

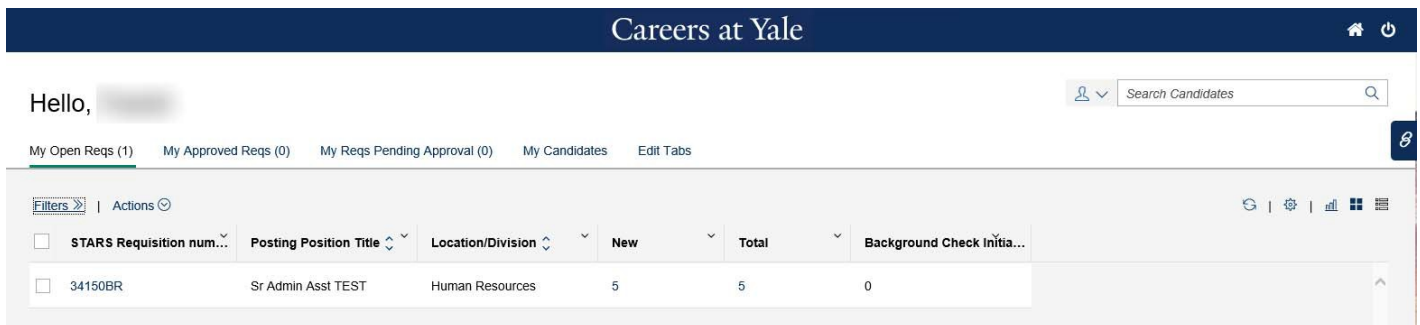
STARS for Managers

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Overview

Yale’s applicant tracking system, otherwise known as STARS (Strategic Talent-management and Recruitment System), is used to hire all staff (non-academic) and temporary employees, including administrative, technical, managerial, professional, and service and maintenance employees. This guide will outline the updated and enhanced features of our STARS system. Should you need specific assistance that is not addressed in this guide, please reach out to the Employee Service Center at employee.services@yale.edu.

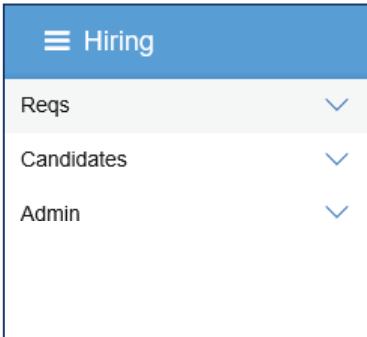


STARS for Managers

Getting Started

The redesigned STARS interface offers a number of features to make locating and working with job requisitions easier.

From any area of the interface, users can return to the home screen via the home button. They can also log off from the system using the icon in the upper-right corner of the screen.



The menu icon (three stacked lines) in the upper-left corner of the screen gives the user access to view or search their job requisitions, view their candidates in organizational folders.

Search

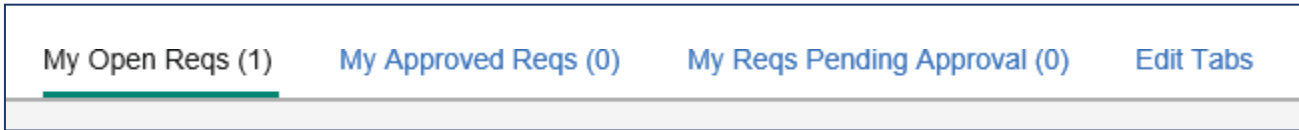
From the Search field, users can look for specific job requisitions.

1. Click the dropdown to the left of the field.
2. Select "Reqs".
3. Enter the search term and hit Enter, or click the magnifying glass icon to the right of the field.
4. The matching results will appear.



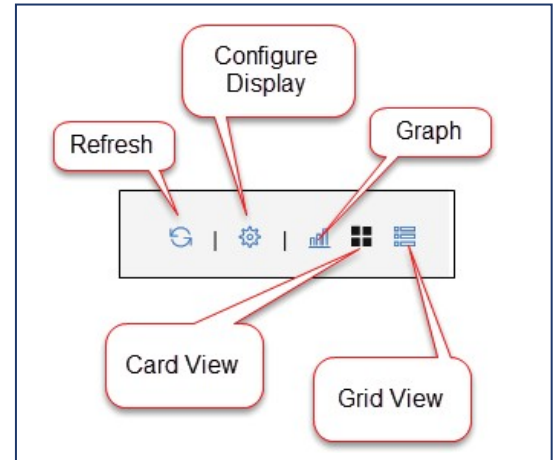
STARS for Managers

Tabs



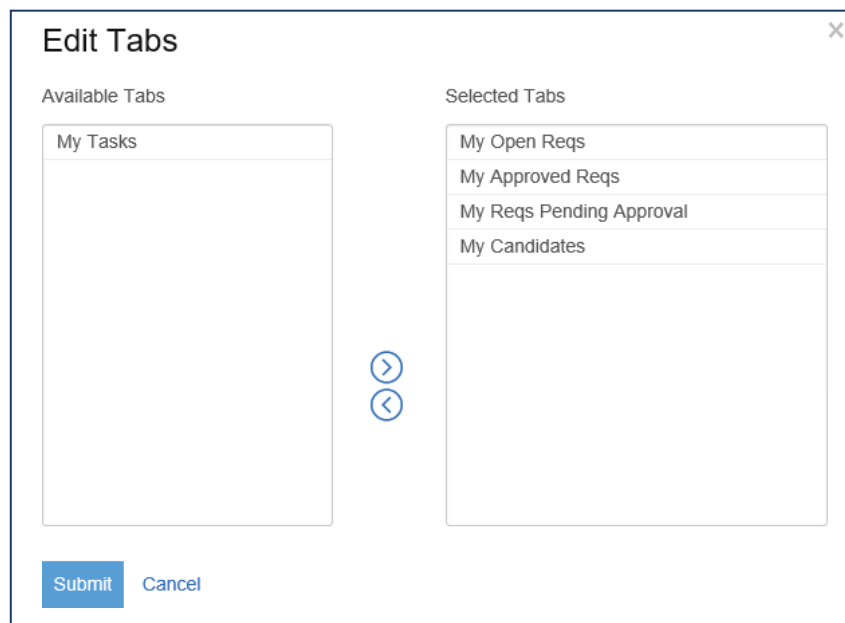
The STARS interface is now organized in tabs. Each tab has an available **Card View** and **Grid View**, as well as buttons to Refresh, to Configure Display, or to create a chart.

- **My Open Reqs:** Displays all open reqs for the user.
- **My Approved Reqs:** Displays all approved reqs for the user.
- **My Reqs Pending Approval:** Displays any reqs for the user that have been submitted but not yet approved.
- Click on the **Card View** and **Grid View** icons to switch your view.



Edit Tabs

The Edit Tabs option allows users to adjust the order of their tab display to improve their workflow and efficiency. Selected tabs can be shifted up and down in the order to adjust which tabs display first. Tabs can be added or removed from the display by moving them between **Available Tabs** (removed) and **Selected Tabs** (added).



STARS for Managers

Card View

The Card View displays each job requisition in its own “card”. The cards, by default, display the Req number, Posting Position Title, Location/Division, and Supervisor.

Clicking the “gear” icon in the upper-right corner allows users to configure their display, adding or removing fields from the displayed cards as necessary.

NOTE: The Card View will only allow up to 6 visible fields to be added to the display.

The **Sort** dropdown found in the upper-right corner allows the user to control the display order of the cards.

34150BR

Posting Position Title
Sr Admin Asst TEST

Location/Division
Human Resources

Supervisor
Hunter, Tanyah

New	Total
5	5

The New and Total fields represent the number of candidates available that match this job req. By clicking the number, the manager is directed to a candidate view where they may explore candidate information.

Grid View

Filters >> | Actions ☺

<input type="checkbox"/>	STARS Requisition num...	Posting Position Title	Location/Division	New	Total	Background Check Initia...
<input type="checkbox"/>	34150BR	Sr Admin Asst TEST	Human Resources	5	5	0

The Grid view displays each job req in its own row, with each field of information represented as a column. By clicking the arrows to the right of a column heading, users can sort the displayed reqs by that column, or choose to pin the column to the extreme left or right of the display.

NOTE: Pinning a column can be a useful tool when the display requires scrolling to the left and right to display all of the information. A “pinned” column will stay in place, similar to a frozen pane in Microsoft Excel.

Clicking the “gear” icon in the upper-right corner of the Grid View allows users to configure their display, adding or removing fields from the displayed cards as necessary.

The **Actions** dropdown that appears above the first column displays any available actions that can be taken with the req(s) selected.

Configure Display

Available Columns

- [Req fields (custom)] zPosition Type
- [Req fields (standard)] Date Created
- [Req fields (standard)] Date Opened
- [Req fields (standard)] Department
- [Req fields (standard)] Forms
- [Req fields (standard)] No. of Identical Positions to be Posted
- [Req fields (standard)] Positions Remaining
- [Req fields (standard)] Recruiter
- [Req fields (standard)] Req Template
- [Req fields (standard)] Supervisor
- [HR Status] Background Check Initiated

Selected Columns

You may have up to 20 fields for this display.

- [Req fields (standard)] STARS Requisition number
- [Req fields (standard)] Posting Position Title
- [Req fields (standard)] Location/Division
- [Panel standard] New
- [Panel standard] Total

Submit
Cancel

STARS for Managers

Filters

To enhance searching and display of reqs, click the **Filters** icon in the upper-right corner of the screen to create, save, and reuse filters. Req. can be filtered by:

- Req. Template
- Date Opened
- Date Created
- Language
- New Candidates
- Active Candidates
- Recruiter
- Supervisor
- Req Team
- Location/Division
- Department
- Candidate Type
- HR Status

Filters
⏪

Filter name:
Not Saved

[Save Filter](#) | [Load Filters](#)
[Manage Saved Filters](#)

Refine Results ⬆

🔍

- Req Template ⏵
- Date Opened ⏵
- Date Created ⏵
- Language ⏵
- New Candidates ⏵
- Active Candidates ⏵
- Recruiter ⏵
- Supervisor ⏵

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[Edit Filters](#)