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 asterisk.

(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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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 to 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.

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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.’

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