

## Submitting a Request to Hire

**View/Edit Posting - RESEARCH SPECIALIST**

Reports  
Posting Preview

| Applicants   | Posting Details   | Documents | Budget       | Posting Specific Questions                   | Disqualifying / Points   | Guest User    | Hiring Proposal                     | Comments | Notes / History |
|--|---|-----------|--------------|--|--|---------------|-------------------------------------|----------|-----------------|
| <b>Active Applicants</b><br>3 Records                      |   |           |              |  |  |               |                                     |          |                 |
| <input type="checkbox"/> Name                              | Documents   | Score     | Date Applied | <input type="checkbox"/> Identity Disclosure | <input type="checkbox"/> Status                                  | Extern Status | <input type="checkbox"/> All / None |          |                 |
| <b>Revak, Katelyn</b><br><a href="#">View Application</a>  | <a href="#">Ref 3</a>    <a href="#">Ref 2</a><br><a href="#">Cvr 1</a><br><a href="#">Ltr</a><br><a href="#">Res</a> | 0         | 04-27-2008   | Yes  | Shortlist Request for Interview<br><a href="#">Change Status</a> | In Progress   | <input type="checkbox"/>            |          |                 |
| <b>Thomas, Grant</b><br><a href="#">View Application</a>   | <a href="#">Ref 3</a>    <a href="#">Ref 2</a><br><a href="#">Cvr 1</a><br><a href="#">Ltr</a><br><a href="#">Res</a> | 0         | 04-17-2008   | Yes  | Shortlist Request for Interview<br><a href="#">Change Status</a> | In Progress   | <input type="checkbox"/>            |          |                 |
| <b>Rosauer, Daniel</b><br><a href="#">View Application</a> | <a href="#">Ref 3</a>    <a href="#">Ref 2</a><br><a href="#">Cvr 1</a><br><a href="#">Ltr</a><br><a href="#">Res</a> | 0         | 04-29-2008   | No   | Shortlist Request for Interview<br><a href="#">Change Status</a> | In Progress   | <input type="checkbox"/>            |          |                 |

**CHANGE MULTIPLE APPLICANT STATUSES**

**Refresh** **View Multiple**

Minimum Score:

Include:  Active Applicants  Inactive Applicants

**VIEW MULTIPLE APPLICATIONS**  
**VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File >

To submit a Request to Hire, you will need to change your applicant's statuses.

\*\*\*An Originator/Supervisor cannot go through this process completely. They can only change the applicant statuses. The request must be moved forward by the Director/Dept Chair.\*\*\*

\*\*\*If this is a continuous recruitment or you have multiple hires, contact HR before taking any action.\*\*\*

1. Select All. This will fill the check box next to each applicant.
2. Click on Change Multiple Applicant Statuses.

## Submitting a Request to Hire

**UWM Employment**  
Search and Apply for UWM Jobs Online

• Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View.  
Your Current Group: Director/Dept Chair. Monday, June 23, 2008

### Change Applicant Status

**Change For All Applicants:** Status:  Selection Reason:

| Name  | Documents   | Status   | Selection Reason                                  |
|---|---|--|---|
| <b>Revak, Katelyn</b><br><a href="#">View</a><br><a href="#">Application</a>  | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | <input type="text" value="Shortlist Request for Interview"/> | <input type="text" value="Choose Option Below:"/> |
| <b>Thomas, Grant</b><br><a href="#">View</a><br><a href="#">Application</a>   | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | <input type="text" value="Shortlist Request for Interview"/> | <input type="text" value="Choose Option Below:"/> |
| <b>Rosauer, Daniel</b><br><a href="#">View</a><br><a href="#">Application</a> | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | <input type="text" value="Shortlist Request for Interview"/> | <input type="text" value="Choose Option Below:"/> |

- You can either change the applicant statuses for all applicants at the top of the page or change the status for each individual.

NOTE: To close the recruitment, you will have to provide disposition statuses for all applicants. At this time, if you know there are applicants you want to remove from the pool, please select the appropriate disposition status for them. You have the option to have the system send a generic email message or can send no email. The document on the next page lists the system disposition statuses along with the email that the applicant would receive if using that option.

## Submitting a Request to Hire

Disposition Statuses within AIMS  
(Each applicant must be set to one of these statuses to close out the position)

Under Review by Manager/Dept Chair – *applicant left here when in a pending status*

Shortlist Request for Interview

Request Approval for Hire

Offer Letter Sent

Offer Letter Accepted

***These statuses allow for the option of a form email or no email:***

Does not meet minimum qualifications

Not enough experience

Inadequate references

Application incomplete

Not available for required hours

Dear **APPLICANT NAME**:

I would like to thank you for your interest in the **POSITION TITLE** position in the **DEPARTMENT NAME**. I regret to inform you that the Search and Screen Committee has selected other candidates for further consideration based on qualifications that more closely match the needs of the position.

I wish you the very best as you pursue your professional goals.

Sincerely,

**SEARCH & SCREEN CHAIR**

Cannot meet applicant salary requirements

Requires relocation package

Not willing to commit to contracted time

Dear **APPLICANT NAME**:

Thank you for your interest in employment with the University of Wisconsin-Milwaukee. At this time, the **POSITION TITLE** recruitment is being closed.

Please continue to check for job opportunities with UW-Milwaukee at [www.jobs.uwm.edu](http://www.jobs.uwm.edu).

Sincerely,

**SEARCH & SCREEN CHAIR**

Rejected after final interview

Dear **APPLICANT NAME**:

On behalf of the Search and Screen Committee, I would like to thank you for interviewing for the **POSITION TITLE** position. The candidates were exceptional and it has been a difficult decision. However, I regret to inform you that we selected another candidate based on qualifications that most closely meet the needs of the position.

I wish you the very best as you pursue your professional goals. Again, thank you for your time.

Sincerely,

**SEARCH & SCREEN CHAIR**

Candidate declined

Candidate withdrew

## Submitting a Request to Hire

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

**UWM Employment**  
Search and Apply for UWM Jobs Online

• Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View. Monday, June 23, 2008  
Your Current Group: Director/Dept Chair.

### Change Applicant Status

Change For All Applicants: **Status** Under Review by Manager/Dept Chair **Selection Reason** Choose Option Below:

| Name  | Documents   | Status                         | Selection Reason     |
|---|---|--------------------------------|----------------------|
| <a href="#">Revak, Katelyn</a><br><a href="#">View</a><br><a href="#">Application</a> | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | Request Approval for Hire      | Choose Option Below: |
| <a href="#">Thomas, Grant</a><br><a href="#">View</a><br><a href="#">Application</a>  | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | Rejected after final interview | Choose Option Below: |
| <a href="#">Rosauer, Daniel</a><br><a href="#">View</a>                               | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | Rejected after final interview | Choose Option Below: |

**CONTINUE TO CONFIRM PAGE >>** **RESET TO ORIGINAL STATUS** **CANCEL**

4. In this example, we are going to select the first applicant to Request Approval for Hire and then other two applicants are going to be Rejected after final interview. So, we will change the statuses individually.
5. Click on Continue to Confirm Page once your statuses are correct.

# Submitting a Request to Hire

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

**UWM Employment**  
Search and Apply for UWM Jobs Online

• Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View.  
Your Current Group:Director/Dept Chair. Monday, June 23, 2008

### Change Applicant Status

| Name   | Documents   | Status                         | Selection Reason |
|--|---|--------------------------------|------------------|
| <b>Revak, Katelyn</b><br><a href="#">View Application</a>  | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | Request Approval for Hire      |                  |
| <b>Thomas, Grant</b><br><a href="#">View Application</a>   | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a><br><a href="#">Res</a> | Rejected after final interview |                  |
| <b>Rosauer, Daniel</b><br><a href="#">View Application</a> | <a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a>                        | Rejected after final interview |                  |

**SAVE STATUS CHANGES >>**

6. You can review the statuses on this page to make sure they are correct. Once you have verified the statuses, click Save Status Changes to continue.

# Submitting a Request to Hire

**UWM Employment**  
Search and Apply for UWM Jobs Online

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

• Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View. Monday, June 23, 2008  
Your Current Group: Director/Dept Chair.

## View/Edit Posting - RESEARCH SPECIALIST

Reports

[Posting Preview](#)

|            |                                 |                           |                        |  |  |                            |                                 |                          |                                 |
|------------|---------------------------------|---------------------------|------------------------|--|--|----------------------------|---------------------------------|--------------------------|---------------------------------|
| Applicants | <a href="#">Posting Details</a> | <a href="#">Documents</a> | <a href="#">Budget</a> | <a href="#">Posting Specific Questions</a> | <a href="#">Disqualifying / Points</a> | <a href="#">Guest User</a> | <a href="#">Hiring Proposal</a> | <a href="#">Comments</a> | <a href="#">Notes / History</a> |
|------------|---------------------------------|---------------------------|------------------------|--|--|----------------------------|---------------------------------|--------------------------|---------------------------------|

### Active Applicants

1 Record

| Name  | Documents   | Score | Date Applied | Identity Disclosure | Status   | External Status | All / None               |
|---|---|-------|--------------|---------------------|--|-----------------|--------------------------|
| <b>Revak, Katelyn</b><br><a href="#">View Application</a> | <a href="#">Ref 3</a>    <a href="#">Ref 2</a><br><a href="#">Ref 1</a>    <a href="#">Cvr Ltr</a><br><a href="#">Res</a> | 0     | 04-27-2008   | Yes                 | Request Approval for Hire<br><a href="#">Change Status</a> | In Progress     | <input type="checkbox"/> |

**CHANGE MULTIPLE APPLICANT STATUSES**

**Refresh**

Minimum Score:

Include:  Active Applicants  
 Inactive Applicants

**REFRESH**

**View Multiple**

**VIEW MULTIPLE APPLICATIONS**

**VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

7. The Applicants tab now reflects the updated applicant statuses showing only your remaining applicant.

## Submitting a Request to Hire

The screenshot shows the UWM Employment system interface. At the top, it says 'UWM Employment Search and Apply for UWM Jobs Online'. A navigation menu on the left includes 'Job Postings', 'Create Posting', and 'Admin'. The main content area is titled 'View/Edit Posting - RESEARCH SPECIALIST' and features a yellow navigation bar with tabs: Applicants, Posting Details, Documents (selected), Budget, Posting Specific Questions, Disqualifying / Points, Guest User, Hiring Proposal, Comments, and Notes / History. Below the navigation bar, there is a table of 8 records for documents attached to the posting. The table has columns for 'Attach / Remove', 'Document Type', 'Attached Document', and 'View Document'. The records include Position Description, Organizational Chart, Screening Form, Letter of Offer, Compensation Analysis, AARF (Affirmative Action Review Form), Other (miscellaneous document), and Summary Notes. At the bottom of the page, there are buttons for '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'SAVE AND STAY ON THIS PAGE', 'CANCEL', and 'VIEW POSTING SUMMARY >>'.

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

**UWM Employment**  
Search and Apply for UWM Jobs Online

Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View. Monday, June 23, 2008  
Your Current Group: Director/Dept Chair.

### View/Edit Posting - RESEARCH SPECIALIST

**Reports**  
Posting Preview

| Applicants | Posting Details | Documents | Budget | Posting Specific Questions | Disqualifying / Points | Guest User | Hiring Proposal | Comments | Notes / History |
|------------|-----------------|-----------|--------|----------------------------|------------------------|------------|-----------------|----------|-----------------|
|------------|-----------------|-----------|--------|----------------------------|------------------------|------------|-----------------|----------|-----------------|

On this tab, you may attach and view documents.

8 Records

| Attach / Remove        | Document Type                         | Attached Document | View Document        |
|------------------------|---------------------------------------|-------------------|----------------------|
| <a href="#">Remove</a> | Position Description                  | Attached          | <a href="#">View</a> |
| <a href="#">Remove</a> | Organizational Chart                  | Attached          | <a href="#">View</a> |
| <a href="#">Remove</a> | Screening Form                        | Attached          | <a href="#">View</a> |
| <a href="#">Attach</a> | Letter of Offer                       | Not Attached      |                      |
| <a href="#">Attach</a> | Compensation Analysis                 | Not Attached      |                      |
| <a href="#">Attach</a> | AARF (Affirmative Action Review Form) | Not Attached      |                      |
| <a href="#">Attach</a> | Other (miscellaneous document)        | Not Attached      |                      |
| <a href="#">Attach</a> | Summary Notes                         | Not Attached      |                      |

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL
VIEW POSTING SUMMARY >>

javascript:void(0);

Start | Inbox for vankleef@uw... | Van Kleef, Stacy - Jun. ... | University of Wiscons... | Document1

8. Continue to the Documents tab by clicking in the yellow navigation bar.
9. At this step, you will need to load the Draft Letter of Offer, Compensation Analysis, and AARF (if the position has placement goals). This can be done at the department or divisional level.

## Submitting a Request to Hire

**UWM Employment**  
Search and Apply for UWM Jobs Online

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

• Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View. Monday, June 23, 2008  
Your Current Group: Director/Dept Chair.

### View/Edit Posting - RESEARCH SPECIALIST

**Reports**  
**Posting Preview**

|            |                 |           |        |                            |                        |            |                 |          |                 |
|------------|-----------------|-----------|--------|----------------------------|------------------------|------------|-----------------|----------|-----------------|
| Applicants | Posting Details | Documents | Budget | Posting Specific Questions | Disqualifying / Points | Guest User | Hiring Proposal | Comments | Notes / History |
|------------|-----------------|-----------|--------|----------------------------|------------------------|------------|-----------------|----------|-----------------|

[<< RETURN TO PREVIOUS](#)    [CONTINUE TO NEXT PAGE >>](#)

\*Required information is denoted with an asterisk.

|   |                               |                            |
|---|-------------------------------|----------------------------|
| Candidate Selected:   | Revak, Katelyn                |                            |
| Recommended Salary:   | No Response<br>Revak, Katelyn |                            |
| Start Date:   | <input type="text"/>          | MM/DD/YYYY -or- MM-DD-YYYY |
| If probationary, amount of prior service credit:  | <input type="text"/>          |                            |
| If fixed terminal, rolling horizon or fixed renewable place indicate dates of contract: | <input type="text"/>          | MM/DD/YYYY -or- MM-DD-YYYY |
| From:   | <input type="text"/>          |                            |
| To:   | <input type="text"/>          | MM/DD/YYYY -or- MM-DD-YYYY |
| <b>FACULTY APPOINTMENTS ONLY</b>  |                               |                            |
| Length of Initial Appointment:  | <input type="text"/>          |                            |
| Degree Contingency:   | <input type="text"/>          |                            |
| Prior Service Credit Time :   | <input type="text"/>          |                            |
| Prior Service Credit Institution :  | <input type="text"/>          |                            |
| Prior Service Credit Title :  | <input type="text"/>          |                            |

Done

Start | Inbox for vankleef@uw... | Van Kleef, Stacy - Jun. ... | University of Wiscons... | Document1

10. Continue to the Hiring Proposal tab by clicking in the yellow navigation bar to complete the last step before sending your request forward for approval.
11. You will indicate the candidate you have selected and then complete all necessary information in the form. Again, this can be completed at the department or divisional level.

## Submitting a Request to Hire

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

**UWM Employment**  
Search and Apply for UWM Jobs Online

**Job Postings**  
Active Postings  
Pending Postings  
Historical Postings  
**Create Posting**  
From Template  
From Previous  
**Admin**  
Home  
Change Default View  
Change User Type  
Logout  
Logout of Supervisor/Manager

\*Required information is denoted with an asterisk.

|  |   |
|--|---|
| Candidate Selected:  | <input type="text" value="Revak, Katelyn"/>     |
| Recommended Salary:  | <input type="text"/>                            |
| Start Date:  | <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY |
| If probationary, amount of prior service credit:   | <input type="text"/>                            |
| If fixed terminal, rolling horizon or fixed renewable place indicate dates of contract:<br>From: | <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY |
| To:  | <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY |
| <b>FACULTY APPOINTMENTS ONLY</b>   |   |
| Length of Initial Appointment:   | <input type="text"/>                            |
| Degree Contingency:  | <input type="text"/>                            |
| Prior Service Credit Time :  | <input type="text"/>                            |
| Prior Service Credit Institution :   | <input type="text"/>                            |
| Prior Service Credit Title :   | <input type="text"/>                            |
| Prior Seniority (years):   | <input type="text"/>                            |
| Effective Date of Seniority:   | <input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY |

\*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

**SAVE AND STAY ON THIS PAGE**

CANCEL **VIEW POSTING SUMMARY >>**

Done

Start | Inbox for vankleef@uw... | Van Kleef, Stacy - Jun. ... | University of Wiscons... | Document1

12. Click Save and Stay on this Page to save the entry you have done.

13. Click View Posting Summary to continue to the last page.

## Submitting a Request to Hire

UNIVERSITY of WISCONSIN  
**UWMILWAUKEE**

**UWM Employment**  
Search and Apply for UWM Jobs Online

Job Postings  
Active Postings  
Pending Postings  
Historical Postings  
Create Posting  
From Template  
From Previous  
Admin  
Home  
Change Default View  
Change User Type  
Logout  
Logout of Supervisor/Manager

Welcome **Stacy Van Kleef**. You are logged in as Linda Berg with Department View.  
Your Current Group: Director/Dept. Chair. Monday, June 23, 2008

### View Posting Summary - RESEARCH SPECIALIST

[Printer-Friendly Version](#)

Please review the details of the posting carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the posting, click the **Edit** link. To exit the posting without making any changes, click the **Cancel** button.

[Reports](#)  
[Posting Preview](#)

[Edit](#)

**Posting Status**

Save  
 Send Interviewees/Hire to Dean/Division Head

**CANCEL** **CONTINUE**

**Posting Details**

|                                 |                             |
|---------------------------------|-----------------------------|
| Posting Number:                 | 0800002                     |
| Official Title:                 | RESEARCH SPECIALIST         |
| <b>DEPARTMENT INFORMATION:</b>  |                             |
| Working Title:<br>(For AS & LI) |                             |
| Position Type:                  | Non-Teaching Academic Staff |
| Position Number:                | 8175                        |
| UDDS CODE:                      | B3431                       |
| Department:                     | WATER INSTITUTE             |
| Internal vs External Search:    | External                    |
|                                 | Young, Karen                |

Done

Start | Inbox for vankleef@uw... | Van Kleef, Stacy - Jun. ... | University of Wiscons... | Docume

14. To send your request forward for approval, select Send Interviewees/Hire to Dean/Division Head.
15. Click Continue.

# Submitting a Request to Hire

The screenshot shows the UWM Employment website interface. At the top left is the University of Wisconsin-Milwaukee logo. At the top right, it says "UWM Employment Search and Apply for UWM Jobs Online". A navigation menu on the left includes "Job Postings" (Active, Pending, Historical), "Create Posting" (From Template, From Previous), and "Admin" (Home, Change Default View, Change User Type, Logout, Logout of Supervisor/Manager). A welcome message at the top right says "Welcome Stacy Van Kleef. You are logged in as Linda Berg with Department View. Your Current Group: Director/Dept Chair. Monday, June 23, 2008". The main content area is titled "Confirm Change Posting Status" and contains the text "The following Action is about to be submitted". Below this is a dark brown box with the text "Posting Status" and "Send Interviewees/Hire to Dean/Division Head". At the bottom of this box are two buttons: "GO BACK" and "CONFIRM".

16. Finally, click Confirm to send your request forward for approval.