



Reference Guide JobAps - Getting Started

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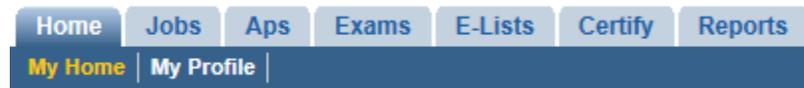
JobAps: Getting Started

Before You Begin

You must have a registered account before you start using JobAps functions. To get a registered account please have your supervisor email the required forms to the JobAps Administrators at DHR.RASSystems@sfgov.org. Required forms can be located in the HR Forum.

Overview of the JobAps Administrative Suite

The information and potential tasks located within each of the JobAps Administrative Suite tabs is outlined below:



Home Tab

- a. My Home
 - view your personal work list
 - view current and closed recruitment statistics
 - access 360 report

- b. My Profile

- edit your name, title and position
- edit your email address
- change your password

Jobs Tab

- filter and search for job listings
- access recruitment planners
- create job announcement
- design supplemental questionnaires
- manage question library and create questions

Aps Tab

- view and search applications
- review and annotate applications
- send notices to applicants
- search and share applications with hiring manager
- add/edit applications (not recommended)

Exams Tab

- plan and manage exam phases
- schedule and notify applicants
- score exams and update applicants through exam phases
- convert applicants to 700-1000 points scale
- rank applicants

E-List Tab

- view and process certified lists
- share lists
- manage shared lists

Certify Tab

- view and process certified lists

Report Tab

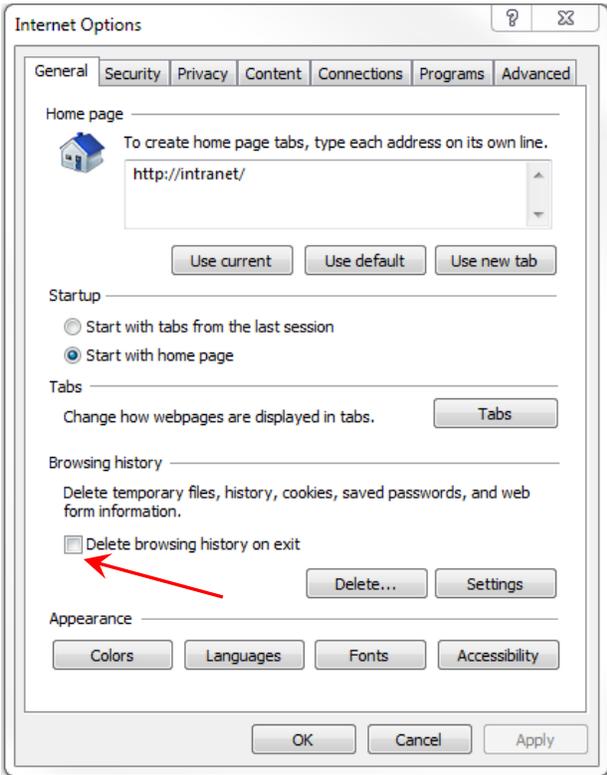
- generate cross tab reports
- generate applicant reports
- generate jobs reports
- generate applicant flow reports
- generate tentative eligible lists
- generate custom reports

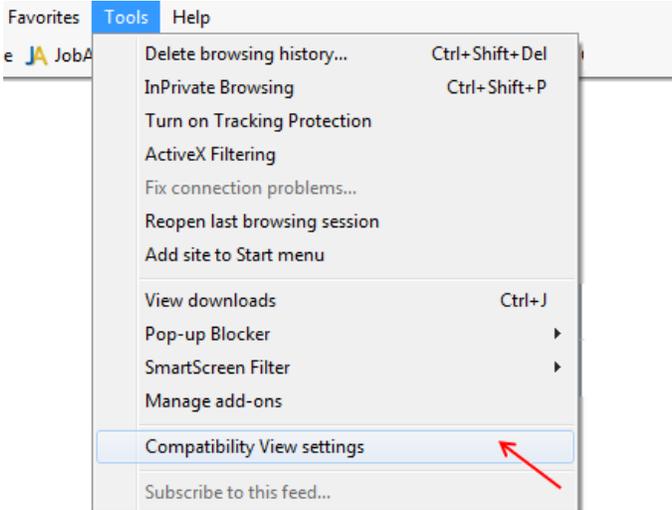
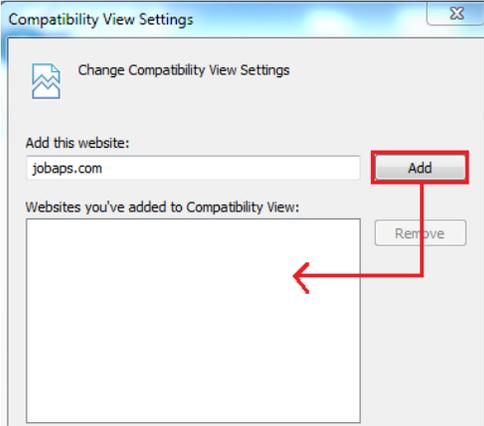


Reference Guide JobAps - Getting Started

Logging In

| Step | Action | | | | | | |
|---------------|--|---------------|-------------------------------|------------|----------|-----------------------------------|--|
| 1. | Open Internet Explorer (many features and functions will not work when accessing JobAps from Firefox or other browsers) on your computer and go to this website: www.jobaps.com/sf/admin | | | | | | |
| 2. | <p>You must use the Bookmark My JobAps Administrative Suite link to bookmark the JobAps login page. If this link is not showing, proceed to step 4 to turn on compatibility view.</p> <div style="text-align: center;"><p>Welcome to JobAps for City and County of San Francisco</p><table border="1"><tr><td>Email Address</td><td><input type="text" value=""/></td><td>@sfgov.org</td></tr><tr><td>Password</td><td><input type="password" value=""/></td><td></td></tr></table><p>Enter Admin Suite Reset Form</p><p>Bookmark My JobAps Administrative Suite</p></div> <p>NOTE: Using “Add to Favorites” or sending a link to your desktop will not work! If you want a shortcut to the page on your desktop, the link must direct to www.jobaps.com/sf/admin and <u>not</u> the EnterAdmin.aspx page.</p> | Email Address | <input type="text" value=""/> | @sfgov.org | Password | <input type="password" value=""/> | |
| Email Address | <input type="text" value=""/> | @sfgov.org | | | | | |
| Password | <input type="password" value=""/> | | | | | | |
| 3. | <p>Before you sign in and enter the JobAps Administrative Suite, turn off the pop-up blocker in Internet Explorer’s browser settings. This will allow JobAps to function properly when opening additional windows.</p> <p>Click the Tools menu.</p> <p>Highlight Pop-up Blocker in the Tools menu, then...</p> <p>Select Turn Off Pop-up Blocker.</p>  | | | | | | |

| Step | Action |
|------|---|
| 4. | <p>If you are using Internet Explorer 10 or above, compatibility view must be turned on for jobaps.com. If compatibility view is not on, many functions and buttons within JobAps will not work. (If using an older version of Internet Explorer, skip to Step 6.)</p> <p>To activate compatibility view, FIRST ensure that your browsing history does NOT delete upon exiting Internet Explorer.</p> <p>Click the Tools menu.</p>  <p>Select Internet Options.</p> <p>On the 'General' tab, make sure that "Delete browsing history on exit" is NOT checked.</p>  |

| Step | Action |
|------|---|
| 5. | <p><u>After</u> completing step 4, select Compatibility View Settings in the Tools menu.</p> <div style="text-align: center;">  </div> <p>Add "jobaps.com" to the top box. Then, click the Add button to move jobaps.com to the bottom box of websites you've added to Compatibility View.</p> <div style="text-align: center;">  </div> <p>Click Close. If you were in JobAps when performing these steps and your computer switches you to a screen that looks like a profile page, fully exit Internet Explorer and re-open it.</p> |



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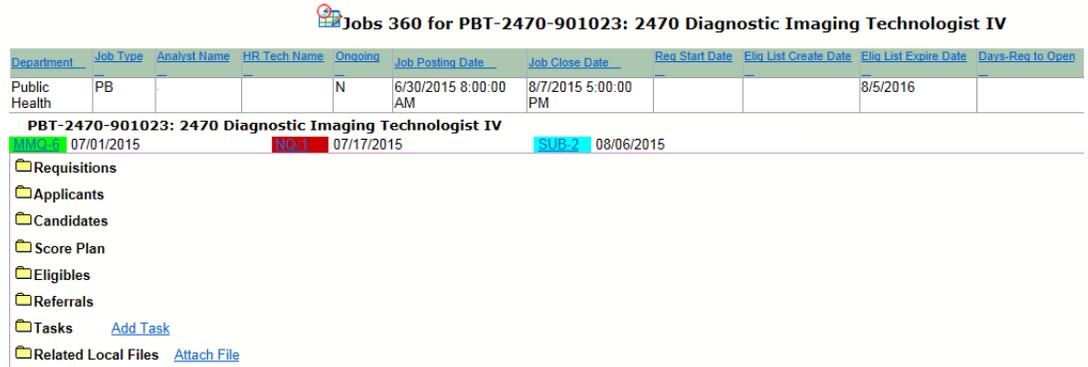
| Step | Action |
|------|---|
| 6. | <p style="text-align: center;">Welcome to JobAps for City and County of San Francisco</p> <div style="text-align: center;"> </div> <p>Now that you've turned off pop-up blockers and enabled compatibility view, sign into the JobAps suite.</p> <p>Enter your email address and password and click Enter Admin Suite. Note: Even if your e-mail ends in another city domain, keep the extension on the login page as @sfgov.org.</p> |
| 7. | <p>If you forgot your password, send an e-mail to the JobAps Administrators at DHR.RASSystems@sfgov.org to request your password to be reset. However, before doing so, please remember that JobAps passwords include at least one character, at least one number and at least one special character. If the password you were trying does not include all of these, please try again in order to avoid delays.</p> |
| 8. | <p>If your password was entered correctly, your should now see your Home page. Note that you may have less or more tabs than shown in these instructions, depending on your level of security access.</p> <div style="text-align: center;"> </div> |



Reference Guide JobAps - Getting Started

Home Page

| Step | Action |
|------|--|
| 1. | <p>Under your personal work list, tasks appear with the due date and a link to the actual task description. You can create tasks for yourself and other JobAps users via the Jobs 360 page.</p> <p>For example, if a Recruitment Plan has been created but the associated Bulletin (Job Announcement) has not, you will receive a reminder on your work list.</p> <p>As another example, if the Supplemental Questionnaire box has been checked on the Recruitment Plan and the Supplemental Questionnaire has not yet been created, you will receive a reminder on your work list.</p> <div data-bbox="462 730 1356 1075" data-label="Image"> </div> |
| 2. | <p>This is the My Profile page. You can change your email address, your password and other personal information. You are required to enter your phone number and e-mail address.</p> <div data-bbox="511 1165 1299 1675" data-label="Form"> </div> <p>Click Submit Updated Profile after you update your information.</p> <p>Note: The checkboxes at the bottom of this page after “Position” determine the dropdown boxes in the system that will show your name. Therefore, check all that apply so that your name will be available in the applicable dropdowns.</p> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|--|------------|----------------|------------------|-------------------|---------------------------|-------------------|---------------------------------|---------|------------|---------|---|---|---|---|---|---|---------------------------|----|---------------------------------|--|---|-----|---|---|---|---|------------------------|---|--------------------------------|--|
| 3. | <p>Statistics for My Open Jobs presents a grid of data for your open jobs.</p>  <p>Click the Show Recruitments link.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>The statistics for open jobs include: Number of hits to the job posting; Days left until the recruitment closes; Number of aps started; Number of aps submitted; Number of online aps submitted; Number of paper aps submitted; Job Title; Recruitment Type; and Job/Recruitment Number with a link to Jobs 360. You can sort any of the columns by clicking on the column header.</p>  <table border="1" style="margin-left: 20px;"> <caption>Statistics for All Open Jobs:</caption> <thead> <tr> <th># Hits</th> <th>Days Left</th> <th>#Aps Start</th> <th>#Aps Submitted</th> <th>#Paper Submitted</th> <th>#Online Submitted</th> <th>Open Job Title</th> <th>Type</th> <th>Job Number</th> <th>Jobs360</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>6</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>1842 Management Assistant</td> <td>PV</td> <td>TPV-1842-011111</td> <td></td> </tr> <tr> <td>0</td> <td>180</td> <td>1</td> <td>1</td> <td>1</td> <td>0</td> <td>Agricultural Inspector</td> <td>P</td> <td>sf1-3450-20779</td> <td></td> </tr> </tbody> </table> | # Hits | Days Left | #Aps Start | #Aps Submitted | #Paper Submitted | #Online Submitted | Open Job Title | Type | Job Number | Jobs360 | 4 | 6 | 1 | 0 | 0 | 0 | 1842 Management Assistant | PV | TPV-1842-011111 | | 0 | 180 | 1 | 1 | 1 | 0 | Agricultural Inspector | P | sf1-3450-20779 | |
| # Hits | Days Left | #Aps Start | #Aps Submitted | #Paper Submitted | #Online Submitted | Open Job Title | Type | Job Number | Jobs360 | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 6 | 1 | 0 | 0 | 0 | 1842 Management Assistant | PV | TPV-1842-011111 | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 180 | 1 | 1 | 1 | 0 | Agricultural Inspector | P | sf1-3450-20779 | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | <p>The 360 button allows you to have a 360° view of the recruitment. You can view reports of all information associated with a particular recruitment, including applications and score plan. Click the 360 button. </p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>The 360 report will show the status of the applications for that recruitment. Each color holds a status code and a number.</p>  <p>In this example, there are 6 applications that are "MMQ" – Meets Minimum Qualifications; 1 application is "NQ" – Not Qualified; and 2 applications are "SUB" – Submitted.</p> <p>Each disposition can be clicked to get a list of names of the applicants under the specific disposition selected.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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|--------|---|-------------------|----------------|-------------------|----------------------------------|---------------|---------------------------------|---------|------------|---------|----|---|---|--|--|------------------|----|---------------------------------|--|-------|-----------|--------|-----------|------|----------|--|--|--|----|---|---|--|--|----------------------------------|----|---------------------------------|--|--------|-----------|--|--|--|--|--|--|--|----|---|---|--|--|----------------|---|---------------------------------|--|-------|----------|------|-----------|------|----------|-------|----------|--|----|---|---|--|--|----------------|----|---------------------------------|--|-------|-------|-------|-------|--|--|--|--|--|----|---|---|--|--|----------------|---|---------------------------------|--|-------|-----------|--------|-----------|--|--|--|--|--|----|---|---|--|--|----------------|----|---------------------------------|--|-------|-----------|------|-----------|--|--|--|--|--|----|---|---|--|--|----------------|----|---------------------------------|--|
| 7. | <p>Statistics for My Closed Jobs (those for which you have been assigned as the analyst or support staff) include application status and a link to Jobs 360. Click on Show Jobs under the Statistics for My Closed Jobs heading.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | <p>Similar to the Open Jobs 360 report, you will see the status of the applications for each closed recruitment.</p> <p>Statistics for All Closed Jobs with a Create List Date in the Recruitment Planner that is blank or less than 2 months old:</p> <p>Hide Jobs</p> <table border="1"> <thead> <tr> <th>#Aps</th> <th>#ER</th> <th>#Days Req to List</th> <th>Req Start Date</th> <th>Adoption Date</th> <th>Closed Job Title</th> <th>Type</th> <th>Job Number</th> <th>Jobs360</th> </tr> </thead> <tbody> <tr> <td>75</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 - Manager I</td> <td>PB</td> <td>PBT-0922-053978</td> <td></td> </tr> <tr> <td>NQ-84</td> <td>8/29/2007</td> <td>MMQ-10</td> <td>8/29/2007</td> <td>WD-1</td> <td>9/2/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>66</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 Business Services Manager I</td> <td>PE</td> <td>PEX-0922-055156</td> <td></td> </tr> <tr> <td>SUB-66</td> <td>9/29/2008</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>23</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 Manager I</td> <td>P</td> <td>PBT-0922-053710</td> <td></td> </tr> <tr> <td>NQ-13</td> <td>7/3/2007</td> <td>NO-2</td> <td>7/17/2007</td> <td>FO-4</td> <td>8/8/2007</td> <td>MMC-4</td> <td>8/8/2007</td> <td></td> </tr> <tr> <td>16</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 Manager I</td> <td>PB</td> <td>PBT-0922-054126</td> <td></td> </tr> <tr> <td>NQ-11</td> <td>#####</td> <td>MMQ-5</td> <td>#####</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>29</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 Manager I</td> <td>P</td> <td>PBT-0922-054779</td> <td></td> </tr> <tr> <td>NQ-12</td> <td>4/19/2008</td> <td>MMQ-17</td> <td>7/10/2008</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 Manager I</td> <td>PB</td> <td>PBT-0922-057665</td> <td></td> </tr> <tr> <td>MMQ-9</td> <td>5/15/2011</td> <td>NQ-7</td> <td>5/23/2011</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>50</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0922 Manager I</td> <td>PE</td> <td>PEX-0922-057343</td> <td></td> </tr> </tbody> </table> | #Aps | #ER | #Days Req to List | Req Start Date | Adoption Date | Closed Job Title | Type | Job Number | Jobs360 | 75 | 0 | 0 | | | 0922 - Manager I | PB | PBT-0922-053978 | | NQ-84 | 8/29/2007 | MMQ-10 | 8/29/2007 | WD-1 | 9/2/2007 | | | | 66 | 0 | 0 | | | 0922 Business Services Manager I | PE | PEX-0922-055156 | | SUB-66 | 9/29/2008 | | | | | | | | 23 | 0 | 0 | | | 0922 Manager I | P | PBT-0922-053710 | | NQ-13 | 7/3/2007 | NO-2 | 7/17/2007 | FO-4 | 8/8/2007 | MMC-4 | 8/8/2007 | | 16 | 0 | 0 | | | 0922 Manager I | PB | PBT-0922-054126 | | NQ-11 | ##### | MMQ-5 | ##### | | | | | | 29 | 0 | 0 | | | 0922 Manager I | P | PBT-0922-054779 | | NQ-12 | 4/19/2008 | MMQ-17 | 7/10/2008 | | | | | | 16 | 0 | 0 | | | 0922 Manager I | PB | PBT-0922-057665 | | MMQ-9 | 5/15/2011 | NQ-7 | 5/23/2011 | | | | | | 50 | 0 | 0 | | | 0922 Manager I | PE | PEX-0922-057343 | |
| #Aps | #ER | #Days Req to List | Req Start Date | Adoption Date | Closed Job Title | Type | Job Number | Jobs360 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75 | 0 | 0 | | | 0922 - Manager I | PB | PBT-0922-053978 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NQ-84 | 8/29/2007 | MMQ-10 | 8/29/2007 | WD-1 | 9/2/2007 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 66 | 0 | 0 | | | 0922 Business Services Manager I | PE | PEX-0922-055156 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUB-66 | 9/29/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 0 | 0 | | | 0922 Manager I | P | PBT-0922-053710 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 16 | 0 | 0 | | | 0922 Manager I | PB | PBT-0922-054126 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NQ-11 | ##### | MMQ-5 | ##### | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 0 | 0 | | | 0922 Manager I | P | PBT-0922-054779 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NQ-12 | 4/19/2008 | MMQ-17 | 7/10/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 0 | 0 | | | 0922 Manager I | PB | PBT-0922-057665 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MMQ-9 | 5/15/2011 | NQ-7 | 5/23/2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 | 0 | 0 | | | 0922 Manager I | PE | PEX-0922-057343 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Reference Guide JobAps - Getting Started

Icons

These icons are commonly found in JobAps.



Chooser - You will see the Chooser icon in the Jobs, Aps, Exams, E-List and Reports tabs. Chooser is used to select information (data) entered into JobAps, such as recruitment number, last name, first name, dispositions and last notice.



Filter/Search - You will see the Filter/Search icon in the Jobs, SQ Design and Qu Library tabs. Filter/Search is used to filter and select recruitment numbers, supplemental questionnaires and questions in the Question Library.



Edit/View Planner – You will see the Planner icon in the Jobs tab. Edit/View Planner is used to open the planner screen so that you can input recruitment posting information such as open and close dates, job title, salary, number of refusals, cert rule, required documents, and eligible list posting and adoption dates.



Calendar - The Calendar icon appears next to any date field in JobAps. When you click this icon, a calendar pops up allowing you to select the date.



Go - You will only see the Go icon in the Announcement tab. You use the Go icon to retrieve your announcement after you select the recruitment number. It works like the enter key. If you do not click on the Go icon after you select the recruitment number, JobAps will not pull up your announcement.



Close/Cancel - You will see the Close/Cancel icon in the recruitment planner when you send a notice, preview a notice, preview a supplemental questionnaire and preview a web-based report, as well as in various pop-up screens in the system. **You should always close a window by clicking the Close/Cancel icon.** Failure to use the Close/Cancel icon may lock certain areas of JobAps, such as planners, and will prevent others from being able to access them.

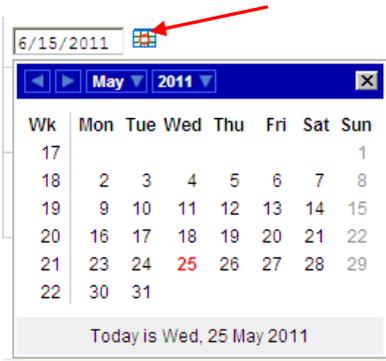
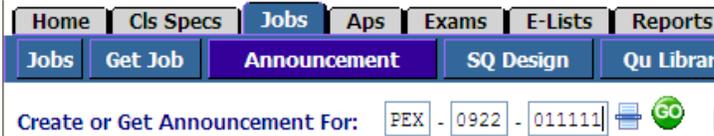


360 - You will see the 360 icon in the Home and Jobs tabs. This icon creates a table that provides information on the status of your applicants for a particular recruitment.

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------------|------------------|-----------------|-----------------------|-----------------|-------------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|----------------------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|-----------------------|-----------------|-----------------------------|
| The following pages go over where you will see the icons used in JobAps, and how to use them. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | <p>Often in JobAps you are searching for a specific group of applications or job requisitions, and you need to narrow your search. This is the Chooser icon. </p> <p>Use the Chooser icon to select values within JobAps.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Job</p> <p>Job Number: Plan <input type="text"/> - <input type="text"/> - <input type="text"/> </p> <p>Job Title: <input type="text"/></p> <p>Class Title: <input type="text"/></p> </div> <p>In this example, there is a Chooser icon next to the Job Number field. Use the Chooser to search for a recruitment.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>A list of ACTIVE recruitment IDs from which to select is presented. The easiest way to locate a recruitment planner is to use the “Search” box to narrow the available results.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="background-color: #2e5496; color: white; padding: 2px;">Recruitment Number Chooser close</div> <div style="padding: 5px;"> <p style="text-align: right;">Search <input style="width: 100px;" type="text" value="1822"/> APPLY</p> <p style="text-align: right; font-size: small;">First Prev Page 1 Next Last</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #2e5496; color: white;"> <th style="text-align: left;">SELECT</th> <th style="text-align: left;">REC/LEVEL NUMBER</th> <th style="text-align: left;">REC/LEVEL TITLE</th> </tr> </thead> <tbody> <tr><td><input type="radio"/></td><td>PEX-1822-065643</td><td>1822 - Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-059431</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-062346</td><td>1822 Administrative Analyst</td></tr> <tr style="background-color: #e6e6fa;"><td><input checked="" type="radio"/></td><td>PBT-1822-062396</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-062477</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-062630</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-063533</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-063539</td><td>1822 Administrative Analyst</td></tr> <tr style="background-color: #ffe4b5;"><td><input type="radio"/></td><td>PBT-1822-063585</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-064085</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-064286</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-064384</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-064402</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-064512</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PBT-1822-064830</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PEX-1822-062727</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PEX-1822-062782</td><td>1822 Administrative Analyst</td></tr> <tr style="background-color: #ffff00;"><td><input type="radio"/></td><td>PEX-1822-062800</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PEX-1822-062850</td><td>1822 Administrative Analyst</td></tr> <tr><td><input type="radio"/></td><td>PEX-1822-063530</td><td>1822 Administrative Analyst</td></tr> </tbody> </table> <p style="font-size: x-small; margin-top: 5px;"> P = Pending O = Open C = Closed <input type="button" value="SELECT"/> <input type="button" value="CANCEL"/> </p> </div> </div> <p>Select the appropriate recruitment ID by clicking on the corresponding bubble. After choosing the item in the list, you must click the Select button.</p> <p>Note: If you know a recruitment number and it does not show in the chooser list, the recruitment has been deactivated either due to being old/unused, because the eligible list expired, or because a request was made to inactivate. See Step 3 for accessing a deactivated recruitment.</p> | SELECT | REC/LEVEL NUMBER | REC/LEVEL TITLE | <input type="radio"/> | PEX-1822-065643 | 1822 - Administrative Analyst | <input type="radio"/> | PBT-1822-059431 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-062346 | 1822 Administrative Analyst | <input checked="" type="radio"/> | PBT-1822-062396 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-062477 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-062630 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-063533 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-063539 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-063585 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-064085 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-064286 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-064384 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-064402 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-064512 | 1822 Administrative Analyst | <input type="radio"/> | PBT-1822-064830 | 1822 Administrative Analyst | <input type="radio"/> | PEX-1822-062727 | 1822 Administrative Analyst | <input type="radio"/> | PEX-1822-062782 | 1822 Administrative Analyst | <input type="radio"/> | PEX-1822-062800 | 1822 Administrative Analyst | <input type="radio"/> | PEX-1822-062850 | 1822 Administrative Analyst | <input type="radio"/> | PEX-1822-063530 | 1822 Administrative Analyst |
| SELECT | REC/LEVEL NUMBER | REC/LEVEL TITLE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PEX-1822-065643 | 1822 - Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-059431 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-062346 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> | PBT-1822-062396 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-062477 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-062630 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-063533 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-063539 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-063585 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-064085 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-064286 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-064384 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-064402 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-064512 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PBT-1822-064830 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PEX-1822-062727 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PEX-1822-062782 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PEX-1822-062800 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PEX-1822-062850 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | PEX-1822-063530 | 1822 Administrative Analyst | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|---|-----------------|-------------------------------------|----------------|---------------|----------------|------------------------|--------------|------------------------|--------------|-----------------------------|---------------------------|------------------|----------|---------|--|--|-----------------|-------------------------------------|------|---|----|----|----|----|-----------|-----------------------------|---------------------------|--|
| 3. | <p>Another way to search is by filtering data in the database so that only the items you want to see are returned, such as those from your department only.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <p>0 records displayed per page First Prev Page 1/1 Next Last</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 5%;">Edit/ View</th> <th style="width: 5%;">Locked/ Unlock</th> <th style="width: 15%;">Recruit #</th> <th style="width: 15%;">Job Title</th> <th style="width: 5%;">#Days Close</th> <th style="width: 5%;">#Exam Rows</th> <th style="width: 5%;">#Aps Requ</th> <th style="width: 5%;">#Aps Sub- mitted</th> <th style="width: 5%;">#ER Now</th> <th style="width: 5%;">#ER Ever</th> <th style="width: 5%;">Open Date</th> <th style="width: 5%;">Web Post Date</th> <th style="width: 5%;">Deadline</th> <th style="width: 5%;">Analyst</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>PBT-1244-056604</td> <td>1244 Senior Personnel Analyst</td> <td>-218</td> <td>4</td> <td>88</td> <td>66</td> <td>10</td> <td>13</td> <td>10/4/2010</td> <td>10/4/2010 12:00:00 PM</td> <td>10/19/2010 11:59:00 PM</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">First Prev Page 1/1 Next Last</p> <p>When there is a Filter section on a page, you can select from the dropdown choices to filter the items so you see only the items you want. Use the Filter and List Matching Jobs (or Apps, etc.) icon to return your filtered list of data.</p> <p>Note: If a recruitment has been deactivated in the system, you can use this method to find old recruitment numbers in your department for reference. You can find the announcement following the next step.</p> | Edit/ View | Locked/ Unlock | Recruit # | Job Title | #Days Close | #Exam Rows | #Aps Requ | #Aps Sub- mitted | #ER Now | #ER Ever | Open Date | Web Post Date | Deadline | Analyst | | | PBT-1244-056604 | 1244 Senior Personnel Analyst | -218 | 4 | 88 | 66 | 10 | 13 | 10/4/2010 | 10/4/2010 12:00:00 PM | 10/19/2010 11:59:00 PM | |
| Edit/ View | Locked/ Unlock | Recruit # | Job Title | #Days Close | #Exam Rows | #Aps Requ | #Aps Sub- mitted | #ER Now | #ER Ever | Open Date | Web Post Date | Deadline | Analyst | | | | | | | | | | | | | | | | |
| | | PBT-1244-056604 | 1244 Senior Personnel Analyst | -218 | 4 | 88 | 66 | 10 | 13 | 10/4/2010 | 10/4/2010 12:00:00 PM | 10/19/2010 11:59:00 PM | | | | | | | | | | | | | | | | | |

| Step | Action |
|------|---|
| 4. | <p>Once you have selected a recruitment from either the chooser or by filtering, you can open the recruitment planner by clicking on the Edit/View Planner icon. </p> <p>This will open the recruitment planner, where information such as open, close, adoption and expiration dates can be found. A link to the announcement (View Posting) is also at the top of the page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'Edit an Existing Job' interface for '1244 Senior Personnel Analyst'. It includes tabs for 'Basic', 'Requirements', 'Selection Procedure', 'Comments', 'Advertisement', and 'Extra Fields'. The 'Basic' tab is active, showing fields for Job Title, Sub-Title, Specialty, Job Number, Analyst, Mgr/Clerk, Dates (Adoption, Target List, Deactivation, List Expires, List Extended), Web Posting Date, Job Open Date, Supplemental (checked), and Job Close Date.</p> </div> <p>Note 1: You <u>MUST</u> use the Close/Cancel icon or Save&Exit when exiting this screen. Failing to do so will lock your planner so that it cannot be opened by others. If you accidentally lock the planner, you can easily unlock it by going back in and properly exiting.</p> <p>Note 2: If you find that the buttons along the top of the planner are not showing, you have likely been upgraded to a newer version of Internet Explorer. Please go back to page 3 of this document and follow the instructions for activating Compatibility View. You will get kicked out of JobAps and will need to close the tab you were in, re-open a new tab and log in again. Please re-visit the recruitment planner and exit properly as it would have likely been locked by this process.</p> |

| Step | Action |
|------|--|
| 5. | <p>Next to date fields in JobAps you will find the calendar icon. Click this icon and a pop-up calendar appears from which to select your date. Click the Calendar button.</p>  <p>Click on the date you want from the calendar. Notice that the date you selected from the pop-up calendar now appears in the field. You can click on the “Today” line at the bottom of the calendar, as well, to quickly jump to the current date.</p> |
| 6. | <p>The GO icon is to start an action or to retrieve data that you have selected.</p>  <p>In this example, a job announcement number has been selected, and now you want to edit it. When you click Go, the announcement editor is opened for you.</p> |
| 7. | <p>Many pages have an icon that is used to close the current view. This icon is called the Close/Cancel icon.</p>  <p>When you click on the Close/Cancel icon, this window or view will close.</p> <p><u>Do not close windows using the red X in the upper left corner of your browser. This may cause problems and complications with your ability to navigate JobAps.</u></p> |
| 8. | <p>Use the 360 icon to view the status of the applications for a specific recruitment.</p>  |
| 9. | <p>When you are finished using JobAps, be sure to always use the Exit icon to exit JobAps.</p>  |