

PeopleAdmin

Search Process and Hiring Proposal User Guide

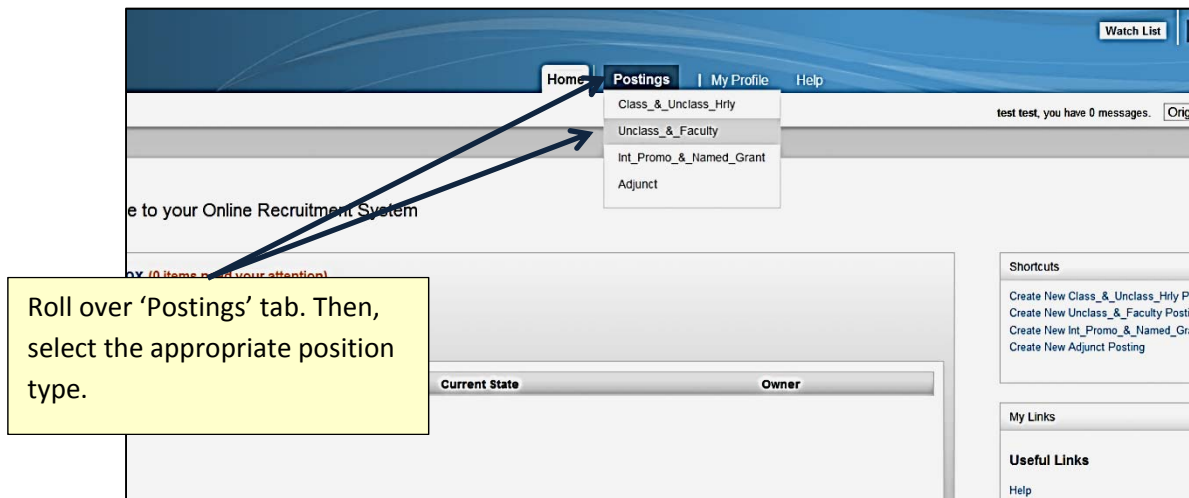
WRIGHT STATE UNIVERSITY

April 1, 2014

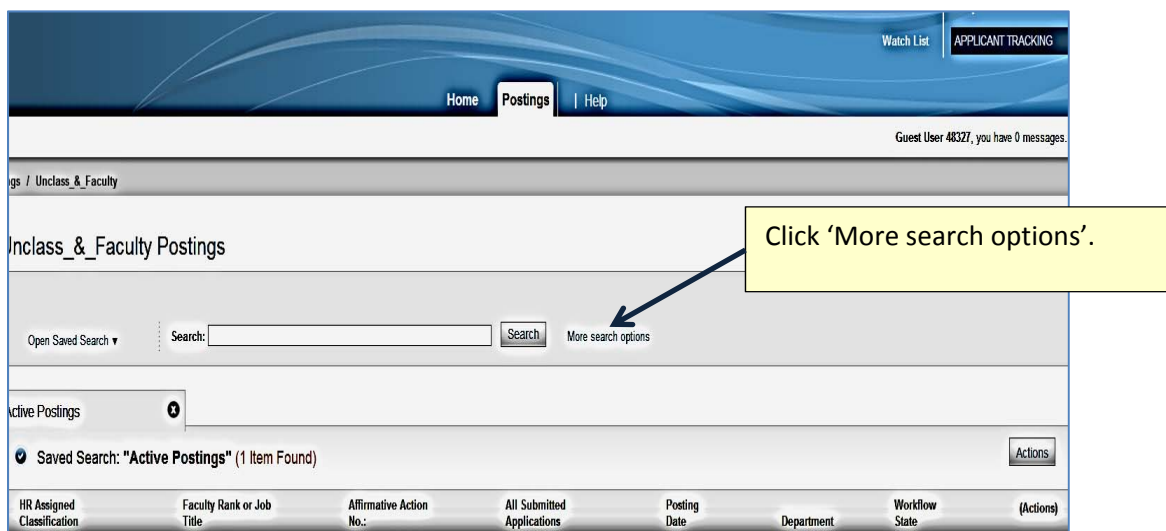
Authored by: Meltem Kokaly, Employment Manager, Department of Human Resources

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: Add Column ▾

HR Assigned Classification:

Department:

Workflow State:

Affirmative Action No.:

Posting Number:

Active Postings 3

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

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

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

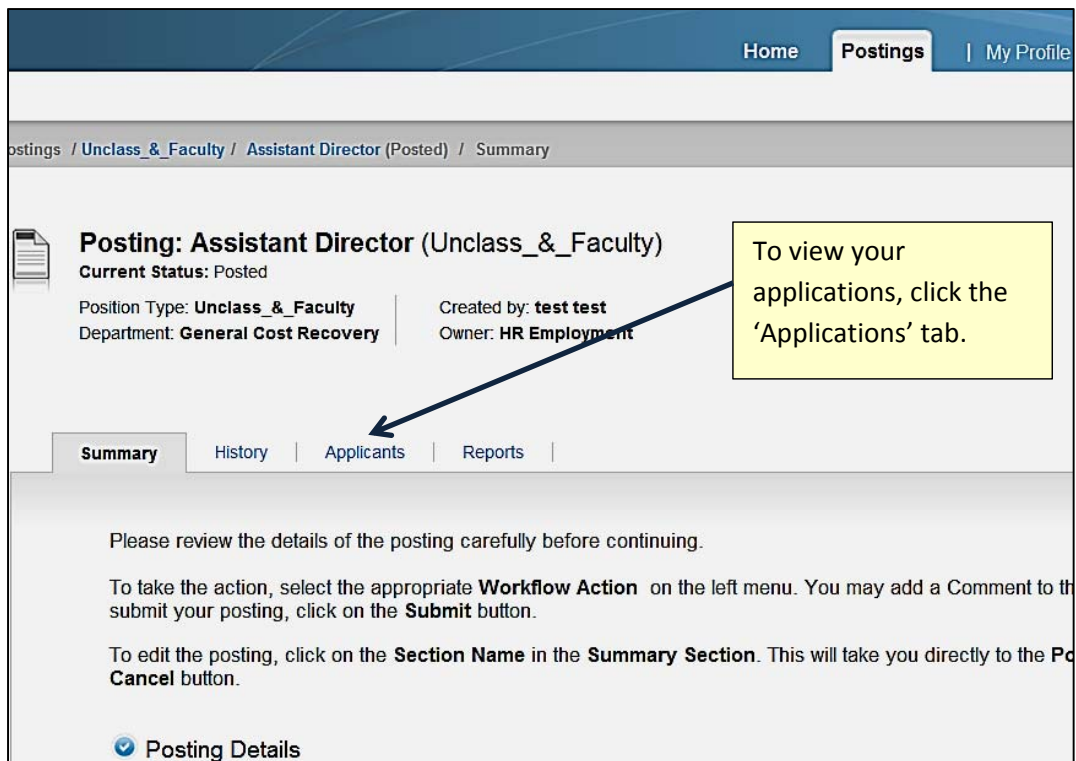
Open Saved Search ▾ Search: Search More search options

Active Postings x

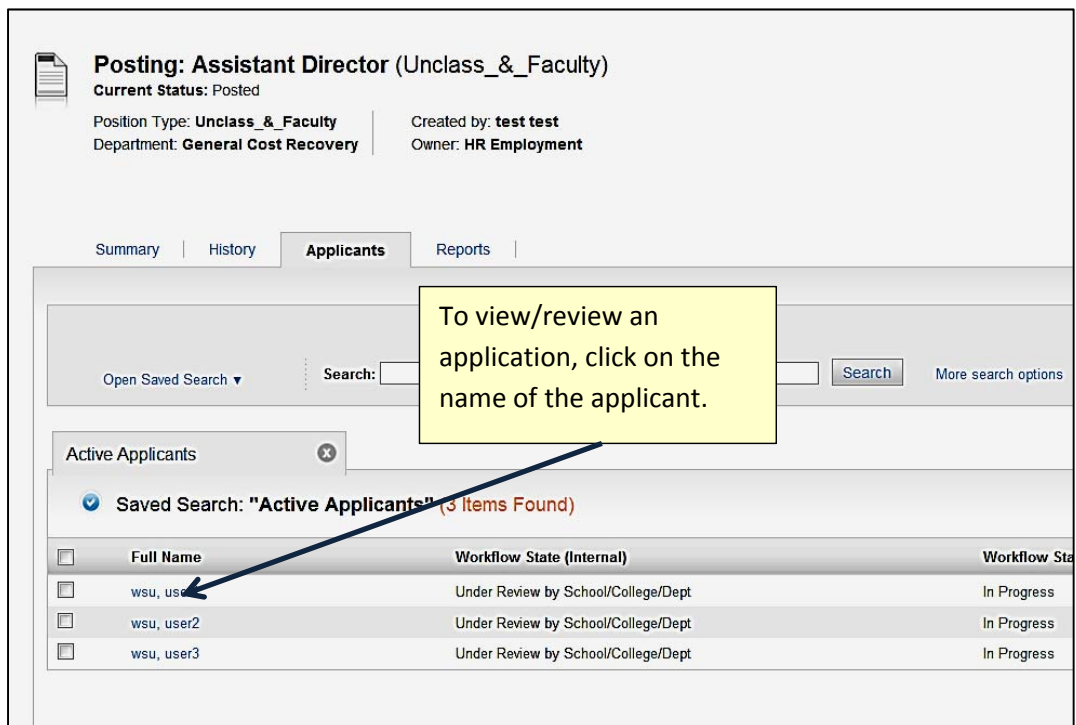
✓ Saved Search: "Active Postings" (2 Items Found)

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'.



8. 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 links.

9. 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.

Applicant Listing

Saved Search: "Applicant Listing" (5 Items Found)

	Full Name	Application Date	Workflow State (Internal)
<input checked="" type="checkbox"/>	Peabody, Shorman	June 17, 2013 at 02:40 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Whiplash, Snicley	June 17, 2013 at 02:06 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Jedson, George	June 17, 2013 at 03:16 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Davis, Jane	June 17, 2013 at 03:19 pm	Under Review by School/College/Dept
<input type="checkbox"/>	Million, Rindred	June 17, 2013 at 03:26 pm	Under Review by School/College/Dept
<input type="checkbox"/>	Miss, Missy	June 17, 2013 at 03:41 pm	Under Review by School/College/Dept

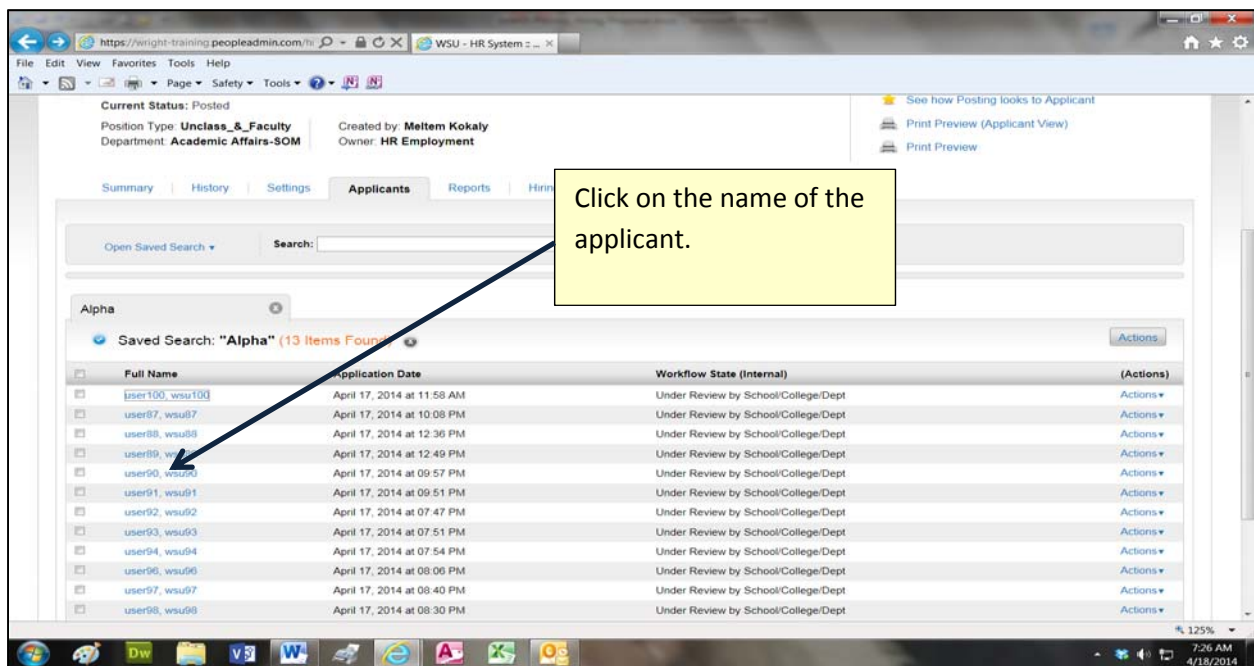
Actions

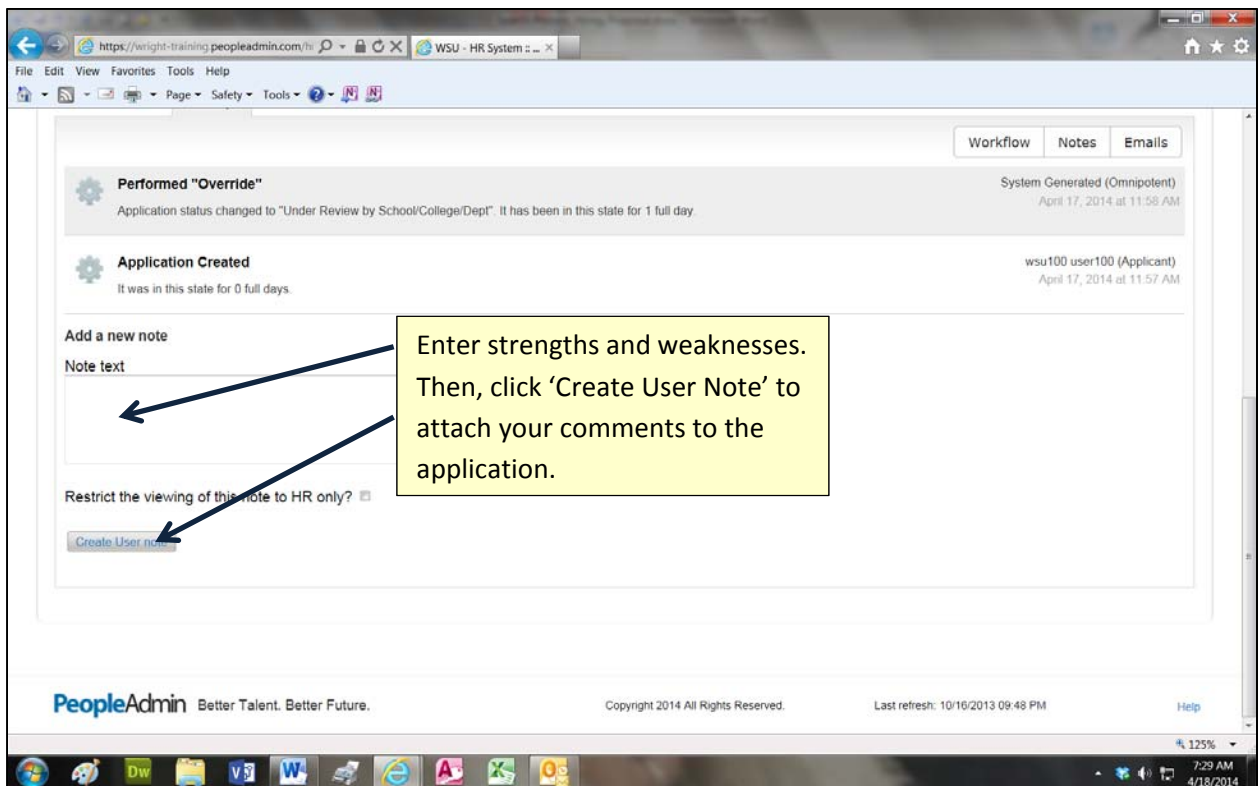
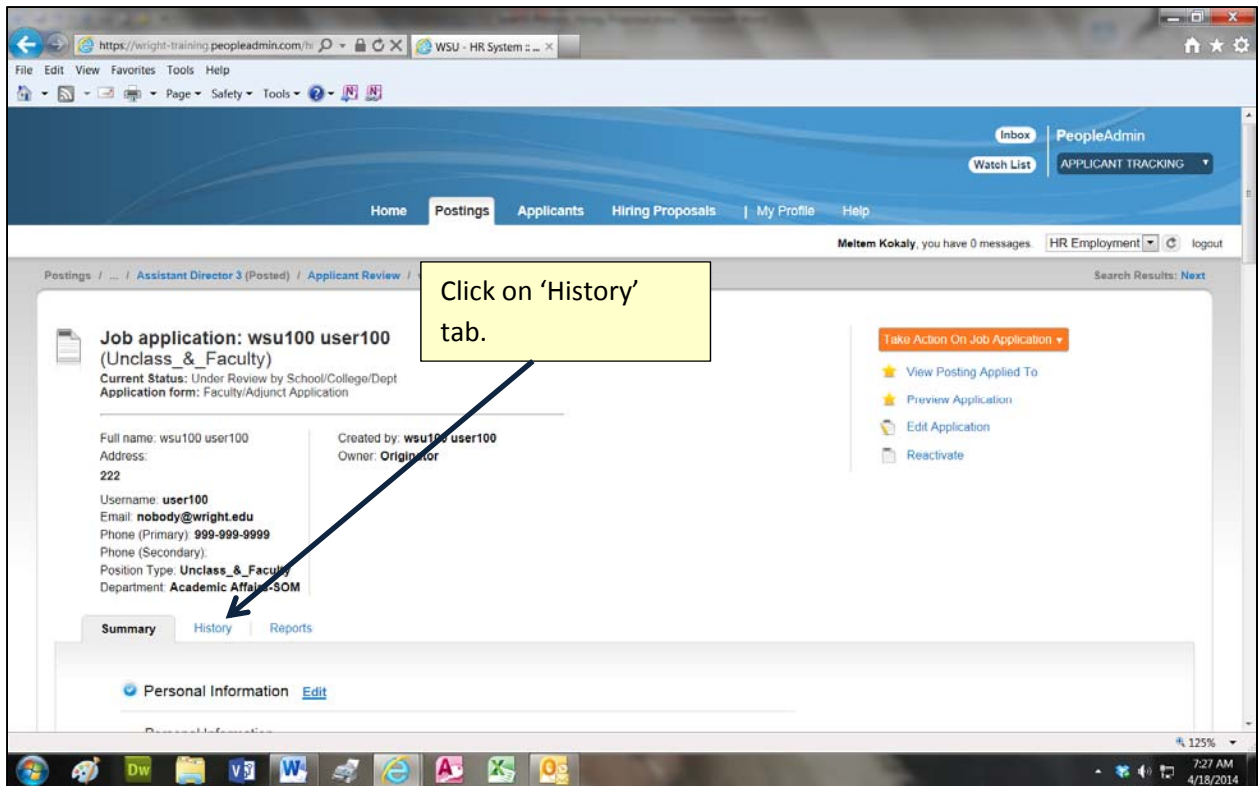
- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Export Applicants without Email
 - Export results**
- BULK
 - Move to Posting
 - Move in Workflow
 - Email Applicants
 - Download Applications as PDF
 - Create Document PDF per Applicant
 - Reactivate Applications

To export applicant data into Excel, select applications, then click on 'Export Results' link.

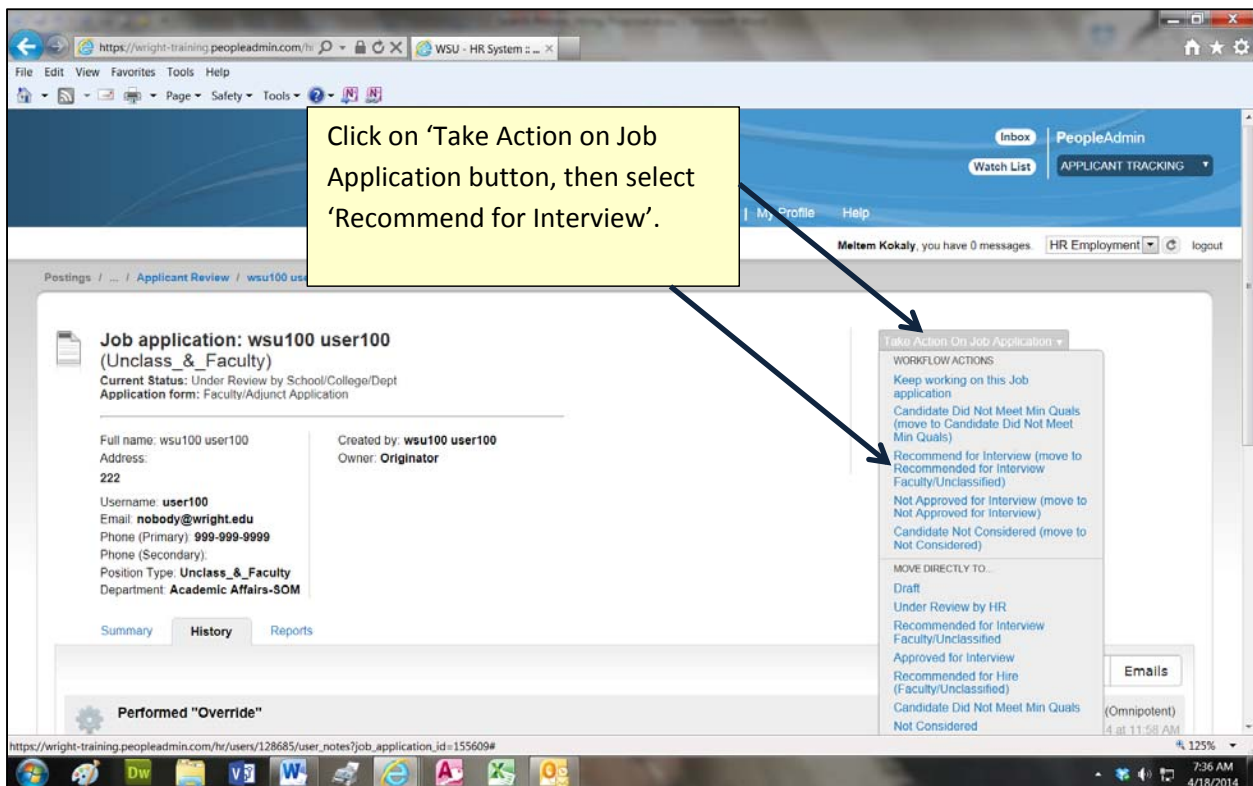
Search Process and Hiring Proposal

1. Before contacting applicants for an interview, an approval from the Office of Equity and Inclusion must be obtained. In order to obtain the approval, all applicants who applied by the first consideration date must be moved to the appropriate status. For the list of application statuses, refer to the last page of this guide.
2. Once the search committee has identified the applicants to be interviewed, go to each application by clicking on the name of the applicant, then click on 'History' tab. Enter strengths and weaknesses in the 'Note Text' field. Then, click 'Create User Note'. Office of Equity and Inclusion will be reviewing the strengths and weaknesses before approving them for interview.

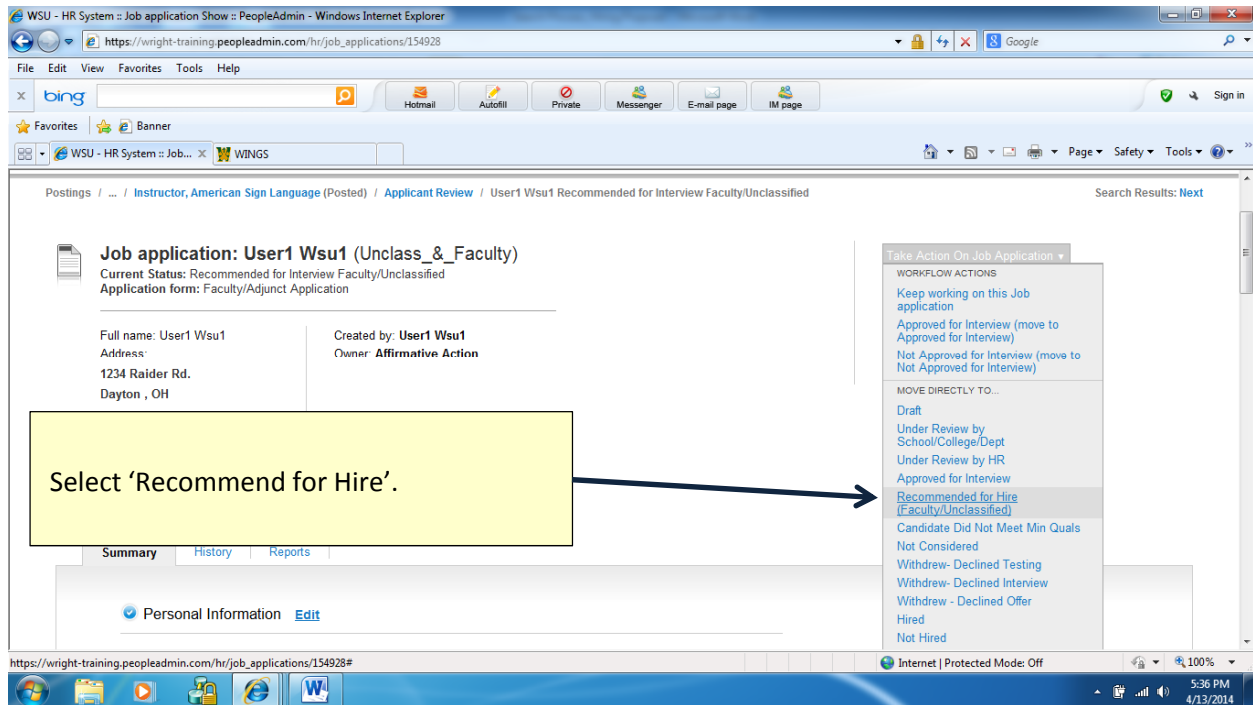




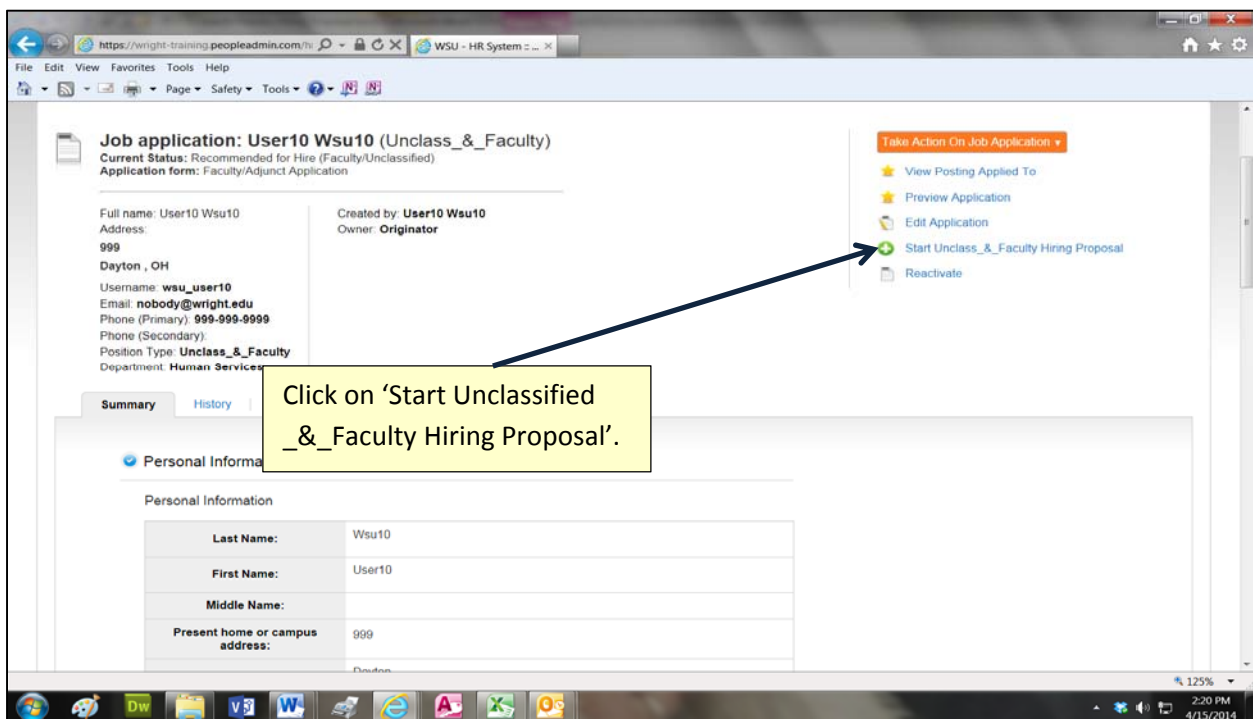
3. Once the strengths and weaknesses are added, click 'Take Action on Job Application', and select 'Recommend for Interview'.
4. Selecting 'Recommend for Interview' status will trigger and send an email to the Office of Equity & Inclusion. Once Office of Equity and Inclusion approves applicants for interview, the system will trigger and send you an email notifying you that the applicants have been 'Approved for Interview'.



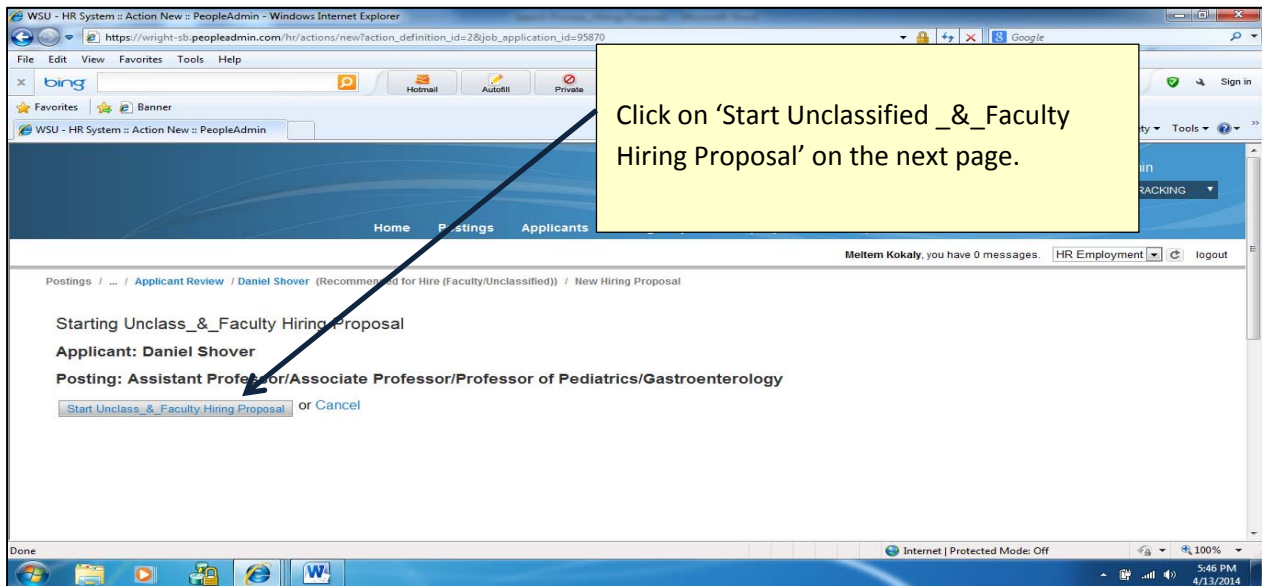
5. Once the interviews have been conducted and a finalist has been selected by the search committee, go to the finalist's application and change the status to 'Recommend for Hire'.



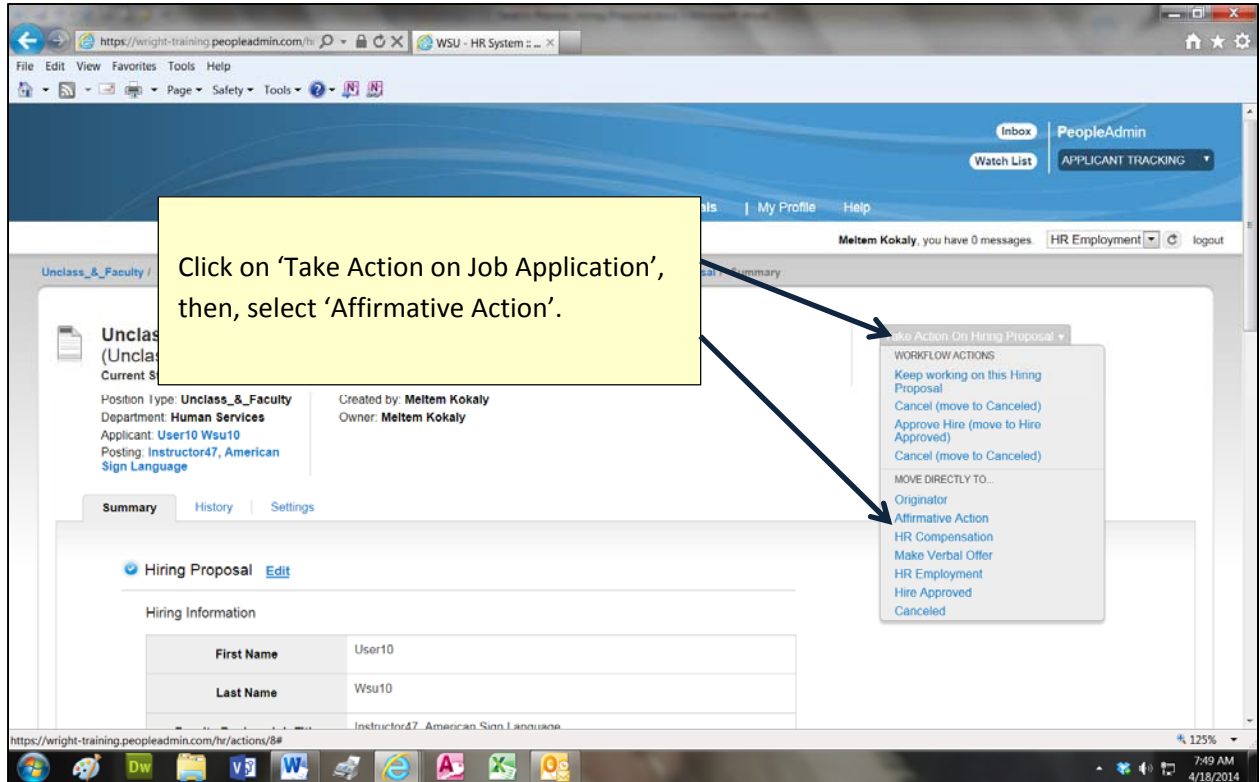
6. Upon changing the status of the application, the 'Hiring Proposal' task with a green plus **+** sign will appear on the right hand side of the application. Click on the 'Start Hiring Proposal' to begin the Hiring Proposal process.



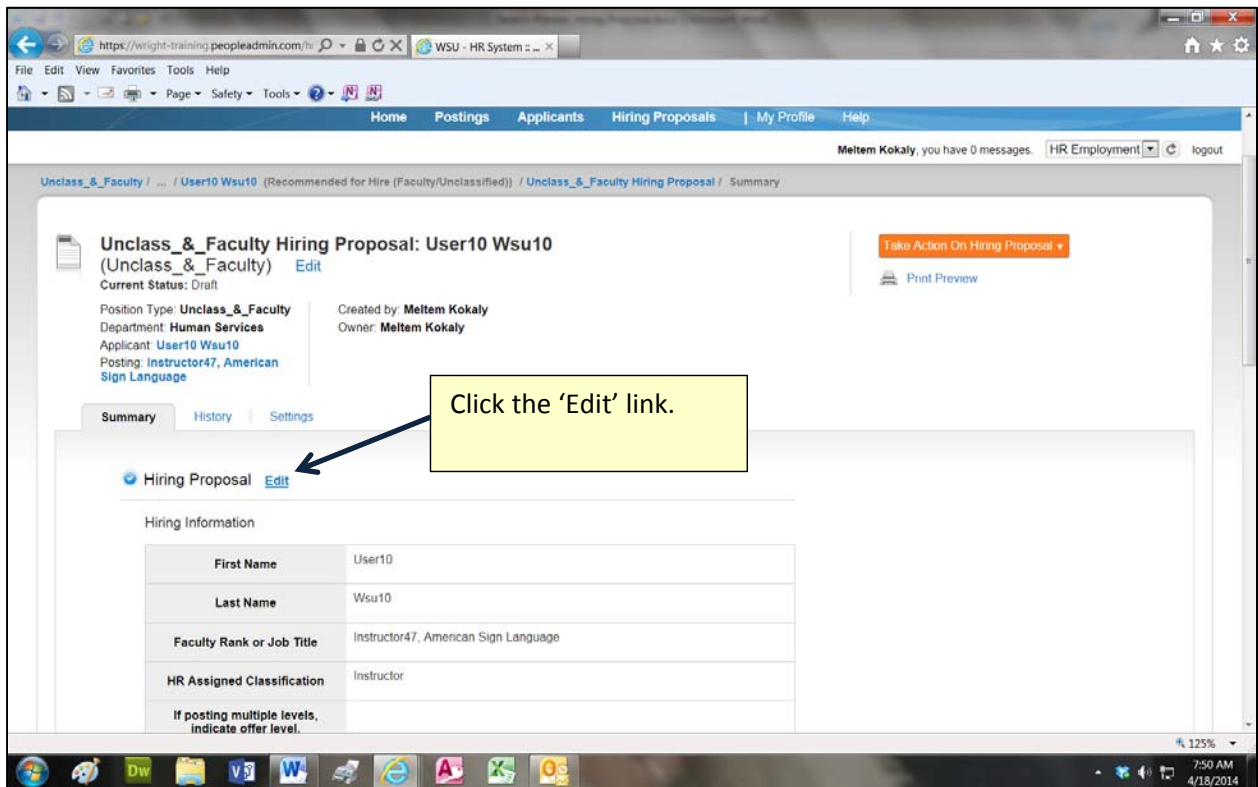
7. Click 'Start Unclassified_&_Faculty Hiring Proposal' button on the next page.



8. If the posted rate is to be offered to the applicant, roll over 'Take Action on Job Application' and submit it to 'Affirmative Action'.



9. **If a higher annual salary or hourly rate is proposed, follow the next steps.**
10. For faculty positions with multiple levels, enter the offer level.
11. Click on 'Edit' link. 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.
12. 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'.



Enter offer level for faculty postings with multiple levels.

Enter proposed annual salary or hourly rate.

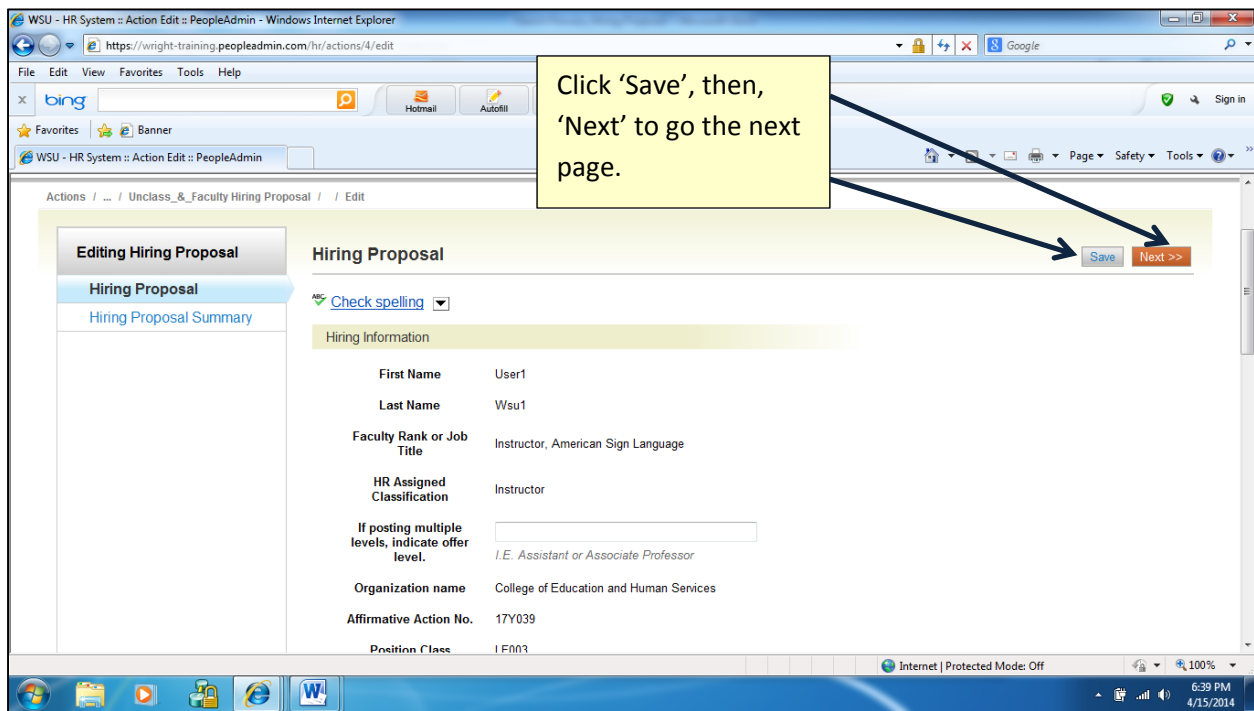
Justification for Proposed Annual or Hourly Rate

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

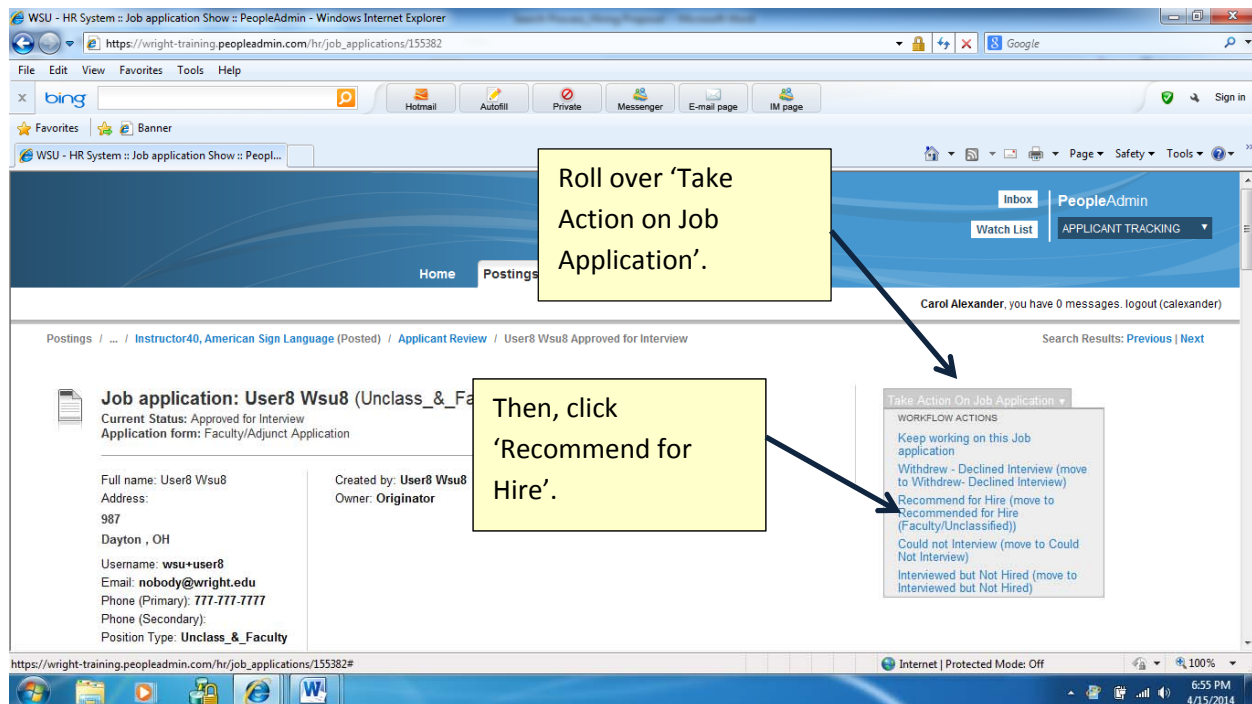
Enter additional comments here, if any.

Comments/Conditions

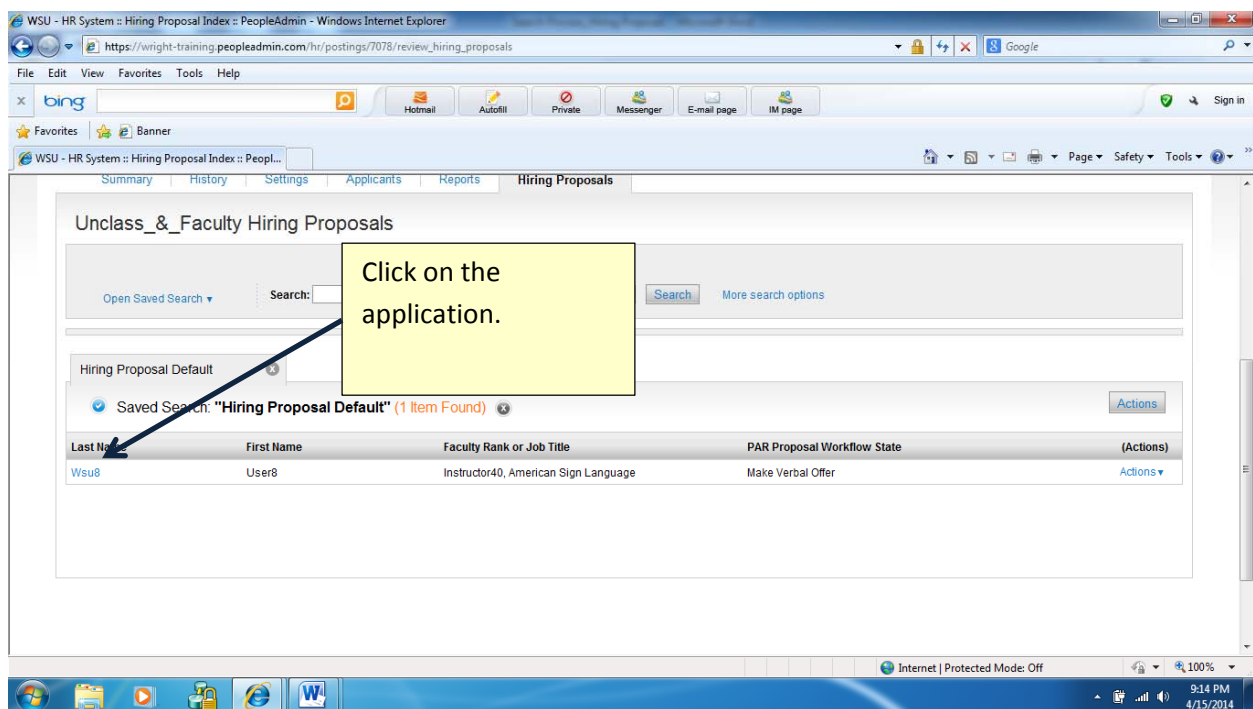
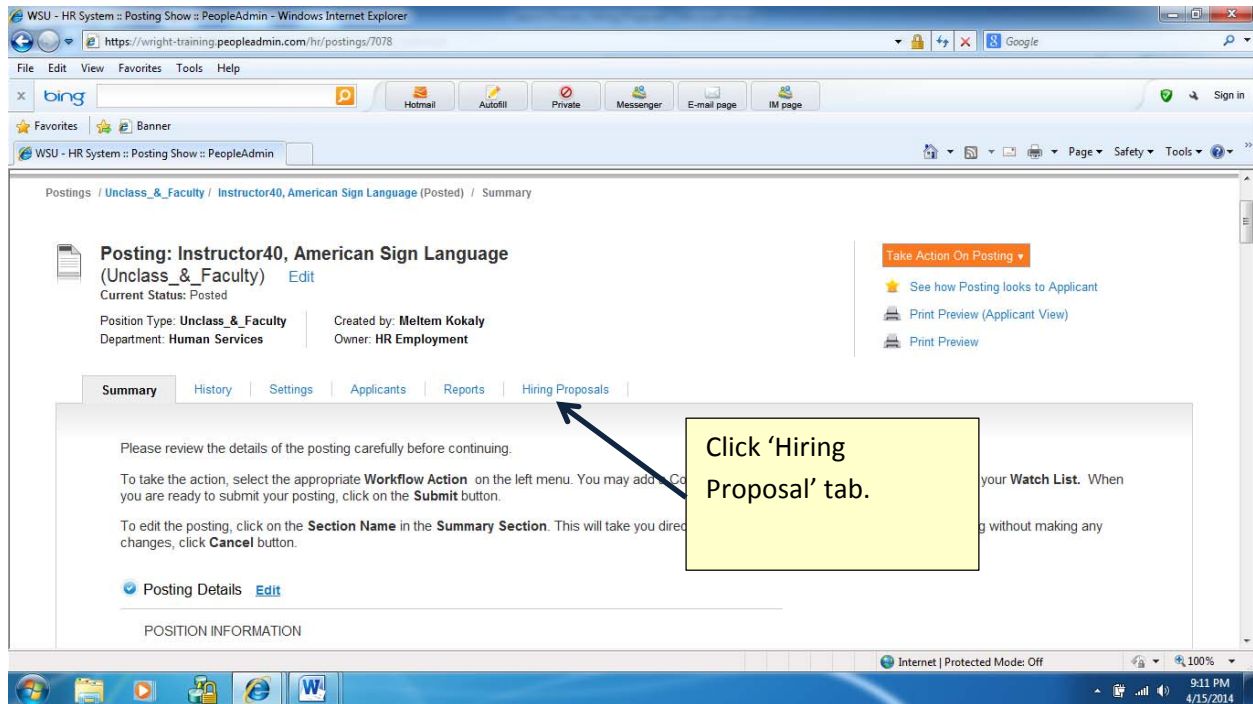
14. When complete, click on 'Save', then, 'Next' to go the next page.



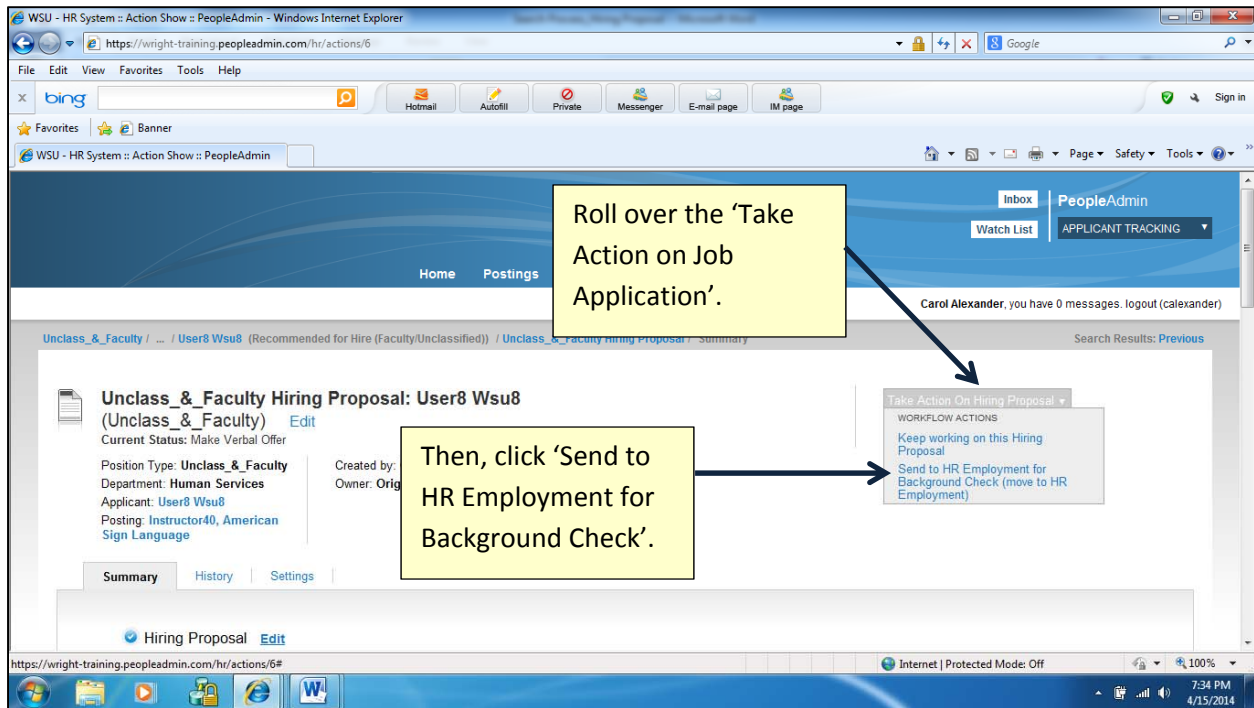
15. Once on the Summary Page, roll over the 'Take Action on Job Application' button; then, click 'Recommend for Hire'. This action will trigger and send an email to Office of Equity and Inclusion.



16. Once Equity and Inclusion approves the application, an email will be triggered and sent back to you with a notification that you may now 'Make a Verbal Offer'.
17. If your offer is accepted, go to posting and click on the 'Hiring Proposal' tab. Then, click on the application.



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



Applicant Statuses

Office of Equity and Inclusion Reasons	Reason Codes	PeopleAdmin Reasons
Did not meet basic qualifications-experience	1	Candidate Did Not Meet Mins-Experience
Did not meet basic qualifications-education	2	Candidate Did Not Meet Mins-Education
Others more qualified- experience	3	Not Approved for Interview- Experience
Others more qualified- education	4	Not Approved for Interview- Education
Withdrawal-Active	5	Withdrew-Declined Interview
Withdrawal-Passive (could not contact)	6	No show/No call/Could Not contact
Withdrawal-Work preferences	7	Withdrew-Declined Offer
Withdrawal-Salary	8	Withdrew-Declined Offer- Salary