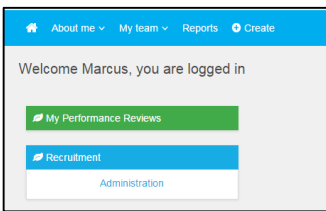




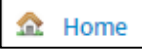
## Access the Hiring/Performance System

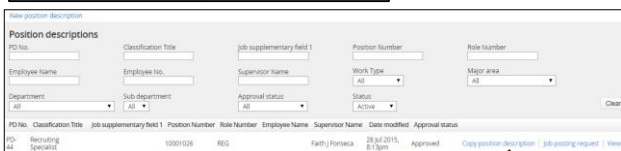


- Login to **Wavenet**. From the **Staff Resources** drop down menu, click on **Employee Hiring/Performance**.
- A submenu will open. From here, select **For Supervisors**.
- This will take you to your employee portal within the hiring and performance system. To access the Recruiting Center, select the **Administration** link from the **Recruitment** box. (Note, if you do not have access to this link, please contact Human Resources at extension 6248.)

## Recruiting Center Home Menu



- This is the **Recruiting Center Home** menu. From here you can manage your position descriptions, create job posting requests, view job postings, manage applications, view new hires, and manage onboarding task lists.
- You also have a right-hand side menu. Access this menu by clicking on the  icon located in the top right corner of the home screen.  Clicking on **Home**  on the side menu will take you back to the Recruiting Center Home menu from any page.



- From the **“Manage position descriptions”** link you can perform the following actions:
- Search and **View** position descriptions.
- **Edit** position descriptions – click on the link, scroll to the bottom of the page, click **Update PD**.
- Create a **Job Posting Request** from a position description.
- Create a **New Position Description**.

# STAFF HIRING SYSTEM: OVERVIEW

## NEW JOB

- From this link, you can view [Job Posting Requests](#) as well as the status of the approval process.

## APPROVALS

- If you are designated as an approver of a [Job Posting Request](#), you will receive an email. The email provides quick facts including the title, department, supervisor, and reason for posting the position. You can approve directly from the email by replying “[approve.](#)”
- You can click the link provided in the email to “[view the requisition,](#)” and approve after reviewing the request.
- Or, you can select [Approvals](#) from the [Recruiting Center Home](#) menu.

## JOB POSTINGS

- The [Job Postings](#) link allows you to review the job posting language as advertised on [jobs.pepperdine.edu](#) and other sources, such as [HigherEdJobs.com](#).
- Jobs may now be posted to an intranet site for view by the Pepperdine community only. Please consider if it is appropriate to post your position for the Pepperdine community prior to general public viewing.

## HIRING COMMITTEE REVIEW

- If several people in your department are participating in a job search, you will utilize the [Hiring Committee Review](#) functionality. Human Resources will set this up for you, and all members of the committee will view applications from this link.
- Please note, hiring committees have the option to rate applicants and make shared comments for other committee members’ view.

## APPLICATIONS

- The [Applications](#) link allows you to view applicants for posted positions. From here, you open applicant cards, move individual applicants through applicant statuses, and communicate with applicants directly.
- From this area, you can [Bulk PDF](#) all applications, which makes printing a group of applications simple and efficient.
- Please note, there is a more extensive area for managing applications, which you will access from the right side menu. The features of this menu are covered in the [Managing Applications](#) quick guide.

## OFFERS

- The [Offers](#) link allows you to view offers awaiting your approval, view hires who have accepted your offer of employment at Pepperdine, and enable you to manage the onboarding tasks associated with welcoming your new employee to the Pepperdine community.

- Links to the [Hiring Best Practices Quick Guide](#) and the [Onboarding Kit](#), which provides an extensive interview question guide are located at the bottom of the [Recruiting Center Home](#) menu for your convenience.

Please click [here](#) to access our [Best Practices Quick Guide](#) and click [here](#) to access our [Onboarding Kit](#).

Please contact Human Resources at extension 6248 for additional assistance.