

PeopleAdmin

Search Process and Hiring Proposal User Guide

WRIGHT STATE UNIVERSITY

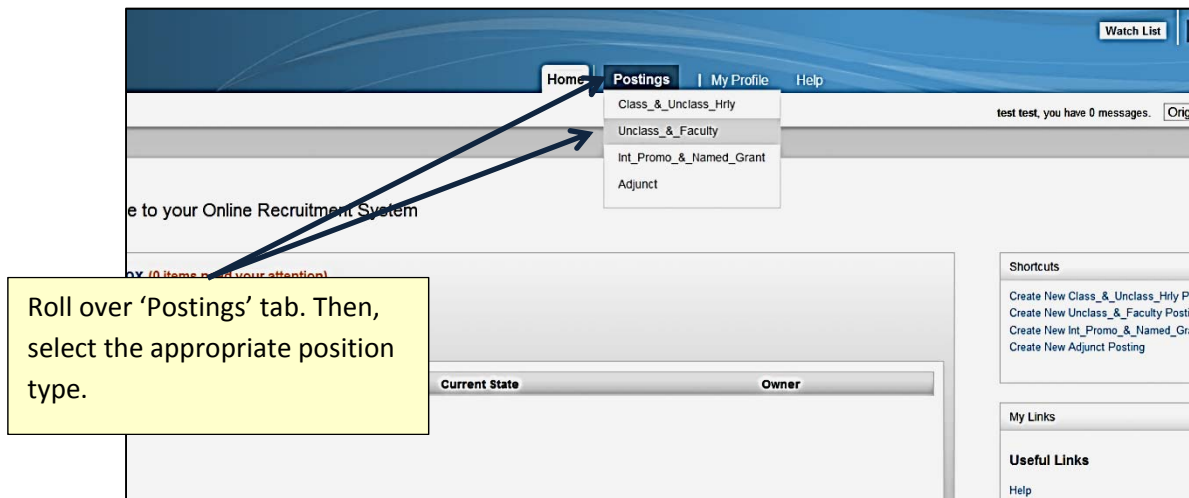
November 2014

Authored by: Meltem Kokaly, Employment Manager, Human Resources

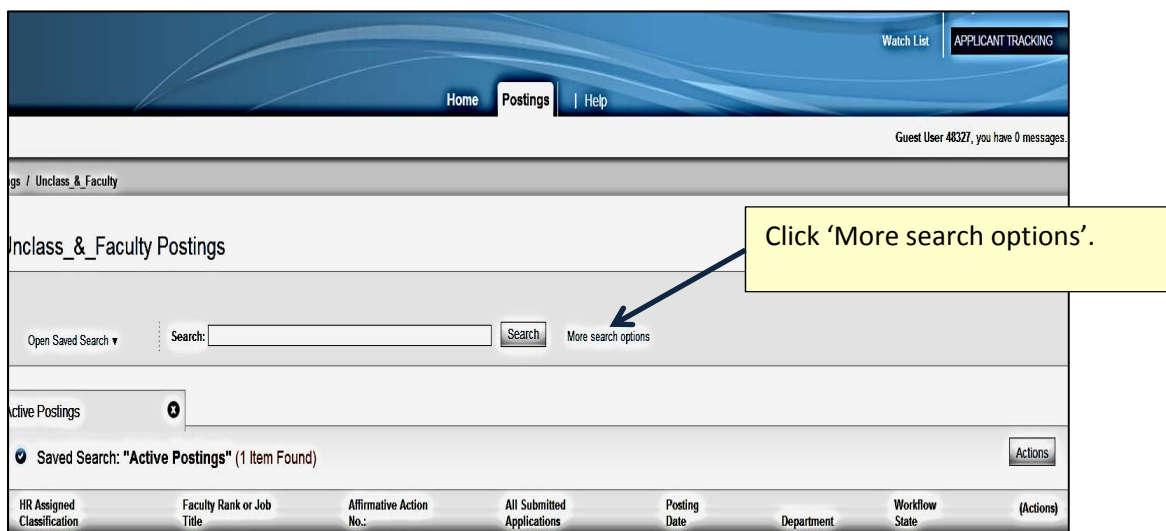
Reviewing Applications

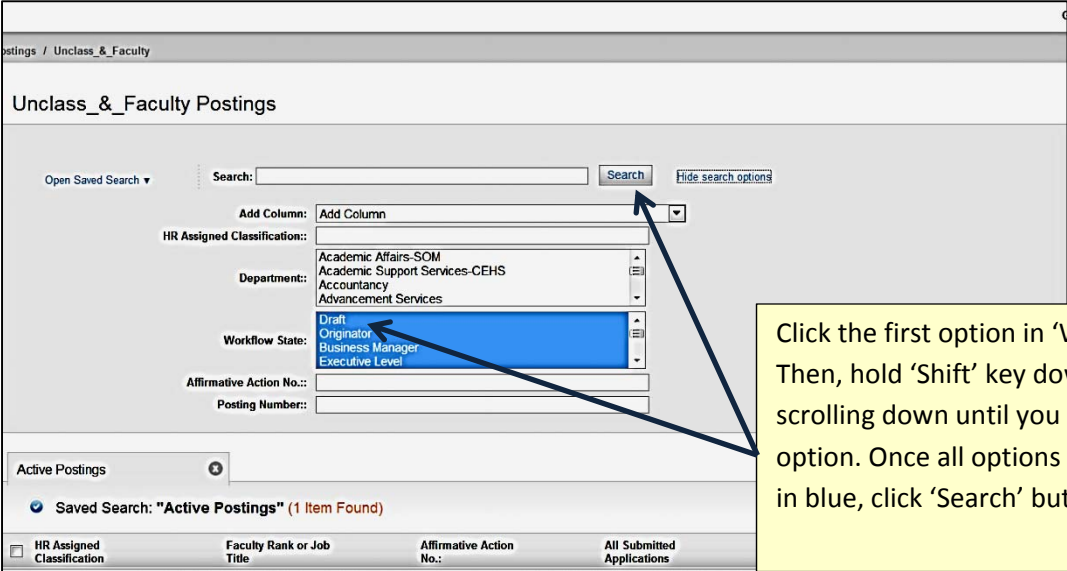
Guide For Originators

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:

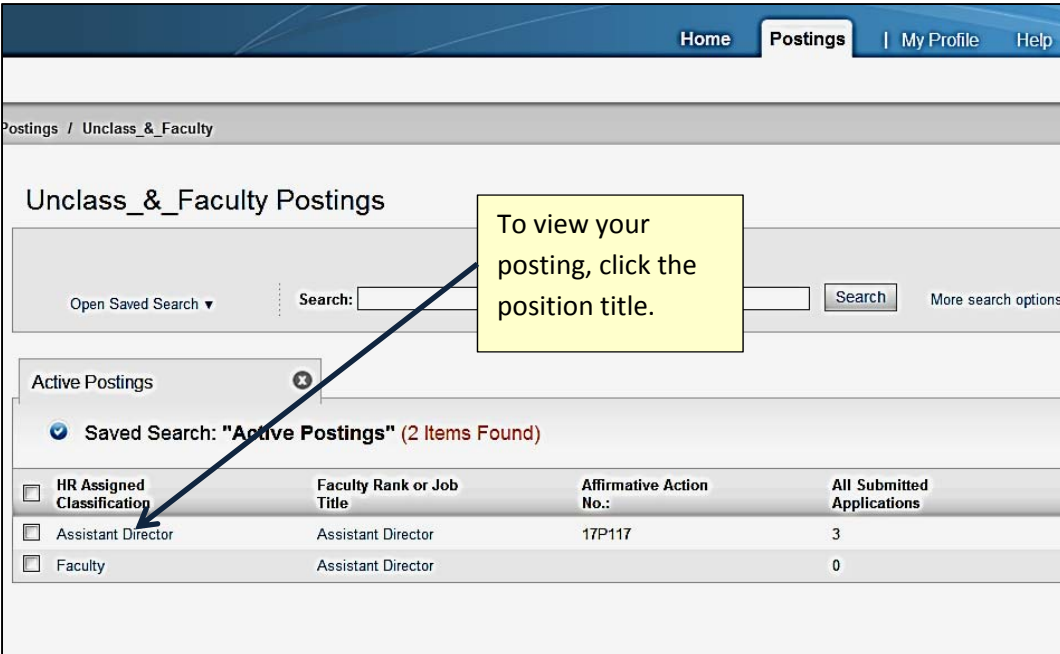
Active Postings 3

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

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

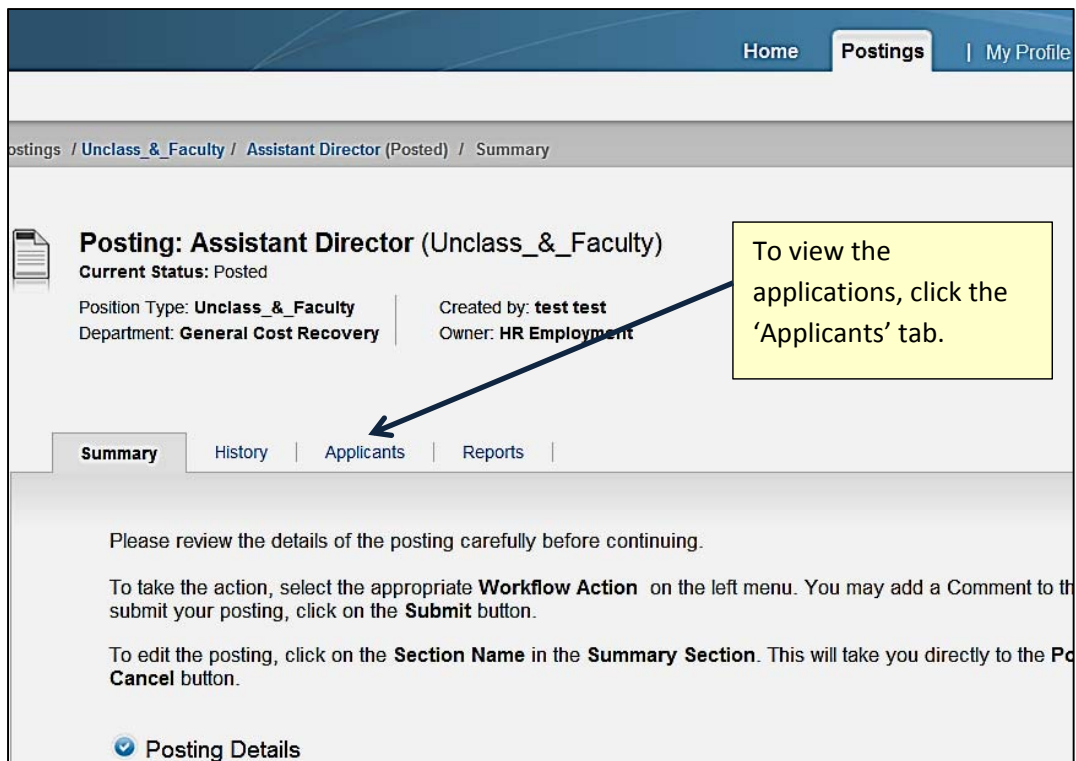
Open Saved Search ▾ Search: Search [More search options](#)

Active Postings ×

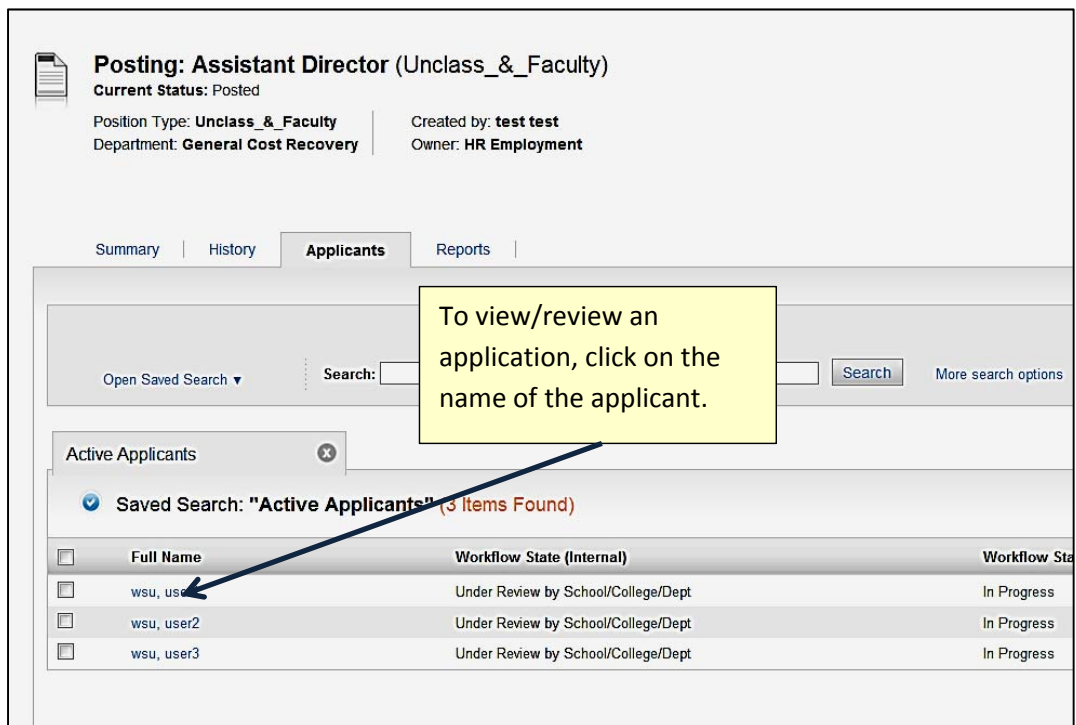
✓ Saved Search: "Active Postings" (2 Items Found)

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, click on the name of the applicant.



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

9. 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.

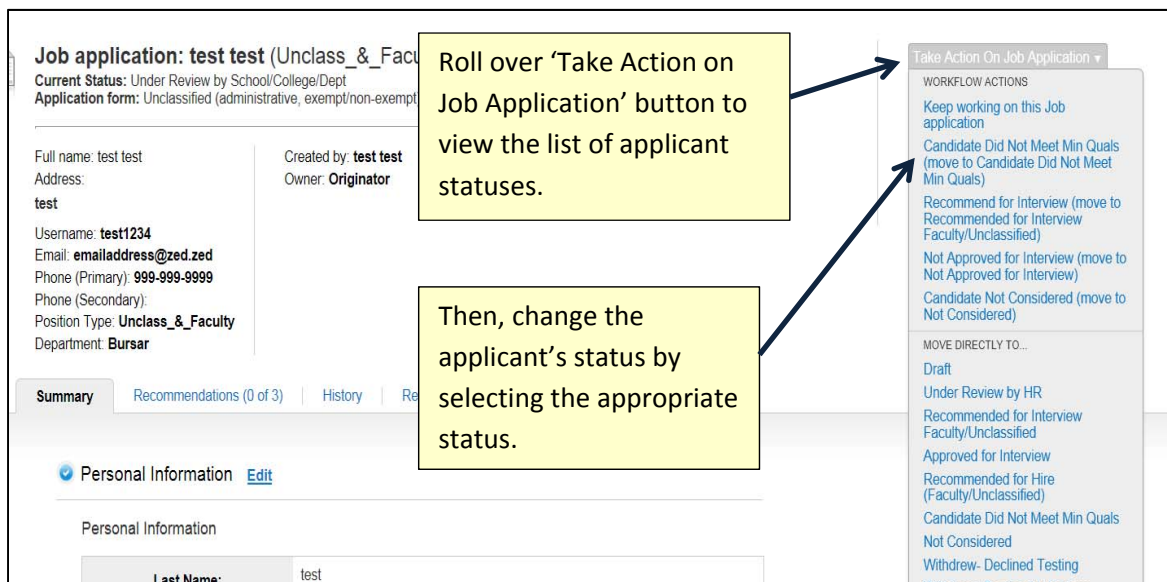
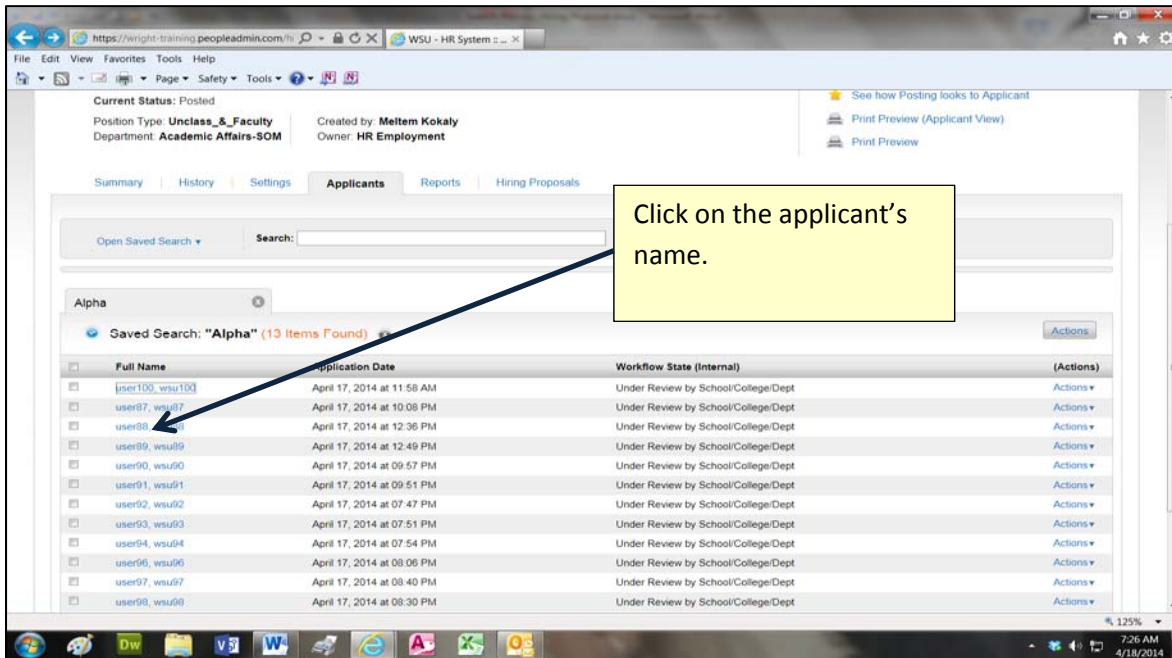
10. To export applicant data into Excel, select applications by checking the boxes next to the names; then go to 'Action' button on the right, then click on 'Export results' link.

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 these 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 originate from this box: one points to the checkbox in the 'Full Name' column header, and the other points 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 visible at the bottom left. The bottom right shows 'Last refresh: 06/17/2013 12:11 PM'.

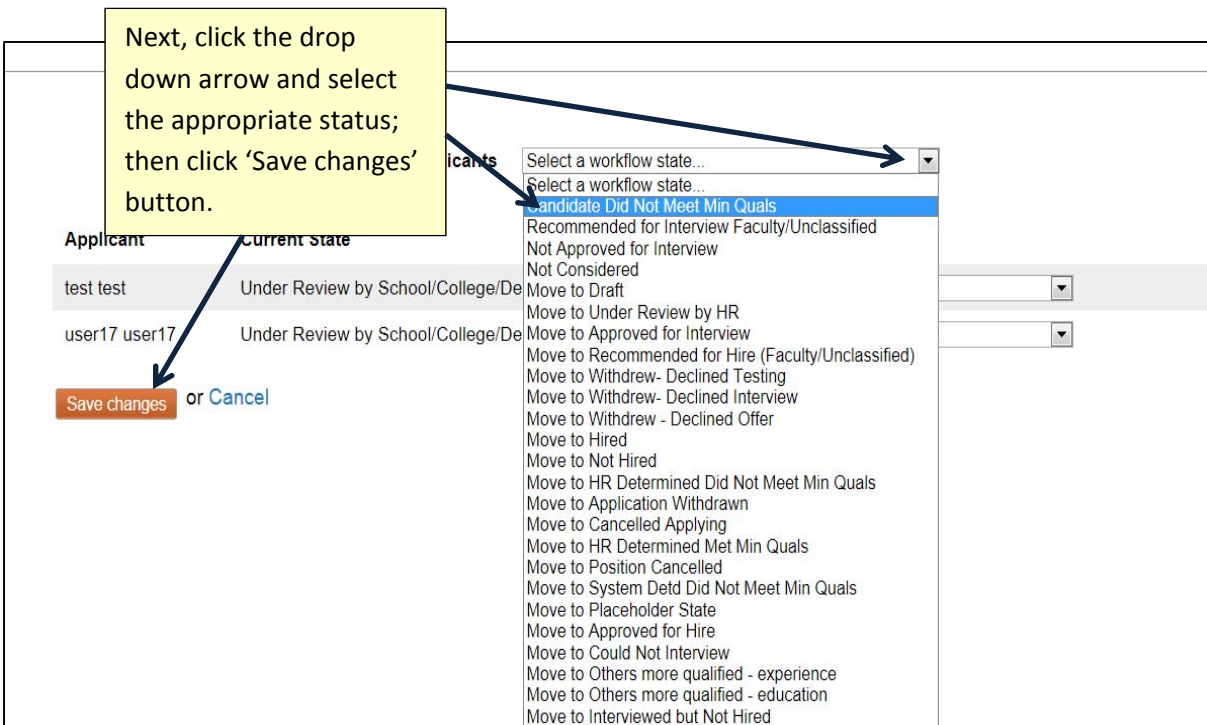
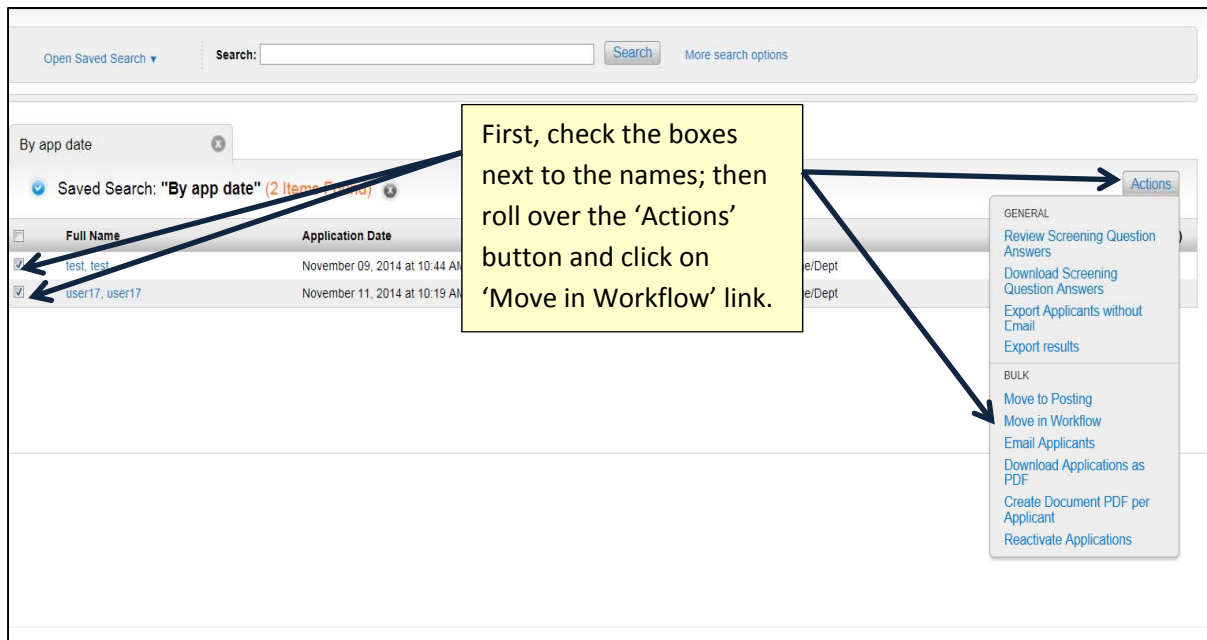
<input type="checkbox"/>	Full Name	Application Date	Workflow State (internal)
<input checked="" type="checkbox"/>	PCasady, Shorman	June 17, 2013 at 02:40 pm	Under Review by School/College/Dept
<input checked="" type="checkbox"/>	Whiplash, Snicker	June 17, 2013 at 02:58 pm	Under Review by School/College/Dept
<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

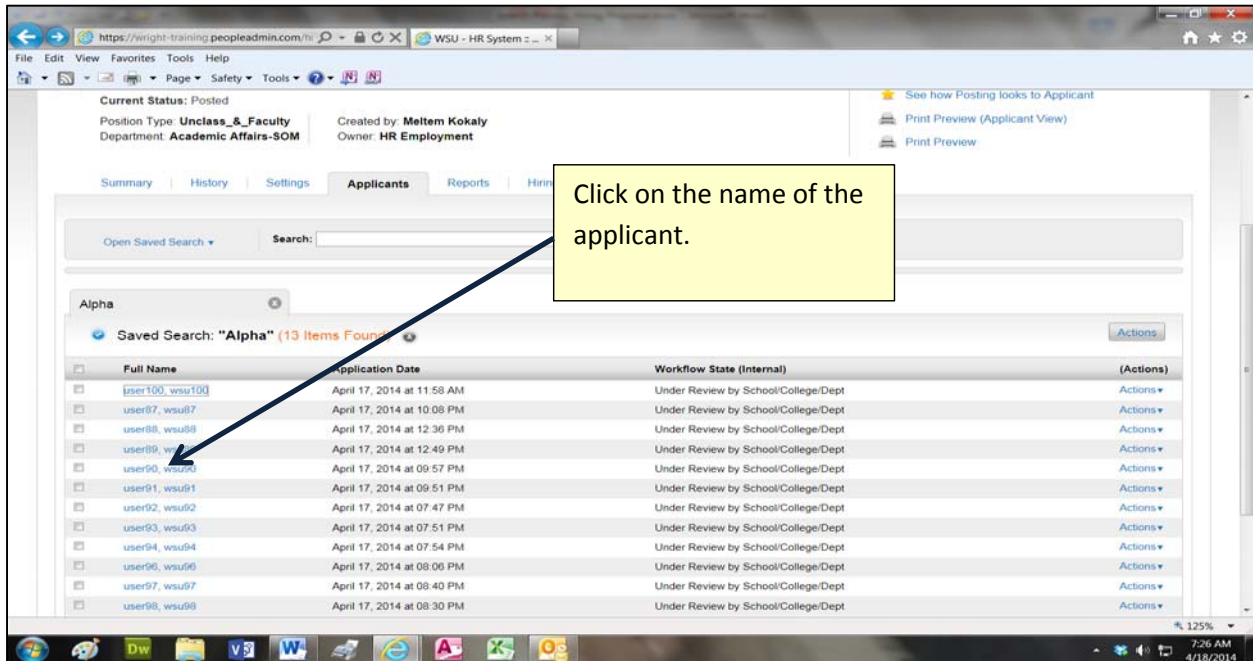
1. Before contacting applicants for an interview, an approval from the Office of Equity and Inclusion must be obtained. The first step is to move all applicants who applied by the first consideration date to an appropriate status. For the list of application statuses, refer to the last page of this guide.

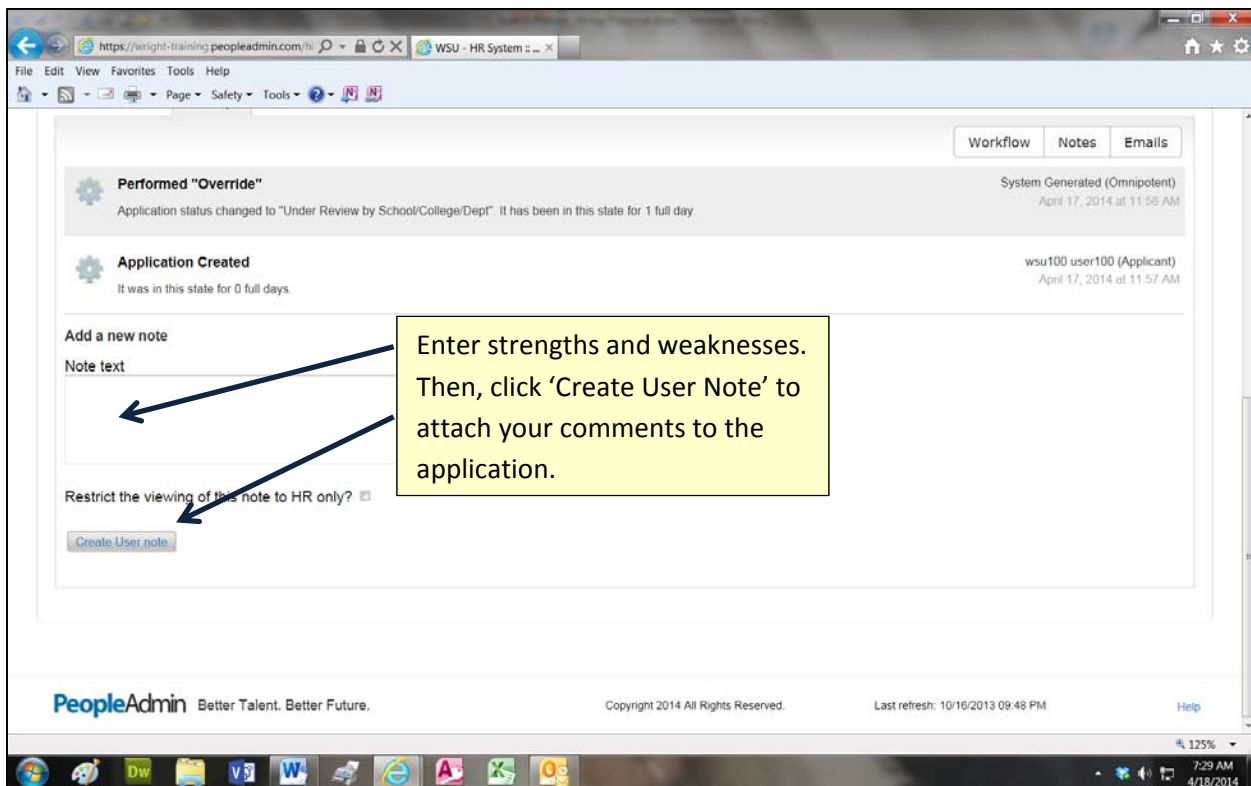
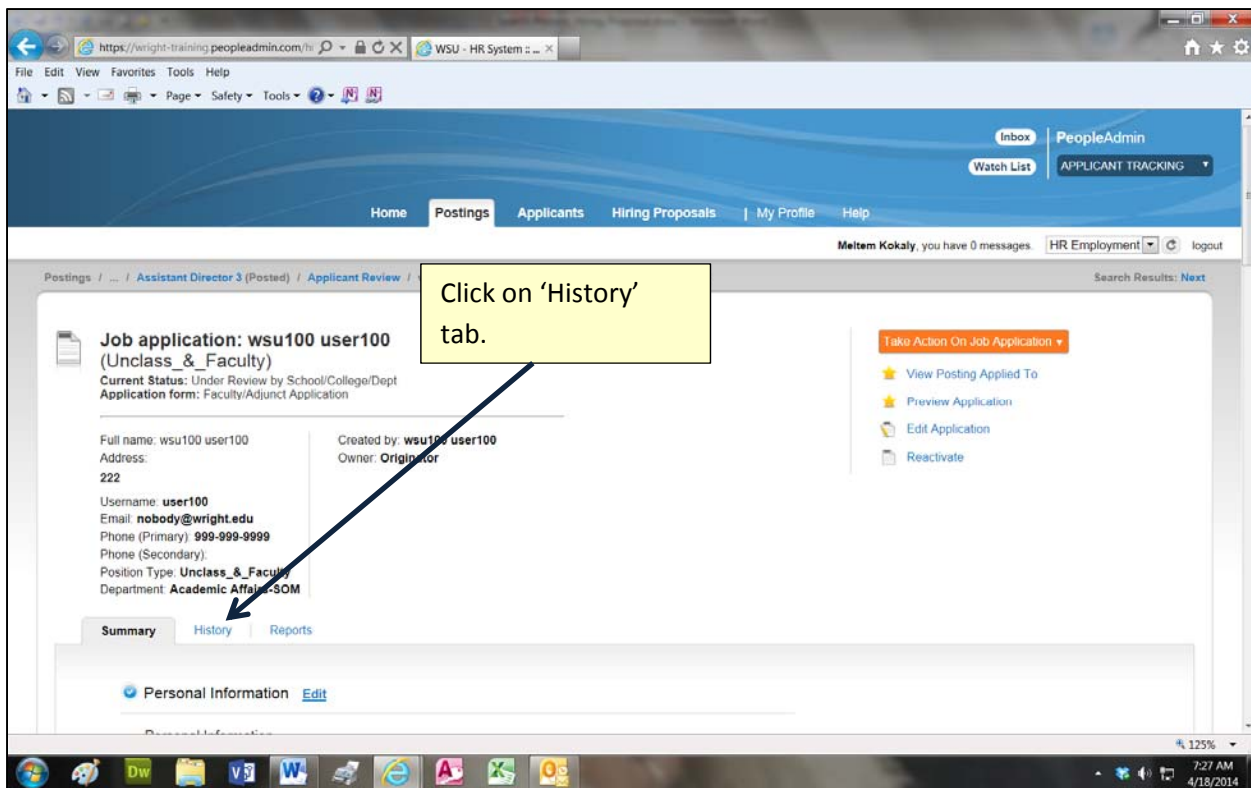


- To change multiple applicants' statuses all at once, select the applicants with the same statuses by clicking the boxes next to the names, then roll over the 'Actions' button, and select the appropriate status. Keep in mind that bulk transition takes time to update; therefore, you may not see the update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

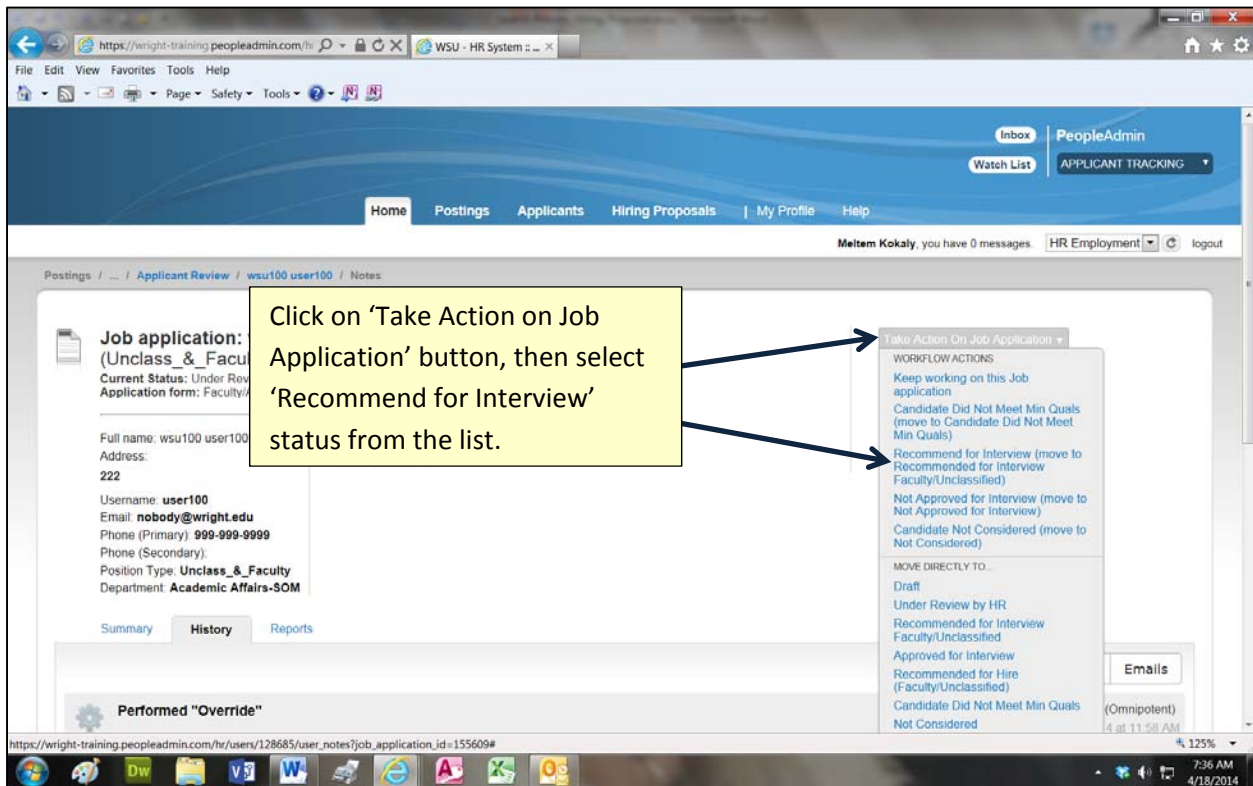


- The second step is to submit the applicants to be interviewed to Office of Equity & Inclusion for approval. Once the search committee has identified the applicants to be interviewed, go to each application by clicking on the name of the applicant, then click on 'History' tab. Enter strengths and weaknesses 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.

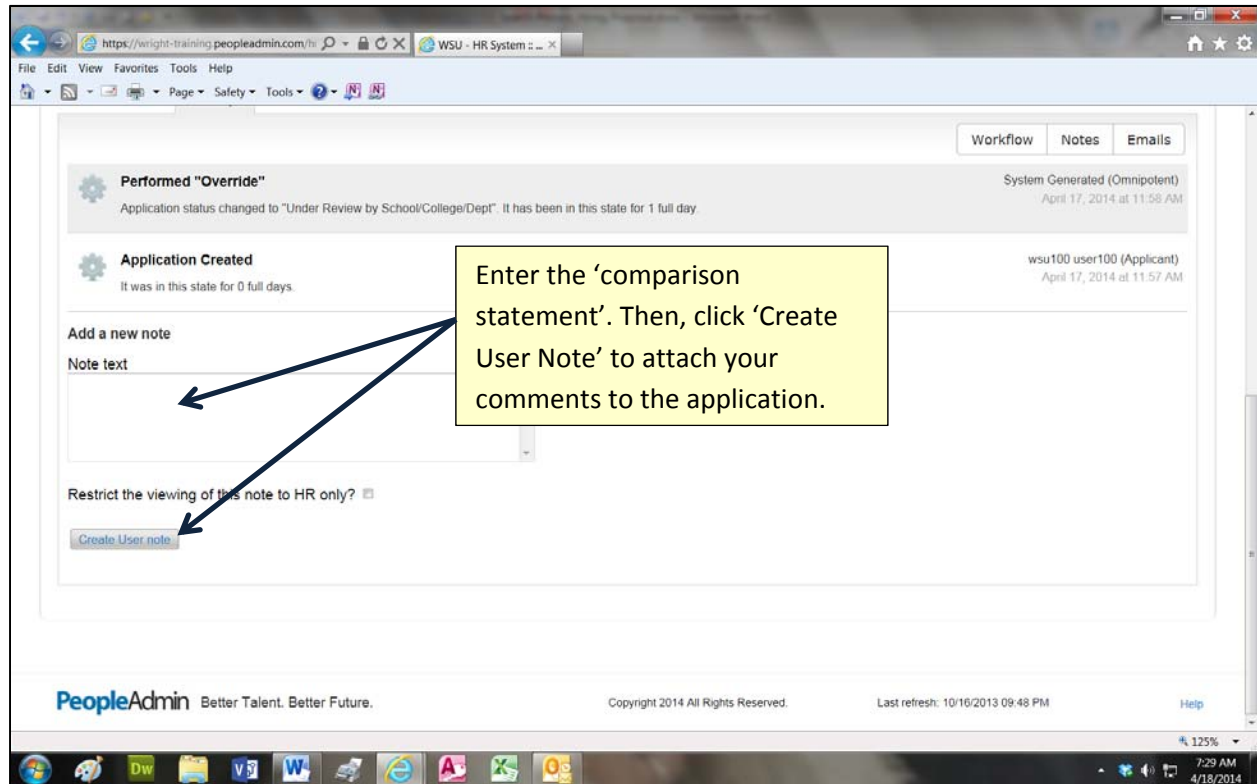




4. Once the strengths and weaknesses are added, click 'Take Action on Job Application', and select 'Recommend for Interview'.
5. Selecting 'Recommend for Interview' status will trigger and send an email to the Office of Equity & Inclusion. Once Office of Equity and Inclusion approves applicants for interview,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

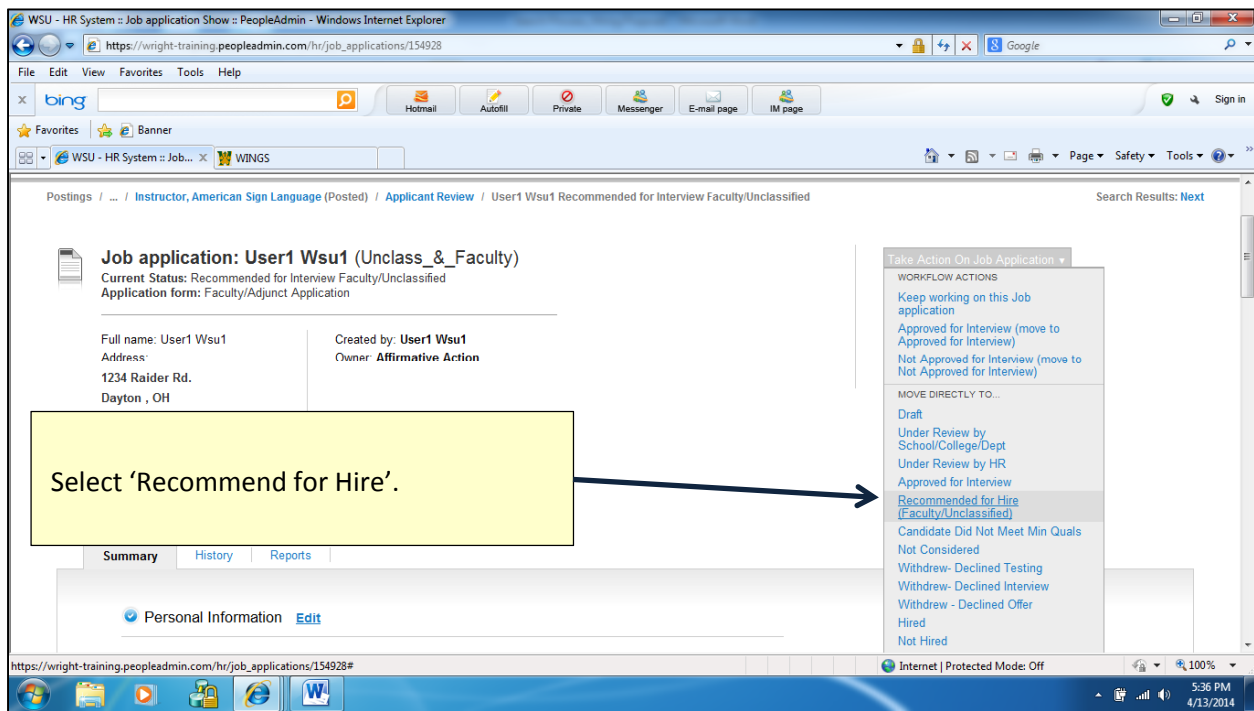


6. Once the interviews have been conducted and a finalist has been selected by the search committee, go back to the individual's applicant and create another 'User Note' by clicking on the History tab. Scroll down and enter your comparison statement in the text field, then click on 'Create User Note'. **This process replaces the paper 'Pre-Offer Summary' form.** Once comparison statement is entered, you are ready to initiate the 'Hiring Proposal'.

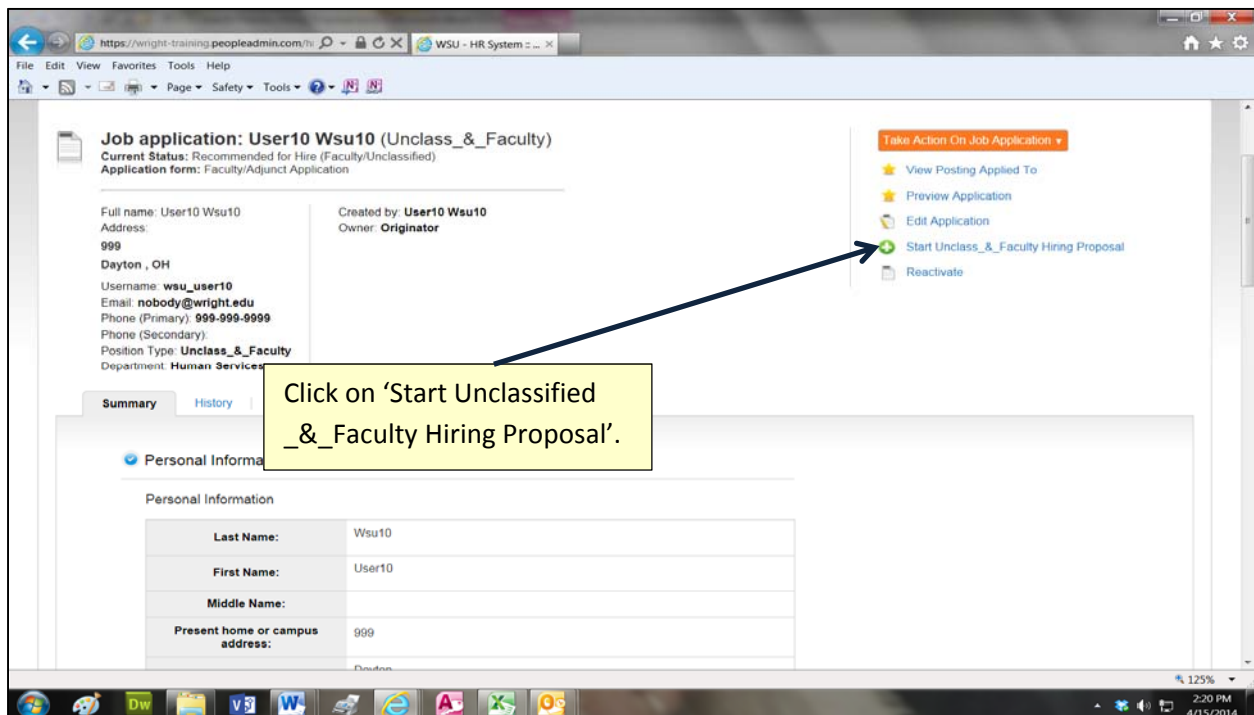


7. Repeat the above steps for the applicant(s) that were interviewed, but not selected for hire. Then, change their status to 'Interviewed but Not Hired' by rolling over the 'Take Action on Job Applicant' button.

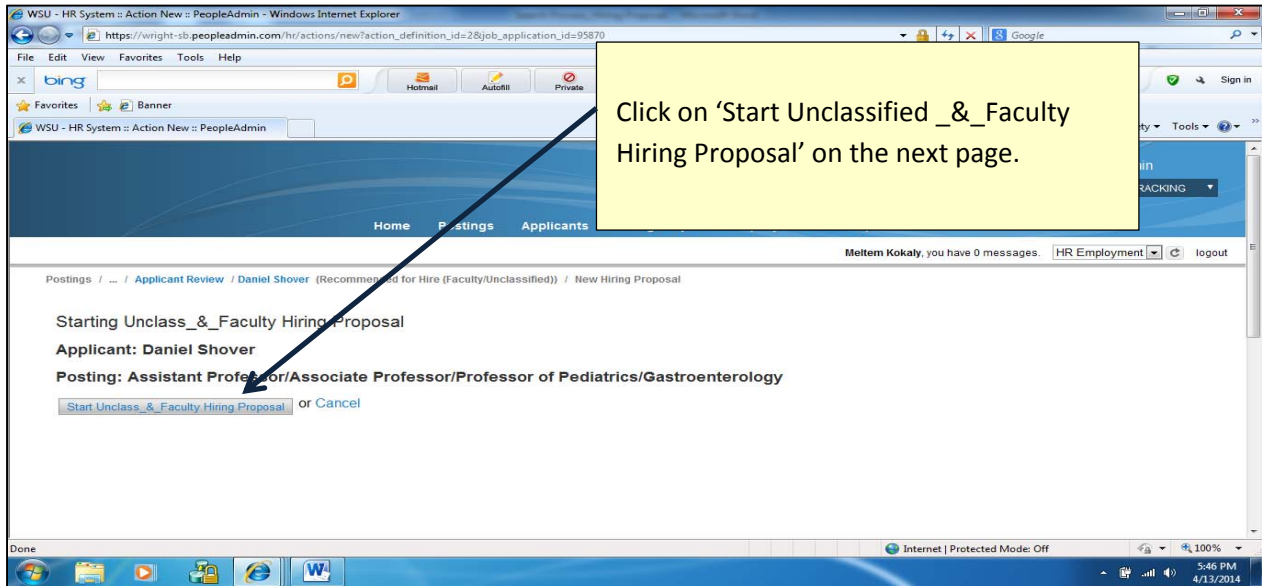
8. To initiate the 'Hiring Proposal', click on the 'Take Action on Job Applicant' button, then select 'Recommend for Hire'. **Note: Until the Hiring Proposal is initiated and submitted, Office of Equity & Inclusion will not be notified of your request for approval.**



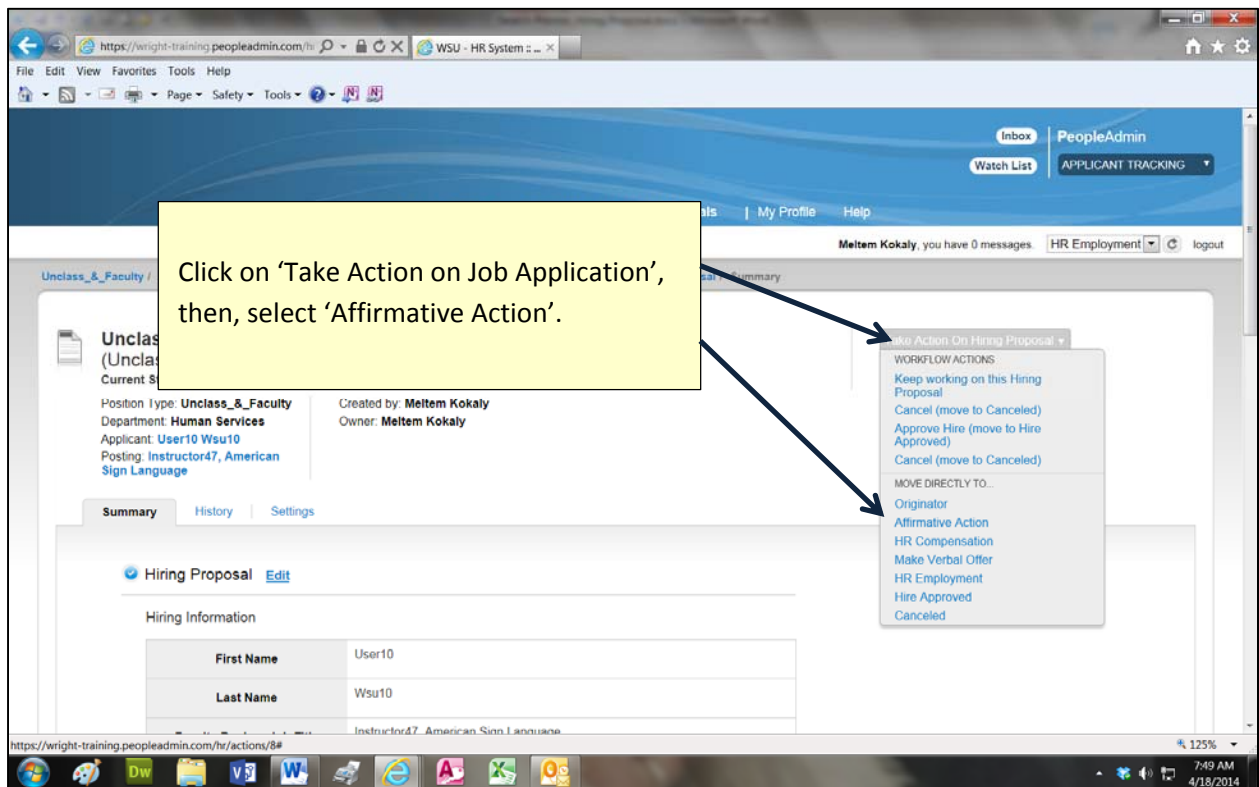
9. Upon changing the status of the application, the 'Hiring Proposal' task with a green plus + sign will appear on the right hand side of the application. Click on the 'Start Hiring Proposal' to begin the Hiring Proposal process.



10. Click 'Start Unclassified _&_ Faculty Hiring Proposal' button on the next page.



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



12. **If a higher annual salary or hourly rate is proposed, follow the next steps.**
13. Click on 'Edit' link to edit the fields. For faculty positions that are posted with multiple ranks, enter the rank to be offered.
14. 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.
15. 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'.

Unclass. & Faculty Hiring Proposal: User10 Wsu10
(Unclass. & Faculty) Edit

Current Status: Draft

Position Type: Unclass. & Faculty
Department: Human Services
Applicant: User10 Wsu10
Posting: Instructor47, American Sign Language

Created by: Meltem Kokaly
Owner: Meltem Kokaly

Take Action On Hiring Proposal +
Print Preview

Summary History Settings

Hiring Proposal Edit

Hiring Information

First Name	User10
Last Name	Wsu10
Faculty Rank or Job Title	Instructor47, American Sign Language
HR Assigned Classification	Instructor
If posting multiple levels, indicate offer level.	

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:

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

Justification for Proposed Annual or Hourly Rate:

Length of Appointment: Special contract and renewable

If special contract:

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

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

WSU - HR System

NBAPOSN Number 999589

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.

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 SLU programs; Service (25%) Engage in curriculum development and related activities, parts appropriate.

Comments/Conditions

Save Next >>

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17. 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

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

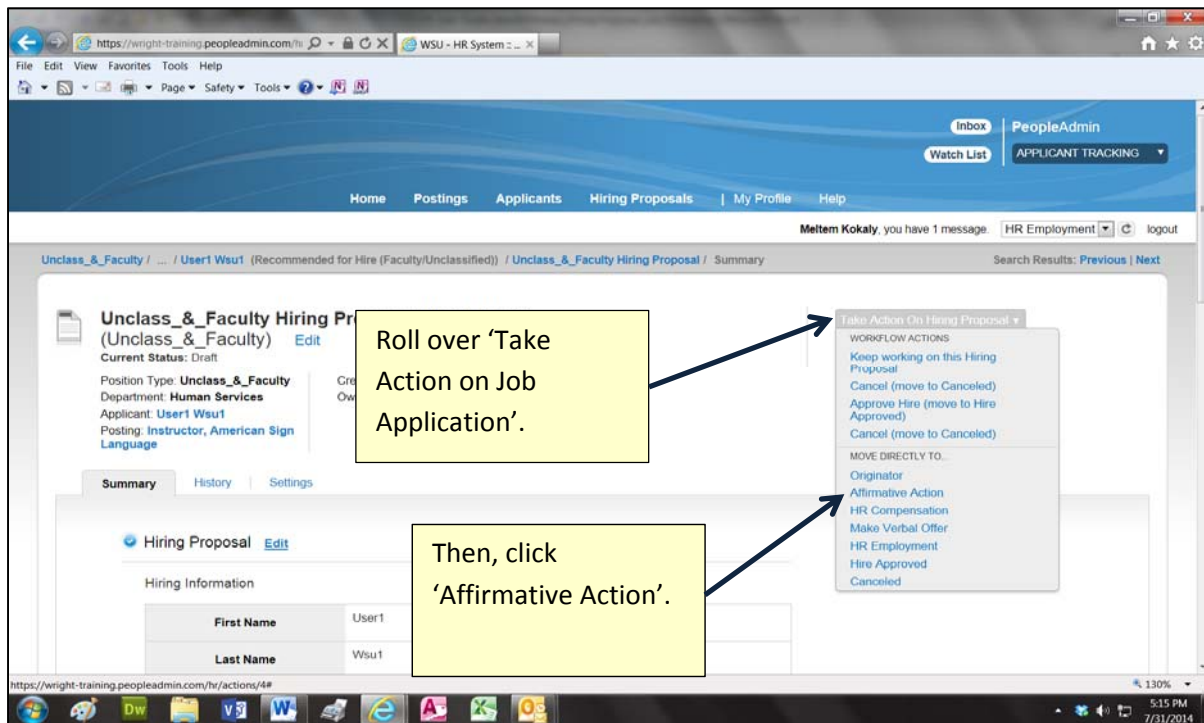
Affirmative Action No. 17Y039

Position Class I F003

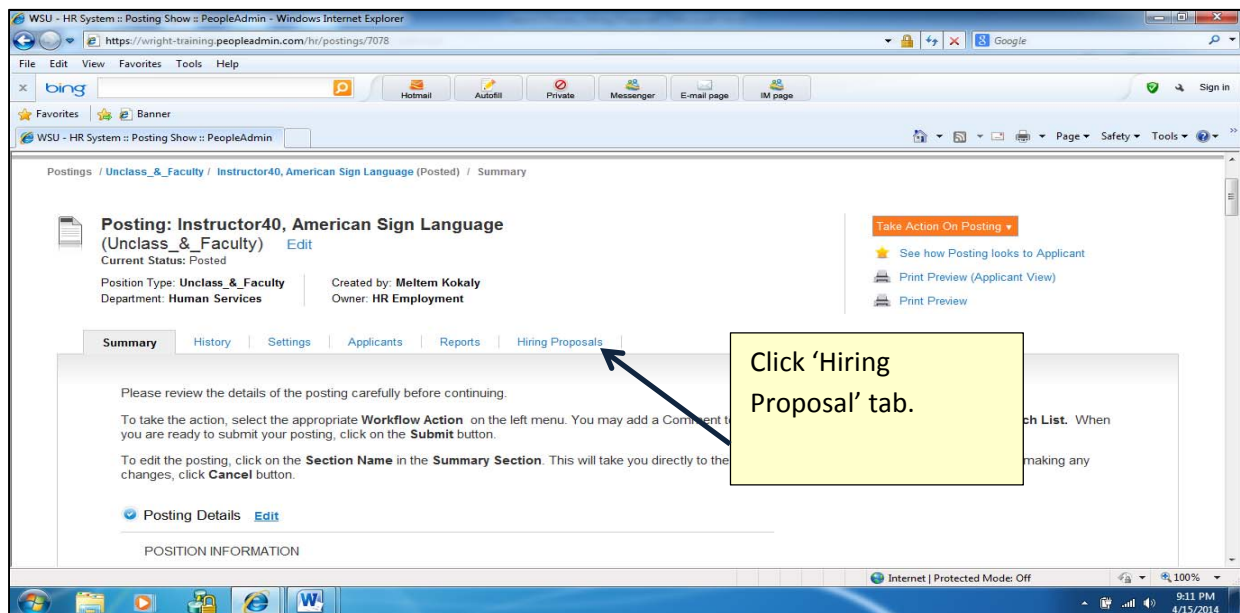
Save Next >>

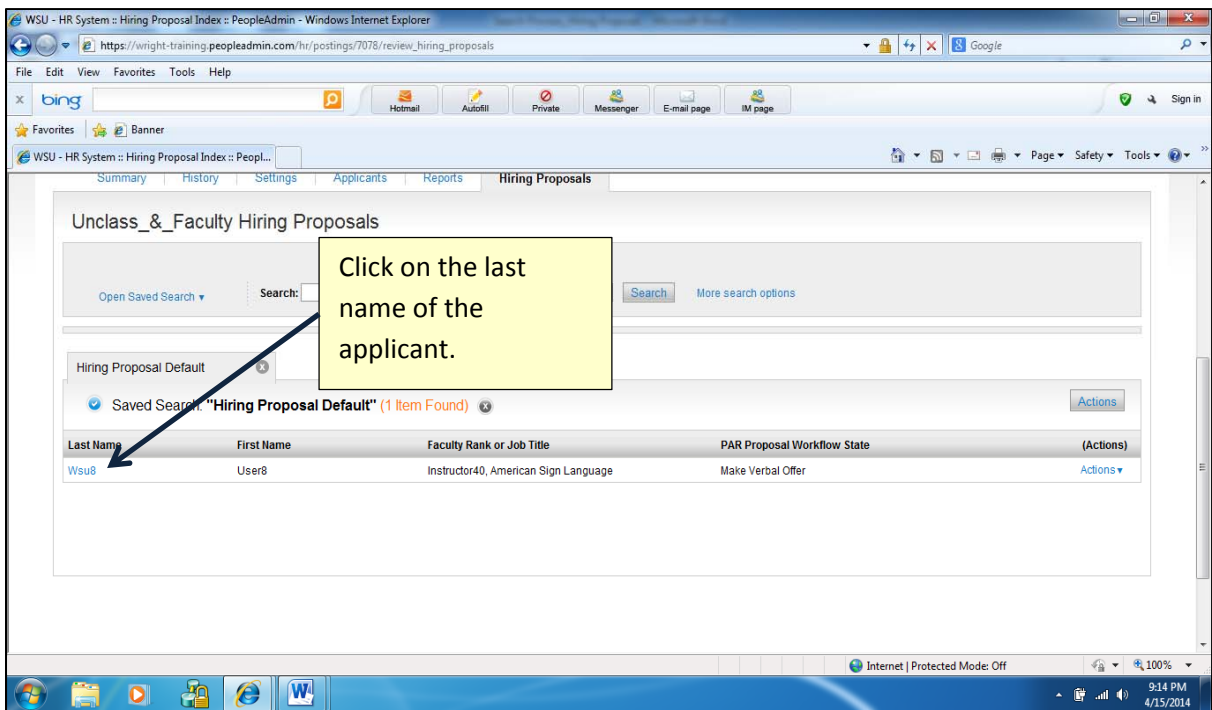
Internet | Protected Mode: Off 100% 6:39 PM 4/15/2014

18. Once on the Summary Page, roll over the 'Take Action on Job Application' button, and then click 'Submit to Affirmative Action'. This action will trigger and send an email to Office of Equity and Inclusion.

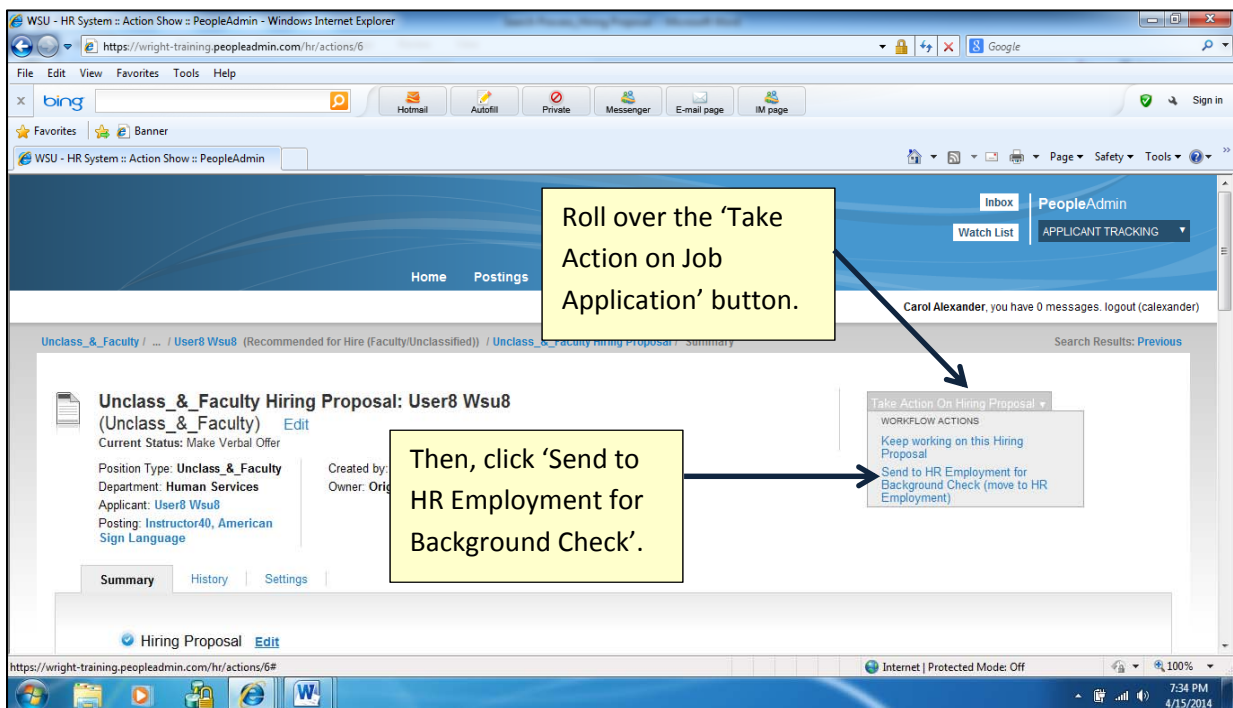


19. Once Equity and Inclusion approves the application, an email will be triggered and sent back to you with a notification that you may now 'Make a Verbal Offer'.
20. If your offer is accepted, go to posting and click on the 'Hiring Proposal' tab. Then, click on the application.

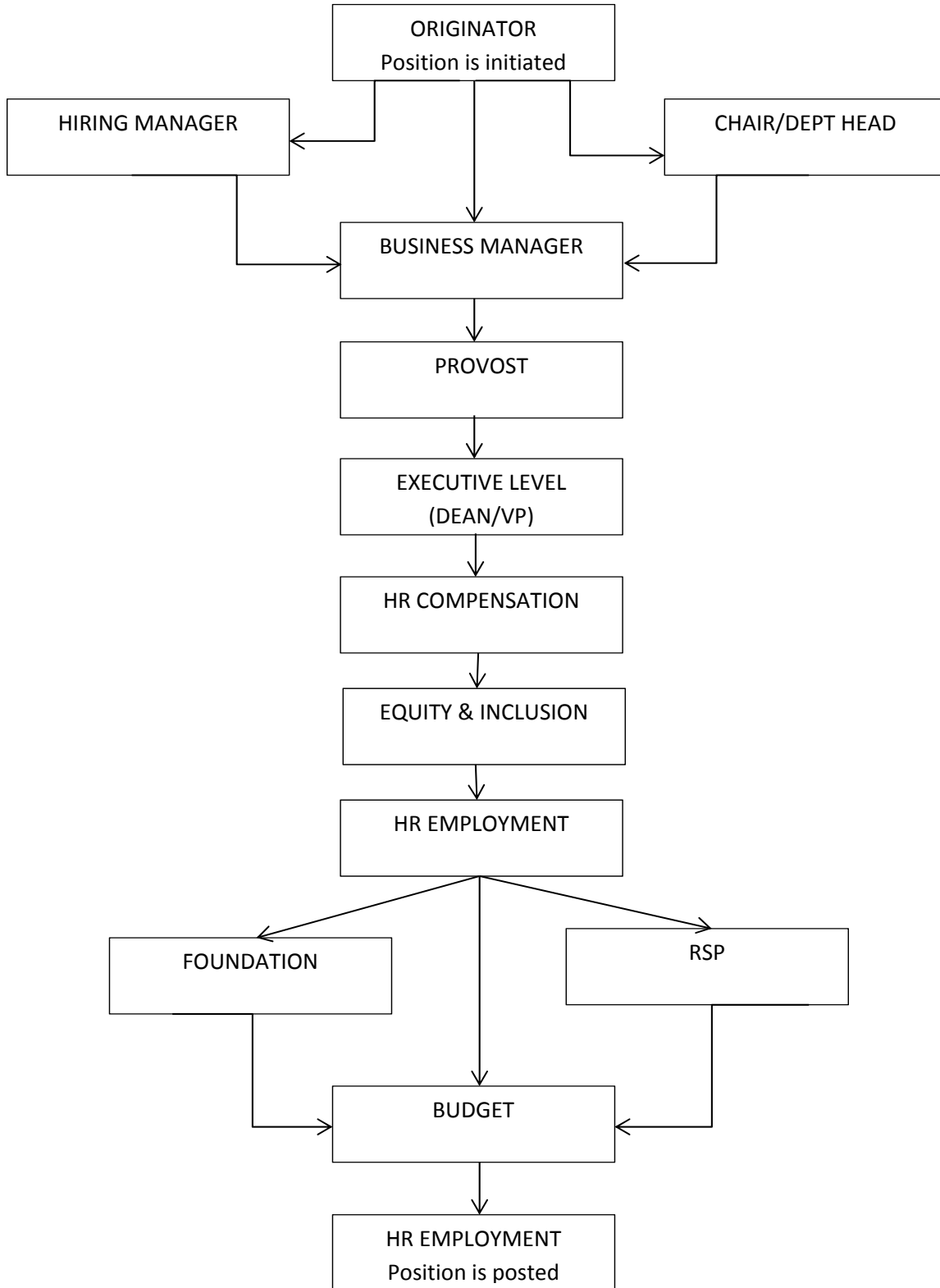




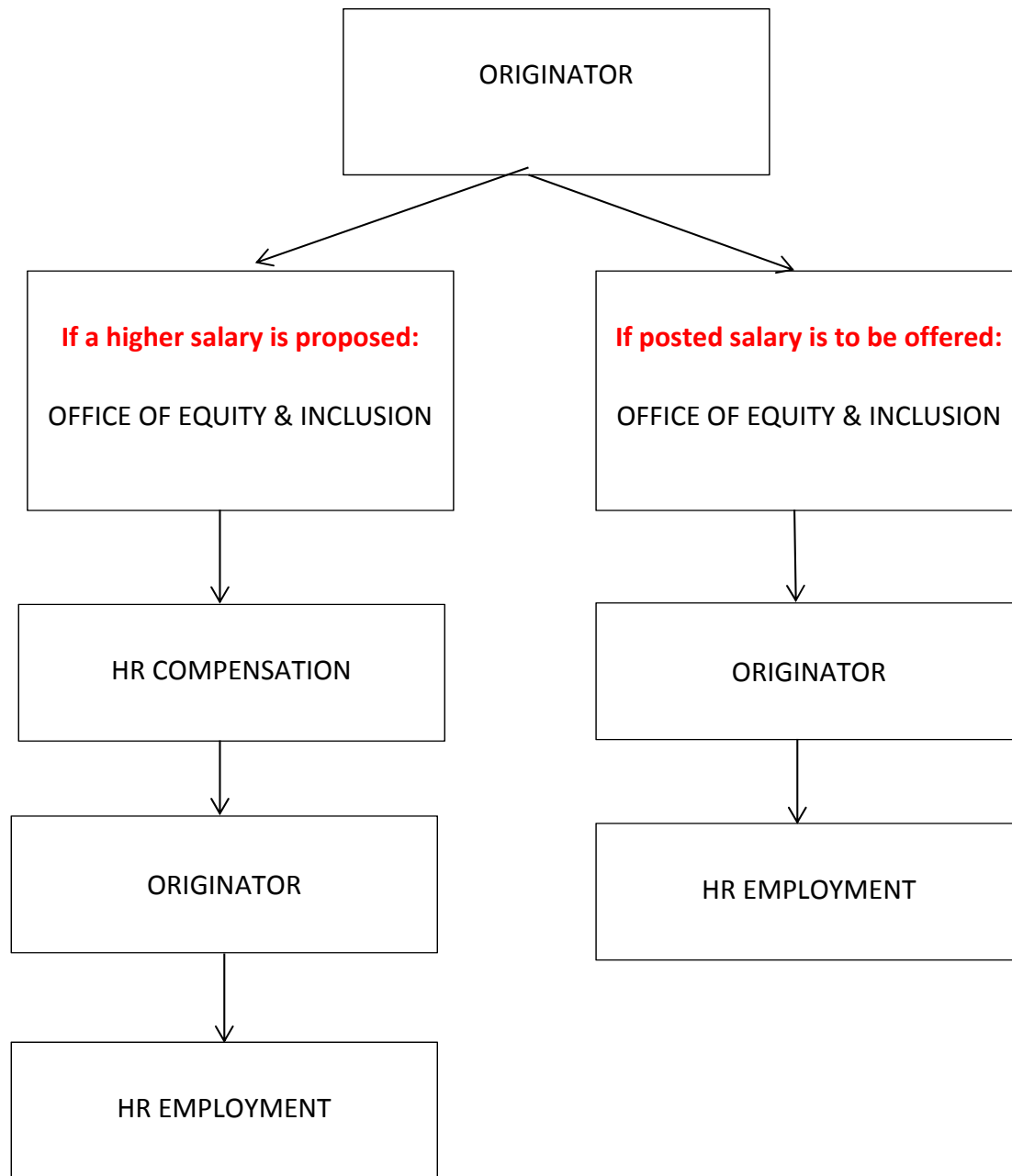
21. Then, roll over the 'Take Action on Job Application' button and click 'Send to HR Employment for Background Check' to change the application's status and to complete the process.



Position Approval Workflow



Hiring Proposal Approval Workflow



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