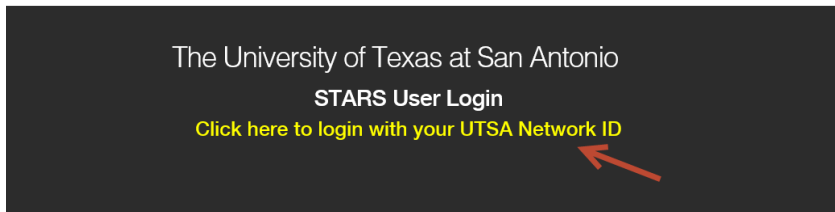


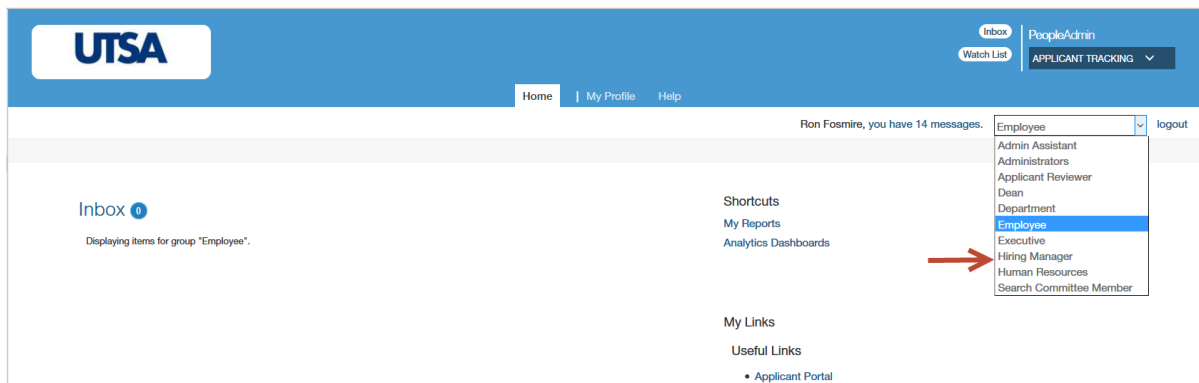
## Quick Guide for STARS 7.0

### User Instruction – Department Chair/Hiring Manager

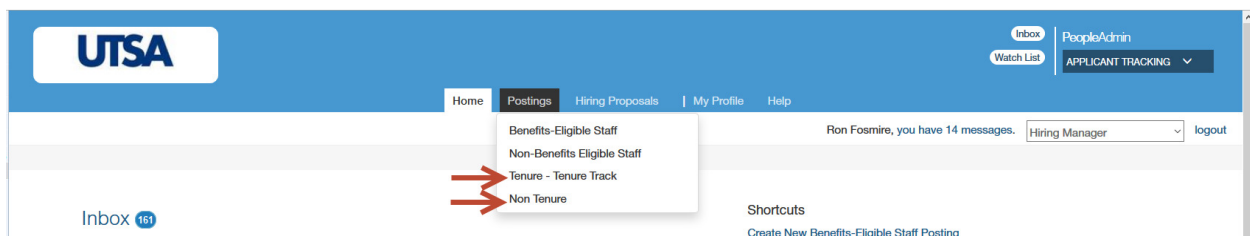
1. Log in to STARS <https://jobs.utsa.edu/hr>



2. Change user group to “Hiring Manager”


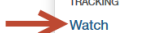


3. Select and search for job postings based on Position Type (i.e. Tenure/Tenure Track or Non Tenure).



4. Job postings where you are listed as the hiring manager will appear.


For ease of access, once you locate your job posting(s), add to your Watch List. Job postings will appear on your STARS “Home” page each time you log in and will remain there until you remove them from the Watch List or the position is filled.

<input type="checkbox"/>	Title of Position	Requisition Number	Department	Active Applications	Workflow State	Actions
<input type="checkbox"/>	Tenure - Tenure Track-Live Test 1 - Do Not Apply	TT20160002P	WATER INSTITUTE OF TEXAS (CTR060)	2	Closed	 Actions ▾ GENERAL View Posting View Applicants TRACKING Watch 

5. To access the posting details, click on the title of the position


Postings

Saved Search: "Postings" (1 Item Found) Actions

<input type="checkbox"/>	Title of Position	Requisition Number	Department	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	<a href="#">Assistant/Associate Professor-Mathematics</a> 	TT20150001P	COS MATH (ASC010)	67	Posted	Actions ▾

6. To review applicants, select “applicants” tab

Summary | **Applicants** | History | Reports



Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

7. Select applicant(s) to review (click checkbox to select all applicants or click last name for an individual application)

"Active Applicants" 2 Delete this search? Selected records 0 Clear selection? Actions ▾

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Are you eligible for veteran's preference?
<input type="checkbox"/>	Evans	Melissa		TT20160002P	Under Review by Manager	February 11, 2016 at 03:26 PM	Actions ▾
<input type="checkbox"/>	Fernandez	Priscilla		TT20160002P	Under Review by Manager	February 11, 2016 at 03:39 PM	Actions ▾

8. If selecting multiple applications, hover over the orange “actions” button and choose “Download Applications as PDF” to view all applications and supporting documents.

The screenshot displays the PeopleAdmin interface with a table of active applicants. The table has columns for Applicant Last Name, Applicant First Name, Documents, Posting Number, Workflow State (Internal), and Application Date. Two applicants are selected: Evans, Melissa and Fernandez, Priscilla. The 'Actions' dropdown menu is open, showing options like Evaluate Applicants, Download Applicants Evaluations, Review Screening Question Answers, Download Screening Question Answers, Export results, and Download Applications as PDF. Red arrows point to the selection checkboxes, the Actions button, and the 'Download Applications as PDF' option.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
<input checked="" type="checkbox"/>	Evans	Melissa		TT20160002P	Under Review by Manager	February 11, 2016 at 03:26 PM
<input checked="" type="checkbox"/>	Fernandez	Priscilla		TT20160002P	Under Review by Manager	February 11, 2016 at 03:39 PM

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*\*\*For questions or assistance, please contact Employment x4256*