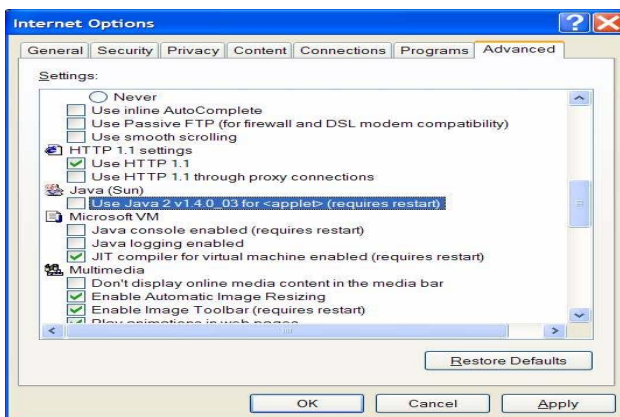# *Staffing – Recruiting and Hiring Center*

If you, as the Hiring Manager, cannot access the Hiring Center with your computer, the settings below need to be checked. Your PC **must** have administrative rights for you to be able to update these settings. If you find that you cannot make these changes or if you do not have permission to download files, contact your IT department for assistance. In order to download the hiring center files, your computer **must** be logged in as an administrator user. These changes only need to be done once.
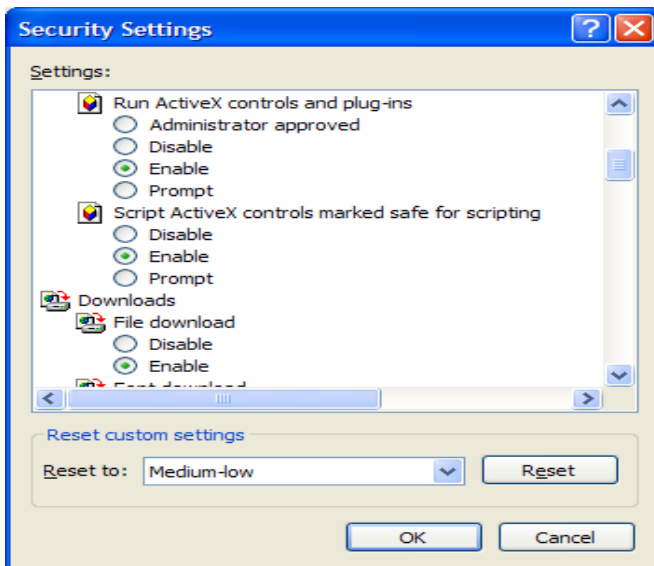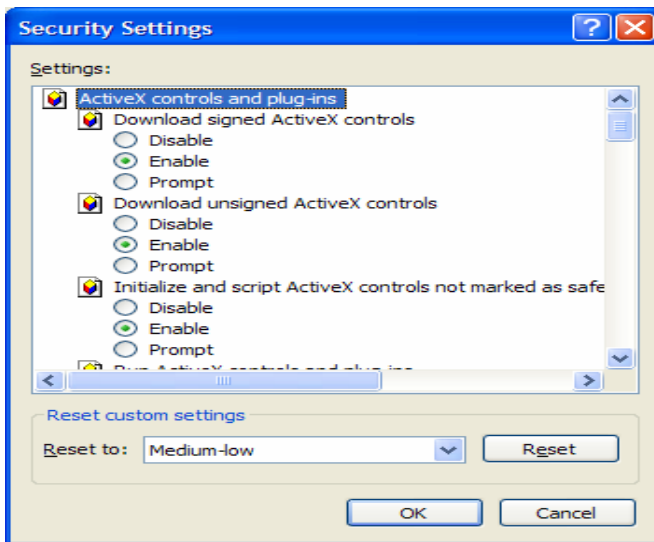
If you continue to experience problems after these setting have been selected and MS Explorer has been restarted, call PeopleFirst at 877-562-7287.

Hiring Center (Requisition Manager Tools – For Hiring Manager)

1. Must have Microsoft Internet Explorer 5.0.1, 5.5 or 6.0

2. Must have Java (Sun) disabled, and Microsoft VM JIT compiler enabled

    1. Open the IE Browser.
    2. Select Tools -> Internet Options
    3. Select the Advanced tab, scroll down for steps 4 & 5
    4. If Java(Sun) is installed – make sure it is disabled
    5. Under Microsoft VM – make sure JIT compiler for Microsoft VM is enabled
    6. See picture below:

3. Must have ActiveX options enabled: The Security settings in IE must be set so that all signed ActiveX plug-ins are set to "Enable" or "Prompt".

    1. Open an IE Browser.
    2. Select Tools -> Internet Options
    3. Security -> Local Intranet -> Custom Level
    4. Make sure all ActiveX related options under "Active X controls and plug-ins" are set to "Enable" or "Prompt"
    5. See pictures below:

Security Settings

Settings:

- ActiveX controls and plug-ins
  - Download signed ActiveX controls
    - ○ Disable
    - ● Enable
    - ○ Prompt
  - Download unsigned ActiveX controls
    - ○ Disable
    - ● Enable
    - ○ Prompt
  - Initialize and script ActiveX controls not marked as safe
    - ○ Disable
    - ● Enable
    - ○ Prompt

Reset custom settings

Reset to: Medium-low   [Reset]

[OK] [Cancel]

Security Settings

Settings:

- Run ActiveX controls and plug-ins
  - ○ Administrator approved
  - ○ Disable
  - ● Enable
  - ○ Prompt
- Script ActiveX controls marked safe for scripting
  - ○ Disable
  - ● Enable
  - ○ Prompt
- Downloads
  - File download
    - ○ Disable
    - ● Enable

Reset custom settings

Reset to: Medium-low   [Reset]

[OK] [Cancel]

NOTE: WINDOWS XP DOES NOT SHIP WITH THE MICROSOFT JAVA VM. THIS SOFTWARE MUST BE LOADED SEPARATELY.

4. Pop up software not allowed:

MAKE SURE THAT YOU DO NOT HAVE "POP UP" SOFTWARE THAT PREVENTS POPUP WINDOWS.

REQUIRED SYSTEM FILES:

HIRING CENTER WILL PROMPT THE USER ON THE INITIAL LOGIN TO HIRING CENTER TO INSTALL THESE FILES. TO INSTALL, THE USER MUST HAVE THE PERMISSIONS TO WRITE FILES WITHIN THE WINDOWS SYSTEM DIRECTORY.

Java Downloads

There are six (6) required Java Archive (.jar) files that must be installed on the workstation:

- eexadmin.jar
- EexDate.jar
- eexjhavbar.jar
- EexPie.jar
- EexTime.jar
- swingall2.jar

ON A WINDOWS 2000 WORKSTATIONS LOOK IN: C:\WINNT\JAVA\LIB
ON WINDOWS 98 LOOK IN: C:\WINDOWS\SYSTEM\…\JAVA\LIB
OR, IN INTERNET EXPLORER, TRY TOOLS -> INTERNET OPTIONS ->GENERAL -> SETTINGS -> VIEW OBJECTS.

IN ADDITION TO THE JAVA ARCHIVES, HIRING CENTER WILL ATTEMPT TO INSTALL AN ACTIVEX CONTROL FROM MEADCO. THIS INVOLVES THE INSTALLATION OF THREE FILES TO THE SYSTEM32 DIRECTORY WITHIN THE WINDOWS SYSTEM DIRECTORY:

- MCPrintX.dll
- MCScripX.dll
- MCSecMgr.dll

ON WINDOWS 200 WORKSTATIONS, LOOK IN C:\WINNT\SYSTEM32. ON WINDOWS 98, C:\WINDOWS\SYSTEM32.

WINDOWS XP DOES NOT SHIP WITH A JAVA VM. THE MICROSOFT JAVA VM IS A REQUIRED COMPONENT FOR HIRING CENTER. HOWEVER, WINDOWS XP SERVICE PACK 1 DOES CONTAIN THE VM. ALL WINDOWS XP USERS MUST UPGRADE TO WINDOWS XP SP1 OR LATER.

INSTALLATION TIPS

Trouble-shooting tips for Hiring Center users who are experiencing problems with their initial login to Hire.com Hiring Center.

ADMINISTRATIVE RIGHTS REQUIRED FOR INITIAL HIRING CENTER LOGIN:

Non-managed Workstations

MAKE SURE THE HIRING CENTER USER HAS LOCAL ADMINISTRATIVE ACCESS ON HIS/HER MACHINE. IF THE USER DOES NOT HAVE ADMINISTRATIVE ACCESS THEN AN IT SYSTEM ADMINISTRATOR MUST HELP THE USER OUT. A PERSON WITH ADMINISTRATIVE ACCESS NEEDS TO PERFORM THE FOLLOWING STEPS: LOGIN TO THE PERSON'S MACHINE AND DELETE ALL OF THE .JAR FILES LISTED ABOVE.

Managed Workstations

In an environment where the workstation's environment and applications are created from a central image, Hiring Center can be accessed from the workstation that is going to become the image. This will install the necessary files for Hiring Center. Those files can then be used by Hiring Center when the user logs in from a workstation that uses this image. When Hiring Center is upgraded, there may be new files or updated files that need to be deployed to the end-user's workstation. In this case, Administrators may obtain those files by logging into Hiring Center and accepting the download of the new files. Those files can then be bundled and deployed to the workstations using whatever administrative tools are available to the IT organization. This should eliminate the need for administrator intervention on each workstation.

POTENTIAL PROBLEMS:

Java Plug-in Conflict

If the PC has a Java Plug-in, make sure that it is not configured to be the default Java Runtime for Internet Explorer. If it is, the Hiring Center will not proceed past the initial login page.

To check if this problem exists in Windows 98 and Windows 2000, perform the following steps:

1. Open the Windows Control Panel.

2. If a Java Plug-in program exists, then double-click on the program to open it.

3. Click on the Browser tab.

4. Ensure that the Microsoft Internet Explorer check box is not checked. If so, uncheck that box and click on the Apply button.

5. Finally, retry the login into the Hiring Center application.

IN WINDOWS XP, FOLLOW THESE STEPS:

1. Open the Windows Control Panel.

2. Open the "Add or Remove Programs" applet.

3. Select "Set Program Access and Defaults".

4. Expand the section for your selected configuration using the arrow on the right.

5. Under the "Choose a default virtual machine for Java," make sure that Microsoft Virtual Machine is selected.

6. Click "Ok".

This may require a restart of the workstation.