

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.

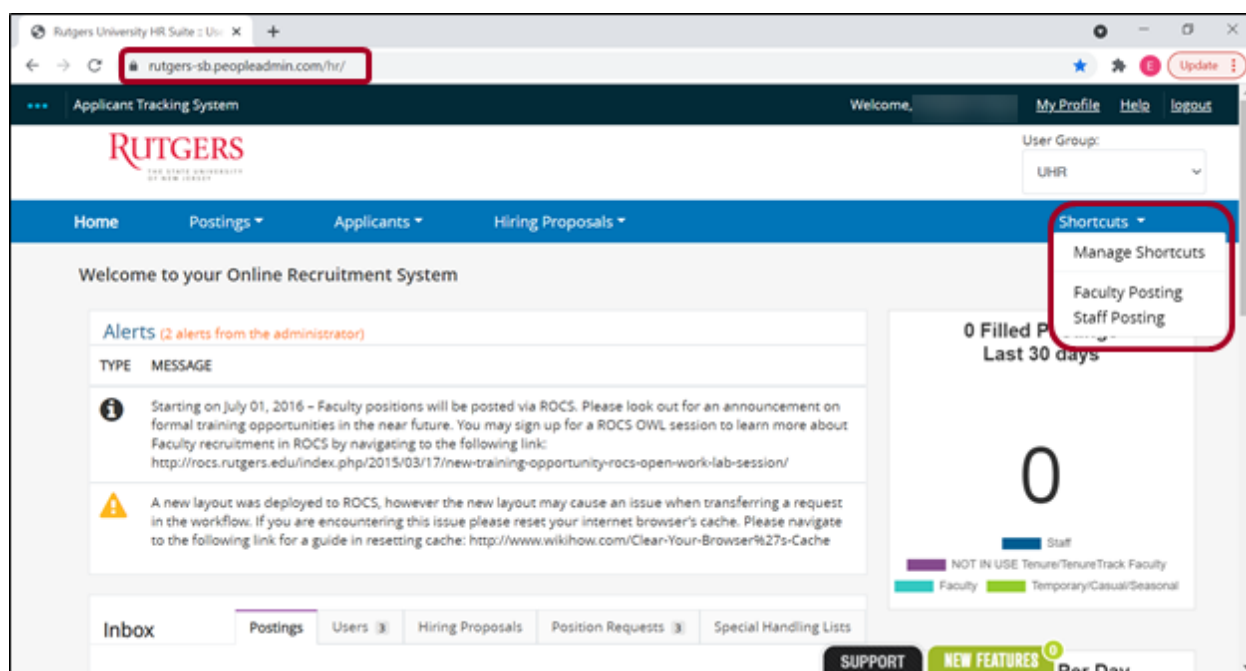
B) Shortcuts



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

Shortcuts can be created for pages in the ROCS system, like **Faculty Postings** or **Staff Position Requests**. All shortcuts are easily accessible in the menu bar. After a shortcut is created, simply click **Shortcuts** and select the appropriate shortcut to be redirected to that page.

Access to saved shortcuts is contingent on the appropriate **User Group** being selected.

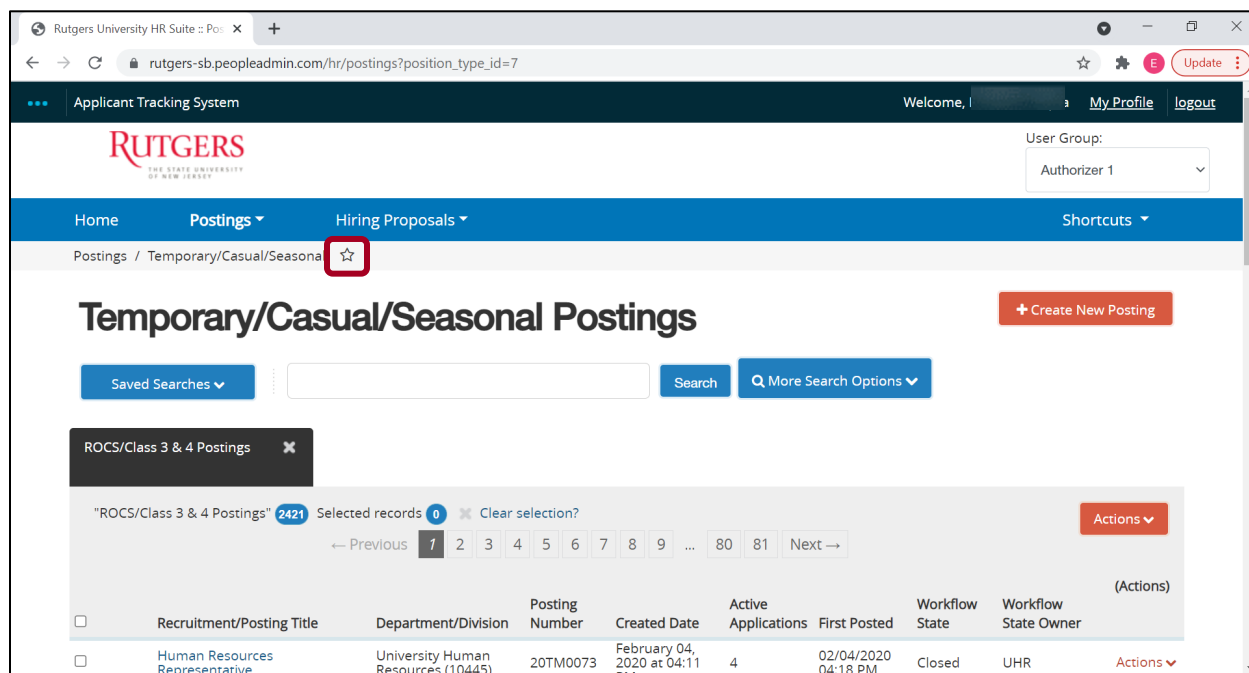


C) Adding a Shortcut

1. Ensure the appropriate **User Group** is selected. Select the applicable page and click the star outline icon .



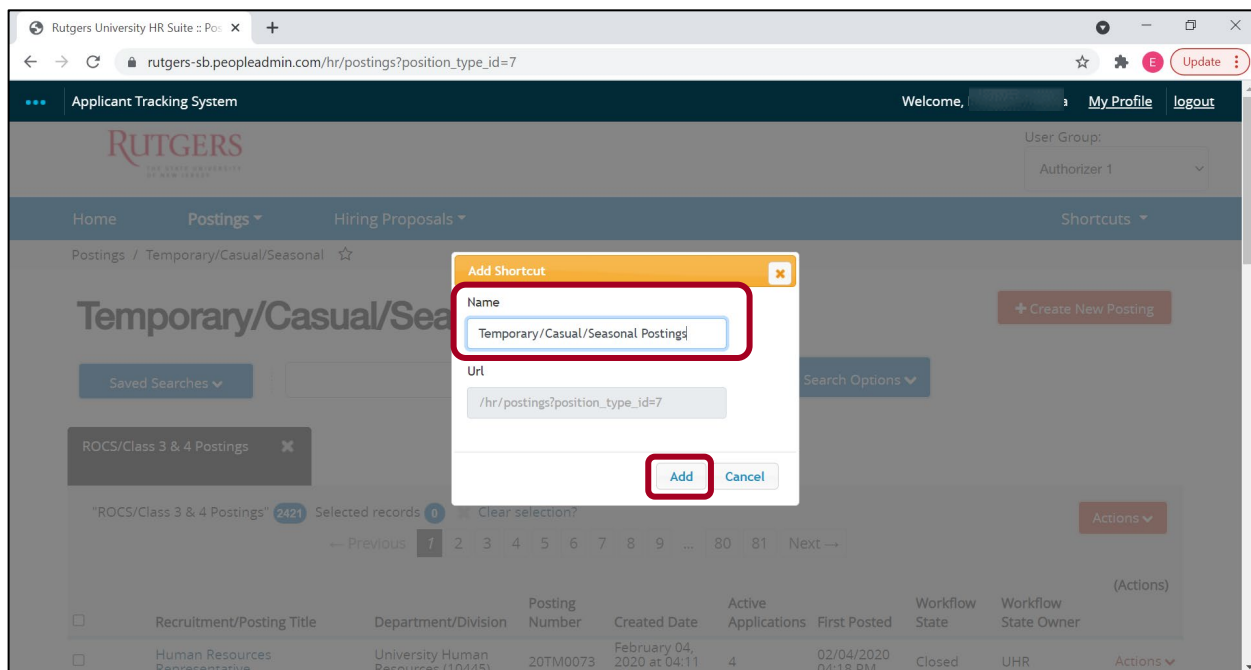
HINT: Any filter items that are active prior to clicking the star outline icon  will be saved within the shortcut.



The screenshot shows the Rutgers University HR Suite interface. The breadcrumb navigation path is "Postings / Temporary/Casual/Seasonal", with the star outline icon highlighted by a red box. The main content area displays "Temporary/Casual/Seasonal Postings" with a search bar and a table of results. The table has columns: Recruitment/Posting Title, Department/Division, Posting Number, Created Date, Active Applications, First Posted, Workflow State, and Workflow State Owner. The first row shows "Human Resources Representative" for "University Human Resources (10445)" with posting number "20TM0073" and a creation date of "February 04, 2020 at 04:11 PM".

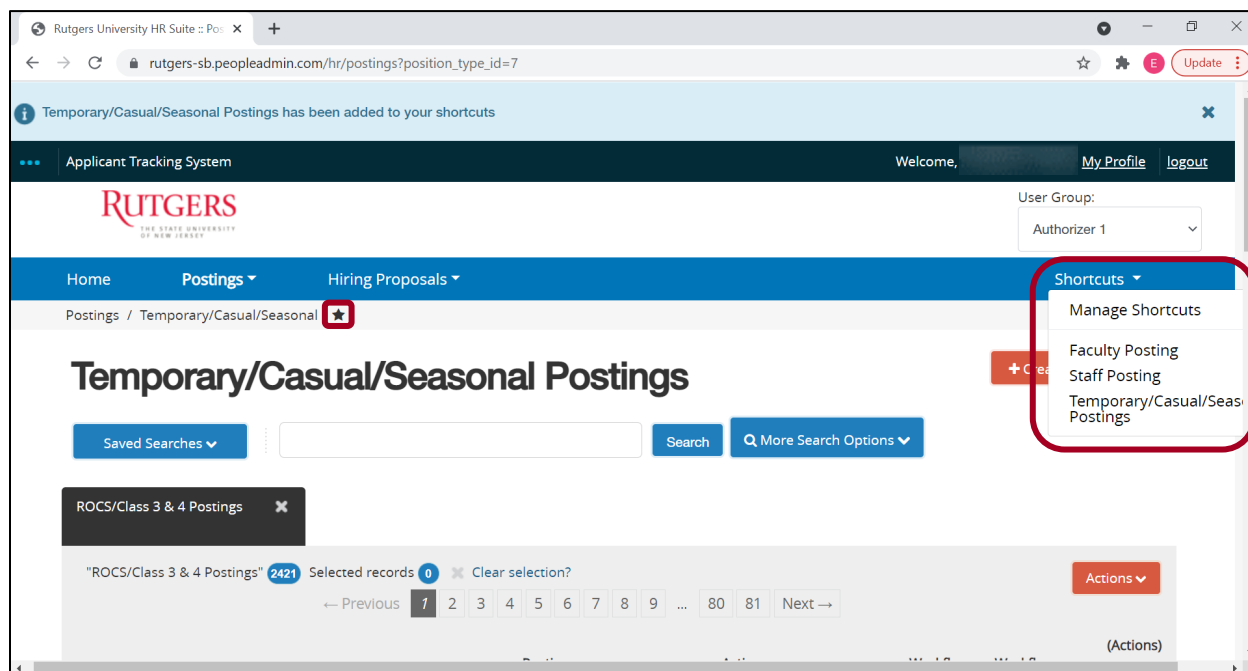
Recruitment/Posting Title	Department/Division	Posting Number	Created Date	Active Applications	First Posted	Workflow State	Workflow State Owner
Human Resources Representative	University Human Resources (10445)	20TM0073	February 04, 2020 at 04:11 PM	4	02/04/2020 04:18 PM	Closed	UHR

2. Enter a shortcut **Name** and click **Add**.



3. A success notification will confirm the addition of a new shortcut. Click **X** to close.

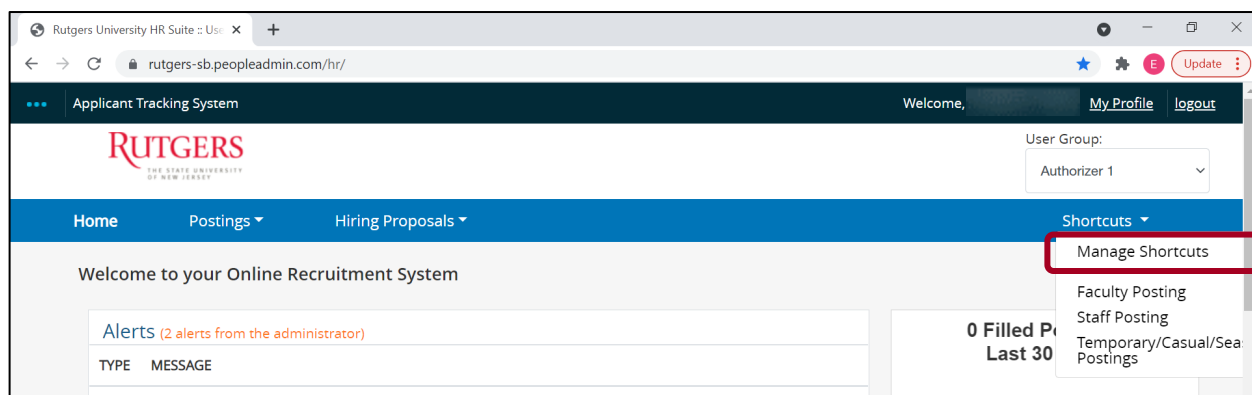
The star icon  will be filled. Click **Shortcuts** to access the new shortcut.



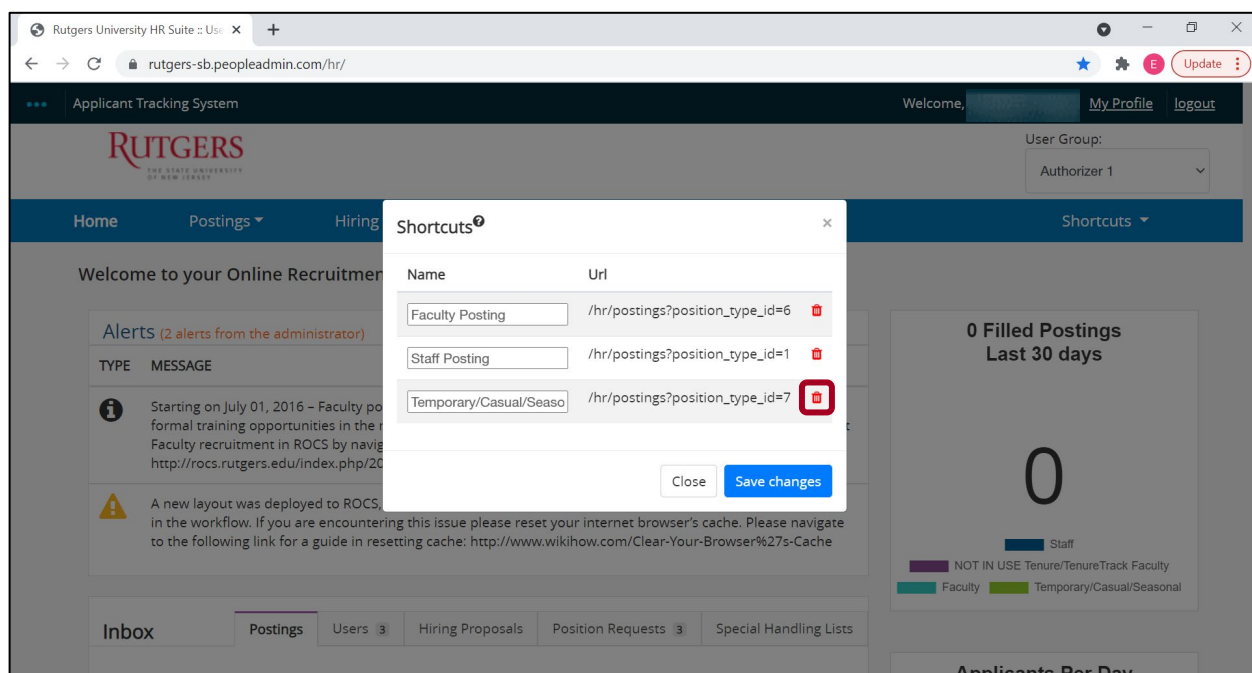
D) Deleting a Shortcut

A filled star icon means that a page is currently a shortcut. See the image in the previous section for an example.

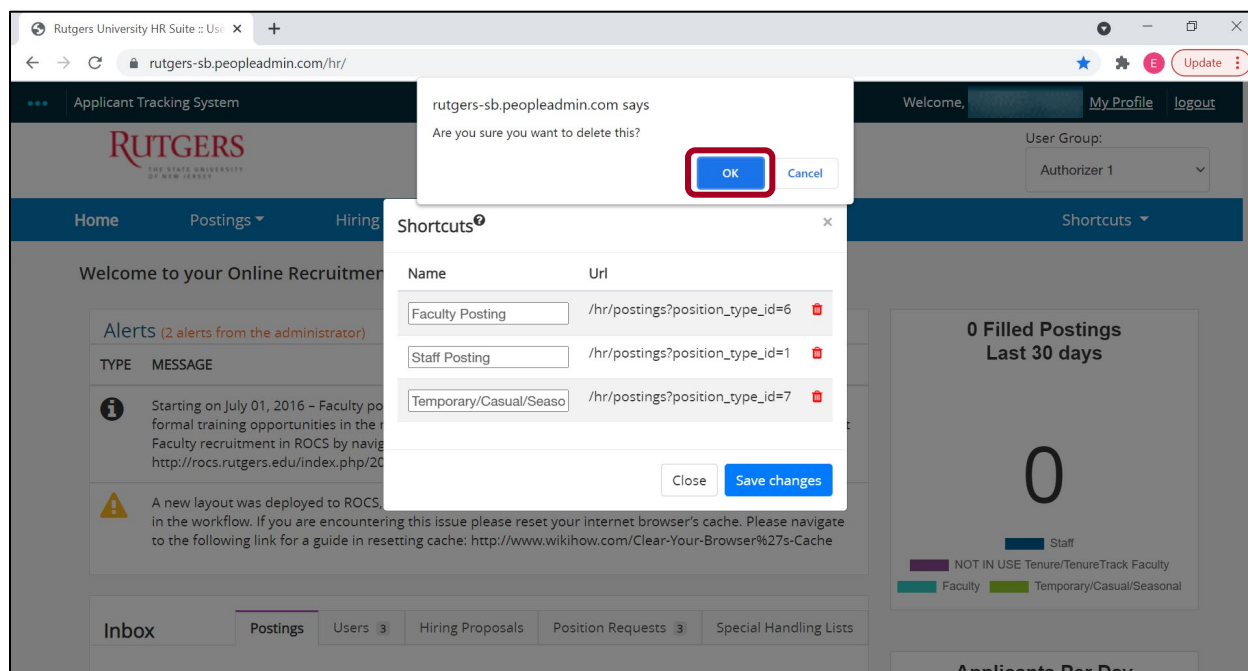
1. Ensure the appropriate **User Group** is selected. Click **Shortcuts** and select **Manage Shortcuts**.



2. Click the delete icon  to delete.

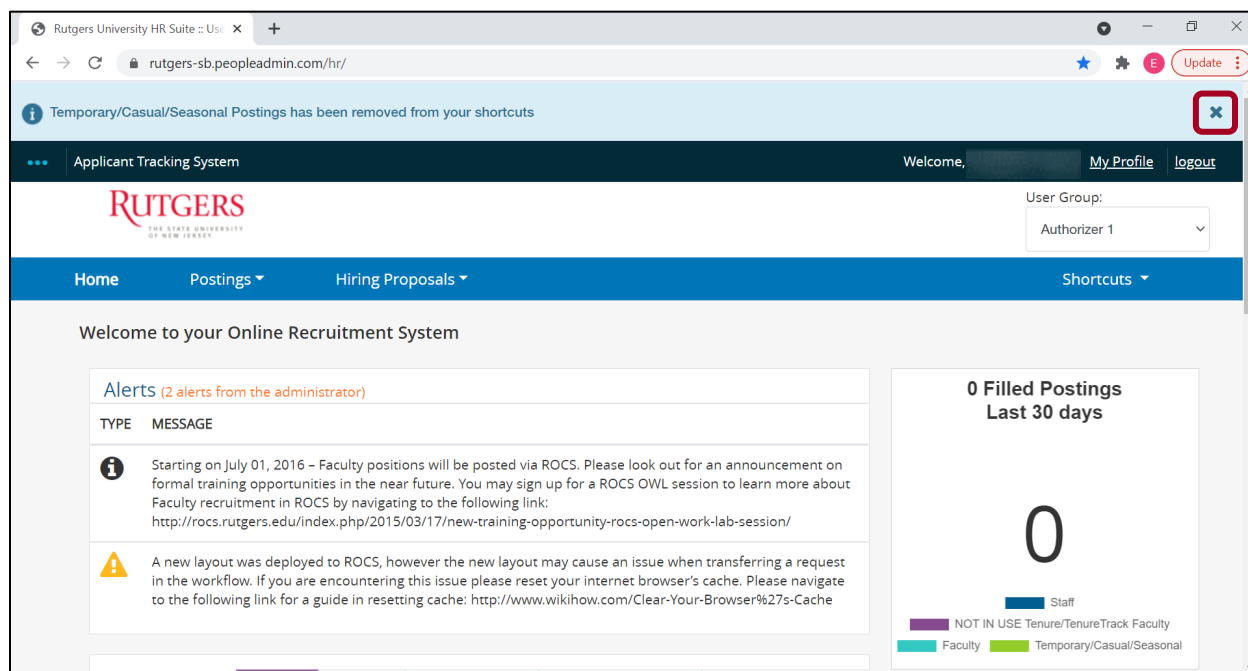


3. Click **OK**.



4. A success notification will confirm the deletion of the shortcut. Click **X** to close.

The star outline ☆ icon will now appear.



Rutgers University HR Suite :: Pos

rutgers-sb.peopleadmin.com/hr/postings?position_type_id=7

Update

Applicant Tracking System

Welcome, |My Profilelogout



User Group:
Authorizer 1

Home

Postings

Hiring Proposals

Shortcuts

Postings / Temporary/Casual/Seasonal

Temporary/Casual/Seasonal Postings

+ Create New Posting

Saved Searches

Search

More Search Options

ROCS/Class 3 & 4 Postings

"ROCS/Class 3 & 4 Postings" 2421 Selected records 0 Clear selection?

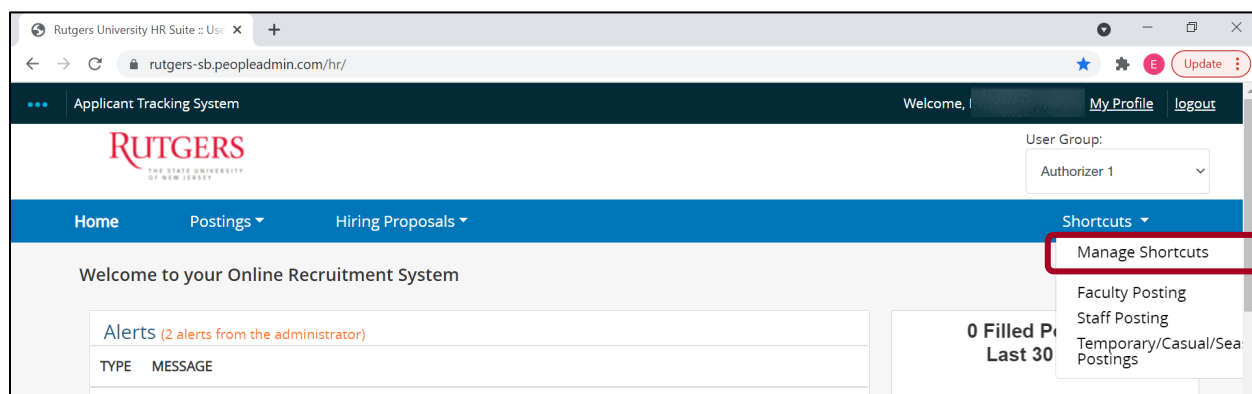
Actions

Previous123456789...8081Next

	Recruitment/Posting Title	Department/Division	Posting Number	Created Date	Active Applications	First Posted	Workflow State	Workflow State Owner	(Actions)
☐	Human Resources Representative	University Human Resources (10445)	20TM0073	February 04, 2020 at 04:11 PM	4	02/04/2020 04:18 PM	Closed	UHR	Actions

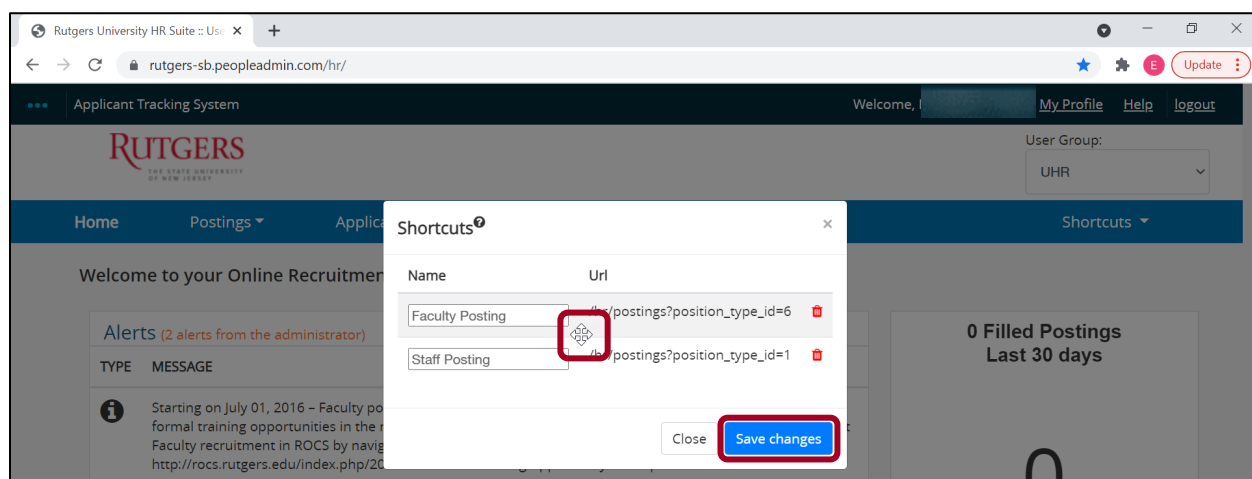
E) Editing the Shortcut List

1. Ensure the appropriate **User Group** is selected. Open **Shortcuts** and select **Manage Shortcuts**.



2. Hover over the shortcuts list until the cursor becomes a four-sided arrow.

Drag and drop shortcuts to change the list order. Click **Save changes**.



3. A pop-up tab will appear to confirm the update. Click **X** to close.

