S.O.P. – ACADEMIC JOBS ONLINE
A Users Guide for Academic Jobs Online

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Creating Groups

- To create a new group, Log in “as Faculty or staff at employer institutions”
  
  To set up an account for your dept or to view the applicant list, please follow these steps:
  
  - Click here to request an account for your dept if your dept doesn’t have one already. Your group manager login.
  - Login using your email address and password assigned by your group manager. Contact your group manager.
  - You’ll see the Application List after login, which you can sort, search, review applications and perform many operations.
  - Want more applicants for your jobs? check out the Free Agents List.
  - Your group manager is recommended to make a Snapshot right after the hiring decision has been made.

If you have questions or need help, please check out Dashboard, FAQs or Contact Us. Sometimes email us a message from us. Click here to login if you are using a public unsecure machine, or here for bad proxy.

S.O.P. – ACADEMIC JOBS ONLINE
Updated: Oct. 30, 2015
• Enter in all information:

- **Membership Type:**
  - Department Level Membership

- **Univ/Company:**
  - Select Cornell University

- **Dept/Lab/Div/College:**
  - Entomology/CALS

- **Country:**
  - United States

- **State/Province:**
  - New York

- **City:**
  - Geneva

- **Dept WebPage:**
  - http://www.pppmb.cals.cornell.edu/

- **Job Contact Email(s):**
  - SearchCommitteeChairName@cornell.edu

- **Job Contact Name:**

- **Postal Mail Address:**
  - 630 W North St.
  - Geneva, NY 14456

- **Admin Contact Full Name:**
  - Rate Kegle

- **Admin Position/Title:**
  - Admin Asst IV

- **Admin Email:**
  - kcv35@cornell.edu

- **Admin Phone:**
  - 3157872331

- **Password:**
  - ********

- **Ads Only?**
  - (check if you don't intend to let applicants apply online)

- **Any Other Info:**
  - (related to this request, such as why you need an employer account)

- **Authorization:**
  - By submitting this form, I acknowledge that I have been authorized by the organization nam the organization, and I have been authorized to have access to confidential data such as the reference letters. I fi of my knowledge.

- **Submit**

• Click submit
New Job Posting

• From the Applicant List page, go to Admin->NewJob

Let's take a look at the information you are asked to supply. Many items are self-explanatory. We will examine only the less familiar items here.

a. Position Tag is the job tag associated with your Position Title. For example, APE could be the Position Tag for Associate Professor of English. These tags can be whatever is suitable for your department's needs.
b. You need to enter the Deadline for this position in the format: YYYY-MM-DD, YYY/MM/DD, YY-MM-DD, or YY/MM/DD. If you enter the date in an incorrect format, you will be assigned a date.

c. Many departments want to accept applications or allow the job to continue to be publicly viewable after the deadline. To do this, see List this job below.

d. At Job Description, you will enter the description for the position. This will be read as HTML text. To create paragraphs you will need to put <p> (an HTML paragraph tag) where you want the paragraph break. If you wish to make use of other HTML tags, you may want to consult someone with HTML experience. Another option is to click the notepad icon on the lower right of the Job Description text box. Simply click, and type or copy/paste the job description, then click the icon again to convert it to HTML.

e. At Required Materials, there are 3 different selection areas:

i. First, you will need to indicate which items are required. Check the box next to the item to select it. At the bottom of the list of items is a blank text box, for you to add another item if necessary. Another blank text area will be created and available to you after you submit this page. The Cover Sheet is automatically required, so do not re-enter it here.
ii. Next to the item checkbox is an input box for you to type in a number indicating how many of that item is required. For example, if three references are required for this position, type "3" in this box. If an additional item is not required but you will accept it, enter the name of the item, check the box and enter quantity "0".

iii. Next are radio buttons to select Online or UsMail. Selecting Online means that the item is to be submitted through the AcademicJobsOnline.org system.

f. The Additional questions for this job section gives you the option of adding more questions to the AcademicJobsOnline application for this position. What you type in will be read as HTML text. For more details on entering the text, see #3 in the section above. Another blank text area for addition questions will be added once you submit this one. Any questions that you ask here will be used in addition to the questions you listed on your Config screen.

g. List this job allows you to specify a time period for which this job will be listed in AcademicJobsOnline.org. The dates should be entered in the format: YYYY-MM-DD, YYYY/MM/DD, YY-MM-DD, or YY/MM/DD.

h. The begin and end date(s) are specified in the text boxes next to from and to. By default, the creation date will automatically be entered as
the from date. The Deadline date entered above will automatically be entered as the to date. Once a listed job has reached the date listed in the to box, it will no longer appear on the job list.

i. If you wish a job to continue appearing for applicants after the official Deadline date, change the date listed at the to box to a later date.

j. If you extended the date listed in the to box, your position will continue to be publicly viewable and candidates will be able to continue applying to this position if you did not check the box above in the Deadline section. If you did check the box, your position will still be publically viewable, but candidates will be prevented from submitting any further applications.

k. Below this is a text box for an optional message you may wish to display to applicants if you are temporarily halting the acceptance of new applications. What you type in will be read as HTML text.

l. After submitting the new job listing, you may return to the job listing screen by selecting the Jobs option and using the Edit button next to the job name. That screen will be similar to the new job form, and it will contain a Job Status section at the bottom. Here you will need to
update the status of your job in the future. If you wish to change the status, click on one button in the horizontal row of radio buttons. Your selections are:
m. The first button, current, is the default. It indicates that the position is open and active. These positions are publically viewable. Anyone can view current jobs.
n. Withdrawn should be selected when the position is withdrawn from the system. The job will still show up on the job list, but will be marked "withdrawn".
o. The Filled button indicates that the position is filled. The institution's AcademicJobsOnline admin and registered faculty will still be able to view the job and its applications.
p. Select Finished when you want the job and its applications non-viewable to applicants and registered faculty. The data will still be in the database, so you can change the status to one of the other options above if you want the applications to be viewable again.
q. Do not leave your jobs open from year to year without "Finishing" them since this will keep old applications on your list and cause other problems for the system. You need to take a snapshot of this position for storage on your own computer system before you mark it Finished.
r. Deleted should only be used when the position was entered in error. Since this is such a powerful and final selection, be very careful in using it. Take a snapshot of this position before you delete it, to make sure you have a backup copy. If the position has applications submitted to it, you should select Finished instead.
The Applicant List

- Begin by logging into the Academic Jobs Online ("AJO") website: https://academicjobsonline.org/ajo

- Upon login, you will be directed to the Applicant List. Note that by default, each page will list a maximum of 20 applicants. If there are more, there will be a “next” and “previous” link at the bottom of the page. Alternatively, you may click the first letter of their last name in the hyperlinked alphabet beneath where it says “Applicant List”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Received</th>
<th>LastUpdated</th>
<th>Degree</th>
<th>Year</th>
<th>Source</th>
<th>Research</th>
<th>AppliedFor</th>
<th>Refs</th>
<th>Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2008/12/18</td>
<td>2008/12/18</td>
<td>PhD</td>
<td>2005</td>
<td>off</td>
<td>2</td>
<td>0</td>
<td>0/0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2008/12/18</td>
<td>2008/12/18</td>
<td>MS</td>
<td>2006</td>
<td>off</td>
<td>off</td>
<td>0/0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2008/12/18</td>
<td>2008/12/18</td>
<td>PhD</td>
<td>2006</td>
<td>off</td>
<td>off</td>
<td>0/0</td>
<td>4/8</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2008/12/18</td>
<td>2008/12/18</td>
<td>off</td>
<td>2005</td>
<td>off</td>
<td>off</td>
<td>0/0</td>
<td>0/1</td>
<td></td>
</tr>
</tbody>
</table>
If you wish to hide columns, click the black “x” to the right of each column heading. To unhide columns, click the double arrows to the right of the Name column.

You can also drag and drop columns by clicking in the heading.

Your current open jobs will be in green, meaning all applicants for all positions are listed. To look at applicants for just one position, click the one you wish to turn off. When it is off, it will change to gray.

You may also click Active / Inactive to display only those applicants (again, click the one you wish to turn off). Inactive means they have withdrawn their application.
• Be sure to click “Submit” at the bottom of the page to save any changes you’ve made, such as clicking the ‘processed’ box in the example below.

![Application List](download)

• Click the green plus sign to add your custom notes. The smiley face indicates a note has been added. Hold your cursor over the smiley face to view the note. Click the smiley face to edit or add more notes.

![Application List](download)

• You can also download the entire list simply by clicking the “download” link to the right of the Applicant List.
• It will open a box asking how you wish to save the file.

You have chosen to open

appl.csv
which is a CSV document
from: http://duck.math.duke.edu:8080

What should Firefox do with this file?

- Open with Generic Spreadsheet (default)
- Save File
- Do this automatically for files like this from now on.

• You may click on the applicants name to bring up their information and view their files.

<table>
<thead>
<tr>
<th>Last, First Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Address1 &amp; 2</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Organization</td>
</tr>
<tr>
<td>Highest Degree</td>
</tr>
<tr>
<td>PhD Advisor</td>
</tr>
<tr>
<td>Research Interests</td>
</tr>
<tr>
<td>Secondary</td>
</tr>
<tr>
<td>Current Research Interests:</td>
</tr>
</tbody>
</table>
Adding Members

- The Members option will allow you to list, add and manage staff, faculty and group managers. **Department faculty and staff should be added to that department group by the department group manager, not to the school's upper-level institution group.**
- From the Application List page, select Admin -> Members

a. Below is an example of the Members page. Departmental group managers will see only the members in their group. Note that members are listed by their login/access type (group manager, faculty, EOE).

![Example of Members page]

- Adding New Members:
  a. There are three different ways to add new members here. To the right of the title text List of Group Members are two links: new and multiples. Each provides a different way to add new members.
To add one or a few new members, you may want to use new to add them. Selecting new will bring up a simple Add a New Member form where you enter their Email address, a password, and designate their Login Type (group manager, faculty, EEO).

In the Password field, clicking on the green double arrow will insert a random password for you. Clicking the checkbox Send by email? will send the member an email with their login information.

Use multiples to add multiple new members or update multiple existing members at once. To add new members, you will need to enter the email address and a password of each person you wish to add/give access to in the format described in the next step. Please list only one entry per line.

At the bottom at the Update Members form are two checkboxes. If you check Set new random passwords and email to all?, all you have to do is enter ONLY the email addresses of the new members, and the system will create passwords for you and email the login information to the members.
• To add new members and designate the passwords yourself, type the email address for the individual, followed by a colon, followed by a space and another colon, followed by the password. It will have this format:
  i. another_admin@mydept.edu: :password
• After submission, you will see an encrypted password between the two colons and the real password will be hidden.
• If you check the second checkbox at the bottom of the form, or only those without active/assigned password?, only those members without an assigned (or active) password will be given a new password automatically and emailed.
• If you have existing members and you wish to add more members of the same login type, you can also add them directly to that list on the Update Members screen.
• Click on the linked login type header for the login type you wish to add (Group Database Managers or Faculty Members). That will bring up the Update Members screen for that login type. Members will be listed in the format: email : encrypted_password : clear_password. You will not see the "clear password" for existing members. To add new Members, just enter the email address and a password of each new member in the format described above in the multiples option. Please list only one entry per line.
Show Me

- On some webpages within AJO, there is a “show me” link on the far right which opens a video to demonstrate helpful hints for the page you are viewing.

- There is also the gear icon present on the upper-right corner of AJO’s webpages. Clicking the gear will take you to the “dashboard”. This page lists some of the commonly used resources/services with some short summaries for your current login. All of them can also be accessed from the menu items at the top of every page.
Search Filters

- To create a search filter, go to the Search screen.

- Fill in the fields you wish to create a search for:

  **Search the Applicant Database**

  Fill in the fields that you are searching for and hit 'Submit'. Wildcards: * matches zero or more chars, ? matches one or more. Use \*\* to match * and use \?\? to match ? in your strings. You can also do regular expression searches by prepending your regex with "regex:"; for example, regex:(DUKE MIT) matches entries with either DUKE or MIT in them. Prepend your strings with ! for negative searches. In addition to your search criteria, adding an * to an empty field will cause any data for that field to be included in the search results. Append your searching text with >> and a number to set the output column to be that number of characters wide. You can **repeat** or **modify** your last search.

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/Email</td>
<td></td>
</tr>
<tr>
<td>Current Institute</td>
<td></td>
</tr>
<tr>
<td>Highest Degree</td>
<td></td>
</tr>
<tr>
<td>Year = &gt;</td>
<td></td>
</tr>
<tr>
<td>(e.g. 2003, 1995-2000)</td>
<td></td>
</tr>
<tr>
<td>Degree Source</td>
<td></td>
</tr>
<tr>
<td>PhD Advisor</td>
<td></td>
</tr>
</tbody>
</table>

- For example, to search for Ratings bigger than or equal to 1, enter 1 in the field and click Submit:
• Once you submit, you have the option to save it as a Search Filter (drop down box on the Applicant List). You can also check the boxes to ‘make it shared’, meaning all faculty can see it, and ‘add new columns’ to create the column in the Applicant List.

Search Results  

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, First Middle</td>
<td>[admin1/GP] 9</td>
</tr>
</tbody>
</table>

1 match(es) found.

You can save this search as a ‘search filter’ by entering a name below; check ‘make it shared?’ if you want to make it available to all faculty:

Ratings

Save

✓ make it shared? ✓ add new columns?

• You may use search filters to further define the applicant list. In this example, if “Ratings” is selected, only those applicants with a rating will be listed. You may turn off the filter by clicking the filter, highlighted in orange.

Application List  

A B C D E F G H I J K L M N O P Q R S T U V

Search filters: [Select One] [Comments] [Last Search] [Select One] [Ratings]

You may also turn on more than one filter at once, and turn them on and off by clicking the one you wish to turn off.

Application List  

A B C D E F G H I J K L M N O P Q R S T U V

Search filters: [Select One] [Comments] [Ratings]
Custom Lists

- You may also create a ‘custom list’. Begin by clicking the Custom List link on the Applicant List page.

**Application List**  [download]


Search filters: [Select One]

Create or manage your [custom lists].

- It will direct you to a form where you can create any number of lists you feel you need.
• To view or edit your custom lists, return to the custom list page, and scroll to the bottom.

<table>
<thead>
<tr>
<th>Name</th>
<th>New List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>○ checkbox  ○ textfield  ○ textarea</td>
</tr>
<tr>
<td>Size</td>
<td>5 (char# for textfield, rows x cols for textarea)</td>
</tr>
<tr>
<td>Perms</td>
<td>□ Shared with others  □ Editable by others</td>
</tr>
<tr>
<td>Info</td>
<td>Add your code or whatever</td>
</tr>
</tbody>
</table>

**Submit**  **Reset**

**Existing Lists:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Type</th>
<th>Info</th>
<th>Shared</th>
<th>Editable</th>
<th>Selected</th>
<th>Clear</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008/12/19</td>
<td>Our List</td>
<td>checkbox</td>
<td>Our List for us [admin1]</td>
<td>on</td>
<td>on</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008/12/19</td>
<td>New List</td>
<td>textfield</td>
<td>Add your code or whatever [y]</td>
<td>on</td>
<td>on</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Update**  **Reset**

• Once you have created your list, it will then show up as a new column on the Applicant List page.
Sending Mass or Individual E-mails

- From the Applicant List, go to the ‘Admin’ menu and select Email

- First select the recipients in the Query section. Choose the criteria you need and press one of the buttons: the Select button will put the selected email addresses into the Recpts box; the Download button will save that list (with postal addresses) to a CSV file.
• If you need to omit some recipients, you can just remove them from the Recpts box after selection.

• The message will be sent to each selected recipient individually and the recipients can not see other names/emails.

• The To field is optional and you can enter something like 'All applicants' or 'JOB_TAG@YOURSCHOOL.edu' there to identify the message, for example.

• Check the "use the result of the last Search" box if you want to limit the message to those just searched applicants only.

• Check one of the "email writers ... instead" boxes if you want to email their reference writers directly. You can use the symbol ${RefLetterUploadInfo} in your message to include a paragraph with letter uploading instruction for each writer.

• To resend the same message to new recipients (and automatically excluding those who have already received the same message), select the previous message from the bottom of this page and then click on the 'send again' link there.

• To email just one individual, open their application, then go to ‘Admin’ and click ‘Email’ from the list.
Upload postal mail or e-mailed reference letters

- If documents were received via postal mail, first scan and save the letters into files.
- Go to the applicant’s page and click the green + sign to upload the file. If the reference writer is not listed, click the ‘[new]’ link to enter the writers name.
- Then Browse to select the file and click Upload.
For Faculty: Shortlist, Ranking, Interview, & Offer options

- If you click on the name of the applicant in the Name column on the main list page, a new window/tab will come up that displays the applicant's information, references, and ranking information.
- The applicant's information is appended by a section that allows you to rank the applicant by position, similar to the window below.

You will be able to Rank the applicant in the next section. Registered AcademicJobsOnline faculty and staff in your department could have access to your ratings, recommendations, and comments. Each job that the applicant has applied for is listed at the left. To the right of each position are the actions available to you:
  a. The first item is a drop-down box, Rating, which allows you to rank the applicant for this position with a numeric rating.
  b. Next is a checkbox Short list. Click to check this box if you wish to place this applicant on your own short list for this position.
c. There is a checkbox Interview that you can check if you want to recommend that the applicant be interviewed.
d. Click the checkbox Offer if you want to recommend that an offer be made to the applicant.
e. There is a text box for Your comments. Please type in any comments you would like to make about the applicant.
f. At Refer this appl to, you can refer the applicant to other faculty. Select the faculty members from the list, enter a message, and check the email notify? box if you want an email to be sent. The applicant will then be on the other faculty's "referred to me" list.
Binning

• Binning is a helpful way for the search committee to categorize applicants as ‘Yes’, ‘No’, and ‘Maybe’. Think of it as though you have applications in hand and are sorting them on a table in front of you in yes/no/maybe piles.
• To create the Binning field:
  a. From the Application List screen, go to “config” within the Admin drop-down menu:

  b. This will bring you to the “Edit existing job” page. Scroll to about the middle of the page, and there will be a section on Rating. Click the green arrow to display the table.

  c. In the table, enter the binning information. Be sure to click “submit” at the bottom of the page.
d. If you go back to the Applicant List, you will then see a column has been added for BINNING.

![Image of Applicant List with BINNING column highlighted]

e. If you click on the applicant name, you will see there is a new BINNING field that has been added below the Rating field:

![Image of Applicant Profile with BINNING field]

- The search committee is typically instructed to “please bin the applicants, this is a simple yes (1), no (2), or maybe (3), but do not rate them at this time.” It is very difficult to rate the candidates in the pool until the makeup of the pool starts to emerge; as the rating is a comparison between the applicants in the pool. As you bin the candidates, you can keep track of
what you think about this candidate in your personal notes. After the binning is mostly completed, only the candidates that have an average binning between 1 and 2 need to be rated. The rating will be a scale of 1-10, with 10 being the best.”

- It has been recommended to start with all the candidates in alphabetical order and bin them. Then the committee will sort by binning number and start working on the rankings for only the “1’s”. Then sort by rankings, and finish the committee discussions on the top rankings. Then do a short list to further narrow the pool. This may seem like a long process, but when there are 100 or more candidates in the pool, it makes the pool more manageable. However, for a smaller pool, so many steps may not be necessary.
What Applicants See

- This is the coversheet that applicants complete when creating a profile:

Create A New Coversheet

This simplified coversheet form is required by all your applications. You will need to fill it out once. You should enter all of your references you need in all your applications here and select all the positions you are seeking positions in. All the letters uploaded by your references (and their access instructions, if any) will be listed below.

<table>
<thead>
<tr>
<th>Last or (Family) Name*</th>
<th>Email Address*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name or Initial*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Dates</td>
</tr>
<tr>
<td>Department, Unit or Division*</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Highest Degree(s) Held or Expected*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Ph.D., M.S, J.D, B.A, B.S, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thesis Title (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Advisor (optional)</td>
</tr>
<tr>
<td>Degree Institution</td>
</tr>
<tr>
<td>Date of Degree*</td>
</tr>
</tbody>
</table>

Please enter your research interests on the next page. You can specify different research interests also on each job application. Secondary Interests:

Write a very brief synopsis of your current research interests (optional), leave it empty if not suitable for all your applications:

Web pages with links or information on your research (optional):

Are you eligible for positions which require U.S. citizenship or U.S. permanent residency? (Yes) No

Would you like to be considered for a temporary position? (Yes) No

If you plan to apply for a permanent position, please check the appropriate boxes:

- Postdoctoral Position 1 Year Position
- 2 Year Position 2 Year Position

If you are still in school and need more space, please see the "Other" box and list all the letters you need to request your reference writers for letters now. Please send your letters to Academic Jobs Online, c/o University of California, 7150 Park Commons Dr., Suite 300, Pleasanton, CA 94566. Reference write on submit:

<table>
<thead>
<tr>
<th>Reference # 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
</tr>
<tr>
<td>Email*</td>
</tr>
<tr>
<td>Affiliation</td>
</tr>
<tr>
<td>check here to indicate the writer wants to send letters by email</td>
</tr>
<tr>
<td>must check if the person above will submit letters on behalf of multiple writers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
</tr>
<tr>
<td>Email*</td>
</tr>
<tr>
<td>Affiliation</td>
</tr>
<tr>
<td>check here to indicate the writer wants to send letters by email</td>
</tr>
<tr>
<td>must check if the person above will submit letters on behalf of multiple writers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference # 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
</tr>
<tr>
<td>Email*</td>
</tr>
<tr>
<td>Affiliation</td>
</tr>
<tr>
<td>check here to indicate the writer wants to send letters by email</td>
</tr>
<tr>
<td>must check if the person above will submit letters on behalf of multiple writers</td>
</tr>
</tbody>
</table>

S.O.P. – ACADEMIC JOBS ONLINE

Updated: Oct. 30, 2015
• This is where the applicant uploads documents and completes the EEO information:

[SIPSPPPMB] Assistant/Associate Professor
School of Integrative Plant Science - Section of Plant Pathology and Plant-Microbe Biology, Cornell University

Welcome to APS. Please answer the following questions to complete your application for this position. After you apply, you may be invited to apply through the same form (accessible from the “Status” link). Employers will have access to all of your information. Before the deadline, you must have uploaded all letters of reference. If you do not have access to a printer, you can submit your application directly online.

Reference #1

Reference #2

Reference #3

Reference #4

Reference #5

Reference #6

Please note: To use this form, you must have a comment on the application and associated documents. If you do not have access to a printer, you cannot submit your application directly online.

Research Interests:
Primary Interests: *Secondary Interests: *Tertiary Interests: *

Select reference letters for this position:
Choose the references you would like to submit for this position. You may be asked to provide a reference letter for each position. If you are applying to multiple positions, you can submit a single reference letter for each position.

Select reference letters:

Research Statement:

Cover Letter:

Updated: Oct. 30, 2015
Application confirmation tells the applicant what they are missing from the application, and allow for applicant to review their application to make sure everything is correct.
This is what the References receive:

From: AcademicJobsOnline Org
To: Patricia Mahoney
Date: 2016-10-16

This is what the applicant receives when a reference has uploaded a letter:

From: AcademicJobsOnline Org
To: Singh, Dharamendra
Date: 2015-10-16

S.O.P. – ACADEMIC JOBS ONLINE
Updated: Oct. 30, 2015
• This is what the reference receives after they’ve uploaded a letter:

From: AcademicJobsOnline.Org [mailto:support@academicjobsonline.org]
Sent: Wednesday, October 21, 2015 11:29 AM
To: Patricia M. Mahoney <pm119@cornell.edu>
Subject: Reference Letter Uploading Confirmation [#640509]

This is a confirmation of uploading the reference letter Reference Letter (Keagle_Reference_Letter_for_AJO.doc; #640509/250259/344051) for the applicant Kate Keagle. The letter expires on 2017/04/21. It’s set to be viewable by all employers to which the applicant has applied or will be applying at this website.

If you need to update this letter, please use the link you received in email or login with your email and password and then click on the letter’s name; otherwise no further action is needed. Please let us know if there is any problem.

Thank you,
AcademicJobsOnline.Org
2015-10-21
Viewing EEO/EOE Data

- To view the EEO/EOE data, go to ‘Admin’ from the Applicant List page, and select from the drop down menu.

- From the report homepage, you may download as pdf, filter by date, by job, etc.

**EEO Report**  
[summary, appl list] [pdf]

Search by dates:  
(only 3 past years, click on * to check/uncheck all, list all jobs within the dates)  
[include all races, genders & ethnicities, not include multiple-selected in those individual races.]

**Customized Reports In Excel Format:**  
- Demo Only (2015/08/14, system sample report)  
- [edit]

- There is also significant data displayed on the page itself from the EEO Report homepage.

<table>
<thead>
<tr>
<th>Applicant Race</th>
<th>Total Appl</th>
<th>Asian</th>
<th>Black or African American</th>
<th>White</th>
<th>Declined</th>
<th>Int'l Appl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>8</td>
<td>8</td>
<td>1</td>
<td>4</td>
<td>100%</td>
<td>77.78%</td>
</tr>
<tr>
<td>Female</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Unknown</td>
<td>1</td>
<td>1</td>
<td>100%</td>
<td>1</td>
<td>100%</td>
<td>11.11%</td>
</tr>
<tr>
<td>Total Appl</td>
<td>19</td>
<td>9</td>
<td>50%</td>
<td>6</td>
<td>52.42%</td>
<td>50%</td>
</tr>
</tbody>
</table>
Snapshots

• Snapshots...A snapshot is a complete collection of all job application materials for all applicants on your main application list on a given date. A good time to take a snapshot is when the current search has just finished but before new search begins.

• From the Admin menu, select Snapshots

   ![Admin Menu](image)

   Click on to create a new snapshot (you can exclude items from the new snapshots if needed).

   ![Snapshot Loader](image)

   • [#6894] Snapshot taken on 2015/09/29 (11 files, 2.42 Mb) (∈ ≠)
   • ...create a new snapshot (∈ ≠)

   If needed, click on to give faculty access to the snapshots while they are reviewing the applications -- or to create a random URL for public access (without login first) to the included applications through a secure connection.

   Once you have created a snapshot, you should go back to this page and download it to your own system for safekeeping.

   After you have verified the downloaded copy on your local system is good, you can delete the snapshot from here. All snapshots can be kept here in the database for up to 3 years, but please help us reduce the operation cost by deleting unneeded snapshots as soon as possible.

• New snapshot is filtered by your current job filters.
Closing a Job

- To close the job, select “Jobs” from the Applicant List page, then “Edit”
- A new window will open titled “Edit existing Job listing #...”

If you wish to change the status, click on one button in the horizontal row of radio buttons. Your selections are:

<table>
<thead>
<tr>
<th>Job Status</th>
<th>current</th>
<th>withdrawn</th>
<th>filled</th>
<th>finished</th>
<th>deleted (danger!)</th>
</tr>
</thead>
</table>

- The first button, current, is the default. It indicates that the position is open and active. These positions are publically viewable. Anyone can view current jobs.
- Withdrawn should be selected when the position is withdrawn from the system. The job will still show up on the job list, but will be marked "withdrawn".
- The Filled button indicates that the position is filled. The institution's AcademicJobsOnline admin and registered faculty will still be able to view the job and its applications.
- Select Finished when you want the job and its applications non-viewable to applicants and registered faculty. The data will still be in the database, so you can change the status to one of the other options above if you want the applications to be viewable again.
- Do not leave your jobs open from year to year without "Finishing" them since this will keep old applications on your list and cause other problems for the system. You need to take a snapshot of this position for storage on your own computer system before you mark it Finished.
- Deleted should only be used when the position was entered in error. Since this is such a powerful and final selection, be very careful in using it. Take a snapshot of this position before you delete it, to make sure you have a backup copy. If the position has applications submitted to it, you should select Finished instead.