

PeopleAdmin

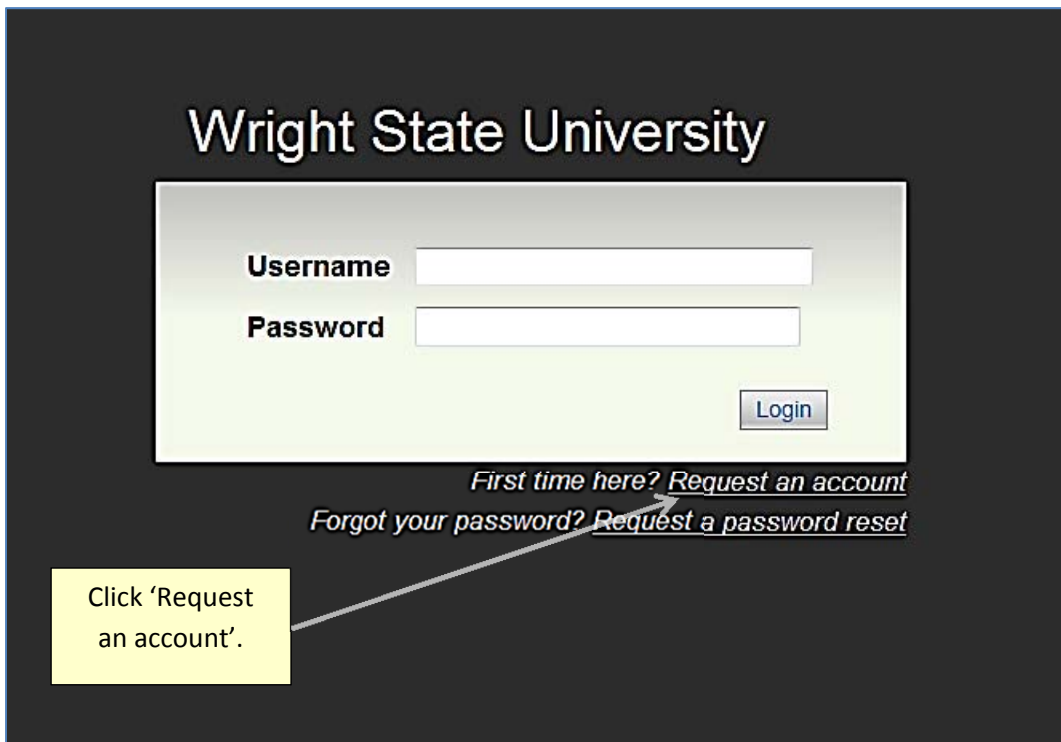
How to Create Postings? User Guide

WRIGHT STATE UNIVERSITY

December 2015

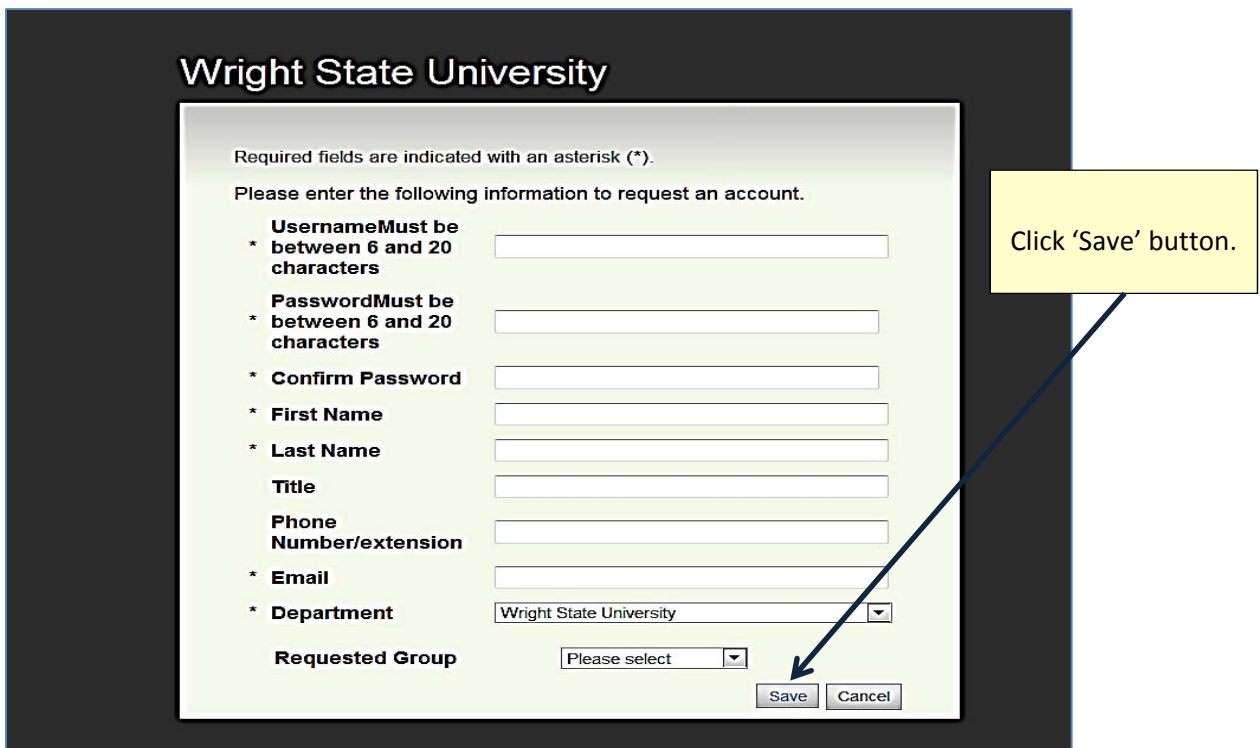
Authored by: Human Resources

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.



The image shows the Wright State University login page. At the top, the text "Wright State University" is displayed. Below it is a login box with two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the login box, there are two links: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)". A yellow callout box with the text "Click 'Request an account'." has an arrow pointing to the "Request an account" link.

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




The image shows the Wright State University account request form. At the top, the text "Wright State University" is displayed. Below it is a form with the following fields and labels:

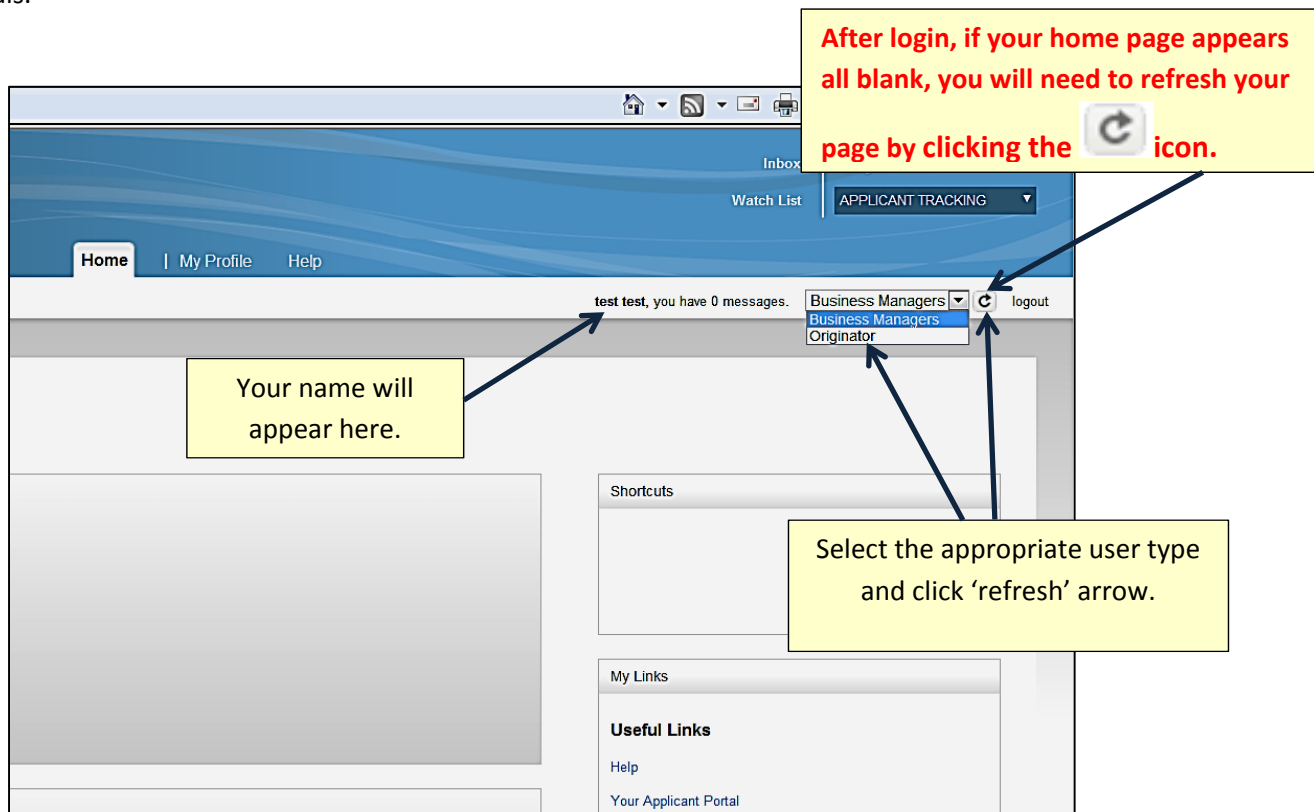
- Required fields are indicated with an asterisk (*).
- Please enter the following information to request an account.
- Username** Must be between 6 and 20 characters
- Password** Must be between 6 and 20 characters
- Confirm Password**
- First Name**
- Last Name**
- Title**
- Phone Number/extension**
- Email**
- Department** (Dropdown menu with "Wright State University" selected)
- Requested Group** (Dropdown menu with "Please select" selected)


At the bottom right of the form are "Save" and "Cancel" buttons. A yellow callout box with the text "Click 'Save' button." has an arrow pointing to the "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 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.



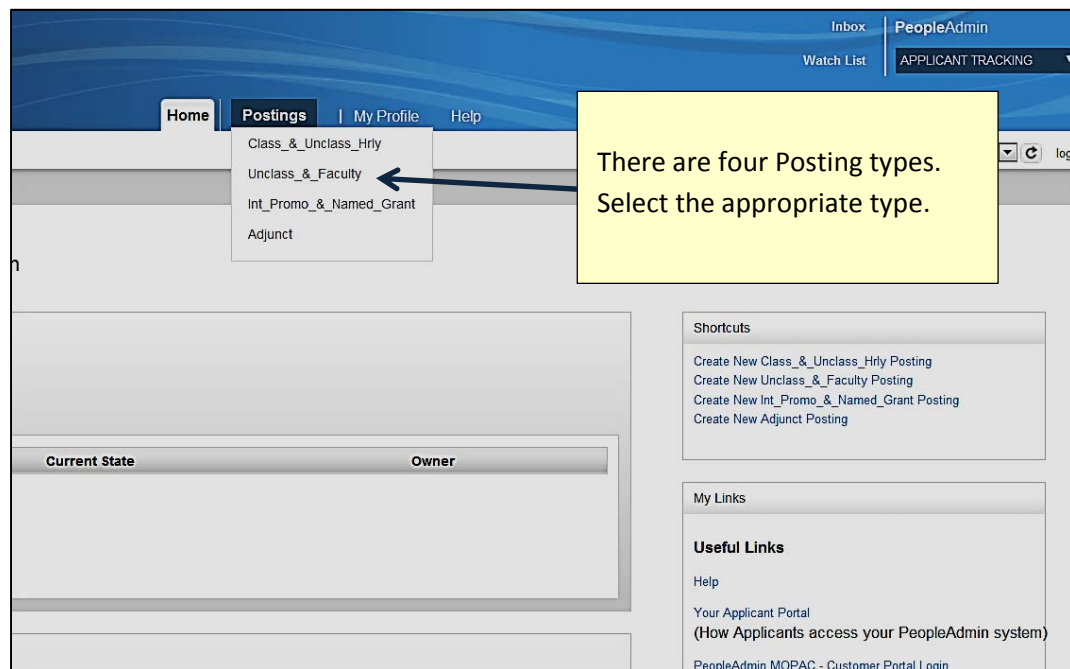
IMPORTANT: After login, if your home page appears all blank, you will need to refresh your page by clicking the  icon. (See above screen shot)

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:**

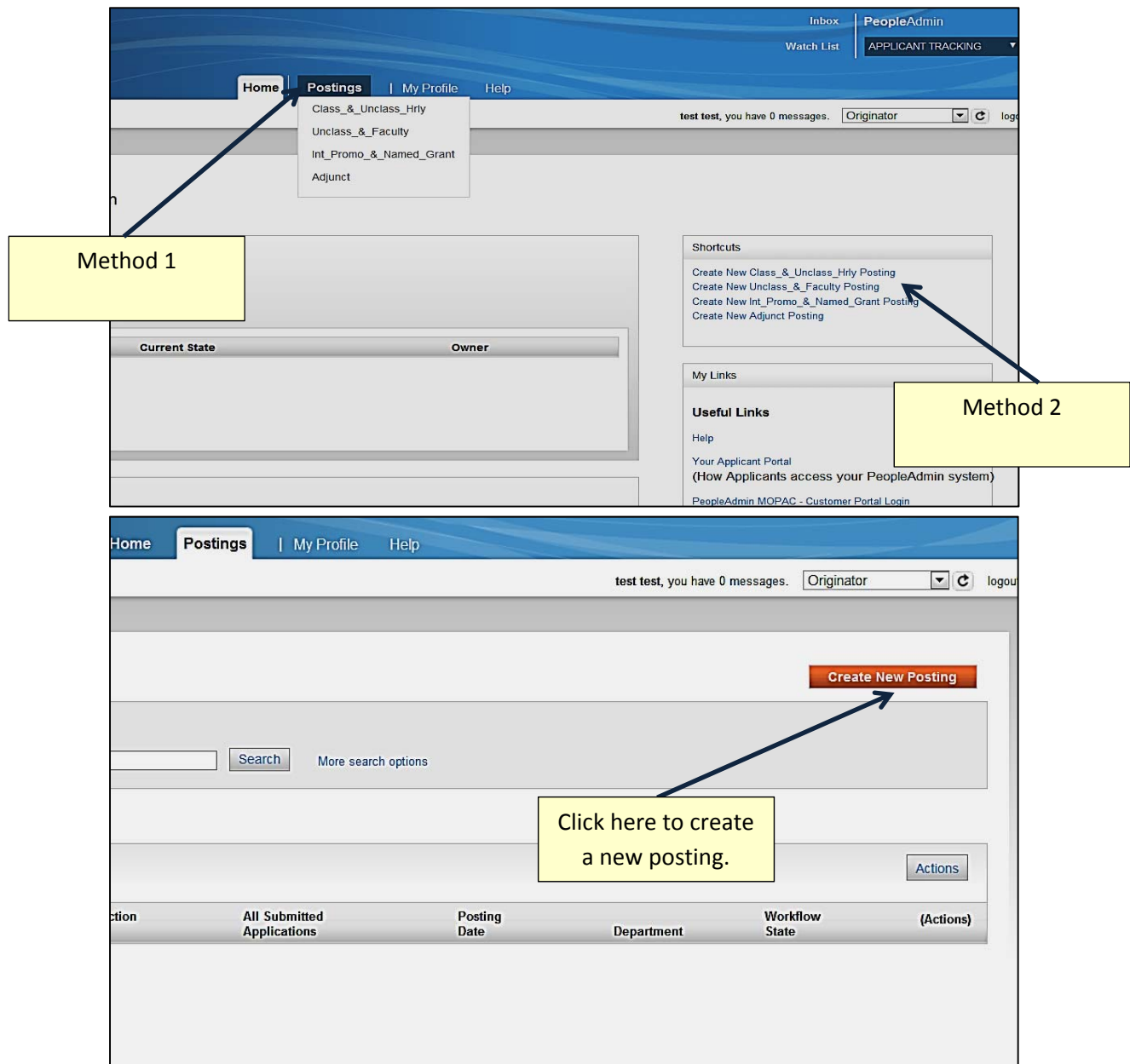
There are two ways to create a job posting – using the Navigation bar or the Shortcut control.

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

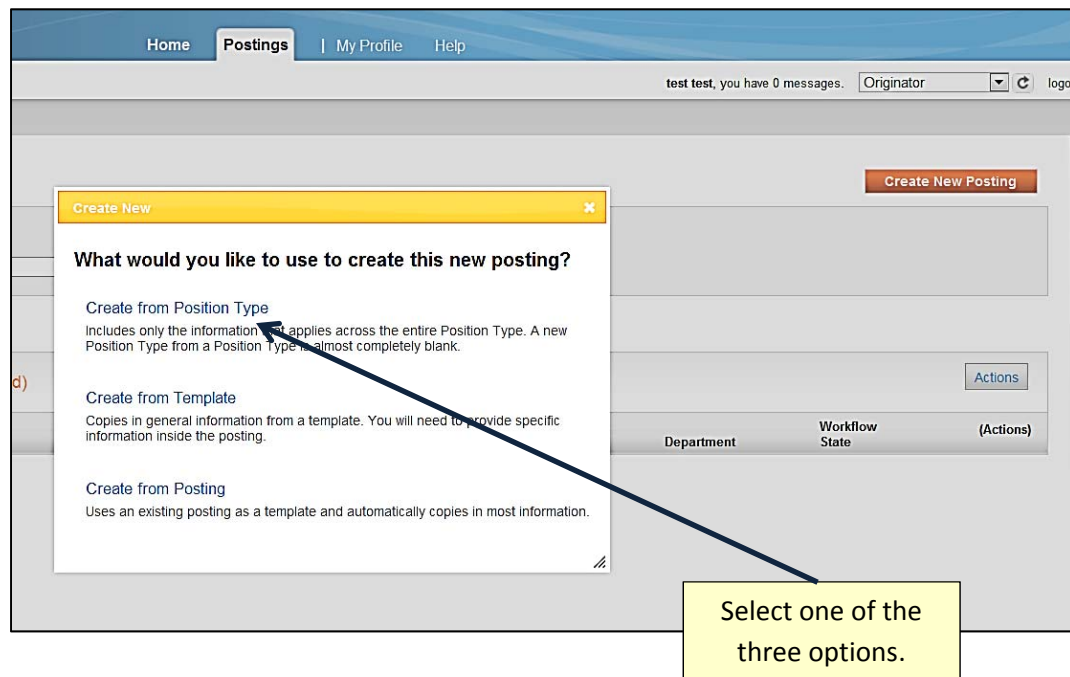
- Go to Navigation bar located at the top of the 'Home' screen
- Roll over object menu 'Postings'
- Select appropriate position type
- Then, click the orange 'Create New Posting' button

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

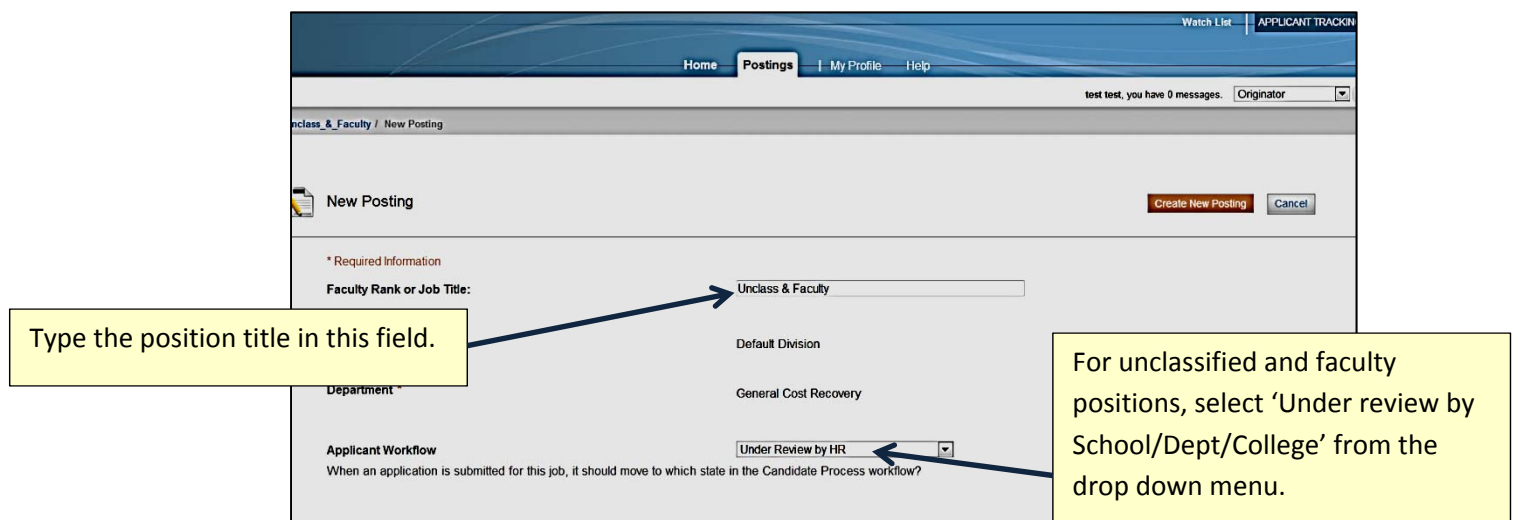
- Go to 'Shortcuts' box listed on the right of the screen
- Click the appropriate position type



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.



Applicant Workflow

Workflow State
 When an application is submitted for this job, it should move to which state in the Candidate Process workflow?
 Under Review by School/College/Dept

References

Reference Notification
 Request References to submit Recommendations when candidate reaches selected workflow state?
 Under Review by School/College/Dept

Recommendation Workflow
 When all Recommendations have been provided, move to selected workflow state?
 Recommendation

Recommendation Document Type
 Allow a document upload when a reference provider submits
 Recommendation

Online Applications

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.

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

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.

The screenshot displays the 'Editing Posting' interface. On the left is a sidebar with a list of forms: 'Posting Details' (highlighted with a red oval), 'Reference Requests', 'Documents', 'Posting Specific Quest...', 'Guest User', 'Search Committee Infor...', 'Comments', 'Optional Applicant Doc...', and 'Summary'. A yellow box labeled 'FORMS' with a bracket points to this sidebar. The main content area is titled 'Posting Details' and includes a 'Check spelling' dropdown, instructional text about creating a posting, and a section for 'Required Information' with fields for 'Faculty Rank or Job Title' (set to 'Instructor'), 'Job Category' (a dropdown menu), 'HR Assigned Classification', and 'Position Class'.

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

The screenshot shows a web browser window displaying the 'POSITION INFORMATION' form in the PeopleAdmin system. The form is titled 'POSITION INFORMATION' and contains several fields for entering position details. Arrows point from instructional callouts to specific fields on the form.

Form Fields:

- Faculty Rank or Job Title: Unclass & Faculty
- Job Category: Please select
- HR Assigned Classification:
- Position Class:
- Job Group: Please select
- Position FTE:
- Minimum Annual or Hourly Rate:
- Salary Band:
- Type of Appointment: Please select (This field is required.)
- Is this an internal posting? (This field is required.)
- If yes, select one of the following options: Please select

Instructional Callouts:

- Enter the title of the position.** (Points to Faculty Rank or Job Title)
- If you do not know the position class number, skip to the FTE field.** (Points to Position Class)
- If you know the salary/hourly rate, and the salary band, then enter. If not, skip to 'Type of Appointment' field.** (Points to Minimum Annual or Hourly Rate and Salary Band)
- Complete all the fields.** (Points to Job Category, HR Assigned Classification, Job Group, Position FTE, and Type of Appointment)
- Indicate whether or not you want this position to be posted internally or externally.** (Points to Is this an internal posting?)

b) Department Information

DEPARTMENT INFORMATION

Departmental Users with Access: This field is required.

Organization name:

Organization phone no.:

Contact Email:

Equity & Inclusion No.:

FOAP: Enter FOAP. If not known, enter department/college name.

Please enter in the following format: ____ If you do not have the FOAP, please enter TBD.

New/Replacement: ☐ No Response ☐ New position ☐ Replacement

This field is required.

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.

Incumbent's name: This field is required.

(If new, please enter "New")

Position reports to:

NBAPOSN Number:

NBAPOSN Number Notes:

Date position to be filled:

Length of appointment:

If special contract, indicate how many years:

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

STRATEGIC HIRE INFORMATION

If position is funded by grant and/or foundation account, please skip this section.

While the position is approved by Office of the Provost, the salary is approved by HR Compensation.

Completed By:

Completed by Title:

Completed by Phone:

Previous Position was held by: (If this is a new position, please skip this field)

Date of separation/retirement:

Incumbent's Salary:

Requested Annual Salary:

Estimated Startup Funds (if applicable):

Is this part of a dept/unit/college/school reorganization? If yes, please attach the reorganization plan ☐

Complete the fields.

Justification for this position:

How does this position align with dept/unit/college/school strategic plan?

Benchmarks for the position:

Expected metrics associate with position and timeline:

Complete the fields.

d) Posting Text

POSTING TEXT

Job Purposes:

Essential Functions and percent of time:

Essential Functions and percent of time (cont'd):

Enter the job purpose.

Enter the essential function and percent of time for each function.

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 page in order to move to the next page.

Required Qualifications:

Preferred Qualifications:

Working Conditions:

Posting Date:

First Consideration Date:

Closing Date:

Open Until Filled ☐

Enter the required qualifications, preferred qualifications and working conditions.

You may leave the posting date field blank, as it will depend on when the position is approved by all approvers.

If you wish the posting to remain posted, select the 'First Consideration Date', then check the 'Open until filled' box.

If you wish the position to have a hard closing date, and then enter a closing date, not a 'first consideration date'. Keep in mind that all positions that have a hard closing date will be removed from the web at 11:59 pm on the closing date and will no longer be available for applicants to apply.

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:

Please list all the advertising sources for HR to place:

Please list all the advertising sources for the department to place:

- WSU Employment Website
- OhioMeansJobs - Free
- Military Pipeline - Free
- HigherEdJobs.com - Free

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.

Select 'Yes' from the drop down menu; then enter the minimum & maximum number of recommendation letters you want to accept.

If you elect not to receive recommendation letters, then select 'No' from the drop down menu; and then enter '0' in the next field.

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'.

Click 'Actions' link to attach the ad copy. Then, click 'Upload New'.

Documents

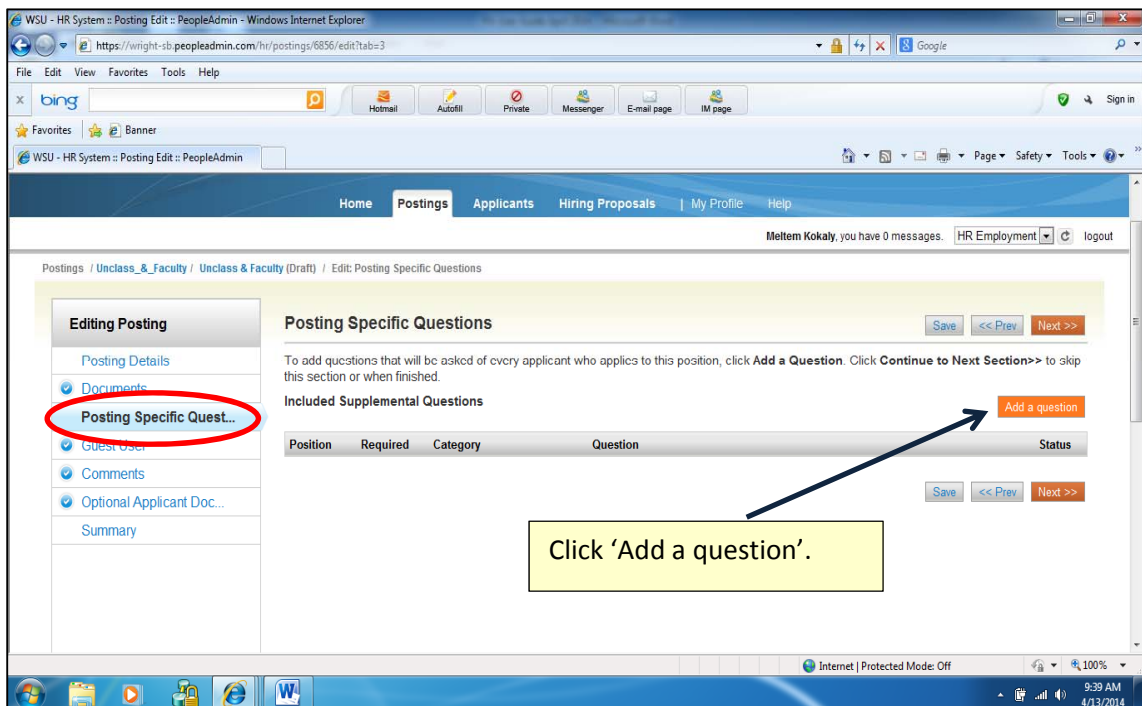
On this tab, you may attach and view documents.

PDF conversion must be completed for the document to be valid when appl

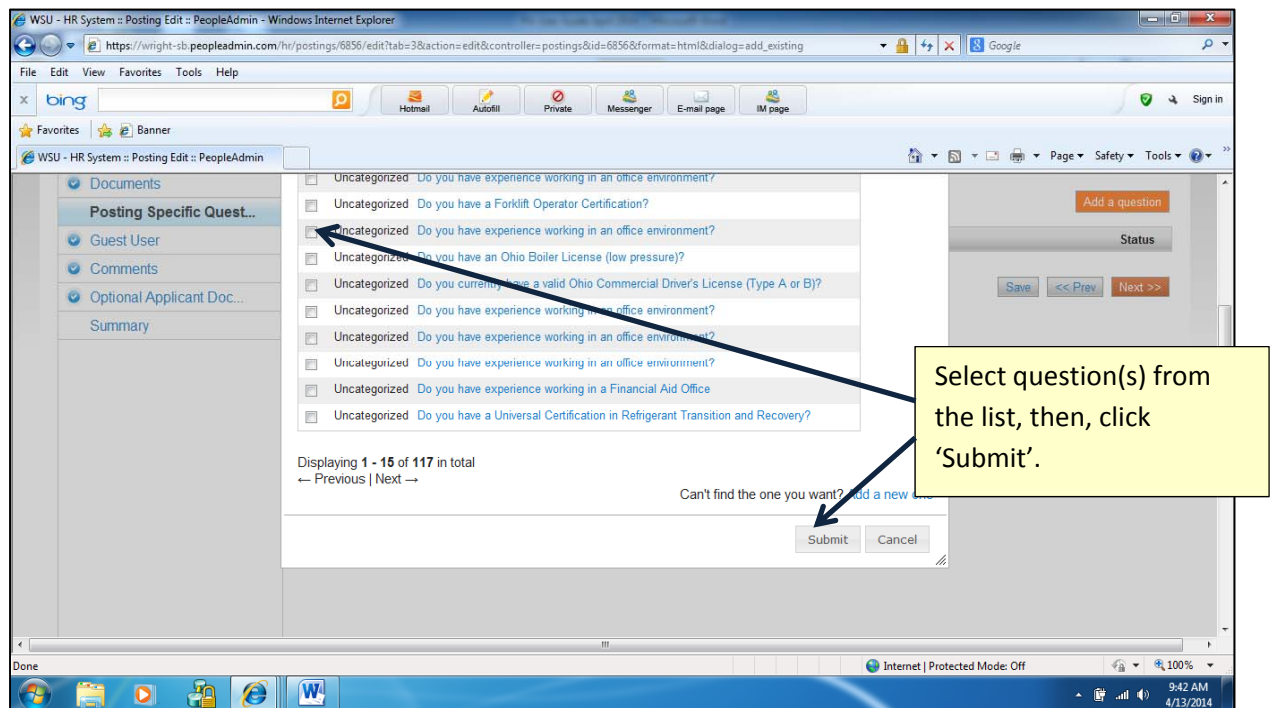
Document Type	Name	Status	(Actions)
Ad Copy	Ad Copy 04-20-15 14:15:30	PDF complete	Actions▼
Other 1	Other 1 05-01-15 11:28:02	PDF complete	Actions▼
Other 2	Other 2 05-01-15 12:54:19	PDF complete	Actions▼
Other 3			Actions▼
Other 4			Actions▼

Attach any other position related documents such as grant documents, org charts, justifications etc. by using one of the 'Other' links.

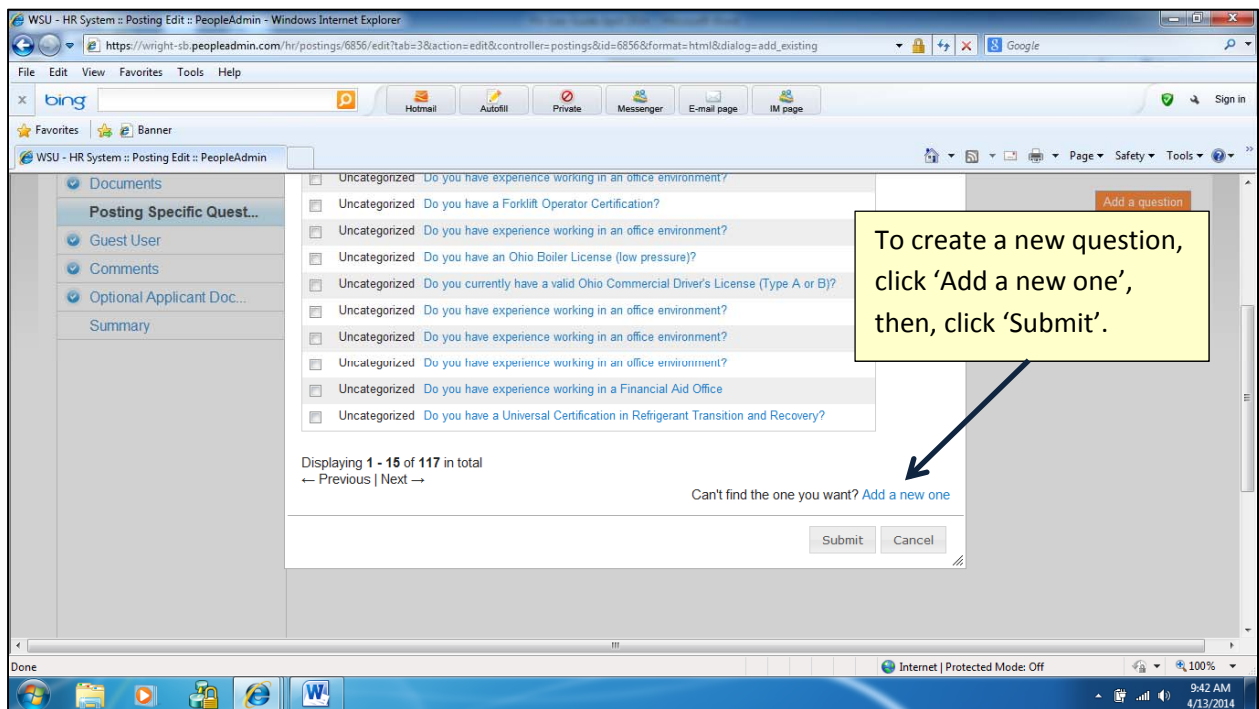
14. **Posting Specific Question:** This page is used for adding questions that are related to the minimum and/or preferred qualifications. They assist users/reviewers in reviewing applications. **Posting specific questions are to be used for staff positions ONLY.** To add a question, click 'Add a question'.

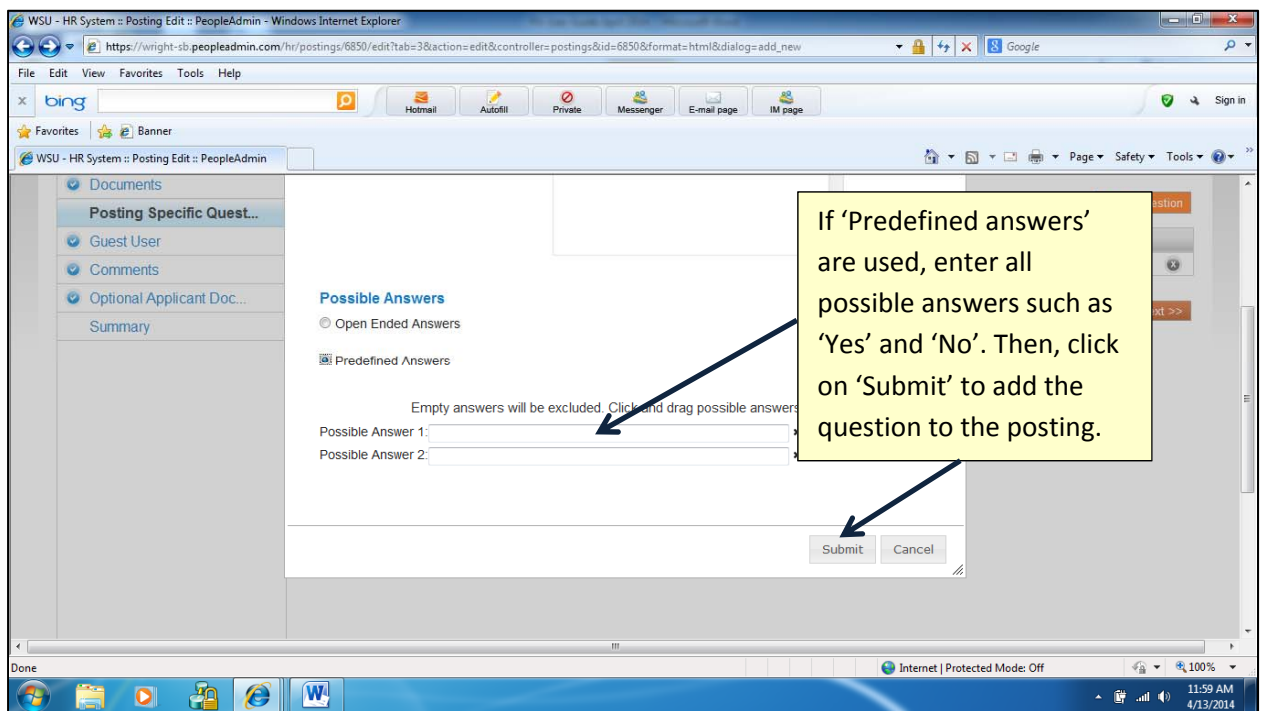
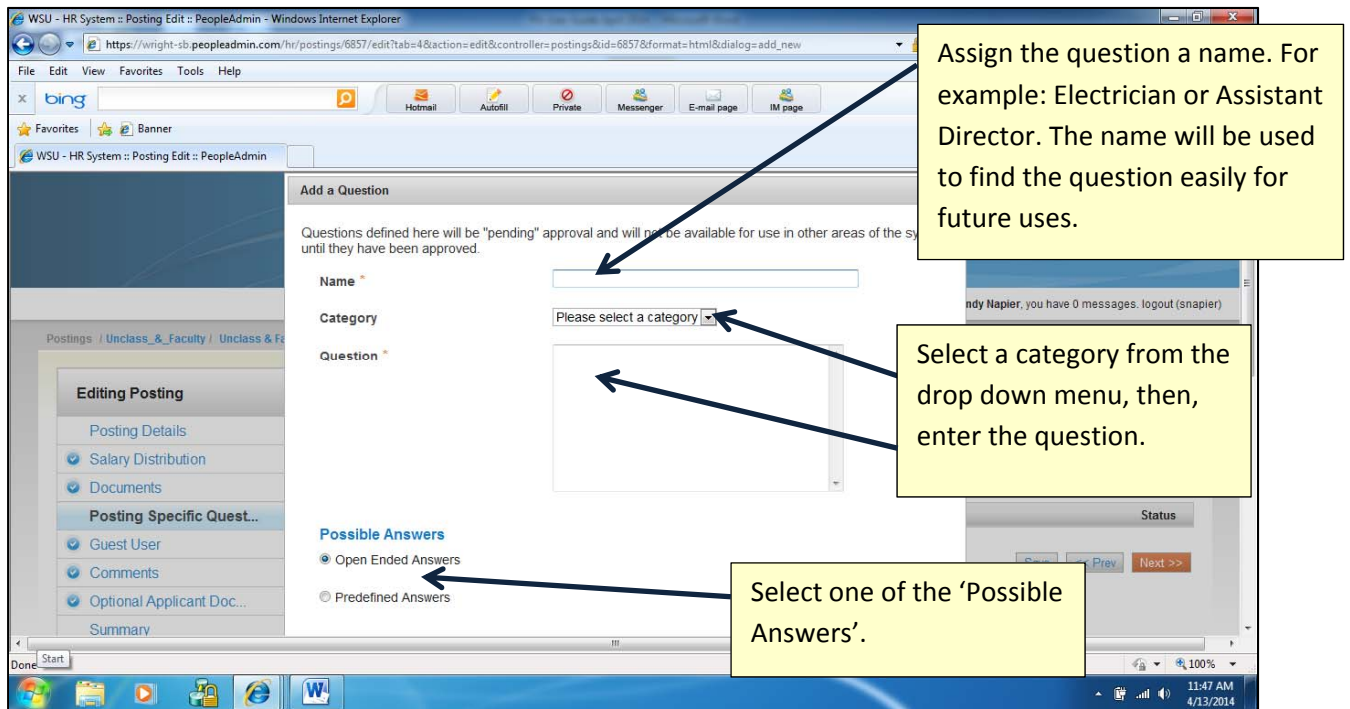


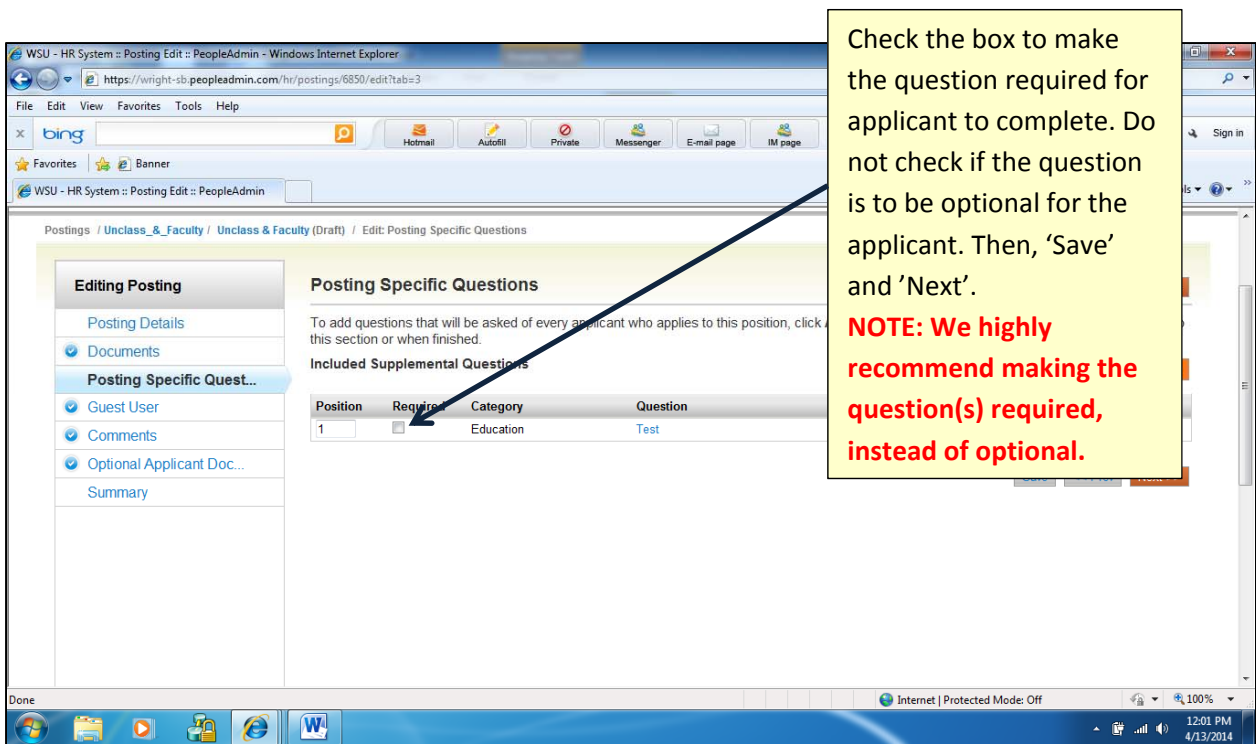
15. Either select one of the questions from the question bank, or create a new one by clicking on 'Add a new one'. Questions can have either predefined answers such as 'Yes' and 'No', or have 'Open Ended' answers which will allow the applicant to enter an answer. There is no character limit for open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



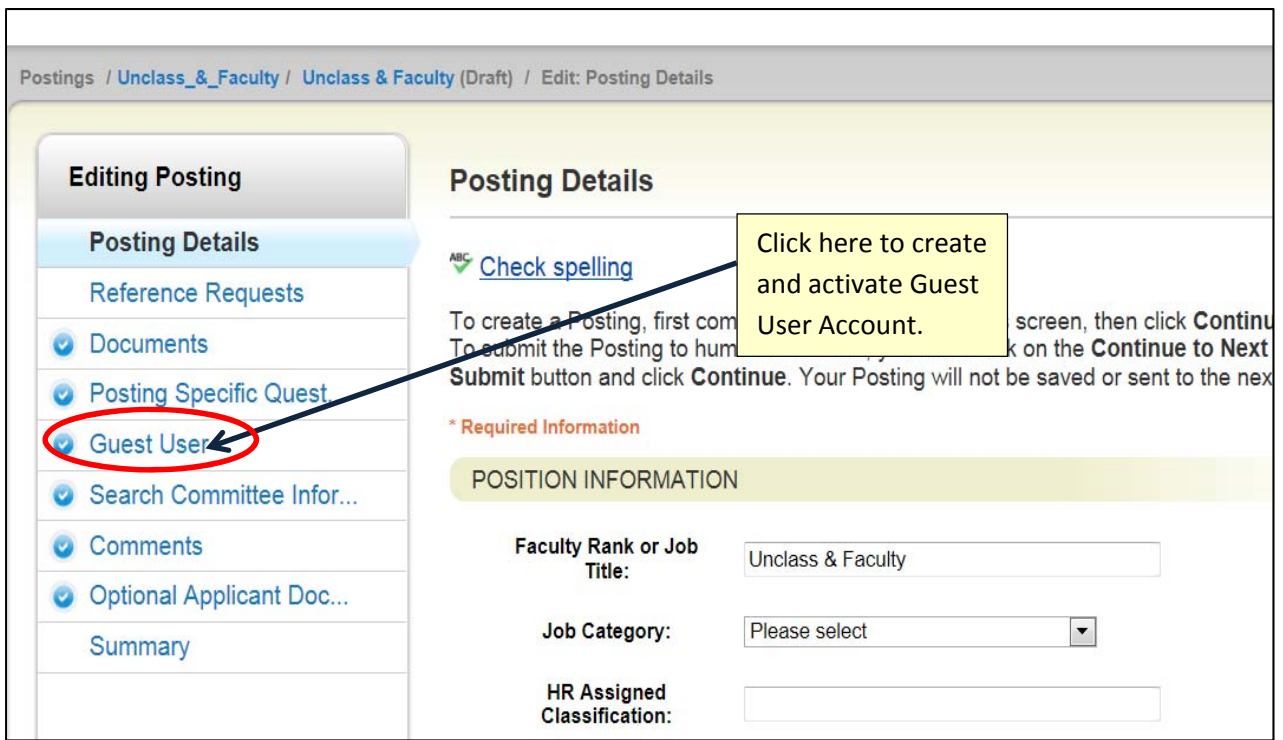
14. To create a new question, click 'Add a new one', then 'Submit'.

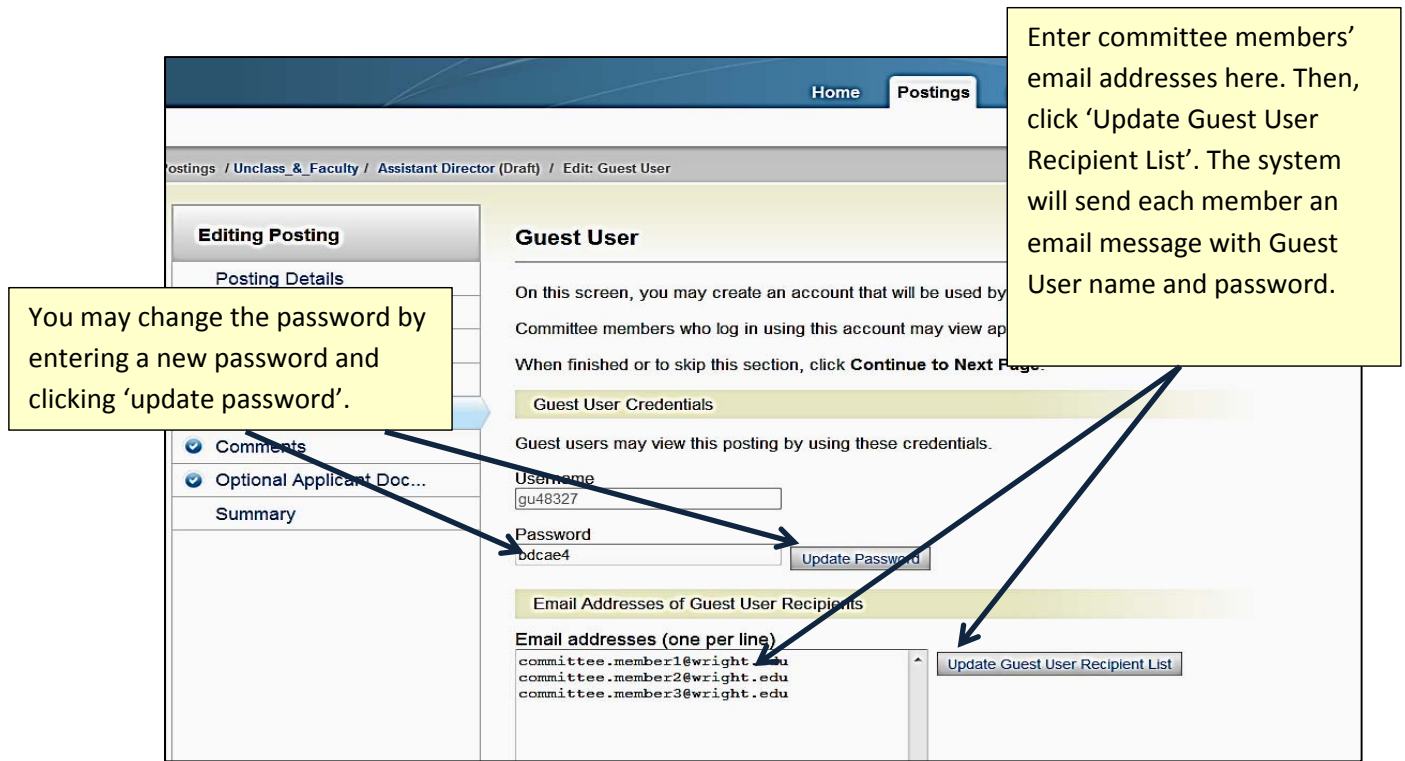




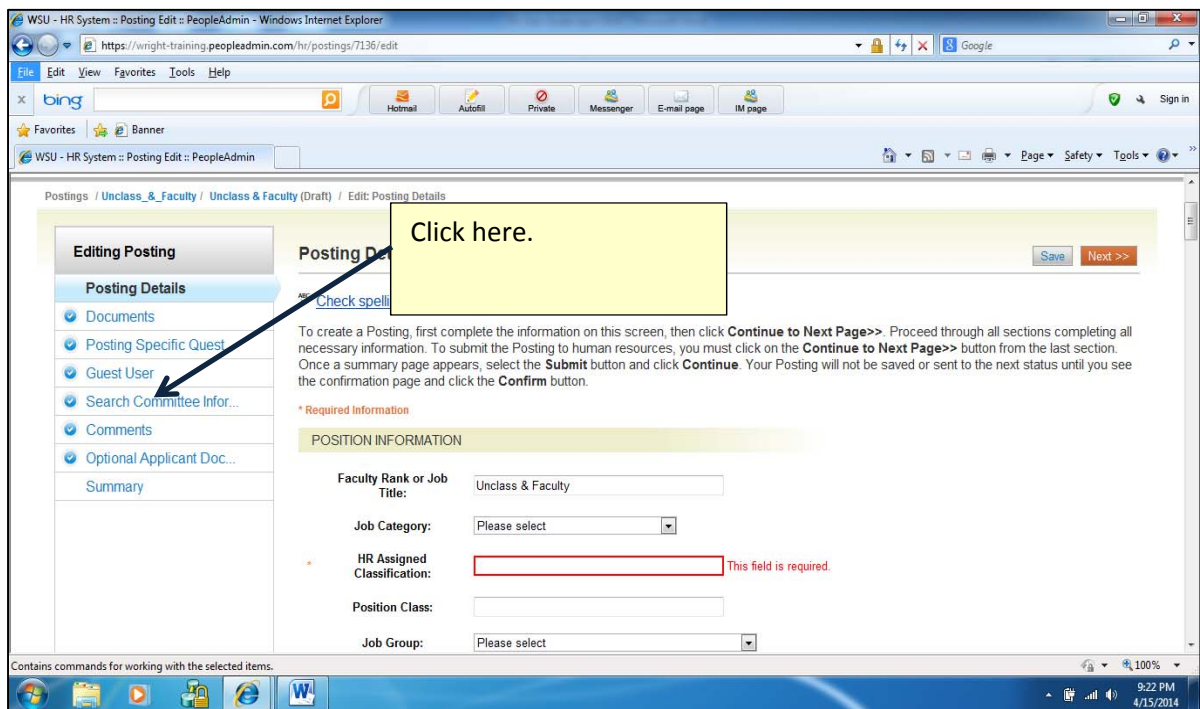


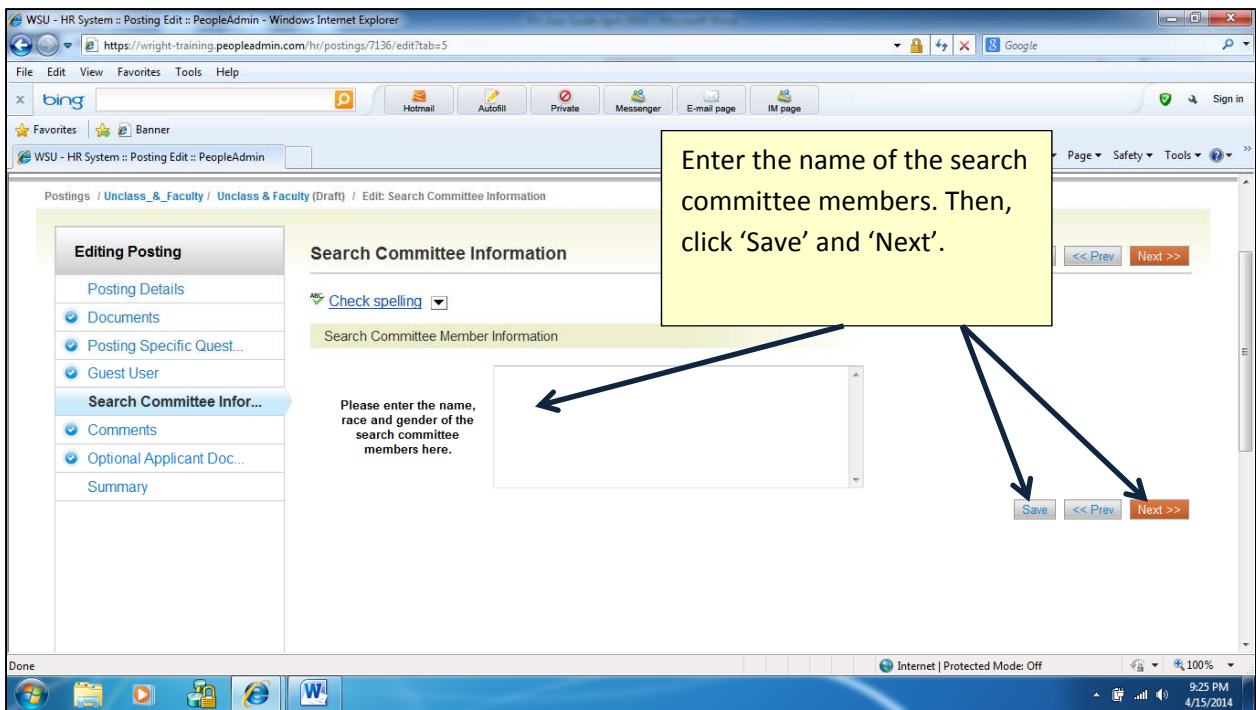
16. **Guest User:** On this page, you will create an account that will be used by the search committee members. Please note that Guest Users have 'read only' access to the system and are not able to make changes in applicant statuses. Once a position is filled, the Guest User name and password are deactivated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



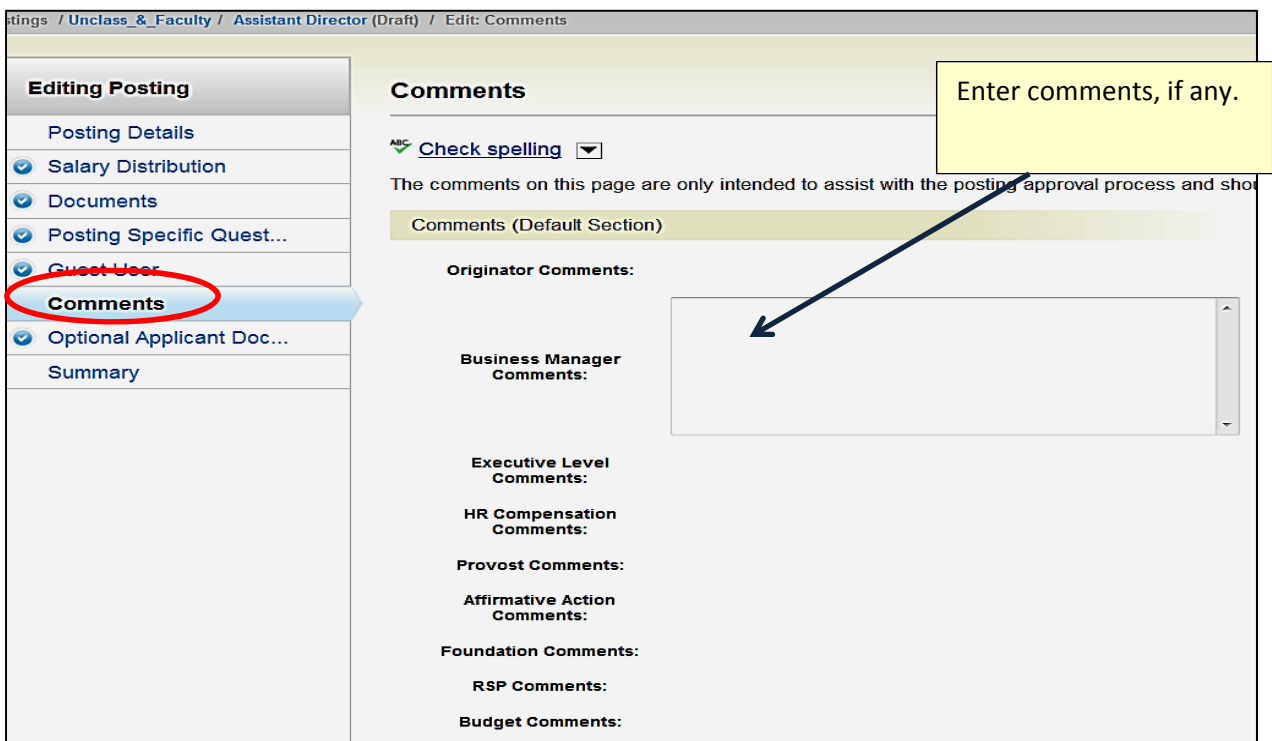


17. **Search Committee Information:** This page is used to enter the name of the search committee members. Click on 'Search Committee Information' tab. Then, enter the information in the field. Click on 'Save', then, 'Next' to move to the next page.





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.

Order	Name	Not Used	Optional	Required
1	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Resume/Cv	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	References	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Other Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Other Document 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Other Document 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other Document 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Other Document 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

Posting: Assistant Director (Unclass_ & F)
Current Status: Draft
Position Type: Unclass_ & Faculty
Department: General Cost Recovery
Created by: test test
Owner: test test

Summary | History | Settings

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** on the left menu. You may add a Comment to the posting and also add this posting to your **Watch List**. To submit your posting, click on the **Submit** button.

To edit the posting, click on the **Section Name** in the **Summary** Section. This will take you directly to the **Posting Page** to Edit. To exit the posting without making a change, click on the **Cancel** button.

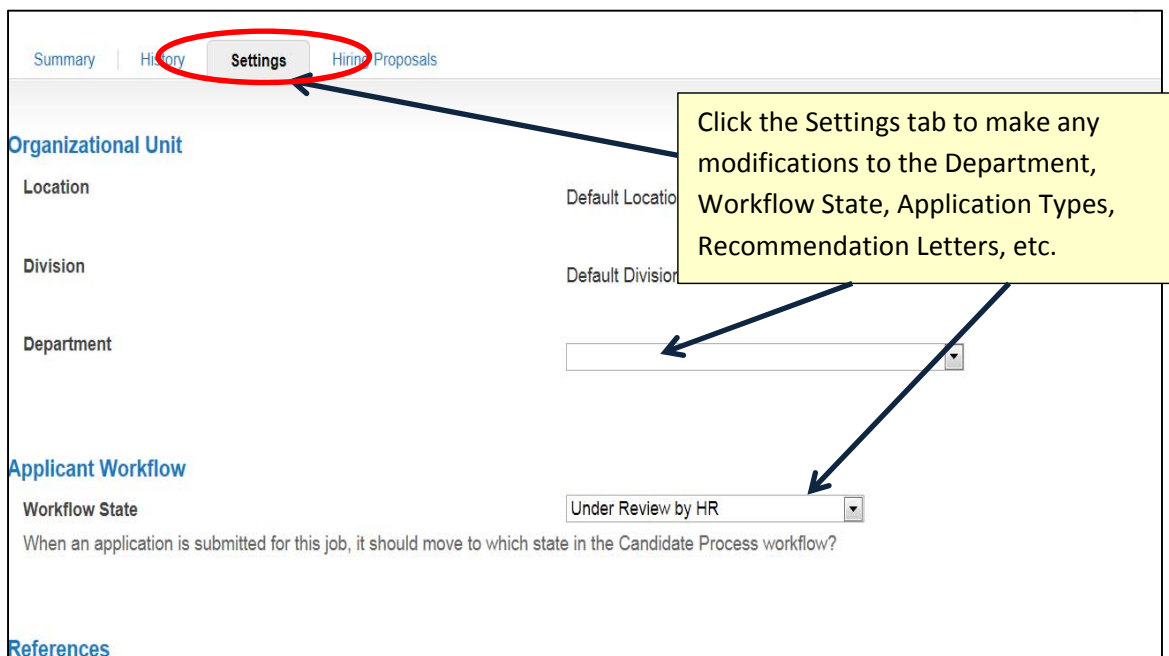
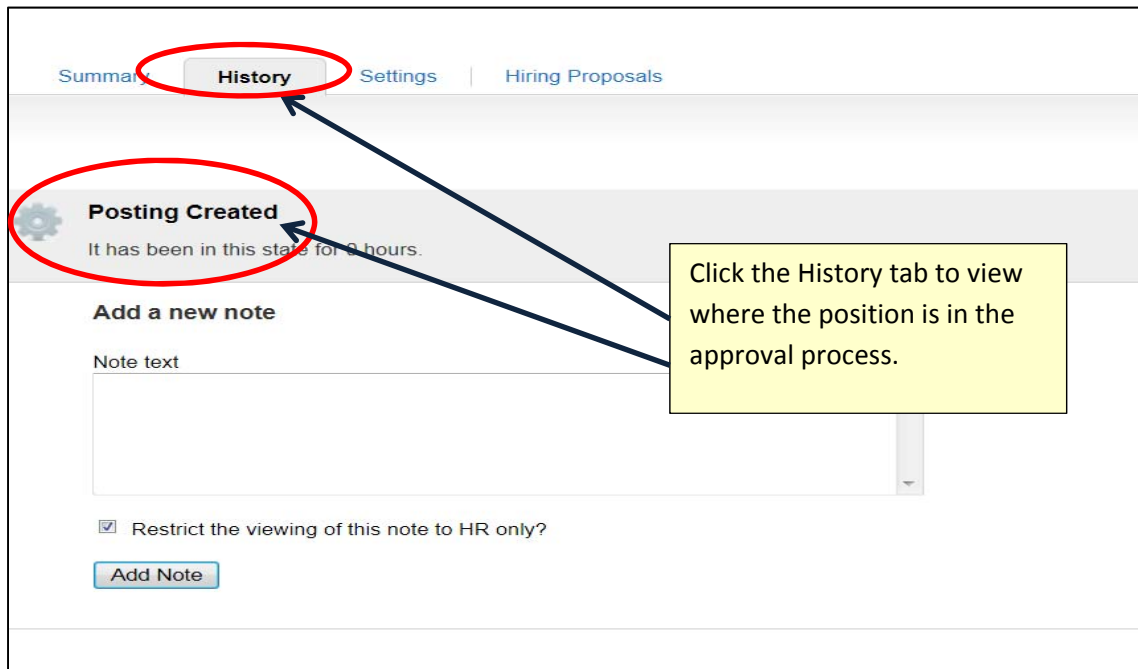
Posting Details **Edit**

POSITION INFORMATION

Faculty Rank or Job Title: Assistant Director

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.

Quick Link <http://jobs.wright.edu/postings/9851>

Reference Requests [Edit](#)

Reference Request Details

Accept Recommendation Letters?	
Minimum Recommendation Letter Requests	
Maximum Recommendation Letter Requests	

Documents [Edit](#)

No documents have been attached.

Posting Specific Questions [Edit](#)

Required fields are indicated with an asterisk (*).

Guest User [Edit](#)

There is no guest user set up for this posting.

Click the History tab to view where the position is in the approval process.

Click the Settings tab to make any modifications to the application types, recommendation letters, etc.

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.

Click one of the options.

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Add a Comment to the posting and also add this posting to your **Watch List**. When you are ready to

you directly to the **Posting Page** to **Edit**. To exit the posting without making any changes, click **Cancel**

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.

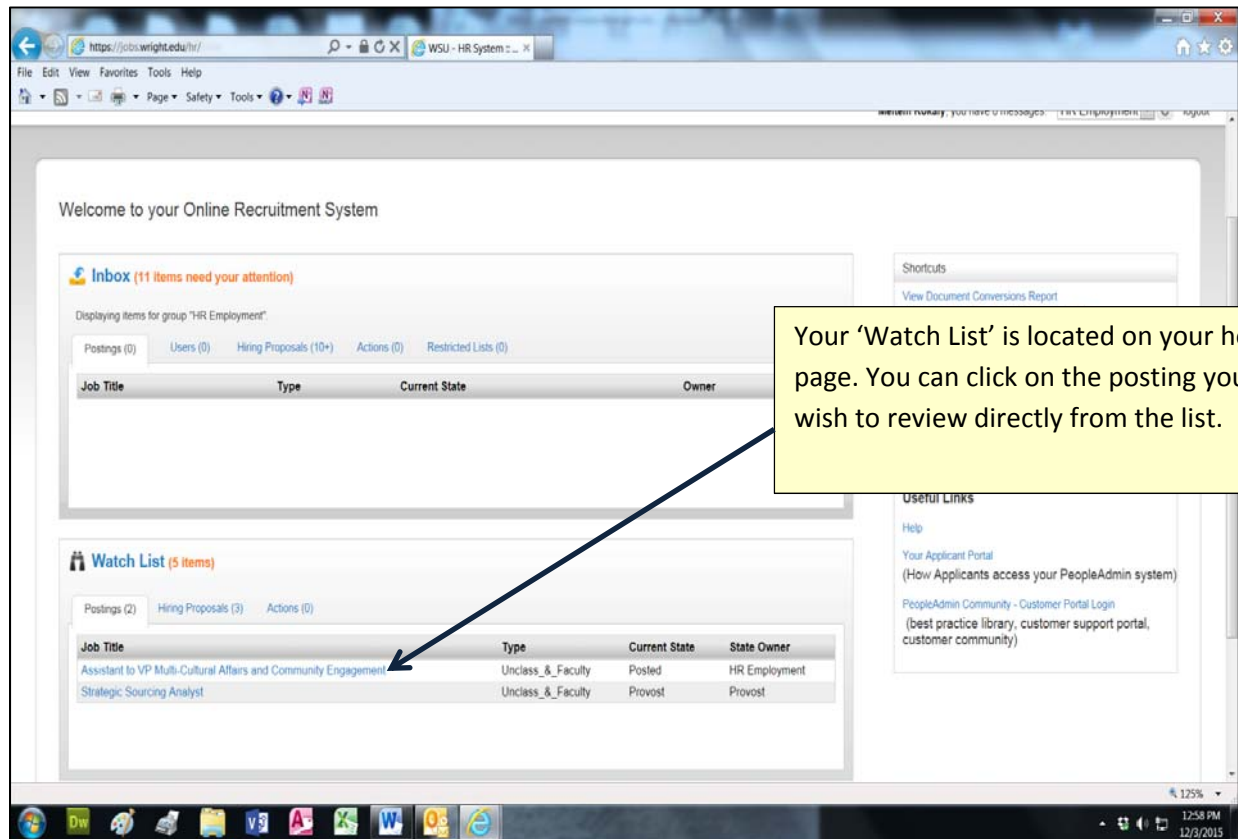
Roll over the 'Take Action on Posting' button and choose one of the options.

nt to the posting and also add this posting to your **Watch List**. When you are ready to

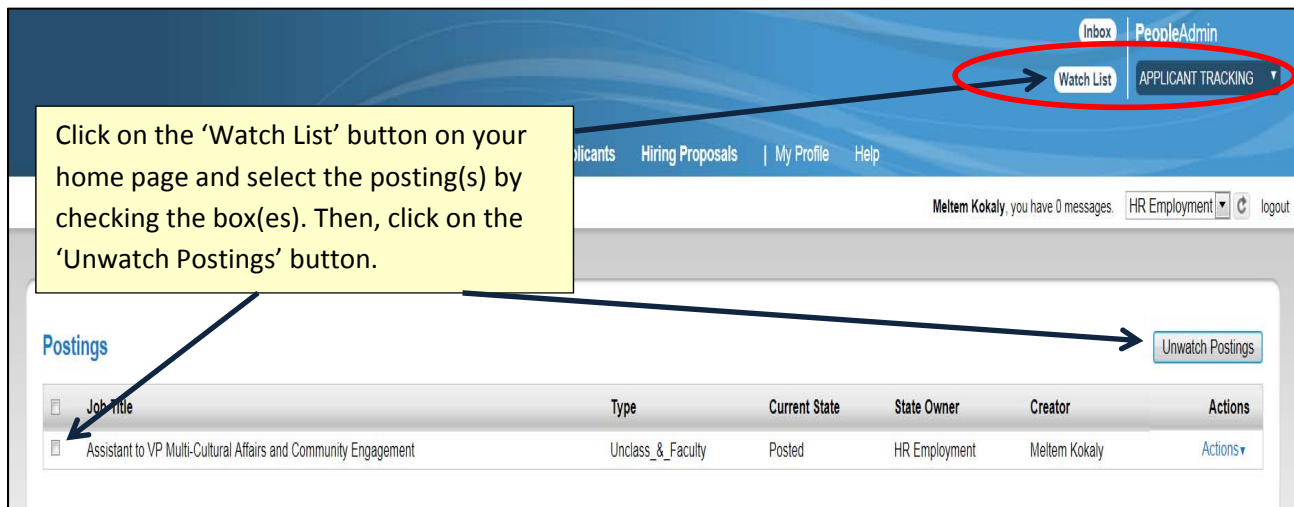
the **Posting Page** to **Edit**. To exit the posting without making any changes, click **Cancel**

Enter any necessary comments in the text field before clicking on 'Submit'. Make sure the box is checked to add the posting to your watch list. Then, click on 'Submit'.

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.



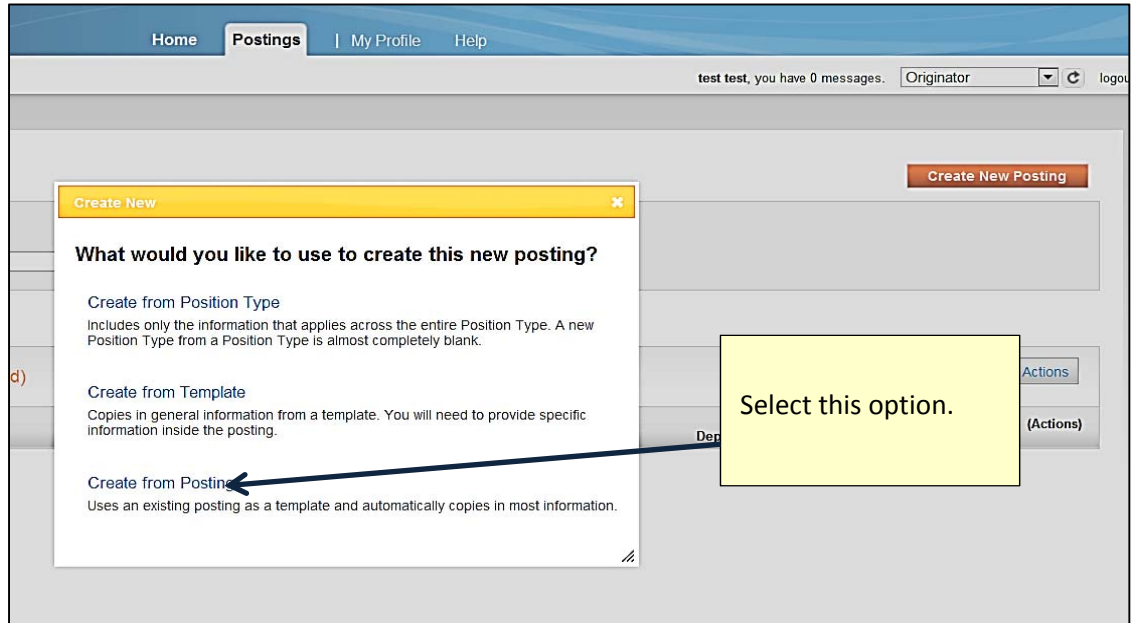
26. To **remove a posting** from your 'Watch List', simply click on the 'Watch List' button at the very top of the screen; select the posting(s) you want to remove by checking the boxes. Then, click on the 'Unwatch Postings' button.



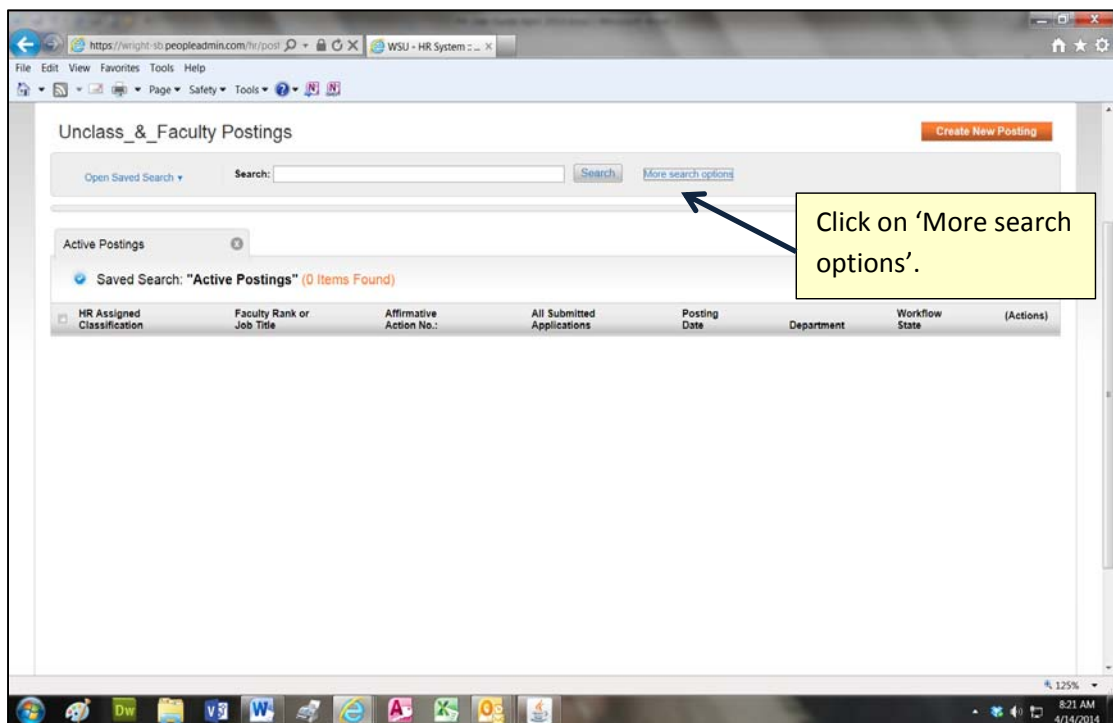
27. Once a position goes through the approval process, and is approved by all parties, HR Employment posts and advertises the position.

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'.

Unclass_& Faculty Postings

Search: [] [Search] Hide search options

Add Column: Add Column

HR Assigned Classification: Physical Plant Administration

Department: []

Workflow State: Approved-Pending
Posted
Closed/Removed from Web
Position Filled

Posting Number: []

Affirmative Action No.: []

Active Postings

Saved Search: "Active Postings" (0 Items Found) [Actions]

HR Assigned Classification	Faculty Rank or Job Title	Affirmative Action No.	All Submitted Applications	Posting Date	Department	Workflow State	(Actions)
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Scroll until you find 'Position filled' workflow state, and click to highlight. Then, click on 'Search' button.

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

Unclass_& Faculty Postings

Search: [] [Search] Hide search options

Add Column: Add Column

HR Assigned Classification: Physical Plant Administration

Department: []

Workflow State: Closed/Removed from Web
Position Filled (No Applicant)
Position Filled
Reposted

Posting Number: []

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Ad hoc Search

Active Postings

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HR Assigned Classification	Faculty Rank or Job Title	Affirmative Action No.	All Submitted Applications	Posting Date	Department	Workflow State	(Actions)
Custodial Services Worker	Custodial Services Worker	12C077	78	02/15/2012	Physical Plant Administration	Position Filled	[Actions] View Posting Create From

Roll over the 'Actions' button, then, click 'Create From'.

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

Position Approval Process

