

APPLICANT TRACKING

ALL applicants (internal and external) must apply on-line. If, in addition to the PVN system, you are advertising in another source, the ad must display the following:

1. The logo 'An AA/EO/ADA Employer' (Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act), AND
2. Instructions for applicants to apply on line: i.e. "To apply, please go to rfcuny.org. or you may attach the URL link.

TO ENTER A PVN

1. Go to our website and sign in using PI log-on ID
2. Click on E- services and select Personnel Vacancy Notice
3. Screen will come up – select “**Job Posting**”:

Job Posting Applicant Tracking

- under Job Posting, you may - a) **create a new PVN**; b) **view pending PVNs**; c) **view posted PVNs**.

CREATE NEW PVN

1. Fill in Job Title (your choice).
2. Select the RF Equivalent Title from the drop down menu. The RF Code will automatically populate.
3. After you have filled in all fields, you may **Preview** the PVN. Click close to get back to the PVN.
4. The **Next** tab will display the names of the Grant Officer, Personnel Officer and Affirmative Action Officer at your campus.
5. At the bottom of the screen, there are two buttons; **Save** – if you're not ready to submit and **Submit** – will send PVN to administrators for posting on the web site.

VIEW PENDING PVNs

1. Click on PVN ID to view PVN.
2. See status of PVN (submitted or saved)
3. If Saved, you have three options: you can edit, delete, or submit
4. If Submitted, you have one choice – to recall the PVN before it is posted.

VIEW POSTED PVNs

1. Click on PVN ID to view PVN.
2. See status of PVN (open or closed).
3. Last column is Website status. On website or, you may click to take PVN off website. You will still have to officially close the PVN when you hire someone.

APPLICANT TRACKING (VIEW APPLICANTS)

1. To view applicants and manage hiring process, select **Applicant Tracking**
2. All PVNs will be listed.
 - Click on PVN ID to view PVN
 - Click on Edit Access to give someone access to PVN*
 - Last column is Website status. You may click to take PVN off website but will have to officially close it when you hire someone.
 - Click on number under Applications Received to see names of all applicants.
 - Click on “View Details” to see full application:
 - a. Basics
 - b. Employment details & documents
 - c. Assigned score - optional section allows you to rank applicants by assigning them a score
 - d. Decision - After interviewing an applicant, you can enter the interview date, observed gender and ethnic group of the candidate (this information is used for statistical purposes only) and select interview outcome. After filling in information for all interviewed candidates, you select “Hired” on The Interview Outcome drop-down menu. This will close the PVN and send rejection emails to all other candidates.

* PI and non-PI Log-on IDs and passwords can be obtained by e-mailing a request to weblogonid@rfcuny.org with name, phone and e-mail of person.

If you have any questions, please call Linda Hellman 212-417-8606 or Regina Doki 212-417-8602.