



DMC Jobs POST A POSITION AND REVIEW APPLICANTS Quick User Guide


How to Log in and Navigate

LOG IN:

<https://dmjobs.delmar.edu/hr>

Ensure you are using the correct user group for the position you need to access. Use the drop-down box and refresh arrow at the top right-hand corner to toggle user groups.

How to Request a Job Posting

1. Verify you are in the POSITION MANAGEMENT module (**orange**) and the Hiring Manager user group.
2. Hover the mouse over **Position Descriptions** and then select either Staff or Faculty.
3. Click on the job title of the vacant position.
4. Select  **Modify and Post**
5. Click on **Start**.

6. Classification

Click on 

7. Position Details

Review all fields, correcting information as needed.

8. Employee

Skip this field. Do not vacate if given this option so we know what position is being replaced.

9. Supervisory Position

Update as needed.

10. Action Summary

Review for final submission.

11. Submit for Approval

Hover over the orange box on the right



Select the appropriate workflow action. You will have the opportunity to add comments.

How to Approve a New Position Request

1. Verify you are using the appropriate user group for the position.
2. Once logged in, go to the POSITION MANAGEMENT module. The job title will immediately appear in the middle of your screen inside your **Inbox**, or located under the Actions tab. Click on the job title to view a summary of the posting details and modify if needed.

3. Hover over the orange bar that says



Select the appropriate workflow action. You will have the opportunity to add comments.

How to Review Applications

1. Verify you are in the “Applicant Tracking” module (blue) and the Search Chair or Search Committee user group.
2. Select ‘**Postings**’ and select the desired posting.
3. Click on the ‘**Applicants**’ tab.
4. Click on the applicant’s name to review all submitted application materials.

How to Evaluate and Rank Applicants

1. Verify you are in the “APPLICANT TRACKING” module (blue) and the **Search Chair** or **Search Committee Member** user group.
2. Select ‘**Postings**’ and select the desired posting.
3. Click on the ‘**Applicants**’ tab.
4. Hover over the ‘**Actions**’ button.
5. Click on ‘**Evaluate Applicants**’.

6. Evaluate and Save.
7. **Ensure all applicants have been evaluated.**

How to Determine Who to Interview

The Search Chair is responsible for ensuring all applicants are evaluated by each search committee member before determining who to interview.

1. Verify you are using the Search Chair user group.
2. Select '**Postings**' and select the desired posting.
3. Click on the '**Applicants**' tab.
4. Hover over '**Actions**' and choose to Download Applicants Evaluations. Open the Excel spreadsheet and verify each committee member has evaluated each applicant. Email spreadsheet to HR.
5. Once HR approves spreadsheet, return to the '**Applicants**' tab.
6. Hover over '**Open Saved Search**' and select '**RANKING CRITERIA MATRIX – TALLIED RESULTS**'.
7. Select the applicants with the highest scores and move in workflow to 'Interview Requested'. ***DO NOT** begin scheduling interview(s) until HR has moved applicant(s) to "Interview Approved".
8. Move all remaining applicants in their applicable workflow.

How to Make Status Changes and Move Applicants in the Workflow

1. Verify you are in the "Applicant Tracking" module (blue) and the Search Chair user group.
2. Select '**Postings**' and select the desired posting.
3. Click on the '**Applicants**' tab.
4. Check the box to the left of the applicant(s) name for whom you want to change the status of.
5. Hover of the '**Actions**' button.
6. Click '**Move in Workflow**'.
7. Select the status change and reason.
8. Save changes.

How to Create a Hiring Proposal

1. Verify you are using the Search Chair user group.
2. Select '**Postings**' and select the desired posting.
3. Click on the '**Applicants**' tab.
4. Ensure HR has moved the applicant to 'Finalist Approved' and select the applicant.
5. Click 'Start Faculty Hiring Proposal' or 'Start Staff Hiring Proposal'.

6. Scroll down to the Justification and enter total number of candidates interviewed.
7. **Candidate Selection Analysis**
Why has this person been selected as the top candidate? Provide a thorough rationale for the selection of your finalist.
8. Enter recommended salary and Start Date if known.
9. Hover over '**Take Action on Hiring Proposal**' and select appropriate workflow.

How to Approve a Hiring Proposal

1. Verify you are using the appropriate user group for the position.
2. Click '**Hiring Proposals**' at the top of your screen.
3. Select the title of the position.
4. Make edits if necessary.
5. Hover over 'Take Action on Hiring Proposal' and Approve or Return. You will have the opportunity to add comments.

If you have any questions, please contact your designated [HR Liaison](#) in the Human Resources Department.