PeopleAdmin

Adjunct Hiring Process

User Guide

WRIGHT STATE UNIVERSITY
October 2017
Human Resources
Reviewing Applications

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.
5. To view applications, click the position title. Posting summary will be displayed on the screen. Then, click the ‘Applicants’ tab.

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 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, click on the name of the applicant.

To view/review an application, click on the name of the applicant.

To view the applications, click the ‘Applicants’ tab.
8. To view the applicant’s documents, such as cover letter, resume, etc., scroll to the bottom of the application. Click the document link.

To view/review applicant documents, click on the document link.
Initiating the Hiring Proposal

1. Click on the name of the applicant. Then, click on ‘Take Action on Job Application’ button and change the applicant’s status to ‘Recommend for Hire’.

   ![Click on the applicant’s name.](image1)

   ![Roll over ‘Take Action on Job Application’ button to view list of applicant statuses.](image2)

   ![Then, change the applicant’s status by selecting the ‘Recommend for Hire’](image3)
2. 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.

3. Click ‘Start Adjunct Hiring Proposal’ button on the next page.
4. Check the first box if you have the applicant’s official transcript.
5. Check the Provisional box if the applicant meets the requirements per Higher Learning Commission (HLC), however, you do not have the official transcript.
6. Complete the rest of the fields; then click on ‘Next’.
7. Once on the Summary Page, roll over the ‘Take Action on Hiring Proposal’ button, and then click ‘Submit to Executive Level’ or ‘Chair/Dept Head’ depending on the approval process at your college. This action will trigger and send an email to your Dean or your Chair.

8. Once Provost’s Office approves the Hiring Proposal, an email will be triggered and sent to you with a notification that the Hiring Proposal is now in ‘HR Employment: Begin Background Check’. This email will indicate the end of the approval process.
Adjunct Hiring Proposal Approval Workflow

- ORIGINATOR
  - CHAIR/DEPT HEAD
  - EXECUTIVE LEVEL
    - PROVOST
      - HR EMPLOYMENT