

PeopleAdmin

Search Process and Hiring Proposal User Guide

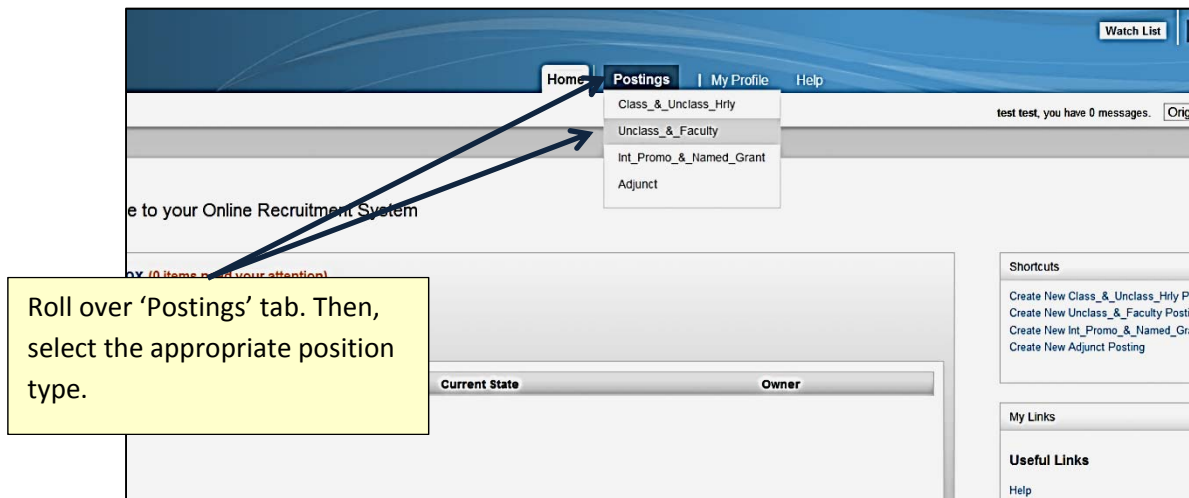
WRIGHT STATE UNIVERSITY

December 2015

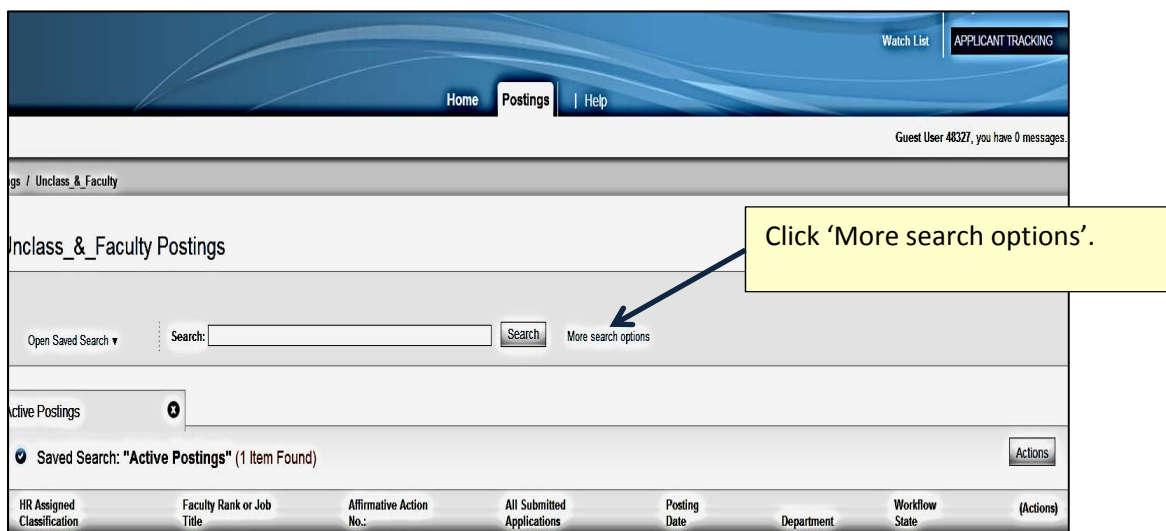
Authored by: Human Resources

Reviewing Applications Guide For Originators

1. To view your posting and the applications/materials, login 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:

HR Assigned Classification:

Department:

Workflow State:

Affirmative Action No.:

Posting Number:

Active Postings 3

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

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

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.

Home | **Postings** | My Profile

Postings / [Unclass_&_Faculty](#) / [Assistant Director \(Posted\)](#) / Summary

Posting: Assistant Director (Unclass_&_Faculty)
Current Status: Posted
 Position Type: **Unclass_&_Faculty** | Created by: **test test**
 Department: **General Cost Recovery** | Owner: **HR Employment**

Summary | History | **Applicants** | Reports

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. 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 Details** page.

[Posting Details](#)

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, click on the name of the applicant.

Posting: Assistant Director (Unclass_&_Faculty)
Current Status: Posted
 Position Type: **Unclass_&_Faculty** | Created by: **test test**
 Department: **General Cost Recovery** | Owner: **HR Employment**

Summary | History | **Applicants** | Reports

Open Saved Search ▼ | Search: | | More search options

Active Applicants

[Saved Search: "Active Applicants"](#) (3 Items Found)

<input type="checkbox"/>	Full Name	Workflow State (Internal)	Workflow State
<input type="checkbox"/>	wsu, user1	Under Review by School/College/Dept	In Progress
<input type="checkbox"/>	wsu, user2	Under Review by School/College/Dept	In Progress
<input type="checkbox"/>	wsu, user3	Under Review by School/College/Dept	In Progress

- 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 12:45:26 (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 link.

- To view an applicant's recommendation letters, go to the 'Recommendations' tab, then click on the name of each reference in order to view the recommendation letters. If one or more recommendation letter(s) have not been submitted, you have the option to send the reference(s) an automated email message reminding them to upload their recommendation letter by clicking on the (Resend) link.

Full name: test test
Address: test
Username: test1234
Email: emailaddress@zed.zed
Phone (Primary): 999-999-9999
Phone (Secondary):
Position Type: Unclass_&_Faculty
Department: Bursar

Created by: test test
Owner: Originator

[Summary](#) **Recommendations (0 of 3)** [History](#) [Reports](#)

Recommendation Requests

Name	Email	Notified?
Reference 1	nobody@wright.edu	11/09/2014 10:45 AM (Resend)
Reference 2	nobody@wright.edu	11/09/2014 10:45 AM (Resend)
Reference 3	nobody@wright.edu	11/09/2014 10:45 AM (Resend)

Recommendations

No recommendations have been submitted for this application.

To view/review recommendation letters, click on 'Recommendations' tab, then click on the name of the reference.

If the application is missing one or more recommendation letter(s), then click on the (Resend) link, which will send the reference an automated email message reminding them to upload their recommendation letter.

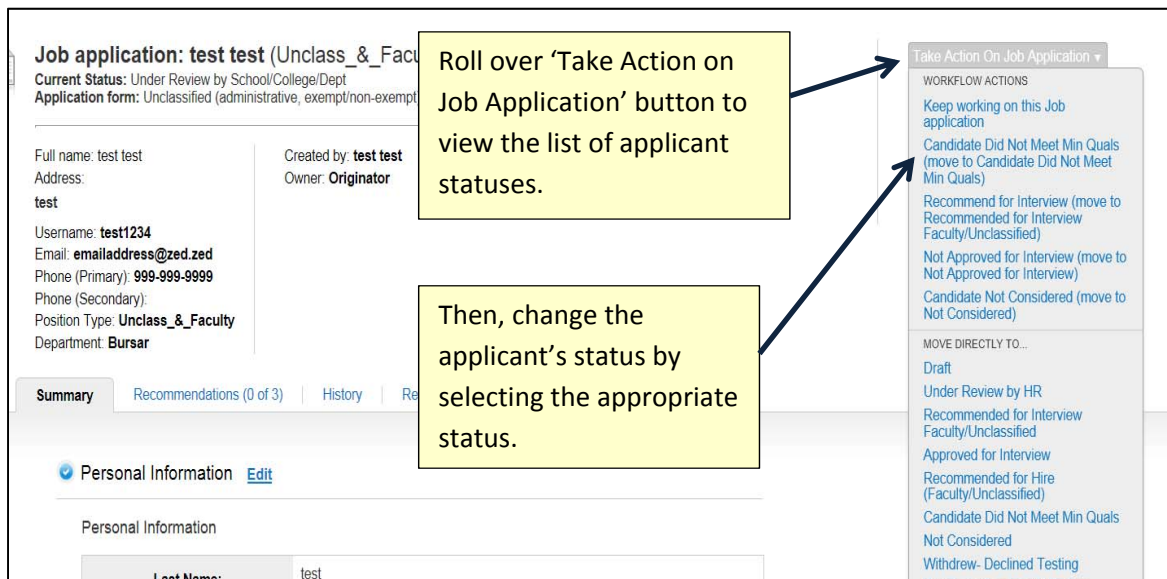
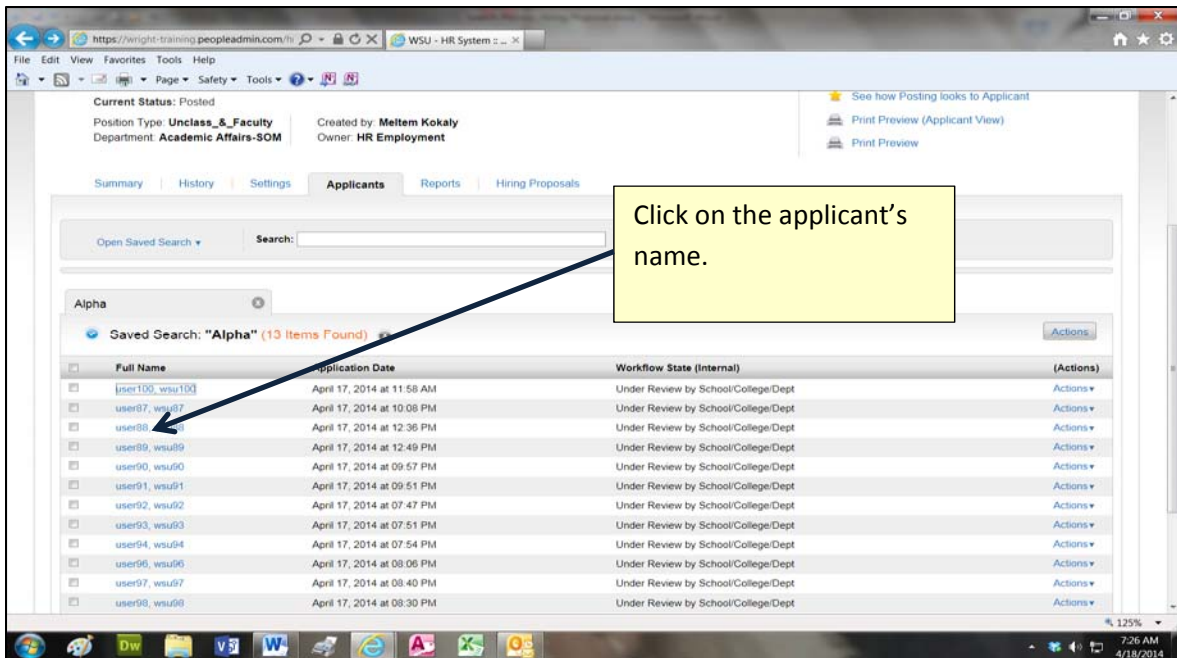
10. To export applicant data into Excel, select applications by checking the boxes next to the names; then go to 'Action' button on the right, then click on 'Export results' link.

The screenshot shows the 'Applicant Listing' page in PeopleAdmin. At the top, there are search filters for 'First Name', 'Last Name', 'App Draft', and 'Workflow State'. Below this is a 'Saved Search: "Applicant Listing" (5 Items Found)' section. The main area contains a table with columns: 'Full Name', 'Application Date', and 'Workflow State (internal)'. The first three rows of the table have checkboxes in the 'Full Name' column that are checked. To the right of the table is an 'Actions' button. A yellow callout box with a black border contains the text: 'To export applicant data into Excel, check the box in the column header to select all applicants. Next, click 'Actions' button, then select 'Export Results' link.' Two arrows point from this box: one to the checkbox in the 'Full Name' column header, and another to the 'Export results' link in the 'Actions' dropdown menu. The 'Actions' dropdown menu is open, showing options under 'GENERAL' (Review Screening Question Answers, Download Screening Question Answers, Export Applicants without Email, Export results) and 'BULK' (Move to Posting, Move in Workflow, Email Applicants, Download Applications as PDF, Create Document PDF per Applicant, Reactivate Applications). The PeopleAdmin logo and tagline 'Better Talent. Better Future.' are at the bottom left. The bottom right shows 'Last refresh: 06/17/2013 12:11 PM'.

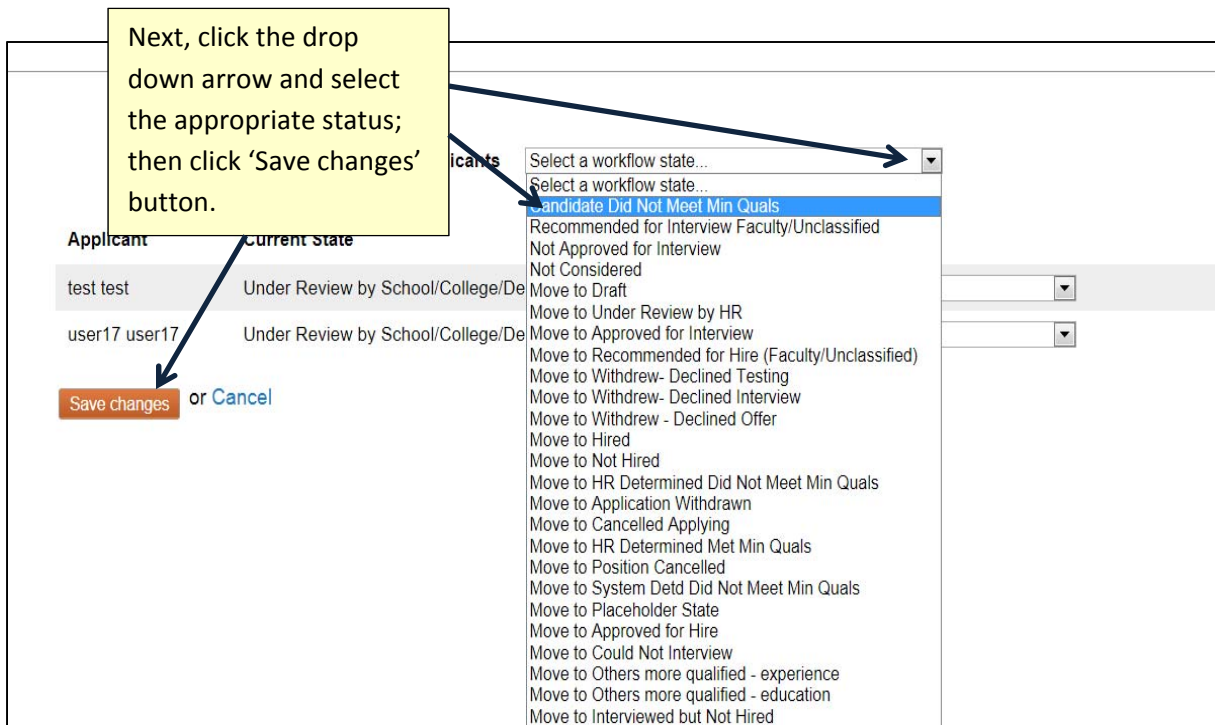
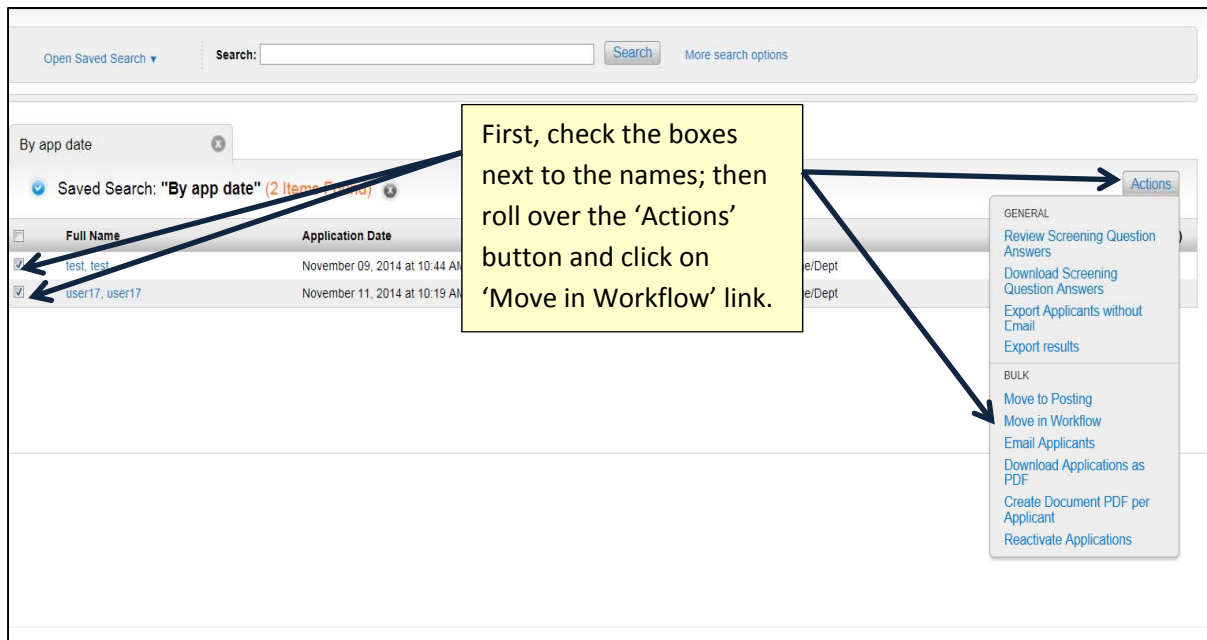
<input type="checkbox"/>	Full Name	Application Date	Workflow State (internal)
<input checked="" type="checkbox"/>	Poborsky, Shorman	June 17, 2013 at 02:40 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Whiplash, Snicker	June 17, 2013 at 02:58 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Jelson, George	June 17, 2013 at 03:16 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Doer, Jane	June 17, 2013 at 03:19 pm	Under Review by School/College/Dept
<input type="checkbox"/>	Million, Hundred	June 17, 2013 at 03:28 pm	Under Review by School/College/Dept
<input type="checkbox"/>	Miss, Missy	June 17, 2013 at 03:44 pm	Under Review by School/College/Dept

Search Process and Hiring Proposal

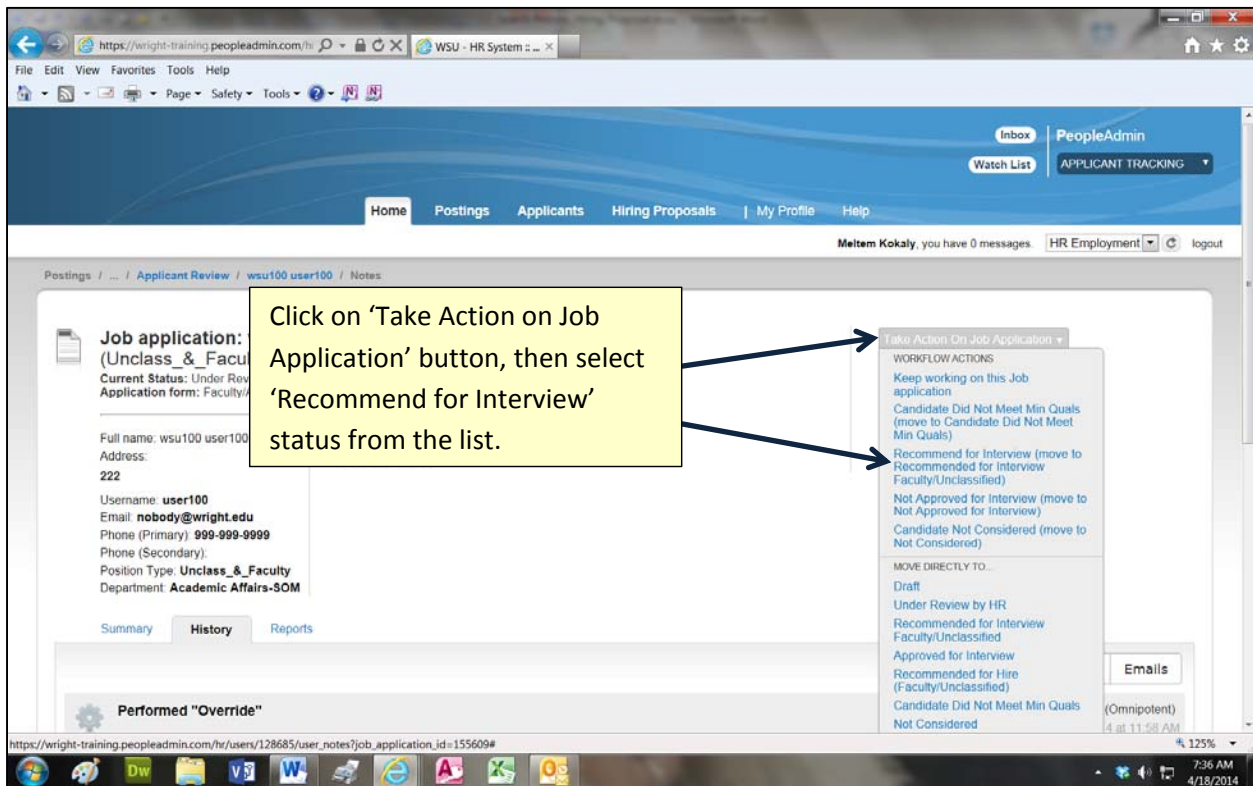
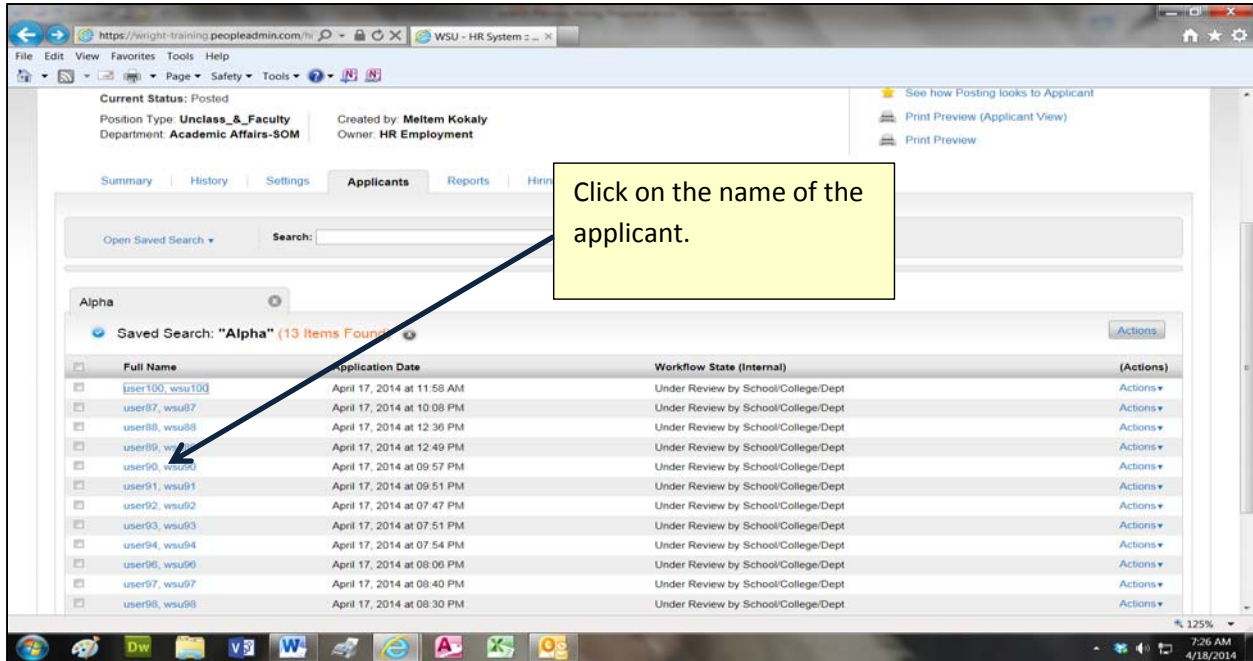
1. **Step 1:** Before contacting applicants for an interview, an approval from the Office of Equity and Inclusion must be obtained. The first step is to move all applicants who applied by the first consideration date to an appropriate status. For the list of application statuses, refer to page 17 of this guide.



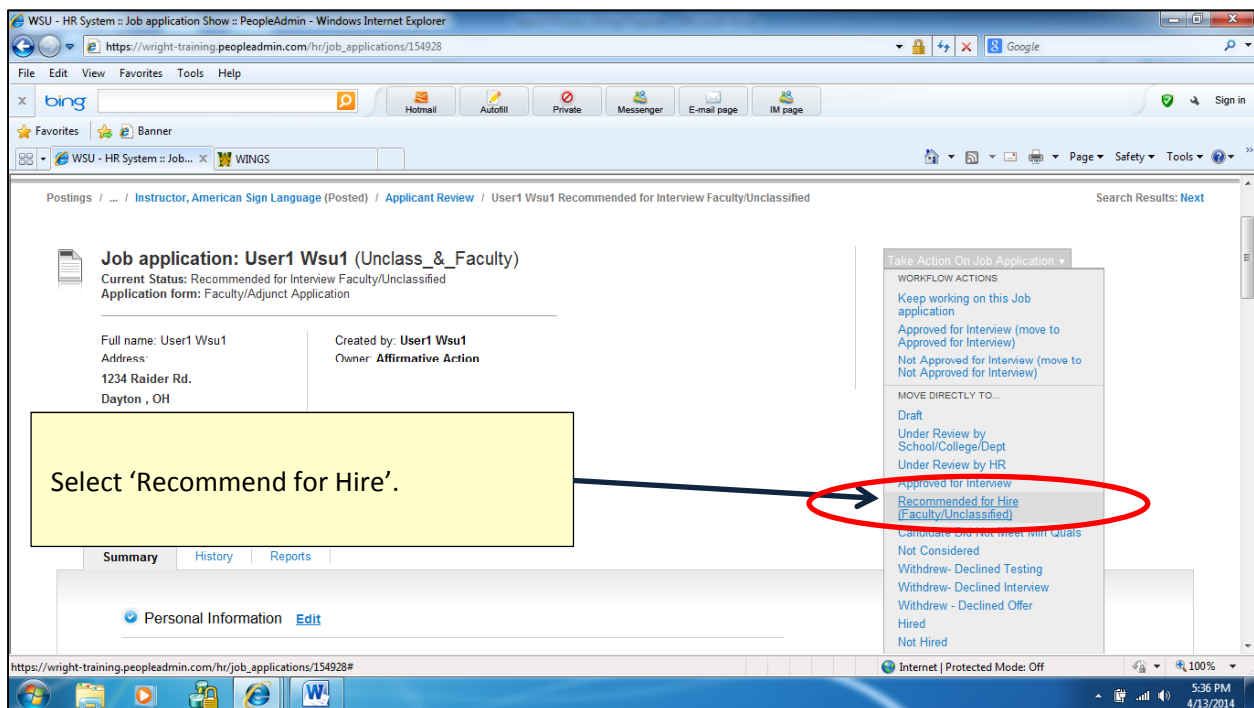
2. To change multiple applicants' statuses all at once, select the applicants with the same statuses by clicking the boxes next to the names, then roll over the 'Actions' button, and select the appropriate status. Keep in mind that bulk transition takes time to update; therefore, you may not see the update right away.

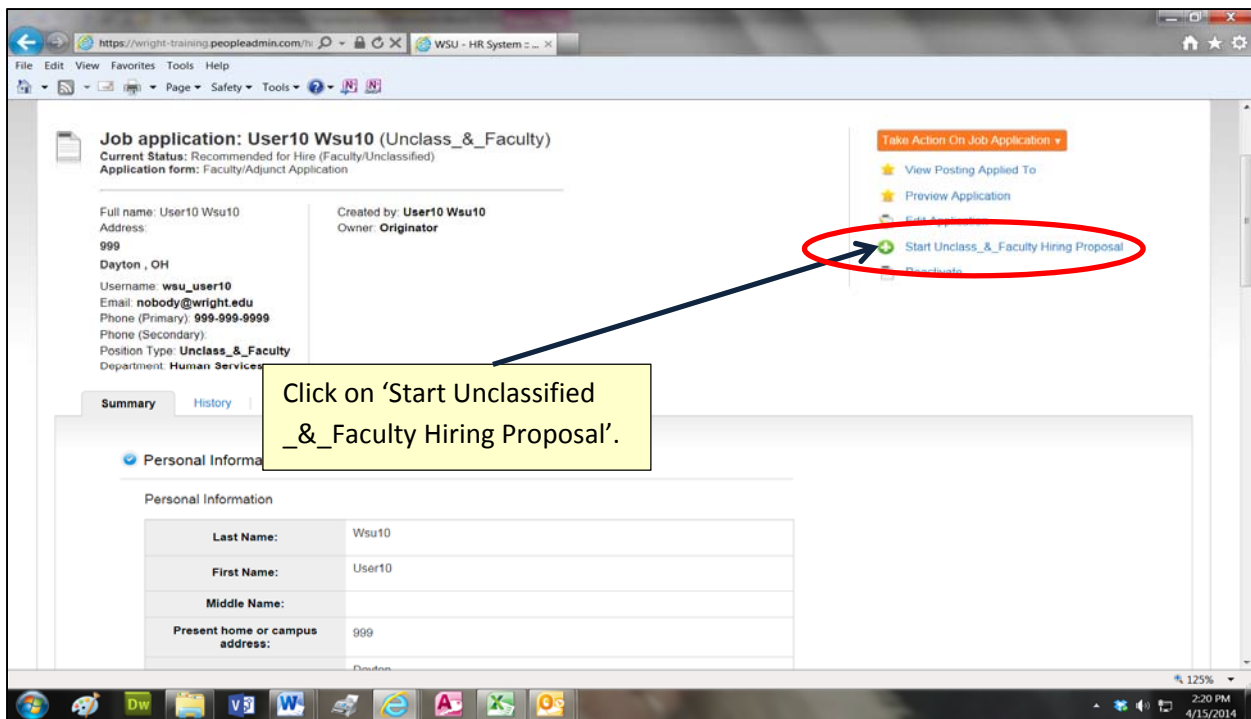


3. **Step 2:** The second step is to submit the applicants to be interviewed to Office of Equity & Inclusion for approval. Click on the name of the applicant. Then, click on the 'Take Action on Job Application' button, and select 'Recommend for Interview' status from the list.

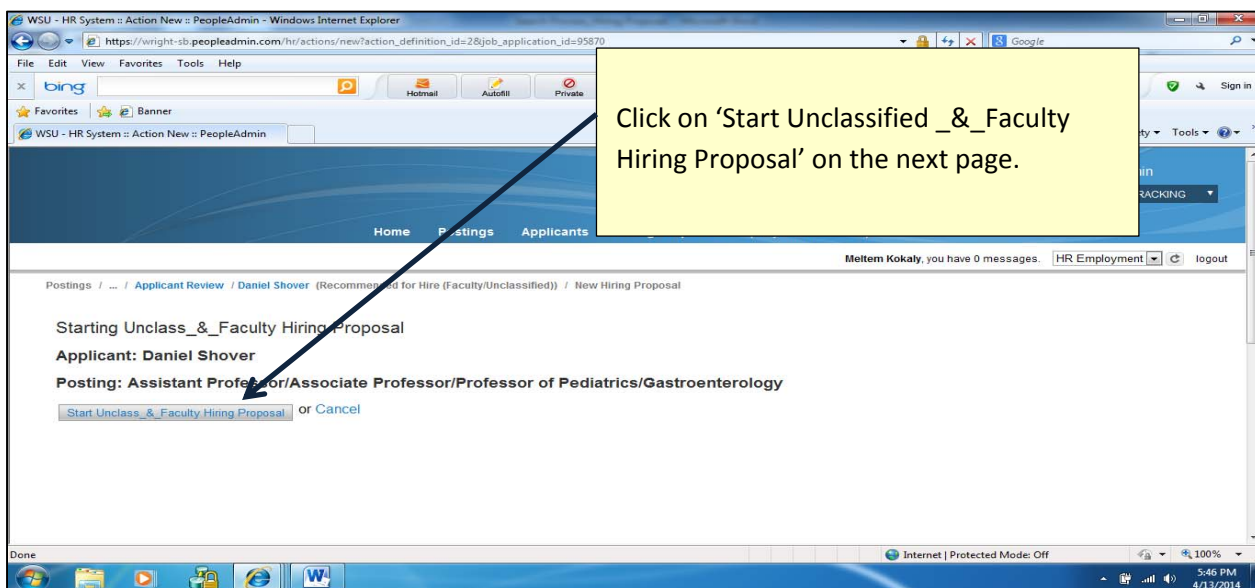


4. Selecting 'Recommend for Interview' status will trigger and send an email to the Office of Equity & Inclusion. Once Office of Equity and Inclusion approves applicants for interview, the system will trigger and send you an email notifying you that the applicant(s) have been 'Approved for Interview'.
5. **Step 3:** The third step is the interview process. Once the interviews have been conducted and a finalist has been selected by the search committee, go back to the individual's applicant.
6. **Step 4:** The fourth step is to initiate the 'Hiring Proposal'. To initiate the Hiring Proposal, click on the 'Take Action on Job Applicant' button, then select 'Recommend for Hire'. Upon changing the status of the application, the 'Hiring Proposal' task with a green plus + sign will appear on the right hand side of the application. Click on the 'Start Hiring Proposal' to begin the Hiring Proposal process.

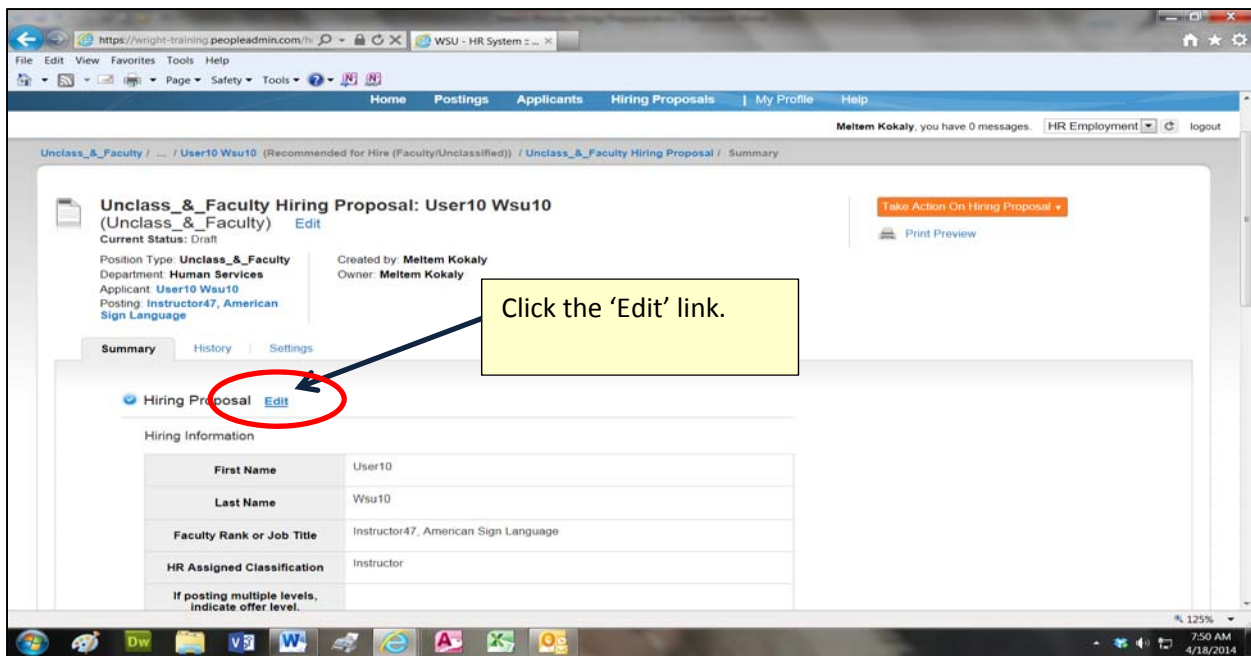




- Click 'Start Unclassified_&_Faculty Hiring Proposal' button on the next page.



- Click on 'Edit' link to edit the fields. Complete all the required fields with red asterisk. For faculty positions that are posted with multiple ranks, enter the rank to be offered.
- Then, enter the proposed salary or the hourly rate in the 'Proposed Annual or Hourly Rate' field. No compensation should be discussed with the applicant prior to Compensation approval.
- If a higher annual salary or hourly rate is proposed, a justification MUST be entered in the 'Justification' field. Without justification, proposals will be returned back to you. Then, click on 'Save' and 'Next'.



Last Name: Wsu10

Faculty Rank or Job Title: Instructor, American Sign Language

HR Assigned Classification: Instructor

If posting multiple levels, indicate offer level.
I.E. Assistant or Associate Professor

Organization name: College of Education and Human Services

Affirmative Action No.: 17Y039

Position Class: LF003

FTE: 100%

Salary Band: Negotiable

Minimum Annual or Hourly Rate: No Compensation should be discussed with an applicant prior to Compensation approval

Proposed Annual or Hourly Rate: No Compensation should be discussed with an applicant prior to Compensation approval

Justification for Proposed Annual or Hourly Rate: No Compensation should be discussed with an applicant prior to Compensation approval

Length of Appointment: Special contract and renewable

If special contract:

11. Enter additional comments, if any, in the 'Comments' field.

WSU - HR System

NBAPOSN Number 999569

NBAPOSN Number Notes:

Minimum Qualifications Master's Degree; Registry of Interpreters for the Deaf (RID) certification and/or certification; minimum two (2) years experience teaching post-secondary American Sign Language courses; university experience in curriculum development and evaluation.

Preferred Qualifications Master's in Interpreting, Deaf Studies, Linguistics, or related area; five (5) year Language courses; university experience in curriculum development and evaluation.

Essential Functions and percent of time Teaching (60%); Teaching courses in the American Sign Language and related courses; Advising (15%); Advise students in the ASL and SLI programs; Service (25%); Engage in curriculum development and related activities, parts appropriate.

Comments/Conditions

Save Next >>

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12. When complete, click on 'Save', then, 'Next' to go the next page.

WSU - HR System :: Action Edit :: PeopleAdmin - Windows Internet Explorer

https://wright-training.peopleadmin.com/hr/actions/4/edit

File Edit View Favorites Tools Help

bing

Hotmail AutoFill

WSU - HR System :: Action Edit :: PeopleAdmin

Actions / ... / Unclass_& Faculty Hiring Proposal / / Edit

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Summary

Hiring Proposal

Check spelling

Hiring Information

First Name User1

Last Name Wsu1

Faculty Rank or Job Title Instructor, American Sign Language

HR Assigned Classification Instructor

If posting multiple levels, indicate offer level. I.E. Assistant or Associate Professor

Organization name College of Education and Human Services

Affirmative Action No. 17Y039

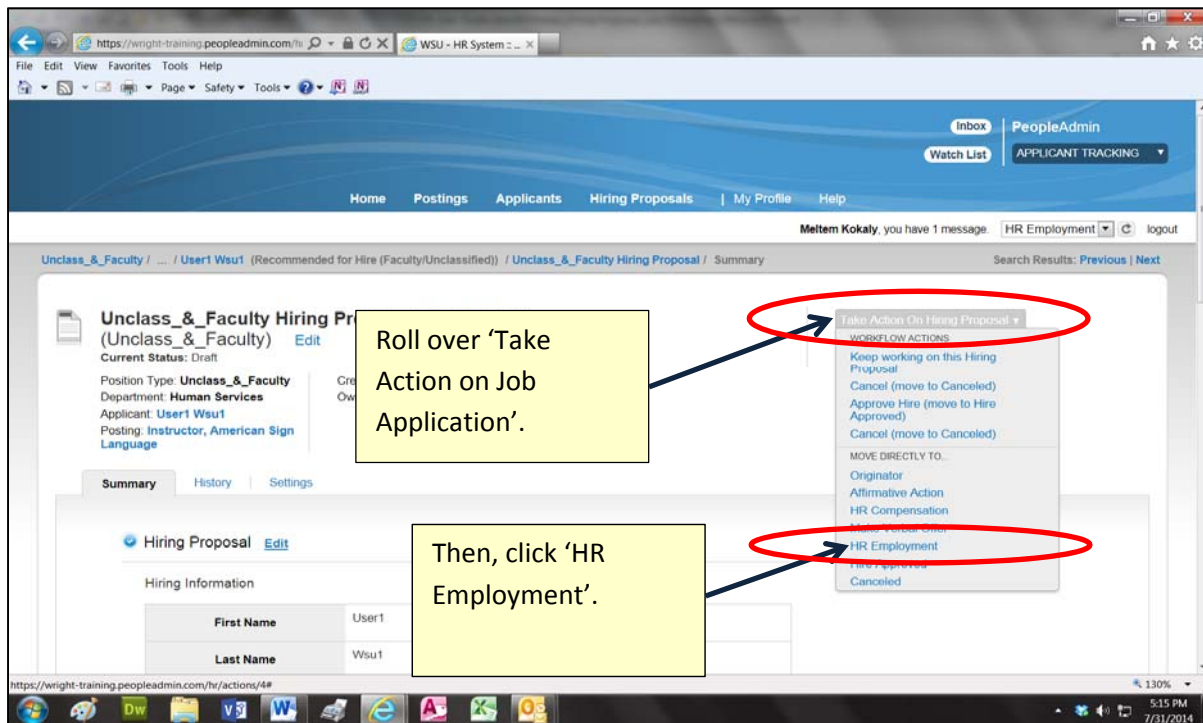
Position Class I F001

Save Next >>

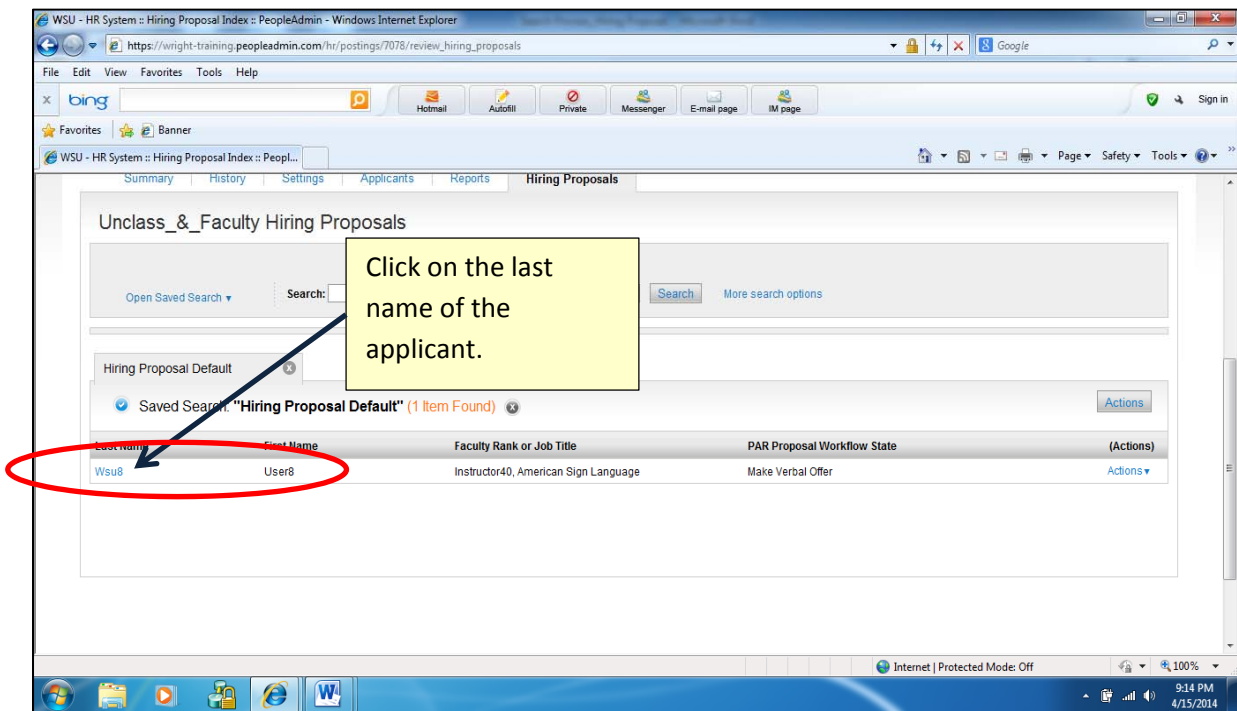
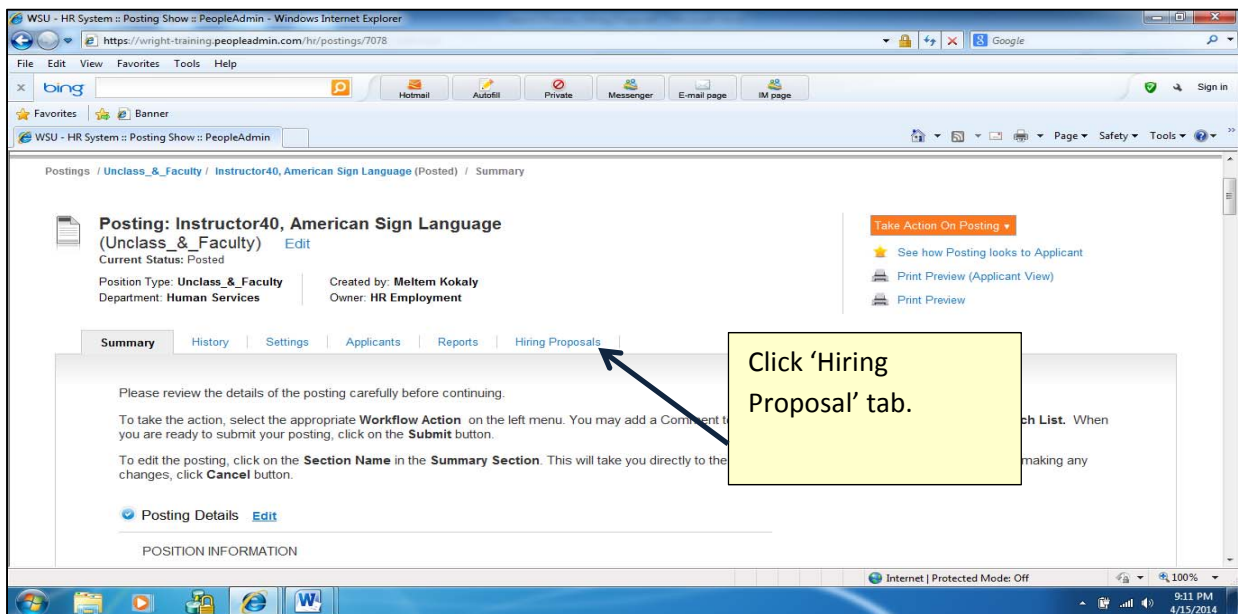
Internet | Protected Mode: Off 100%

6:39 PM 4/15/2014

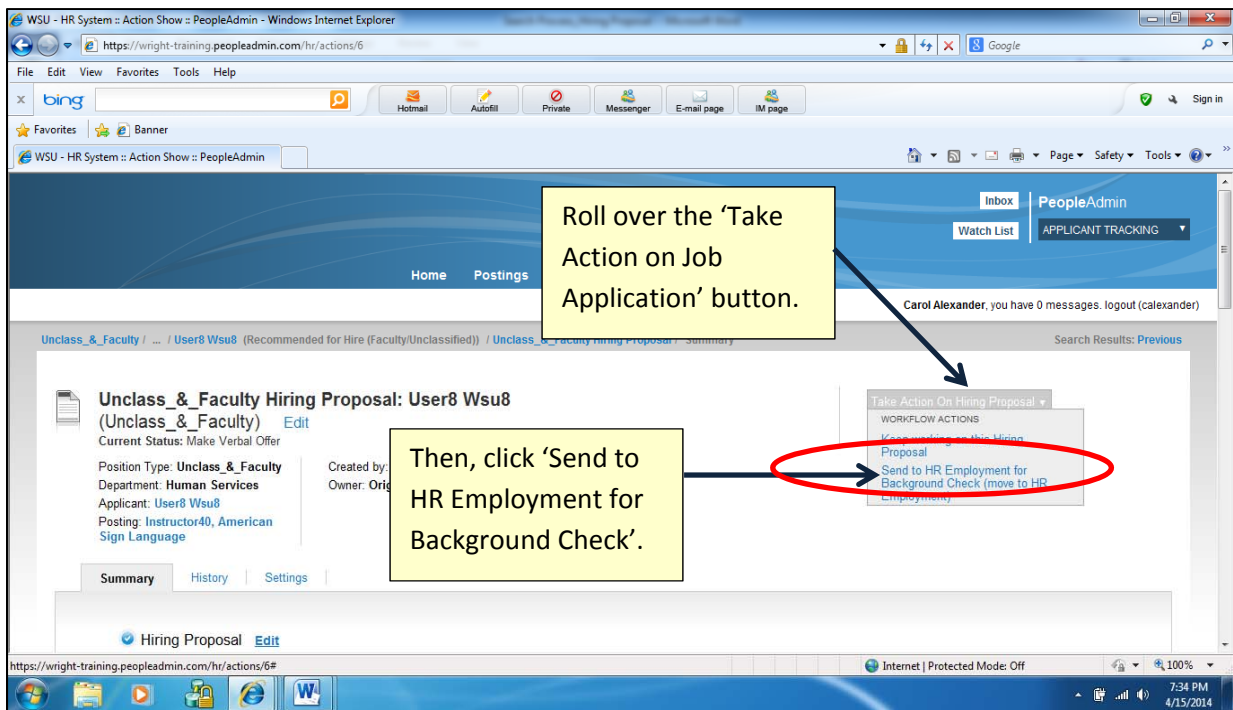
13. Once on the Summary Page, roll over the 'Take Action on Job Application' button, and then click 'Submit to HR Employment'. This action will trigger and send an email to HR Employment.



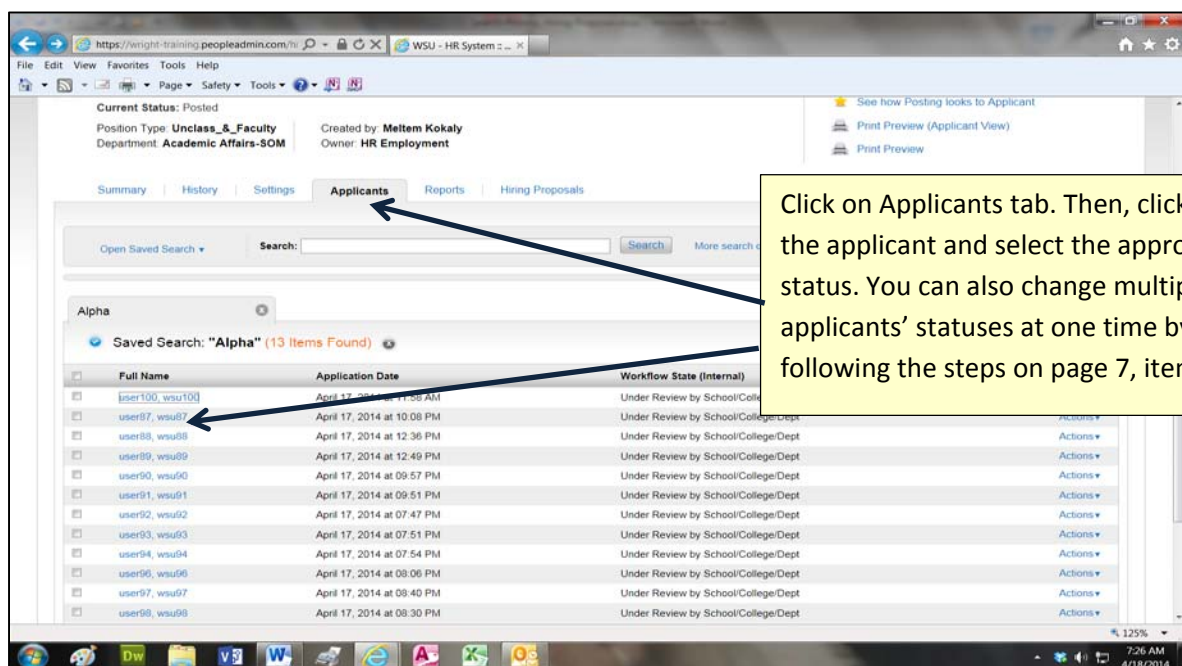
14. Once HR Employment approves the Hiring Proposal, an email will be triggered and sent back to you with a notification that you may now 'Make a Verbal Offer'.
- a. If a higher salary or hourly rate is being proposed, HR Employment will send the Hiring Proposal to 'HR Compensation' for further approval.
 - b. If HR Compensation approves your proposed salary or hourly rate, the Hiring Proposal will be sent back to you with an email notification that you may now 'Make a Verbal Offer'.
 - c. **If HR Compensation does not approve your proposed salary or hourly rate, Compensation will contact you via email or phone to discuss the appropriate salary or hourly rate to be offered.**
15. **Step 5:** Once you receive the 'Make a Verbal Offer' notification, make an offer contingent on background check and education verification. If your offer is accepted, go to posting and click on the 'Hiring Proposal' tab. Then, click on the applicant's name.



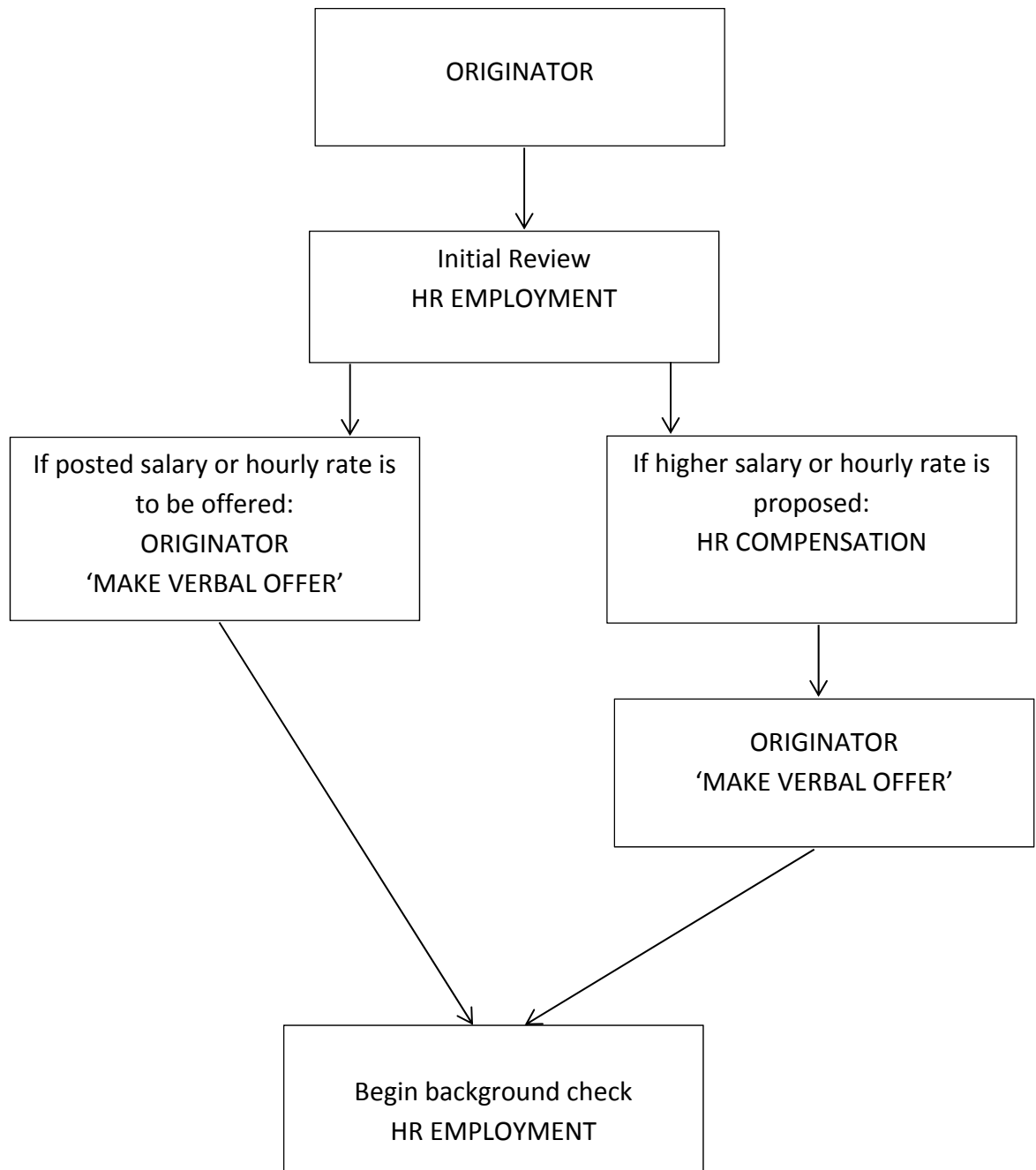
- Then, roll over the 'Take Action on Job Application' button and click 'Send to HR Employment for Background Check' to change the application's status and to complete the process.



17. **Last Step:** The last step is changing the statuses of the remainder applicants in the pool. Use one of the statuses listed on page 17 of this guide when changing the applicants' statuses. You can also change multiple applicants' statuses at one time by following the steps on page 7, item #2. Please note only applicants with the same statuses can be changed at one time.



Hiring Proposal Approval Workflow



Applicant Statuses

Applicant Statuses	When to use
Does not Meet all Required Qualification	When the applicant does not meet the minimum education and/or experience requirements
Recommend for Interview	When the applicant is selected for an interview
Candidate Not Considered	When the applicant applies after the first consideration date OR if an external applicant applies for an internal posting
Qualified but Not Interviewed	When applicant meets all the required qualifications, but he/she is not selected for an interview
Interviewed but Not Hired	When an applicant is interviewed, but not hired
Withdrew – Declined Offered	When an applicant declines an offer
Withdrew	Reasons: -Declined interview -No show/No call for interview -Unable to contact for interview -Unable to contact for testing -Declined testing

Email Messages to Applicants

When applicant applies for a position	<p>Dear {{application__first_name}}:</p> <p>Thank you for your interest in Wright State University. Your application materials have been received for the position of {{posting__job_detail__job_title}}. 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, you will be contacted. You may check the status of your application by logging on to https://jobs.wright.edu.</p> <p>Once again, we appreciate your interest in employment at Wright State University.</p> <p>Sincerely,</p> <p>Human Resources Wright State University 3640 Colonel Glenn Hwy. Dayton, OH 45435 (937) 775-2120 human_resources@wright.edu www.wright.edu/hr</p>
Does not Meet all Required Qualification	NONE
Recommend for Interview	NONE
Candidate Not Considered	NONE
Qualified but Not Interviewed	<p>Dear {{application__applicant_detail-user__first_name}}:</p> <p>Thank you for applying for the {{Posting__job_title}} position at Wright State University. This is to inform you that the initial round of interviews is underway. While you are not selected at this time, your application materials will be maintained until the position is filled.</p> <p>You may also check the status of your application by logging on to https://jobs.wright.edu. Once again, we appreciate your interest in employment at Wright State University.</p> <p>Sincerely,</p> <p>Human Resources Wright State University 3640 Colonel Glenn Hwy. Dayton, OH 45435 (937) 775-2120 human_resources@wright.edu www.wright.edu/hr</p>

Withdrew –Declined Offer	NONE
Withdrew	NONE
When Position is Filled	<p>Dear {{application__first_name}}:</p> <p>Thank you for your interest in employment at Wright State University. This is to inform you that the {{Posting__job_title}} position was offered to and accepted by another individual. Once again, we appreciate your interest in Wright State University, and invite you to continue to visit our web site at https://jobs.wright.edu for other employment opportunities. We wish you the best in your professional endeavors.</p> <p>Sincerely,</p> <p>Human Resources Wright State University 3640 Colonel Glenn Hwy. Dayton, OH 45435 (937) 775-2120 human_resources@wright.edu www.wright.edu/hr</p>
When a position is canceled	<p>Dear Applicant:</p> <p>Thank you your interest in Wright State University. We regret to inform you that the {{Posting__job_title}} position you applied for has been canceled at this time. Should this position become available at a later date, please feel free to submit your application for consideration.</p> <p>Once again, we appreciate your interest in employment at Wright State University, and invite you to continue to visit our web site at https://jobs.wright.edu for other employment opportunities. We wish you the best in your professional endeavors.</p> <p>Sincerely,</p> <p>Human Resources Wright State University 3640 Colonel Glenn Hwy. Dayton, OH 45435 (937) 775-2120 human_resources@wright.edu www.wright.edu/hr</p>