

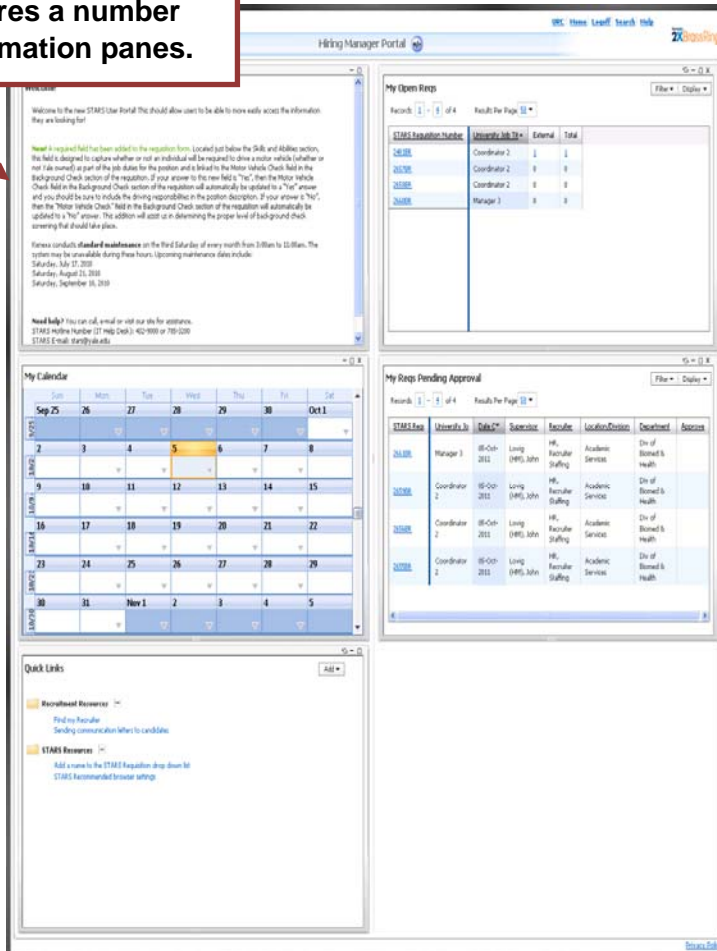
Hiring Manager Portal Quick Guide

1. Overview

The user interface for STARS features a series of 5 dynamic panels that can be moved around at the user's preference. These panels include the following:

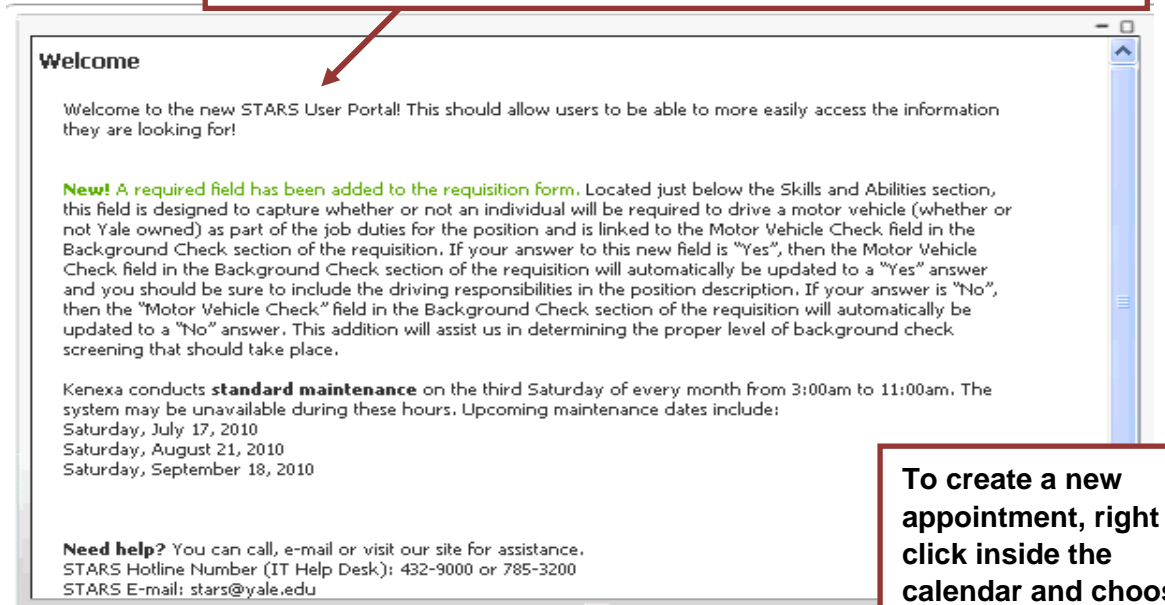
- Welcome Panel
- My Calendar
- Quick Links
- My Open Reqs
- My Reqs Pending Approval

This portal features a number of movable information panes.

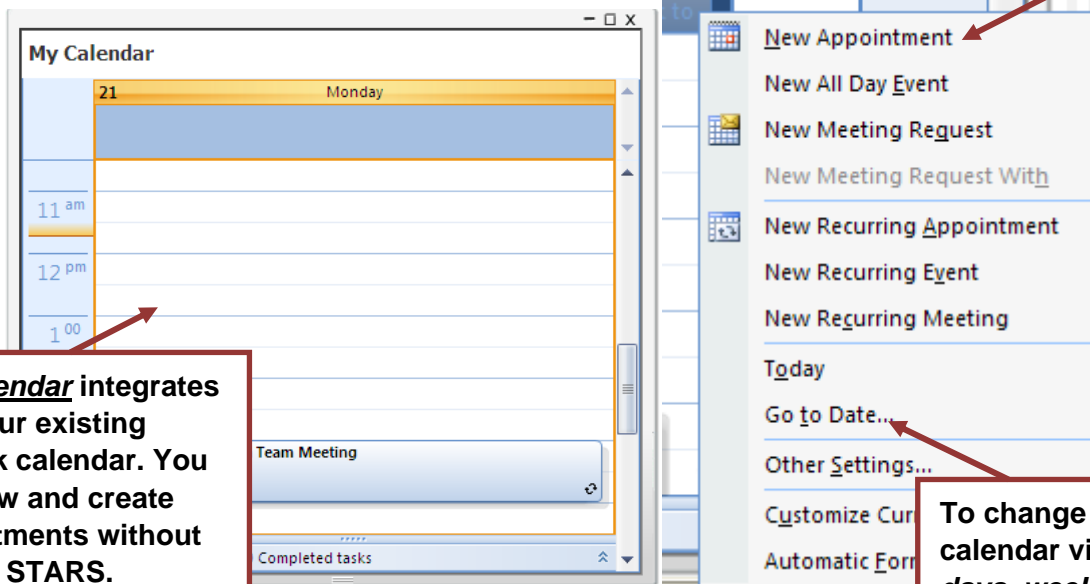


2. Panel Types

The **Welcome** Panel displays important messages related to the STARS system users. If you minimize this panel, it will re-appear when new announcements occur.



To create a new appointment, right click inside the calendar and choose 'New Appointment'.

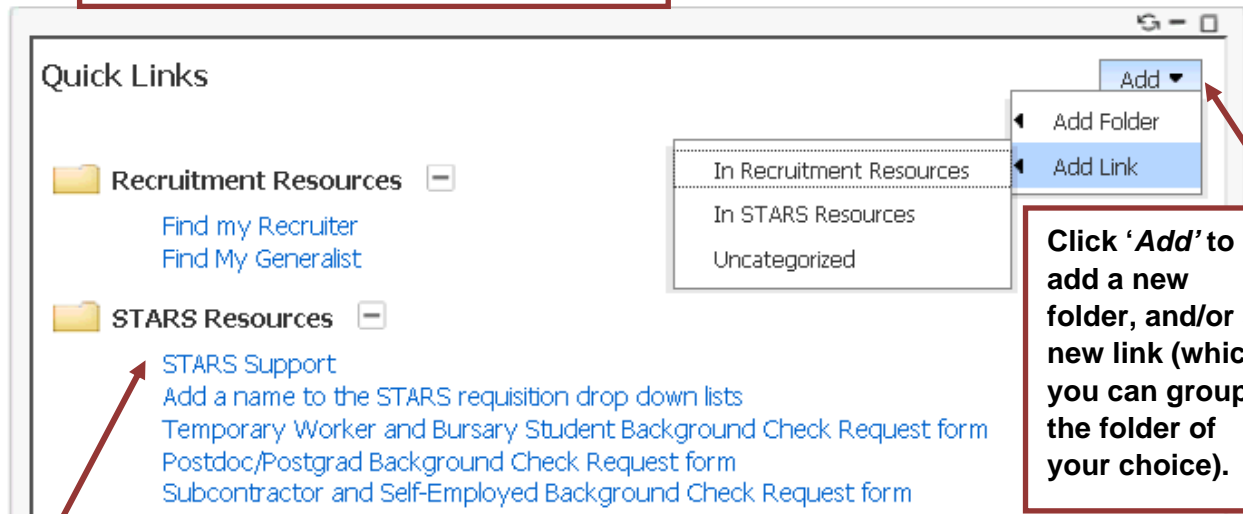


My Calendar integrates with your existing Outlook calendar. You can view and create appointments without leaving STARS.

Note: This feature only works when you are using Internet Explorer and logged into your own computer using your Net ID and password.

To change your calendar view (i.e. days, weeks, months) right click in the calendar and choose 'Go to Date' and then choose the view you'd like to display.

The **Quick Links** panel allows you to add, and group, important links you might use throughout your day.



Click 'Add' to add a new folder, and/or a new link (which you can group in the folder of your choice).

Links are there for quick access to related information, including the ability look up your Recruiter or HR Generalist.

There are a few STARS links, including: quick access to STARS support, adding a name to a STARS req drop-down list (i.e. hiring manager or principal investigator).

Also, you'll find a few links to forms you may frequently utilize, including some Background Check request forms.

My Open Reqs displays all of your current open reqs, along with req information (*job title, req number*) and a numerical count of candidates for each type (*layoff, internal, external*) that have applied to those reqs.

The screenshot shows the 'My Open Reqs' interface. At the top, there are controls for 'Actions', 'Filter', and 'Display'. Below that, it shows 'Records 1 - 2 of 2' and 'Results Per Page 50'. A table lists requisitions with columns for 'STARS Requisition Number', 'University Job Title', 'External', and 'Total'. Two requisitions are listed: 2870BR and 2863BR. A callout box highlights the details for 2870BR: '2870BR : Lead Administrator'. The details include: 'Date Opened: 11-Jan-2012', 'No. of Identical Positions to be Posted: 1', 'Positions Remaining: 1', 'Supervisor: Lovig (HM), John', 'Recruiter: Lovig, John(john.lovig)', 'Req team: Whitney, Amanda(amanda.whitney); Grant, Raina HM', 'Department: HR Employee Srv Ctr', 'Location/Division: Human Resources', and 'Job Code: A01 Lead Administrator 4 (M8)'. A red arrow points from a callout box to the requisition number 2870BR in the table.

<input type="checkbox"/>	STARS Requisition Number	University Job Title	External	Total
<input type="checkbox"/>	2870BR			
<input type="checkbox"/>	2863BR			

2870BR : Lead Administrator

Date Opened: 11-Jan-2012

No. of Identical Positions to be Posted: 1

Positions Remaining: 1

Supervisor: Lovig (HM), John

Recruiter: Lovig, John(john.lovig)

Req team: Whitney, Amanda(amanda.whitney); Grant, Raina HM

Department: HR Employee Srv Ctr

Location/Division: Human Resources

Job Code: A01 Lead Administrator 4 (M8)

You can hover over a req # to see req details, or click on the req number to view the entire req.

My Open Reqs

Records - of 2 Results Per Page

<input type="checkbox"/>	<u>STARS Requisition Number</u>	<u>University Job Title</u>	<u>External</u>	<u>Total</u>
<input type="checkbox"/>	2870BR	Lead Administrator	1	1
<input type="checkbox"/>	2863BR	Technical Assistant	2	2

Candidates in: 2863BR : Technical Assistant

Records - of 2 Selected Results Per Page

<input type="checkbox"/>	<u>Name</u>	<u>Viewed</u>	<u>Date Last Viewed</u>	<u>Forms</u>	<u>Candidate Type</u>	<u>HR Status</u>	<u>HR Status Date</u>
<input type="checkbox"/>	Saito, Naomi				External	Hired	09-JAN-2012
<input type="checkbox"/>	Weiland, Arja				External	Hired	10-JAN-2012

If you click on the highlighted number under a candidate type, it will open the candidate details in a new panel.

To view the candidate's resume and talent profile, click on the candidate's name.

Talent Record displays all of the candidate's information.

Contact Information

Candidate Details

This section enables you to view forms (such as the offer form), send communications (such as *turndown letters*), and view attachments.

Talent Record: Saito, Naomi

2863BR: Technical Assistant

Address 1
Location
718-533-2300
Email

Candidate type: External
HR Status: Hired
HR status date: 09-Jan-2012
HR status updated by: Somuri, Meera(meera.somuri)

Notes: N/A
Forms: [Add/View](#)
Communications: [Send/View](#)
Attachments: [Add/View](#)

Contact Details Resume/CV Cover Letter Experience/Education

Test

Select the various tabs in this section to view **Contact Details, Resume, Cover Letter, and a summary of Experience/Education.**

Action by	Details	Name/Type	From	To	Folder
Somuri, Meera(meera.somuri)		Status History	Qualified for Hiring Manager Review	Offer Pending/Extended	2863BR:Technical Assistant
Somuri, Meera(meera.somuri)		Status History		Qualified for Hiring Manager Review	2863BR:Technical Assistant
Form Added	09-Jan-2012	Somuri, Meera(meera.somuri)	Form ID: 285562	New Hire Form	2863BR:Technical Assistant
Added to Folder	09-Jan-2012	Somuri, Meera(meera.somuri)		0-Filed	2863BR:Technical Assistant

My Reqs Pending Approval includes all reqs that are pending approval (by you or someone else). These reqs will appear here if you are on the requisition team.

Requisition details (req number, title, supervisor, etc.) are also displayed in this panel.

Filter ▾ Display ▾

My Reqs Pending Approval

Records - of 10 Results Per Page





STARS Rec	University Gen	Date Cr	Supervisor	Rec
118258R	Office Assistant 3	24-Nov-2010	Durivage, Henry (henry.durivage)	F (
119918R	Custodian	10-Dec-2010	Watson, Roger	B (
124918R	Research Associate 1 HSS	23-Feb-2011	Carrano, Donna (donna.carrano)	H S
125788R	Supervisor 2	04-Mar-2011	Schofield, Kevin	S (
125998R	Research Associate 1 HSS	08-Mar-2011	Moore, Christopher (chris.moore)	H S

3. Panel Customization

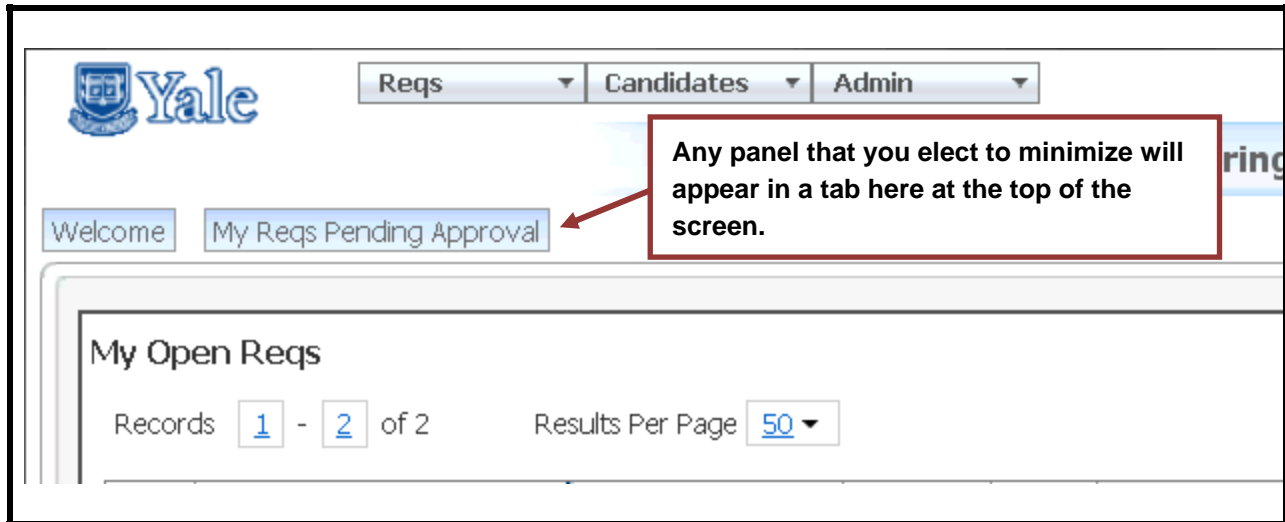
You can configure your homepage to better suit your workflow. These customizations are maintained after you log out; you will not have to make the changes every time.

3a Panel Controls

Every panel has a number of controls. Four standard controls appear, depending on the panel.

1.  Refresh: Refreshes the information contained in the panel.
2.  Minimize: Minimizes the panel to a tab form at the top of the screen.
3.  Maximize: Expand the panel to fit your entire home screen, allowing you to view more of the panel without having to scroll.
4.  Close: Removes the panel from your home screen entirely.

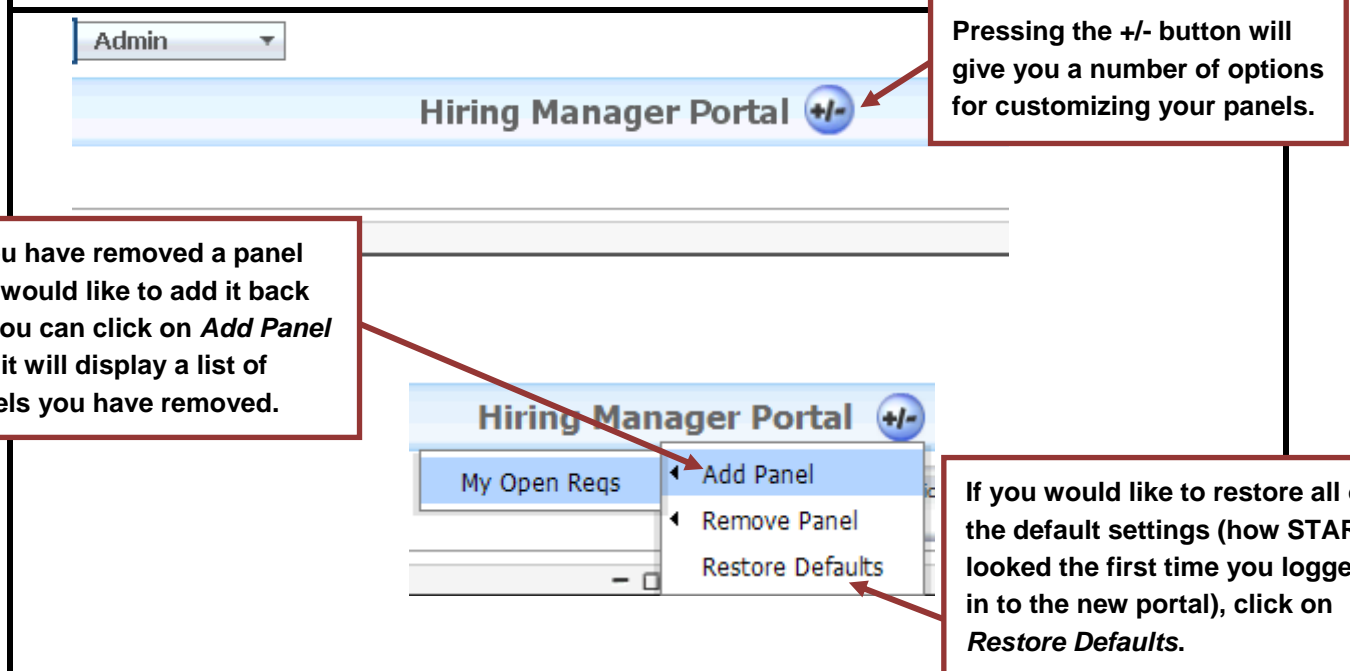
Note: Not all panels can be closed



Any panel that you elect to minimize will appear in a tab here at the top of the screen.

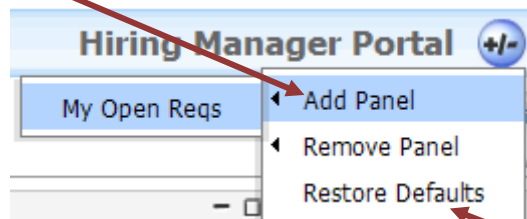
3b Adding/Removing/Restoring Panels

This feature is used to add panels that you have closed or to remove existing panels that you no longer want to see. You can do so by pressing the +/- button next to "Hiring Manager Portal" at the top.



Pressing the +/- button will give you a number of options for customizing your panels.

If you have removed a panel and would like to add it back in, you can click on *Add Panel* and it will display a list of panels you have removed.



If you would like to restore all of the default settings (how STARS looked the first time you logged in to the new portal), click on *Restore Defaults*.

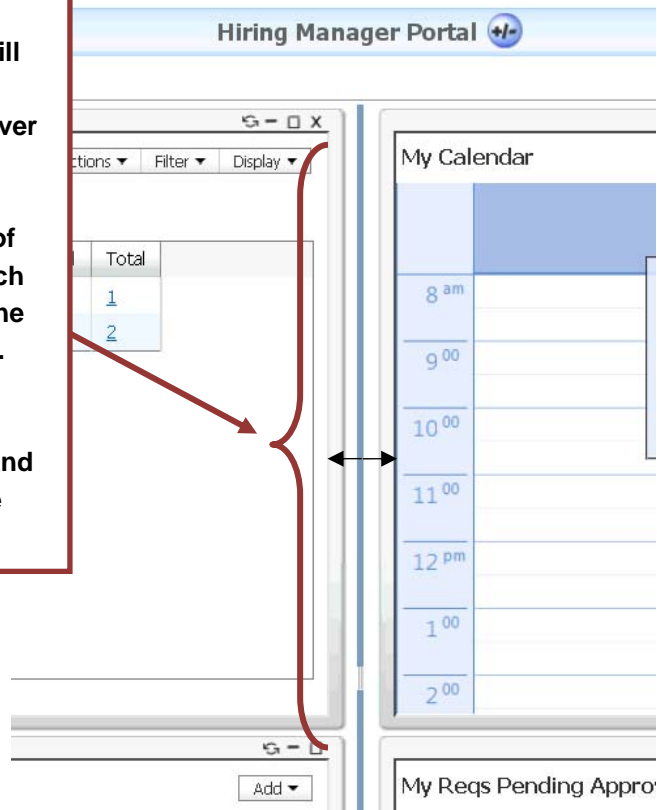
3c. Resizing and Moving Panels

Panels can be resized and reordered any way you wish. These changes are saved by STARS upon logout.

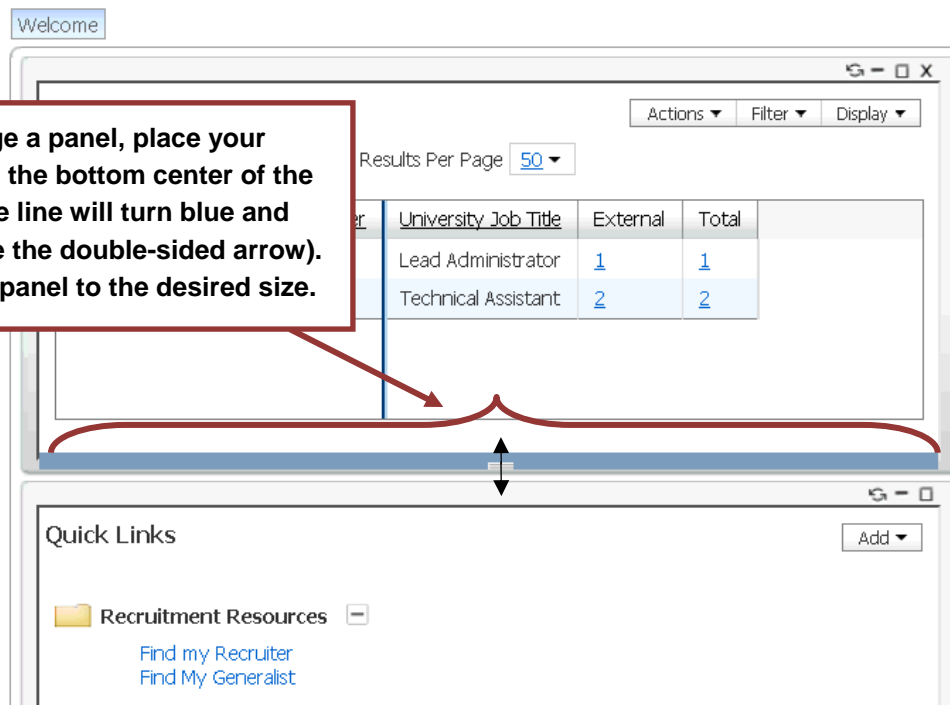
The panels are organized into 2 columns. The column divider will turn blue (and a double-sided arrow will appear) when you hover in between 2 panels.

This divider dictates the width of the panels in each column, which you can move by clicking the line and dragging to the left or right.

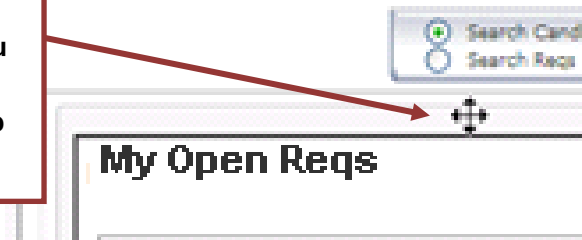
Moving all the panels into one column will cause them to expand the width of the screen into one column.



To enlarge a panel, place your mouse at the bottom center of the panel (the line will turn blue and you'll see the double-sided arrow). Drag the panel to the desired size.



To move a panel, place your cursor at the top of the panel. You will see a cross-shaped arrow. Click and drag the panel and drop it at the desired location.



3d. Filter & Display Options

Most panels have a number of filter options. Filters are maintained until cleared and can be saved. Under the display option, users can change the sort for the panel.

Active filters are denoted by a number over the *Filter* menu and a check mark next to the filtered item.

Choosing *Clear Selections* will remove all filters.

