

PRINTING EMPLOYMENT APPLICATIONS

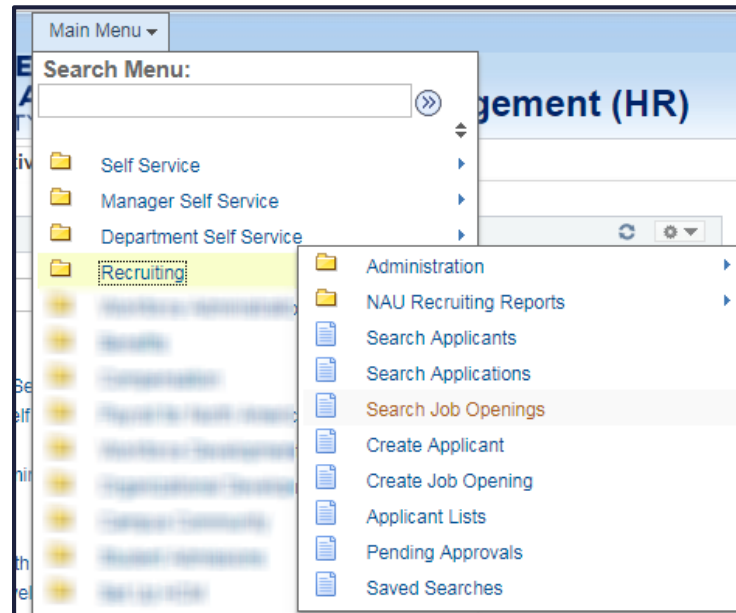
Step-by-step instructions for access applications through LOUIE.

GETTING STARTED...

- To request access to print employment applications and résumés, you must:
 - Review the electronic PeopleSoft Administrative Security System (ePASS) instructions at <http://nau.edu/ITS/Learn/ePASS/>.
 - Navigate to PeopleSoft > Main Menu > Self-Service > ePASS Home Page > Initiate a Security Request Form. For assistance, contact HR.
 - Request the security role: **NAU_HR Req Manage Applications**
- You will receive an email regarding ePASS Security Request Complete. Please carefully read the instruction on who to contact if you have questions.
- Once your security is in place, follow the steps outlined in this guide to access and print your applications.

LET'S BEGIN...

- Log in to LOUIE: <https://www.peoplesoft.nau.edu/>
- Navigate to Recruiting > Search Job Openings



LET'S BEGIN...

- Enter the Job Opening ID and click 'Search'.

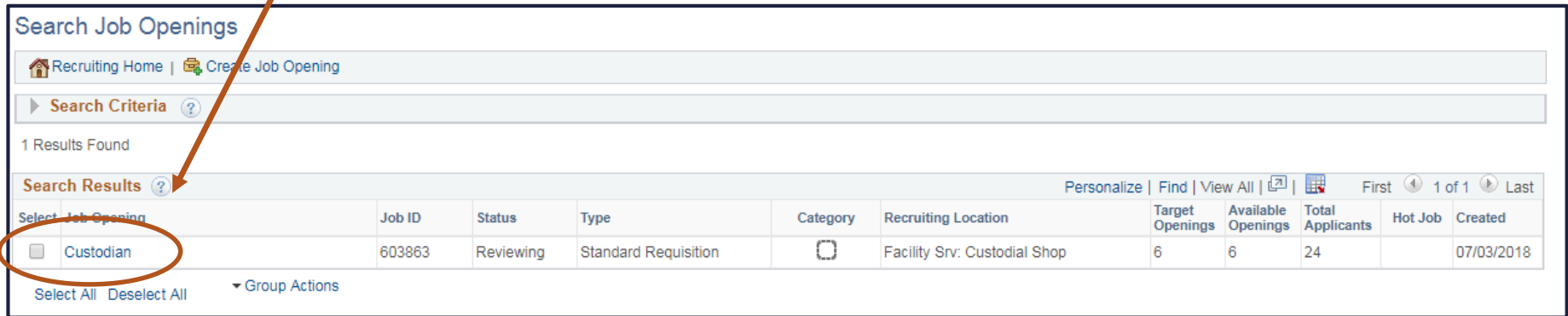
The screenshot shows a web interface titled "Search Job Openings". At the top, there are navigation links for "Recruiting Home" and "Create Job Opening". Below this is a "Search Criteria" section with a dropdown arrow and a help icon. The search criteria include:

- Job Posting Title (text input)
- Job Opening ID (text input with value "603801" and a search icon)
- Status (dropdown menu)
- Category (dropdown menu)
- Most Recent Activity (dropdown menu)
- Job Opening Type (dropdown menu)
- Hot Job (dropdown menu)
- My Association (dropdown menu)
- Hiring Manager (text input with search icon)
- Recruiter (text input with search icon)
- Created By (text input with search icon)
- Business Unit (text input with search icon)
- Department (text input)
- Position Number (text input with search icon)
- Recruitment Contact (dropdown menu)

At the bottom of the search criteria section, there are two buttons: "Search" and "Clear". The "Search" button is highlighted with a red circle.

SEARCHING JOB OPENING

- Your job opening will appear. Click on the job title for your job opening.



Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#)

▶ [Search Criteria](#) ?

1 Results Found

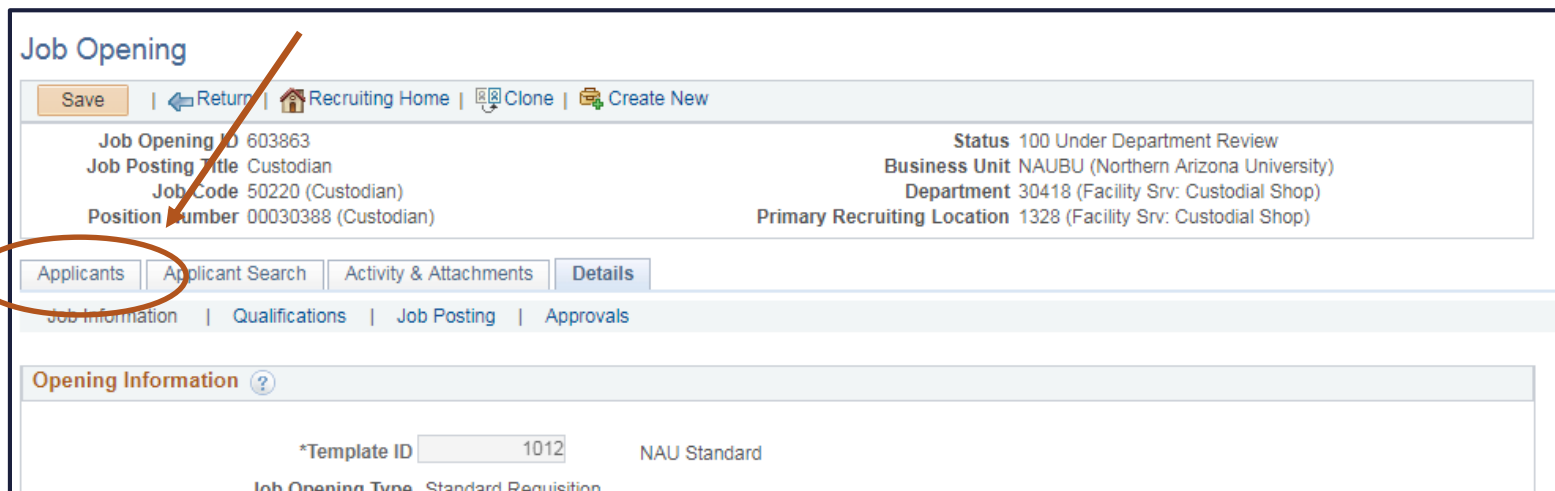
[Search Results](#) ?

Personalize | Find | View All | | | First 1 of 1 Last

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Custodian	603863	Reviewing	Standard Requisition		Facility Srv: Custodial Shop	6	6	24		07/03/2018

Select All Deselect All ▼ Group Actions

- Once you are in the job opening, click on the 'Applicants' tab to view the applicant pool.



The screenshot shows a web interface for a 'Job Opening'. At the top, there are navigation links: 'Save', 'Return', 'Recruiting Home', 'Clone', and 'Create New'. Below this, job details are displayed in two columns. The left column includes 'Job Opening ID 603863', 'Job Posting Title Custodian', 'Job Code 50220 (Custodian)', and 'Position Number 00030388 (Custodian)'. The right column includes 'Status 100 Under Department Review', 'Business Unit NAUBU (Northern Arizona University)', 'Department 30418 (Facility Srv: Custodial Shop)', and 'Primary Recruiting Location 1328 (Facility Srv: Custodial Shop)'. A horizontal menu below the details contains four tabs: 'Applicants', 'Applicant Search', 'Activity & Attachments', and 'Details'. The 'Applicants' tab is circled in orange. Below the menu is a secondary navigation bar with 'Job Information', 'Qualifications', 'Job Posting', and 'Approvals'. The main content area is titled 'Opening Information' and shows '*Template ID 1012' and 'NAU Standard'. At the bottom, 'Job Opening Type Standard Requisition' is partially visible.

Job Opening

Save | Return | Recruiting Home | Clone | Create New

Job Opening ID 603863 Status 100 Under Department Review
Job Posting Title Custodian Business Unit NAUBU (Northern Arizona University)
Job Code 50220 (Custodian) Department 30418 (Facility Srv: Custodial Shop)
Position Number 00030388 (Custodian) Primary Recruiting Location 1328 (Facility Srv: Custodial Shop)

Applicants | Applicant Search | Activity & Attachments | Details


Job Information | Qualifications | Job Posting | Approvals





Opening Information ?

*Template ID 1012 NAU Standard

Job Opening Type Standard Requisition

PRINTING INDIVIDUAL APPLICATIONS

- If you would like to print an individual application, you may do so by clicking on the printer icon  in the same row as the applicant's name.

<input type="checkbox"/>	Vanessa 	177492	External	Wdraw App						05/02/2018 1:14PM	05/02/2018 1:17PM	▼ Other Actions
<input type="checkbox"/>	Sandra 	124318	External	Reviewed						05/04/2018 10:44AM	06/05/2018 11:47AM	▼ Other Actions
<input type="checkbox"/>	Paul 	167086	External	Reviewed						05/15/2018 4:46PM	06/05/2018 11:47AM	▼ Other Actions

PRINTING INDIVIDUAL APPLICATIONS

- All of the selections are pre-selected for you. All you need to do is click the 'Generate Report' button at the bottom of the page.

Application Report Options

Applicant Name Vanessa Serrano Job Posting Title Custodian
Applicant ID 177492 Job Opening ID 603740
Disposition 020 Reviewed

Application Detail		
Select	Application Detail	Content Available
<input checked="" type="checkbox"/>	Travel Preferences	
<input checked="" type="checkbox"/>	Tests or Examinations	
<input checked="" type="checkbox"/>	References	
<input checked="" type="checkbox"/>	Resume Text	

Select All Deselect All

Questionnaire Type		
Select	Questionnaire Type	Content Available
<input checked="" type="checkbox"/>	Student Reviews	<input type="checkbox"/>

Select All Deselect All


Exclude Separator Pages

Exclude sections with no content available
 Save My Selections

Generate Report

PRINTING INDIVIDUAL APPLICATIONS

- The application will open as a PDF, which you can either save or print. The PDF includes:
 - The NAU application
 - The applicant's résumé
 - Any other application attachments that the applicant submitted.

 NORTHERN ARIZONA UNIVERSITY
Application Report for Vanessa Samata
General Information
Name Vanessa Samata
Applicant ID 1171660
Applicant Type External Applicant
Applicant Status 010 Active
Job Opening 603740 - Custodian
Contact Information
Name Prefix

PRINTING APPLICATIONS IN BULK

- To print more than one application at a time, use the check boxes to the left of the applicant's names to select the applicants for which you wish to print the applications.
 - If you would like to print the applications for all applications, click on 'Select All' at the bottom of the page.

The screenshot displays a web application interface for managing applicants. At the top, there are tabs for 'Applicants', 'Applicant Search', 'Activity & Attachments', and 'Details'. Below the tabs, a summary bar shows counts for 'All (24)', 'Applied (0)', 'Reviewed (14)', 'Hire (5)', and 'Reject (5)'. The main area is a table of applicants with columns for 'Select', 'Applicant Name', 'Applicant ID', 'Type', 'Disposition', 'Application', 'Resume', 'Mark Reviewed', 'Reject', 'Print', 'Date Submitted', and 'Last Updated'. The 'Select' column contains checkboxes, and the 'Print' column contains printer icons. At the bottom of the table, there is a 'Group Actions' menu with 'Select All' circled in orange and 'Deselect All' next to it.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Reject	Print	Date Submitted	Last Updated	Other Actions
<input checked="" type="checkbox"/>	Bradley Voigt	103848	External	Reject						05/02/2018 2:42PM	06/05/2018 11:48AM	Other Actions
<input checked="" type="checkbox"/>	Byron Gorman	177555	External	Reviewed						05/06/2018 2:19PM	06/05/2018 11:47AM	Other Actions
<input checked="" type="checkbox"/>	Charyelle Curley	177500	External	Reviewed						05/02/2018 6:43PM	06/05/2018 11:47AM	Other Actions
<input checked="" type="checkbox"/>	Crystal Webster	176417	External	Reject						05/02/2018 3:08PM	06/05/2018 11:48AM	Other Actions
<input type="checkbox"/>	Darold Barney	177493	External	Reviewed						05/02/2018 1:30PM	06/05/2018 11:47AM	Other Actions
<input checked="" type="checkbox"/>	Frankie Tsinigine	177489	External	Reviewed						05/02/2018 12:51PM	06/05/2018 11:47AM	Other Actions
<input checked="" type="checkbox"/>	George Hood	171351	External	Reviewed						05/01/2018 7:40PM	06/05/2018 11:47AM	Other Actions

Group Actions: **Select All** Deselect All

PRINTING APPLICATIONS IN BULK

- Select 'Group Actions', then select 'Recruiting Actions', then 'Print Application Details'.

The screenshot shows a software interface with a top navigation bar and a table of applications. The 'Group Actions' menu is highlighted with an orange circle, and an arrow points to it. Below the navigation bar, a table of applications is displayed. The 'Recruiting Actions' submenu is open, and 'Print Application Details' is highlighted with a yellow background and an orange circle. An arrow points from the 'Recruiting Actions' menu to the 'Print Application Details' option.

Application ID	External	Internal	Recruiting
177492	External	R	
177492	External	W	
177486	External	R	
177487	External	R	
177476	External	R	
176			ect

Group Actions

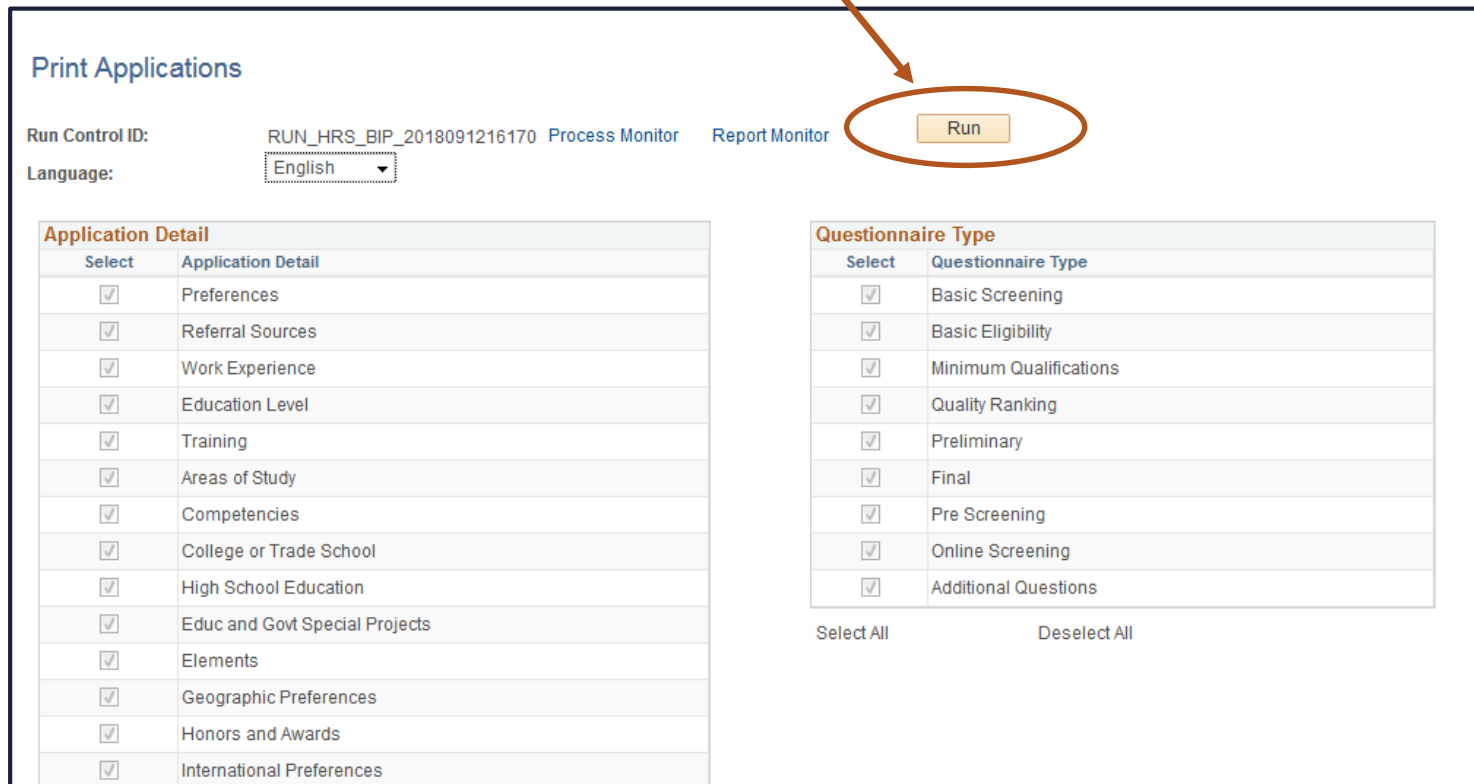
Recruiting Actions

Applicant Actions

Print Application Details

PRINTING APPLICATIONS IN BULK

- All of the selections are pre-selected for you. All you need to do is click the 'Run' button.



Print Applications

Run Control ID: RUN_HRS_BIP_2018091216170 Process Monitor Report Monitor **Run**

Language: English

Application Detail	
Select	Application Detail
<input checked="" type="checkbox"/>	Preferences
<input checked="" type="checkbox"/>	Referral Sources
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Education Level
<input checked="" type="checkbox"/>	Training
<input checked="" type="checkbox"/>	Areas of Study
<input checked="" type="checkbox"/>	Competencies
<input checked="" type="checkbox"/>	College or Trade School
<input checked="" type="checkbox"/>	High School Education
<input checked="" type="checkbox"/>	Educ and Govt Special Projects
<input checked="" type="checkbox"/>	Elements
<input checked="" type="checkbox"/>	Geographic Preferences
<input checked="" type="checkbox"/>	Honors and Awards
<input checked="" type="checkbox"/>	International Preferences

Questionnaire Type	
Select	Questionnaire Type
<input checked="" type="checkbox"/>	Basic Screening
<input checked="" type="checkbox"/>	Basic Eligibility
<input checked="" type="checkbox"/>	Minimum Qualifications
<input checked="" type="checkbox"/>	Quality Ranking
<input checked="" type="checkbox"/>	Preliminary
<input checked="" type="checkbox"/>	Final
<input checked="" type="checkbox"/>	Pre Screening
<input checked="" type="checkbox"/>	Online Screening
<input checked="" type="checkbox"/>	Additional Questions

Select All Deselect All

PRINTING APPLICATIONS IN BULK

- A “Process Scheduler Request” window will pop up. Click ‘Ok’.

Process Scheduler Request

User ID rms6 Run Control ID RUN_HRS_BIP_2018091216170

Server Name [dropdown] Run Date 09/12/2018 [calendar icon]

Recurrence [dropdown] Run Time 4:33:46PM [Reset to Current Date/Time]

Time Zone [input] [magnifying glass icon]

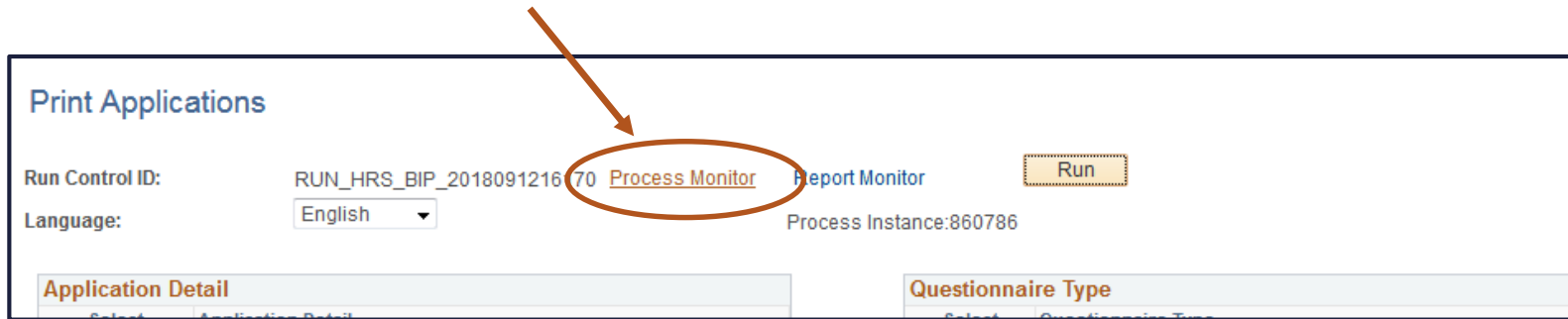
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Application Details	HRS_BTCH_APL	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel

PRINTING APPLICATIONS IN BULK

- Click on the 'Process Monitor' link.



Print Applications

Run Control ID: RUN_HRS_BIP_2018091216 (70) [Process Monitor](#) Report Monitor

Language: English Process Instance:860786

Application Detail Application Detail

Questionnaire Type Questionnaire Type

PRINTING APPLICATIONS IN BULK

- Click the 'Refresh' button until the Run Status reads 'Success' and the Distribution Status reads 'Posted'.

The screenshot displays a web application interface for managing process requests. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' containing various search filters: 'User ID' (rms6), 'Type', 'Last' (1 Days), 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is circled in orange. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 860786, Process Type Application Engine, Process Name HRS_BTCH_APL, User rms6, Run Date/Time 09/12/2018 4:33:46PM MST, Run Status Success, and Distribution Status Posted. The 'Run Status' and 'Distribution Status' columns are highlighted with a yellow box, and an orange arrow points from the 'Refresh' button to this area. At the bottom left, there are 'Save' and 'Notify' buttons.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	860786		Application Engine	HRS_BTCH_APL	rms6	09/12/2018 4:33:46PM MST	Success	Posted	Details

PRINTING APPLICATIONS IN BULK

- When the Run Status reads 'Success' and the Distribution Status reads 'Posted', click on the link that reads "Details".

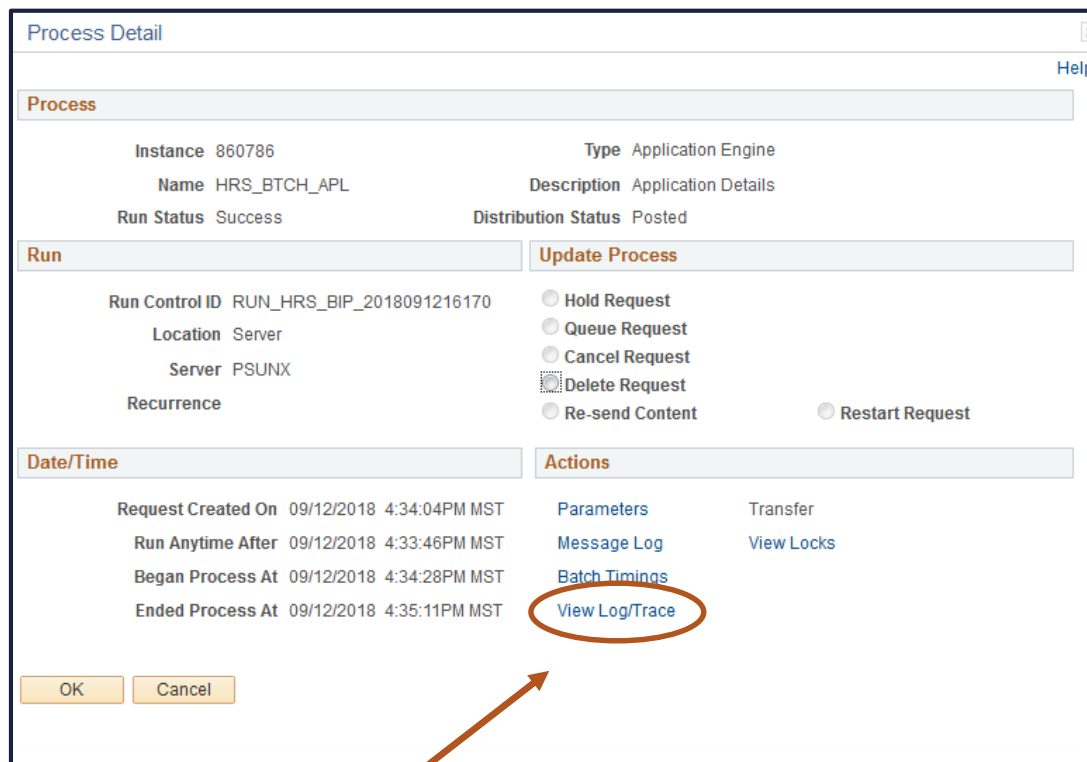
The screenshot shows a web application interface with the following elements:

- Navigation tabs: **Process List** (selected) and **Server List**.
- Section header: **View Process Request For**.
- Search filters:
 - User ID: with a search icon.
 - Type: with a dropdown arrow.
 - Days: with a dropdown arrow.
 - Server: with a dropdown arrow.
 - Name: with a search icon.
 - Instance From:
 - Instance To:
 - Run Status: with a dropdown arrow.
 - Distribution Status: with a dropdown arrow.
 - Save On Refresh
- Refresh button: **Refresh** (dashed border).
- Table header: **Process List** with options: **Personalize** | **Find** | **View All** | | | **First** | **1 of 1** | | **Last**.
- Table body:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	860786		Application Engine	HRS_BTCH_APL	rms6	09/12/2018 4:33:46PM MST	Success	Posted	Details
- Bottom buttons: **Save** and **Notify**.

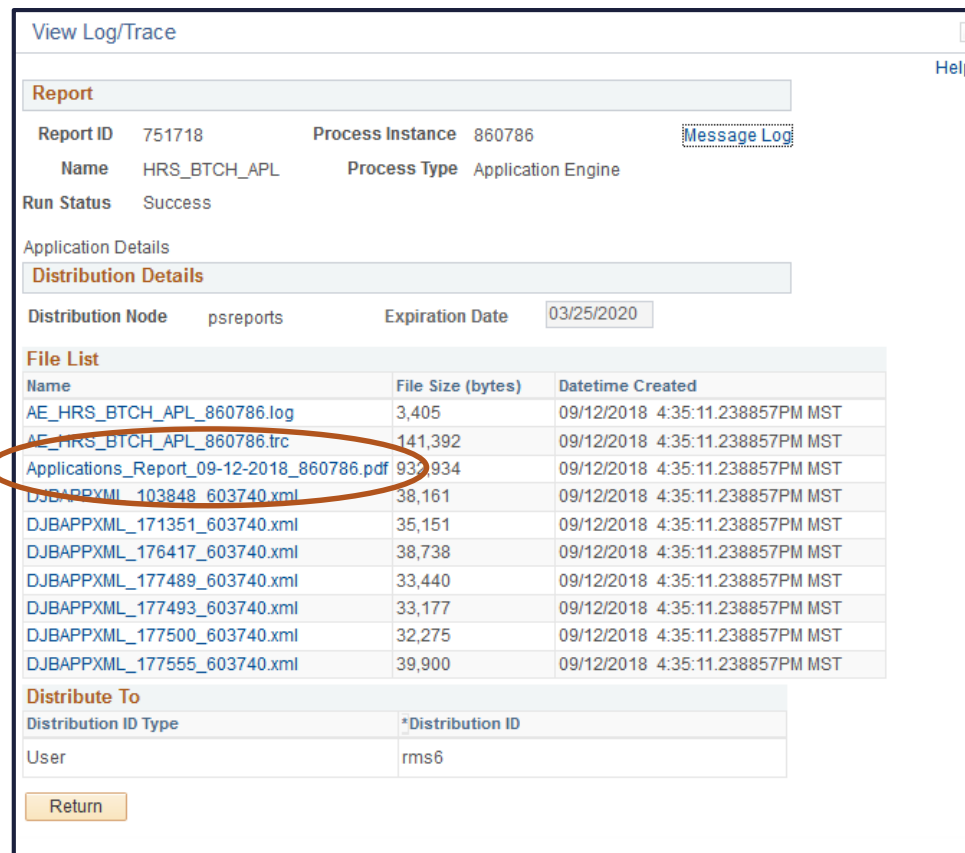
PRINTING APPLICATIONS IN BULK

- A “Process Detail” window will pop up. Under “Actions” click on the ‘View Log/Trace’ link.



PRINTING APPLICATIONS IN BULK

- A “View Log/Trace” window will pop up. In the file list, select the .pdf file.



The screenshot shows a 'View Log/Trace' window with the following details:

- Report ID:** 751718
- Process Instance:** 860786
- Name:** HRS_BTCH_APL
- Process Type:** Application Engine
- Run Status:** Success
- Application Details:** Distribution Node: psreports, Expiration Date: 03/25/2020

The **File List** contains the following entries:

Name	File Size (bytes)	Datetime Created
AE_HRS_BTCH_APL_860786.log	3,405	09/12/2018 4:35:11.238857PM MST
AE_HRS_BTCH_APL_860786.trc	141,392	09/12/2018 4:35:11.238857PM MST
Applications_Report_09-12-2018_860786.pdf	932,934	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_103848_603740.xml	38,161	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_171351_603740.xml	35,151	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_176417_603740.xml	38,738	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_177489_603740.xml	33,440	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_177493_603740.xml	33,177	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_177500_603740.xml	32,275	09/12/2018 4:35:11.238857PM MST
DJBAPPXML_177555_603740.xml	39,900	09/12/2018 4:35:11.238857PM MST


The 'Distribute To' section shows:

Distribution ID Type	*Distribution ID
User	rms6

A 'Return' button is located at the bottom left of the window.

PRINTING APPLICATIONS IN BULK

- A PDF file will download.
- Open the PDF file to find the batch of applications, resumes and other application materials for the applicants you have selected.
- You can either save the PDF file to your computer or print the document.

	
Application Report for Bradley Wright	
General Information	
Name	Bradley Wright
Applicant ID	103848
Applicant Type	External Applicant
Applicant Status	010 Active
Contact Information	
Name Prefix	

THANK YOU!

If you need further assistance, please contact the
Human Resources Office.

Centennial Building (Bldg 91)

411 S. Beaver Street

Flagstaff, AZ 86011

Phone: 928-523-2223

HR.Contact@nau.edu

nau.edu/hr