PART 2: NAVIGATION MENU TOUR
Navigation Menu Tour

• The following slides will guide you through the OASys Hiring Official Site navigation menu, and explain the function of each menu item.

• You must be logged into the OASys Hiring Official Site to see and access the navigation menu.
View Active:
Click the “View Active” link to see a list of any recruitment requests that are currently advertised online through OASys.

Note:
Recruitment requests that have a status of “On Hold” and “Closed” are also found under View Active.
View Pending:
Click the “View Pending” link to see a list of any recruitment requests that have not yet been posted online through OASys.

Note:
You can track the approval status of your recruitment requests through View Pending.
View Historical:
Click the “View Historical” link to see a list of any recruitment requests that have been filled or cancelled.
From Template:
Click the “From Template” link to create a Support Staff recruitment request.

Note:
Templates automatically fill in some information on the recruitment request for you, such as Required Qualifications and Approved Hiring Salary Range.
From Previous:
Click the “From Previous” link to create a Faculty, Administrative, Support, OPS or Student recruitment request using the information from a previously advertised recruitment request.

Note:
The information used to create a new recruitment request from a previous one may not be current. Read over the recruitment request carefully to check for errors.
From Scratch:
Click the “From Scratch” link to create a Faculty, Administrative, OPS or Student recruitment request with no pre-filled information.

Note:
Support Staff recruitment requests are created by using the “From Template” or “From Previous” options.
Home:
Click the “Home” link to be taken back to the page you see when you first log into the OASys Hiring Official Site.
Change Default View:

Click the “Change Default View” link to switch between User and Department view.

Note:

User View only allows you to see recruitment requests that you are specifically named in. Department View allows you to see any recruitment requests which is listed in your same department.
Change Password:
Click the “Change Password” link to change your current password.

Note:
You may change your password as often as you want. Your OASys Hiring Official Site password is not linked to your Banner or myWings password.
Logout:
Click the “Logout” link whenever you have finished working within OASys.

Note:
Exiting OASys by simply closing your internet browser without first logging out may cause problems when you try to log in again.
Hiring Department Resources:
Clicking the “Hiring Department Resources” link will open the Human Resources web page in a new internet browser window.