

PeopleAdmin

User Guide

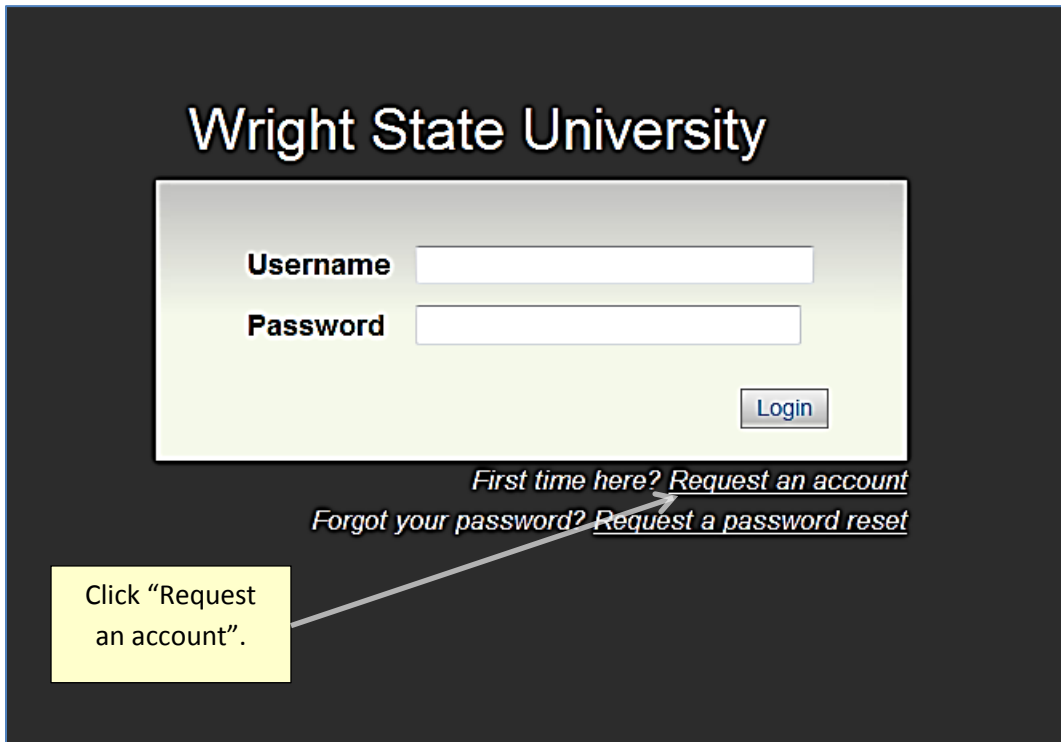
“How to Create a Position Posting?”

WRIGHT STATE UNIVERSITY

October 1, 2011

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1. Enter the PeopleAdmin website: <https://jobs.wright.edu/hr>
 - I. Returning Users: Login with your username and password.
 - II. First Time Users: Click “Request an account” link located at the bottom right of the login box. You will be taken to the Account Request Form.



2. Enter all required information on this form and click the “Save” button.

Wright State University

Required fields are indicated with an asterisk (*).

Please enter the following information to request an account.

Username Must be between 6 and 20 characters *

Password Must be between 6 and 20 characters *

* **Confirm Password**

* **First Name**

* **Last Name**

Title

Phone Number/extension

* **Email**

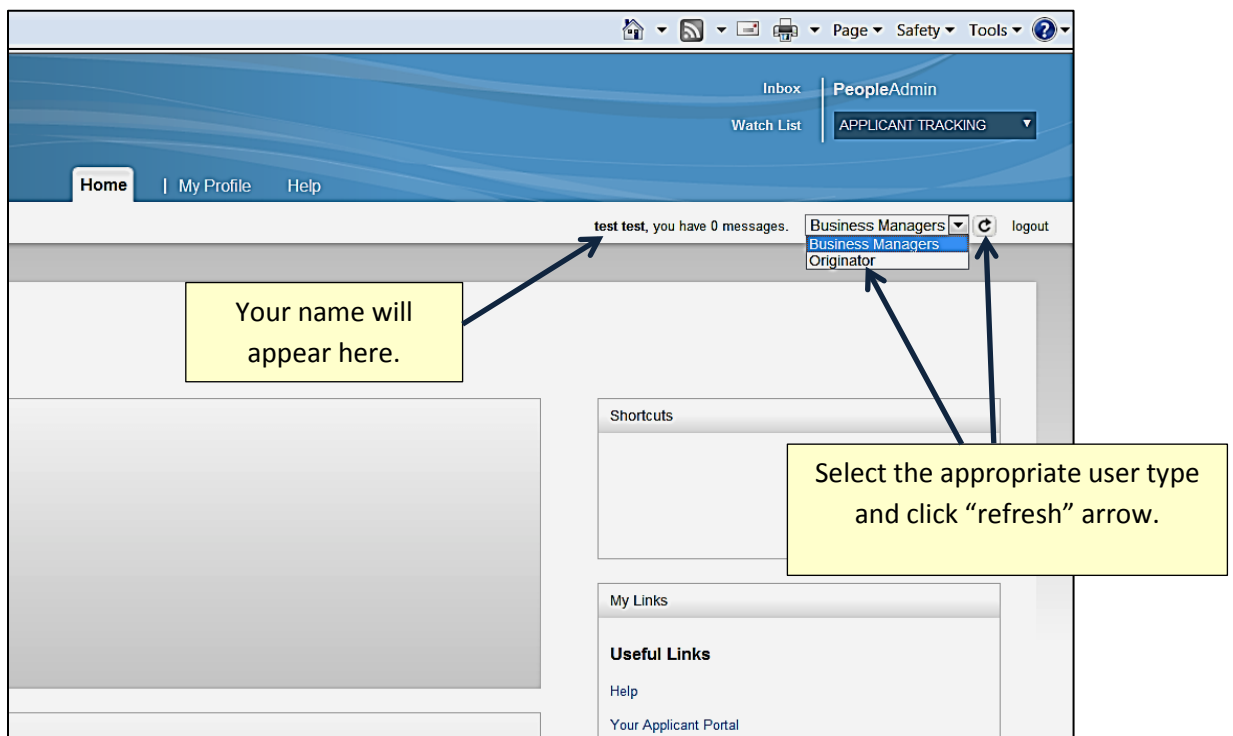
* **Department**

Requested Group

Save Cancel

Click “Save” button.

3. You will be returned to the PeopleAdmin User Login Page with a message that your request was successfully submitted for approval. Once the User Account is approved, you will receive an e-mail notifying that you have PeopleAdmin access.
4. *Change User Group:*
After successful login, if you are assigned more than one user type, click the User Group drop down menu located to the immediate right of your name. Select "Originator" from the menu, and then click the refresh arrow "↻". You must be logged in as "Originator" in order to create postings and have access to application materials.

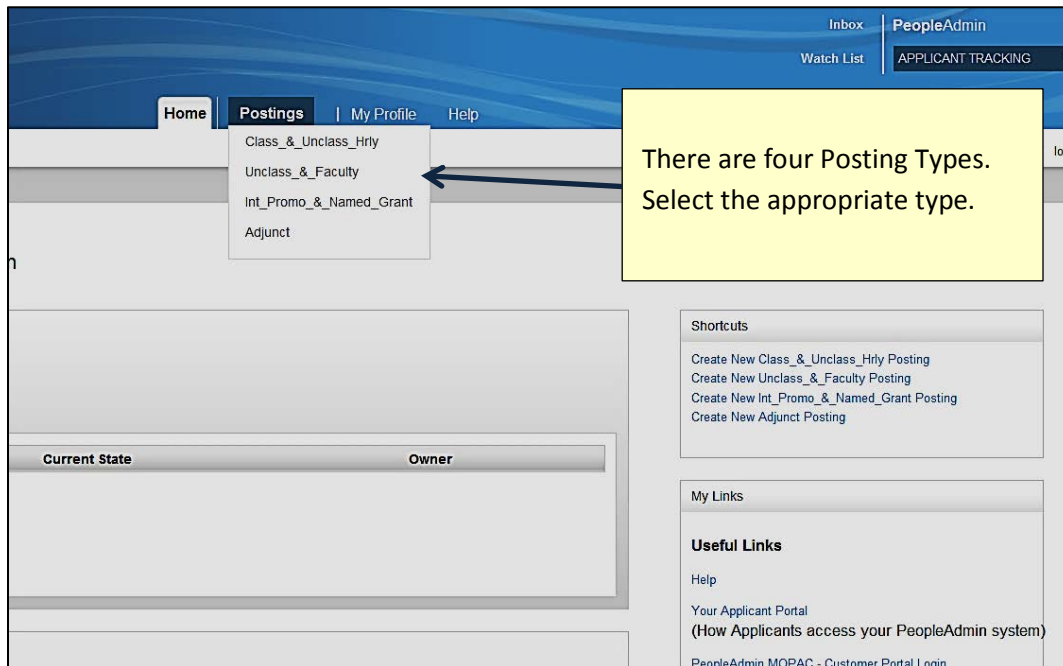


IMPORTANT!!!

5. Select the Posting Type:

There are four **POSTING TYPES** in PeopleAdmin. When creating postings, it's **IMPORTANT** that you select the appropriate **POSTING TYPE**:

- A) **Classified & Unclassified Hourly**: Use this type for all **CLASSIFIED and UNCLASSIFIED HOURLY** postings that are
 - a. External postings
 - b. Internal postings for Non-Bargaining Unit Classified Employees
 - c. For WSU Employees Only
- B) **Unclassified & Faculty**: Use this type for all **UNCLASSIFIED and FACULTY** postings that are
 - a. External postings
 - b. For WSU Employees Only
- C) **Internal Promotion & Named In the Grant**: Use this type for all **CLASSIFIED, UNCLASSIFIED HOURLY, UNCLASSIFIED and FACULTY** postings that are
 - a. Internal promotions within the department/school/college per Wright Way Policy
 - b. Positions that have a specific person named in the grant



6. Create Job Posting:

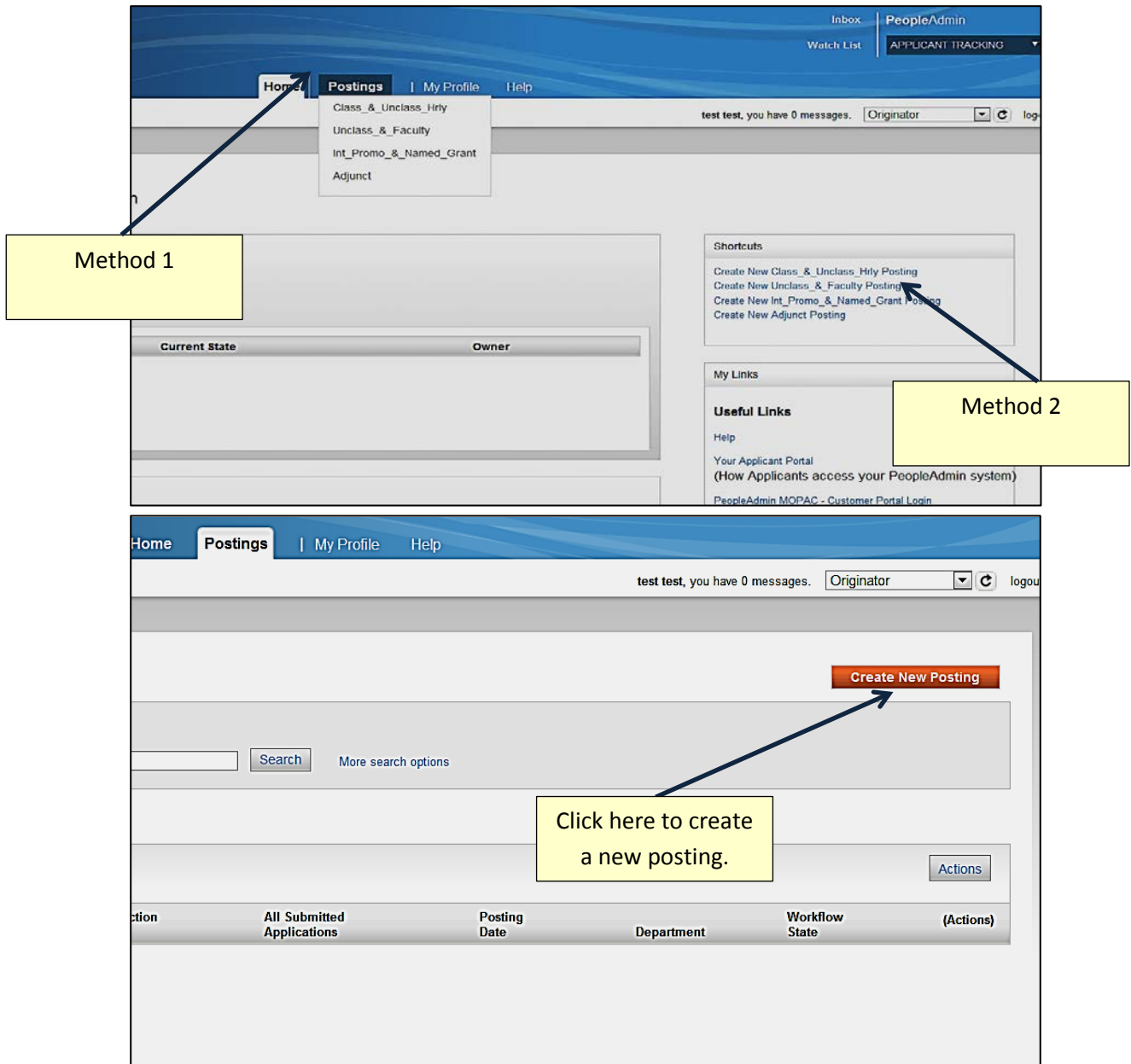
There are two ways to create a job posting – using the Navigation bar or the Shortcut control.

I. Method 1: Using the Navigation bar.

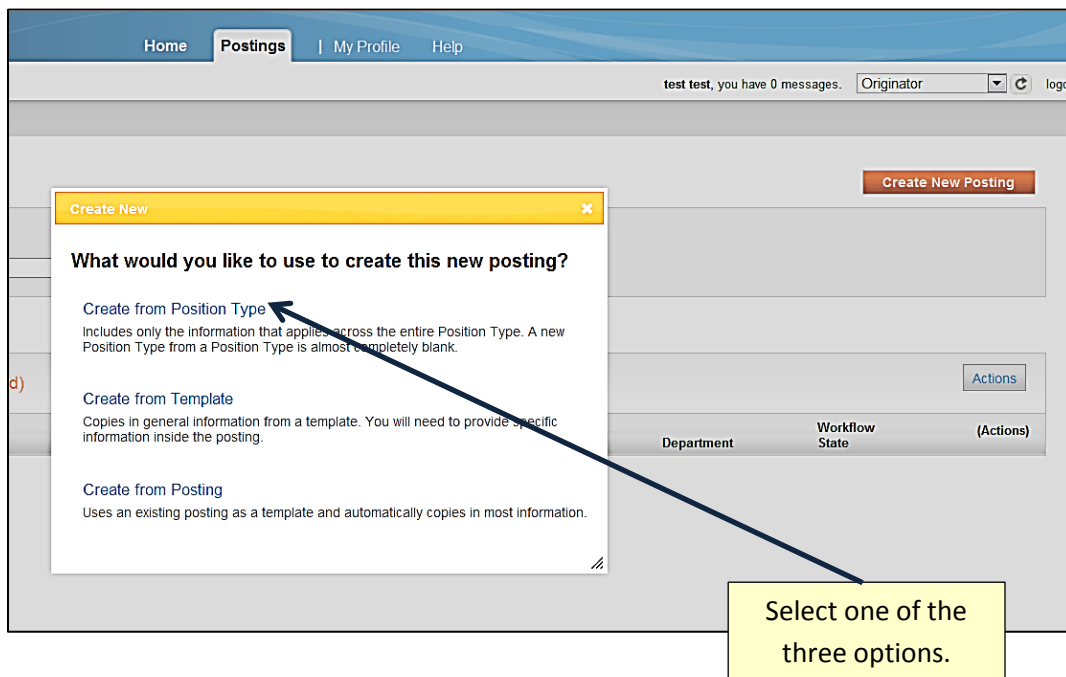
- Go to Navigation bar located at the top of the “Home” screen
- Roll over object menu “Postings”
- Select appropriate position type
- Then, click the orange “Create New Posting” button

II. Method 2: Using the Shortcut control

- Go to “Shortcuts” box listed on the right of the screen
- Click the appropriate position type



7. It will open a new dialogue box on your screen that contains three different options to create a posting. “Create from Position Type” is the most frequently used option.
Note: You can also create a posting using the “Create from Posting” option, only if you have created a same or similar position in the past that has been filled.



8. On the New Posting page, fill in the necessary information. Fields with a red asterisk are required fields. Select the appropriate “Accepted Application Form” by checking the box. Once the form is completed, click “Create New Posting” button at top right or bottom right of the page.

Watch List | APPLICANT TRACKING

Home | Postings | My Profile | Help

test test, you have 0 messages. Originator

Unclass & Faculty / New Posting

New Posting Create New Posting Cancel

* Required Information

Faculty Rank or Job Title:

Department *

Applicant Workflow
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Online Applications

Accept online applications?

Special offline Application instructions

Accepted Application Forms

Accepted application forms

Unclassified (administrative, exempt/non-exempt) Application

Faculty/Adjunct Application

Create New Posting Cancel

9. You are now on the “Posting Detail” page. Before you begin this page, note that there are 7 pages related to completing a job posting; however, currently the page titled “Posting Specific Questions” is not being used.

These pages are:

- I. Posting Detail
- II. Salary Distribution
- III. Documents
- IV. Posting Specific Questions (currently not being used)
- V. Guest User
- VI. Comments
- VII. Optional Applicant Documents

Complete all the pages (excluding “Posting Specific Questions” page) before submitting a job posting to the next approver in the process.

The screenshot displays the 'Posting Details' page in the PeopleAdmin system. On the left, a sidebar menu is visible, with a yellow callout box pointing to it containing the text 'Name of different pages.' The sidebar menu items are: 'Editing Posting', 'Posting Details', 'Salary Distribution', 'Documents', 'Posting Specific Quest...', 'Guest User', 'Comments', 'Optional Applicant Doc...', and 'Summary'. The main content area is titled 'Posting Details' and includes a 'Check spelling' dropdown menu. Below this, there is instructional text: 'To create a Posting, first complete the information on this screen, then click **Continue to Next Page** information. To submit the Posting to human resources, you must click on the **Continue to Next Page** select the **Submit** button and click **Continue**. Your Posting will not be saved or sent to the next status...'. A section titled '* Required Information' contains the following fields: 'Faculty Rank or Job Title' (Program Manager), 'Job Category' (Administrative (exempt/non-exempt)), 'HR Assigned Classification' (Program Manager - Applied Research & Technolog), 'Position Class' (99715), and 'Job Group' (100).

10. *Posting Details*: This page has a number of sections and fields within each section. Fields with a red asterisk must be completed before moving on to the next page. There are a few fields that you may not be able to fill in, such as:

- I. Position Class
- II. Job Group
- III. NBAPOSN Number

These fields are filled in by Compensation, Affirmative Action and Budget during approval process.

When completing the “Posting Text” section, the “Essential Functions” must have the percentage of time and must total to 100%. Once all the sections and fields are filled in, click “Save”, then “Next” button located at the top and also the bottom of the page in order to move to the next page.

NBAPOSN Number:	
Date position to be filled:	
Length of appointment:	Special contract and renewable
If special contract, indicate how many years?	one year
POSTING TEXT	
Job Purposes:	To direct the Hematology/Oncology Fellowship program. To educate fellows residents & students in hematology and oncology. To participate in related basic and clinical research.
Essential Functions and percent of time:	50% Clinical hematology and oncology care. 20% Direction of hematology/oncology fellowship & research. 30% Fellowship, resident & student education.
Essential Functions and percent of time (cont'd):	
Non-Essential Functions and percent of time:	

Enter the percentage of time.

Posting Details Save Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click **Continue to Next Page>>**. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the **Continue to Next Page>>** button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

* Required Information

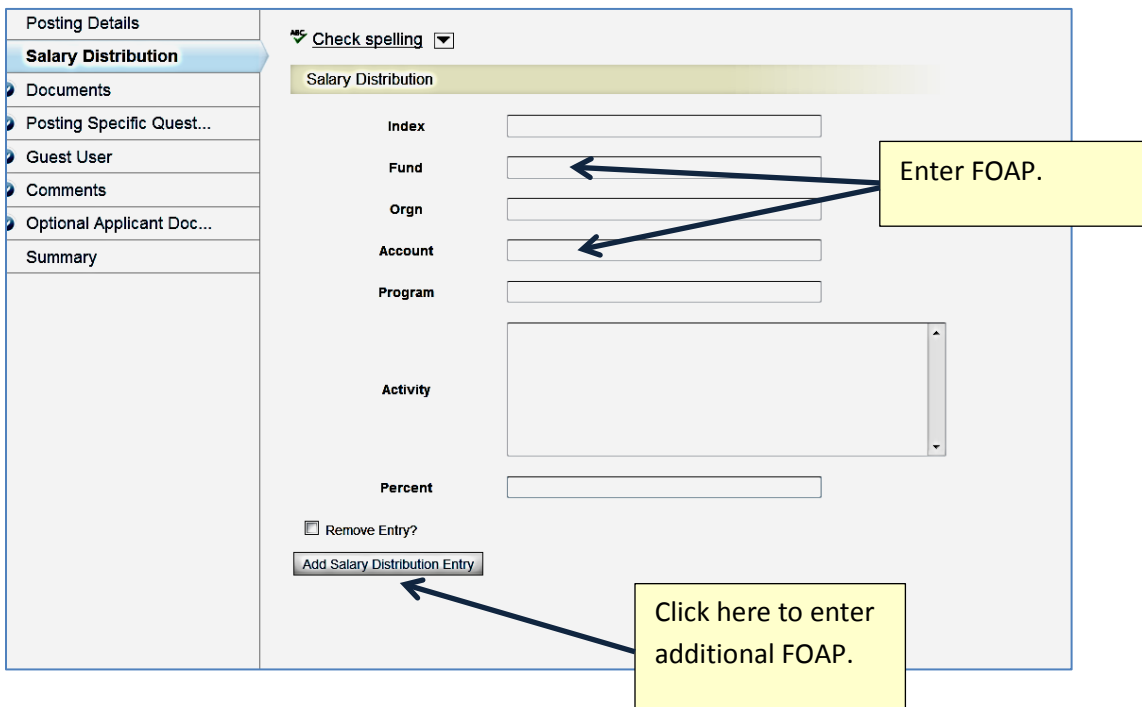
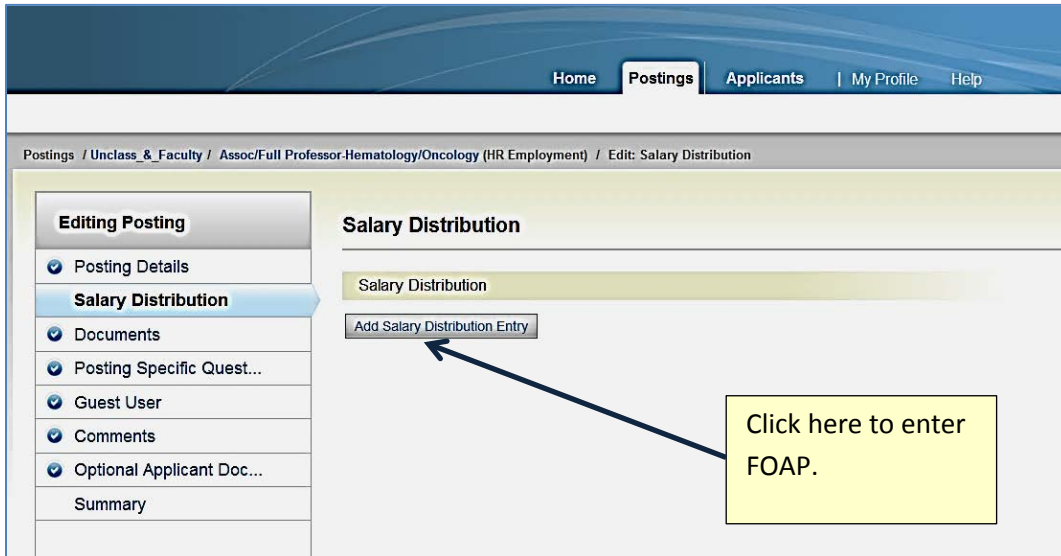
POSITION INFORMATION

Faculty Rank or Job Title:

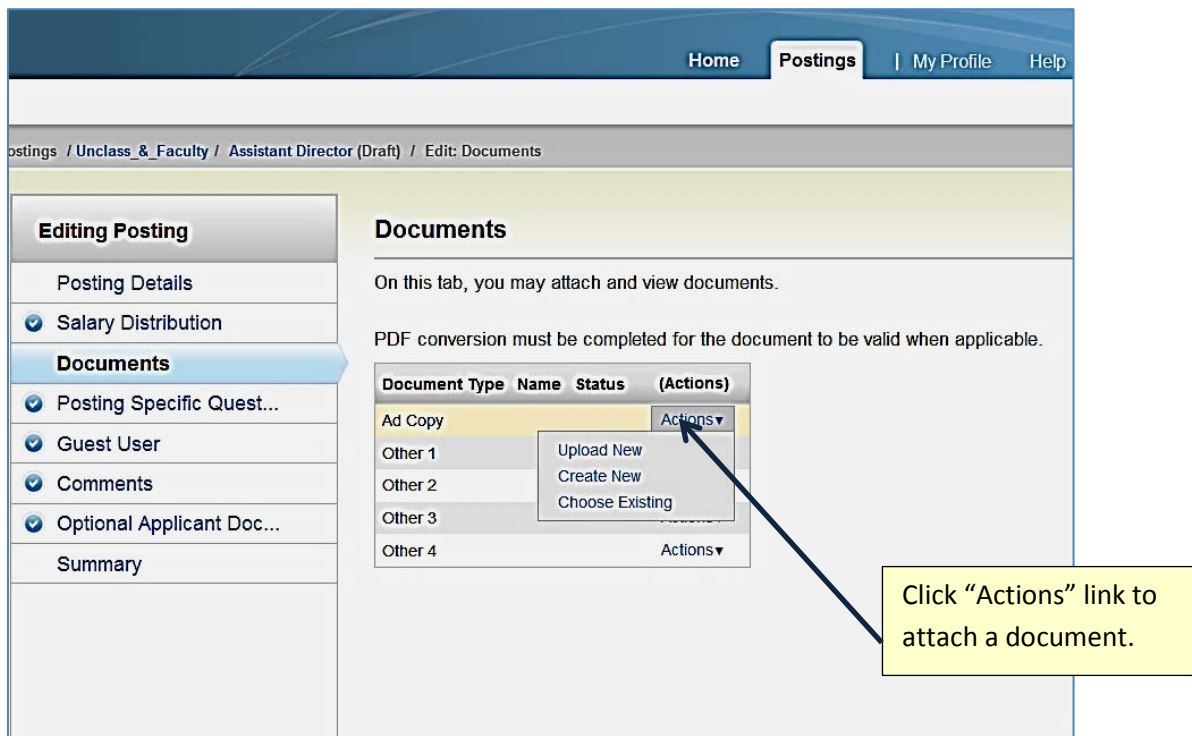
First save it; then click “Next”.

You can also perform a spell check on the information you enter.

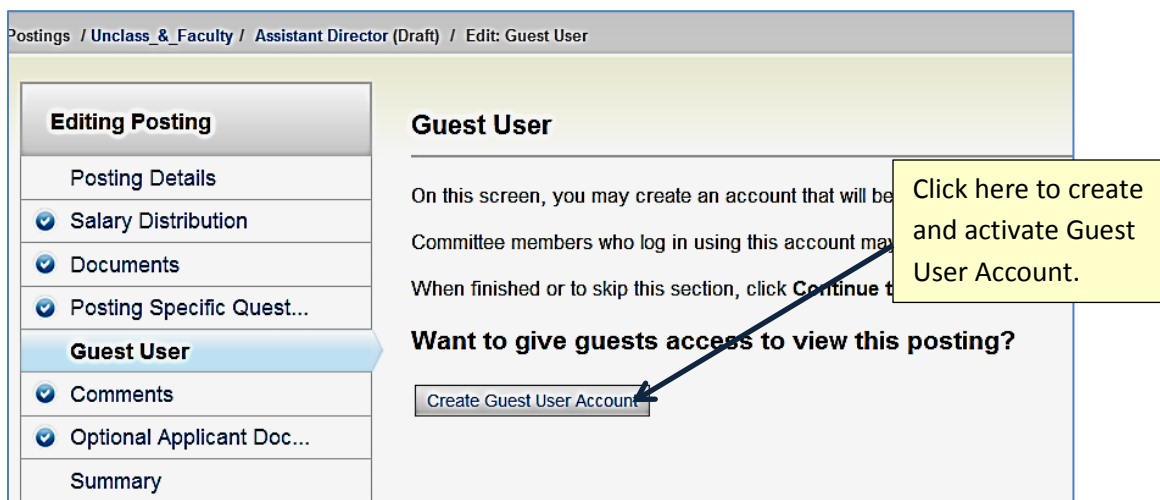
11. *Salary Distribution*: This page is for entering the FOAP. To enter, click “Add Salary Distribution Entry” and enter the information. If the position is being funded by two or more FOAPs, then click “Add Salary Distribution Entry” again. When completed, click “Save”; then “Next”.



12. *Documents*: This page is for attaching ad copies, any other additional information on the position, and/or justification for filling the position. To attach a document, click “Actions” link at the end of the row, and follow the instructions. Then click “Save”; then “Next”.



13. *Posting Specific Question*: This page is currently not being used when posting and filling positions. You can skip this page either by clicking “Next”, or clicking “Guest User” link on the left hand side of the screen.
14. *Guest User*: On this page, you may create an account that will be used by the search committee members. Please note that Guest Users have “read only” access to the system and are not able to make changes in applicant statuses. Once a position is filled, the Guest User name and password are deactivated by the system.



Home | Postings | My Profile

Postings / Unclass. & Faculty / Assistant Director (Draft) / Edit: Guest User

Editing Posting

Posting Details

Comments

Optional Applicant Documents

Summary

Guest User

On this screen, you may create an account that will be used by members of the committee. Committee members who log in using this account may view applications and comments.

When finished or to skip this section, click **Continue to Next Page**.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
gu48327

Password
bdcae4

Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

committee.member1@wright.edu
committee.member2@wright.edu
committee.member3@wright.edu

Update Guest User Recipient List

You may change the password by entering a new password and clicking "update password".

Enter committee members' email addresses here. The system will send each member an email message with Guest User name and password. Then, click "Update Guest User Recipient List".

15. *Comments*: This page is used for communication between the Originator and the approvers.

Postings / Unclass. & Faculty / Assistant Director (Draft) / Edit: Comments

Editing Posting

Posting Details

Salary Distribution

Documents

Posting Specific Quest...

Guest User

Comments

Optional Applicant Doc...

Summary

Comments

ABC Check spelling

The comments on this page are only intended to assist with the review process.

Comments (Default Section)

Originator Comments:

Business Manager Comments:

Executive Level Comments:

HR Compensation Comments:

Provost Comments:

Affirmative Action Comments:

Foundation Comments:

RSP Comments:

Budget Comments:

Enter comments, if any, here.

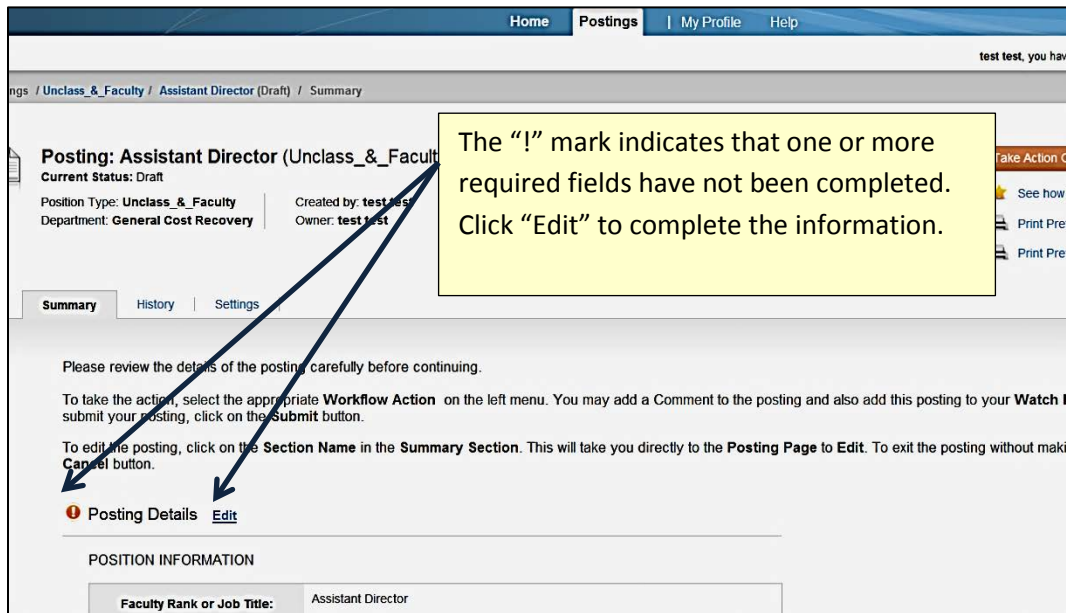
16. *Optional Applicant Documents*: There are a number of documents listed on this page. For unclassified positions, cover letter and resume/CV are required. For faculty positions, cover letter, resume/CV and references are required documents. To make a document “required”, both the “included” and “required” boxes must be checked. For optional documents, only the “included” box must be checked. When completed, click “Save”, and then “Next” to move the posting to the “Summary” page.

Order	Name	Included?	Required?
1	Resume/Cv	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Cover Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	References	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Other Document	<input type="checkbox"/>	<input type="checkbox"/>
5	Other Document 2	<input type="checkbox"/>	<input type="checkbox"/>
6	Other Document 3	<input type="checkbox"/>	<input type="checkbox"/>

or

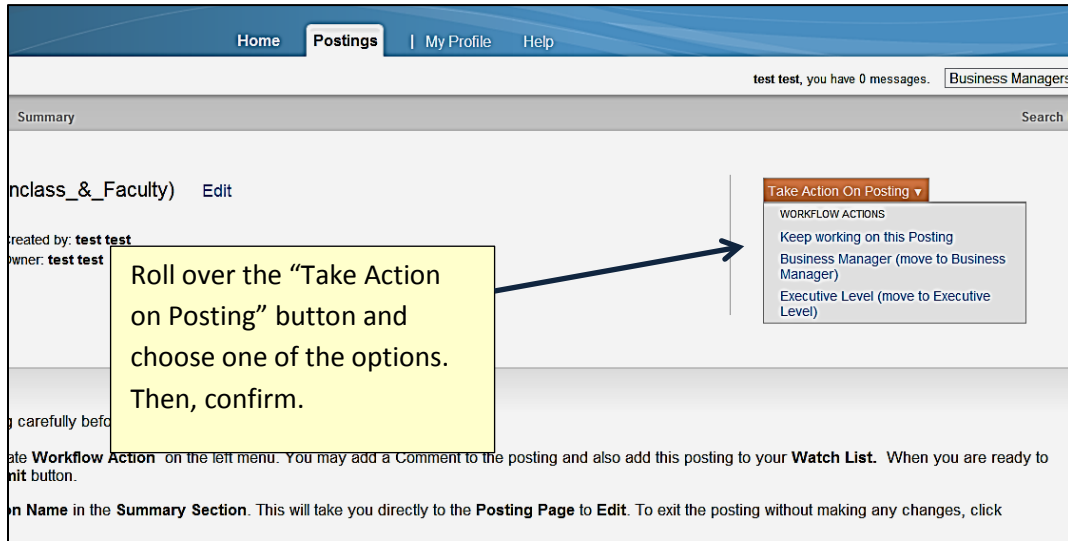
To make a document required, check both “Included” and “Required”.

17. The “Summary” page will give you the summary of all the information you entered in creating the job posting. Please note that a check mark in blue should appear next to the name of each page. If you see any page name with “!” next to it, it means that there are required field(s) that have not been completed. Click “Edit” link located next to the name of the page to complete missing information.



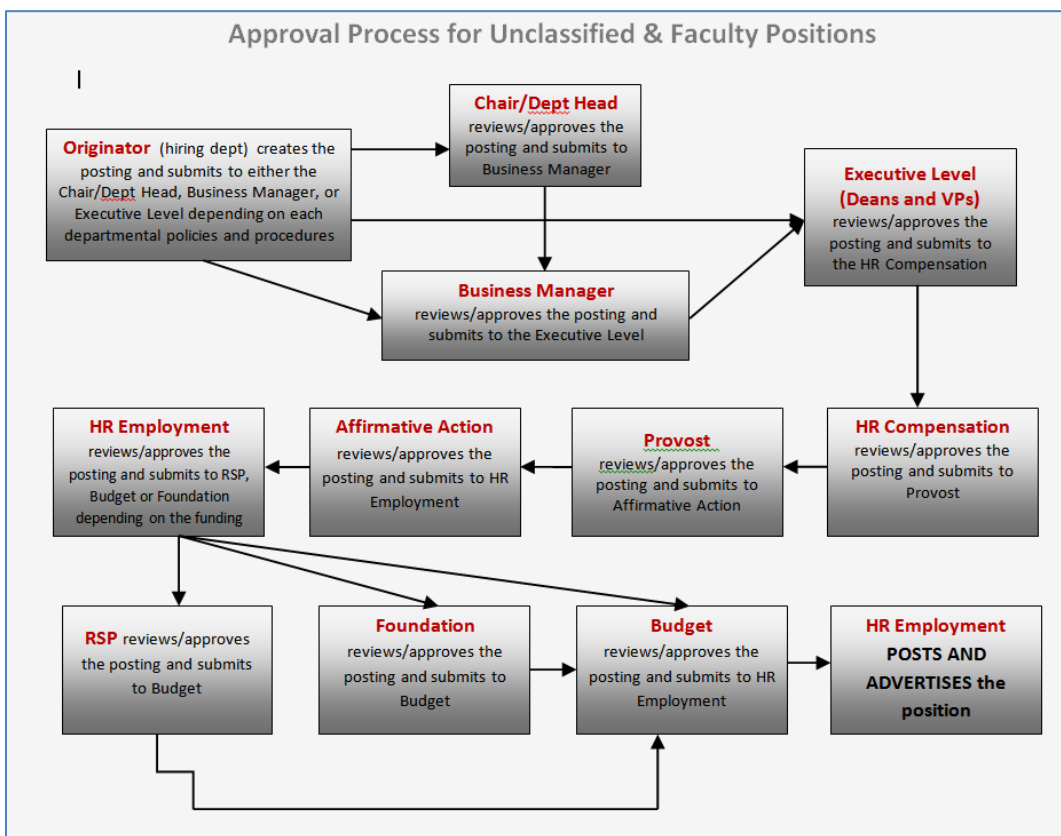
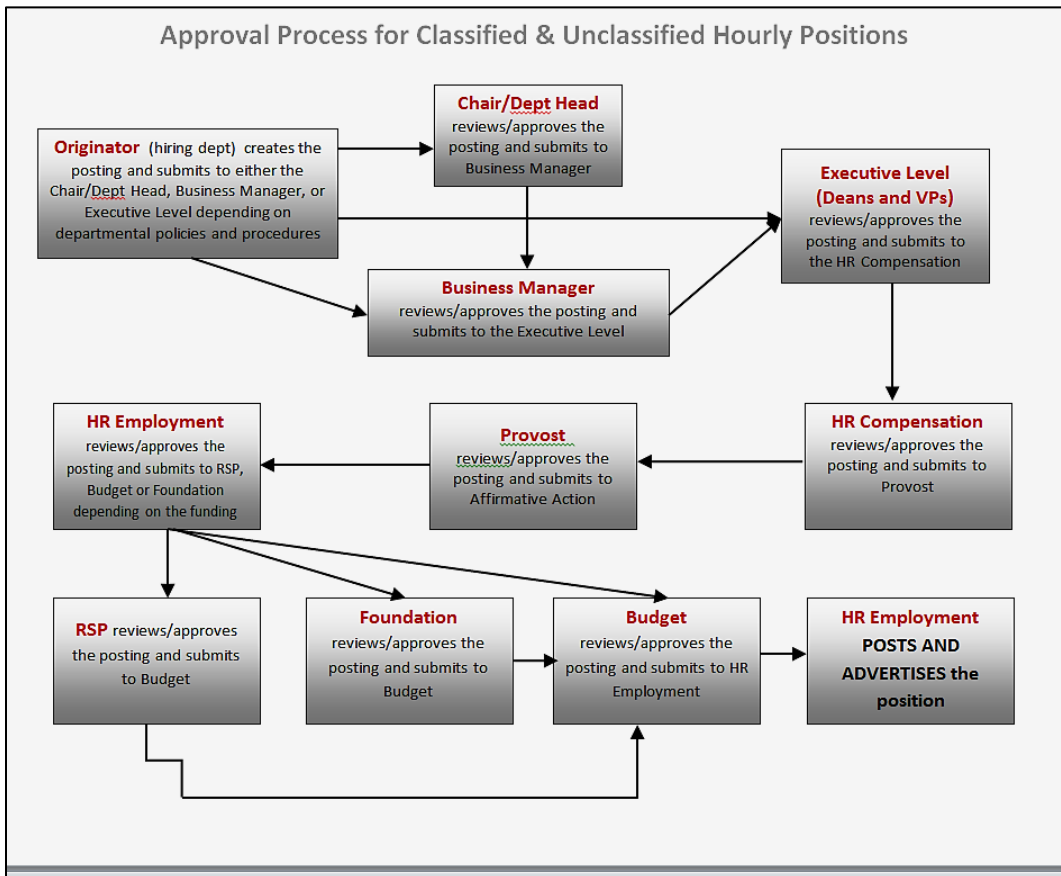
18. Next to Summary tab, there are two more tabs:
- I. History: Provides details on the approval steps, date/time stamps, and any comments and/or notes.
 - II. Settings: Allows you to make any modifications to the posting setting page, such as type of application accepted, etc.
19. You can edit any of the pages by clicking the “Edit” link next to the name of the page. An “Edit” link is also located next to the name of the posting.
20. There are a number of items located on the right hand side of the screen:
- I. “Take Action on Posting” button: There are different options indicating what you can do with this posting. This is the button you need to click in order to move the posting to the next approver. (see the approval process for each position type)
 - II. See How Posting Looks to Applicant: It shows the information from the posting that are visible to the applicants.
 - III. Print Preview (Applicant View): It allows you to get a preview of the applicant view of the posting.
 - IV. Print Preview: This allows you to get a preview of the printout.

21. As mentioned above (item 20.I), the “Take Action on Posting” has a number of options to choose from. Originators have three options to pick from: Submit to Chair/Dept Head, Submit to Business Manager, and Submit to Executive Level. The order of the approvers at the Originator level depends on each hiring department/college/school’s departmental policies and practices. Once a position is submitted to the next approver, then the position posting becomes “Read Only” to the submitter.

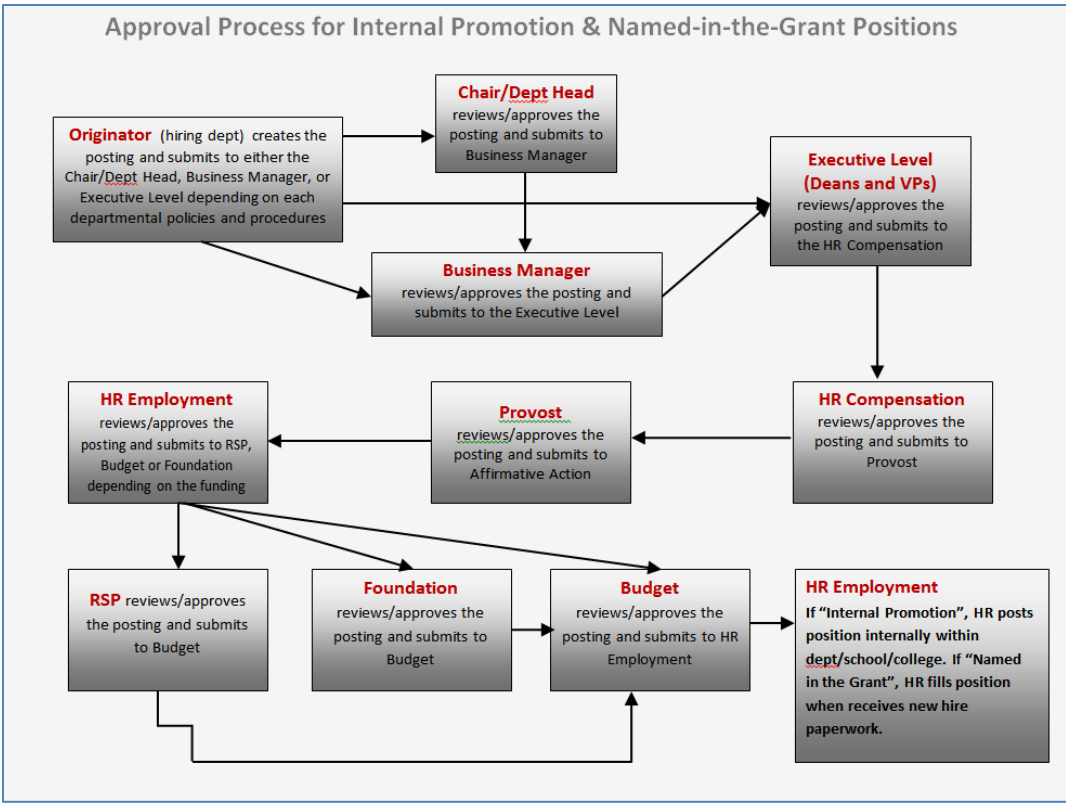


22. Once a position goes through the approval process (see below pages), and is approved by all parties, HR Employment posts and advertises, if applicable, the position.

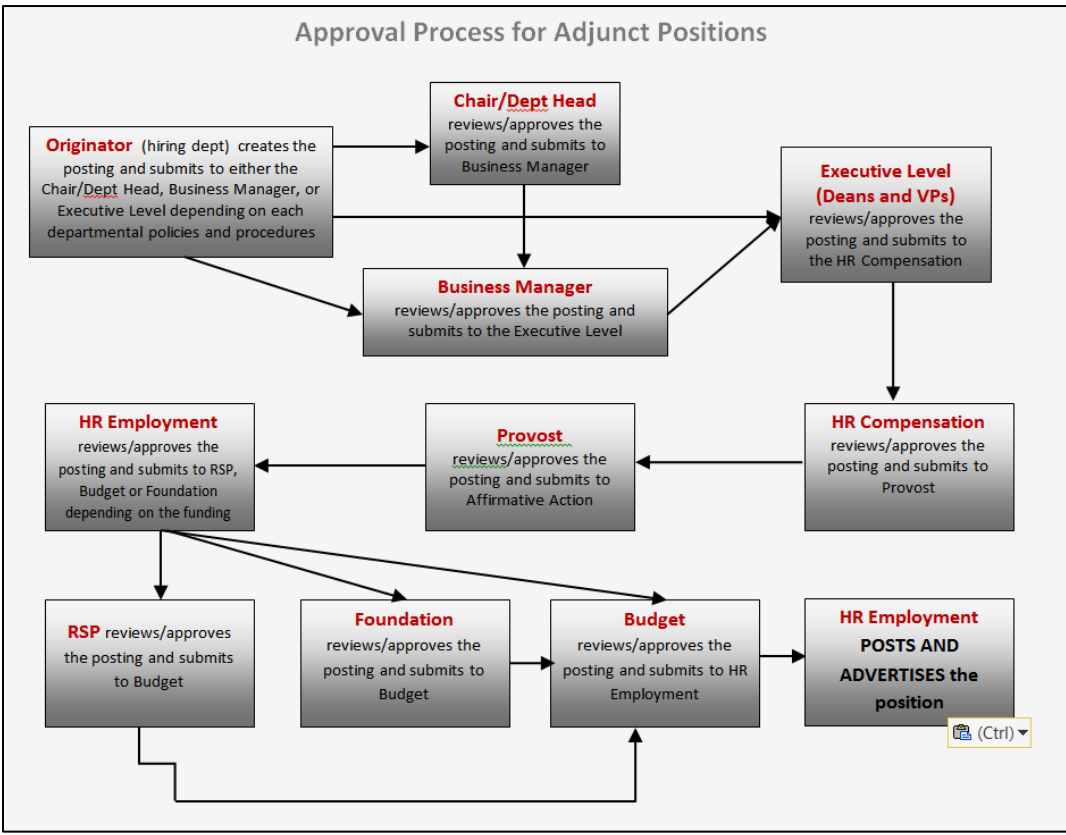
Position Approval Process by “Posting Type”



Approval Process for Internal Promotion & Named-in-the-Grant Positions

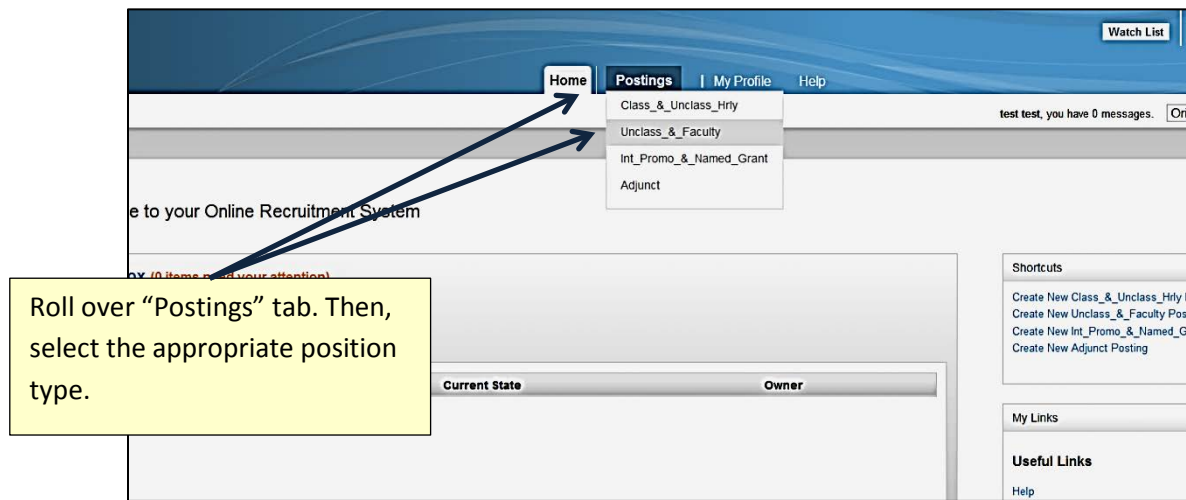


Approval Process for Adjunct Positions

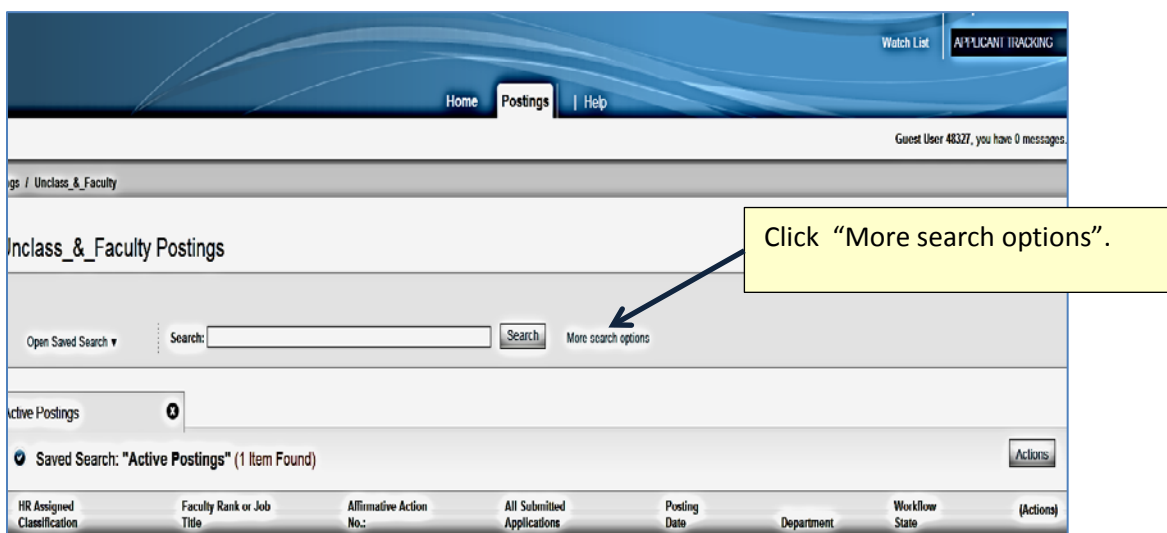


Reviewing Applications Guide For Originators

1. To view your posting and the applications/materials, login to the system.
2. Roll over the object menu “Postings”.
3. Select the appropriate position type.



4. After you select the appropriate position type, the details of your posting will be displayed on the screen. If the position you are trying to find does not appear under “Active Postings”, click on “More search options”, and highlight all “workflow” options. To highlight all options, select the first option, then hold the “Shift” key down while scrolling down until you reach the last option. At this point, all options should be highlighted in blue. Then, click “Search” button.



Unclass_ & Faculty Postings

Open Saved Search ▾ Search: Search [Hide search options](#)

Add Column: Add Column ▾

HR Assigned Classification:

Department:

Workflow State:

Affirmative Action No.:

Posting Number:

Active Postings

Saved Search: "Active Postings" (1 Item Found)

<input type="checkbox"/> HR Assigned Classification	Faculty Rank or Job Title	Affirmative Action No.:	All Submitted Applications
-----------------------------------------------------	---------------------------	-------------------------	----------------------------

Click the first option in "Workflow State"; then, hold "Shift" key down while scrolling down until you reach the last option. Once all options are highlighted in blue, click "Search" button.

- To view applications, click the position title. Posting summary will be displayed on the screen. Then, click the "Applicants" tab. NOTE: All classified and unclassified hourly applications are first reviewed by Human Resources; therefore, you will not be able to view/review the applications until Human Resources releases them.

Home Postings | My Profile Help

Postings / Unclass_ & Faculty

Unclass_ & Faculty Postings

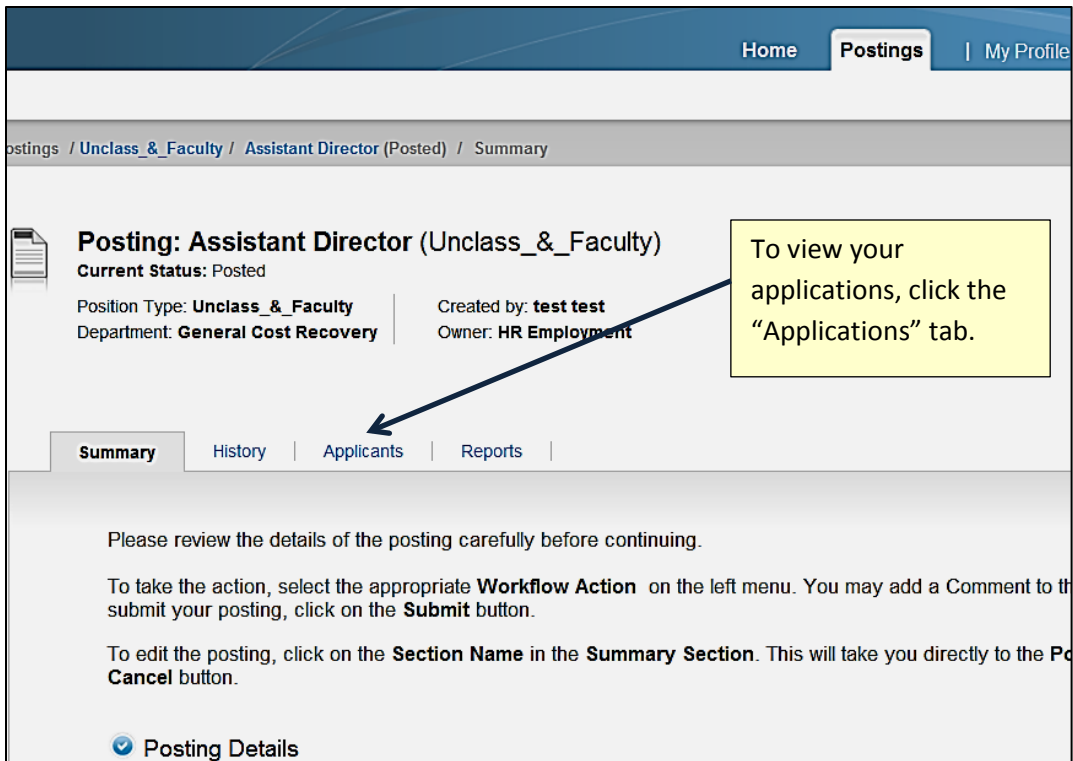
Open Saved Search ▾ Search: Search [More search options](#)

Active Postings

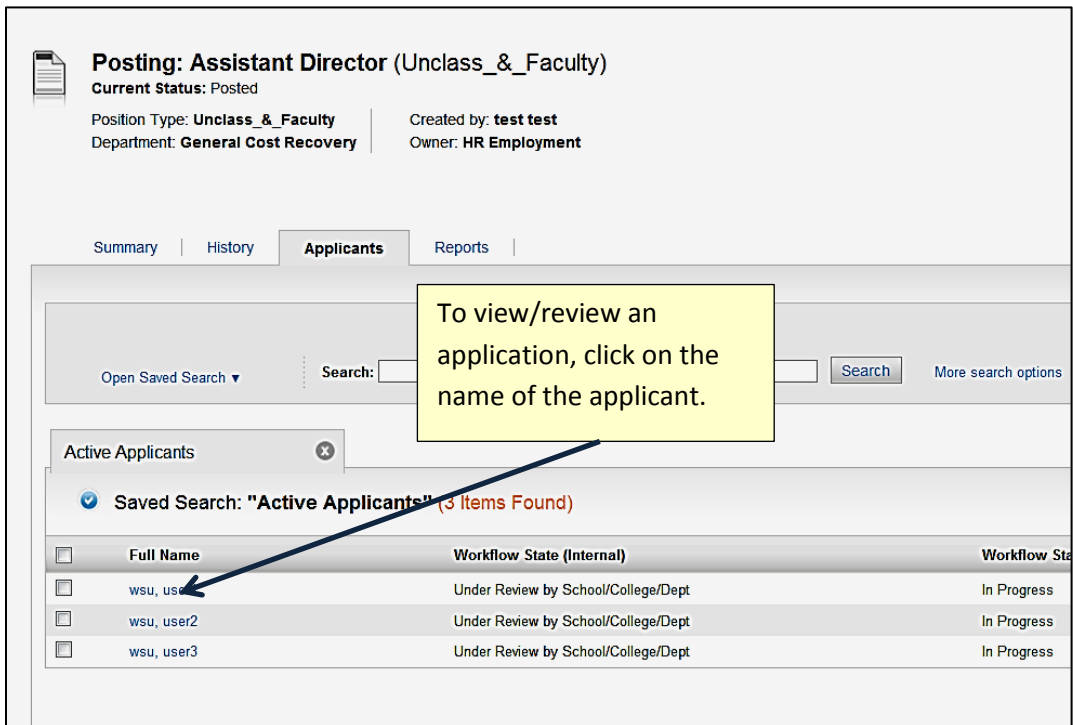
Saved Search: "Active Postings" (2 Items Found)

<input type="checkbox"/> HR Assigned Classification	Faculty Rank or Job Title	Affirmative Action No.:	All Submitted Applications
<input type="checkbox"/> Assistant Director	Assistant Director	17P117	3
<input type="checkbox"/> Faculty	Assistant Director		0

To view your posting, click the position title.



6. The list of all applicants will be displayed. You can sort them by name or application date by clicking the arrows next to the column headers.
7. To view an application, either click the name of the applicant or go to "Actions" drop down menu located to the right of the name, then click "View Application".



- To view the applicant's documents, such as cover letter, resume, etc., scroll to the bottom of the application. Click the document link.

✓ Certify

In signing this application, I hereby authorize any person, firm, or organization to supply any information about me concerning University, and I expressly release any such person, firm, or organization from any responsibility in disclosing such information making any false statement is reason for being denied employment or for having my employment terminated.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Please enter your full name to verify your identity.

Submitted on May 12, 2011 at 02:46 pm by user2 wsu

Required Documents

Kind	Name	Conversion Status
Cover Letter	Cover Letter 05-12-11 13:45:26 (10 KB)	PDF complete
Resume/CV	Resume/CV 05-12-11 13:45:33 (9.9 KB)	PDF complete

Optional Documents

No optional documents added.

PDF Documents

Kind

- Application
- Application and attached documents

To view/review applicant documents, click on the document links.

- Once the search committee reviews all applications and materials for minimum qualifications, you must change each applicant's status using the Affirmative Action codes (see table on next page).

Job application: user2 wsu (Unclass_ & Faculty)
 Current Status: Under Review by School/College/Dept
 Application form: Unclassified (administrative, exempt/non-exempt) Application

Full name: user2 wsu
 Address: test
 Username: wsu_user2
 Email: test@wright.edu
 Phone (Primary): 999-999-9999
 Phone (Secondary):
 Position Type: Unclass_ & Faculty
 Department: General Cost Recovery

Created by: user2 wsu
 Owner: Originator

Take Action On Job Application

WORKFLOW ACTIONS

- Keep working on this Job application
- Dept Det Did Not Meet Min Quals (move to Department Deld Did Not Meet Min Quals)
- Recommend for interview (move to Recommended for Interview Faculty/Unclassified)
- Approve for interview (move to Approved for interview)
- Not Approved for interview (move to Not Approved for interview)
- Declined Interview (move to Declined Interview)
- Recommend for Hire (move to Recommended for Hire (Faculty/Unclassified))
- Declined Offer (move to Declined Offer)
- Not Hired (move to Not Hired)

Personal Information

Personal Information

Last Name: wsu

To change applicant status, roll over "Take Action on Job Application"; then select the appropriate action. Then click "Submit".

PeopleAdmin Applicant Statuses for Unclassified and Faculty Positions

<i>Applicant Status (top item In menu hierarchy):</i>	<i>Options to choose from (submenus):</i>	<i>Affirmative Action Reason Codes:</i>
Candidate Did Not Meet Minimum Qualifications	Not enough experience	1
	Not enough education	2
	Not enough edu & exp	1 & 2
	Other: Type in reason	
No show/No call/Could not contact		6
Others more qualified - experience	Not approved for Interview	3
	Not hired	3
Others more qualified - education	Not approved for Interview	4
	Not hired	4
Withdrew - Declined Interview	Salary too low	8
	Did not like job requirements	7
	Other: Type in reason	
Withdrew - Declined Offer	Salary too low	8
	Accepted another offer	5
	Did not like job requirements	7
	Other: Type in reason	
Not Hired--other	Phone interview	
	Interview	
	Background check	
	Applied after first consideration date	
	Other: type in reason	
Recommend for Interview		
Approve for Interview		
Recommend for Hire		