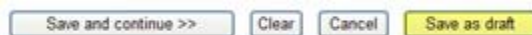


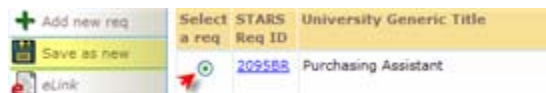
## STARS Top 10 Tips for Hiring Managers



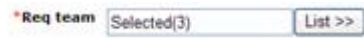
1. Do not use the back button on your browser's toolbar. Click in a white area within STARS and right click to select the "Back" command.
2. Remember to maximize your window to ensure that you are seeing the entire STARS screen.
3. Remember to check the approval status on any pending requisitions (reqs.) by selecting:
  - Reqs.
  - View My Reqs.
  - Pending
  - Click on Req. #
  - Scroll Down to "Approval Routing" section
4. To customize a req. template, select:
  - Reqs.
  - Add My Req.
  - Set Req. Defaults
5. To save a req. as a draft to retrieve later:
  - Scroll down to the bottom of the req. form and click the "Save as Draft" button



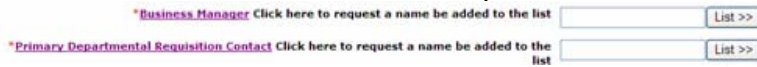
6. Copy an existing req. using "Save as new"
  - Click on the radio button next to the req. number that you want to duplicate
  - Click on "Save as New"



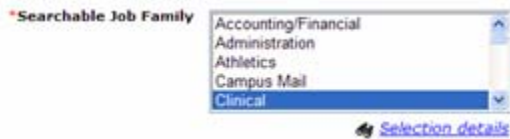
7. When creating a new req., add everyone involved in the hiring process to your req. team.



8. Use this link to add a name to the pick list



9. When creating a new req., pick a “searchable” job family to yield the best candidate pool



10. Visit the STARS website and review the available documentation.  
<http://www.yale.edu/hronline/stars>