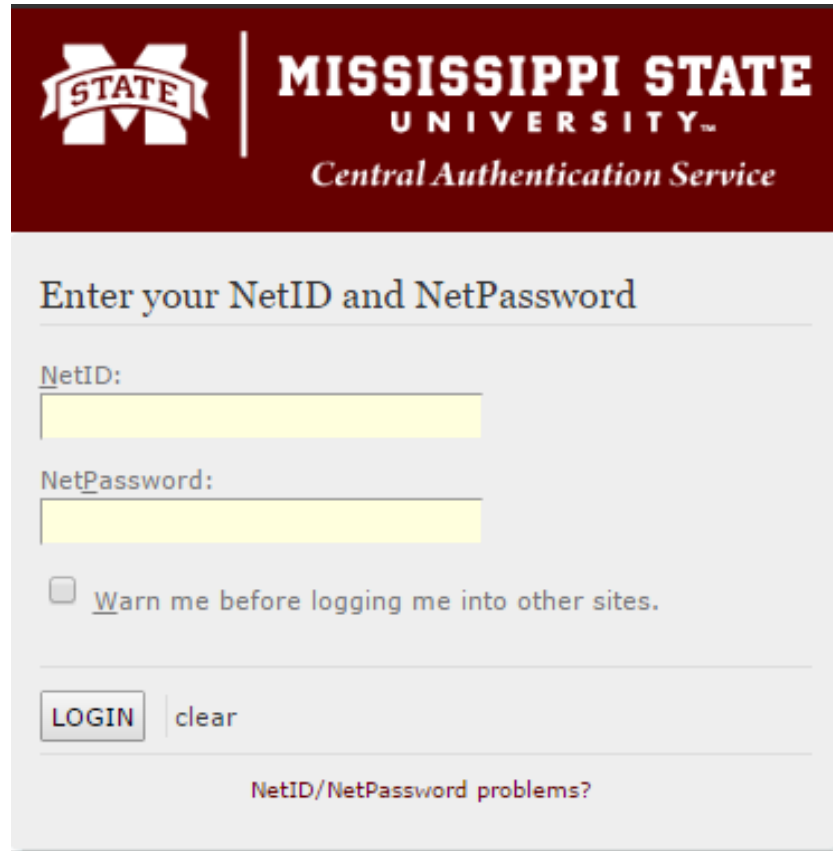


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To access the MSU Online Employment System Website: <https://msstate.pageuppeople.com/>

Log into the system using your MSU Net ID and Net Password.



The screenshot shows the login interface for the Mississippi State University Central Authentication Service. At the top, there is a dark red header with the MSU logo (a white 'M' with 'STATE' in a banner) on the left, and the text 'MISSISSIPPI STATE UNIVERSITY' in white, with 'Central Authentication Service' in a smaller white font below it. The main content area is light gray and contains the heading 'Enter your NetID and NetPassword'. Below this heading are two input fields: 'NetID:' followed by a yellow rectangular box, and 'NetPassword:' followed by another yellow rectangular box. Underneath the password field is a checkbox with the text 'Warn me before logging me into other sites.' At the bottom of the form, there is a 'LOGIN' button and a 'clear' link. Below the login area, there is a link that says 'NetID/NetPassword problems?'.

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Once you log into the system the menu below will appear.

Welcome Joe

APPROVALS

0 - jobs awaiting your approval

SEARCH COMMITTEE REVIEW

3 - jobs requiring search committee review

- Select **“Jobs Requiring Search Committee Review”**


My search committee jobs						
job number	Date added	Status	Classification title	User	Total applications	Your role
492211	17 Apr 2013	Approved	Test Job	HH	2	Search committee member View job
492525	2 May 2016	Approved	Accounts Receivable Specialist	JR	3	Search committee member View Applicants View job
495414	3 May 2016	Approved	Assistant Professor	JR	2	Search committee member View Applicants View job

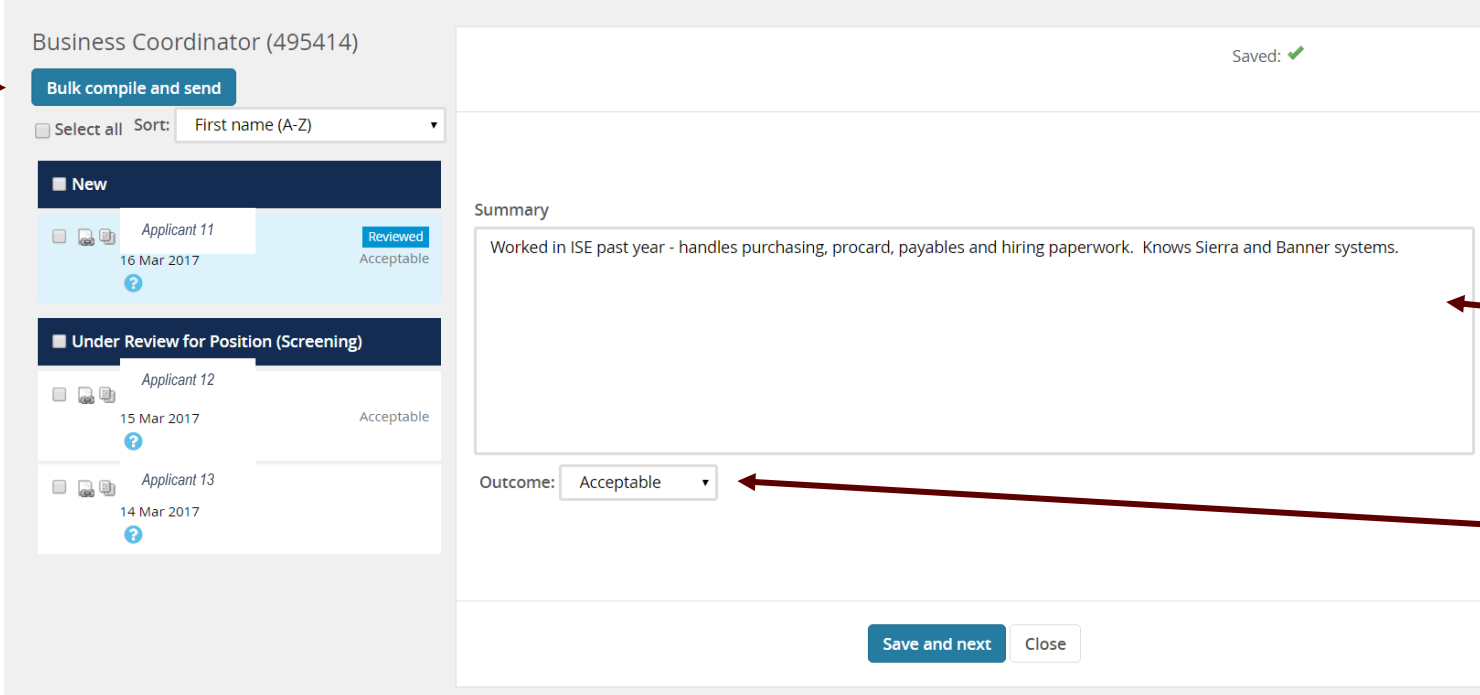
- Select **“View Applicants”** for the appropriate requisition.

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- Place **select** the applicants you would like to review by clicking the “**Check Box**” or “**Select all**” (more applicants will appear as they apply). Applicants may be under specific section relating to their applicant status. You can click in the box next to the section to select all applicants in a particular status.
- The selection to the left of each applicant represents the following.

- **Check Box**
 - **View Resume**
 - **View Answers**
- 



Business Coordinator (495414) Saved: ✓

Bulk compile and send

Select all Sort: First name (A-Z)

New

Applicant 11 Reviewed
Acceptable
16 Mar 2017

Under Review for Position (Screening)

Applicant 12
15 Mar 2017 Acceptable

Applicant 13
14 Mar 2017

Summary

Worked in ISE past year - handles purchasing, procard, payables and hiring paperwork. Knows Sierra and Banner systems.

Outcome:

Save and next

Summary box is used to make notes about the applicant.

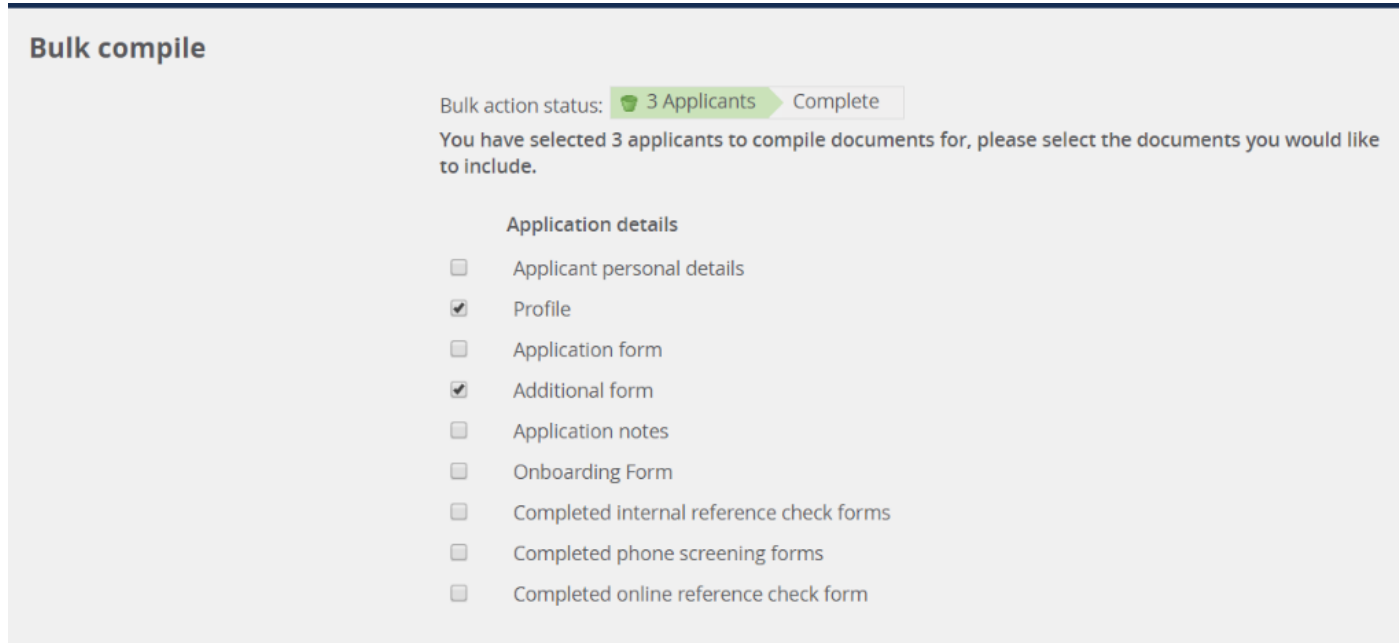
The Outcome dropdown is used to mark the applicant as **Acceptable** or **Unacceptable**.

- Select “**Bulk Compile and Send**” if you would like to send the applicant, resume and other documents to other Search Committee members.

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- The box below will appear with the default selected documents for your applicant review.



Bulk compile

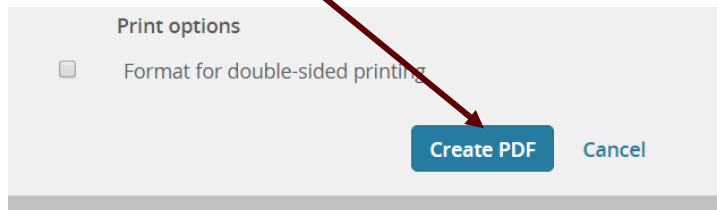
Bulk action status: 3 Applicants Complete

You have selected 3 applicants to compile documents for, please select the documents you would like to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed online reference check form

- Select the **“Create PDF”** button at the bottom of the page.



Print options

- Format for double-sided printing

Create PDF Cancel

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- The box below will appear.

Creating document

Bulk action status: 3 Applicants Complete

0	0	0
Documents Processed	Warnings	Successful

Currently processing Ms |

- Once this process is complete, you can choose to download the file or email the applications/resumes to the appropriate individuals in the Search Committee process.

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- If you want to email documents, select **“Yes”**.
- You can use the search box below to find the User you would like to send the applications. You are not required to email all documents.



Download or send document

Bulk action status: 3 Applicants Complete

! To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

Your document is ready to download:
Download document (2.1 mb)

Send document: Yes No

User:  

No user selected.

Other e-mail:

From:*

Subject:*

Body:*

[Show merge field information](#)

- To find the user select the **“Magnifying Glass”**.
- To erase what you previously selected, select the **“Eraser”** and start over to make your selection.

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- Once you make your selection, the search box below will appear.

No users were found based on your criteria, please select a user below:

First name: Preferred name:

Last name: E-mail:

First name	Preferred name	Last name	E-mail
Allison	Allison	Willshire	alw597@msstate.edu
Harry		Hire	harry@test.com
Justin	Clay	Shires	jcs3@msstate.edu
Onnie	Onnie	Blackshire	ogb3@msstate.edu
Wilson	Cooper	Brookshire	wcb32@msstate.edu

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Records 1 to 5 of 5

User information:

Email address: harry@test.com
Team: Default Team

- Enter the **“First Name”**, **“Last Name”** or both (Your preference on how you would like to search).
- Select **“Search”**. The names will appear in the box below your search.
- Select the **individuals name** by placing your cursor on the name (We selected **Harry Hire**-highlighted in green).
- Select **“Okay”**.
- Your selection will appear in the **User field** in your email.

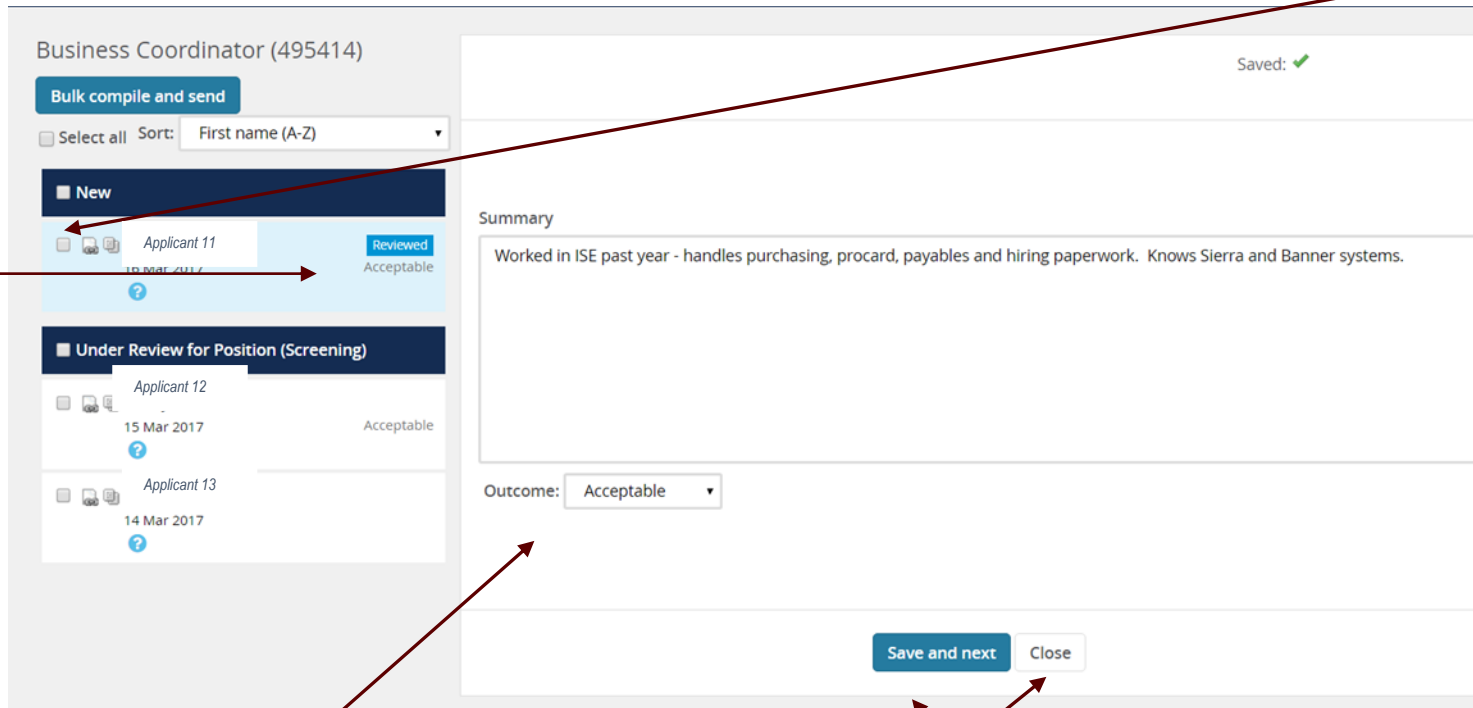
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- Make sure all required fields are filled out in the email and Select **“Okay”** at the bottom of the email to send your data.



- After you have reviewed the applicants, you can select the outcome for each applicant by placing a check in the **checkbox** (applicant you are viewing is highlighted in blue) of the applicant, you want to assign an outcome.

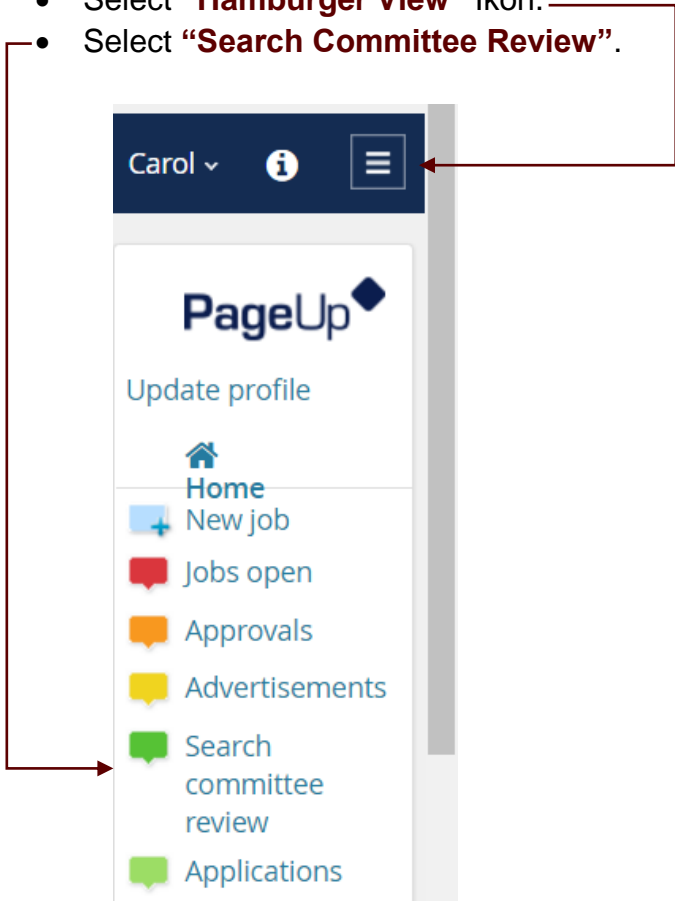


- Select your **“Outcome”** in the dropdown box and select **“Save and Next”** to save your selection.
- **“Reviewed”** and the **“Outcome”** will appear beside each applicant once you have completed your process.
- If you are finished reviewing the applicants, select **“Close”**.

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- Only the **Search Committee Chair** can review and print responses.
- To return to the **“Search Committee Jobs”**.
- Select **“Hamburger View”** lkon.
- Select **“Search Committee Review”**.



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- To review responses, select **“View Responses”**.

My search committee jobs

Job number	Date added	Status	Classification title	User	Total applications	Your role	
495414	10 Mar 2017	Job Approved - Posted Online	Business Coordinator	CM	23	Chairperson	View Applicants View responses

Page 1 of 1 |

Records

- The box below will appear.

Business Coordinator (495414)

Feedback from search committee members

Feedback provided

- Applicant 11
- Applicant 12
- Applicant 13

New

Overall

Applicant 11
"Acceptable"
Worked in ISE past year - handles purchasing, procard, payables and hiring paperwork. Knows Sierra and Banner systems.

Applicant 12
"Acceptable"
While being on campus a short time she does have many required skills including Sierra.

- Select the **“Print”** ikon to print the responses.

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- Select the **“Back Arrow”** to return to the previous page.

