MAKING DREXELJOBS WORK FOR YOU

DrexelJobs is Drexel University's web-based job application and recruiting system. DrexelJobs makes it possible for hiring managers to fill their open positions and helps job applicants (both internal and external) manage the employment process.

Here's what you can expect:

- Faster, more efficient hiring
- Opportunities to cull applicants from a large database and recycle applicants who may be good candidates for future job openings
- Less time to find the right candidate
- Faster response time to applicants
- Quicker start dates for new employees
- Less paperwork
- Bigger better talent pool

With DrexelJobs hiring managers are able to complete and route job requisitions for approval online, allowing for easier checking of the status of the requisition and saving time in obtaining approvals.

This process will result in jobs getting posted sooner, allowing for the recruiting process to begin sooner. Jobs can also be posted to external job boards (Monster, HireEd, Career Builder, etc) at a lower cost.

Human Resources Employment Specialists and hiring managers will be able to view responses to job openings quickly and track the progress of each application through the recruiting process electronically so the status of each applicant is known at all times.

Resumes and cover letters are stored electronically, eliminating lost, destroyed or misplaced hard copy and freeing up storage space. This results in an ongoing opportunity for applicants from prior job searches to be retrieved for future searches.

GETTING STARTED

- **Who has access:**
  The **Human Resources** staff are designated as the "system managers". As such they are authorized for access to
    - All applications and requisitions in the DrexelJobs database, University-wide
    - All information pertaining to job status and application status

  Originators are those who are authorized to create requisitions for their individual department or unit. (Example: Secretary in Dept of Mechanical Engineering) They will be authorized for access to
    - All information pertaining to requisitions they originated including applications, job status and application status

  Department Originator are those who can create or approve requisitions for an entire department (Example: Department of Mechanical Engineering).They will be authorized for access to
    - All information pertaining the requisitions and applications for their department

  Dean/Director are those who will be authorized for access to and have approval authority for
    - All information pertaining to requisitions and applications for all Org codes for within their responsible area

  VP/President are those who will be authorized for access to and have approval authority for
    - All information pertaining to requisitions and applications for all Org codes for which they are responsible

  Proxy I are Department Originators who, in addition to their own access, have the authority to serve as a proxy for the Dean/Director

  Proxy II are Department Originators who, in addition to their own access, have authority to serve as a proxy for the VP/Provost/President

  Research are users who administer grants and approve funding for positions that are grand funded. They will have access to
    - Information pertaining to requisitions and applications for the grants for which they are responsible

- **To get access**
    - Complete a DrexelJobs Access Request form, which is available on the Human Resources website at www.drexel.edu/hr under HR Forms

- o The completed form should be sent to your Divisional Budget Manager for approval and authorization of the applicable Org codes for which you are responsible
- o Budget Managers will submit completed forms to HR for final approval and you will be contacted by HR to set up a User ID and password

- **Need help**
  - o For general assistance for using DrexelJobs contact your HR Employment Specialist
  - o For questions concerning access to the system contact Tony Roig at ar992@drexel.edu

MANAGING JOB REQUISITIONS

The job requisition creation, approval and routing processes are electronic. This means you can easily check the status of your job requisition and save time in routing for necessary approvals, ensuring no lost paper.

To begin the process you create a job requisition by using a previously completed requisition, a template containing an outline for that type of position or create a requisition from scratch. Once the job has been described you must provide information concerning the funds of the position and complete any budget transfers as necessary. You may also indicate on the requisition the type of recruiting to be conducted utilizing various electronic job boards or print advertising.

The approval process is the same as before DrexelJobs, only faster and paperless
- You must obtain approval from the Dean or Director of your school or division and/or
- You must obtain approval from the Vice President, Provost or President
- The approvals are obtained by clicking on the "send to" button on the requisition. The next level approver will receive an e-mail notification that there is a requisition pending approval. The approval process follows along in this manner. Each approver electronically sends the requisition to the next approver until the requisition reaches Human Resources.
- Once the requisition is received in Human Resources it is reviewed by Compensation and HRIS and forwarded to your Employment Specialist for final review and posting.
- After the job has been posted you can review candidate's applications, resumes and cover letters online and manage the entire recruitment process electronically.
- When a final candidate has been interviewed and selected, the Originator completes the Authorization to Hire, final budget transfers and starts the final approval process by electronically send it to the next level for approval.
- Compensation will review the final applicant and discuss the offer with the hiring manager. Once final approval from Compensation and HRIS has been received, the Employment Specialist will proceed to make the employment offer to the applicant.