

eMploy Facts

Did you know.....

Several eMploy operational user focus groups were held recently? Data collected from the focus groups will help to inform U-M planning regarding upgrading and/or modifying the eMploy system and related business process. Results of the focus groups are being compiled now and will be shared in a future Newsletter. Thanks to every one who participated!

We are also using a new process to distribute this Newsletter based on feedback from the focus groups. Every eMploy user should now be receiving a copy.

Want a Back Issue?

You can find all the back issues of this newsletter and loads of other helpful resources on the Employment Website at:

<http://www.hr.umich.edu/empse rv/department/employ.html>

The eMploy Documentation Guide is also available through MAIS LINC at:

https://maislinc.umich.edu/mais /pdf/HR_EMP_employdocumenta tionguide_RD.pdf

COMING SOON ONLINE TUTORIAL FOR JOB APPLICANTS!

Look for the addition of the online "Tutorial for Job Applicants" to the Careers at the U home page next month. This detailed tutorial will guide both internal and external job applicants through the process of registration, uploading or creating a resume and applying for jobs. It is full of many helpful tips and tricks to help applicants navigate the site and troubleshoot common issues in advance.

Printing multiple resumes is now improved!

And a new way found around the Pop Up Blocker when viewing resumes.

Have you ever experienced the need to print multiple resumes from a job requisition, but dreaded the task because you needed to open each one individually, override the pop up blocker and then finally print? If that sounds like you, then you are going to love this helpful tip for mass printing of resumes. And it just happens to disable the pop up blocker software that comes up each time you need to view a resume as well. **NOTE: This work around does not apply to Office 2007 users. See note below for Office 2007 results.**

Below are the steps to follow to get you going:

STEP ONE: Open your job requisition, click on JOB BIDS. Click on VIEW next to any candidate name to display the resume.

STEP TWO: Click on the alert bar for the pop up blocker and select Download File and then Retry. In the new window that appears it asks if you would like to open or save this file. Below the Open, Save and Cancel buttons is a radio box that is checked that says "Always ask before opening this type of file". **UNCHECK this box and then click on the Open Button.** Close the resume view window. This will return you to the JOB BIDS panel.

STEP THREE: On the JOB BIDS panel, place a check mark in the box next to the candidates whose resume you would like to print. Then from the Mass Action drop down menu next to the ADD button select the PRINT RESUME option. In the dialog box that appears, click on the PRINT button.

STEP FOUR: From the Print dialog box that appears, click on the TAB marked "Options" at the top of the box.

STEP FIVE: Place a check mark in the radio box labeled "Print all linked documents" and then click on the PRINT button.

VOILA! All of the documents selected will now print out for you! And BONUS, this also will disable the pop up blocker when viewing any other resumes as well. NOTE for Office 2007 users: Resumes created in eMploy will print automatically, but the uploaded resumes will open individually on your desktop where you will need to select PRINT and then close each resume.

Please note that once you complete Steps One and Two, this changes some settings in your Internet Options security for this program and you will not have to repeat these steps again to print resumes for other job requisitions. Steps three, four and five will need to be repeated each time you want to mass print resumes.

NOTE: Some computing environments throughout the campus may perform automated re-imaging of desktops on a regular basis that might cause the settings to default back to the original settings. If this happens you will need to complete all five steps again.

To reset your computer to the default security options, from your browser window, select Tools, then Internet Options. From the dialog box, click on the Security tab and then click on the "Reset all zones to default level" option. And click on OK.

Who can I thank for this you might ask? To whom can I send my expression of deep gratitude? The credit for this tasty tidbit goes to our MAIS partners! A huge thank you to all, for your dogged determination in resolving this issue and making the eMploy application a little bit more user friendly.

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