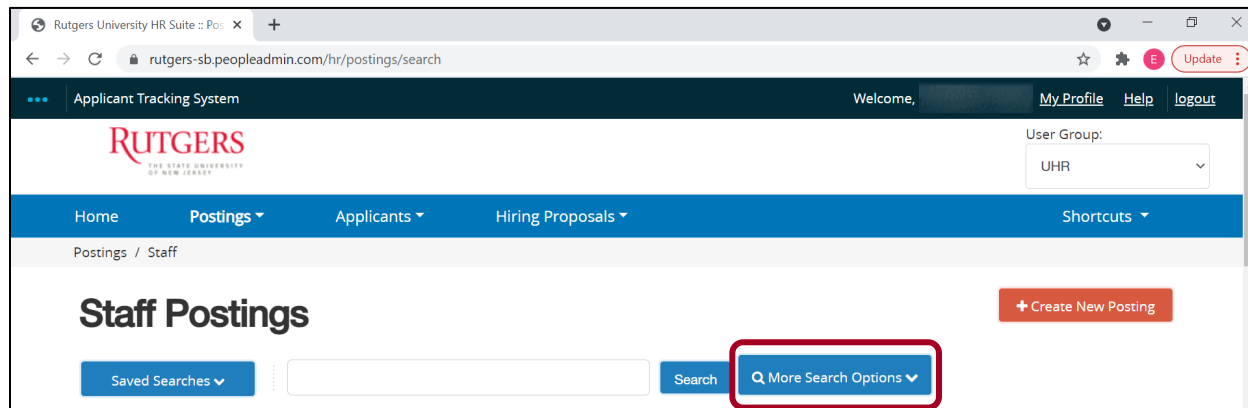
Sort and edit options

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

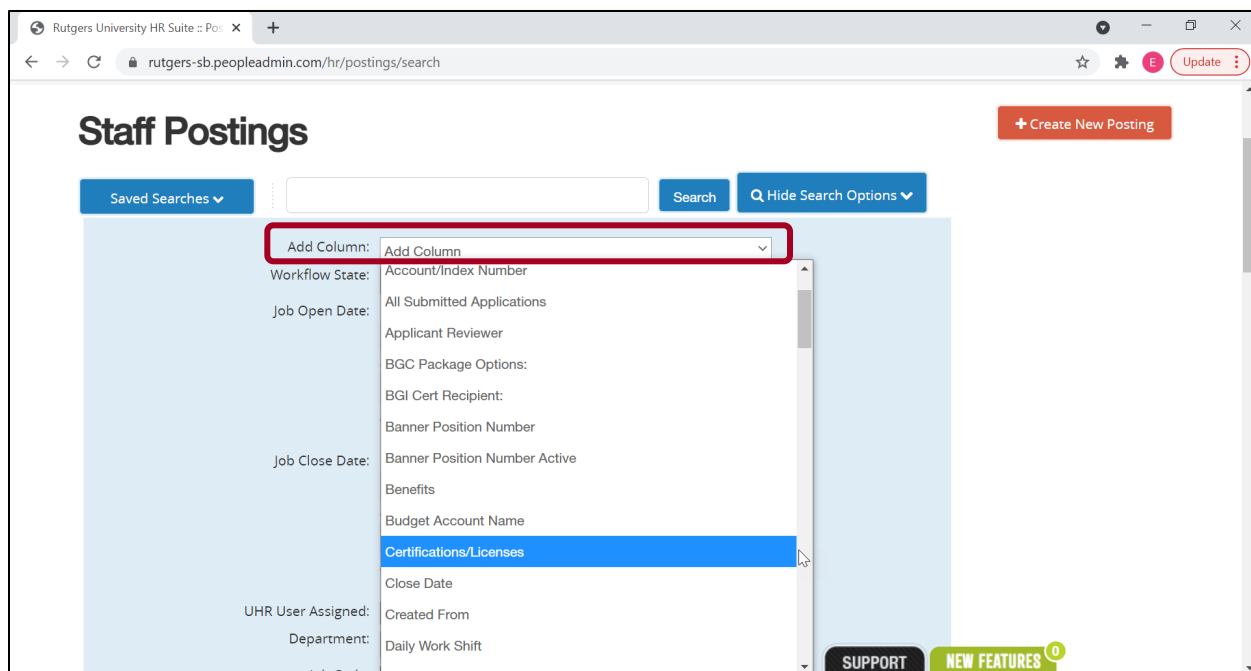
The screenshot shows the 'Staff Postings' search results page in the Rutgers University HR Suite. The page includes a search bar, a 'Create New Posting' button, and a table of results. The table has the following columns: Posting Name, Posting Number, Department/Division, Workflow State, Created Date, Active Applications, and Actions. A red box highlights the 'Workflow State' column header, which contains icons for sorting and editing. The table lists several postings, including 'Administrative Assistant', 'Assistant Director Marketing and Communications', 'International Faculty/Scholar Services Advisor', 'Manager, Grants & Contracts', 'Grants Administrator', and 'Temporary Research Assistant'.

G) Adding Columns to Search Results

1. Ensure the appropriate **User Group** and page are selected. Click **More Search Options**.



2. Click **Add Column** and select the appropriate choice from the menu.



3. The page will refresh with the new column. Scroll down to the search results list.

The column will remain

The screenshot displays the Rutgers University HR Suite search results page. The browser address bar shows the URL: `rutgers-sb.peopleadmin.com/hr/postings/search`. The page header includes a search bar with the text "Ad hoc Search" and a "Facilities Manager" button. Below the search bar, there are options to "Save this search?", "Selected records 0", and a "Clear selection?" button. The table of results has the following columns: "Posting Name", "Posting Number", "Department/Division", "Workflow State", "Created Date", "Active Applications", and "Certifications/Licenses". The "Certifications/Licenses" column is highlighted with a red box. The table lists several job postings, including "Employment Coordinator", "Senior Human Resources Consultant", "Business Assistant II", "Program Assistant - NJAES OCPE", "Business Assistant II", "Sr. Program Coordinator", "Laboratory Researcher IV", "Business Specialist", and "Human Capital Management Specialist I". Each row has an "Actions" button. A red circle with a white 'V' logo is overlaid on the top right of the table area. At the bottom of the page, there are buttons for "SUPPORT" and "NEW FEATURES".

	Posting Name	Posting Number	Department/Division	Workflow State	Created Date	Active Applications	Certifications/Licenses	(Actions)
☐	Employment Coordinator	14071400	University Human Resources	Open	November 10, 2014 at 08:53 AM	1		Actions
☐	Senior Human Resources Consultant	14071400	University Human Resources	Open	November 10, 2014 at 04:32 PM	1		Actions
☐	Business Assistant II	14071400	Business Office (14000)	Open	November 25, 2014 at 02:18 PM	1		Actions
☐	Program Assistant - NJAES OCPE	14071400	Continuing Prof Education	Open	December 19, 2014 at 10:09 AM	2		Actions
☐	Business Assistant II	14071400	Food Service (14010)	Open	December 23, 2014 at 10:09 AM	0		Actions
☐	Sr. Program Coordinator	14071400	Continuing Prof Education	Open	January 13, 2015 at 08:13 AM	1		Actions
☐	Laboratory Researcher IV	14071400	Biomedical Sciences (14020)	Open	January 22, 2015 at 02:37 PM	1		Actions
☐	Business Specialist	14071400	College of Engineering	Open	January 29, 2015 at 09:15 AM	1		Actions
☐	Human Capital Management Specialist I	14071400	University Human Resources	Canceled	January 11:45 AM			Actions