# ROCS – GUIDE TO *INITIATOR/AUTHORIZER 1* ROLE

I. INTRODUCTION TO THE INITIATOR/AUTHORIZER 1 ROLE

In ROCS Initiators and Authorizer 01's may: start new position description requests, modify position description requests, posting requests, and hiring proposal requests. Depending on your department's approval structure a request will either start at the "Initiator", or the "Authorizer 01".

Understanding where to find Requisitions:

There are two modules in ROCS: "Position Management" and "Applicant Tracking". You may navigate between the two modules by using the drop-down field under the PeopleAdmin logo in the top-right area of the screen.
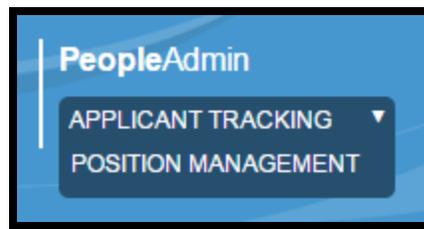

- **"Applicant Tracking"**: This module will be used for all job postings, applicant screening, and hiring proposals.
- **"Position Management"**: This module will be used for all new position description requests, and modify position description requests

In the "Applicant Tracking" module postings and hiring proposals simply reside under their tabs at the top of the screen in the "Staff" option. However, while managing position descriptions in the "Position Management" module you must understand that there are two areas to locate your requests. Toggle over "Position Descriptions" at the top of the screen to view the two areas.
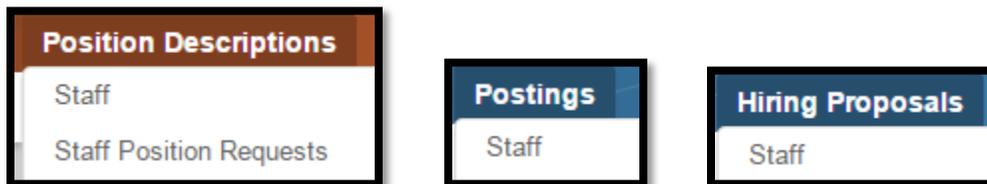

- **"Staff"**: This area will house all of the approved position descriptions associated with your user. Whenever UHR approves one of your requests the object will appear in this area.
- **"Staff Position Requests"**: This area will house all of the new position description requests, or modify position requests that are in a draft state or going through the approval process.
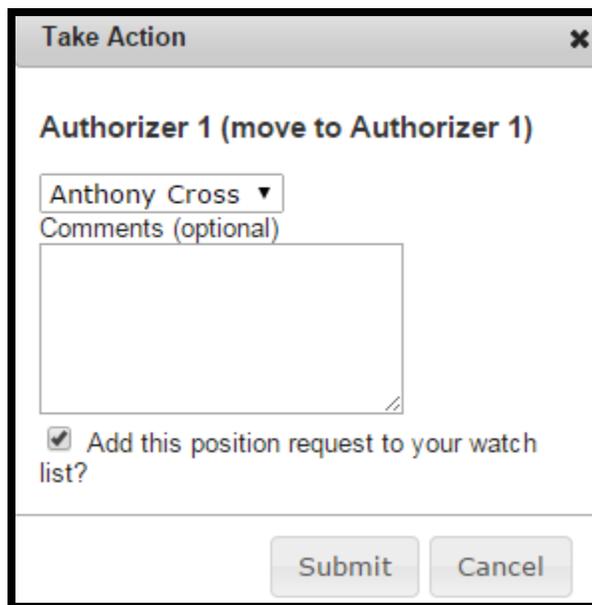
The "Inbox" and "Watch List" are both tools to help you keep track of requisitions that have been sent to you or that you are currently working on. When you log into ROCS you will notice an area next to your name that identifies if you have any messages in your inbox.

Anthony Cross, you have 0 messages.
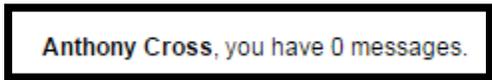
To access your "Inbox" or "Watch List" click on their icons located in the top-right area of the system.

Inbox | **People**Admin

Watch List | APPLICANT TRACKING ▼
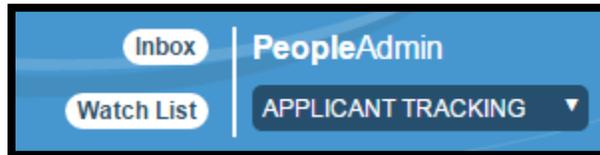
Whenever you create a new item in the system that item will automatically default to be added to your "Watch List" when you send the item off to the first approver.

Take Action ✖

Authorizer 1 (move to Authorizer 1)

Anthony Cross ▼
Comments (optional)

☑ Add this position request to your watch list?

Submit   Cancel

You may uncheck the box if you do not want to add the item to your "Watch List", however it is recommended to add items to your "Watch List".

In ROCS before you can create a job posting you must get a position description approved by the approvers in your department and then final approval by UHR. The next few pages will explain how to go about creating a new position description, and turning that position description into a job posting.

II.   CREATING A POSITION DESCRIPTION

Step One: Login to ROCS by accessing the system thought the link: https://jobs.rutgers.edu/hr/shibboleth. Enter your NETID and password.

Step Two: Set your role access to the system to "Initiator" or "Authorizer 01" using the drop-down field found in the top right area of the screen.
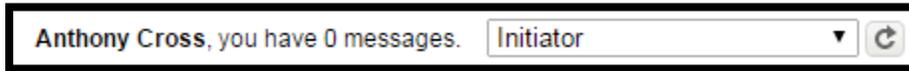
Make sure to click the "refresh arrow" in the grey box to the right of "Initiator" or "Authorizer 01". You will receive a success green status bar at the top of the screen once you are in the "Initiator" or "Authorizer 01" role.
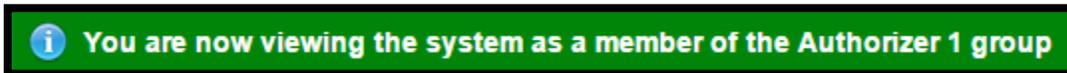
Step Three: Navigate to the "Position Management" module of ROCS by clicking on the drop-down in the top right area of the screen. Select "Position Management" to access that module.
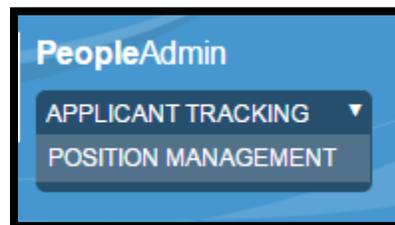
Once in the "Position Management" module the top banner of the system will be orange and you will have the "Position Management" options.
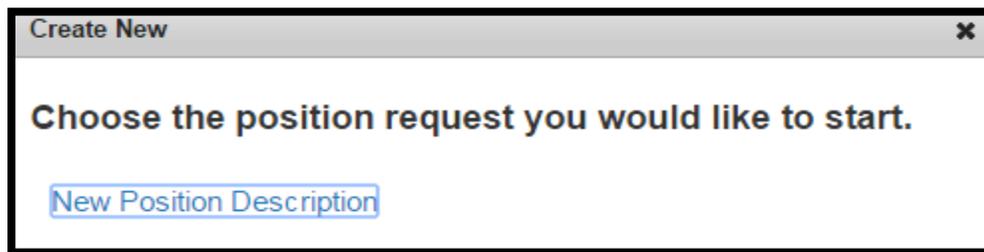
Step Four: Start a position description request by toggling over "Position Descriptions" and clicking the "Staff" option.

Position Descriptions
Staff

Select the "Create New Position Description" orange button located in the top-right area of the screen.

Create New Position Description

Select "New Position Description" to start the new Position Description request process.

Create New ✖

Choose the position request you would like to start.

New Position Description

PLEASE NOTE AS AN AUTHORIZER 01 YOU MIGHT ONLY HAVE TO LOGIN AND APPROVE A POSITION DESCRIPTION IF AN INITIATOR ALREADY CREATED THE REQUEST. TO LEARN HOW TO REVIEW THE ALREADY CREATED REQUEST AND MOVE IT IN THE SYSTEM SKIP TO STEP 10

Step Five: Enter a "Position Title" for your request, and select where this position will be located in the organization by using the 'Executive", 'School/Division", and "Department" drop-down fields.

Position Title	Program Coordinator I
Organizational Unit	
Executive *	SAS - Dean's Office-L2
School/Division *	SAS - Chem & Chemical Biology-L3
Department *	SAS - CCB - Protein Database

Select the orange "Start Position Request" button to begin your request.

Start Position Request

Step Six: When creating a new position description you must select a classification to link to your position description. Use the "Filter these results" link at the top of the page to narrow down the large classification list.

Classifications - Filter these results

Use the "Search" field to enter key terms which will help narrow down the classification list. Click "Search" once you are done entering your search parameters.

Search Classifications	✖
Search: Program	
Add Column: Add Column ▼	
	Search Cancel

The search will yield classification titles which match the key terms you put in the search. You may click on the "Classification Title" to see detailed information about the classification. The table will also provide some data about the classification.

Classification Title	FLSA	Grade	Union Description	(Actions)
○ PROGRAM COORDINATOR I	Nonexempt	04	URA-AFT Administrative	Actions▾
○ SENIOR PROGRAM COORDINATOR	Nonexempt	05	URA-AFT Administrative	Actions▾

Select the radio button to the left of the "Classification Title" to select that classification.

Classification Title	FLSA	Grade	Union Description
⦿ PROGRAM COORDINATOR I	Nonexempt	04	URA-AFT Administrative

Select "Next" to save and continue to the next section.

Save Next >>

Step Seven: The next section requires the entry of "Position Details" information. It is recommended to fill out as many fields as possible – the more information the better. However, only the fields highlighted in red (with a red asterisk) are required. When done entering data select "Next" to save and continue to the next section.
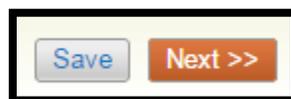
Save Next >>

Step Eight: The next section requires the entry of budget information. If you have the information to enter budget information select the grey button titled "Add Position Budget Information Entry".
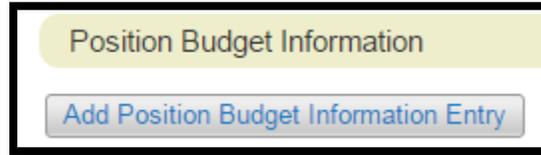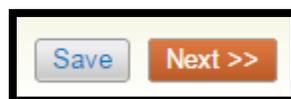

Hitting this button will populate several budget information fields. Enter data into the fields (only Account Number and Funding Information are required). To add another budget entry (for multiple funding sources) click on the "Add Position Budget Information Entry" button.

In the "Percentage Funded" field use **number values only** – do not use % symbol in this field. Also, all whole numbers must be entered with an extra decimal point. To enter "25" put in "25.0".


Select "Next" to save and continue to the next section.

Step Nine: The next step lets you upload documents to be associated with this position description. You will see all the document types listed in a table.

Document Type	Name	Status	(Actions)
Organizational Chart (Required)			Actions ▾
Justification Cover Letter (Required)			Actions ▾

To upload a document in a "Document Type" category hover over the "Actions" link. Select "Upload New" to attach a document from your PC.

Actions ▾
Upload New
Create New
Choose Existing
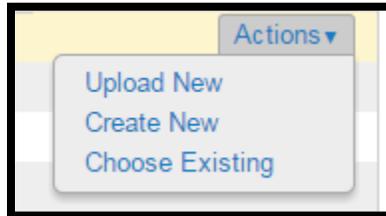
If you want you may change the name of the document, add a description, and then select the "Choose File" button to select a file from your PC. Select "Submit" to attach the file to the position description.

Name Organizational Chart (Require

Description

File to upload Choose File No file chosen

Submit

Select "Next" to save and continue to the next section.

Step Ten: The last section of the position description is the "Summary Tab". On this page you may view all the data and documents you have linked to this position description. If you have to make any changes click on the blue "Edit" link at the top of the page.

New Position Description: Program Coordinator I (Staff) Edit
Current Status: Draft

After you are satisfied with the data you entered on your position description request you will move the request to the next approver. Use the orange "Take Action on Position Request" button to view all of the approvers you may send the request to.


Click on the approver you want to send it to. A new box will appear where you will select the approver to send it to using the drop-down where it currently says "Anthony Cross", you may write a comment which will be seen by the next approver, and select whether or not you want to add the request to your Watch List.

Select "Submit" to send the request off.
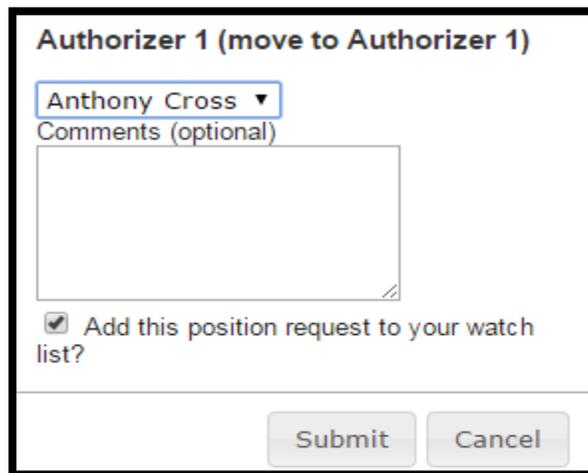
Depending on how your department's approval process flows the position description request will get forwarded along to all the necessary approvers. Once UHR receives the request they will check the data and approve. Once approved you may use this position description to create a job posting.
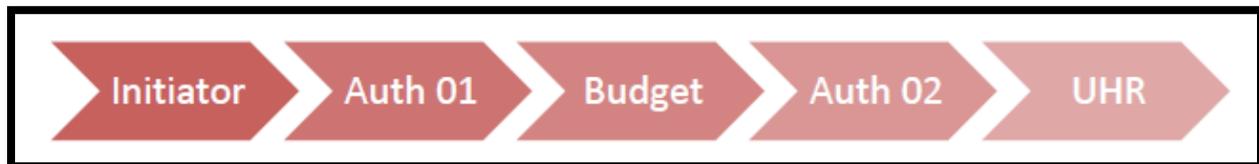
III.   CREATING A POSTING

Step One: Make sure you set your role access to the system to "Initiator" or "Authorizer 01" using the drop-down field found in the top right area of the screen.

Make sure to click the "refresh arrow" in the grey box to the right of "Initiator" or "Authorizer 01". You will receive a success green status bar at the top of the screen once you are in the "Initiator" or "Authorizer 01" role.

Step Two: Navigate to the "Applicant Tracking" module of ROCS by clicking on the drop-down in the top right area of the screen. Select "Applicant Tracking" to access that module.
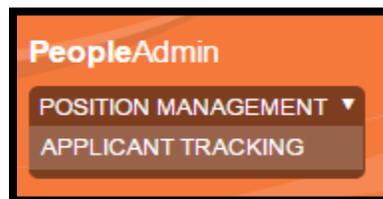
Once in the "Applicant Tracking" module the top banner of the system will be blue and you will have the "Applicant Tracking" options.
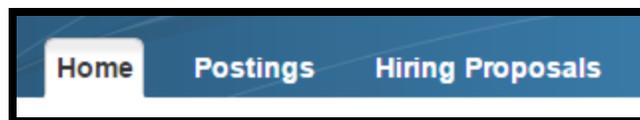
Step Three: From the "Home Tab" click "Create New Staff Posting" in the shortcuts menu (top-right of screen)

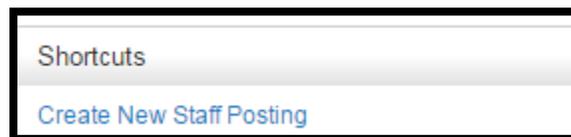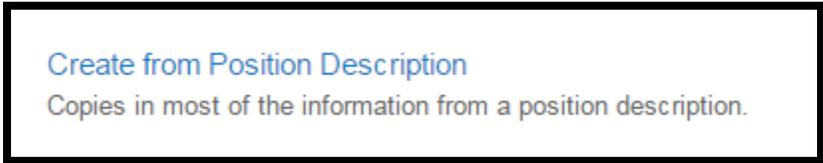The next screen box will ask "What would you like to use to create this new posting?" Select the option "Create from Position Description" to create from the previously approved position description.

Create from Position Description
Copies in most of the information from a position description.

Step Four: The first part of requesting a new job posting is selecting the "Position Description" to use. You will see a table with all the UHR approved position descriptions to choose from.

Position Description Title	Department	UHR User Assigned	Position Description Number	(Actions)
Employment Coordinator	University Human Resources	Venner,James	14ST001	Actions▾
Program Assistant - NJAES OCPE	SEBS-Continuing Prof Education	Atschinow,Jill	14ST1005PD	Actions▾
Research Project Coordinator (Training)	SAS - Psychology-Child Study	Cross, Anthony	15ST1013PD	Actions▾

On the "Position Description" you want to use click on the "Actions" link. Select "Create From" to start a posting request for that "Position Description.

Actions▾
View
Create From
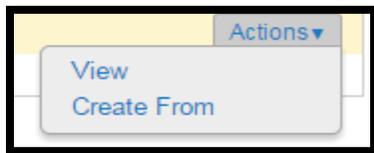
Step Five: The next part acts at the *cover page* for your posting. The "Position Title" and "Organizational Unit" information will pull data over from the "Position Description" you selected in the previous step.

The "Applicant Workflow" only has one option so that auto-defaults to the correct selection. The "Accept References" section gives the applicants the opportunity to provide reference information – check this box if you want to use that feature (it is optional). Leave the "Online Applications" box checked unless you do not want to accept online applications.

Lastly select the "Accepted Application Forms" Option (Short Application Form recommended).

Accepted Application Forms

☐ General Application Form
☐ Short Application Form

- **General**: This form collects all work history, and education history information.
- **Short**: Recommended form – this form collects applicant contact information and assumes a resume will be uploaded.

Select the orange "Create New Posting" button to start the request.

Step Six: Review information sourced from the "Position Description" and enter any new data in any fields. Remember fields highlighted in red (with a red asterisk) are required.
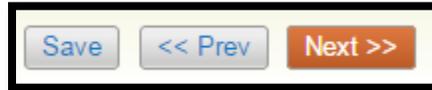
Select "Next" to save and continue.

Step Seven: The next section collects information if the references feature is going to be used (Skip this section by just hitting the orange "Next" button.

Complete the fields and select "Next" to save and continue.

Step Eight: Review the budget information. If everything looks good select "Next" to save and continue.
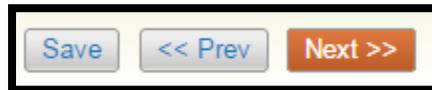
Step Nine: For any posting you may add "Supplemental Questions". To add a "Supplemental Question" to the posting select the orange button "Add a Question" (Skip this section by hitting "Next").

This button will open up a table with all of the available "Supplemental Questions". You can use the category drop-down menu to sort the list of questions. To add the question to the posting check the box in the add column, and select the "Submit" button.

Add	Category	Question
☐	Education	What is the highest degree you have received?

You may also add points and disqualifying factors to a question. After adding a question to a posting click on the blue link in the "Question Column". This will open up the options for the question. Here you can make the question required to be answered by the applicant, make an answer disqualify an applicant, or assign points to each answer.

Position	Required	Category	Question		Status
1	☐	Education	What is the highest degree you have received?		active

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. High School Diploma		☐
2. Bachelor's Degree		☐
3. Master's Degree		☐
4. Doctoral Degree		☐

When finished with "Supplemental Questions" select "Next" to save and continue.

Save   << Prev   Next >>

Step Ten: The next section sets up what documents an applicant needs to upload with their application. You can order the documents, and select if the document is required or optional to upload.

Order	Name	Not Used	Optional	Required
1	Resume	◉	○	○
2	Cover Letter/Letter of Application	◉	○	○
3	Teaching Philosophy	◉	○	○

Select "Next" to save and continue to the next section.

Step Eleven: The "Guest User" tool is used for individuals who are external to Rutgers University. If an individual has a Rutgers NetID they will be added in the next section as a search committee member. Select "Create Guest User Account" (Skip this section by hitting "Next").

Want to give guests access to view this posting?

Create Guest User Account

Enter the individual's e-mail addresses in the designated fields. Once completed hit the "Update Guest User Recipient List" button. The individuals entered will receive an e-mail with instructions and login information.

Email Addresses of Guest User Recipients

Email addresses (one per line)

Update Guest User Recipient List

Select "Next" to save and continue to the next section.

Save | << Prev | Next >>

Step Twelve: The "Search Committee" tools allows you to assign multiple members to the "Search Committee" these individuals will have view only access to the posting and the applicant pool. Use the search function to locate individuals to add to the search committee (Skip this section by hitting "Next").

Search

Find a User to assign as a Search Committee Member.

First Name

Last Name Cross

Email Address

Search

Browse the search results to find the individual you want to add to the "Search Committee". Click the "Add Member" button to add the individual to the "Search Committee". You may also designate a "Committee Chair" by checking the box to the right of the "Add Member" button.

Name	Email Address	Add Member	
Deanna-Marie Norcross	emailaddress@zed.zed	Add Member	☐ Make Member The Committee Chair
Anthony Cross	emailaddress@zed.zed	Add Member	☐ Make Member The Committee Chair

Select "Next" to save and continue to the next section.

Save   << Prev   Next >>

Step Thirteen: The next step presents the opportunity to add search criteria that the "Search Committee" may use to evaluate applicants. Use the "Add a Criterion" button to add criteria to a posting (Skip this section by hitting "Next").

Add a Criterion

Check the "Add" column to add the criteria to the posting – select "Submit" to add that criteria to the posting. Or you may request a new criterion be added by clicking the blue "Add a new one" link. This new criteria must be approved by UHR.

Add	Category	Description
☐	Uncategorized	Should the applicant be sent a request to interview for this position.
☐	Uncategorized	Search Committee members may provide any comments on the applicants.

Displaying **all 2**

Can't find the one you want? Add a new one

Submit   Cancel

Select "Next" to save and continue to the next section.

Save   << Prev   Next >>

Step Fourteen: The last section of the posting is the "Summary Tab". On this page you may view all the data you have added to the posting. If you have to make any changes click on the blue "Edit" link at the top of the page.

Posting: Program Assistant - NJAES OCPE (Staff)
Edit   Delete
Current Status: Draft

Position Type: **Staff**
Department: **SEBS-Continuing Prof Education**

Created by: **Anthony Cross**
Owner: **Anthony Cross**

After you are satisfied with the data you entered on your job posting request you will move the request to the next approver. Use the orange "Take Action on Posting" button to view all of the approvers you may send the request to.

Take Action On Posting ▾
WORKFLOW ACTIONS
Keep working on this Posting
Canceled (move to Canceled)
Authorizer 1 (move to Authorizer 1)
Budget / Administrative Review (move to Budget)
Authorizer 2 (move to Authorizer 2)

Click on the approver you want to send it to. A new box will appear where you will select the approver to send it to using the drop-down where it currently says "Anthony Cross", you may write a comment which will be seen by the next approver, and select whether or not you want to add the request to your Watch List.

Select "Submit" to send the request off.

Authorizer 1 (move to Authorizer 1)

Anthony Cross ▾
Comments (optional)

☑ Add this position request to your watch list?

Submit   Cancel

Depending on how your department's approval process flows the posting request will get forwarded along to all the necessary approvers. Once UHR receives the request they will check the data and approve. Once approved UHR will post the job alerting the "Authorizer 2" of your department that the job has been posted.