NAVIGATION MANUAL

Welcome to MSU's applicant tracking system (ATS) Select Suite 7 supported by People Admin a division of Power School. Select Suite includes an online recruitment system **Hire**, commonly referred to as (ATS) and a position management system **Positions**.

Positions is a library to store all position descriptions, so departments can have positions descriptions at their fingertips to update as needed. **Hire** posts and collects all applications with the capability for the search committee to evaluate applications online.

This manual will help users navigate through the system.

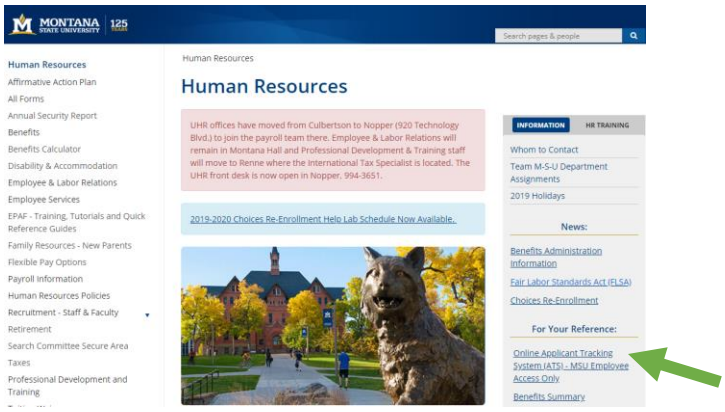
Included in this manual are:

- LOGIN INSTRUCTIONS
- USER GROUP CHANGE
- UPDATING PROFILE
- HOME PAGE NAVIGATION
- SEARCHES IN THE SYSTEM
- WATCH LIST – ADD/REMOVE
- SUBMITTING AN ISSUE TO ATSHelpDesk@montana.edu

LOGIN

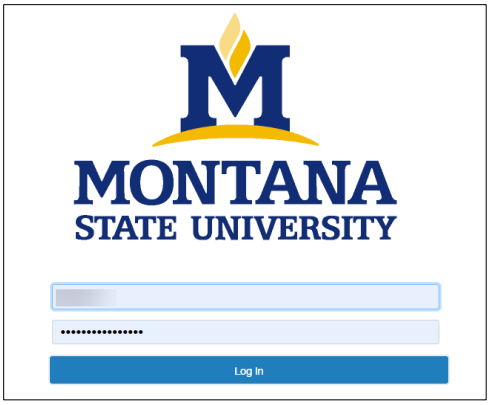
HR Webpage link to Login Page

- http://www.montana.edu/hr/index.html



Login Page

- https://jobs.montana.edu/hr



User Name: NetID
Password: password associated with NetID

**Error message of "LDAP Credentials Failed" go to the UIT link and update you NetID password, for the network:* http://www.montana.edu/uit/ids-services/portal.html

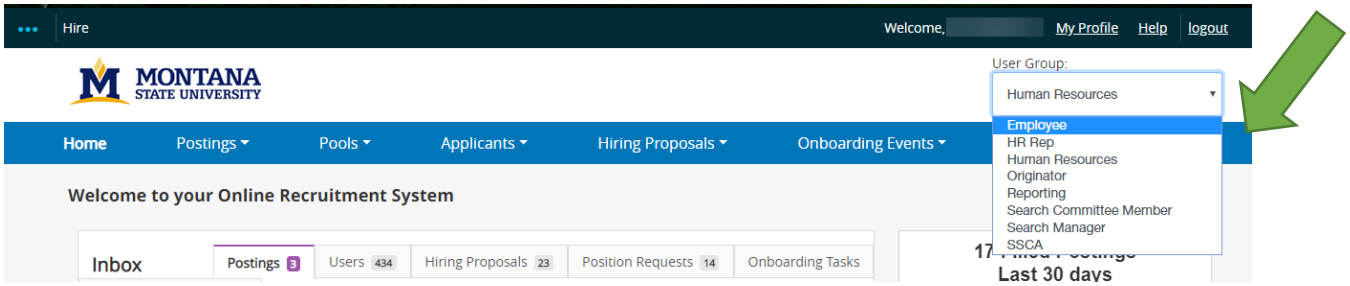
NOTE: The platform works best with Chrome, Firefox, or Safari (5 or higher).
It is recommended that you utilize one of these Internet Options.

Inactivity of 60 minutes will time out the system and any unsaved data will be lost.

Clicking "Next" on any page will automatically save the page and move you to the next page.
"Save" saves the current page without advancing to the next step.

USER GROUP CHANGE

The default login Home page is the Hire module with blue band appears:

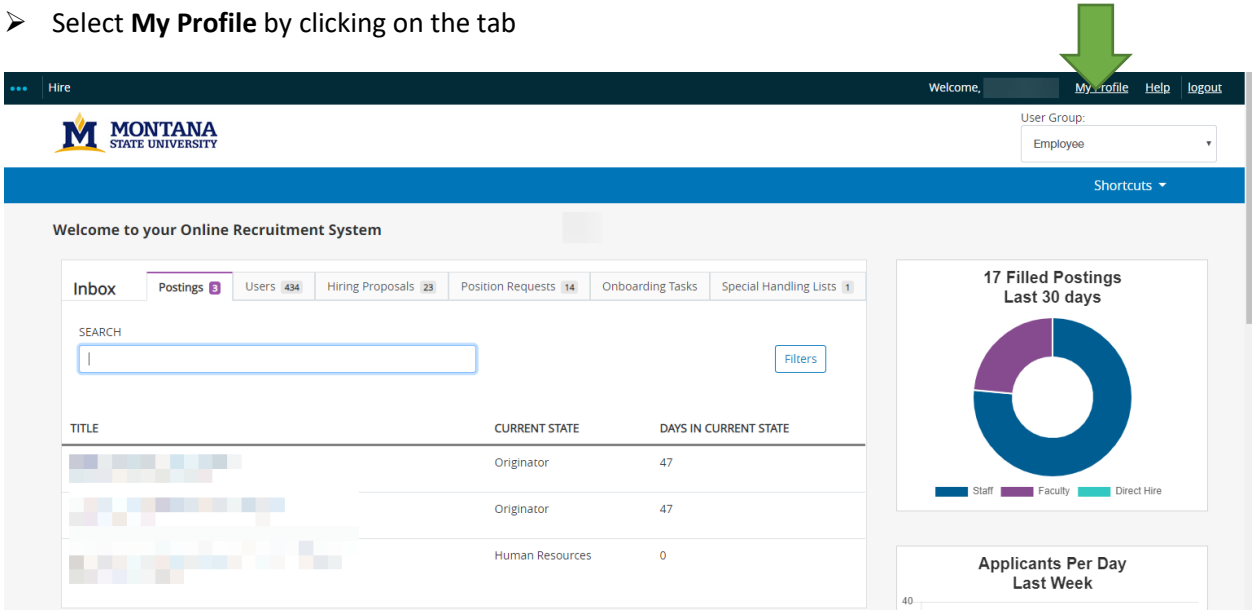


- The first-time logging in the default role will be “Employee”
- If the desired user group does not appear in the box when first logging in, click the **drop-down** arrow and select the desired User Group.

UPDATING PROFILE

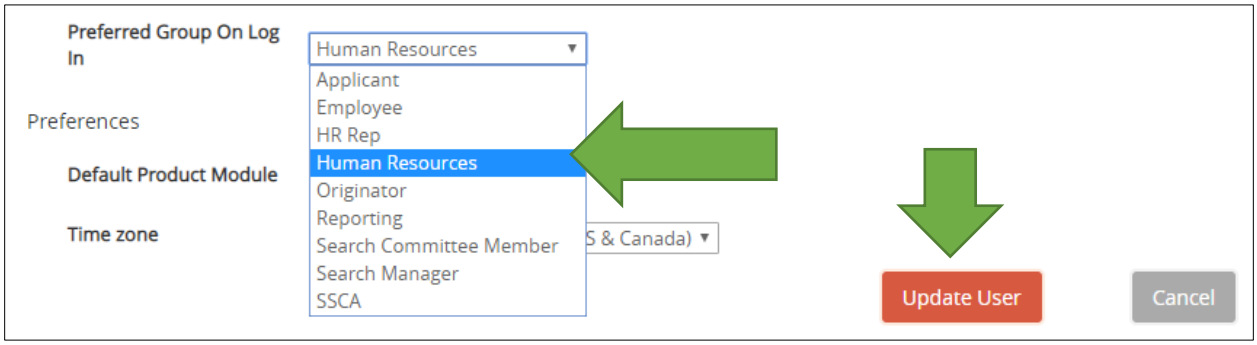
For ease of future use update your profile with whatever "Role" you use the most.

- Select **My Profile** by clicking on the tab



- Select **Edit Profile**

- Select your **Preferred Group** from the dropdown, then click **Update User**.

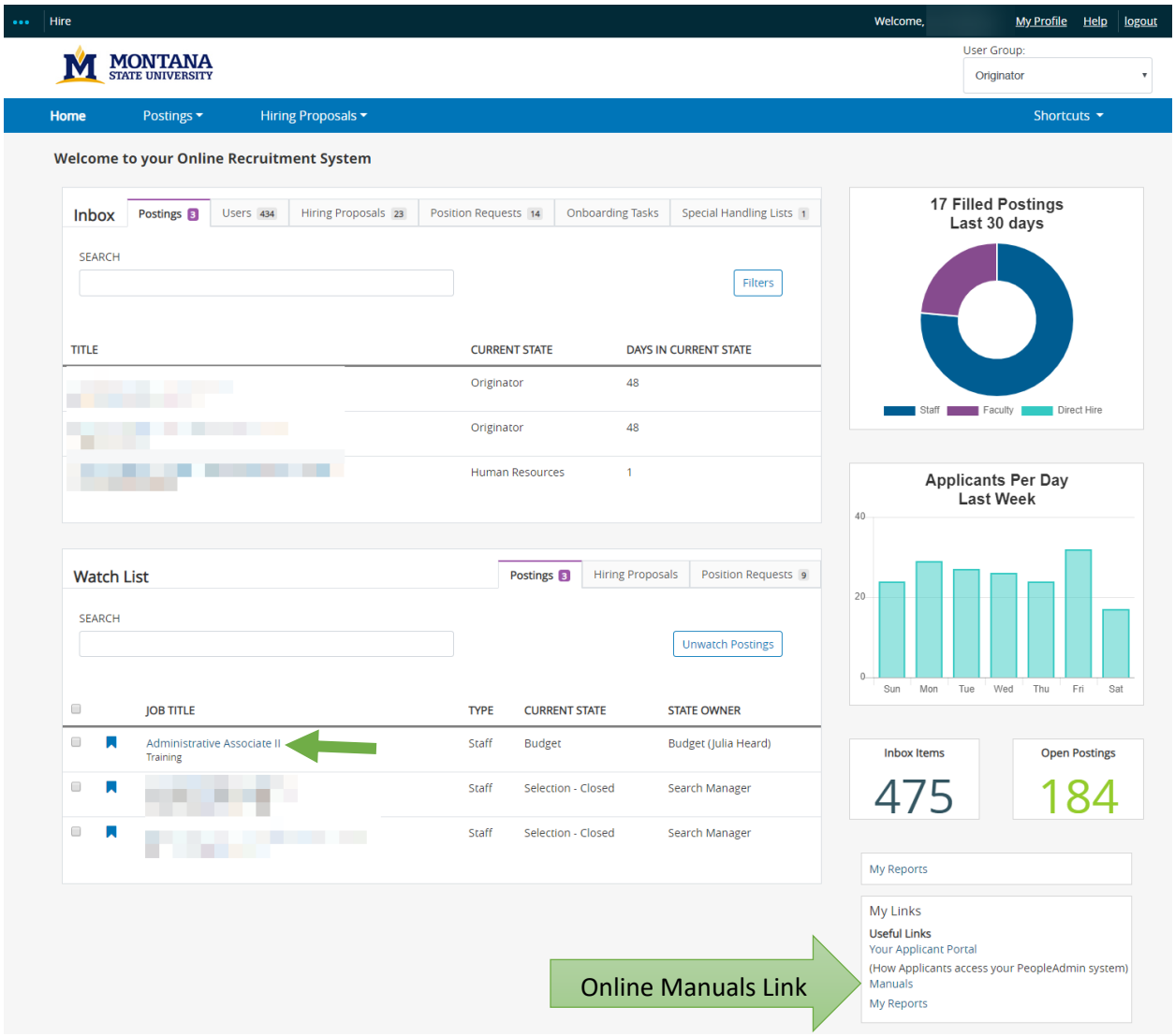


HOME PAGE NAVIGATION

The home page is standard regardless which part of the system being used - **Positions** (orange) or **Hire** (blue). There are multiple ways to navigate the system, here are some useful tools that are available for use.

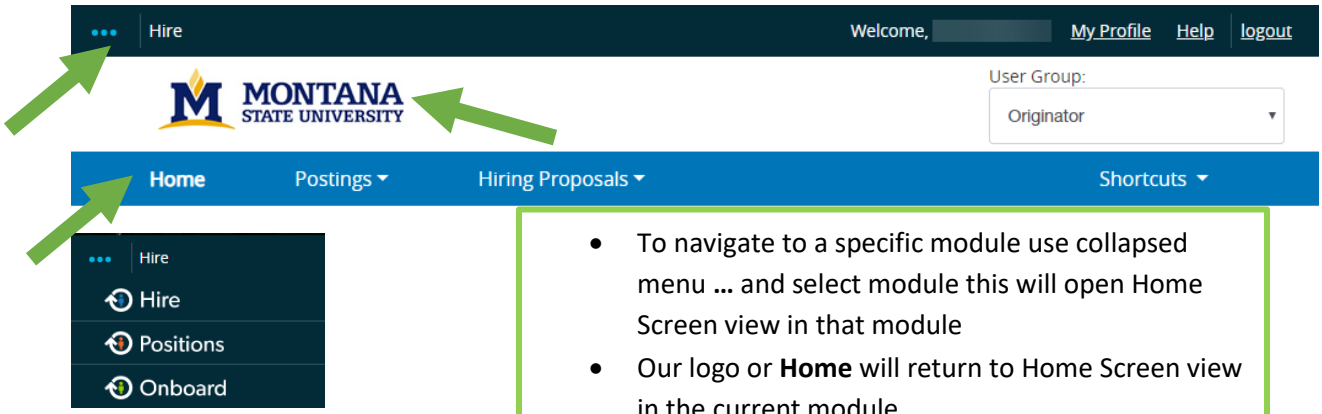
Positions

Hire



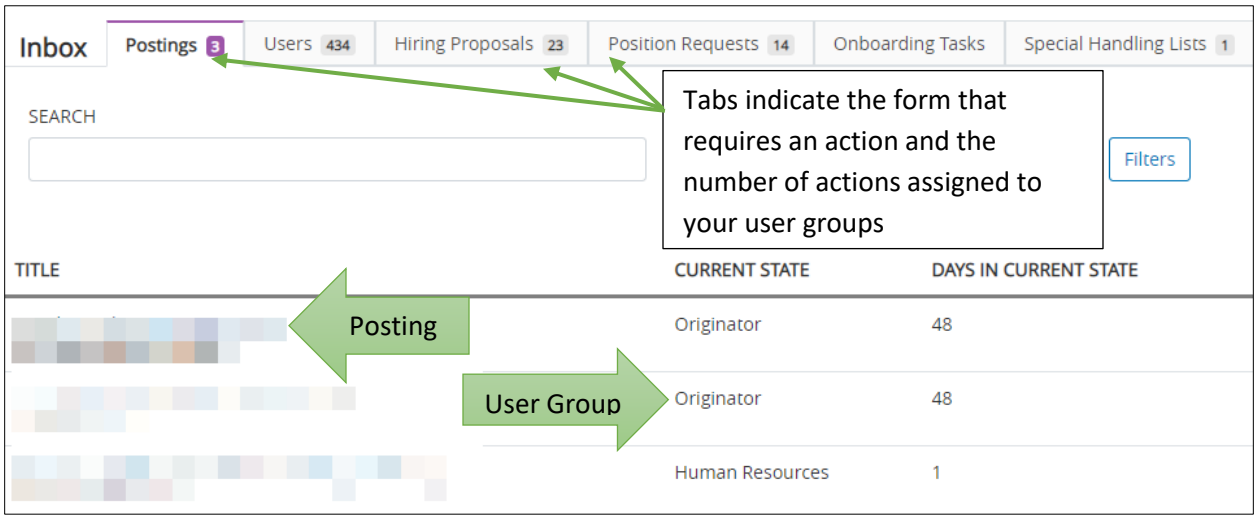
Any Blue text will function as a hyperlink to a record, position or applicant.

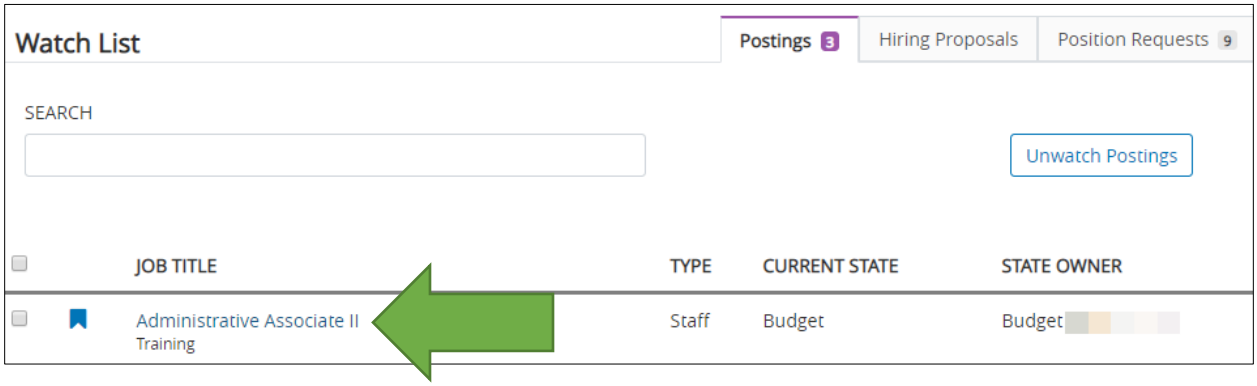
The Home Screen can be navigated to from any screen in the system using header menu.



- To navigate to a specific module use collapsed menu … and select module this will open Home Screen view in that module
- Our logo or **Home** will return to Home Screen view in the current module

The front-page inbox shows any actions that require attention and the User Group assigned to. The system allows the user to see actions based on User Group authority. ***For optimal results log in with the highest authority level.***





➢ To access the item requiring action click on job title. This can all be done from the **Inbox** or **Watch** box.

Warning: Inbox link will change your User Group to the User Group listed under Current State!

SEARCHES IN THE SYSTEM

Search is available for all major items in the system, i.e., postings, position descriptions, hiring proposals, applications, applicants, users, etc.

Searches allow you to assemble information in a report-like format. After you define and run a search, you can export the search results as a spreadsheet.

If you expect to need the same set of information repeatedly, you can save a search after you set it up. This allows you to use it whenever you need to, without reconstructing it.

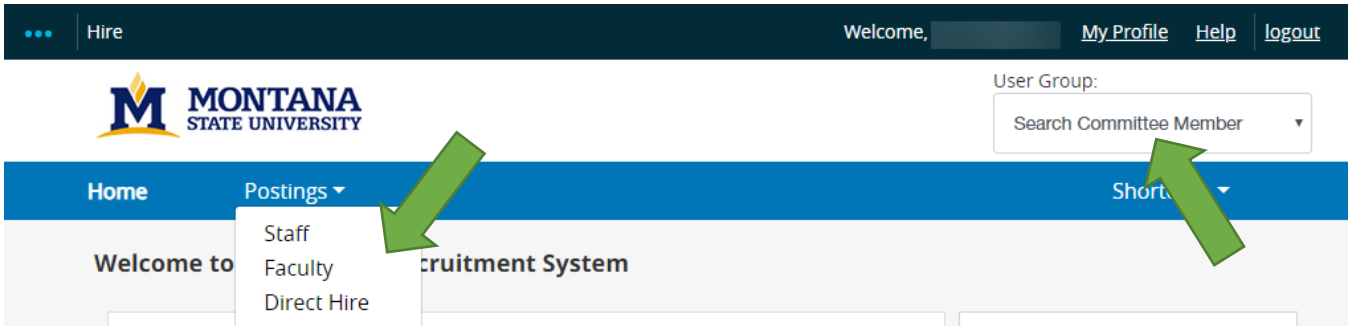
If you search for an item that your permissions do not allow you to see, it will not appear in your search results.

Search tips

- Text search is not case sensitive.
- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.
- Type keyword you want to search
- Use the "**More Search Options**" to filter with more options, i.e., Workflow State, Department, Close Date, Open Date, Working Title, and Classification Title.
- If a posting or information you need is ***not*** showing, first check the **role** logged into is correct.

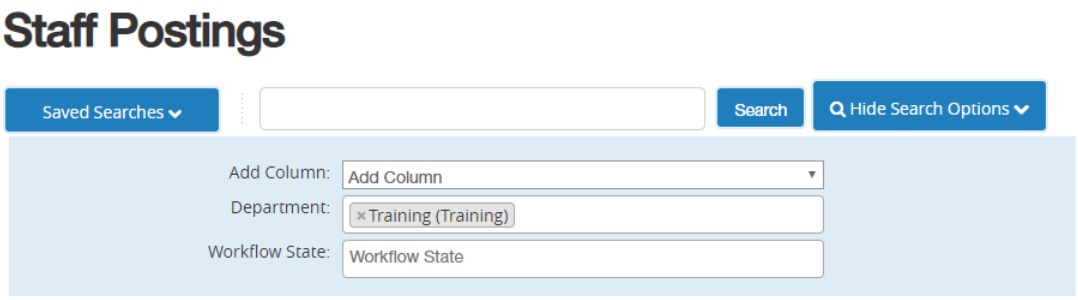
HIRE MODULE SEARCHES

- Select **Staff** or **Faculty** to bring up any positions assigned to your current role



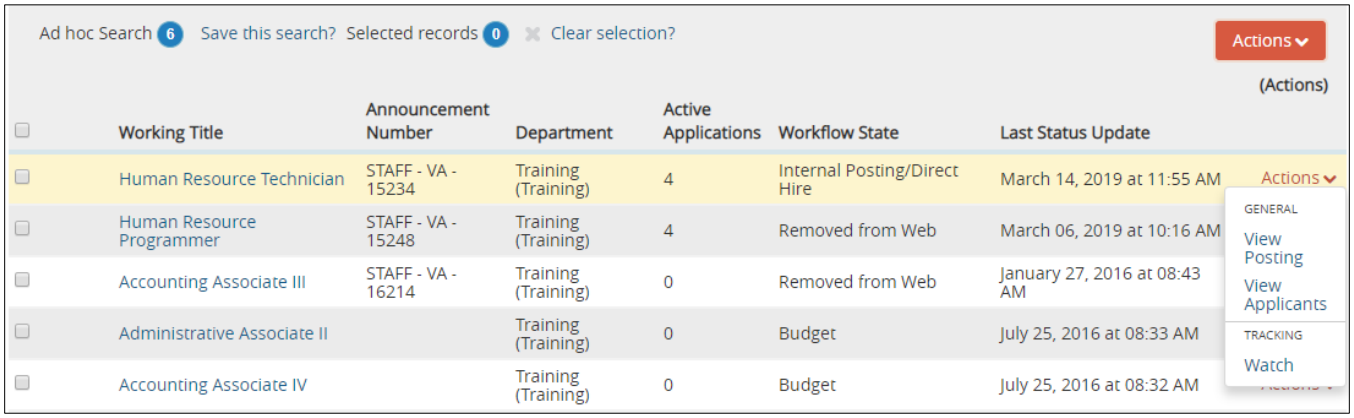
- Enter position title, vacancy number, or keyword in **Search** field (i.e. Program Coordinator or 15279, do not use "– "or special characters system will error out.)

OR Select **More search options** to expand the search tools area.



- Use the searching and filtering tools to narrow down the results that the system presents:
  - **Add Columns** if the information you need is not included on the page
  - Use **Department** or **Workflow State** fields to narrow down the results
  - Use the column controls to organize and sort the search results:
    - To see controls hover over column header
    - **Move a column** to the **left "< "or to the right** ">"
    - **Delete a column** using its **delete "X"** control if you do not want to display it. If you need to add it back later, use the **add columns** control to do so.
    - **Order the search results by sorting a column** in ascending or descending order using its up and down controls. **^ v**

Selecting a posting



- Select the appropriate position
- Click on the Actions tab
- Select View Posting or View Applicants
- ***OR*** the **Working Title** is a hyperlink and will bring up the vacancy announcement.

Searching for Applicants (Search Manager role)

1. Select Applicant Search from the Applicants tab.
2. Select **More search options** to expand the search tools area.
3. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can **add columns** if the information you need is not included on the page.
   - You can select **workflow states** of interest.

Search for applicants by name, search results will bring any applicant with the name whether it is their first or last name. Sorting the results by applicant name can help you find the person you are searching for.

Exporting search results

1. Set up the search or open a saved search.
2. From the **Actions menu**, select **Export Results**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

Saving a search

When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**. The Saved Search area expands.
2. Give the search a name that will help you remember its purpose.
3. Select Personal Saved Search (Group and Global are available to HR only):
   - **Personal Saved Search** – Only you will have access to this search.
   - **Group Saved Search** – The search will be available to all users within a User Group (HR set up)
   - **Global Saved Search** – The search will be available to all users within the organization.
4. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.
5. Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

***You can delete your personal saved searches when they are no longer useful to you.**

Using a saved search

From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.

Deleting a saved search

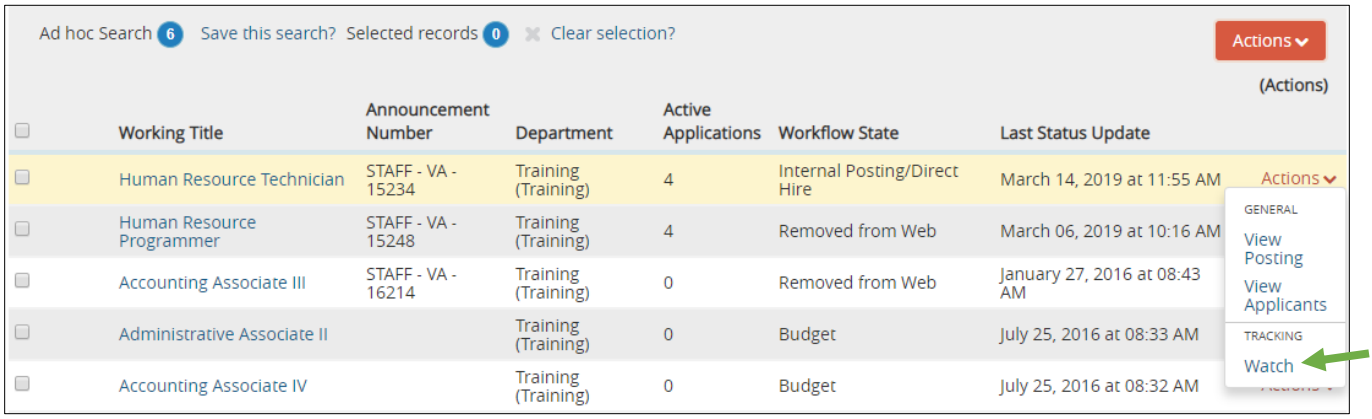
1. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.
2. Select the **Delete (X)** control placed just after the name of the search and the number of search results returned. A message asks you to confirm that you wish to delete the saved search.

WARNING: HUMAN RESOURCES DO NOT DELETE ANY GROUP OR GLOBAL SAVED SEARCHES!

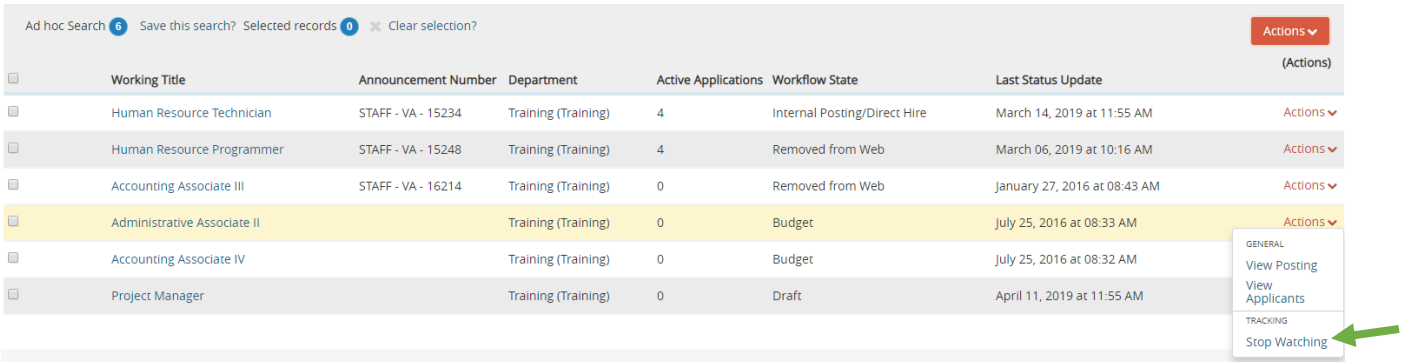
WATCH LIST – ADD/REMOVE

Manage and find positions without performing a search to be accessible from the **Home** Screen.

Add the position to your **Watch List**

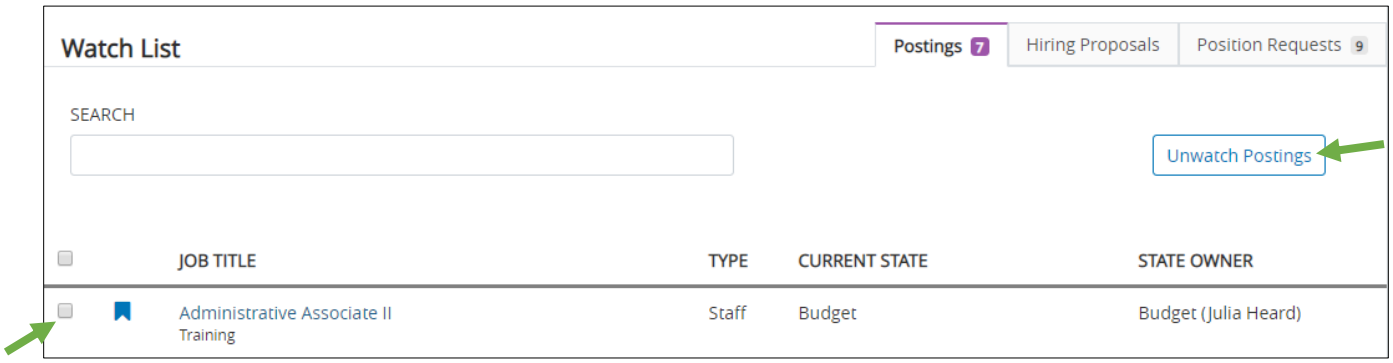


Or **Stop Watching**



Home page **Watch List.**

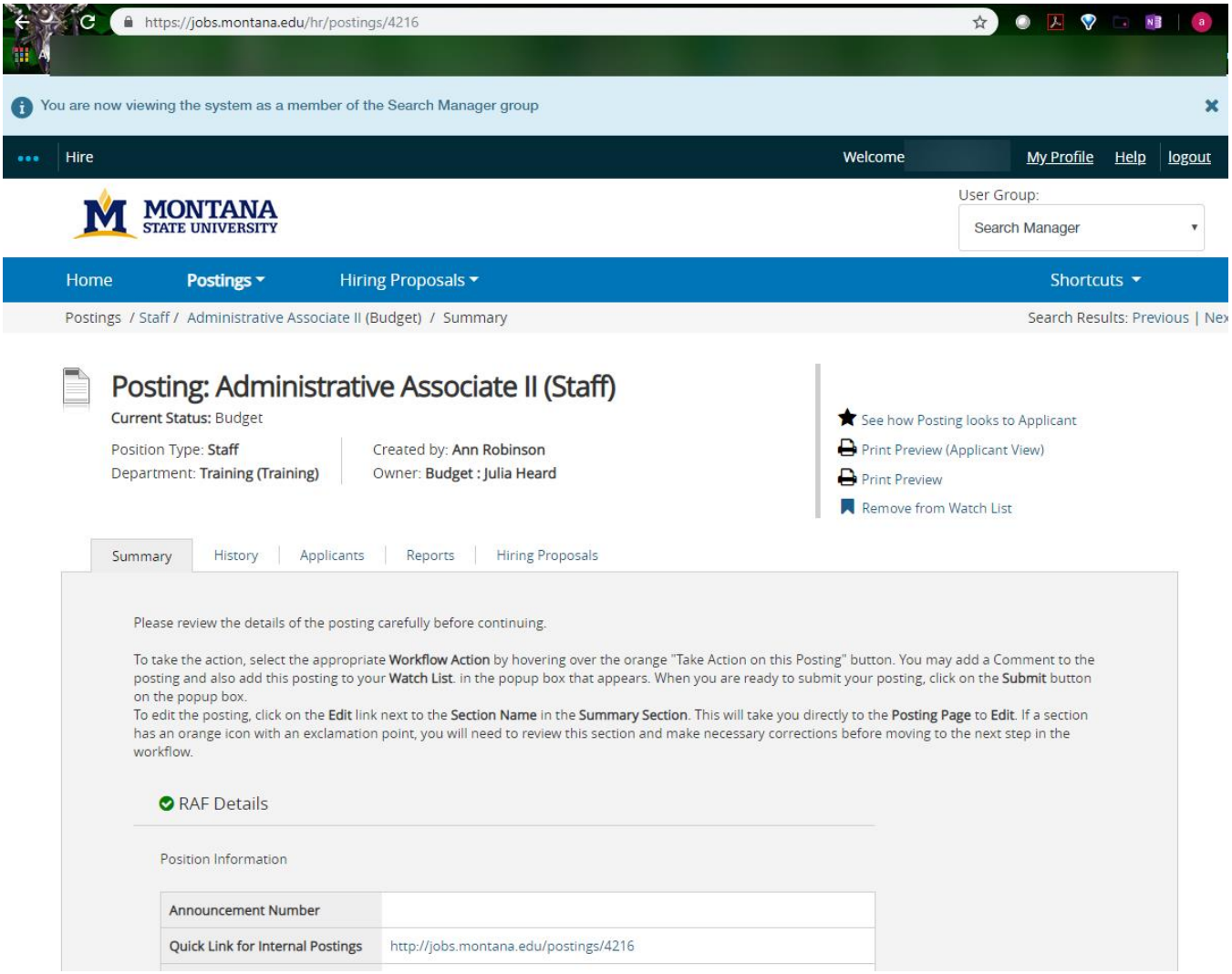
Position titles are hyperlinks to Posting, Hiring Proposal or Position Requests (PM).



- Items can also be removed from watch list by checking off the item and clicking **Unwatch Postings**

SUBMITTING AN ISSUE to ATSHelpDesk@montana.edu

- Make a screen shot that includes the URL
- If there is a warning or error message, make an additional screen shot of that as well.



- Write a problem statement.
  - Include Action being taken when problem occurs.
    - ***Example:*** *"When creating a posting…"*
  - Include isolated error conditions.
    - ***Example:*** *"…from a template as the HR user group in the Faculty position type…"*
  - Include Error (problem) being received.
    - ***Example:*** *"…the user receives an error that a form is not assigned and is redirected back to the homepage."*

Email all information to the ATShelpdesk@montana.edu for initial testing. If further assistance is needed then the information sent will be forwarded to People Admin for advice or resolution.