



HUMAN RESOURCE MANAGEMENT

Search Committee Quick Guide

Accessing Candidate and Job Posting Information

This guide is designed to provide a basic overview of the features and functionality for the BrassRing applicant tracking system. Learn how to view and/or print specific job postings and candidate applications. Please contact Human Resource Management (employ@ku.edu or 785-864-4946) with any questions.



Log into BrassRing.....	Page 2
View Candidates.....	Page 5
Print Applications	Page 8





ACCESSING THE BRASSRING SYSTEM

trm.brassring.com/ku

1. Search Committee Members log-in to the IBM Talent Suite to access BrassRing through the “HR/Search Committee Access – Sign In Here” link.
2. Users are redirected to KU’s Single Sign On page.
3. Users must have an active KU Online ID and Password established to sign in.

1

IBM Talent Management Solutions

KU THE UNIVERSITY OF KANSAS

Login

User name:

Password:

Login

Forgot password?

HR/Search Committee Access - Sign In Here

2

KU Single Sign-On

Enter your Online ID & Password

Online ID:

Password:

KU Login

What is SSO?

Forgot your password? | Change Password | Set up your Online ID

NEED TECH HELP?

785-864-8080

itcsc@ku.edu

technology.ku.edu/help

Technology Help

785-864-8080

Phone support

itcsc@ku.edu

Support via Email



BRASSRING HOME PAGE

1. My Open Reqs

You will see a tile under My Open Reqs for all searches you are designated as a search committee member for.

2. View Job Posting

All Requisitions have a BrassRing Req ID (BR number) that is a clickable link. Click the BR number to see the full job posting including position details, job description, posting dates, and full recruitment team.

3. View Candidates

Click on the number at the bottom of the tile to view the number of new or total candidates that have applied to the position.

The screenshot shows the BrassRing Home Page. At the top, it says "Hello, Abigail!". Below this is a blue notification box with a checkmark icon and a close button (X). The notification text reads: "Welcome Search Committee Members! For assistance with system navigation and application review: BrassRing Search Committee Guide For assistance with posting access and system difficulties, please contact: Terri Osborn 864-7140 or tosborn@ku.edu". Below the notification is a tab labeled "My Open Reqs (2)" with a yellow box containing the number "1" next to it. Below the tabs is a filter and sort section: "Filter: All Associated" and "Sort: Auto req ID". Below this are two job posting tiles. The left tile is for requisition "777BR" with a yellow box containing the number "2" next to it. The tile details are: Posting Title: Asst/Assoc/Professor of Finance, Department: Business, Application Review Begins: 30-Nov-2018. At the bottom of the tile is a table with two columns: "New" and "Total". The "New" column has the value "0" and the "Total" column has the value "2". A yellow box containing the number "3" is next to the "Total" value. The right tile is for requisition "779BR" with details: Posting Title: Accounting Specialist, Department: Comptroller's Office, Application Review Begins: 10-Sep-2018. At the bottom of the tile is a table with two columns: "New" and "Total". The "New" column has the value "0" and the "Total" column has the value "2".



CANDIDATE RESULTS PAGE

1. Filters

Refine your search by Candidate Type, Current HR Status, HR Status Date (date applied), and whether or not you have viewed the Talent Record.

2. Actions Menu

Select the box next to the name of the candidate(s) you would like to review results for. Select the drop down ⌵ next to Actions for a menu of the following options.

- **View** (Click through candidate talent records without having to return to results page. [See Page 6 for details.](#))
- **Speed Browse** (Presents multiple candidate resumes in the same window. [See Page 7 for details.](#))
- **Print** (Prints the plain text version of application materials submitted)
- **Prepare for Bulk Print** (Prints the full PDF version of application materials. [See Page 8 for details.](#))

3. View Talent Record

Click the candidate's name to view application materials and talent record.

⌵ Back

Filters

1



Filter name:

Not Saved

[Save Filter](#) | [Load Filters](#)

[Manage Saved Filters](#)

Refine Results

Search within results



Candidate Type



Candidates in: 779BR

Accounting Specialist

Showing 2 of 2

Actions ⌵

2


<input checked="" type="checkbox"/>	Name ▲	HR Status	HR status date
<input checked="" type="checkbox"/>	Kennedy, John	Applied	27-Aug-2018
<input checked="" type="checkbox"/>	Lincoln, Abraham	Applied	27-Aug-2018

VIEWING THE TALENT RECORD

(View candidate's talent record by clicking the candidate's name.)

1. Profile Tabs

Each tab will show the information submitted at the time of application: Resume, Cover Letter, Experience and Education.

Click the PDF icon  to view the PDF version of the Resume and Cover Letter submitted.

2. Activity Tabs

Shows all candidate activity, including forms created during application process and attachments added by the candidate.

- **Action Log** (all actions)
- **Job Response** (job specific questions both default and custom per search)
- **Forms** (includes List of References)
- **Attachments** (additional materials submitted i.e. writing sample)
- **HR Status** (current and historical HR Status for this search)

Kennedy, John

779BR: Accounting Specialist

Address 1: 123 Lane Rd.

Candidate Type: Internal

Location: Lawrence, Kansas 66047

HR Status: N/A

Home phone: 785-555-5555

HR status date: 27-Aug-2018

Email: JFK@KU.EDU

Viewed (this req): 27-Aug-2018

Profile

Contact Details

Resume

Cover letter

Experience

Education

Resume: 27-Aug-2018 11:22:40



1

John F. Kennedy

123 Lane Rd. Lawrence, KS 66047

(785) 555-5555: JFK@KU.EDU

EXPERIENCE

Paper Grader, University of Kansas, Lawrence, Kansas, 2017-2018

Activity

2

Action log

Job response

Forms

Attachments

HR Status

Action	Date	Action By	Details	Name/Type	From
Form Added	27-Aug-2018 11:22:41	Submission, System ()	Form ID: 3266673	Job Response-Staff TG	
Form Added	27-Aug-2018 11:22:41	Submission, System ()	Form ID: 3266672	Talent-Gateway-Staff TG	
Form Added	27-Aug-2018 11:22:41	Submission, System ()	Form ID: 3266670	List of References	



VIEWING VS SPEED BROWSING

(In addition to viewing talent records one at a time, there are two ways to view multiple talent records quickly.)

1. Select desired candidates to view

Either select the box next to Name to choose all, or select specific candidates. Choose Actions> View

2. Scroll through Talent Records

Use the blue arrow at the top of the talent record to scroll through all selected candidates and view the full talent record of each without having to return to the candidate list on the results page.

Filters × Candidates in: 779BR

Filter name:
Not Saved

Save Filter | Load Filters
Manage Saved Filters

Refine Results

Search within results

Actions ⌵

- View
- Speed Browse
- Add Form
- Prepare For Bulk Print
- Print Resume/CV

	HR Status	HR status date
Applied	27-Aug-2018	
Applied	27-Aug-2018	

☐ Kennedy, John ⌵ ← 1/2 →

779BR: Accounting Specialist

Address 1: 123 Lane Rd. Candidate Type: Internal

Location: Lawrence, Kansas 66047 HR Status: N/A

Home phone: 785-555-5555 HR status date: 27-Aug-2018

Email: JFK@KU.EDU Viewed (this req): 29-Aug-2018



VIEWING VS SPEED BROWSING

(In addition to viewing talent records one at a time, there are two ways to view multiple talent records quickly.)

1. Select desired candidates to view

Either select the box next to Name to choose all, or select specific candidates. Choose Actions> Speed Browse.

2. Speed Browse

Presents multiple candidates in the same window to view the plain text version of the Resume/CV or Cover Letter or Experience/Education side by side.

Filters × **Candidates in: 779BR**

Filter name:
Not Saved

[Save Filter](#) | [Load Filters](#)
[Manage Saved Filters](#)

Refine Results

🔍

Actions 📄

- View
- Speed Browse**
- Add Form
- Prepare For Bulk Print
- Print Resume/CV

	HR Status	HR status date
	Applied	27-Aug-2018
	Applied	27-Aug-2018

Speed Browse Showing 2 of 2 Candidates

779BR: Accounting Specialist

[Contact Details](#) [Resume/CV](#) [Cover Letter](#) [Experience/Education](#)

☐ **Lincoln, Abraham**
Abraham Lincoln
123 Lane Rd. Lawrence, KS 66047
(785) 555-5555: AbeLincoln@email.com

Dear Ms. Search Committee Example,
I'm interested in applying for the position at your university. I've heard about this job opening from Professor X who recommended that I contact you.


☐ **Kennedy, John**
John F. Kennedy
123 Lane Rd. Lawrence, KS 66047
(785) 555-5555: JFK@KU.EDU

Dear Ms. Search Committee Example,
I'm interested in applying for the position at your university. I've heard about this job opening from Professor X who recommended that I contact you.

HOW TO QUICKLY PRINT RESUMES AND COVER LETTERS

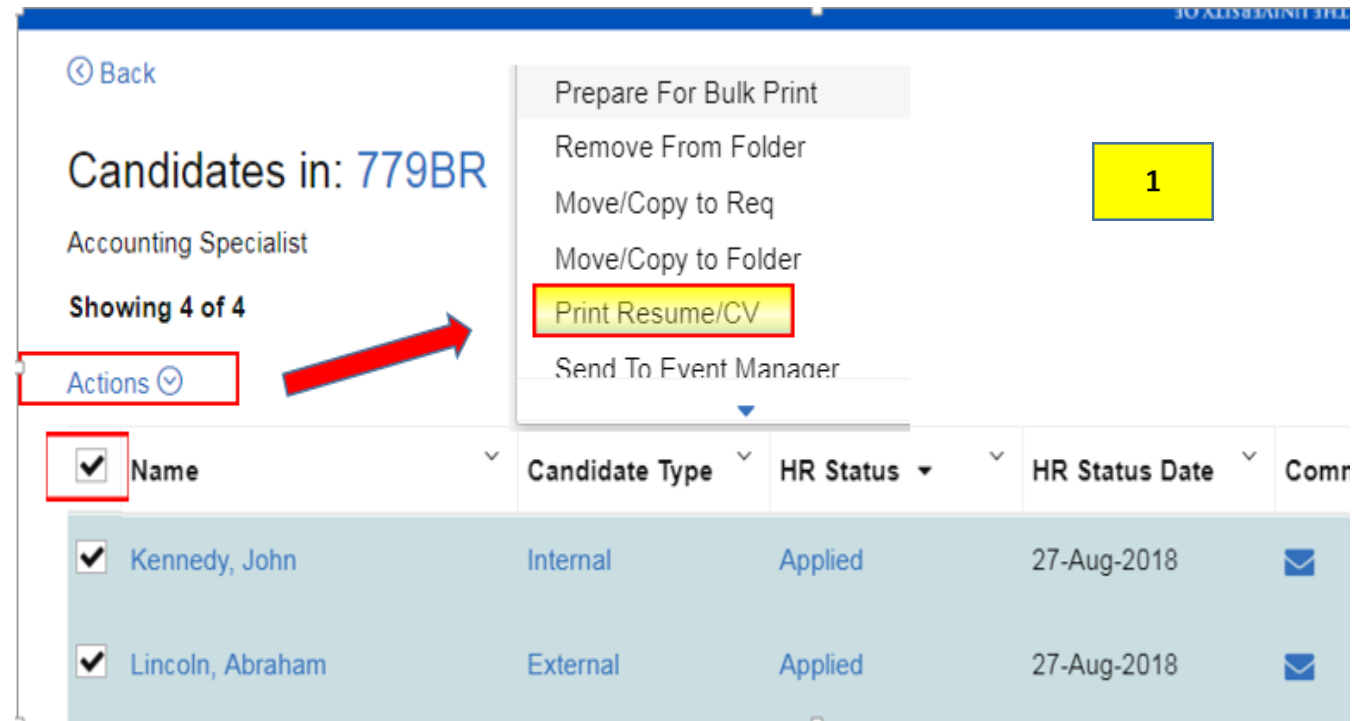
(Use this feature to quickly print the resume and cover letter of the application for selected candidates. The full application materials, including references and attachments, can be printed using the bulk print feature shown on Page 9.)

1. Select desired candidates to print

Select the Actions drop down menu  Select Print Resume/CV. This will bring up each Resume/CV and Cover Letter of the selected candidates into one window, in the “plain text” version.

2. View in PDF

Scroll to the bottom of the pop up window of the collection of candidate Resume/CV and Cover Letters to select “View in PDF.” The resulting window will display all PDF versions of the Resume/CV and Cover Letters in one window, which can easily be printed and will print each document separately.




Back

Candidates in: 779BR

Accounting Specialist

Showing 4 of 4

Actions 

Prepare For Bulk Print



Remove From Folder

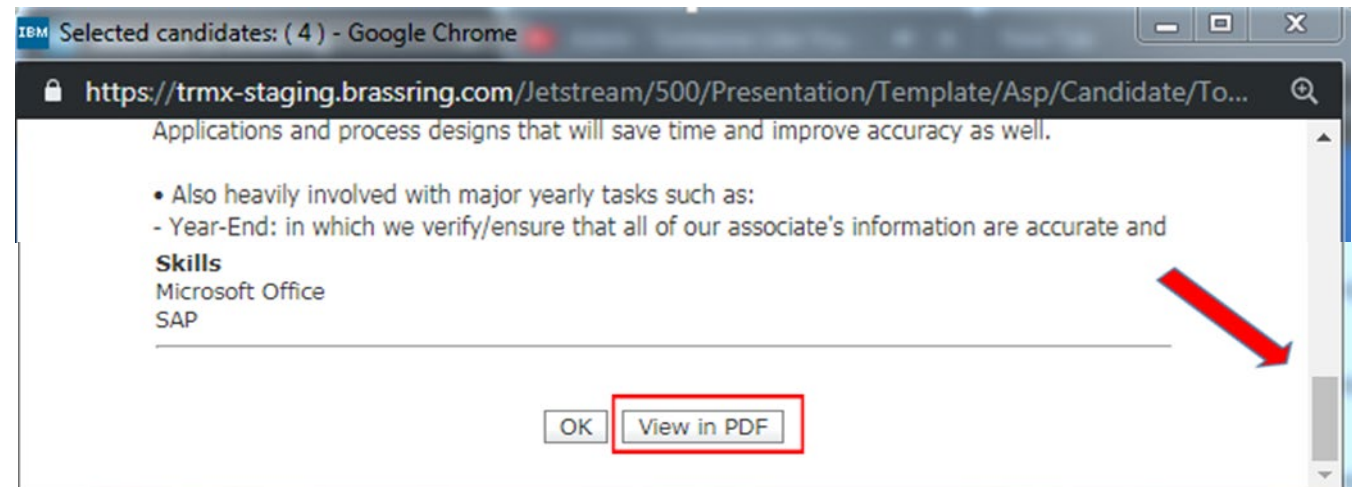
Move/Copy to Req

Move/Copy to Folder

Print Resume/CV

Send To Event Manager

<input checked="" type="checkbox"/>	Name	Candidate Type	HR Status	HR Status Date	Comr
<input checked="" type="checkbox"/>	Kennedy, John	Internal	Applied	27-Aug-2018	
<input checked="" type="checkbox"/>	Lincoln, Abraham	External	Applied	27-Aug-2018	



IBM Selected candidates: (4) - Google Chrome

https://trmx-staging.brassring.com/Jetstream/500/Presentation/Template/Asp/Candidate/To...

Applications and process designs that will save time and improve accuracy as well.


- Also heavily involved with major yearly tasks such as:
 - Year-End: in which we verify/ensure that all of our associate's information are accurate and

Skills
Microsoft Office
SAP

OK View in PDF

HOW TO BULK PRINT APPLICATIONS

1. Select desired candidates to print

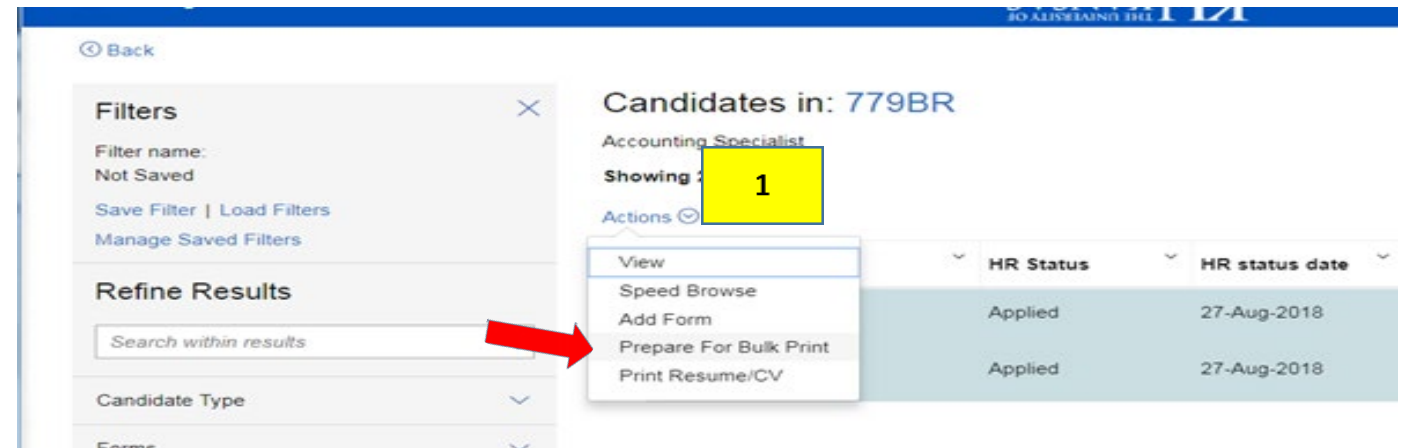
Select the Actions drop down menu  Select Prepare for Bulk Print. (This prints the PDF version of materials submitted by all candidates in the Req folder.)

2. Prepare for Bulk Print

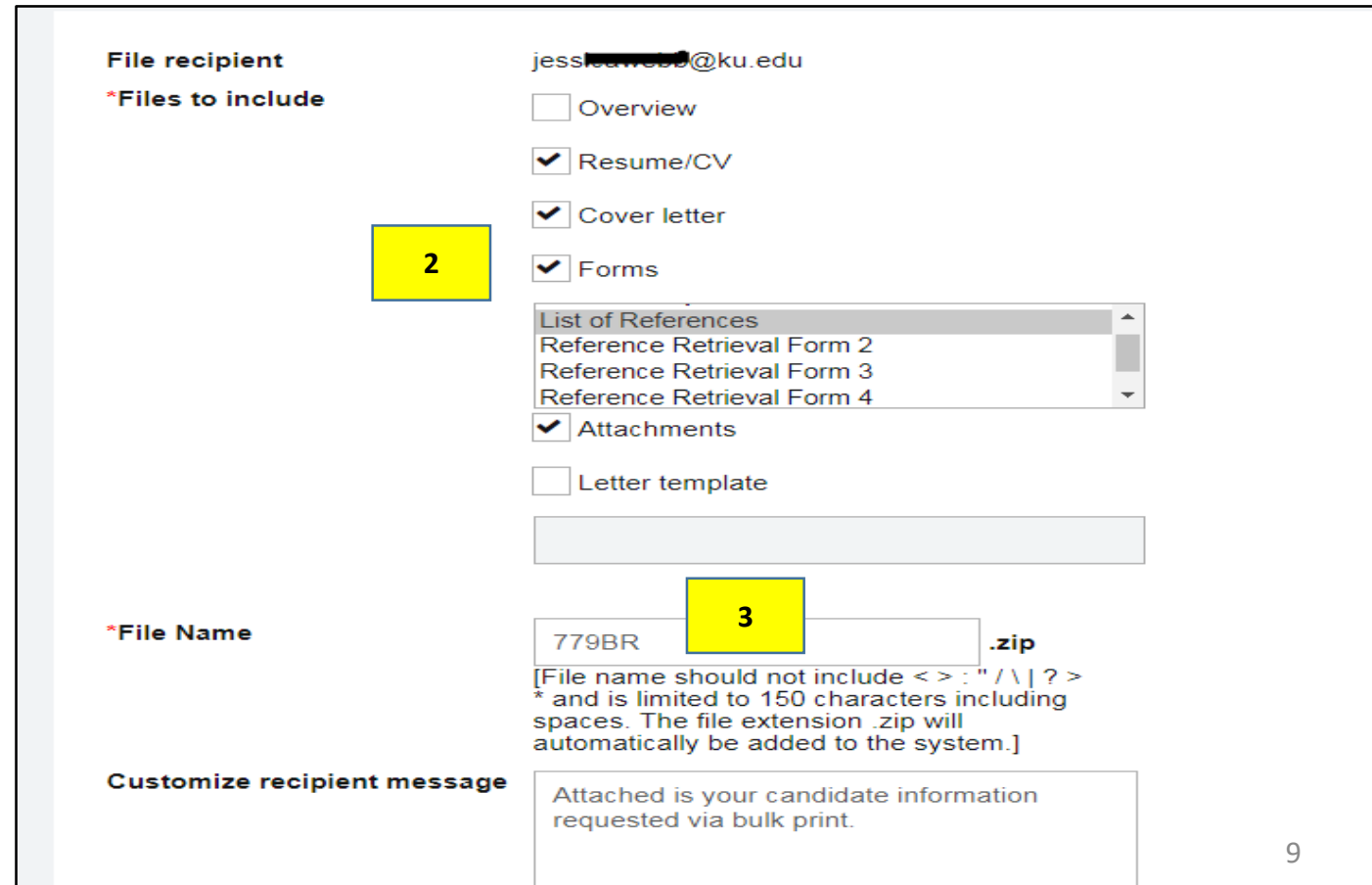
In the Prepare for bulk print" pop up menu, select the boxes for the desired printed materials (i.e. Resume/CV, Cover Letter, Forms (List of References), Attachments. **All tenure/tenure track faculty searches should also choose the DE&I Faculty Questionnaire form for review.**

3. Name the Zip File

This zip file is emailed to the recipient tied to the user's KU email address. The sender is PringQueue@Kenexa.com, with the subject line "Kenexa Recruiter BrassRing print file."



HR Status	HR status date
Applied	27-Aug-2018
Applied	27-Aug-2018



File recipient jessie[redacted]@ku.edu

***Files to include**

- ☐ Overview
- ☒ Resume/CV
- ☒ Cover letter
- ☒ Forms
- ☒ List of References
 - Reference Retrieval Form 2
 - Reference Retrieval Form 3
 - Reference Retrieval Form 4
- ☒ Attachments
- ☐ Letter template

***File Name** 779BR .zip

[File name should not include < > : " / \ | ? > * and is limited to 150 characters including spaces. The file extension .zip will automatically be added to the system.]

Customize recipient message

Attached is your candidate information requested via bulk print.



HUMAN RESOURCE MANAGEMENT

Additional Information

[Talent Acquisition Process](#)

[Recruitment Guidelines Handbook \(staff searches\)](#)

[Excellence in Diversity: The Handbook for Recruiting and Hiring for a More Socially Diverse KU Faculty](#)

[Schedule a Faculty Search Training](#)

