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Administrative Guide

Welcome to CareerPortal, your organization’s complete solution for managing the recruiting and hiring process.

CareerPortal provides an easy-to-use, lightweight employment system that allows you to recruit new employees, track applicants, easily manage settings, send messages, control work and interview flows, and much more.

The CareerPortal Administrative Guide provides a deep dive into CareerPortal’s key administrative features using process orientated use-cases that illustrate how to perform administrative tasks within CareerPortal so that you can Bring in the Best™. Let’s get started.

Before You Begin

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Get Started

- Log In
  - Login

Login

The Login page is used by CareerPortal users to log into the system. If you don't have an account yet, see Don't have an account yet? section below.



Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

Log into CareerPortal

User Name	Type your user name.
Password	Type your password.

Click **Login**. Your CareerPortal Job Dashboard is displayed.

Don't have an account yet?

Click **Create an account** to register.

Did you forget your password?

We all forget our passwords. Thankfully, CareerPortal makes it easy to reset your password.

Click **Reset Password** on the Login page.

Field	Description
Username	Type your username. You only have to type your username or email address.
Email	Type your email address. You only have to type your username or email address.
I'm not a robot	You may be asked to complete a simple recognition task to verify that you are not a robot. If this is the case, complete the recognition task, and click **Verify**.
Continue	Continue.

Answer your security question to continue

Field	Description
Answer	Type the answer to the security question that you typed when creating your account.
Continue	Continue.

Enter and confirm new password

Field	Description
New Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ■ Uppercase letters (A–Z) ■ Lowercase letters (a–z) ■ Numbers (0–9) ■ At least one allowed special character
Confirm Password	Retype the password.
Reset Password	You are taken to the CareerPortal log in page. CareerPortal will also send a password reset confirmation email to the email address used to register your CareerPortal account.

Logging out of CareerPortal

When you are logged into your CareerPortal account, each page displays **Logged into CareerPortal as: <Your Username>** in the top right corner.

- Click your username. A drop-down menu will appear.
- Click *Log Out*. A log out confirmation page will appear.

- Click **Yes. Logoff.** to log off.
- Click **No. Stay logged in.** to remain logged into CareerPortal.

◦ Admin Login

Admin Login

The Admin Login page is used by CareerPortal administrators to log into a specific district, coop, or organization. You can access the Admin Login page from the CareerPortal homepage or the Login page.

Note: If you are an administrator you can only log in using the Admin Login page. Only Super Admins can log into multiple coops (districts).

Access the Admin Login page

There are two ways to access the Admin Login page.

- Go to the bottom of the CareerPortal homepage. Click **Admin Login**.
- Click **Login** on the CareerPortal homepage. Click **Admin Login** at the bottom of the login page.

Administratively log into CareerPortal

Field	Description
UserName	Type your user name.
Password	Type your password.
District/Coop/Organization	Select your district, coop, or organization from the drop-down menu. This option may vary.
Remember me	Select this if you want your browser to remember your user credentials. This is not recommended if you share a computer with others.
Always use Admin Login	Select this if you only want to sign in as an admin. Using this option will only present the Admin Login page when logging in to CareerPortal.
Login	Your CareerPortal Dashboard is displayed.

- Explore the Dashboard

Dashboard

The Dashboard provides an all access view into your organization's applicant search and job posts while also providing a means to easily navigate within CareerPortal. The Dashboard is divided into four tiles (Current Posted Jobs, Applications, Applicant Watch, and Messages) and three sections (Posted Jobs Approval Queue, Interview Rating Queue, Unread Messages) that either take you to other CareerPortal pages, provide data from other CareerPortal pages, or allow you to perform administrative functions.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Current Posted Jobs, Applications, Applicant Watch, and Messages tiles

The **Current Posted Jobs**, **Applications, Applicant Watch**, and **Messages** tiles are located at the top of the page.

Field	Description
Current Posted Jobs	The tile displays the number of jobs that you have posted. Click **VIEW MORE** to go to the Posted Jobs page.
Applications	The tile displays the number of applications that have been submitted for jobs you have posted. Click **VIEW MORE** to go to the Search Applicants page.
Applicant Watch	Click **VIEW MORE** to go to the Applicant Watch page.
Messages	Click **VIEW MORE** to go to your Messages page to view and respond to messages.

Posted Jobs Approval Queue

The **Posted Jobs Approval Queue** allows you to view your job approval workflow. A job approval workflow is part of the job posting process where selected users approve or deny a job posting before it is made available to applicants. Job posts that need your approval are listed in a grid in this section. The actual job approval or denial is performed on the Job Detail page.

Field	Description
View	Opens the Job Detail page.
Position	Displays the position title.
Department	Displays the department title.
Status	Provides the job's approval status. Pending Approval will remain the status until all approvers have approved the posting.
Assigned	Displays the user who the job post is assigned to.
Date Created	Displays the job posting creation date and time stamp.
History	If you have approved or denied a job posting, the **History** button will appear next to the job under the **Posted Jobs Approval Queue** section. View a specific workflow history. The **Posted Job Approval History** window will display showing the same columns as the **Posted Jobs Approval Queue** with the addition of the **Comments** field, which is used to justify a posting's denial. Click **View Job Posting** to view the Job Detail page for the job. Click **Cancel** to close the pop-up window.
See All Records	Go to the My Queue page.

Read Approve/Deny Workflow to learn how to approve and deny job approval workflows.

Interview Rating Queue

A list of job applicants who are in various stages of the interview process is displayed in the **Interview Rating Queue** section. You can perform your interview rating using the **Interview**

Rating Queue page.

Field	Description
View	Displays the Applicant Detail page.
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
Progress	Provides the applicant's progress within the application process.
Average Rating	Displays the applicant's average rating based on all who have the applicant in their interview workflow.
History	If you have rated an interview, the **History** button will appear next to the applicant under the **Interview Rating Queue** section. View a specific interview history. The **Interview Rating History** window will display showing the same columns as the **Interview Rating Queue** with the addition of the **Comments** field, which is used to justify a interview rating. Click View Applicant to view the Applicant Detail page for the job. Click Cancel to close the pop-up window.
See All Records	Go to the Interview Rating Queue page.

Read Interview Rating Queue to learn how to rate an applicant.

Messages

Under **Unread Messages**, a list of unread messages is displayed. Select the message that you want to view or click **See All Records** to go to the Messages page.

- Update Your Profile
  - Update Your Profile Settings

Profile Settings

The Profile Settings page allows you to edit or update your personal information. Your profile settings page was created when you first registered for a CareerPortal account. If an account was created for you, then review your profile settings information to make updates where necessary. You can view and update your profile settings at any time.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and update your profile settings

You can edit the following fields at any time.

Field	Description
First Name	Edit your first name. You can also change your first name on individual applications, if needed.
Last Name	Edit your last name. You can also change your last name on individual applications, if needed.

Field	Description
Select a Username	Edit the user name that you use to sign into CareerPortal.
Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ■ Uppercase letters (A–Z) ■ Lowercase letters (a–z) ■ Numbers (0–9) ■ At least one allowed special character **Note**: Leave this field and the **Confirm Password** field blank if you do not want to change your password.
Confirm Password	Retype the password.

Contact Information

Field	Description
Email Address	Update your password if it is different from the one listed.
Email Confirmation	Send an email confirmation message to the email address typed into the **Email Address** field. The Email Confirmation page is displayed indicating that a confirmation has been sent or that your email address has been confirmed.
Primary Phone	Type your primary phone number.
Secondary Phone	Type your secondary phone number.

Account Recovery

Field	Description
Security Question	Type a hint question. This question will be used to reset your password should you forget it.
Security Answer	Type your hint question response.

Field	Description
Save	Save your work.
Cancel	Cancel and return to the previous page.

- Update Your Profile Questions

Profile Questions

The Profile Questions page allows you to answer core job application questions. Your answers will act as a template when you apply for a job so that you do not have to re-type your answers to questions common to all applications. You can change your answers at any time by editing this page or by changing your answers when you apply for a job. Required fields are marked with a red asterisk.

Notes:

- Profile questions will vary based on organizational standards. If you update your profile questions after you have started an application, your updated information will not be reflected on the application. Update your profile questions before beginning an application.
- The percentage of the questions answered is displayed at the top of the page as well as under **Profile Status** on the Job Dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Change or add profile question information

- Update your personal and professional information where needed.
- Click **Submit** to save your profile questions and return to your My Profile page.

Other functions and features

Documents	View or attach supporting documentation.

- ++Messages|

Messages

The Messages page allows you to view your messages. Messages about job applications, the application process, and questions asked or answered are available on this page. Unread messages are displayed by default. Your messages can be sorted at any time by clicking on a column's heading. You can also view and search your messages using the Search field. Your messages are also accessible from the Messages panel on your dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and respond to messages

Your inbox displays all of your messages including sent responses and answered questions. Your inbox opens displaying all of your unread messages by default. Using your inbox is much like using an email program.

Column	Description
View	Read all posts within a message thread. View appears in red font for messages marked read.
Position Name	Displays the position that is the thread's topic.
Original Poster	Displays the original sender's name.

Column	Description
Message	Displays the message.
Date & Time Stamp	Displays the message's timestamp.
Responses	Displays the number of individual messages (posts) that comprise a message thread.

Using your inbox

Use the drop-down record menu under **Inbox** to select the number of messages to display.

Field	Description
Unread	View all of your unread messages.
All	View read and unread messages. The **View** button on read messages are gray while unread messages have a green **View** button.
Muted	View muted messages.

Message Thread

Click **View** to open the message thread.

The Message Thread page is displayed. The subject of the message, timestamp, sender name, and message is displayed.

On the left, you have the following options:

Field	Description
Return	Return to the Messages page.
Reply	Reply to the message.
Mute	Click **X** to mark the message and all threads as muted. Muted messages are messages that you no longer wish to receive notifications on. Rather than deleting a message, CareerPortal allows you to mute it.
Read	Click **X** to mark the message as read. Click ✔ to mark a message as unread. Read messages can be viewed under **All** on the Messages page.

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