

Department Access

Cancelling a Posting

- Log into the system.

University at Buffalo The State University of New York

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Human Resources

User Login

• Request User Account **Training Site Last Updated: 02/04/2008**

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click [Request User Account](#) form to the left.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

- Select View under the classification title.

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esources

Welcome **Jamie Lynn Bluhm**. You are logged in.
Your Current Group: Hiring Managers.

Thursday, February 21, 2008

Active Postings

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
1 Record						
▼ Classification Title	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
Residence Hall Director View View Summary	0800016 Get Reports List	3	01-14-2008	04-11-2008	0090-University Residence Halls & Apartments	Posted

Department Access

Cancelling a Posting (continued)

- Disqualify the active applicants. To change all applicants statuses at one time, select All in the All/None column.
- Select Change Multiple Applicant Statuses.

View/Edit Posting - Residence Hall Director

Reports

Posting Preview

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
Active Applicants						
3 Records						
☒ Name	Documents	☒ Current Employee	Date Applied	☒ Status	☒ External Status	All / None
Shakespeare, William View State Employment Application	Resume Cover Letter		02-21-2008	Under Review by Search Committee Change Status	In Progress	☐
Milton, John View State Employment Application	Resume Cover Letter		02-21-2008	Under Review by Search Committee Change Status	In Progress	☐
Chaucer, Geoffrey View State Employment Application	Resume Cover Letter		02-21-2008	Under Review by Search Committee Change Status	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES

Refresh View Multiple

Include: ☒ Active Applicants ☐ Inactive Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

REFRESH

Applications / documents will open in a new window. To print,

- Select for the Change for All Applicants Status, Not Selected for Interview (No Letter).

Change Applicant Status

Change For All Applicants:

Status

Selection Reason

Choose Option Below:

Name	Documents	Status	Selection Reason
Shakespeare, William View State Employment Application	Resume Cover Letter	Under Review by Search Committee Under Review by Search Committee Recommend for Hire Minimum Qualification Not Met Send Letter Not Selected For Interview Send Letter Interviewed Not Selected Send Letter Minimum Qualification Not Met (No Letter) Not Selected For Interview (No Letter) Interviewed Not Selected (No Letter)	Choose Option Below: v
Milton, John View State Employment Application	Resume Cover Letter	Under Review by Search Committee	Choose Option Below: v
Chaucer, Geoffrey View State Employment Application	Resume Cover Letter	Under Review by Search Committee	Choose Option Below: v

CONTINUE TO CONFIRM PAGE >>

RESET TO ORIGINAL STATUS

CANCEL

Department Access

Cancelling a Posting (continued)

- For the Selection Reason, choose Position Cancelled.
- Then click on Continue to Confirm Page.

Change Applicant Status

Change For All Applicants:	Status	Selection Reason
	Not Selected For Interview (No Letter)	Choose Option Below: Choose Option Below: Unable to contact Falsification of application Application shows unacceptable work history Candidate ineligible to work in the US Candidate withdrew from consideration Candidate lacks directly related experience Candidate lacks directly related education/training/licensure Candidate lacks preferred qualifications (education/experience/skill level) Weak Publication Record Research Experience Not Applicable Insufficient Teaching Experience Position Cancelled External Posting Cancelled
Shakespeare, William View State Employment Application	Resume Cover Letter Not Selected For Interview (No Letter)	
Milton, John View State Employment Application	Resume Cover Letter Not Selected For Interview (No Letter)	
Chaucer, Geoffrey View State Employment Application	Resume Cover Letter Not Selected For Interview (No Letter)	Choose Option Below:

CONTINUE TO CONFIRM PAGE >> **RESET TO ORIGINAL STATUS** **CANCEL**

- Verify the status change and click on Save Status Changes.

Change Applicant Status

Name	Documents	Status	Selection Reason
Shakespeare, William View State Employment Application	Resume Cover Letter	Not Selected For Interview (No Letter)	Position Cancelled
Milton, John View State Employment Application	Resume Cover Letter	Not Selected For Interview (No Letter)	Position Cancelled
Chaucer, Geoffrey View State Employment Application	Resume Cover Letter	Not Selected For Interview (No Letter)	Position Cancelled

SAVE STATUS CHANGES >> **CANCEL**

Once all your applicants have been disqualified, an e-mail including your request to cancel a posting and the posting number must be sent to:

RF Positions—Sharon Chimera at schimera@buffalo.edu.

State and UBF Positions—Christina Stroehlein at cms17@buffalo.edu.

When HR cancels the posting, a system generated e-mail will be sent to applicants advising that the position has been cancelled.