PeopleAdmin

How to Create Postings?

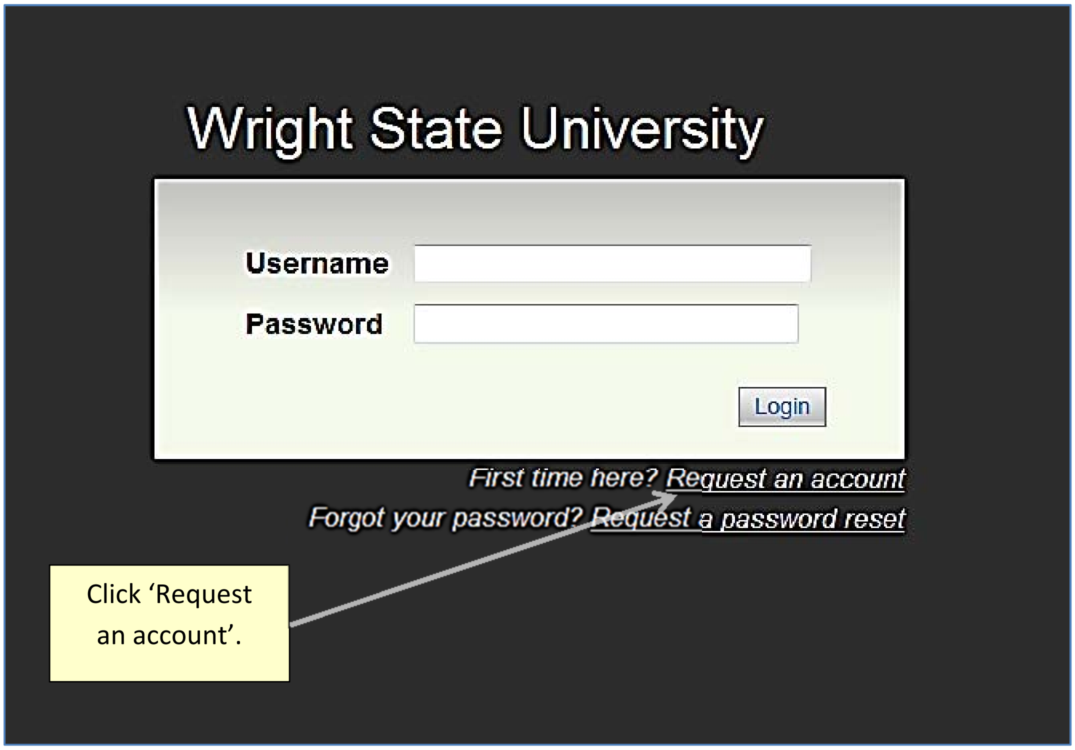
User Guide

WRIGHT STATE UNIVERSITY

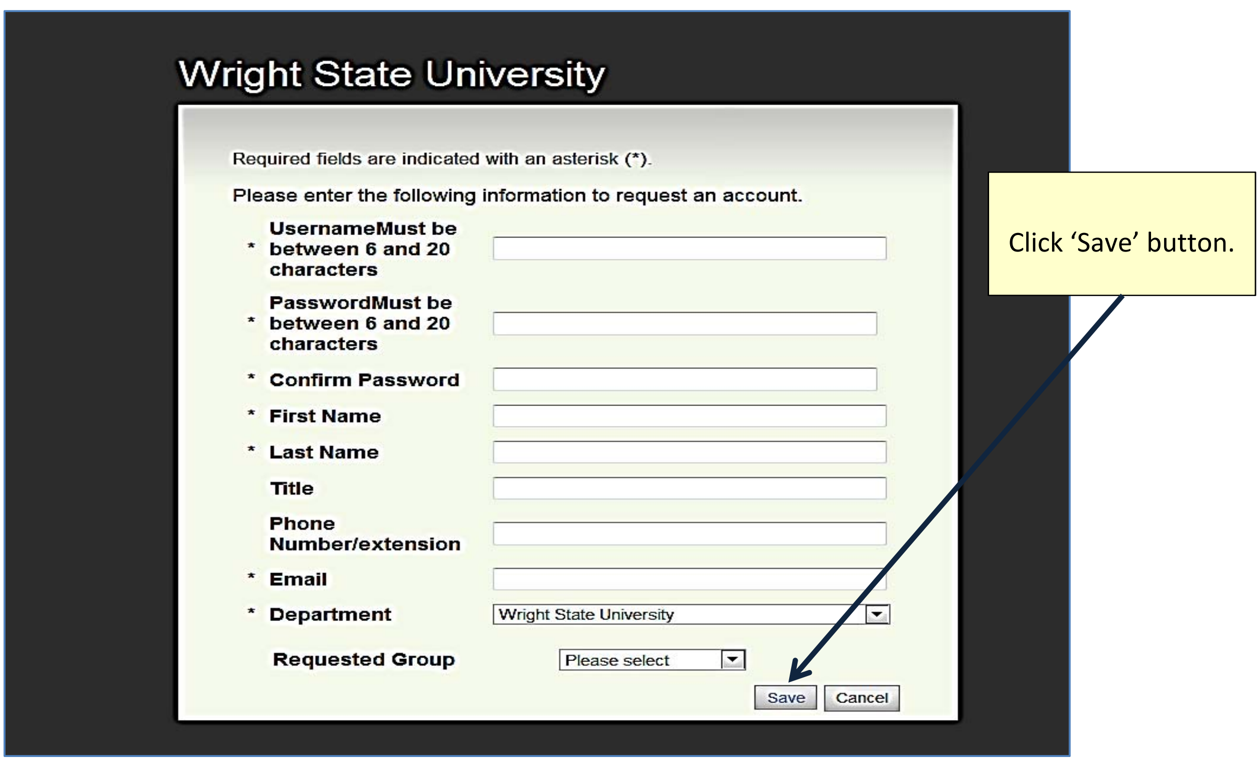
December 2015

Authored by: Human Resources

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.

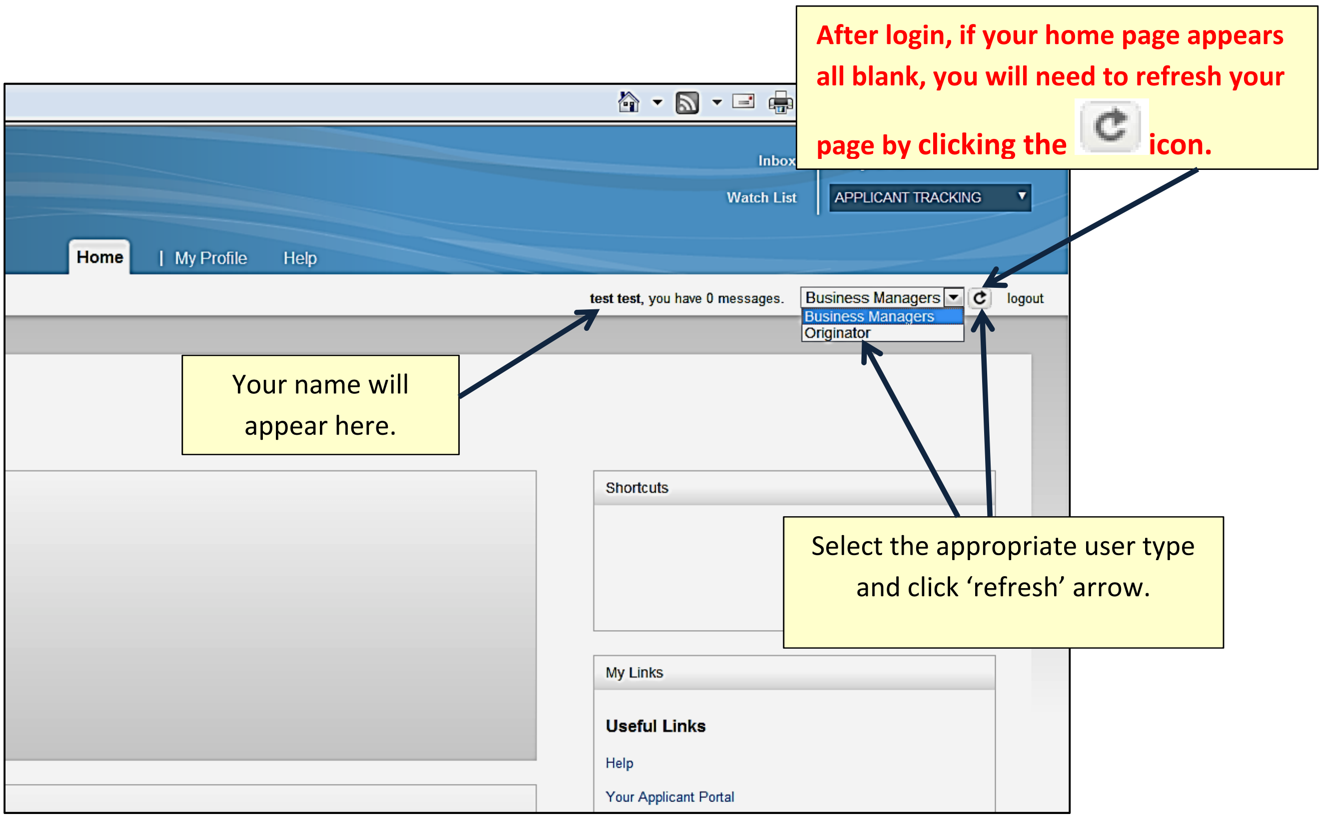


2. Enter all required information on this form and click 'Save'.



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 your account has been approved.

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, then, click the refresh arrow " ". You must be logged in as 'Originator' in order to create postings and have access to application materials.



IMPORTANT: After login, if your home page appears all blank, you will need to refresh your page by clicking the icon. (See above screen shot)

IMPORTANT!!!

5. *Select the Posting Type:*

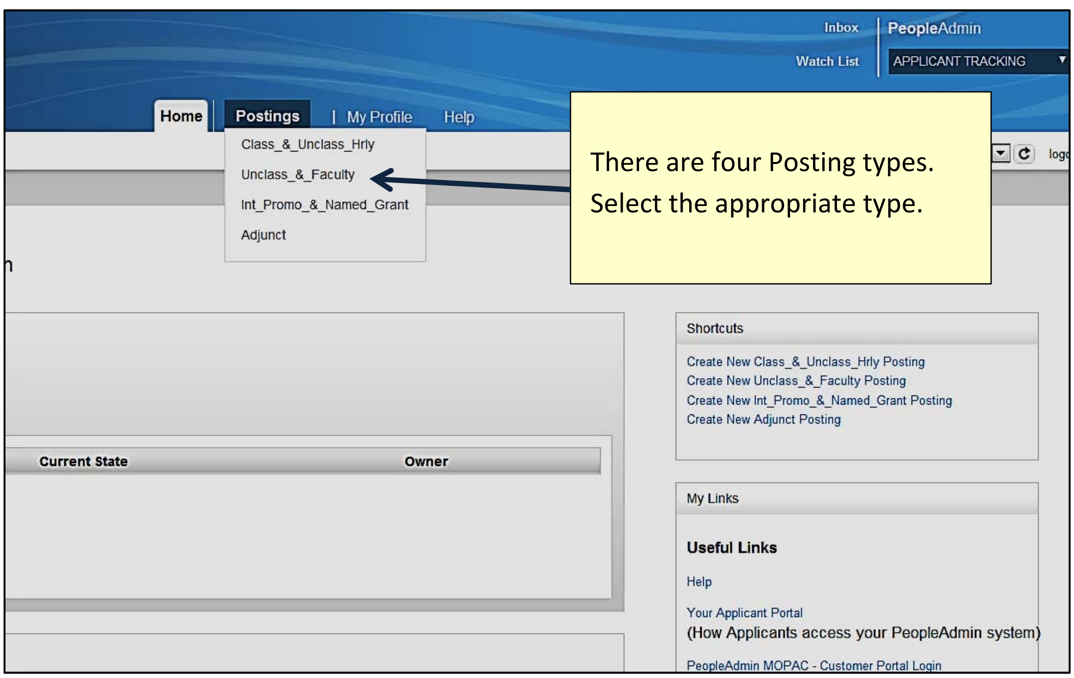
   There are four **POSTING TYPES** in PeopleAdmin. When creating postings, it's **IMPORTANT** that you select the appropriate **POSTING TYPE**:

   A) **Classified & Unclassified Hourly**: Use this type for all **CLASSIFIED and UNCLASSIFIED HOURLY** postings that are
      a. External postings
      b. Internal postings, promotions/transfers per Wright Way Policy

   B) **Unclassified & Faculty**: Use this type for all **UNCLASSIFIED and FACULTY** postings that are
      a. External postings
      b. Internal postings, promotions/transfers per Wright Way Policy

   C) **Internal Promotion & Named In the Grant**: Use this type for all **CLASSIFIED, UNCLASSIFIED HOURLY, UNCLASSIFIED and FACULTY** postings that are
      a. Internal promotions/transfers within the department/school/college per Wright Way Policy
      b. Positions that have a specific person named in the grant

   D) **Adjunct**: Use this posting type for all adjunct positions.



6. ***Create a Job Posting***:

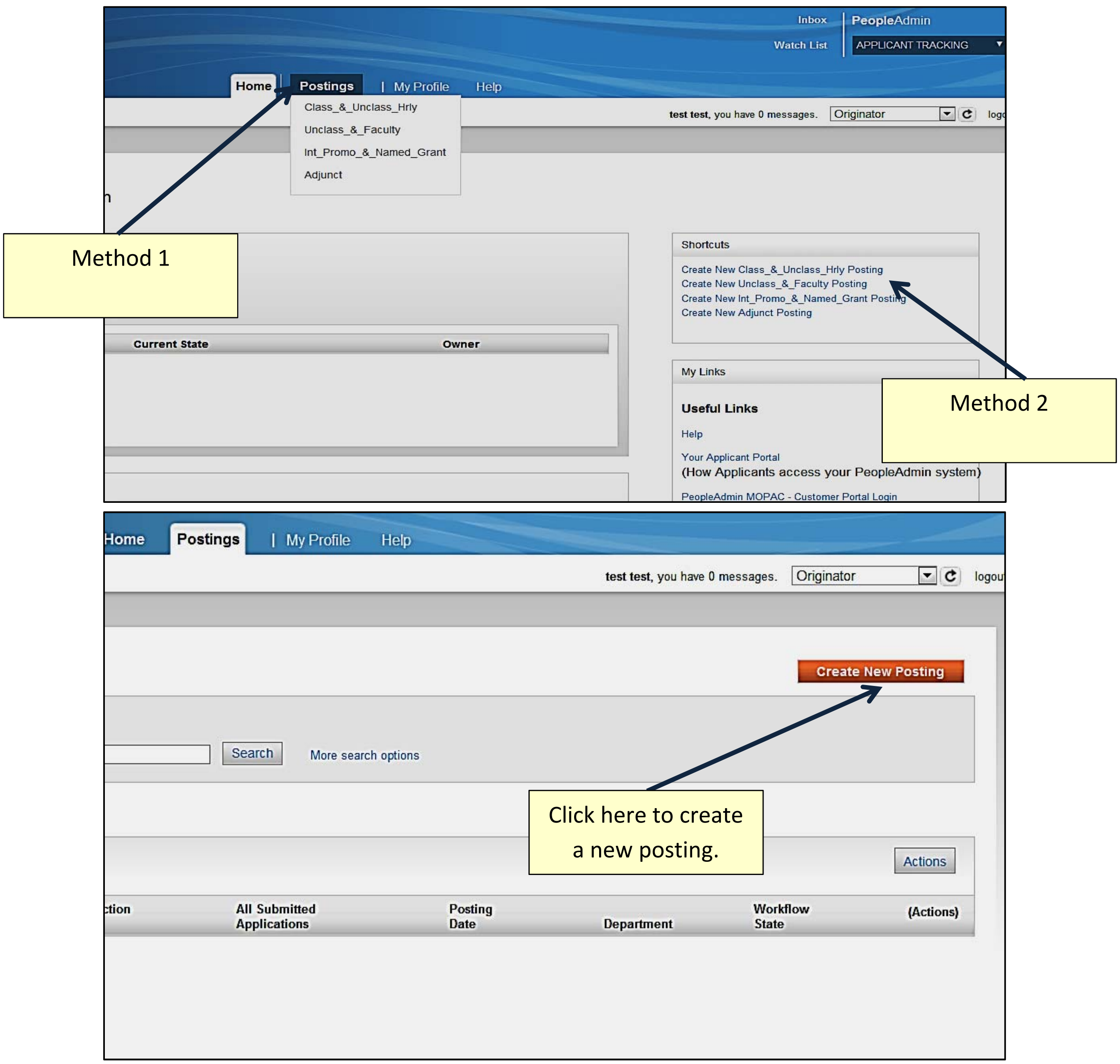
There are two ways to create a job posting – using the Navigation bar or the Shortcut control.

I. ***Method 1****:* Using the Navigation bar.

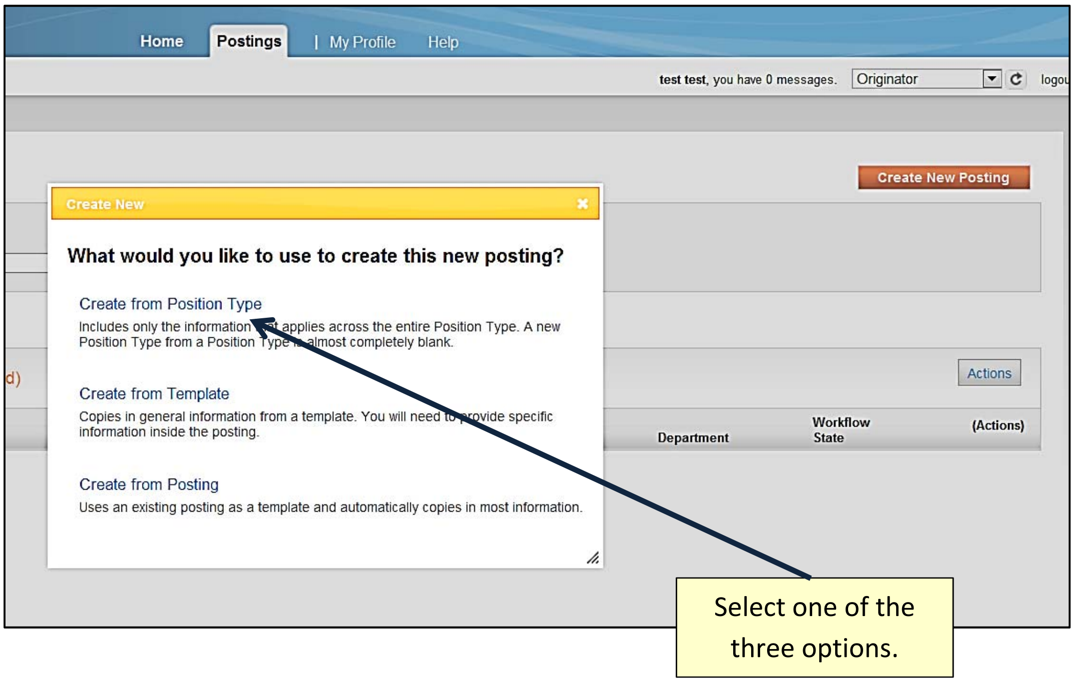
- Go to Navigation bar located at the top of the 'Home' screen
- Roll over object menu 'Postings'
- Select appropriate position type
- Then, click the orange 'Create New Posting' button

II. ***Method 2****:* Using the Shortcut control

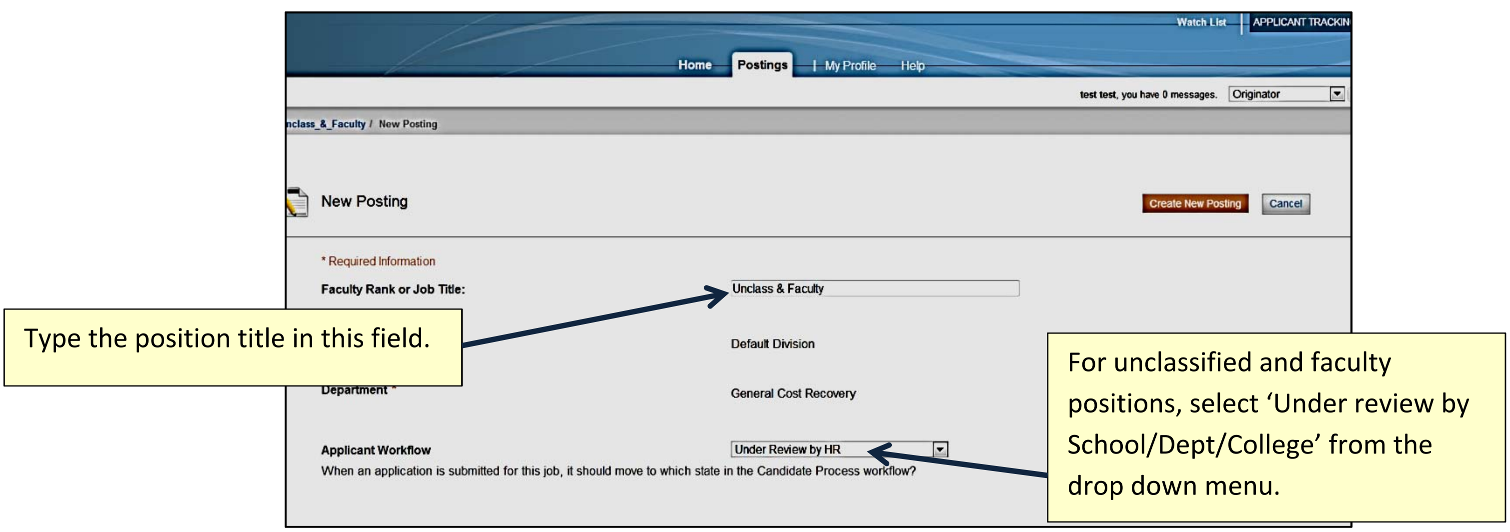
- Go to 'Shortcuts' box listed on the right of the screen
- Click the appropriate position type

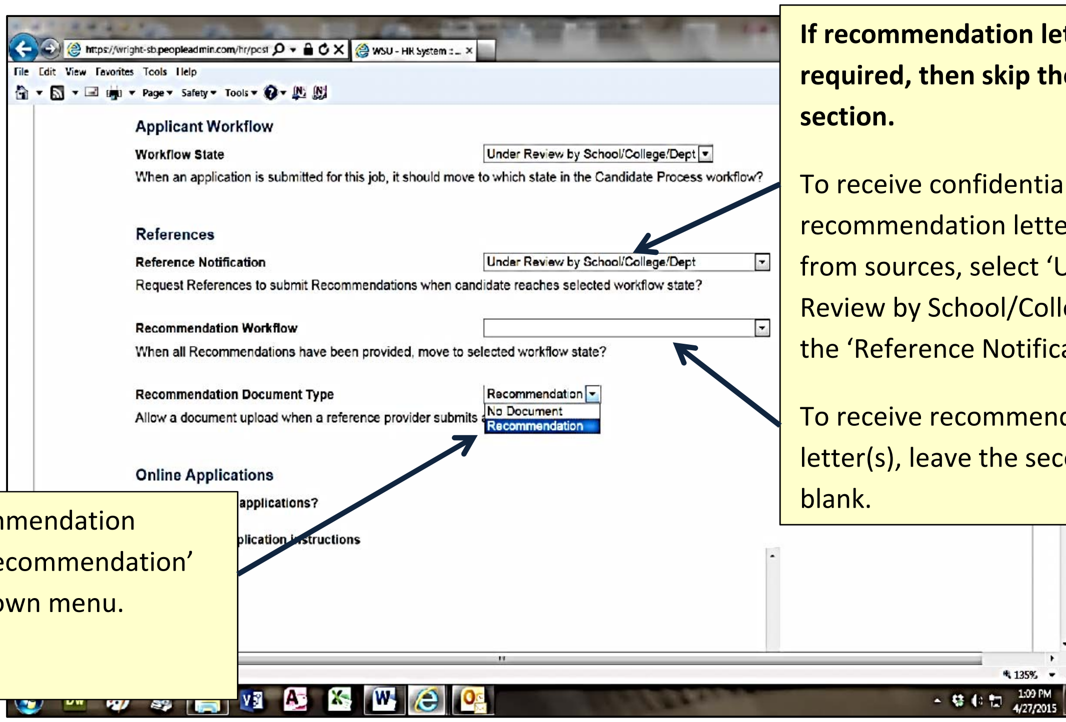


7. A new dialogue box will appear on your screen that contains three different options to create a posting. ‘Create from Position Type’ is the most frequently used option.
   Note: You can also create a posting using the ‘Create from Posting’ option, only if you have created a same or similar position 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.



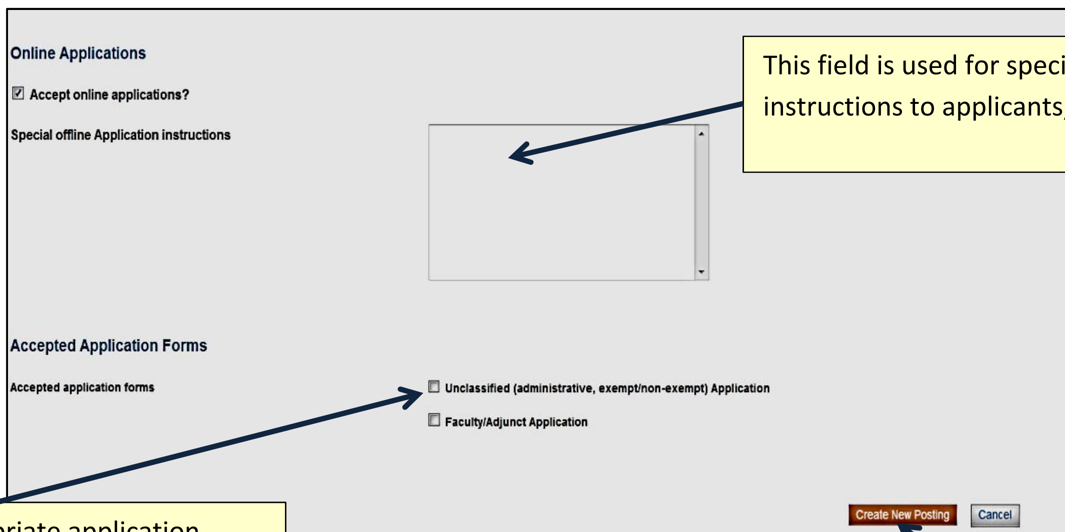


If recommendation letters are not required, then skip the references section.

To receive confidential recommendation letter(s) directly from sources, select 'Under Review by School/College/Dept in the 'Reference Notification field.

To receive recommendation letter(s), leave the second field blank.

To receive recommendation letters, select 'Recommendation' from the drop down menu.



This field is used for special instructions to applicants, if applicable.

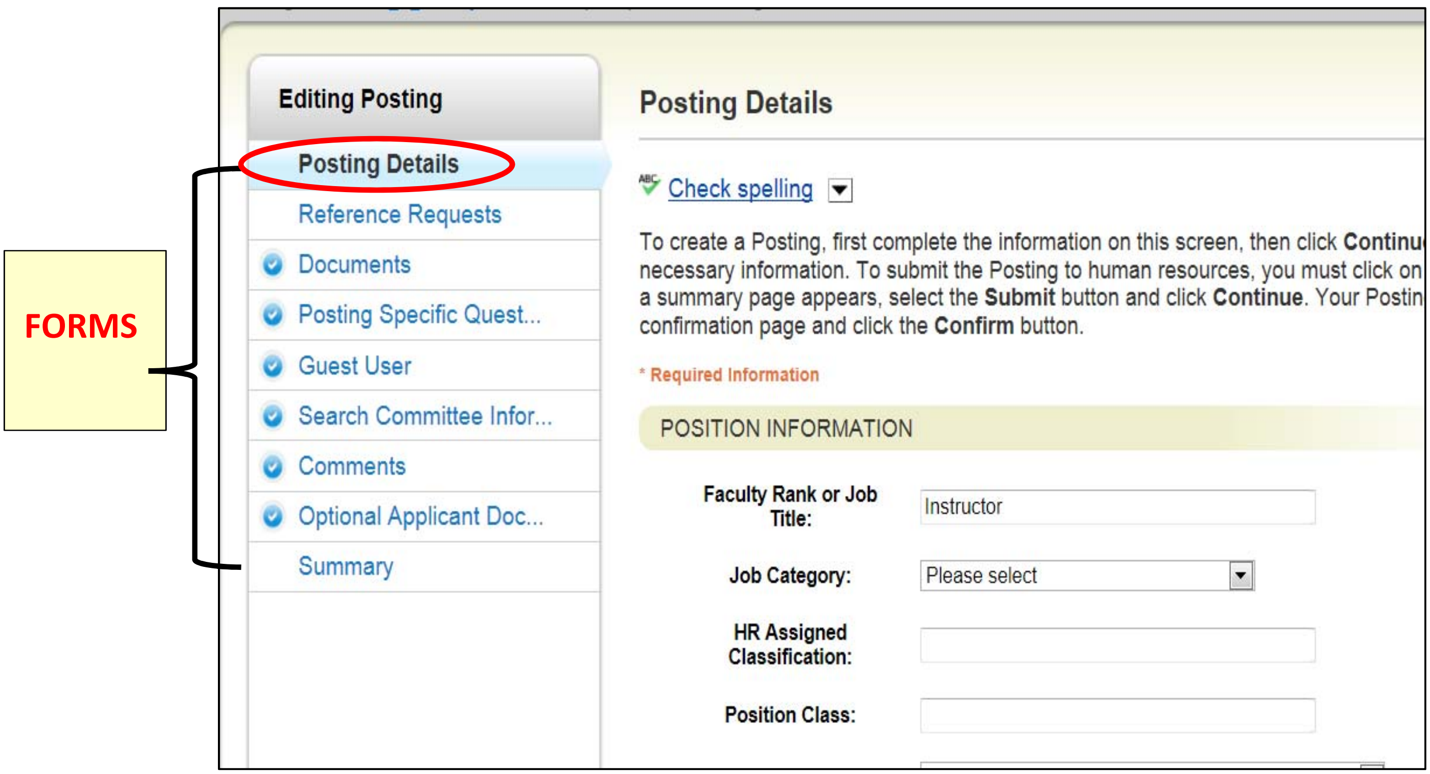
Select the appropriate application form.

Click here to create a new posting.

Posting process includes 8 forms:

I. Posting Detail
II. Reference Requests (available on unclassified and faculty posting type only)
III. Documents
IV. Posting Specific Questions (used for staff positions ONLY)
V. Guest User
VI. Search Committee Information
VII. Comments
VIII. Optional Applicant Documents

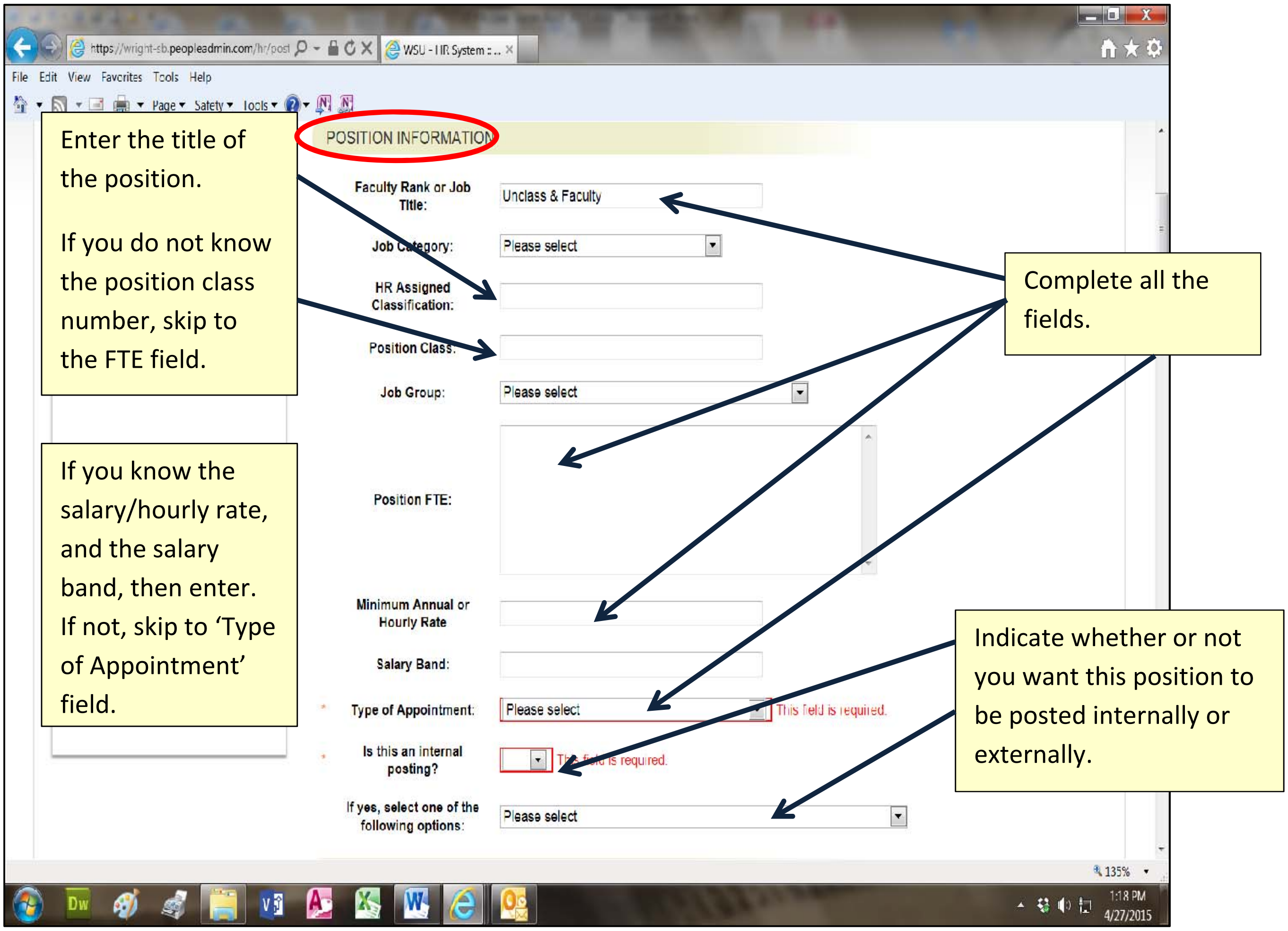
Complete all applicable pages before submitting a job posting to the next approver.



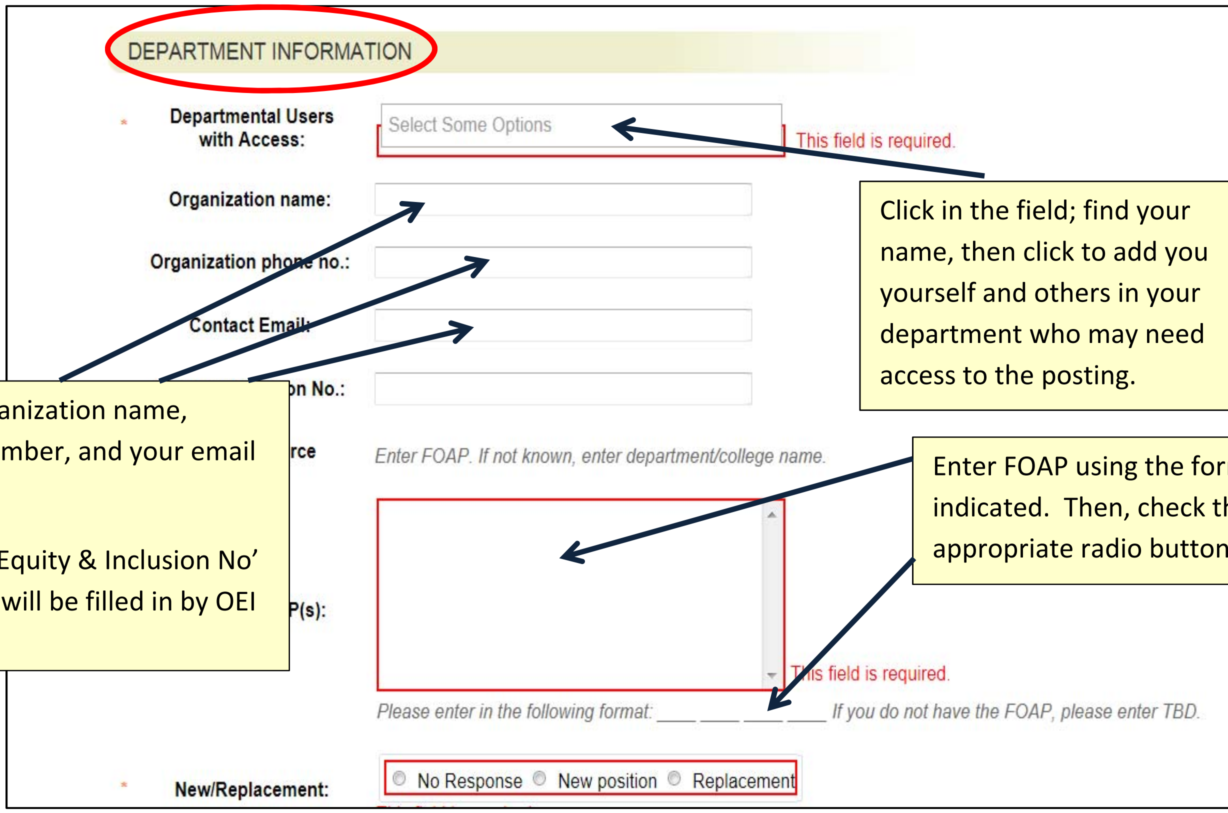
9. ***Posting Details***: This page has a number of sections and fields within each section. Fields with a red asterisk must be completed before moving on to the next page. There are a few fields that you may not be able to fill in, such as Position Class, Equity & Inclusion Number, and NBAPOSN Number.

These fields are filled in by Compensation, Office of Equity & Inclusion, and Budget during approval process.

a) Position Information



b) Department Information

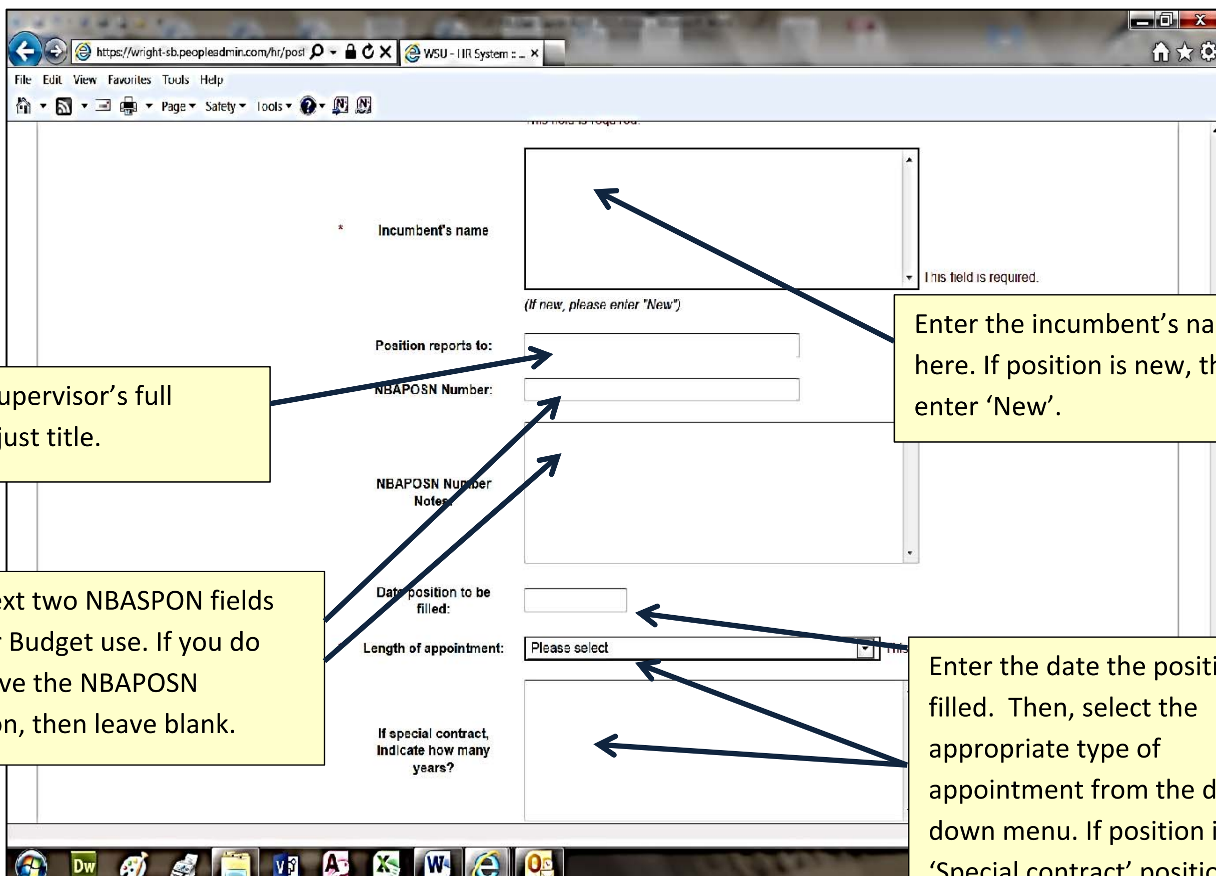


Click in the field; find your name, then click to add you yourself and others in your department who may need access to the posting.

Enter organization name, phone number, and your email address.

Skip the 'Equity & Inclusion No' field as it will be filled in by OEI or HR.

Enter FOAP using the format indicated. Then, check the appropriate radio button.



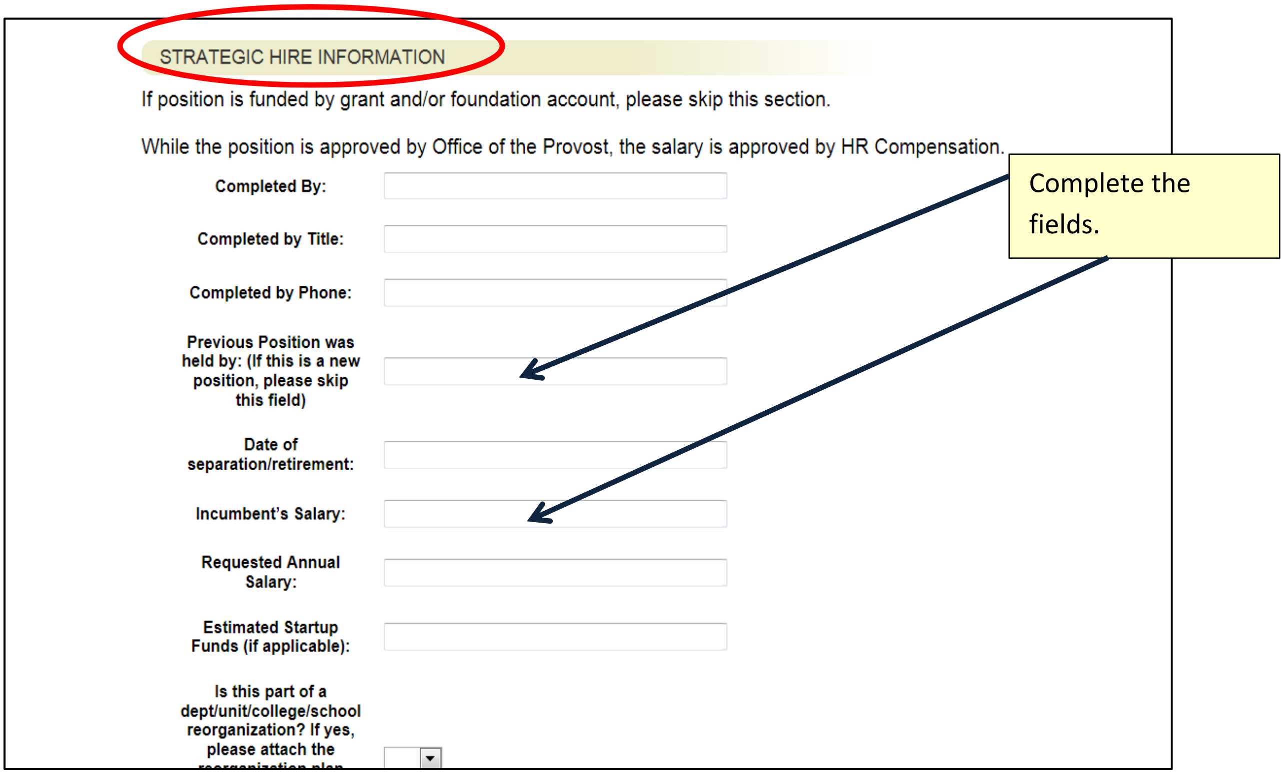
Enter the incumbent's name here. If position is new, then enter 'New'.

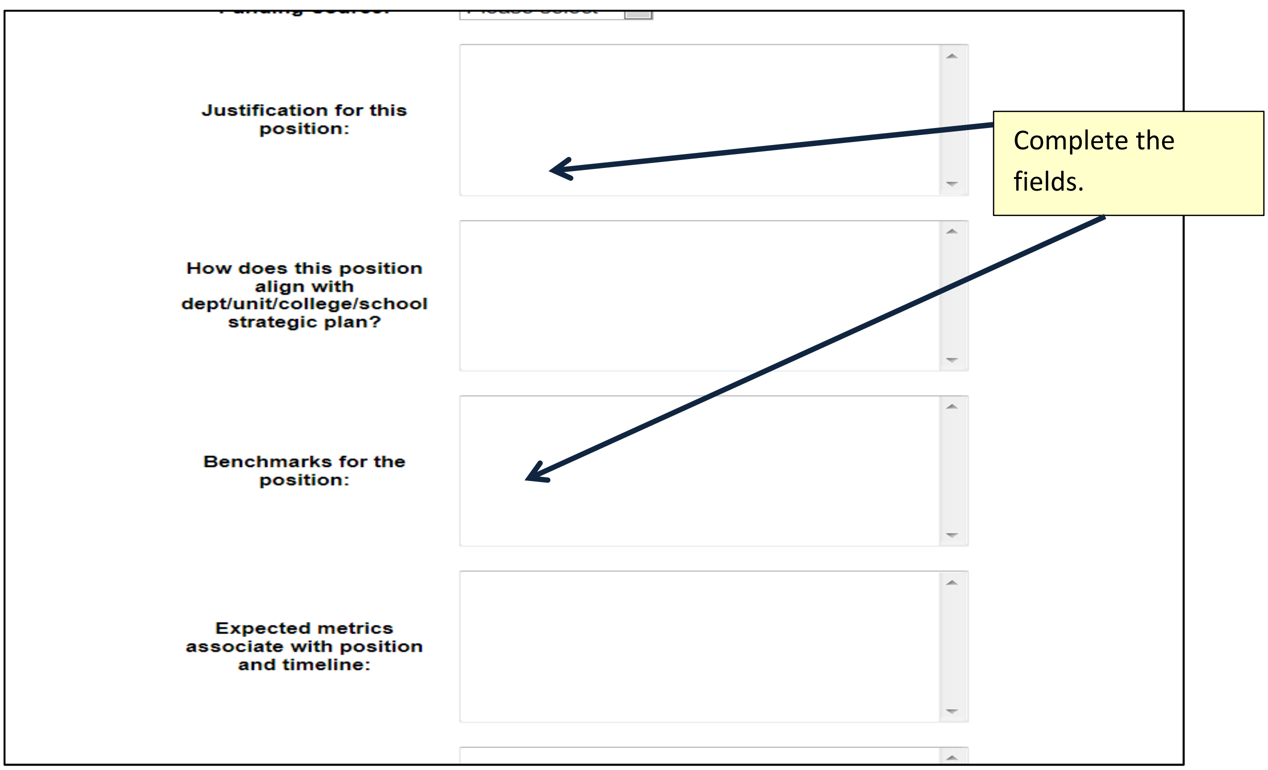
Enter the supervisor's full name, not just title.

The next two NBASPON fields are for Budget use. If you do not have the NBAPOSN position, then leave blank.

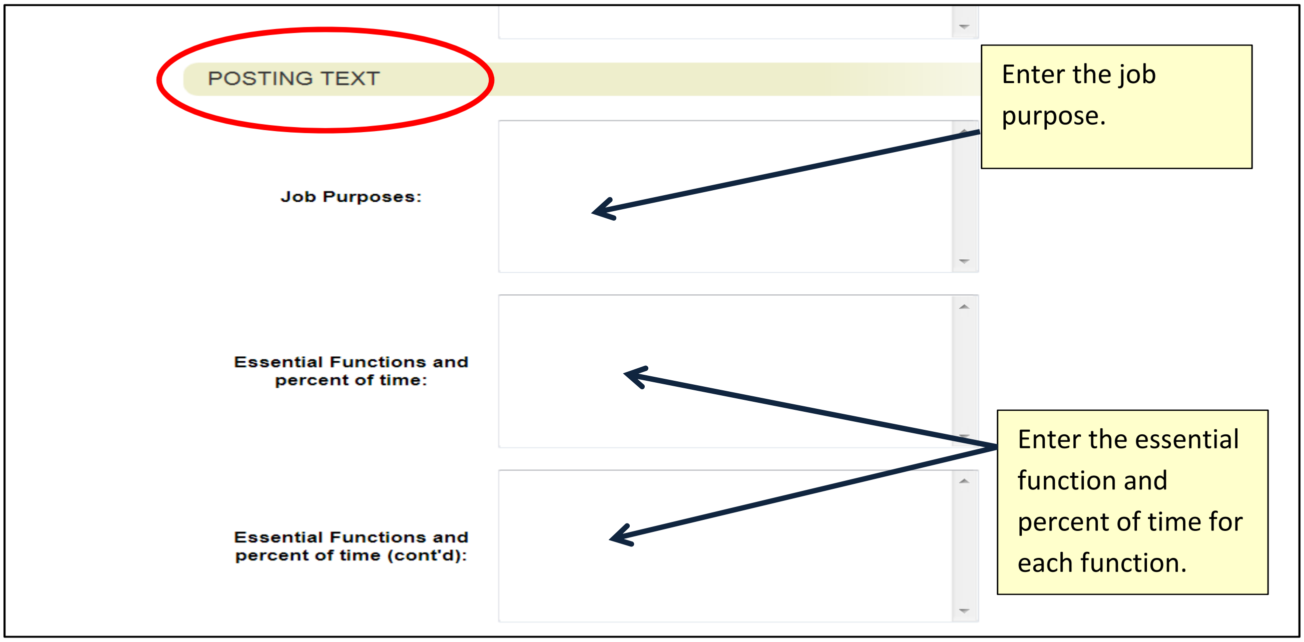
Enter the date the position is be filled. Then, select the appropriate type of appointment from the drop down menu. If position is a 'Special contract' position, then indicate how many years.

c) Strategic Hire Information

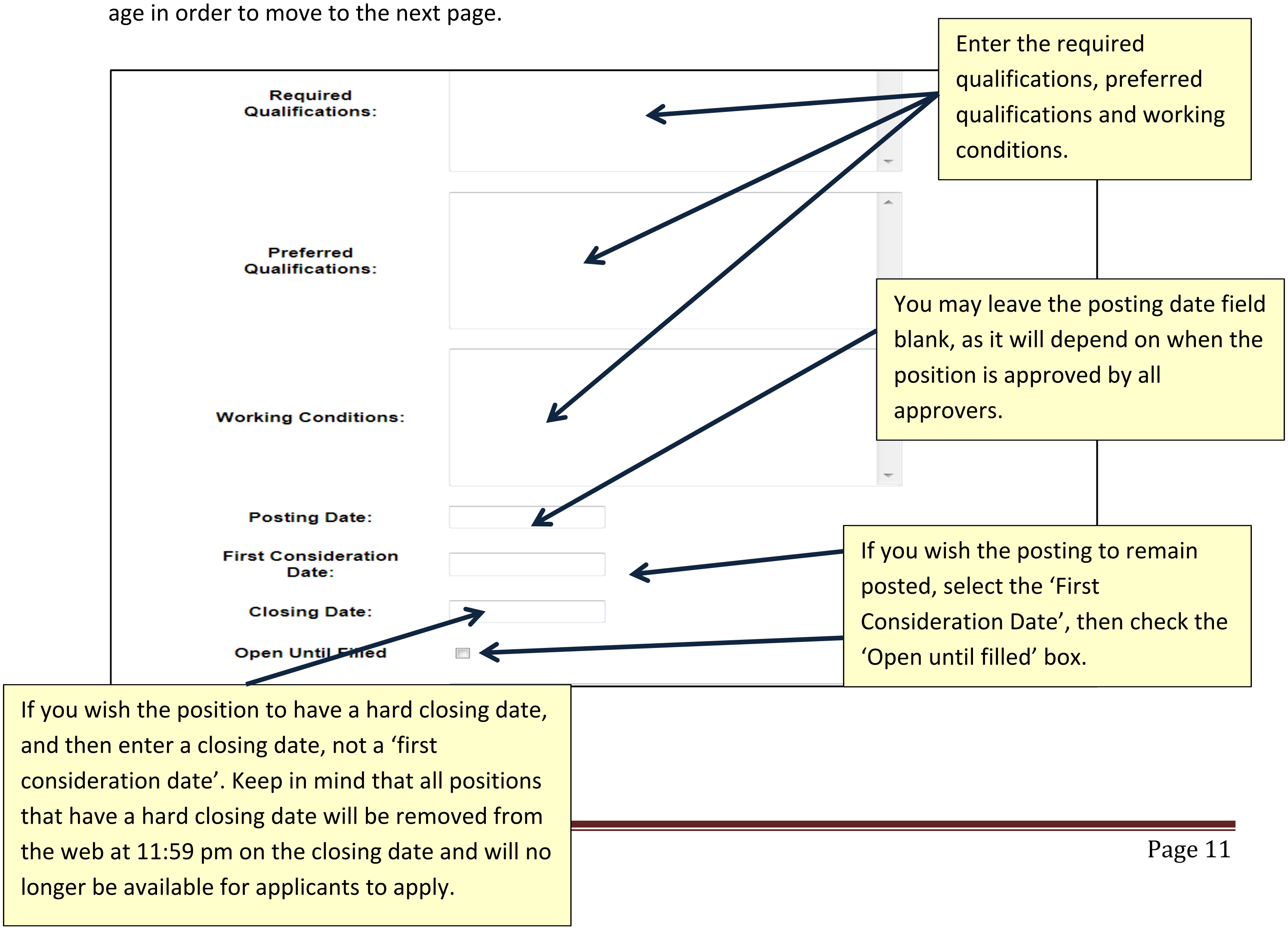


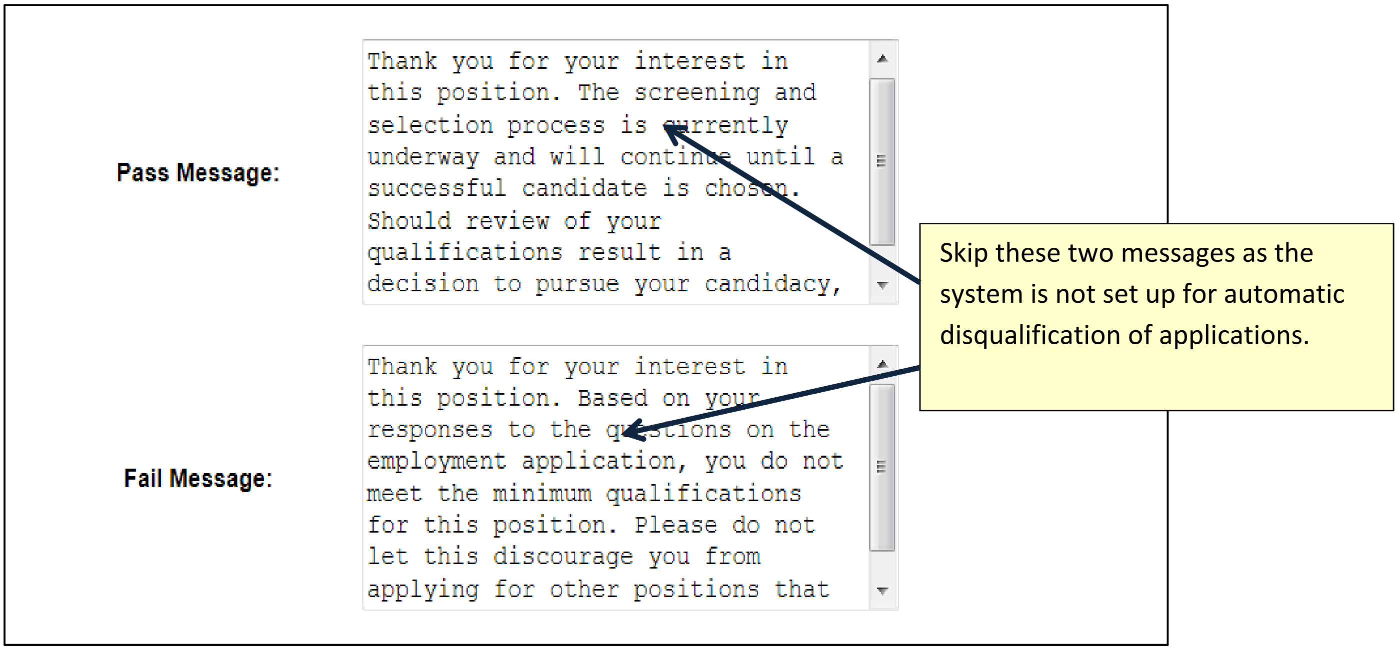


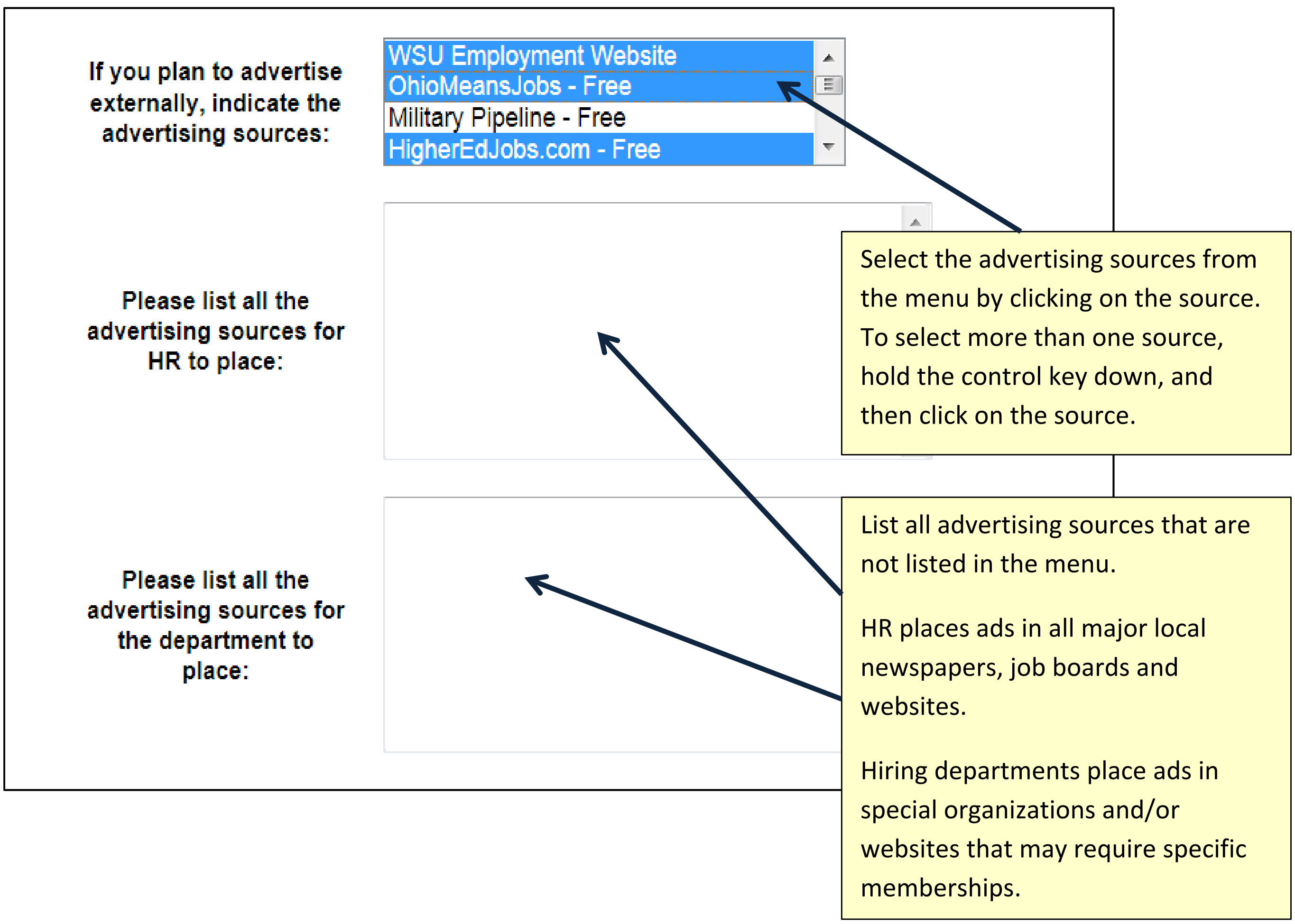
d) Posting Text



10. When completing the ‘Posting Text’ section, the ‘Essential Functions’ must have the percentage of time and must total to 100%. Next, enter the minimum and preferred requirements, and the working conditions. Once all the sections and fields are filled in, click ‘Save’, then ‘Next’ button located at the top or bottom of age in order to move to the next page.

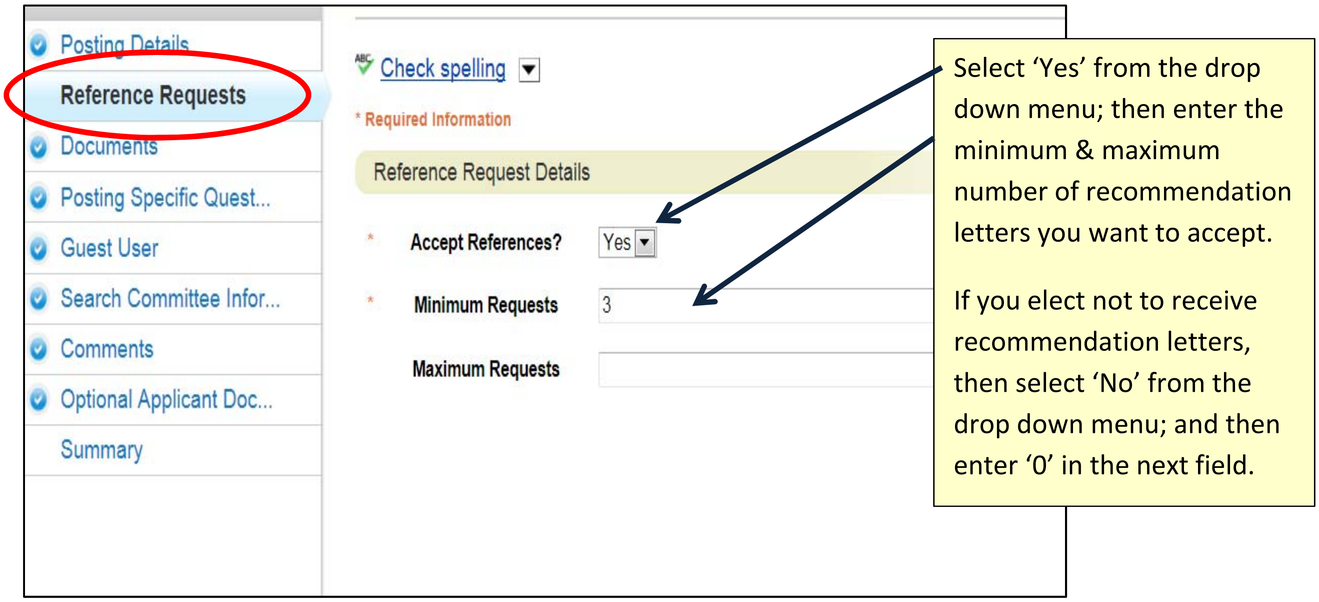



Pass Message:
Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy,
Fail Message:
Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that
Skip these two messages as the system is not set up for automatic disqualification of applications.

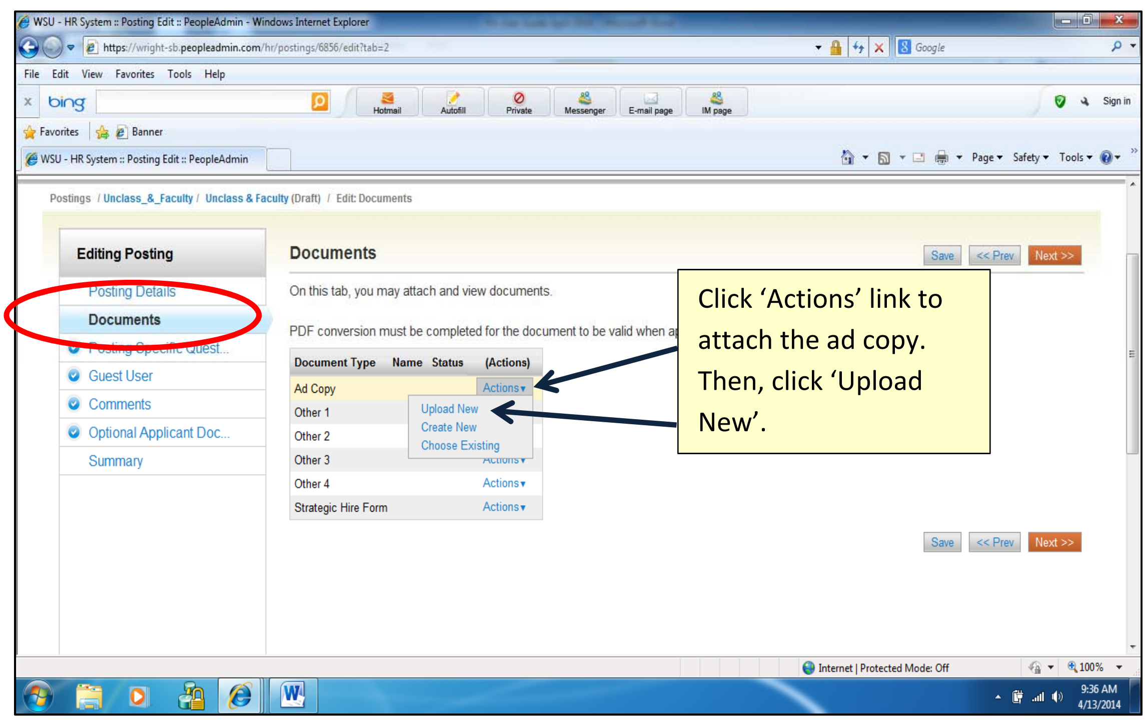

If you plan to advertise externally, indicate the advertising sources:
WSU Employment Website
OhioMeansJobs - Free
Military Pipeline - Free
HigherEdJobs.com - Free
Please list all the advertising sources for HR to place:
Please list all the advertising sources for the department to place:
Select the advertising sources from the menu by clicking on the source. To select more than one source, hold the control key down, and then click on the source.
List all advertising sources that are not listed in the menu.
HR places ads in all major local newspapers, job boards and websites.
Hiring departments place ads in special organizations and/or websites that may require specific memberships.

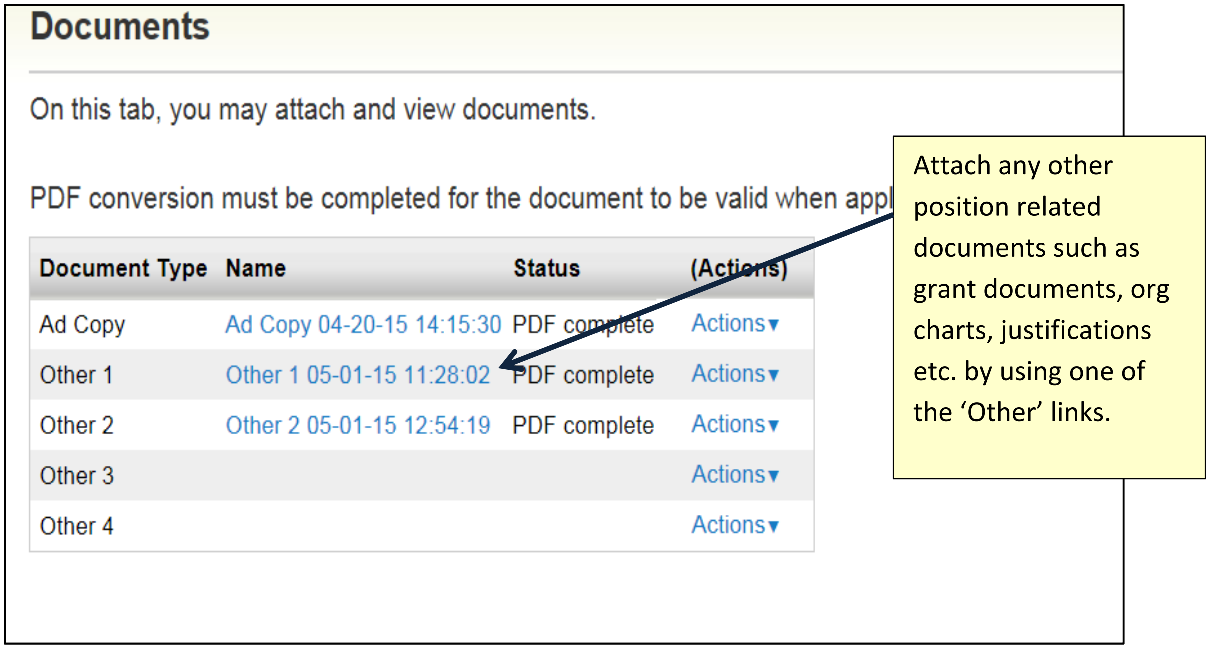
11. When all the fields are completed, then click on ‘Save’, then ‘Next’ in order to move onto to the ‘Documents’ section.

12. ***References***: If you wish to accept recommendation letters from the references, then select ‘Yes’ from the drop down menu when answering ‘Accept References’ question. Next, enter the minimum and maximum number of recommendation letters you want to accept.

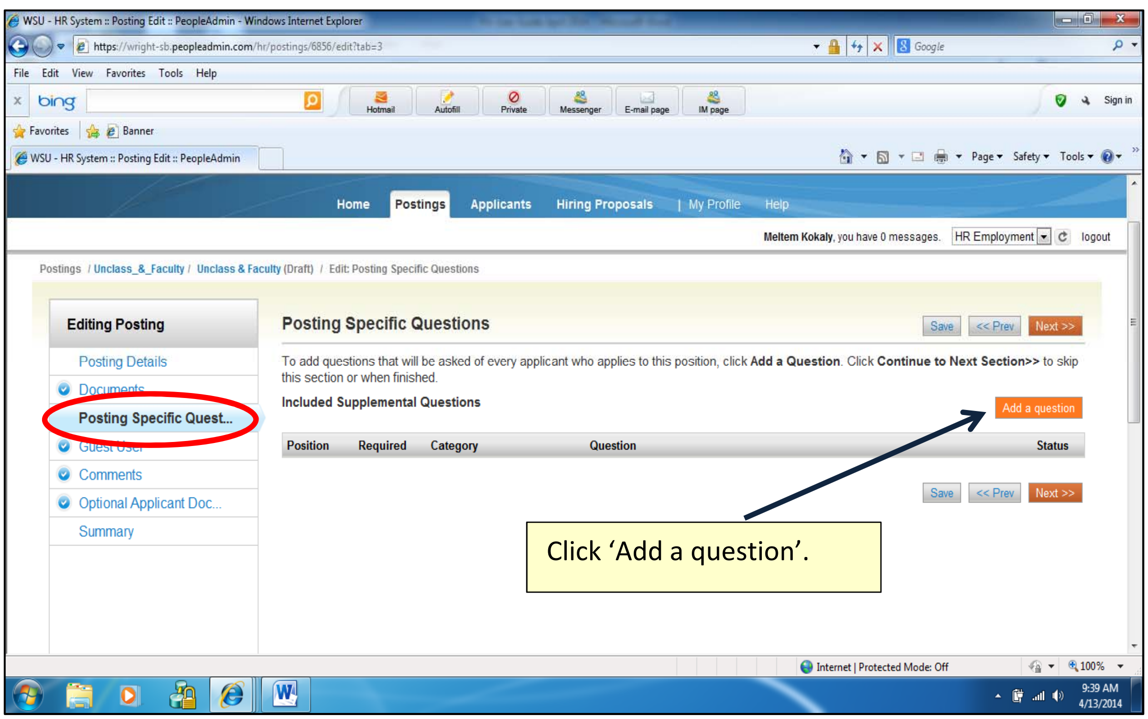


13. ***Documents***: This page is used for attaching ad copies and/or any other additional information on the position. To attach a document, click ‘Actions’ link at the end of the row, and follow the instructions. Then click ‘Save’; then ‘Next’.

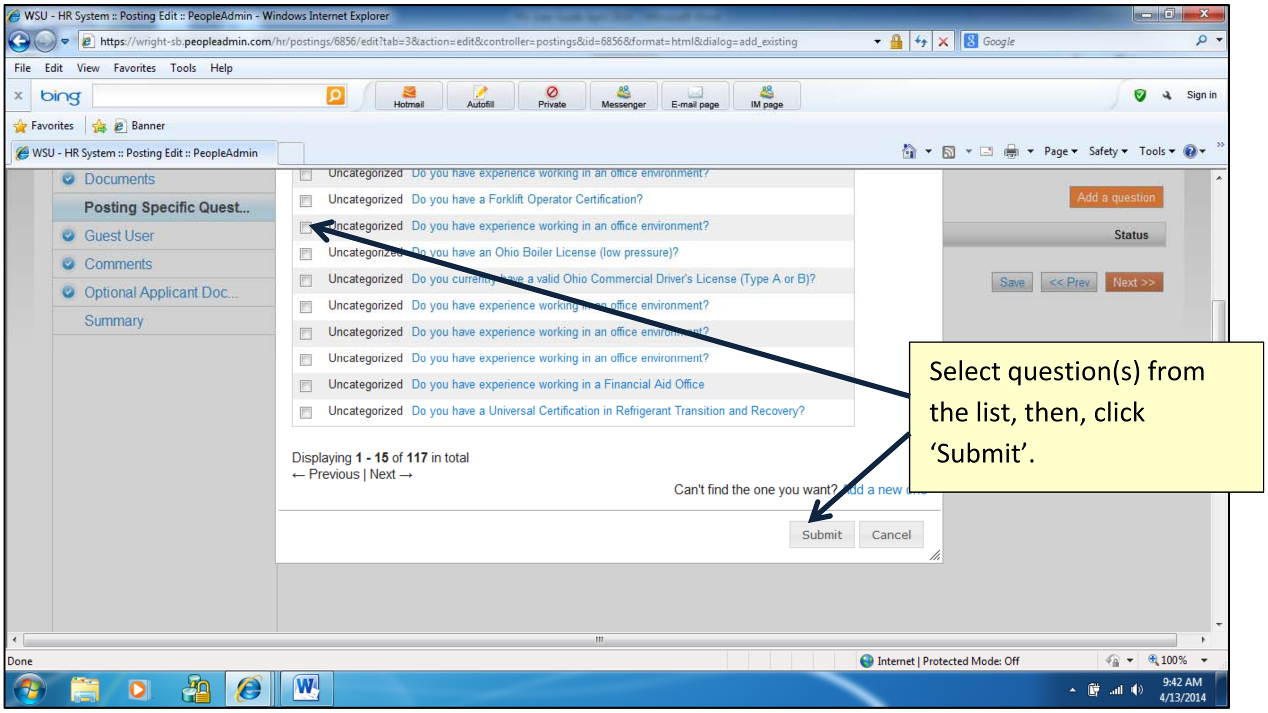




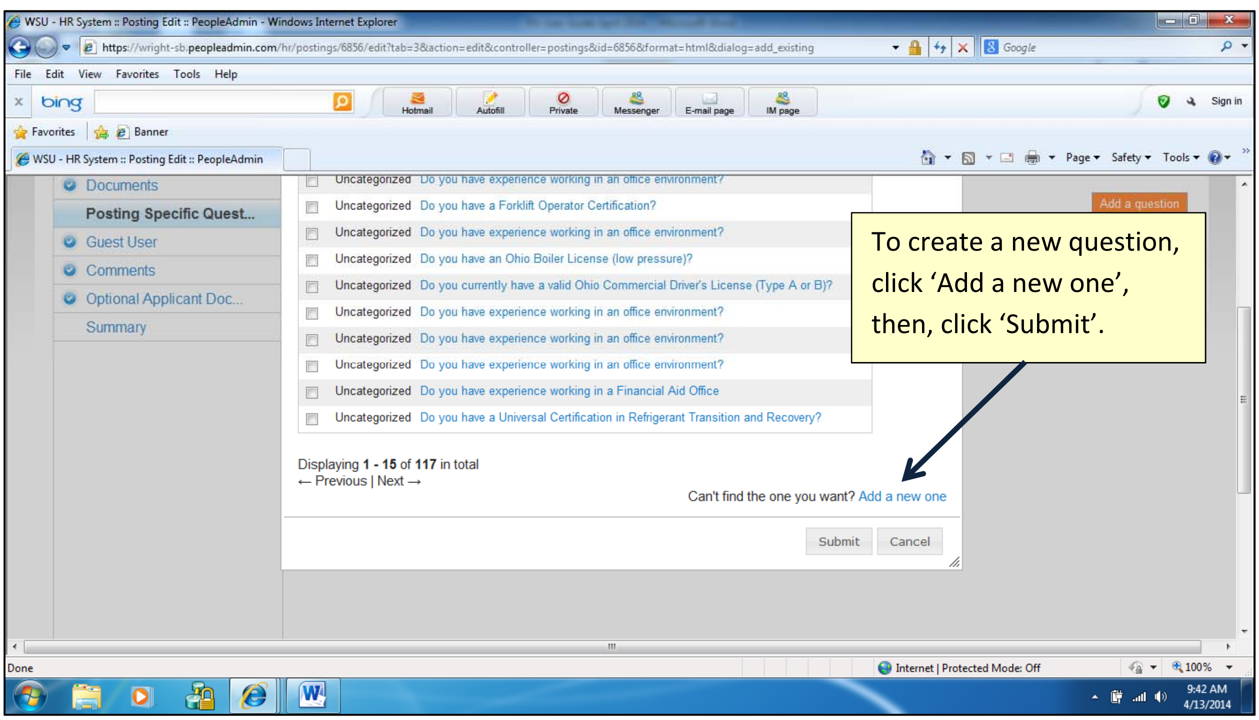
14. ***Posting Specific Question***: This page is used for adding questions that are related to the minimum and/or preferred qualifications. They assist users/reviewers in reviewing applications. **Posting specific questions are to be used for staff positions ONLY.** To add a question, click 'Add a question'.

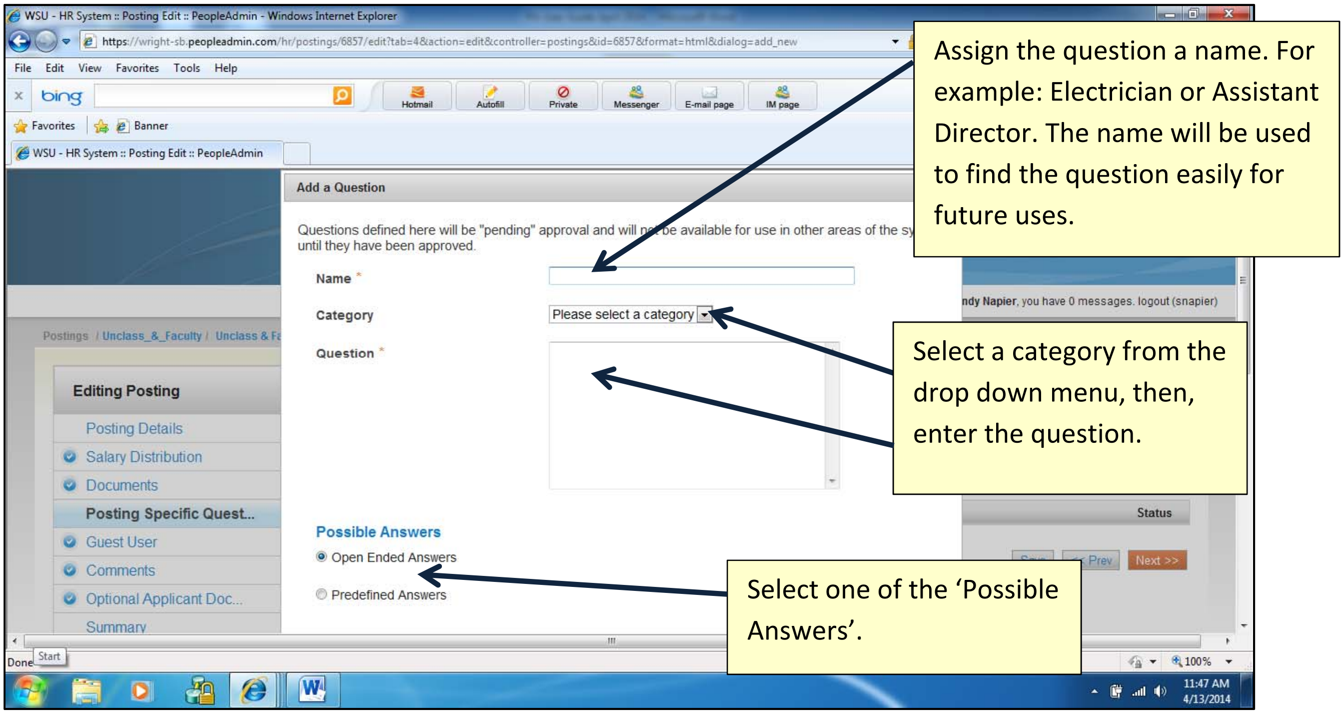


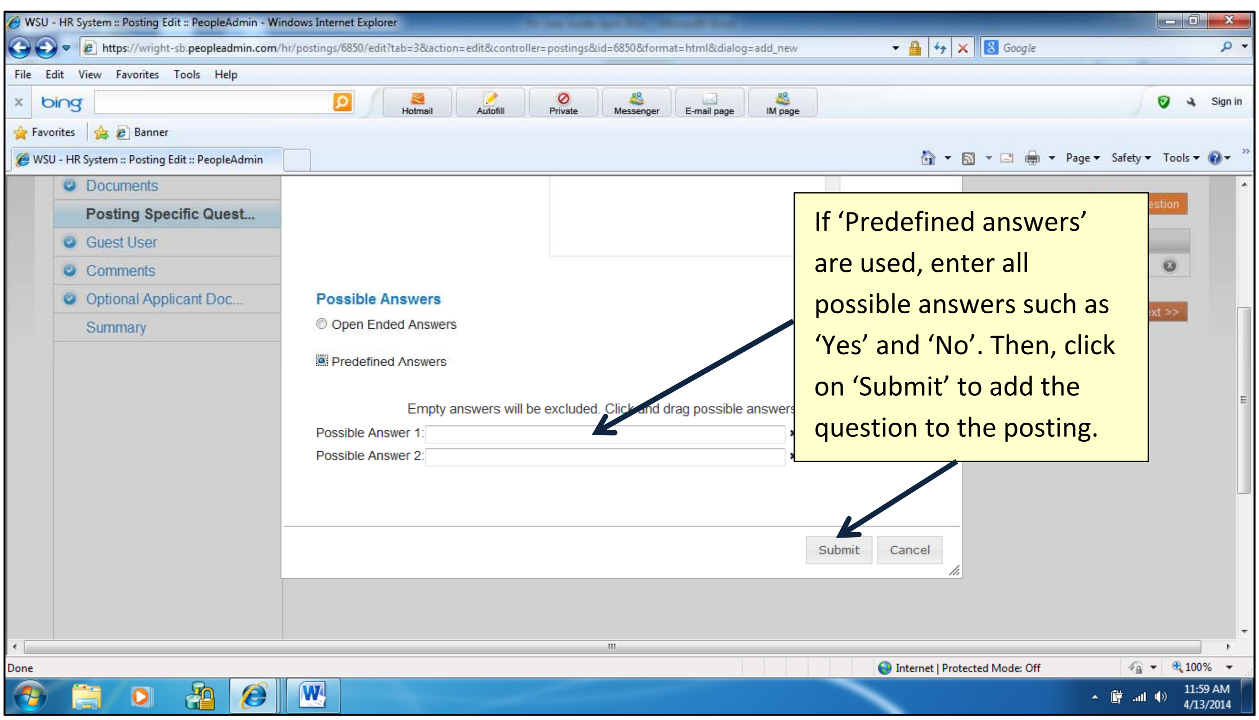
15. Either select one of the questions from the question bank, or create a new one by clicking on ‘Add a new one’. Questions can have either predefined answers such as ‘Yes’ and ‘No’, or have ‘Open Ended’ answers which will allow the applicant to enter an answer. There is no character limit for open ended answer fields. New questions will have a ‘pending’ status until they are approved by Employment.

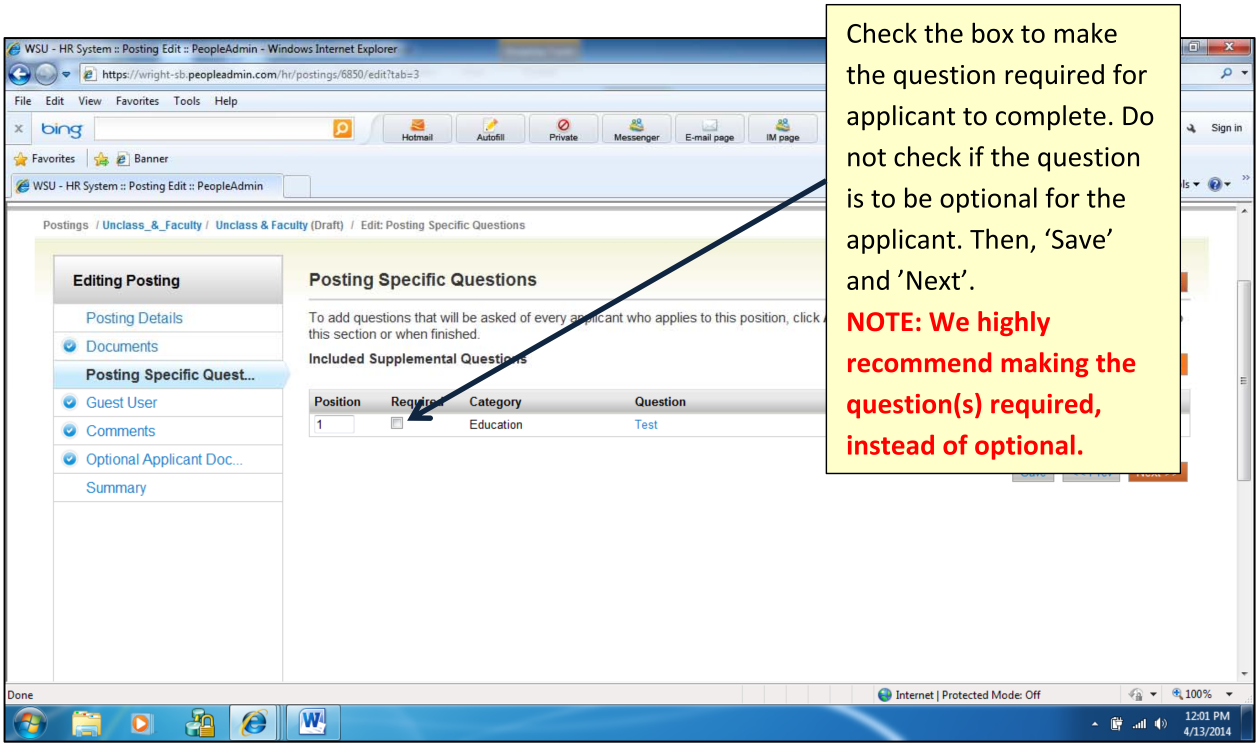


14. To create a new question, click ‘Add a new one’, then ‘Submit’.

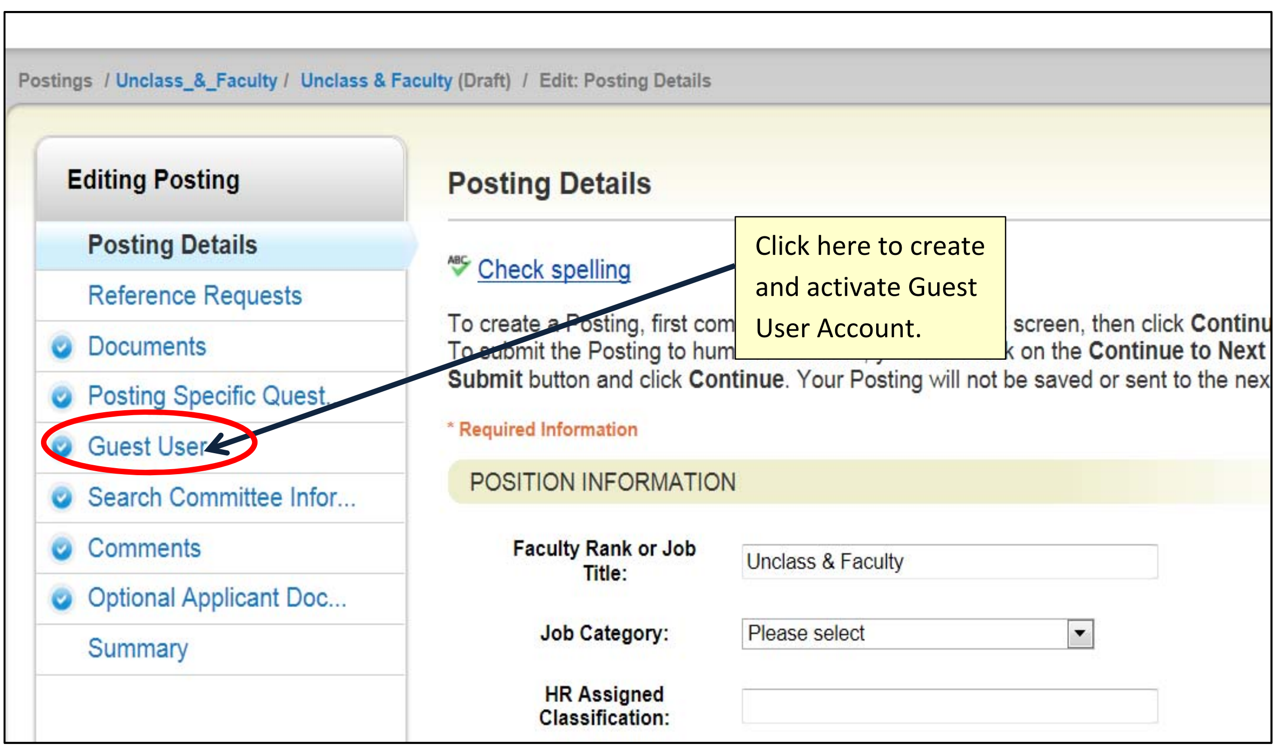


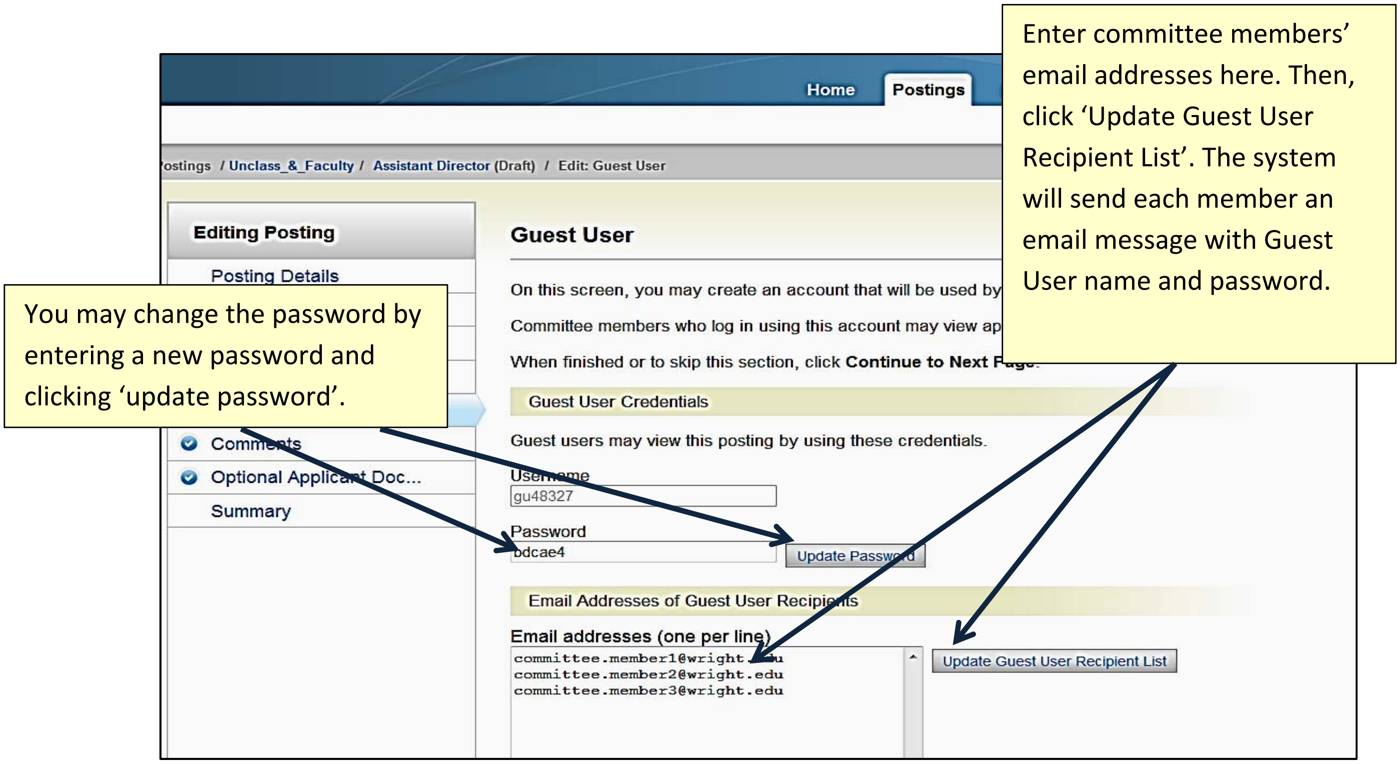

Assign the question a name. For example: Electrician or Assistant Director. The name will be used to find the question easily for future uses.
Add a Question
Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.
Name *
Category
Please select a category
Question *
Select a category from the drop down menu, then, enter the question.
Possible Answers
Open Ended Answers
Predefined Answers
Select one of the 'Possible Answers'.
Editing Posting
Posting Details
Salary Distribution
Documents
Posting Specific Quest...
Guest User
Comments
Optional Applicant Doc...
Summary


If 'Predefined answers' are used, enter all possible answers such as 'Yes' and 'No'. Then, click on 'Submit' to add the question to the posting.
Documents
Posting Specific Quest...
Guest User
Comments
Optional Applicant Doc...
Summary
Possible Answers
Open Ended Answers
Predefined Answers
Empty answers will be excluded. Click and drag possible answers
Possible Answer 1:
Possible Answer 2:
Submit
Cancel

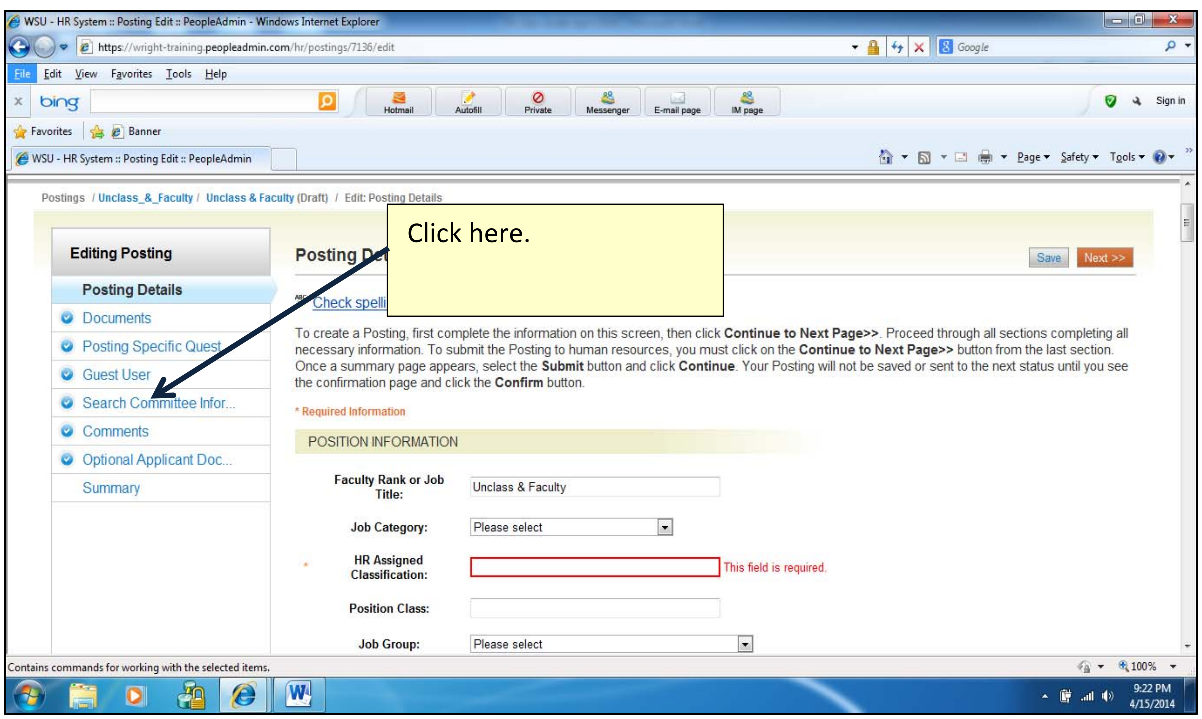


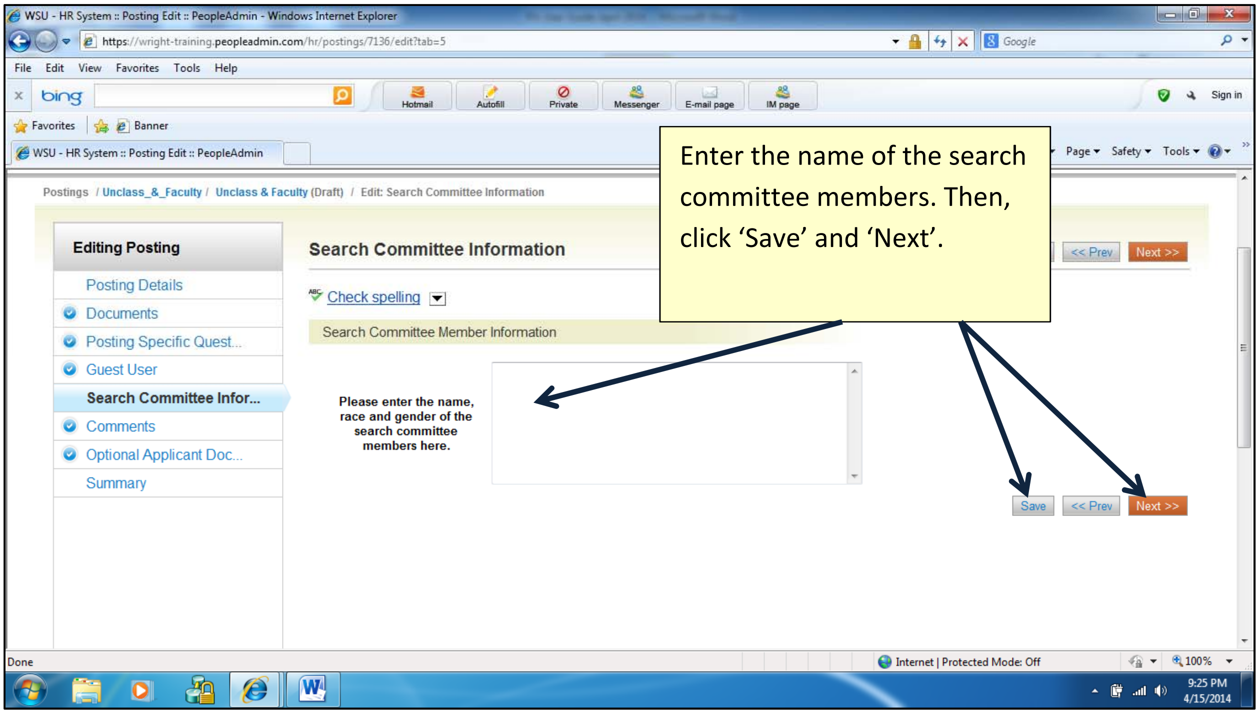
16. ***Guest User***: On this page, you will create an account that will be used by the search committee members. Please note that Guest Users have 'read only' access to the system and are not able to make changes in applicant statuses. Once a position is filled, the Guest User name and password are deactivated by the system.



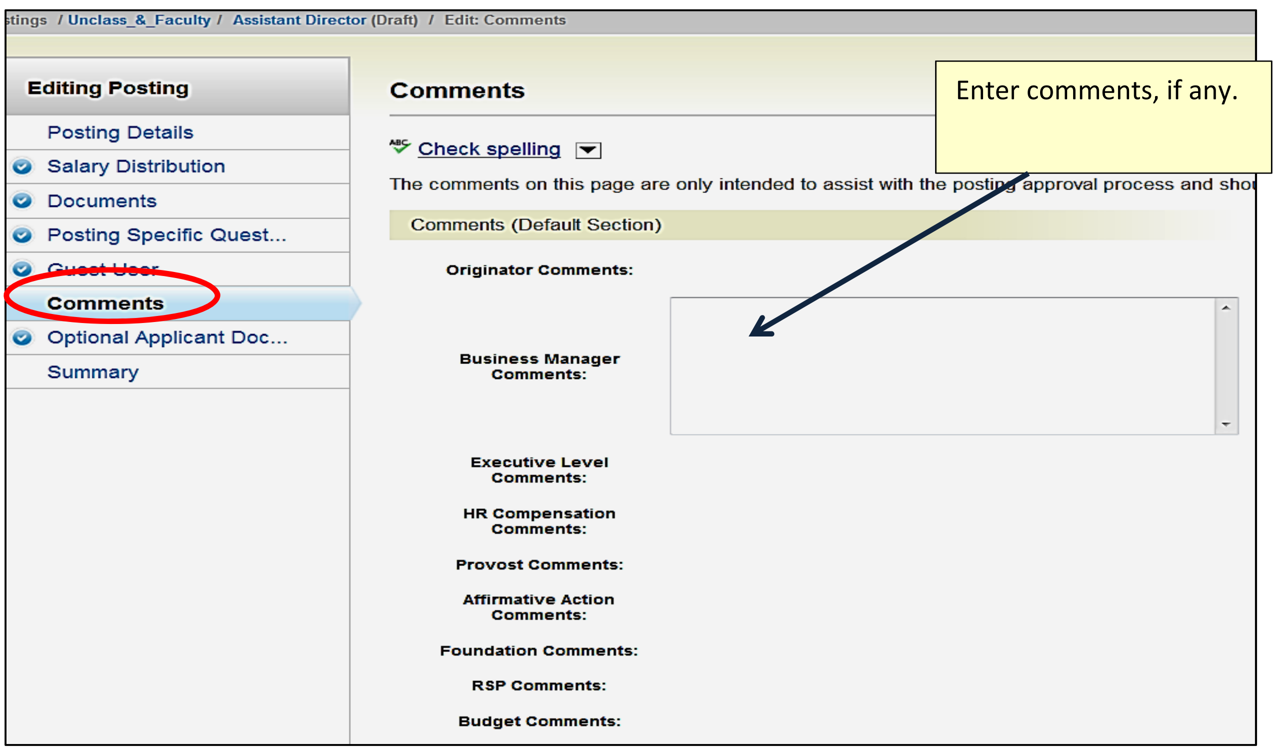


17. ***Search Committee Information***: This page is used to enter the name of the search committee members. Click on 'Search Committee Information' tab. Then, enter the information in the field. Click on 'Save', then, 'Next' to move to the next page.

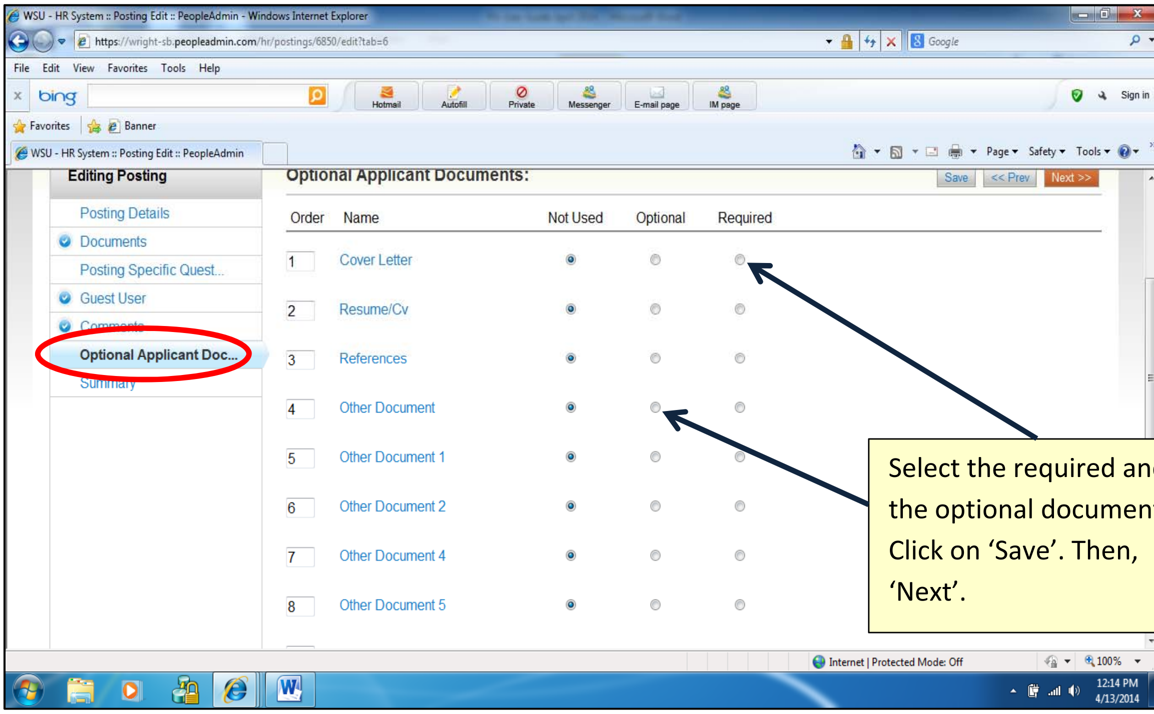




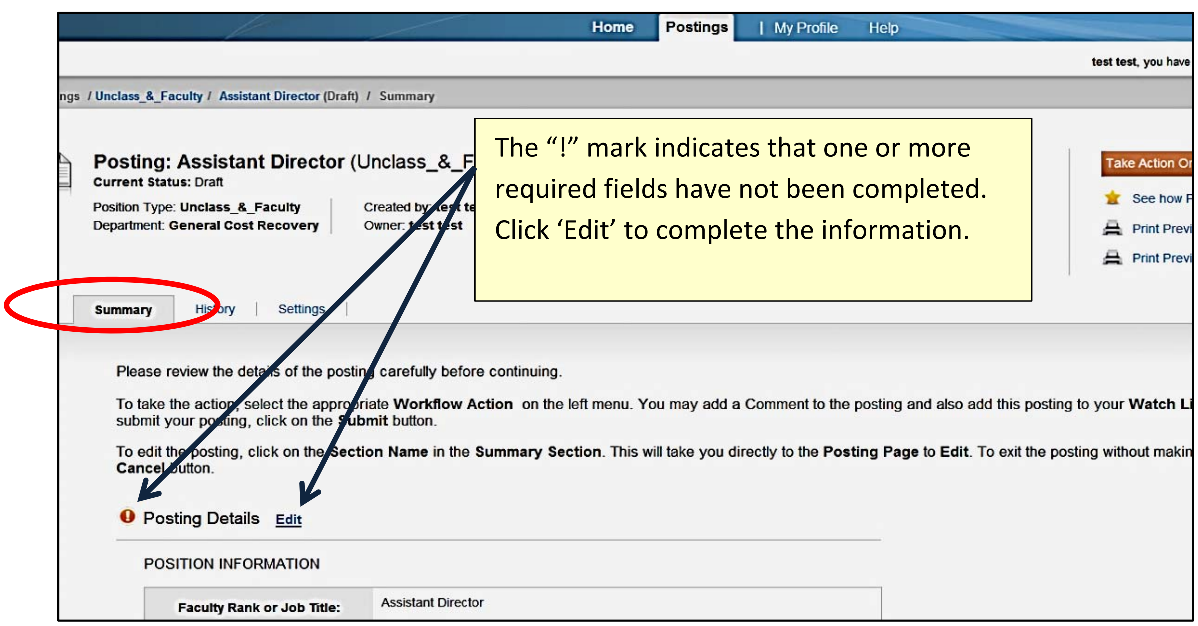
18. ***Comments***: This page is used for communication between the Originator and the approvers. Please note that comments entered in this section will be visible to all approvers.



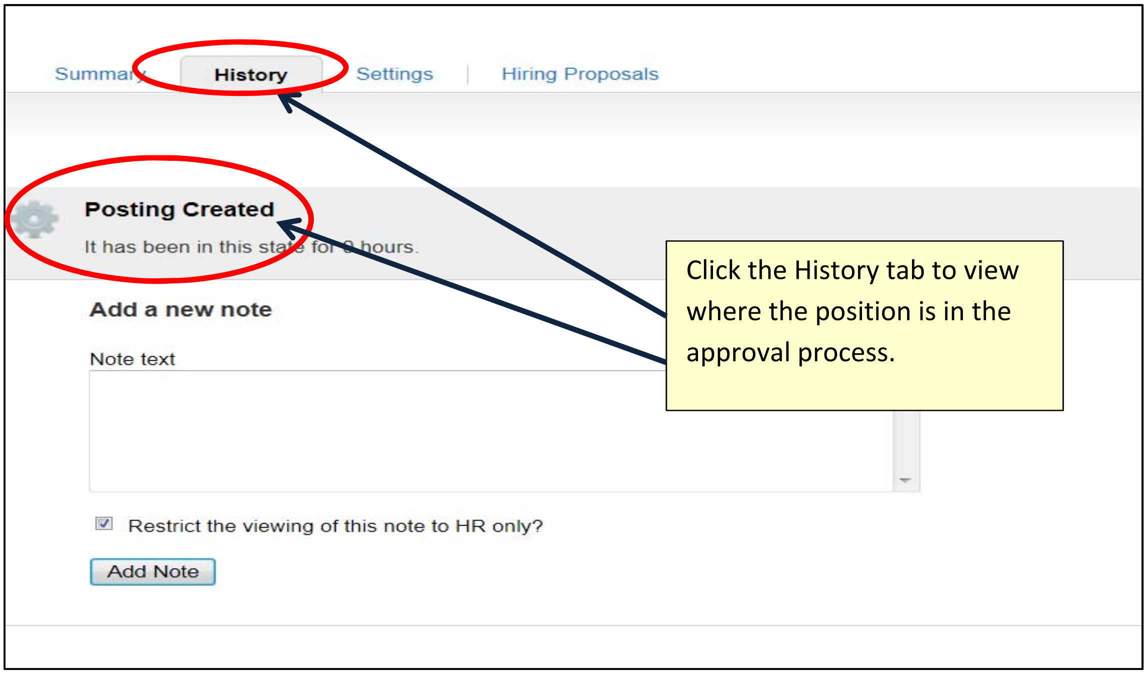
19. ***Optional Applicant Documents***: There are a number of documents listed on this page. For unclassified positions, cover letter and resume/CV are required. For faculty positions, cover letter, resume/CV and references are required documents. To make a document 'required', check 'Required'. When completed, click 'Save', and then "Next" to move the posting to the 'Summary' page.

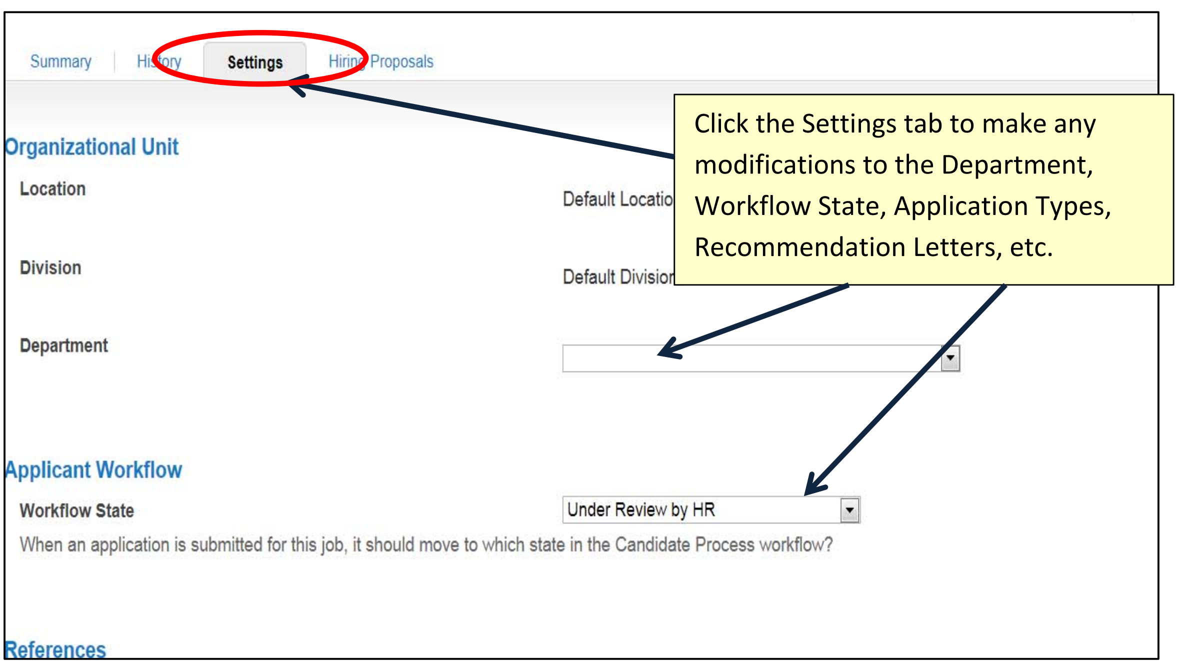


20. The '**Summary**' tab will allow you to review all the information you entered in creating the job posting. Please note that a check mark in blue should appear next to the name of each page. If you see any section(s) with an orange "!" next to it, the system indicates that there are required field(s) that have not been completed. Click 'Edit' link located next to the title of the page to complete missing information.

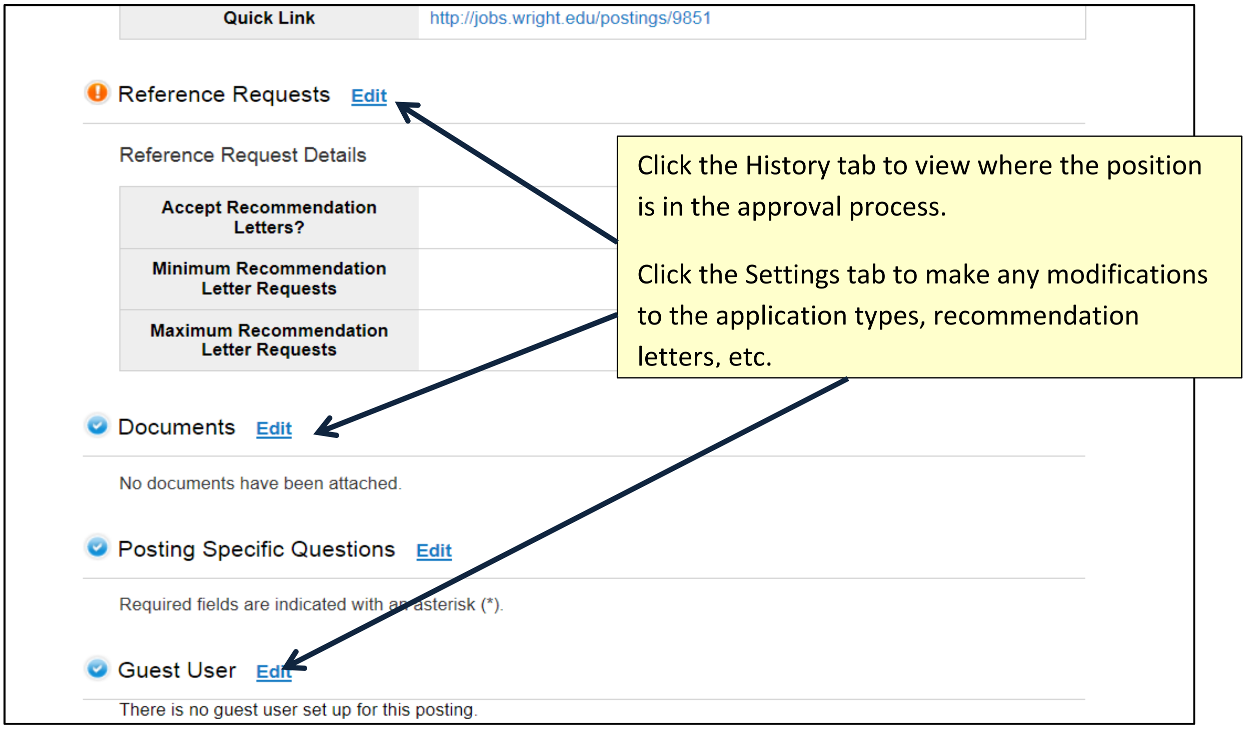


21. Next to Summary tab, there are two more tabs:
    I. **History Tab**: Provides details on the approval steps, date/time stamps, and any comments and/or notes.
    II. **Settings Tab:** Allows you to make any modifications to the posting setting page, such as type of application accepted, etc.





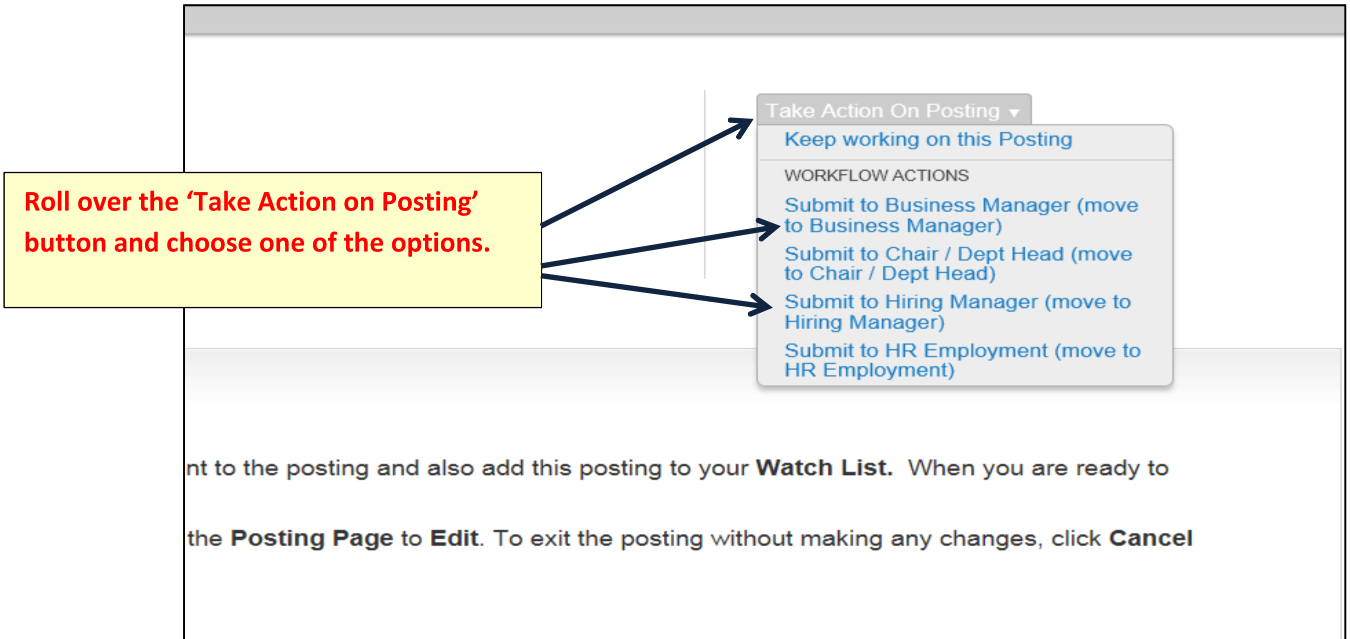
22. You can edit any of the pages by clicking the ‘Edit’ link next to the name of the page. An ‘Edit’ link is also located next to the title of the posting.

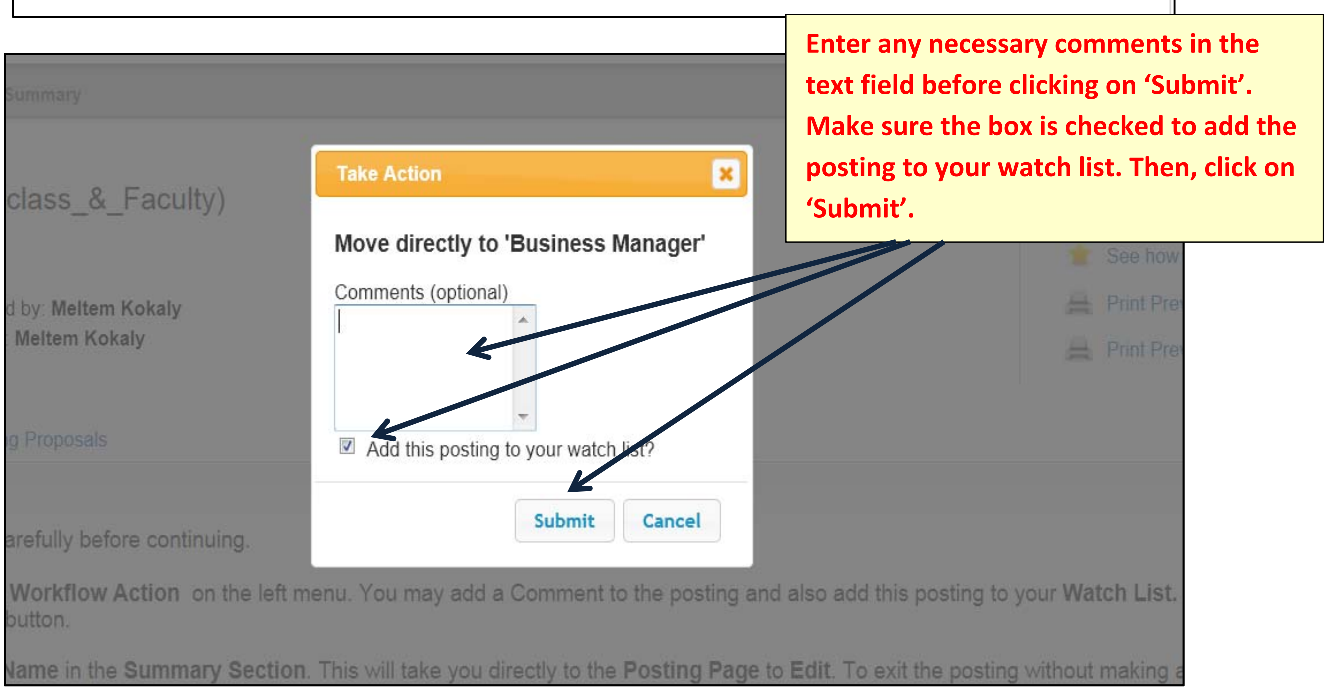


23. There are a number of items located on the right hand side of the screen:
    I. ‘**Take Action on Posting**’ button: There are different options indicating what you can do with this posting. This is the button that you need to click in order to move the posting to the next approver. (see the approval process on the last page)
    II. **See How Posting Looks to Applicant**: Shows which fields from the posting are visible to the applicants.
    III. **Print Preview (Applicant View)**: Allows you to preview the applicant view of the posting.
    IV. **Print Preview**: Allows you to preview the posting before printing.

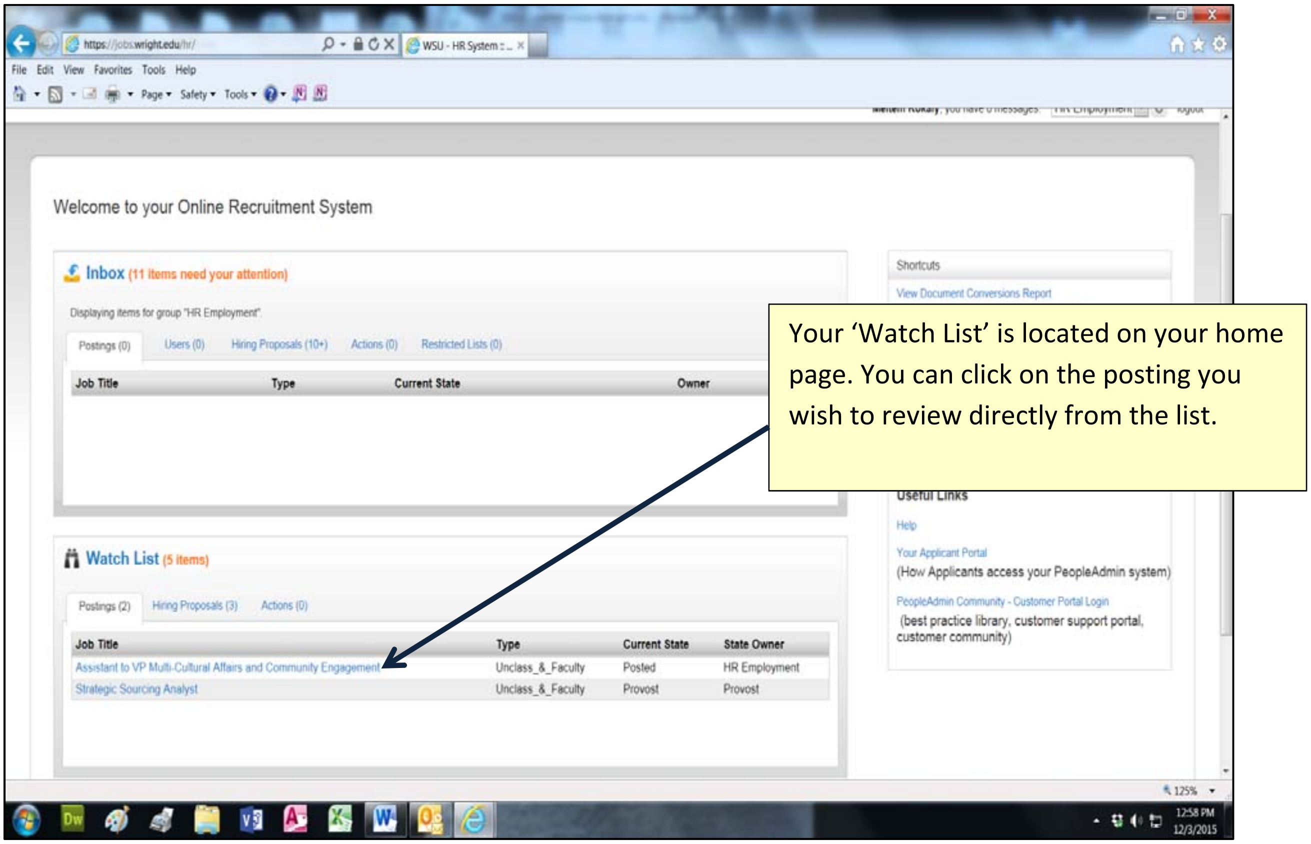
24. ***SUBMIT Posting for Approval***: As mentioned in item #23, the **'Take Action on Posting'** button has a number of options to choose from. Originators have four options: Submit to Hiring Manager, Submit to Chair/Dept Head, Submit to Business Manager and Submit to HR Employment. The order of the 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 posting becomes 'read only' to the submitter. To submit the posting, select one of the options, and then click on 'Submit'.

NOTE: If a position was returned to you for revisions/changes, once the changes are completed, you can submit the posting to 'HR Employment' rather than submitting the posting through the same approvers again. This will cut down on the time a posting stays in the approval workflow.

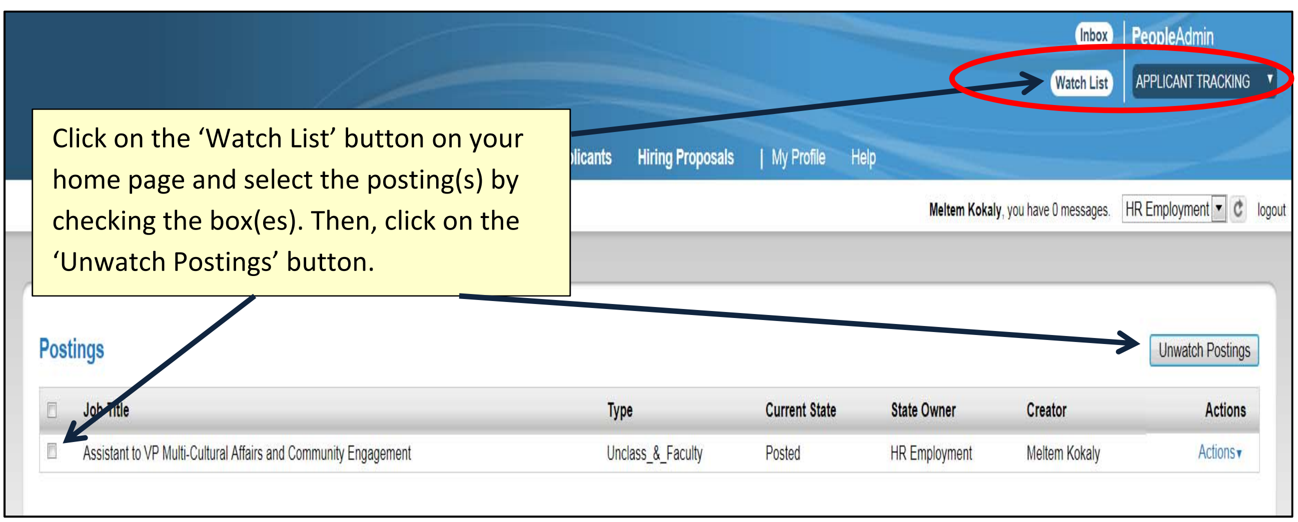




25. ***Adding postings to 'WATCH LIST'***: A posting can only be added to your watch list as you are **submitting** it to the next approver. (See the screen shot in previous page). Adding postings to your watch list will create shortcuts on your home page and make it easier for you to find them the next time you need to view them.



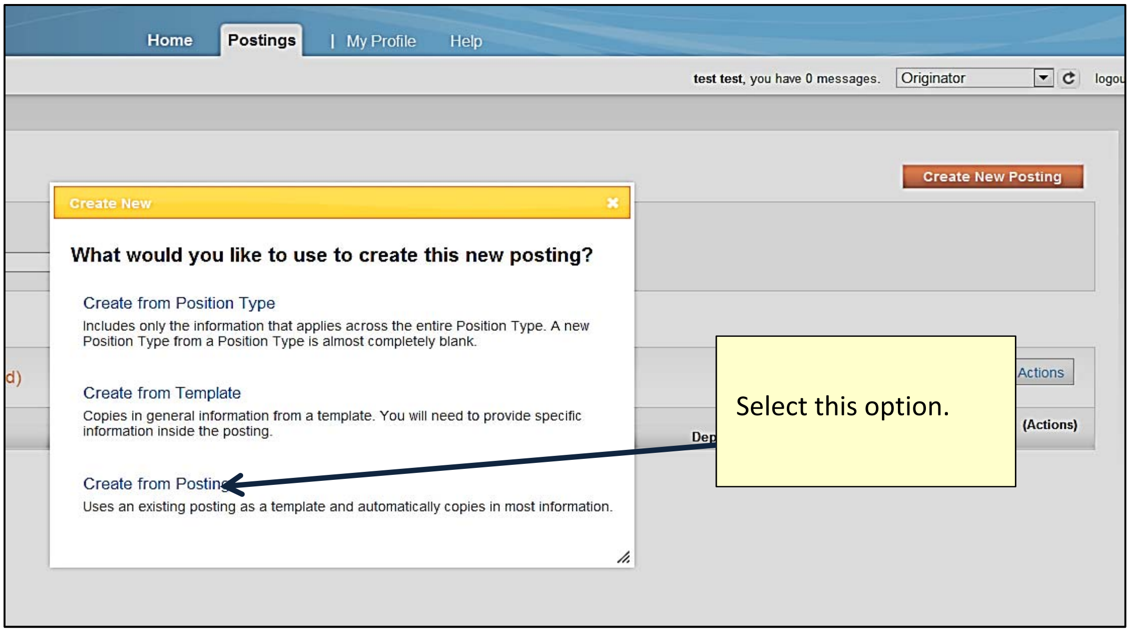
26. To **remove a posting** from your 'Watch List', simply click on the 'Watch List' button at the very top of the screen; select the posting(s) you want to remove by checking the boxes. Then, click on the 'Unwatch Postings' button.



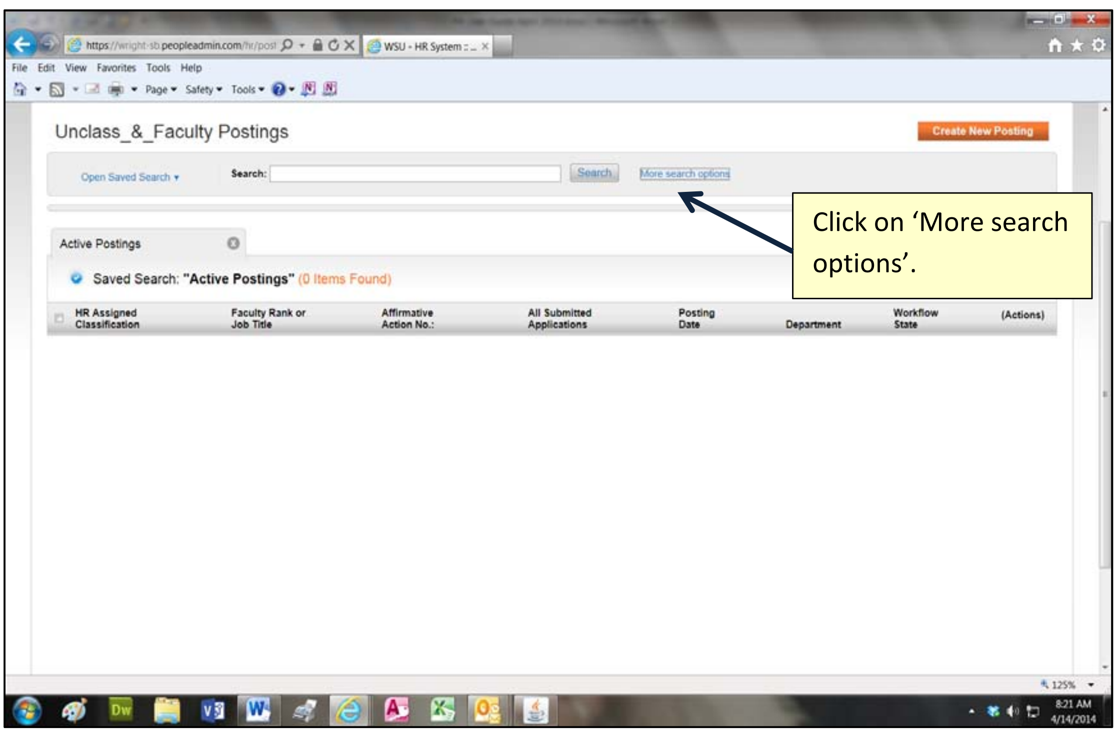
27. Once a position goes through the approval process, and is approved by all parties, HR Employment posts and advertises the position.

How to create a new posting from an existing posting?

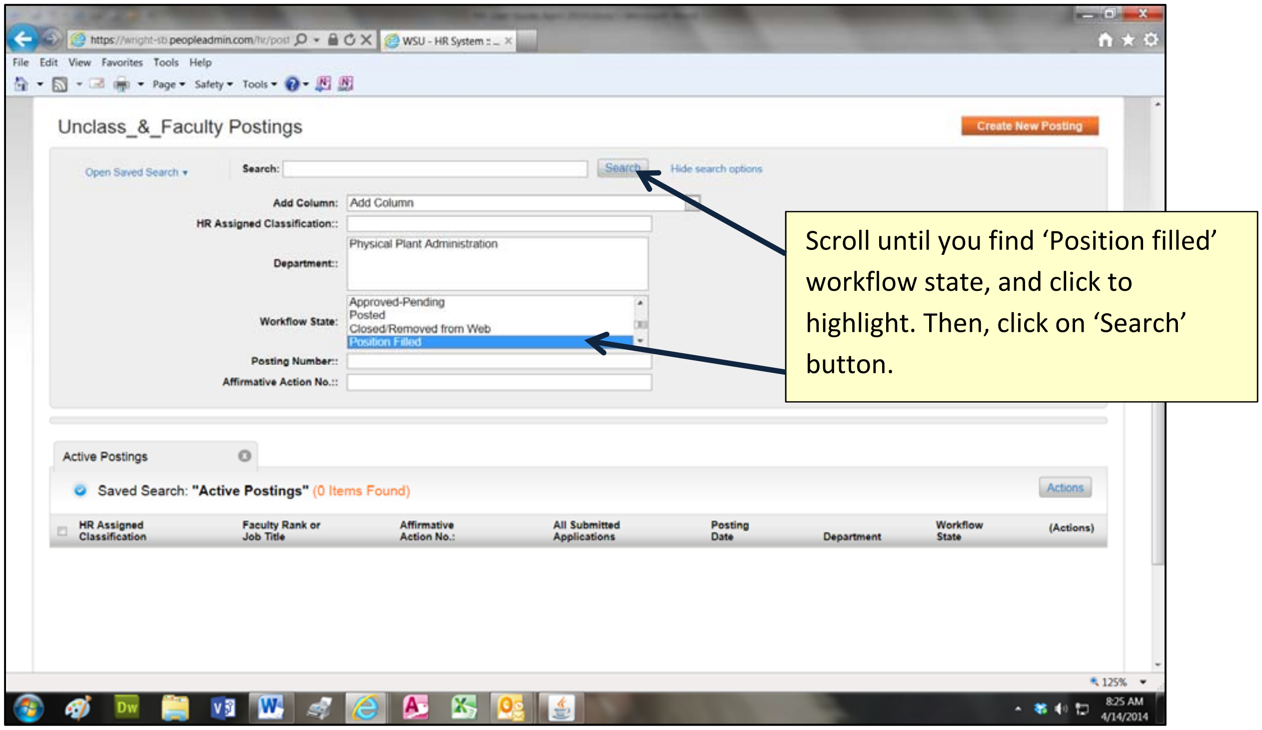
1. Postings can also be created from existing postings. Using this option will allow the system to copy the fields from the existing posting to the new posting. Even though all the fields will already be populated, users will still be able to edit and update fields as needed.
2. When prompted, select 'Create from Posting' option.



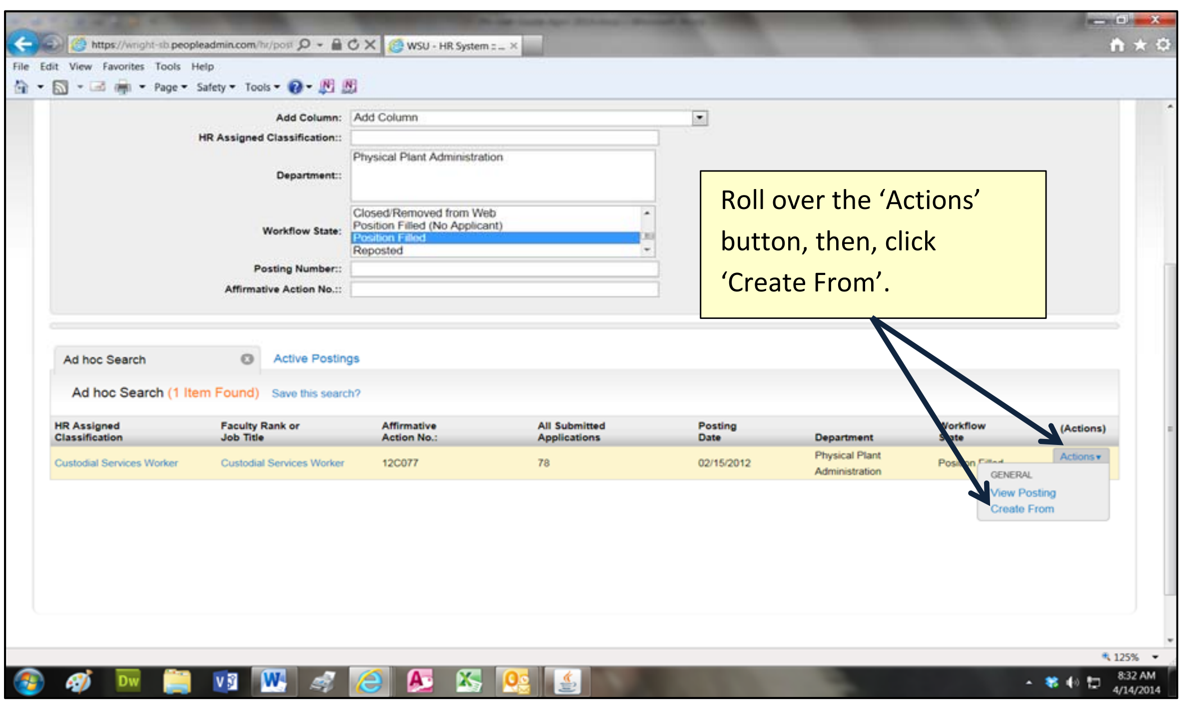
3. On the next screen, click on 'More Search Options' to view the workflow states.



4. Highlight ‘Position filled’ workflow state, then, click ‘Search’.



5. Once the position appears, roll over the ‘Actions’ button and click on ‘Create From’ link.



6. Follow the instructions from item #8 through #25.

Position Approval Process