Quick Reference:
How to Navigate and Search the User Guides, Quick References, FAQs and Resources

CLEMSON
HUMAN RESOURCES

CUBS-HR/Hiring Process U... ✕ +

www.clemson.edu/employment/HR_Upgrade_Information.html

🔍 A-Z Index

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CUBS-HR/Hiring Process Upgrade

Resources by User Group
- User-Specific Guides
- Quick References

Overview

The CUBS-HR (Clemson University ...
application and the University's hiring process are being upgraded.

STEP 1
On your internet browser page, enter the following address:
http://www.clemson.edu/employment/HR_Upgrade_Information.html

OR

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Bookmark this address.

CUBS-HR/Hiring Process Upgrade

Resources by User Group
- User-Specific Guides
- Quick References
- FAQs
- Reference Materials

HR Partners

Hiring Managers

Budget Officers

Department Administrators / Office Managers

Applicants

General Users

Approvers

Search Committee Members

Overview

The CUBS-HR (Clemson Universi...
application and the University's hi...

Why are we upgrading?

The University is upgrading both its hiring process and CUBS-HR to better align with the University's 2020 goals.

What improvements can I expect?

CUBS-HR (PeopleSoft): By upgrading to the most current version of PeopleSoft, the University will be able to achieve the following:

- Advanced information security
- Additional functionality, including paycheck modeling, employee profiles and a user-friendly experience for applicants
- Advanced support for continuous improvement efforts, including system updates to critical areas such as payroll taxes
- Less down time of the system

Hiring Process: In conjunction with CUBS-HR enhancements, Clemson University ...

STEP 2
Click the user type you want to access.

Important Information: Clicking the user type should open the document in Adobe Acrobat so that a navigation and search of the document is possible. If it opens in a browser, see your technical support personnel to adjust your computer settings.

Navigating the Document: Exploring by Chapter and Subtitles

STEP 3

Click the [icon] icon to open up the navigation of the entire document.

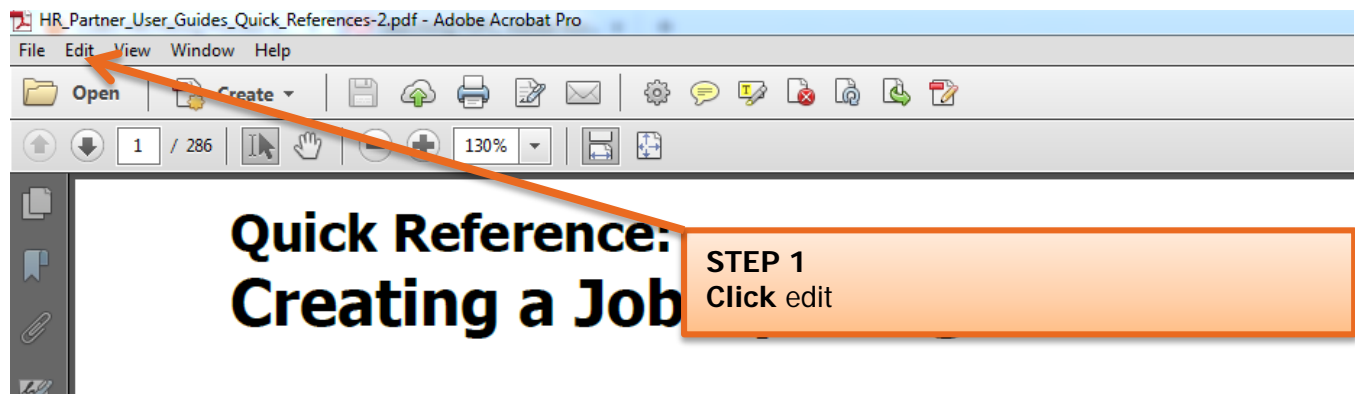**STEP 4**
Click on the chapter or subtitle you want to access.

Bookmarks

Recruit
- Creating a Job Opening QR
- Applying for a Staff Position QR
  - External Applicants (Internal Applicants skip to page 12.)
  - Application Process
  - Internal Applicants
  - Application Process
- Accessing Application Materials UG
  - Overview:
  - View Application Materials
  - Print or Save Application Materials
  - Troubleshooting
- Accessing Application Materials QR
- Scheduling Interviews UG
  - Overview
  - Access Interview Schedule

Quick Reference:
Accessing Application Materials
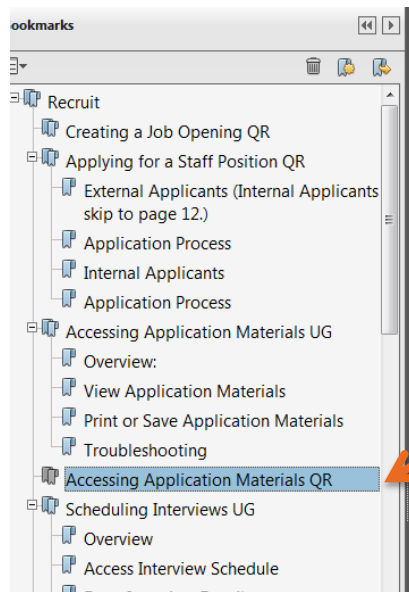
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STEP 5
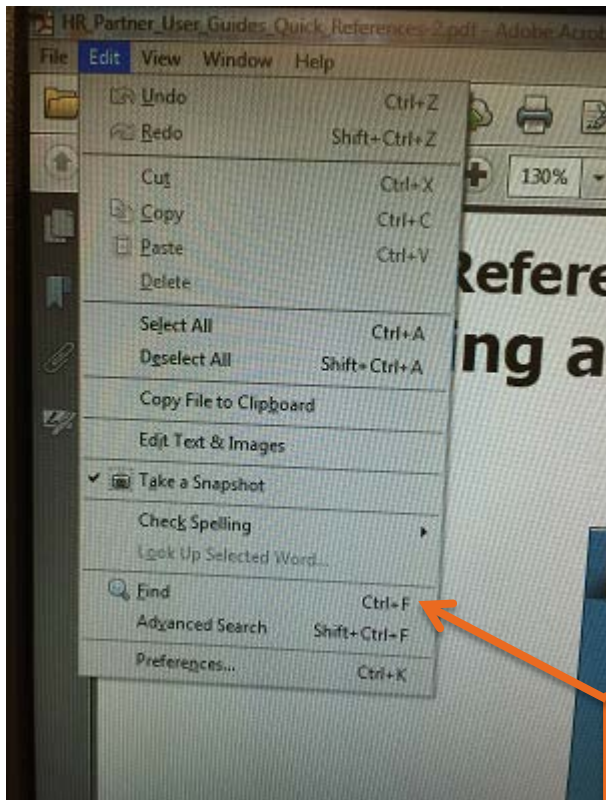**Clicking the chapter heading or subtitle automatically provides you access to the information you seek.**

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Quick Reference:
Creating a Job

STEP 1
Click edit

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STEP 2
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Quick Reference:
Accessing Application Materials
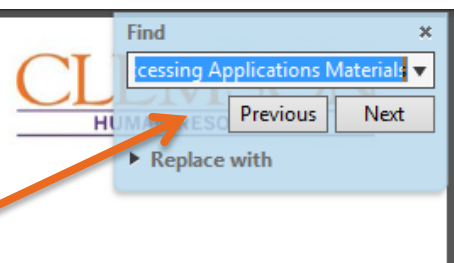
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