

PeopleAdmin

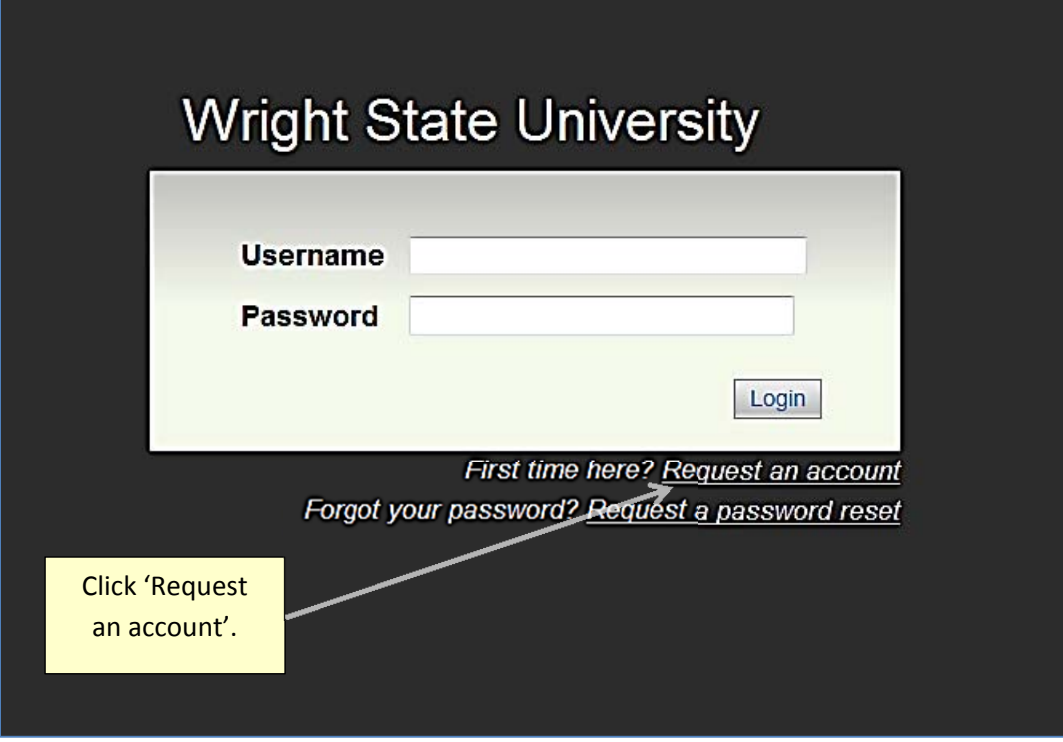
How to Create Postings? User Guide

WRIGHT STATE UNIVERSITY

November 2014

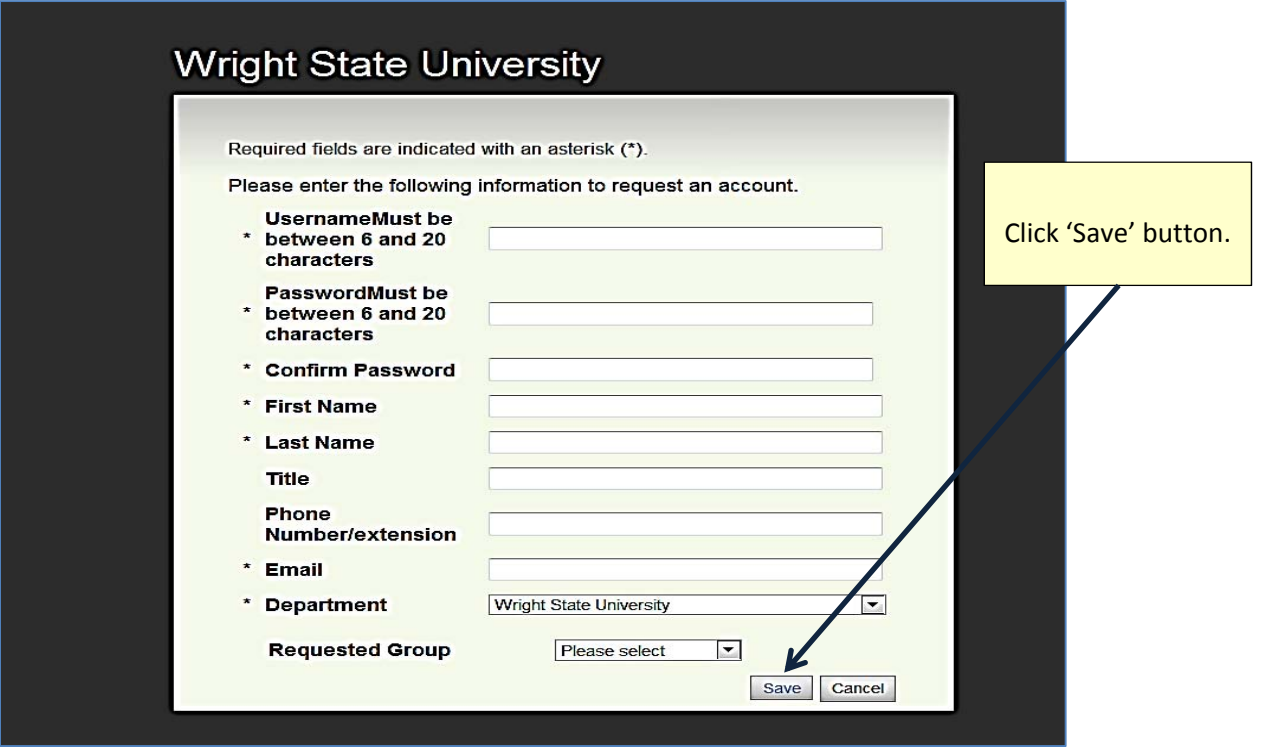
Authored by: Meltem Kokaly, Employment Manager, Human Resources

1. Go to 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.




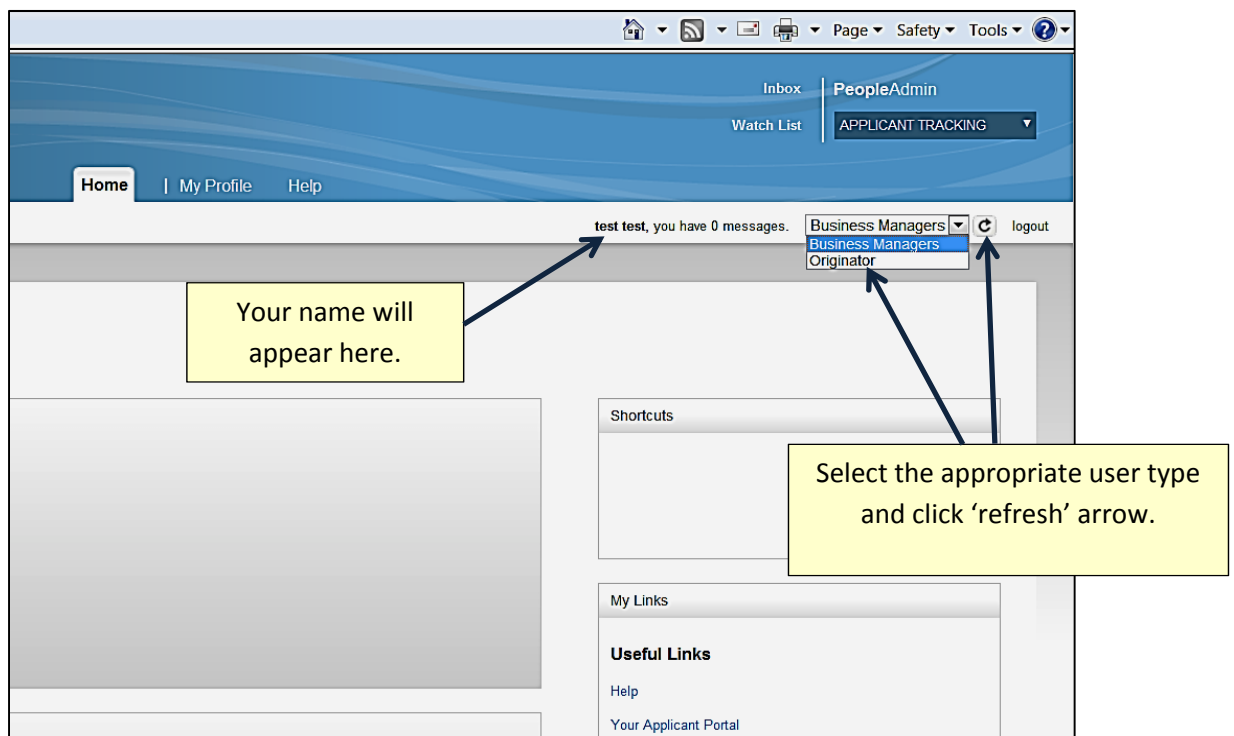
The image shows the Wright State University login page. At the top, the text "Wright State University" is displayed. Below it is a login box with two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the login box, there are two links: "First time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

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: "Username", "Password", "Confirm Password", "First Name", "Last Name", "Title", "Phone Number/extension", "Email", "Department", and "Requested Group". The "Department" field is a dropdown menu with "Wright State University" selected. The "Requested Group" field is a dropdown menu with "Please select" selected. Below the form are "Save" and "Cancel" buttons. A yellow callout box points to the "Save" button with the text "Click 'Save' button.".

3. You will be returned to 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.

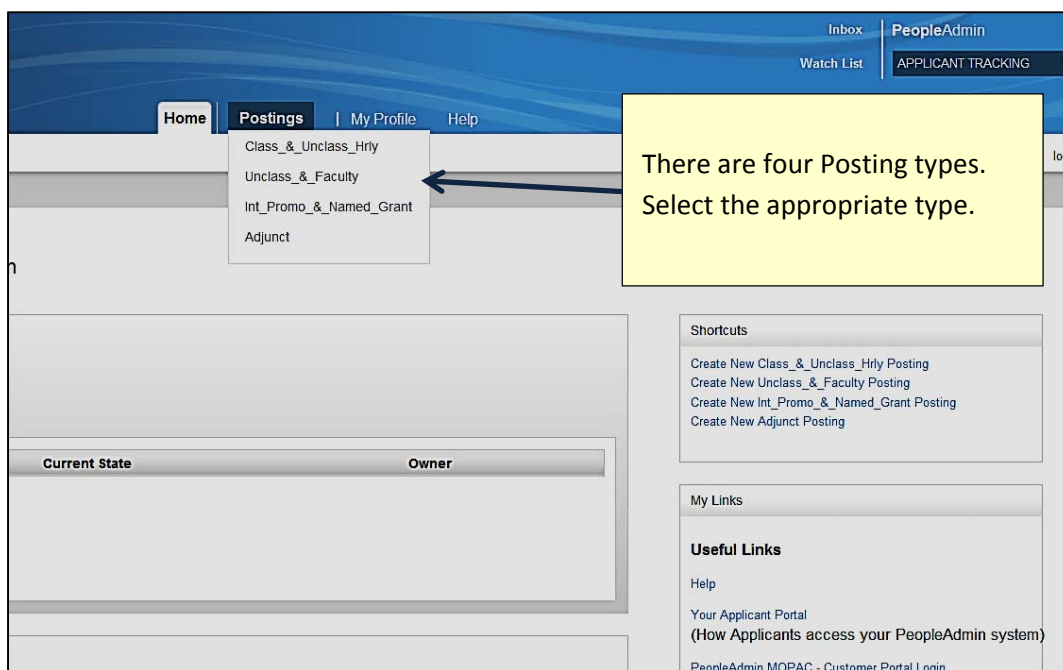


IMPORTANT!!!

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 for Non-Bargaining Unit Classified Employees
 - c. For WSU Employees Only
- B) **Unclassified & Faculty**: Use this type for all **UNCLASSIFIED and FACULTY** postings that are
 - a. External postings
 - b. For WSU Employees Only
- C) **Internal Promotion & Named In the Grant**: Use this type for all **CLASSIFIED, UNCLASSIFIED HOURLY, UNCLASSIFIED and FACULTY** postings that are
 - a. Internal promotions within the department/school/college per Wright Way Policy
 - b. Positions that have a specific person named in the grant



6. Create a Job Posting:

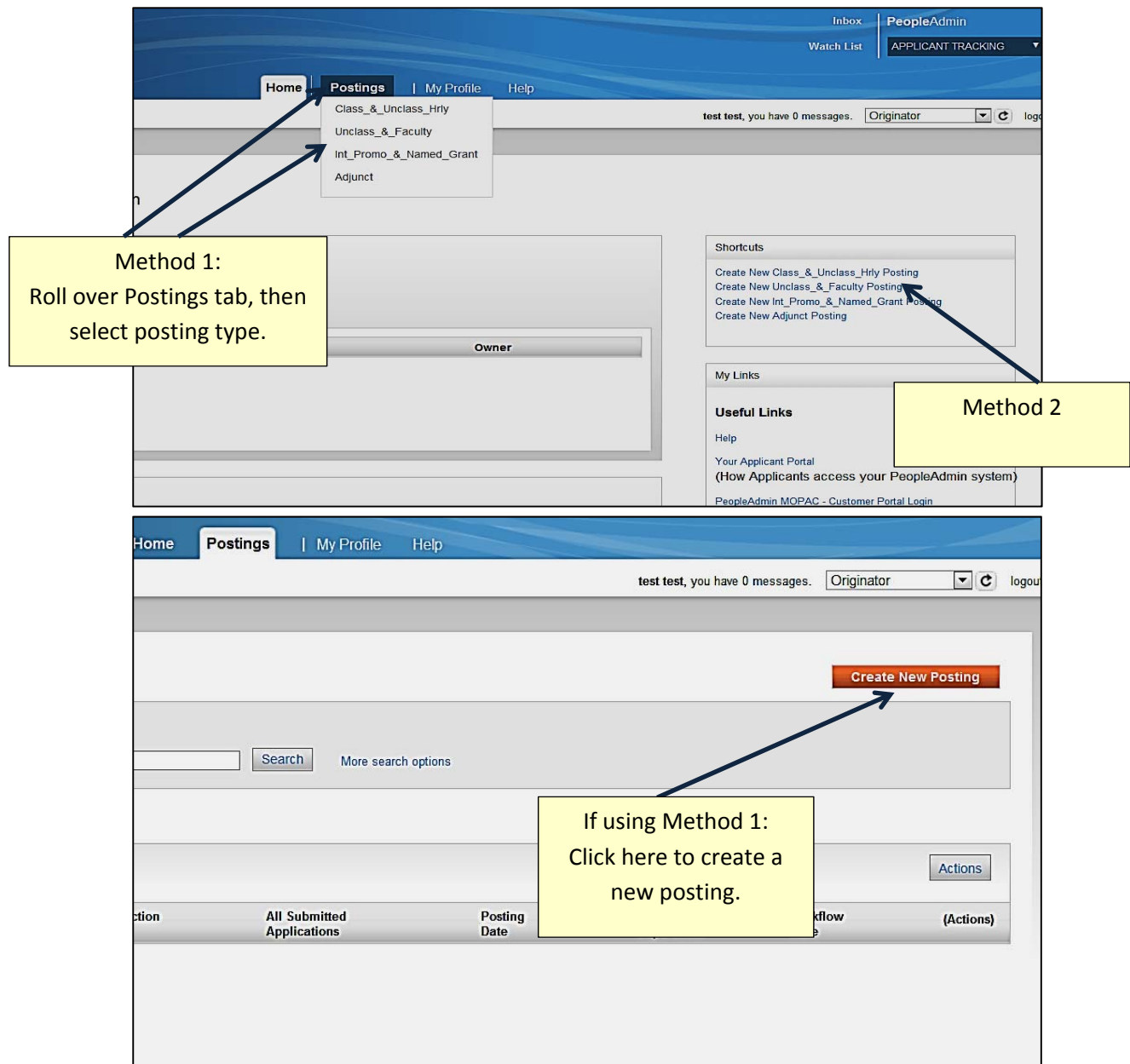
There are two ways to create a job posting – using the Navigation bar or the Shortcut control.

I. Method 1: Using the Navigation bar.

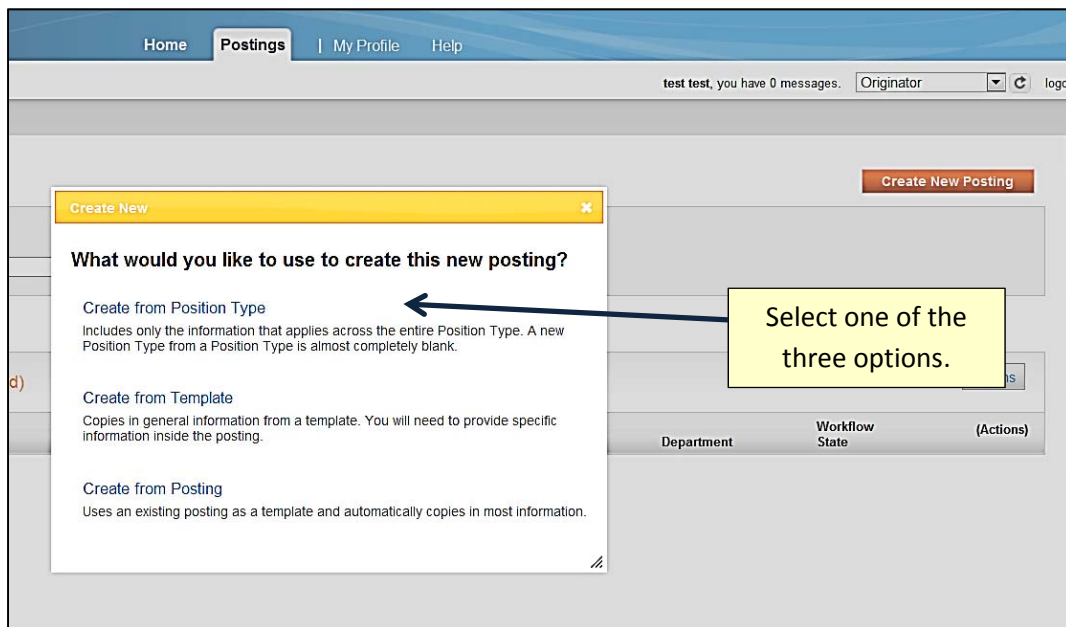
- Go to Navigation bar located at the top of the 'Home' screen
- Roll over object menu 'Postings'
- Select appropriate position type
- Then, click the orange 'Create New Posting' button

II. Method 2: Using the Shortcut control

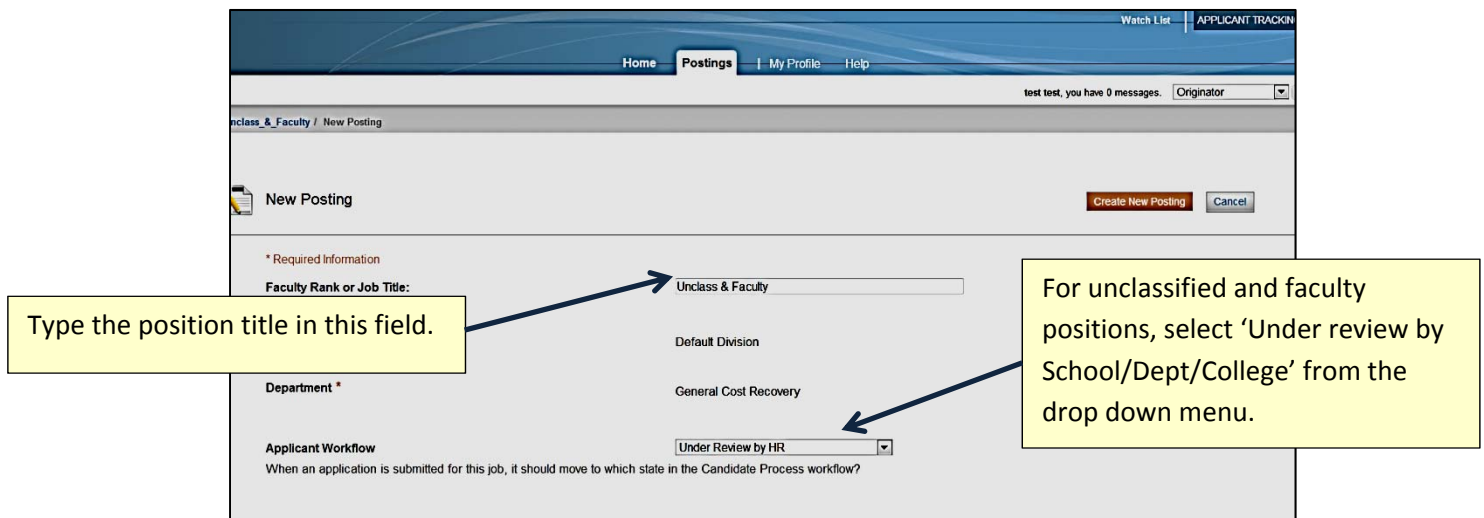
- Go to 'Shortcuts' box listed on the right of the screen
- Click the appropriate position type



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.



8. On the New Posting page, fill in the necessary information. Fields with a red asterisk are required fields.



9. 'Accept references': Check the box next to 'Accept references', ONLY if you wish to receive confidential recommendation letters directly from references. This option is only available for unclassified and faculty positions.

Applicant Workflow

Workflow State
When an application is submitted

References
☐ Accept references

Online Applications
☒ Accept online applications?

Special offline application instructions

Check this box only if you wish to receive confidential recommendation letters directly from references.

10. If you elected to receive recommendation letters directly from the references and checked the box, then additional options will appear. This is when you will need to decide at what stage of the search process you wish to receive the recommendation letters. If you prefer that all applicants have their recommendation letters submitted at the time of application, then go to 'Reference Notification' and select 'Under Review by School/College/Dept' from the drop down menu. If you prefer that only the applicants who are selected for interview submit their recommendation letters, then, select 'Recommend for Interview' from the drop down menu.

☒ Accept references

Reference Notification
(Optional) Invite References to submit Recommendations when can

Recommendation Workflow
(Optional) When all Recommendations have been provided, move

Recommendation Document Type
Require document upload when a reference provider submits a Re

Click on the drop down arrow.

If you prefer that all applicants have their recommendation letters submitted at the time of application, then select 'Under Review by School/College/Dept'.

If you prefer that only the applicants who are selected for interview submit their recommendation letters, then, select 'Recommend for Interview'.

Under Review by School/College/Dept
Under Review by HR
Recommended for Interview Faculty/Unclassified
Approved for Interview
Recommended for Hire (Faculty/Unclassified)
Candidate Did Not Meet Min Quals
Not Considered
Withdraw- Declined Testing
Withdraw- Declined Interview
Withdraw - Declined Offer
Hired
Not Hired
HR Determined Did Not Meet Min Q
Application Withdrawn
Cancelled Applying
HR Determined Met Min Quals
Not Approved for Interview
Position Cancelled
System Detd Did Not Meet Min Qu
Placeholder State
Approved for Hire
Could Not Interview
Others more qualified - experience
Others more qualified - education

11. Recommendation Workflow section needs to be left blank as our system does not support automatic recommendation workflow.
12. The next section is the 'Recommendation Document Type'. In order for references to be able to upload their recommendation letters as **PDF files**, 'Recommendation' needs to be selected from the drop down menu.

The screenshot shows the 'Accept References' section of a settings page. It includes three main fields: 'Reference Notification' (with a text input), 'Recommendation Workflow' (with a dropdown menu), and 'Recommendation Document Type' (with a dropdown menu). Below these is the 'Online Applications' section, which has a checked checkbox for 'Accept online applications?' and a text area for 'Special offline application instructions'.

Annotations:

- An arrow points from the 'Recommendation Workflow' dropdown to a yellow box: "Leave this field blank, as our system does not support automatic".
- An arrow points from the 'Recommendation Document Type' dropdown to a yellow box: "Select 'Recommendation' from the drop down menu." The dropdown menu is open, showing 'Not required' and 'Recommendation'.

13. Follow the below instructions to complete the 'Settings' page, then click on the 'Create New Posting' button.

The screenshot shows the 'Online Applications' section of the settings page. It includes a checked checkbox for 'Accept online applications?' and a text area for 'Special offline application instructions'. Below this is the 'Accepted Application Forms' section, which has three checkboxes: 'Classified and Unclassified Hourly Application' (checked), 'Unclassified (administrative, exempt/non-exempt) Application', and 'Faculty/Adjunct Application'. At the bottom, there is a 'Create New Posting' button and a 'Cancel' button.

Annotations:

- An arrow points from the 'Special offline application instructions' text area to a yellow box: "This field is used for special instructions to applicants, if applicable."
- An arrow points from the 'Classified and Unclassified Hourly Application' checkbox to a yellow box: "Select the appropriate application form."
- An arrow points from the 'Create New Posting' button to a yellow box: "Click here to create a new posting."

14. **Once the initial Settings Page is completed, you are now ready to start the posting process.** Posting process encompasses 8 pages:

- I. Posting Detail
- II. References (available for unclassified and faculty positions 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 shows a web application interface for editing a job posting. On the left is a sidebar titled 'Editing Posting' with a list of links: 'Posting Details' (highlighted), 'Reference Requests', 'Documents', 'Posting Specific Quest...', 'Guest User', 'Search Committee Infor...', 'Comments', 'Optional Applicant Doc...', and 'Summary'. A yellow callout box points to the 'Posting Details' link with the text 'Title of different pages.' The main content area is titled 'Posting Details' and includes a 'Check spelling' button, a paragraph of instructions, a red asterisk indicating required information, and a section titled 'POSITION INFORMATION' with fields for 'Faculty Rank or Job Title' (containing 'Instructor'), 'Job Category' (a dropdown menu), 'HR Assigned Classification', and 'Position Class'.

15. *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, Affirmative Action Number, and NBAPOSN Number. These fields are filled in by Compensation, Office of Equity & Inclusion, and Budget during approval process.

POSITION INFORMATION

Posting Details Save Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click **Continue to Next Page>>**. Proceed through all sections completing information. To submit the Posting to human resources, you must click on the **Continue to Next Page>>** button from the last section. Once you select the **Submit** button and click **Continue**. Your Posting will not be saved or sent to the next status until you see the confirmation page and

* Required Information

POSITION INFORMATION

Faculty Rank or Job Title:

Job Category:

Complete the fields.

DEPARTMENT INFORMATION

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

https://wright-sib.peopleadmin.com/hr/postings/6856/edit

File Edit View Favorites Tools Help

bing

WSU - HR System :: Posting Edit :: PeopleAdmin

DEPARTMENT INFORMATION

Departmental Users with Access: This field is required.

Organization name:

Organization phone no.:

Contact Email:

Affirmative Action No.:

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

Funding FOAP(s): This field is required.

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

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

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 FOAP using the format indicated.

STRATEGIC HIRE INFORMATION

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

https://unlight-sb.peopleadmin.com/hr/postings/6356/edit

File Edit View Favorites Tools Help

bing

WSU - HR System : Posting Edit : PeopleAdmin

If special contract, indicate how many years?

Strategic Hire Information

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

Completed By:

Completed by Title:

Completed by Phone:

Target Annual Salary:

How does this support the Strategic Plan of the hiring unit?

What are the expected

Complete the fields.
Note: If the position is grant funded, skip to the Posting Text section by scrolling down.

POSTING TEXT

NBAPOSN Number:	
Date position to be filled:	
Length of appointment:	Special contract and renewable
If special contract, indicate how many years?	one year

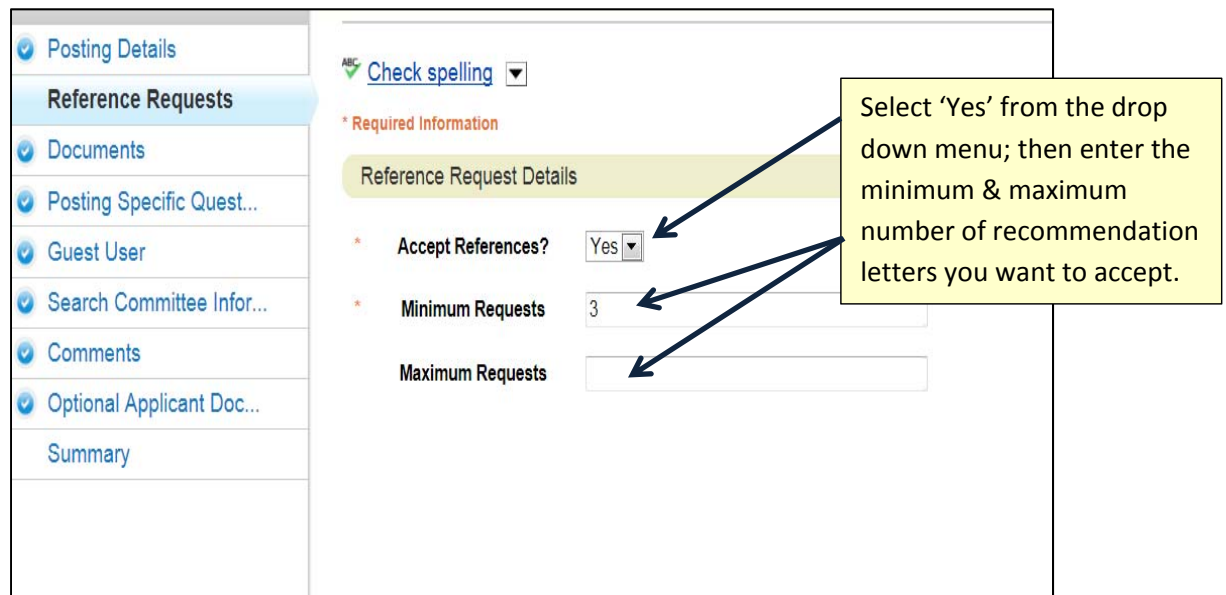
POSTING TEXT

Job Purposes:	To direct the Hematology/Oncology Fellowship program. To educate fellows, residents & students in hematology and oncology. To participate in related basic and clinical research.
Essential Functions and percent of time:	50% Clinical hematology and oncology care. 20% Direction of hematology/oncology fellowship & research. 30% Fellowship, resident & student education.
Essential Functions and percent of time (cont'd):	
Non-Essential Functions and percent of time:	

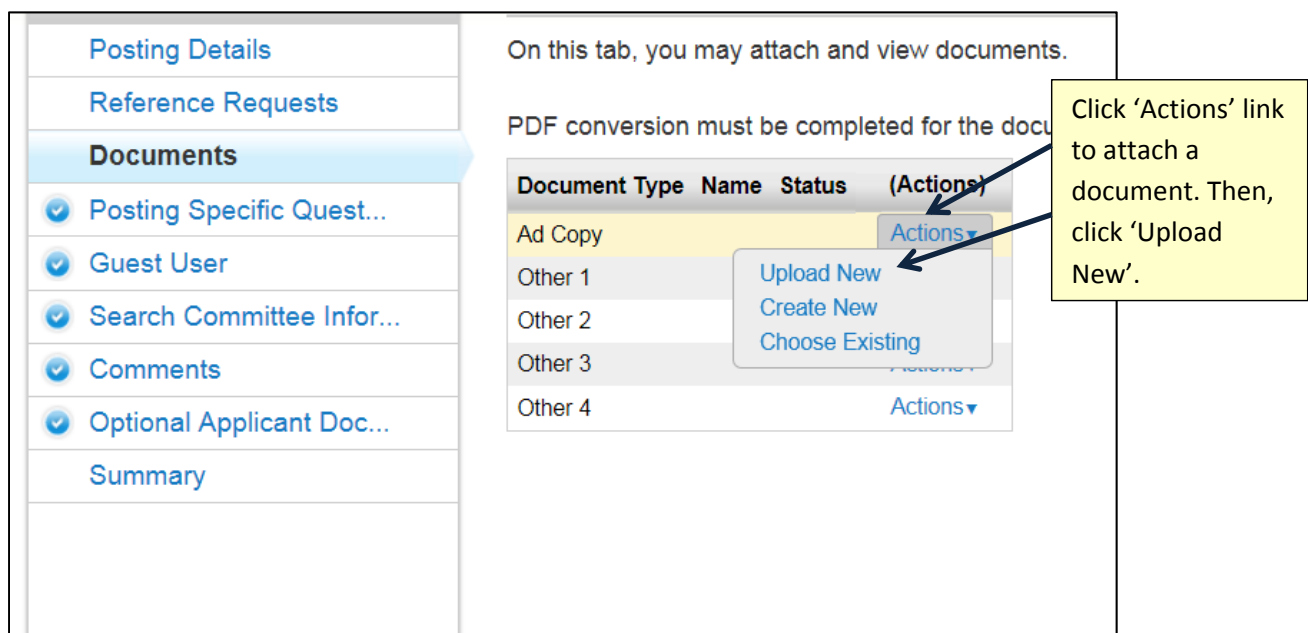
Enter the essential functions and the percentage of time.

- When completing the 'Posting Text' section, the 'Essential Functions' must have the percentage of time and must total to 100%. Once all the sections and fields are filled in, click 'Save', then 'Next' button located at the top or bottom of the page in order to move to the next page.

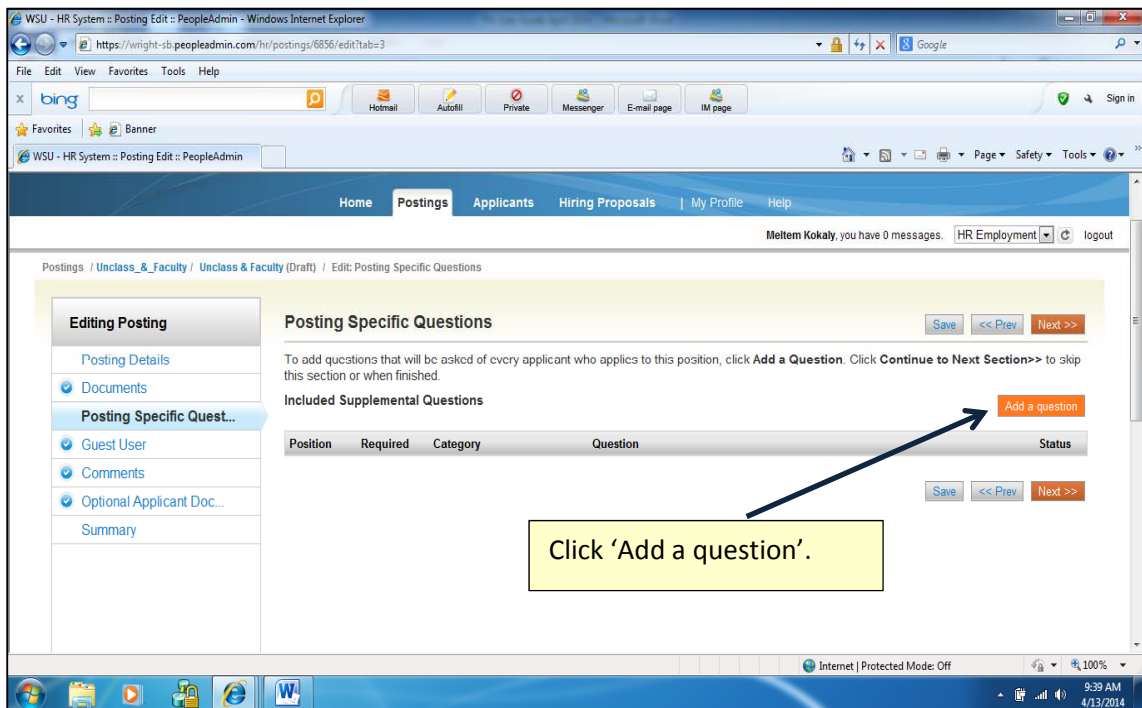
17. *References*: If you wish to accept recommendation letters from the references, then select 'Yes' from the drop down menu when answering 'Accept References' question. Next, enter the minimum and maximum number of recommendation letters you want to accept.



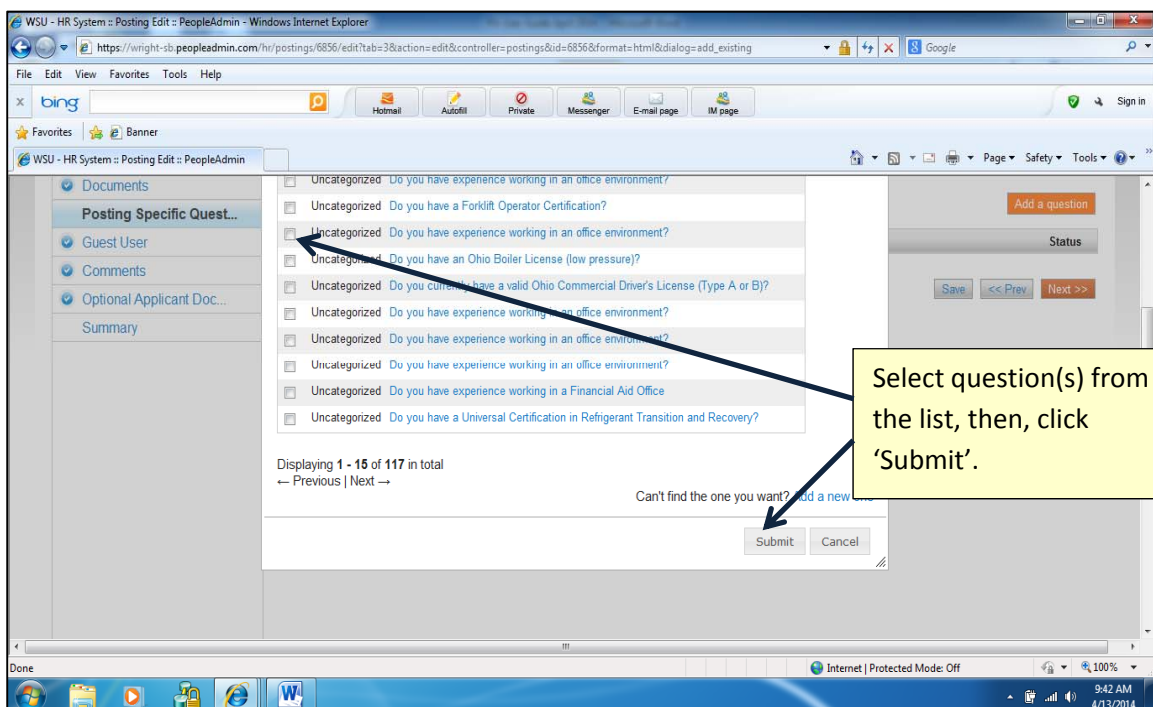
18. *Documents*: This page is used for attaching ad copies and/or any other additional information regarding the position. To attach a document, click 'Actions' link at the end of the row, and follow the instructions. Then click 'Save'; then 'Next'.



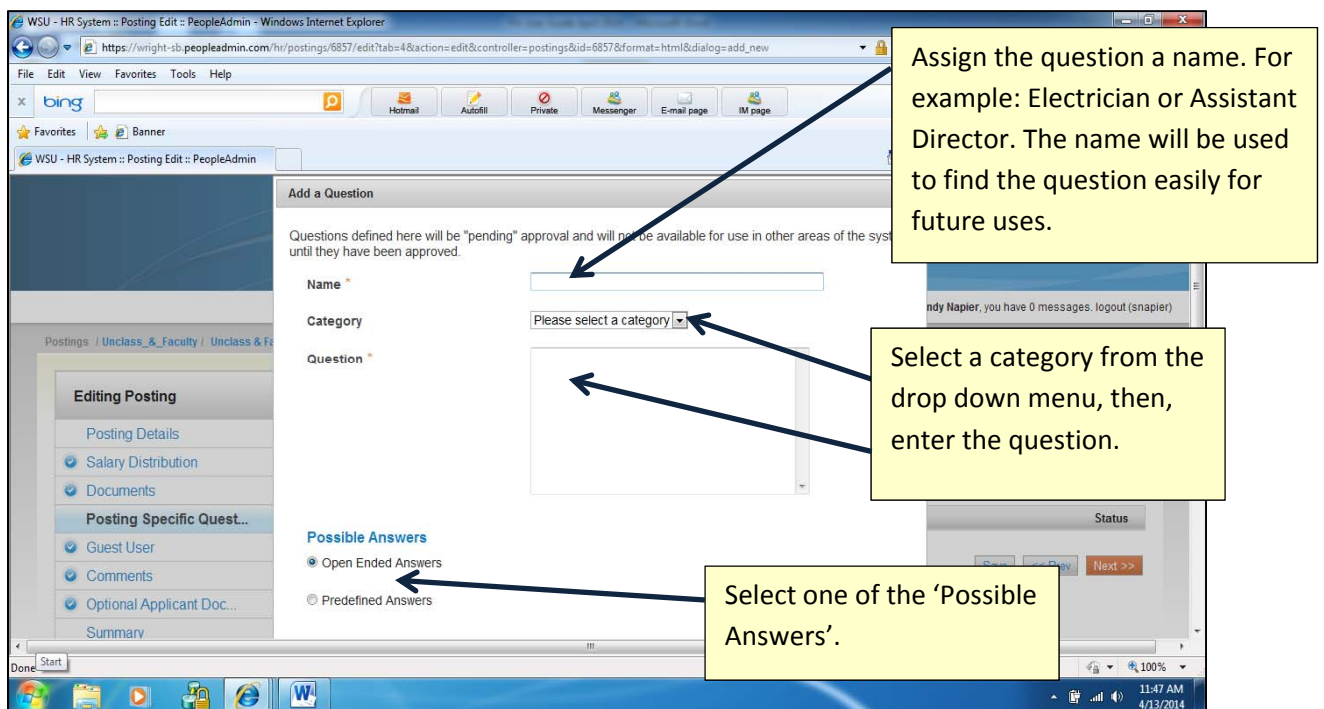
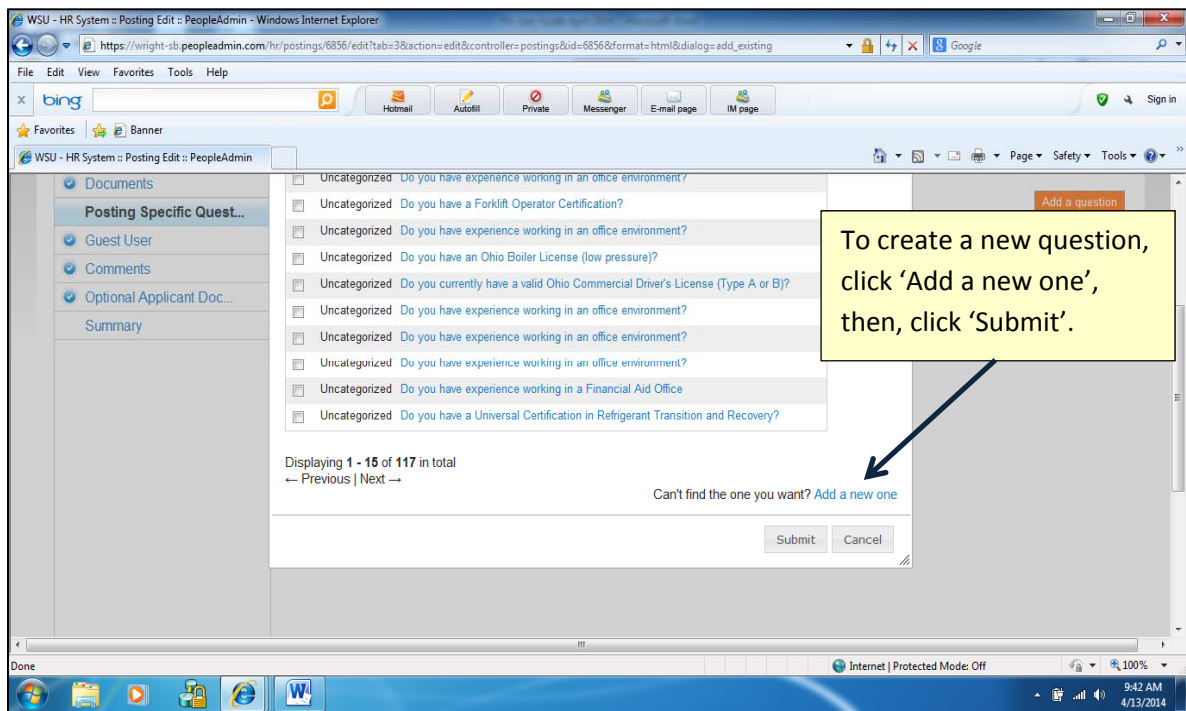
19. **Posting Specific Questions:** This page is used for adding questions that are related to the minimum and/or preferred qualifications. They assist users/reviewers in reviewing applications. **Posting specific questions are to be used for staff positions ONLY.** To add a question, click 'Add a question'.

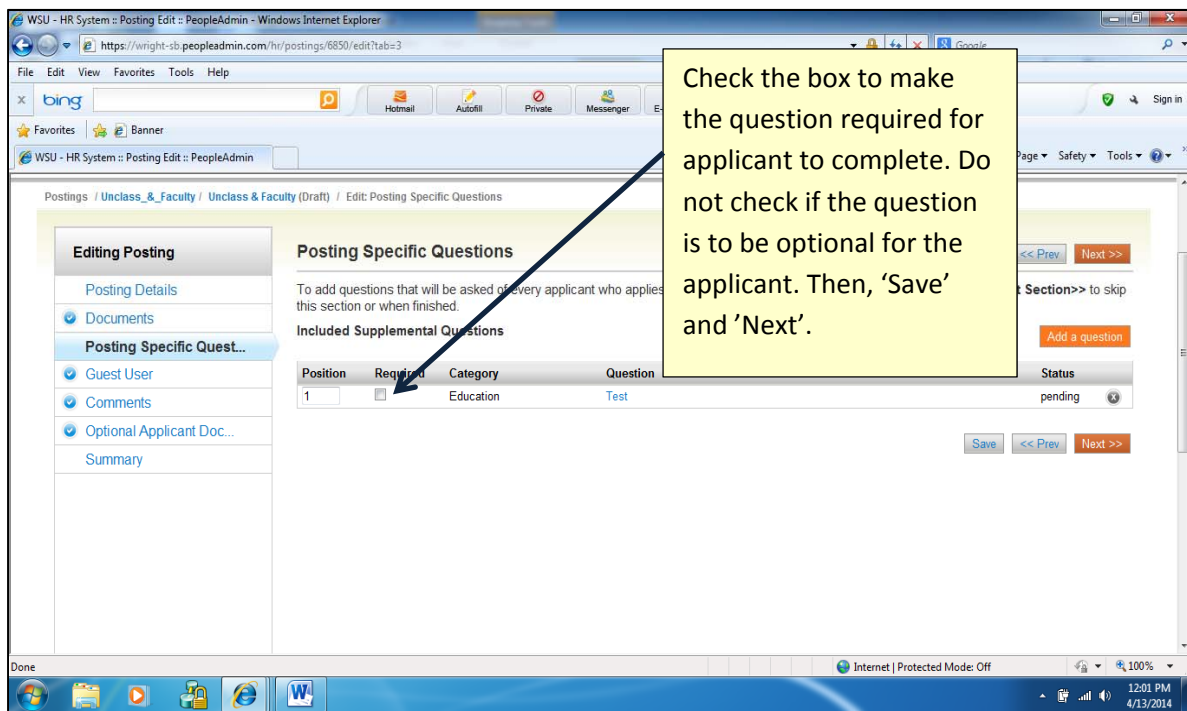
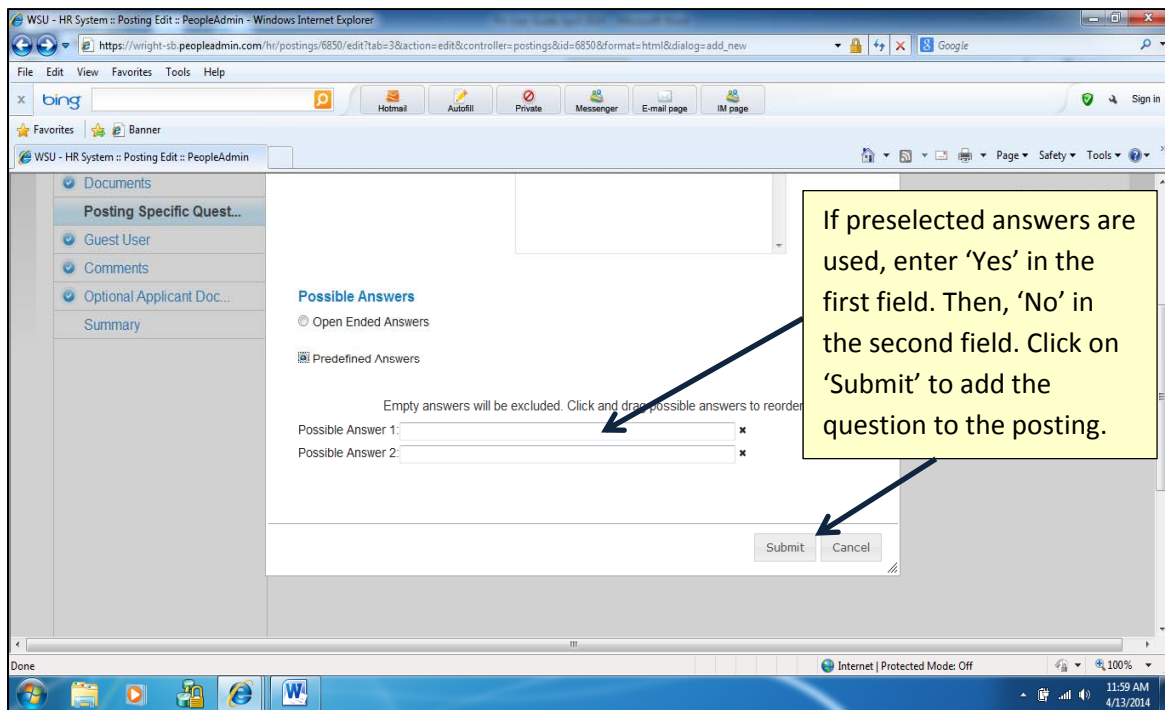


20. Either select one of the questions from the question bank, or create a new one by clicking on 'Add a new one'. Questions can have either predefined answers such as 'Yes' and 'No', or have 'Open Ended' answers which will allow the applicant to enter an answer. There is no character limit for open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



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





22. *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.

The image displays two screenshots of the PeopleAdmin system interface, specifically the 'Guest User' management page. The top screenshot shows the 'Create Guest User Account' button, which is highlighted by a yellow callout box stating: 'Click here to create and activate Guest User Account.' The bottom screenshot shows the 'Update Password' and 'Update Guest User Recipient List' buttons, which are highlighted by yellow callout boxes. The 'Update Password' callout states: 'You may change the password by entering a new password and clicking 'update password'.' The 'Update Guest User Recipient List' callout states: 'Enter committee members' email addresses here. Then, click 'Update Guest User Recipient List'. The system will send each member an email message with Guest User name and password.'

Editing Posting

- Posting Details
- Salary Distribution
- Documents
- Posting Specific Quest...
- Guest User**
- Comments
- Optional Applicant Doc...
- Summary

Guest User

On this screen, you may create an account that will be used by members of the search committee. Committee members who log in using this account may view applications and comments. When finished or to skip this section, click **Continue to Next Page**.

Want to give guests access to view this posting?

Create Guest User Account

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
gu48327

Password
bdcae4

Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)
committee.member1@wright.edu
committee.member2@wright.edu
committee.member3@wright.edu

Update Guest User Recipient List

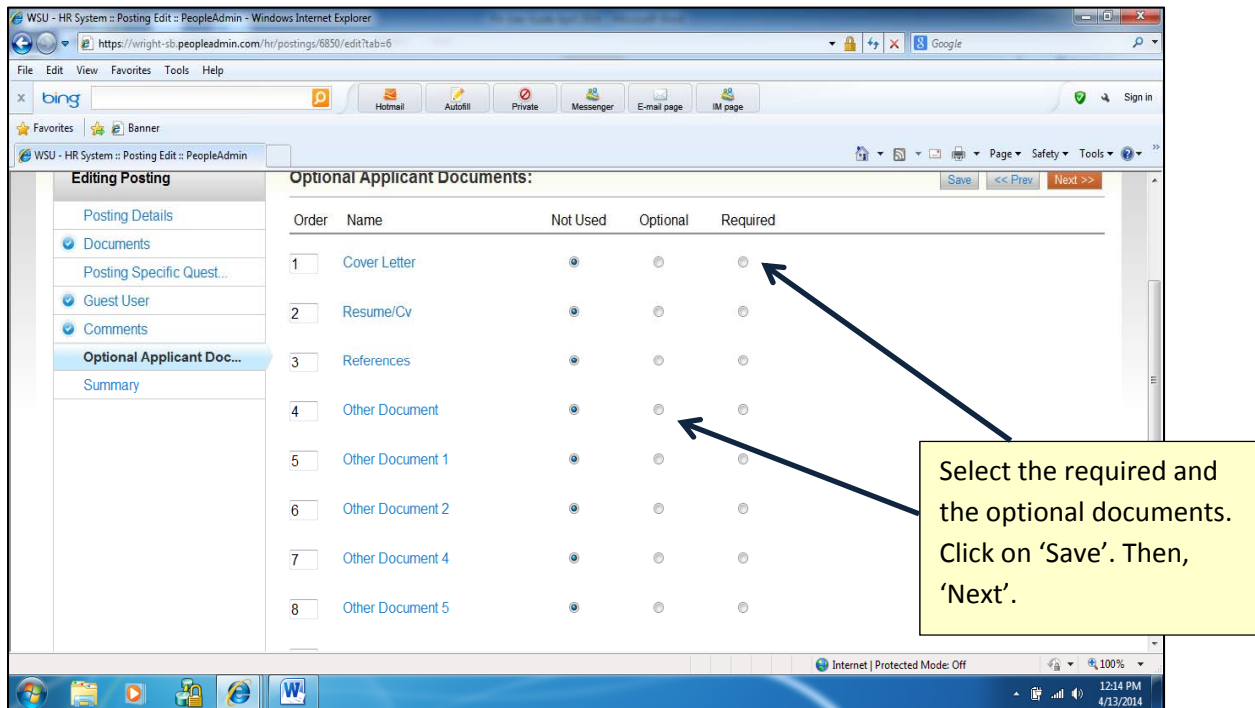
23. **Search Committee Information:** This page is used to enter the name, race and gender of the search committee members. Click on 'Search Committee Information' tab. Then, enter the information in the field. Click on 'Save', then, 'Next' to move to the next page.

Enter the name, gender and race of the search committee members. Then, click 'Save' and 'Next'.

24. **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.

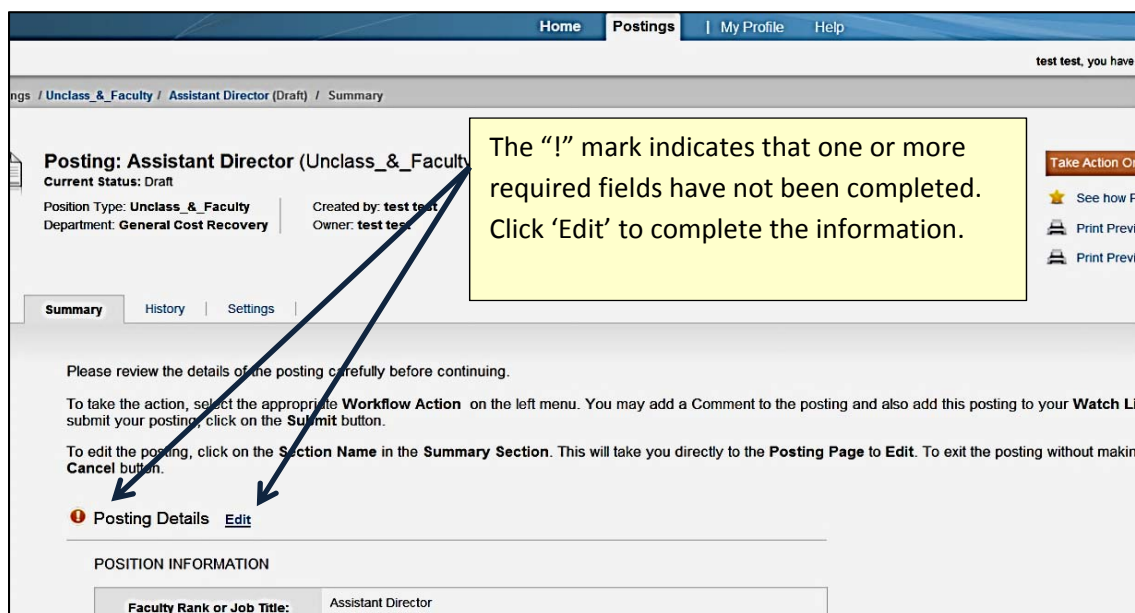
Enter comments, if any.

25. **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"/>

26. The 'Summary' page 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_& Faculty)
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** by clicking on the **Watch** button.

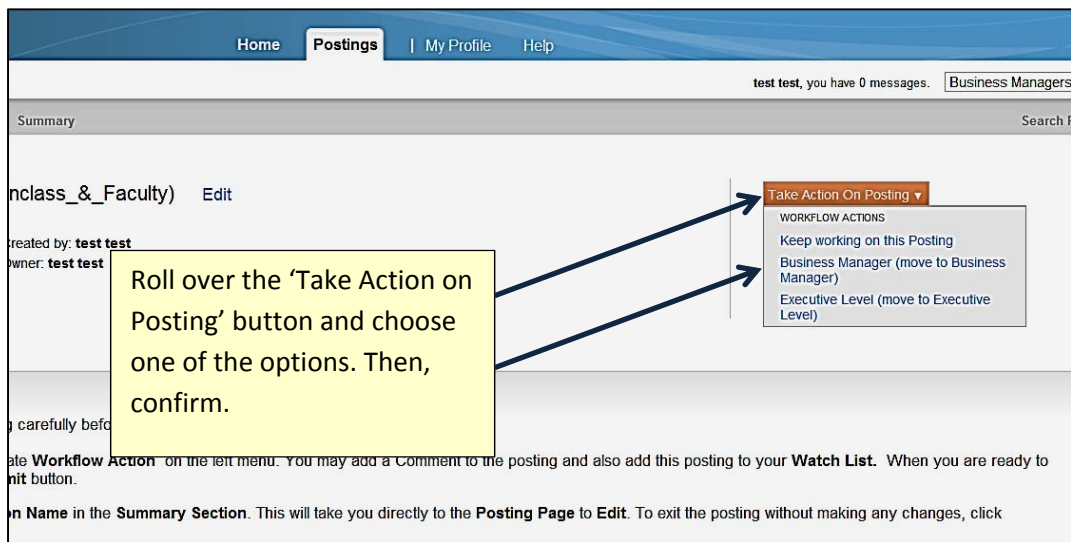
To edit the posting, click on the **Section Name** in the **Summary** Section. This will take you directly to the **Posting Page to Edit**. To exit the posting without making changes, click the **Cancel** button.

Posting Details [Edit](#)

POSITION INFORMATION

Faculty Rank or Job Title: Assistant Director

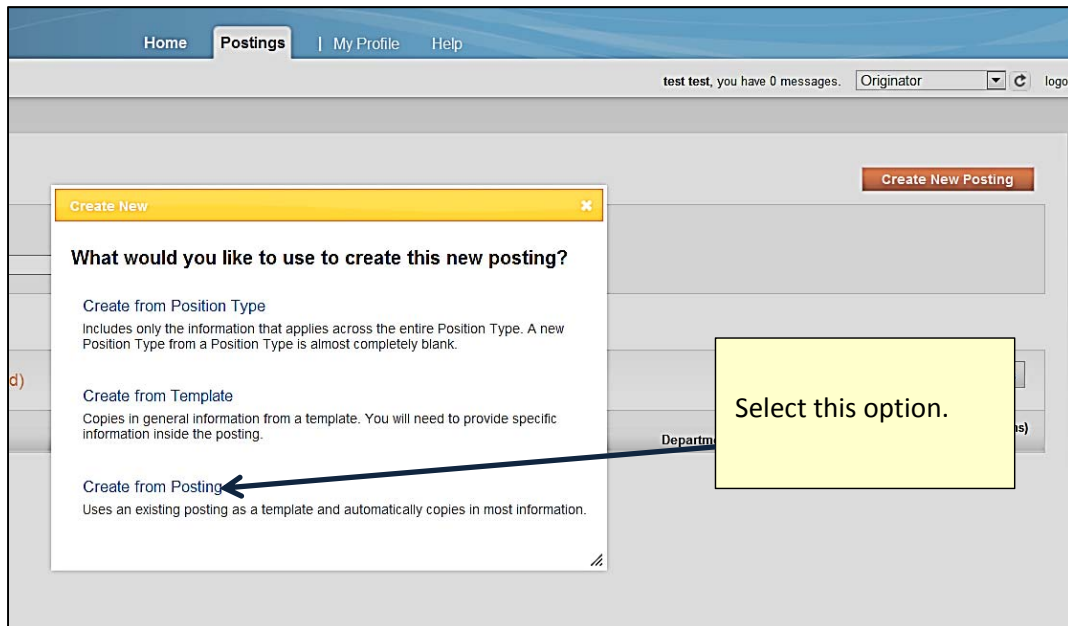
27. Next to Summary tab, there are two more tabs:
- History: Provides details on the approval steps, date/time stamps, and any comments and/or notes.
 - Settings: Allows you to make any modifications to the posting setting page, such as type of application accepted, etc.
28. You can edit any of the pages 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.
29. There are a number of items located on the right hand side of the screen:
- '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)
 - See How Posting Looks to Applicant: Shows which fields from the posting are visible to the applicants.
 - Print Preview (Applicant View): Allows you to preview the applicant view of the posting.
 - Print Preview: Allows you to preview the posting before printing.
30. As mentioned above (item 19.I), the 'Take Action on Posting' has a number of options to choose from. Originators have three options to pick from: Submit to Hiring Manager, Submit to Chair/Dept Head, and Submit to Business Manager. 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.



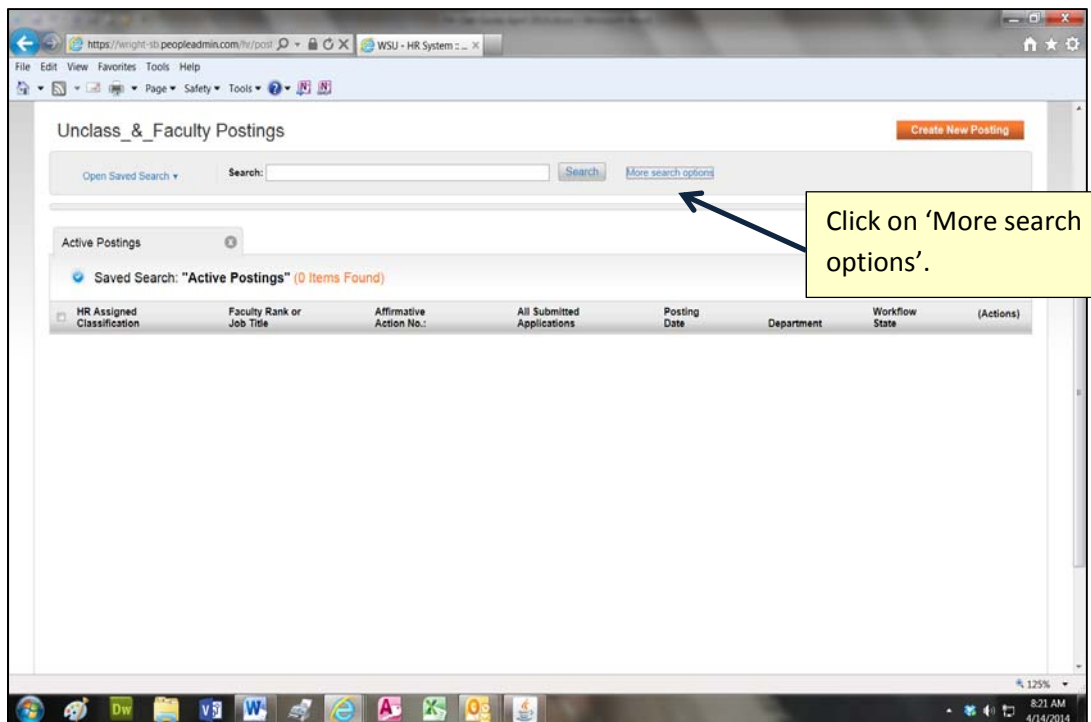
31. Once a position goes through the approval process, and is approved by all parties, HR Employment posts and advertises the position.

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.: []

Create New Posting

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.

Ad 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: []

Affirmative Action No.: []

Ad hoc Search Active Postings

Ad hoc Search (1 Item Found) Save this search?

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	View Posting Create From

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

6. Then, follow the instructions from item #8 through #30.

Position Approval Process

