

AHIRE Quick Reference Card: Add A New Listing

ACCESSING AHIRE

1. Log into the AHIRE Application at:
<https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending on your role, you will see either all listings or just listings for your department. If you see no listings, click 'Show Only My Listings.'

HOW TO ADD A NEW LISTING

On the listings page, click 'Add New Listing' to begin entering all of the information for this listing; required fields are marked with a red asterisks.

- (a). Job Code – choose a job code from the drop down.
- (b). Position Title – this gets defaulted from the job code chosen but may be changed and entered as a functional title.
- (c). Description – enter the approved job description. You may cut and paste into this field. Job description is displayed at the top of the page once an applicant clicks 'Apply.'
- (d). Position Category - choose from the drop down. For visiting positions, choose 'Other.'
- (e). Department – choose from the drop down. This is the academic unit that owns the listing.
- (f). Department / Org Override Label – this gets defaulted to the department chosen but may be changed to whichever program/department will have oversight of the position.
- (g). PPPL Listing – check this box if PPPL listing.
- (h). Support Email – enter whom to contact for assistance with this listing.
- (i). Send Email From – automated emails for this listing will be sent from this email address and undeliverable email will be returned to this address.
- (j). External URL (for external listings) – if the application process is hosted by an external site (namely MAT and ECO), you would enter the site here. Please leave blank if applicants will not be applying via an external discipline site.
- (k). Listing Start Date – (MM/DD/YYYY) the date on which this listing will become visible to the general public. Applications cannot be submitted before this date. This may be left blank.

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Click to add new listing (points to 'Add New Listing' button)

Click to show your listings (points to 'SHOW ONLY MY LISTINGS' link)

CURRENT FILTERS: NEW LISTING, APPROVED, DISAPPROVED, PENDING APPROVAL

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-CHM-00002	Assistant Professor	Chemistry	2 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Previous 1 Next 25 ROWS PER PAGE

Red asterisk fields are required (points to Job Code, Position Title, Department / Org Label Override)

Approved functional title may be entered (points to Position Title)

May be changed to academic unit responsible for position oversight (points to Department / Org Label Override)

Department / Org Label Override *

This is the department or organization label that will be used when this listing is published to applicants.

Support Email * **Contact within academic unit to assist with questions; this email address will appear on the listing and in the application page footer**

Email address that will be published as the address to contact for assistance with this listing.

Send Email From * **This may or may not be the same as the support email**

Automated emails for this listing will be sent from this email address and undeliverable email will be returned to this address.

External Url (for external listings) **This link is where an applicant would submit their application to an external site (currently only MAT and ECO)**

This is the URL where the application for this listing can be submitted.



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HOW TO ADD A NEW LISTING (CONTINUED)

(l). Expiration Date – (MM/DD/YYYY) the last day this listing will be visible to the general public. Applications cannot be accepted after this date. This may be left blank if the position is open until filled.

(m). Disability Accommodation Contact – field is defaulted to DOF.

(n). Ratings – check box for 'Ratings Enabled,' allows reviewers to rate applications, hide ratings from others: - ratings are not visible to other reviewers.

(o) Ratings Categories – specify the categories for which a candidate should be rated, click 'Add Category,' enter category. To remove, click 'Remove.'

(p). Comments – check box to enable comments. If allowing comments, check box to hide comments from others, this restricts reviewers from viewing comments from others.

(q). References Required – enter the minimum number of references an applicant is required to provide.

(r). References Allowed – enter the maximum number of references an applicant is allowed to provide.

(s). Reference Notification Method – choose from the drop down, automatic or manual. If electing automatic, referees will be notified to upload letters. Referees will be notified automatically based on the reference notification deadline days. If electing manual, contact information will be submitted but the hiring manager/department will need solicit the references. This may also be done via the system at a later point in the search.

(t). Application Completion Deadline Days – specify the number of days after their initial submission that an applicant may have to modify his/her application.

(u). Reference Modification Deadline Days – specify the number of days after initial submission that an applicant may modify reference information on his/her application; this number can be smaller than the application modification deadline. This deadline will trigger automatic emails if notification method is automatic.

Continued on next page

Ratings

Ratings Enabled ← **Enabling this feature will allow reviewers to rate applicants based on the guidelines developed by your unit with approval from the DOF.**
Allow reviewers to rate applications.

Hide ratings from others
Do not allow reviewers to view ratings provided by other reviewers.

Ratings Categories:
Specify the categories that can be rated for each applicant.

[Add Category](#)

Reference Notification Method * ← **Email notifications may be Automatic or Manual**

Automatic (System will automatically send reference notifications)

This setting controls how reference notifications will be managed for this listing.

Application Completion Deadline (Days) * ← **The number of days after initial submission that an applicant may modify his/her application. This can be zero**

3

Reference Modification Deadline (Days) *

3 ← **The number of days after initial submission that an applicant may modify reference information. If reference notification is 'automatic', references will be notified this many days after initial application submission**



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HOW TO ADD A NEW LISTING (CONTINUED)

(v). Check box to ask for advanced degree information, check box to require advanced degree information, check box to ask for current affiliation information, check box to ask if applicant is currently employed at Princeton University, click box to ask for link to representative video of talk, performance, teaching demonstration etc.

(w). Areas of Interest – check box to ask for a primary area of interest, check box to ask for a secondary area of interest.

(x). Documents – specify documents required from applicants. Click 'Add Document,' choose from the drop down, check box 'Required' if document is required, check box 'Search Admin Only' to hide the document from applicants. If you select 'Other,' the label that you provide will be used on the application form. Only listing administrators will be able to add these documents to an application.

(y). Custom Questions - enter a question to be asked of all applicants on the application form, check optional or required.

(z). Email and Page Template Customization – to customize emails. Please note that these may not be edited after submission for approval to post.

3. Click 'Save and Send for Approval' for submission to DOF approver.

4. It is possible to 'Copy' an existing listing. Click on the listing you wish to copy in blue under the positions column. Click 'Copy This Listing.' You are now able to edit this copied listing and 'Save and Send for Approval.'

Documents

- Specify documents that you would like to accept from applicants. The label that you provide will be used on the application form.
- Drag the arrow up or down to change the order that the documents are shown on the application form.
- Checking the "Required" checkbox will force an applicant to provide a document before they can submit their application. Applicants will otherwise be able to submit an application without that document.
- Check the "Search Admin Only" checkbox to hide the document from applicants. Only listing administrators will be able to attach these documents to an application.

➕ Add Document

Specify documents requested from the applicant

This text is displayed on the page after an applicant has submitted their application.

The text may be customized

%applicant_name%,
Your application for the position "%job_name%" has been received. If you wish to make changes you can do so until %edit_end_date% by using the following link:
%edit_link%
You can also use the link above to view the status of your recommendations or if you wish to withdraw your application.

These are the available tokens that may be substituted in the email

Replacement tokens:

%applicant_name% - The first and last name of the applicant.

%job_name% - The position title of the listing to which the applicant has applied.

%edit_link% - The link to return to the application, valid for the number of days specified for the "Application Completion Deadline". Do not include this token if "Application Completion Deadline" has been set to 0 (zero).

%edit_end_date% - The date by which the application must be completed. The applicant will be permitted to modify their application until this date.

%expiration_date% - The date on which the listing will expire. No new applications will be accepted after this date and applicants will be unable to modify their applications after this date.

Edit

Copy This Listing

To copy a listing that you have already created, click on the listing you would like to copy then click 'Copy This Listing.'

