QUEST: Dickinson's Quality Employment Service Tool

Finding… The Right Person. For the Right Job. At the Right Time.

This is an exciting time for Dickinson, as we focus on our capabilities, resources and on solving the challenges of the future. Dickinson is a dynamic workplace that offers professional experiences for those interested in developing their career. **QUEST**, Dickinson's online recruitment and talent-management system, streamlines the recruitment and hiring process for both the job applicant and hiring manager. *With this tool, the Human Resource Services staff will be able to develop more strategic partnerships with hiring managers and focus on placing the right person, in the right job, at the right time.*

For Faculty and Hiring Managers

- Reduce paperwork! There are no paper resumes or records to copy, maintain or lose.
- Hiring Managers and Faculty Chairs have easy access to QUEST from the GATEWAY.
- The automated-approval tracking process makes authorization quicker and easier.
- Applications, Resumes, CVs and other materials will be maintained in a secure web environment.
- Job specific online questions may be used to help with the screening process.
- Direct access makes filling positions easier and faster than before, including easy access to materials for search committees.
- A more transparent recruitment and placement process lets academic departments, hiring managers and Human Resource Services know the status of recruitment efforts every step of the way.
- Automated processing will give us greater capabilities to create and run reports.

For Job Applicants

- Apply for positions easily through the internet anytime.
- Create one application that can be updated for each job without creating additional applications.
- Receive e-mail notification for select job openings matching criteria identified on their Job Profile (OPTIONAL - e-mail address required).
- Conveniently create, update, save and store versions of your resume online and in one secure place.
- Internal applicants can develop their career by applying for new job opportunities without leaving Dickinson.
- Applicants may check the status of their application online and will also receive e-mail notification at the close of the job search.

Demonstrations and Training

If you would like to find out more about this process or if you anticipate filling or adding a new position, contact Human Resource Services for assistance or to schedule a demonstration.

Accessing QUEST

Hiring Managers may access QUEST via the GATEWAY.
Click the QUEST icon on the top of the GATEWAY home page.

Please use the QUEST navigation buttons on each page (Return to Previous, Continue to Next Page, Save, Cancel, Continue, Edit). Do not use the browser's "BACK", "FORWARD" or "REFRESH" buttons.

Creating a Posting:

1. Create Posting From Template (from the navigation menu on the left).
2. Using the search criteria options – search and select the appropriate position template (if the template is not listed notify Human Resource Services or select the NEW template).
3. Create.

Please complete the following (6) sections as noted:

1. *Posting Detail* - REQUIRED. All required information is denoted with a **RED** * asterisk. Text questions in **BLACK** will be included on the posting for the applicant. Text questions in **BLUE** are for Human Resource Services and will not be visible for applicants. All required fields must be answered to proceed to the next tab.

    After completing the 'Posting Details' you may complete the remaining sections or navigate through to the COMMENTS section always using the navigation options at the bottom of each page (Continue to Next Page).

2. *Documents* - are required for NEW positions or if you have advertising text or general information. Please note this documentation will NOT be available for applicants.

3. & 4. *Posting Specific Questions* and *Disqualifying/Points* - OPTIONAL. This is an opportunity for you to create job specific online questions to help with your screening process (Contact Human Resource Services for assistance prior to submitting your posting for Senior Officer approval).

5. *Guest User* - OPTIONAL. If you have a search committee, follow the instructions on the Guest User tab to give your search committee access to the applicant pool.

6. *Comments* - OPTIONAL. Note any comments and continue to the next page. You may now Edit, Preview, Save Without Submitting or Submit to Senior Officer and CONFIRM.

    Note: If you select Submit to Senior Officer - the Senior Officer for your Division will receive an e-mail notification to review and forward to Human Resource Services or they may note their comments and return to you.

If you have any questions please contact Human Resource Services at ext. 1152, or ext. 1503. Applicants may call 245–1970 for a current listing of all non-faculty positions.