


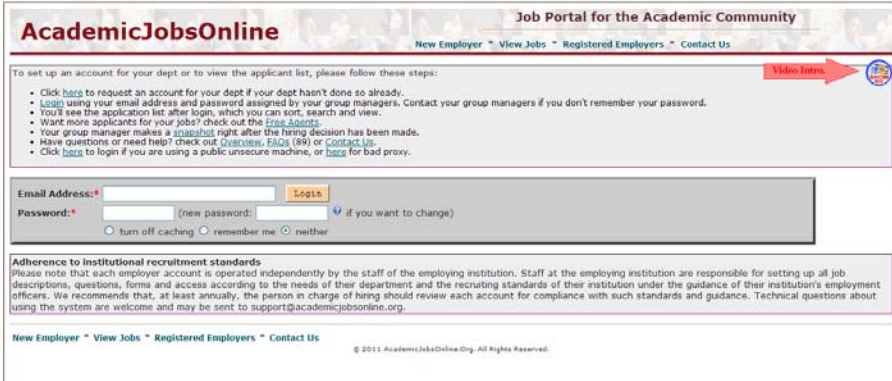
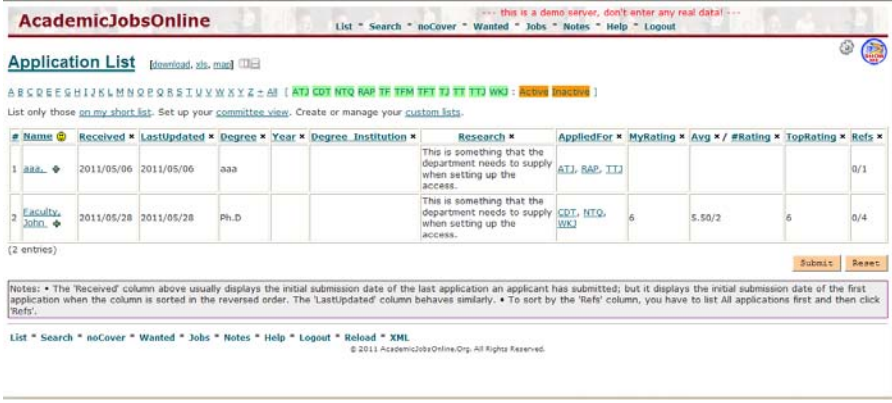
# **Academic Jobs Online (AJO)**

## **Faculty Job Aid**

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# Login


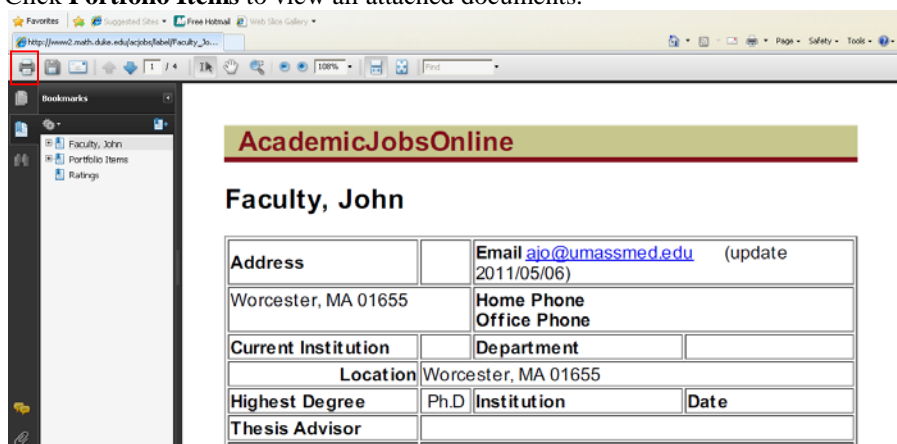
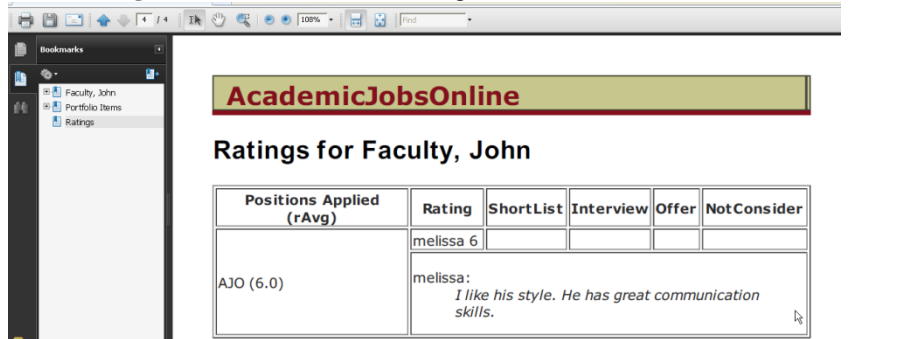
Step	Action																																							
1	Navigate to <a href="http://academicjobsonline.org/ajo">http://academicjobsonline.org/ajo</a>																																							
2	Select ...as Faculty or staff at employee institution.  <p>The screenshot shows the AcademicJobsOnline homepage. At the top, it says "Job Portal for the Academic Community" with navigation links for "New Employer", "View Jobs", "Registered Employers", and "Contact Us". Below this is a "About AcademicJobsOnline" section with links for "Introduction", "Workflow &amp; Features", "Overview of Services for Employers", "What does it cost?", and "Demo server -- try it out!". There is also a "Login to AcademicJobsOnline" section with links for "...as Job Applicant", "...as Writer of reference letters", and "...as Faculty or staff at employer institutions". A "News &amp; Announcements" section contains two news items: one from 04/29/2010 about institutional memberships and another from 08/20/2006 about the system's production.</p>																																							
3	Enter your Email Address and Password then click <b>Login</b> .  <p>The screenshot shows the login form on the AcademicJobsOnline website. It includes a "Job Portal for the Academic Community" header and navigation links. Below the header, there are instructions for setting up an account or viewing an applicant list. A "Video Intro" link is highlighted with a red arrow. The login form itself has fields for "Email Address:" and "Password:" with a "Login" button. There are also checkboxes for "turn off caching", "remember me", and "neither". Below the form is a section titled "Adherence to institutional recruitment standards" with a disclaimer. At the bottom, there are navigation links and a copyright notice for 2011 AcademicJobsOnline.Org.</p>																																							
4	The list of applicants for the faculty position displays.  <p>The screenshot shows the "Application List" page on AcademicJobsOnline. It features a header with navigation links and a "this is a demo server, don't enter any real data!" warning. Below the header, there are search and filter options. The main content is a table of applications. The table has columns for Name, Received, LastUpdated, Degree, Year, Degree_Institution, Research, AppliedFor, MyRating, Avg #/ #Rating, TopRating, and Refs. Two entries are visible: one for "aaa" and one for "Faculty Jobs".</p> <table border="1"> <thead> <tr> <th>#</th> <th>Name</th> <th>Received</th> <th>LastUpdated</th> <th>Degree</th> <th>Year</th> <th>Degree_Institution</th> <th>Research</th> <th>AppliedFor</th> <th>MyRating</th> <th>Avg #/ #Rating</th> <th>TopRating</th> <th>Refs</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>aaa</td> <td>2011/05/06</td> <td>2011/05/06</td> <td>aaa</td> <td></td> <td></td> <td>This is something that the department needs to supply when setting up the access.</td> <td>ATI, BAP, ITI</td> <td></td> <td></td> <td></td> <td>0/1</td> </tr> <tr> <td>2</td> <td>Faculty Jobs</td> <td>2011/05/28</td> <td>2011/05/28</td> <td>Ph.D</td> <td></td> <td></td> <td>This is something that the department needs to supply when setting up the access.</td> <td>ATI, ITI, WJI</td> <td>6</td> <td>5.50/2</td> <td>6</td> <td>0/4</td> </tr> </tbody> </table> <p>Below the table, there are "Submit" and "Reset" buttons. A notes section explains the "Received" column and how to sort by "Refs". At the bottom, there are navigation links and a copyright notice for 2011 AcademicJobsOnline.Org.</p>	#	Name	Received	LastUpdated	Degree	Year	Degree_Institution	Research	AppliedFor	MyRating	Avg #/ #Rating	TopRating	Refs	1	aaa	2011/05/06	2011/05/06	aaa			This is something that the department needs to supply when setting up the access.	ATI, BAP, ITI				0/1	2	Faculty Jobs	2011/05/28	2011/05/28	Ph.D			This is something that the department needs to supply when setting up the access.	ATI, ITI, WJI	6	5.50/2	6	0/4
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**Note:** Your admin will coordinate with HR to setup your access to AJO and once you have been setup, you will receive an email confirmation with your login and password to AJO.

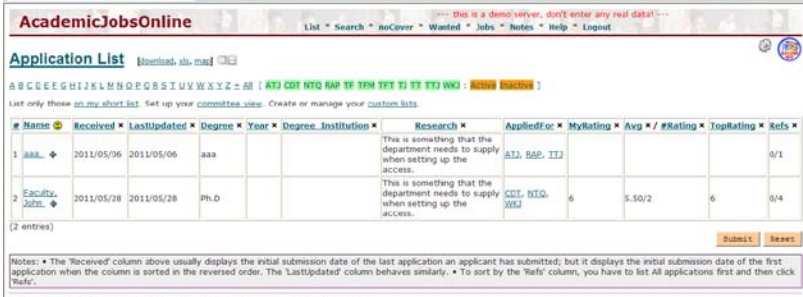


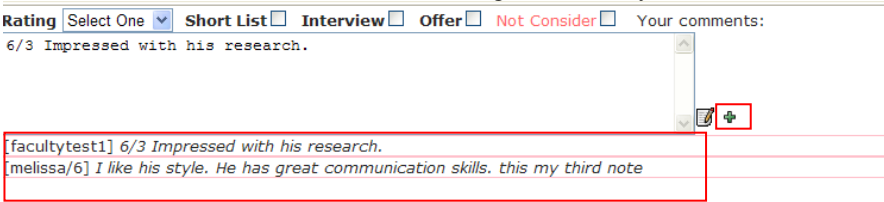
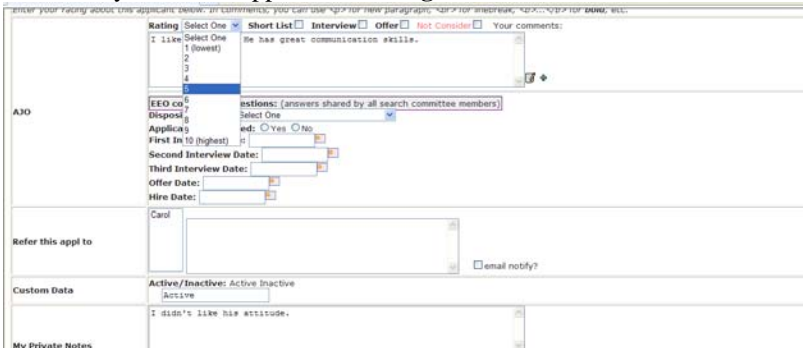
# View Candidates

Step	Action																																							
1	<p>Navigate to candidate you would like to review and select the candidate's name.</p> <p><b>AcademicJobsOnline</b> <small>--- this is a demo server, don't enter any real data! ---</small>  List * Search * noCover * Wanted * Jobs * Notes * Help * Logout</p> <p><b>Application List</b> [download xls, csv] [print]</p> <p>A B C D E E G H I J K L M N O P Q R S T U V W X Y Z : A# [ CDT CDT NTQ RAR TR TFM TET T3 TT T3J WKJ : Active Inactive ]</p> <p>List only those on my short list. Set up your committee view. Create or manage your custom lists.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Name</th> <th>Received</th> <th>LastUpdated</th> <th>Degree</th> <th>Year</th> <th>Degree_Institution</th> <th>Research</th> <th>AppliedFor</th> <th>MyRating</th> <th>Avg # / #Rating</th> <th>TopRating</th> <th>Refs</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>aaa</td> <td>2011/05/06</td> <td>2011/05/06</td> <td>aaa</td> <td></td> <td></td> <td>This is something that the department needs to supply when setting up the access.</td> <td>ATJ, RAE, T1J</td> <td></td> <td></td> <td></td> <td>0/1</td> </tr> <tr> <td></td> <td><b>Faculty, John</b></td> <td>2011/05/28</td> <td>2011/05/28</td> <td>Ph.D</td> <td></td> <td></td> <td>This is something that the department needs to supply when setting up the access.</td> <td>CDT, NTQ, W3J</td> <td>6</td> <td>5.50/2</td> <td>6</td> <td>0/4</td> </tr> </tbody> </table> <p>(2 entries)</p> <p>Notes: * The 'Received' column above usually displays the initial submission date of the last application an applicant has submitted; but it displays the initial submission date of the first application when the column is sorted in the reversed order. The 'LastUpdated' column behaves similarly. * To sort by the 'Refs' column, you have to list all applications first and then click 'Refs'. * To sort by the 'MyRating' column, you have to list all applications first and then click 'MyRating'.</p> <p>List * Search * noCover * Wanted * Jobs * Notes * Help * Logout * Reload * XML  © 2011 AcademicJobsOnline.Org. All Rights Reserved.</p>	#	Name	Received	LastUpdated	Degree	Year	Degree_Institution	Research	AppliedFor	MyRating	Avg # / #Rating	TopRating	Refs	1	aaa	2011/05/06	2011/05/06	aaa			This is something that the department needs to supply when setting up the access.	ATJ, RAE, T1J				0/1		<b>Faculty, John</b>	2011/05/28	2011/05/28	Ph.D			This is something that the department needs to supply when setting up the access.	CDT, NTQ, W3J	6	5.50/2	6	0/4
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3	<p>Review the online candidate information.</p> <p><b>AcademicJobsOnline</b> <small>--- this is a demo server, don't enter any real data! ---</small>  List * Search * noCover * Wanted * Jobs * Notes * Help * Logout</p> <p><b>Faculty, John</b></p> <p>Address: Worcester, MA 01655   Email: john@umassmed.edu (update 2011/05/06)</p> <p>Home Phone:   Office Phone:   Department:   Location: Worcester, MA 01655</p> <p>Highest Degree: Ph.D   Institution:   Date:   Thesis Adviser:   Research Interests: Primary: This is something that the department needs to supply when setting up the access. Secondary:   Current Research Interests:   Position(s) applied: CDT WKJ NTQ   Also Consider For:  </p> <p>References (3 - to be sent by postal mail)   Date Received (please note, NOT all references received by postal mail are recorded here)</p> <p>1. cd, cd@umassmed.edu   2. ed, ed@umassmed.edu   3. bd, bd@umassmed.edu   4. gd, gd@umassmed.edu</p> <p>ice_cream:   How did you hear about this position.: Academic Jobs Online   Are you legally authorized to work in the U.S.: Yes   Will you require visa sponsorship: No   Attestation:   [CDT] ice_cream: Yes   Attestation: Agreed</p> <p>Received Material: CDT   Cover Letter: file (HTML, PDF, 2011/05/06)   Curriculum Vitae: file (Word, PDF, 2011/05/11)</p> <p>Enter your rating about this applicant below. See all ratings/comments if you like. In comments, you can use &lt;p&gt; for new paragraph, &lt;br&gt; for linebreak, &lt;b&gt;...&lt;/b&gt; for bold, etc.</p> <p>Rating: 6   Short List   Interview   Offer   Not Consider   Your comments: I thought this guy was great.</p> <p>EEO compliance questions: (answers shared by all search committee members)</p> <p>Disposition Codes: Select One   Applicant Interviewed: Yes No   First Interview Date:   Second Interview Date:   Third Interview Date:   Offer Date:   Hire Date:  </p> <p>Rating: Select One   Short List   Interview   Offer   Not Consider   Your comments:</p>																																							

**View Uploaded Candidate Attachments/ Comments/ Ratings**

Step	Action
1	Select the candidate from the list of applicants for the faculty position
2	Select <b>All</b> to view all attached files associated with the candidate.  <p><b>Results:</b> An Adobe window displays with all documentation associated with the candidate.</p>
3	Click <b>Portfolio Items</b> to view all attached documents.  <p><b>Note:</b> All information can be printed using the Printer icon on the Adobe toolbar.</p>
4	Click <b>Ratings</b> to view the candidate Ratings. 

**Add  
Comments/  
Rating**

Step	Action
1	<p>Select the applicant you would like to add a comment.</p> 
2	<p>Navigate to the <b>Comments</b> section of the candidate screen and enter your comments for the candidate.</p> 
3	<p>Click the  to view all comments and rating from Faculty.</p> 
4	<p>If necessary select the applicable <b>Rating</b> for the candidate.</p> 
5	<p>Click <b>Submit</b> once you have entered your <b>Comment</b> or added your <b>Rating</b>.</p>

