

University OLA FAQ

last updated 5/12/2009

Accessing the system

How do I access OLA?

- as applicant: <https://ola.indiana.edu/>
- as staff member: <https://ola.indiana.edu/staff/>

When can I access OLA?

- As is typical in other systems, the application will be available near 24/7. Server Support has weekly maintenance on Sundays from 6 – noon that they reserve for whatever needs to be done to the servers. Typically they only use this window once a month for security updates, but they have the right to use it every week if necessary. CAS authentication is required to log into OLA.

Help

Where can I find the most recently updated version of this and other documentation?

This and other documentation will be available in its most updated form as follows.

- Log in to OLA as a staff member (see above).
- Click on the Help menu bar option.
- Click on the documentation of interest and download it.

Roles / Security

What are the staff roles in OLA?

There are several roles in OLA, and several screens on which role codes are displayed. Following are the role codes and their descriptions.

- SYSAD = System Administrator
- UNVHR = University HR
- CAMHR = Campus HR
- DEPTC = Department Contact
- HIRCM = Hiring Committee member and lead
- UNVAA = University Affirmative Action
- CAMAA = Campus Affirmative Action

How do I check my own access (role(s)) in OLA?

All users can check their own access, as follows.

- To check the role you are *currently logged in under*:
 - Look at the role code displayed under the Username listed in the upper right hand corner of every OLA staff screen (circled in red).
- To check *all your roles*:
 - Click on the Username shown at the upper right hand corner of the screen.
 - Review the list of roles for which you are assigned.
 - Review the Job numbers for which you are on the Hiring Committee.

The screenshot shows the University OLA interface. At the top right, the username 'LRASMUSS' and department '(DEPTC)' are displayed and circled in red. Below the navigation bar, the title 'Summary Report of Internal Person' is centered. A descriptive paragraph states: 'This report gives a summary of information about an Internal User of University OLA. The roles are All Active roles found.' Below this is a 'Summary' table with the following fields: Network ID: LRASMUSS, First Name: Linda, Last Name: Rasmussen, Dept: UA-HUMM, Campus: IUBLA, and Role(s): Select a role to use while accessing OLA. Two radio button options are shown: 'DEPTC (UA-HUMM - IUBLA)' and 'HIRCM (IU-ALL - IUALL)'. A 'Set Role' button is located below the options. At the bottom, the 'Hiring Committee Member Of (List #):' field lists job numbers: 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 300, 301, 302, 303, 304, 305, 306, 307, 317, 327, 334, 335, 337, 345, 346, 347, 355.

How do I change my active staff member role when I have more than one role?

A user's default role is the first role to which they have been assigned within OLA. A user can only be active in one role at a time. To change from one role to another:

- Click on the Username shown at the upper right hand corner of the screen.
- Click on the radio button for the role you want to switch to.
- Click on the "Set Role" button.
- The role immediately switches to the role selected (that role is now displayed beneath the username in the upper right hand corner).
- Click on the menu bar activity you wish to perform

How can I find the Job Listings for which I have been placed on the Hiring Committee?

- Click on the Manage Jobs menu bar option.
- If you are only on a few Hiring Committees, it may make sense to just click on the "Search" button without changing anything. You can pick the Job Listing you are looking for from the search results.
- If you are on a lot of Hiring Committees, you can limit the number of Job Listings returned by the search by entering values in other search criteria before clicking on the "Search" button.
- **Tip:** Remember, if you have another role in OLA (such as an HR or Department Contact role), you need to switch your role to Hiring Committee before proceeding with one of the steps mentioned above.

Create Job Listings - DEPTC only

How do I create a job listing?

- Click on the Create Listing menu bar option (you must be in the DEPTC role).
- Enter the position number or select your search parameters and click on 'Search' (results are limited to 300).
- Click on the position number for the Job you want to list.

University OLA
**LRASMUSS
(DEPTC)**

[Create Job](#) | [Manage Jobs](#) | [Reports](#) | [Logout](#) | [Help](#)

Search On:

Position Number:

Dept ID:

Campus:

Position Type:

Rank:

Position Search Results

(21 Positions Found)

Position Number	Title	Campus Responsible	Campus Location	DeptID	Rank
00003448	Office Ser Asst Sr	IUBLA	IUBLA	UA-HUMM	SS0F
00003643	HR Trans Spec	IUBLA	IUBLA	UA-HUMM	SS0G
00003870	HR Ser Asst	IUBLA	IUBLA	UA-HUMM	SS0G
00004436	HR Asst	IUBLA	IUBLA	UA-HUMM	SS0F
00007107	Health Plan Ser Asst	IUBLA	IUBLA	UA-HUMM	SS0F
00007553	Hr Trans Spec	IUBLA	IUBLA	UA-HUMM	SS0G
00007702	HR Trans Spec	IUBLA	IUBLA	UA-HUMM	SS0G

- The Job Detail has default information and information you must update (see screen shot below).
 - Default (can't be changed):
 - Position number
 - Consultant (accept the default)
 - Position type
 - Rank
 - Campus (R) - Responsible Campus
 - Campus(L) - Campus Location
 - Listing Category
 - Department ID
 - Listing Status - leave as Requested

Typically, if there is something that is incorrect in these fields, the change first needs to be made in HRMS through an EDoc
 - Update:
 - Position title if necessary (the title may have been truncated in HRMS). The position title should be in Title Case not all capitals
 - FTE

- Apply Method - OLA is displayed as the default and is the typical method used

- Start & Stop Date - the default start date is today's date, the default stop date is two weeks later. The start and stop date can be changed to any date in the future.
- Description & Qualifications - you must enter some text within each box. When displayed, all text from the Description is displayed first, the Qualifications display after.
- Click on the Create Listing button. "Description" is now an active link which brings up a new window and you may now review how the listing will appear by clicking on it (you may not edit on this page).
- Campus HR, and on some campuses Campus AA, will review the listing. Campus HR will approve or disapprove the request. The description, and other fields such as dates, consultant, etc., may also be edited by Campus HR staff. Once approved, the Listing Status will change to HR Approved.

Listing Detail (Create)

Listing Number	Position Number	Title			Consultant
<input type="button" value="Not Assign"/>	00003448	Office Ser Asst Sr			LRASMUSS
FTE	Position Type	Rank	Campus (L)	Campus (R)	DeptID
1.00	Staff Biweekly	SS0F	IUBLA	IUBLA	UA-HUMM
Apply Method	Listing Category	Start Date	Stop Date	Listing Status	Close Date
OLA	Support Staff - clerical, tech, admin support-	04/12/2009	04/26/2009	HR Approved	--/------
Description			Qualifications		
<input type="text"/>			<input type="text"/>		
HR Internal Comment					
<input type="text"/>					
HR External Comment			Comment		
<input type="text"/>			<input type="text"/>		
<input type="button" value="Create Listing"/>					

Manage Jobs

How do I access the Jobs I am working on?

- Click on the [Manage Jobs](#) menu bar option.
- Select your search parameters and click on 'Search' (results are limited to 300).
 - Default search parameters include:
 - Dept Code (based on the role you selected)
 - Campus (R) (based on the role you selected)
 - Status - defaults to Active, but can be changed to All, Open, Closed, Interviewing, Offered

University OLA

LRASMUSS (DEPTC)

[Create Job](#) | [Manage Jobs](#) | [Reports](#) | [Logout](#) | [Help](#)

Search On:

List No:	<input type="text"/>
Position No:	<input type="text"/>
Rank:	<input type="text"/>
Dept Code:	UA-HUMM
Campus (R) Code:	IUBLA
*Date:	<input type="text"/>

* Any Date during the listed period.

Open or Closed:

Apply Method:

NOTE: All search criteria are considered (ie. 'AND'), unless blank.

Jobs - Search Results

(7 Jobs Found)

List #	Pos. #	Rank	Dept	Start	Ref-Tot(NR)	Consultant
Title			Campus (R)	Stop	Status	
[337]	00007887	PA6AD	UA-HUMM	04/09/2009	0-0(0)	LRASMUSS
Human Resource Director			IUBLA	04/30/2009	HR Approved	
[328]	00007887	PA6AD	UA-HUMM	03/25/2009	0-1(1)	JBRAZEL
Human Resource Dir			IUBLA	04/08/2009	HR Approved	
[327]	00008866	SS0G	UA-HUMM	03/25/2009	0-3(3)	JBRAZEL
ER Coordinator			IUBLA	04/08/2009	HR Approved	

What changes to Job Listings can I make from the “Job Listings – Results” page without having to open the individual Job Listings?

Changes are limited to Department Contacts and Hiring Committee Leads

The following change can be made on the 'Jobs - Search Results' summary page:

- Update Job Listing Status (see screen shot above, red circle).
 - If a department decides not to fill the position, change the 'Status' drop down box to 'No Selection'. This will close out the job (if it is currently displayed on the website it will drop off)
 - Click on the “Update” button.
 - **Warning:** A Job Listing Status of “Filled” means that one of the applicants on the Job Listing is showing as having accepted the position. The Job Listing Status cannot be changed to “No Selection” unless the Accept Date for the applicant has been removed first. A Job Listing Status of Interviewing can only be changed to 'No Selection', do not change to 'HR Approved'

How do I quickly determine a summary of applicants' referral status? (Or, what does the heading “Ref-Tot(NR)” mean?)

- Scan the results on the “Job Listings – Results” page (see screen shot above, red circle).

- The column heading “Ref-Tot(NR)” means “number **R**eferred-out of a **T**otal number of applicants (number **N**ot yet **R**eviewed)”. So “2-7(3)” would mean that there have been 7 applicants, 2 have been referred and 3 still need to be reviewed.
- If the last number, in the parentheses, is greater than 0, there are applicants that need to be reviewed by the HR staff.

How do I add Hiring Committee members (including Hiring Committee Lead(s)) to a Job Listing?

Department Contacts and Hiring Committee Leads can add/remove Hiring Committee Members.

Hiring Committee Leads have identical access to that of Hiring Committee members, with the exception that they can add to and change the members of the Hiring Committee. Staff assigned to be members of a Hiring Committee have access on a Job Listing by Job Listing basis.

- Find the desired Job Listing by clicking on the Manage Jobs menu bar and searching for the Job Listing.
- In the middle block of the “Job Detail” screen, click on the “Add / Remove Hiring Committee Members” link.
- Type in the Username (IU network ID) of the person to be added or removed. Usernames can be looked up using the search criteria on the left. Click the checkbox after “Lead?” if you want them to be a Hiring Committee Lead.
- Click on the “Add / Remove” button. Repeat as needed.
- Click on Return to Job #

Hiring Committee Members

Add / Remove Hiring Committee Members

Search On:

Employee ID:	<input type="text"/>
Username:	<input type="text"/>
*Last Name:	rasmussen
*First Name:	<input type="text"/>
Emp. Dept. Code:	<input type="text"/>
Emp. Campus Code:	<input type="text"/>

NOTE: All search criteria are considered (ie, 'AND'), unless blank.

* Only the First and Last name fields will take the Wild Card.

Ex: Smit% or %lth or %mit%

Hiring Committee Members for Job # 360

Username Lead?

[Return to Job # 360](#)

Search Results

To add, simply copy the username below into the field above.

(Results: 8) (IP: 2) (CE: 6)

Last Name, First Name	Dept. Code	Campus Code	Employee Email	Username
Rasmussen, Bryan	BL-ENG	IUBLA	brasmuss@indiana.edu	<input type="text" value="BRASMUSS"/>
Rasmussen, Celia	BL-ENG	IUBLA	cbbarnes@indiana.edu	<input type="text" value="CBBARNES"/>
Rasmussen, James	BL-GERM	IUBLA	jarasmus@indiana.edu	<input type="text" value="JARASMUS"/>

Hiring Committee Members

<p style="text-align: center;">Jamie Brazel JBRAZEL</p>	<p style="text-align: center;">Linda Rasmussen LRASMUSS (lead)</p>
<p>Add / Remove Hiring Committee Members</p>	

How do I access a Job Listing and review applicants?

- On the 'Jobs - Search Results' page click on the Job List #
- On the Job Detail scroll down to 'Applicant Pool' (see screen shot below)
- Review each applicant's material who has been referred by clicking on the links under each applicant name
 - The Referral Code box, and date below, will be blank for applicants who have not yet been reviewed by HR staff
 - The Not-Referred reason is displayed in the Referral Code box, you do not have the ability to view non referred applicant's material
- If you update/enter information (see what can I update below), click on the 'Save Changes' button. You will receive a message that 'Your listing has been updated.'
- To continue with another Job Listing, click on 'Return to Search'. Your search criterion is retained, and you can review other jobs you are working on.

Applicant Pool

Applicant Last Name, First Name Profile Cover Letter Resume	Apply Date (mm/dd/yyyy)	Referral Code & Date	Rank Avg.	Interview Date	Offer Date	Accept Date
				Select Code		
		HR Note	AA Note	Department Note		
jones , sam	05/11/2009	Testing not complete 05/11/2009	0.0	--/--/----	--/--/----	--/--/----
jones , ted	05/11/2009	Referred 05/11/2009	0.0			
Profile Cover Letter Resume						DEPTC & HIRCM notes
jones , vince	05/11/2009	Referred 05/11/2009	0.0			
Profile Cover Letter Resume						

What can I update and what guidelines should I follow when updating information on a Job Listing?

Any data entered in the following fields will be viewable by HR, Affirmative Action and Department users.

- Under "Job Detail":
 - "Comment": Any comments made here should pertain to the Job Listing itself, and not any particular applicant.
- Under "Applicant Pool" (the following pertain to and can be updated separately for each applicant):
 - "Rank": **It is important for the Department Contact or Hiring Committee Lead to establish a standard for the use of this field.** The system requires it to be a number between 0 and 9. But after that it's entirely up to the Hiring Committees how they want to use it. ("1" could mean first choice, "2" could mean 2nd; or "4" could mean "A", "3" could mean "B"...). The ranks of all the Hiring Committee members are averaged and displayed by the system, so it's important for all members to be working with the same idea of what rank means. **Note:** This field can only be updated after HR refers the applicant.

- “Department Note”: A note field to assist the Department Contact and Hiring Committee members to communicate to one another about individual candidates. It would be a good idea for Committees to come up with a standard for marking who left what comments, etc.
- You must complete the Interview Date and Offer date fields (xx/xx/xxxx).
- Some campuses require completion of the ‘Select Code’ from the drop down box. Check with your campus to determine whether this field should be completed
- If you update/enter information, click on the ‘Save Changes’ button. You will receive a message that ‘Your listing has been updated.’
- To continue with another Job Listing, click on ‘Manage Jobs’. Default information is retained, but you will need to click on ‘Search’ again.

The screenshot shows the University OLA interface. At the top left is the text 'University OLA' and at the top right is 'LRASMUSS (DEPTC)'. Below this is a navigation bar with links: 'Create Job | Manage Jobs | Reports | Logout | Help'. A 'Save Changes' button is visible in the top right corner of the main content area. The main heading is 'Job Detail' with a green confirmation message 'Your Listing has been Updated!' below it. At the bottom, there is a table with the following data:

List Number	Position Number	Title	Consultant
346	00021543	Systems Analyst/Programmer DON'T USE. FOR LMR TRAINING	LRASMUSS

How do I record that a Job Listing has been filled, or that the decision has been made not to fill it?

Access is limited to Department Contacts and Hiring Committee Leads

The “Listing Status” (shown on both the Manage Jobs search result screen and the Job Detail screen), is updated in one of two ways. In some scenarios, updating the information about an applicant for a Job Listing automatically causes the Listing Status to be updated. In other scenarios, the status is updated directly.

- To change a Job Listing to “Filled” (Closed) status:
 - Indicate which applicant was hired for the Job by entering an “Accept Date” for the hired applicant in the “Applicant Pool” section of the “Job Detail” screen.
 - Click on the “Save Changes” button.
 - The “Listing Status” will automatically change to “Filled” and the Close Date populated.
- To change a Job Listing to “No Selection” (Closed / will not fill):
 - On either the Manage Jobs search result screen or the Job Detail screen, for the Job Listing that needs to be changed, select “No Selection” from the “Listing Status” drop-down.
 - Click on the “Save Changes” or “Update” button. The Close Date will automatically populate.

Save Changes

Listing Detail

Title		Consultant	
Analyst		LRASMUSS	
Rank	Campus (L)	Campus (R)	DeptID
A3AD	IUBLA	IUBLA	UA-VPIT
	Start Date	Stop Date	Listing Status
	03/17/2009	04/30/2009	HR Approved
			HR Approved
			No Selection
			Close Date

How do I get a not-accepted email list?

Access is limited to Department Contacts and Hiring Committee Leads

- Once an accepted date has been entered for a candidate or the department selects 'No Selection' and clicks on 'Save Changes', the Job Listing is 'closed'.
- A list of 'Not Accepted' candidate email addresses is now displayed at the bottom of the page. The list is formatted such that you can copy and paste the entire list into Outlook for communication to all applicants. When sending notification that applicants have not been selected, make sure you use the bc field so all applicants email addresses are not displayed to all.

Not Accepted

test@test.com ; harryjones@lmr.com ;
candyjones@lmr.com ; earljones@lmr.com ; frankjones@lmr.com ; bettyjones@lmr.com ;
andyjones@lmr.com ;

Save Changes