PeopleAdmin

Search Process and Hiring Proposal

User Guide

WRIGHT STATE UNIVERSITY

November 2014

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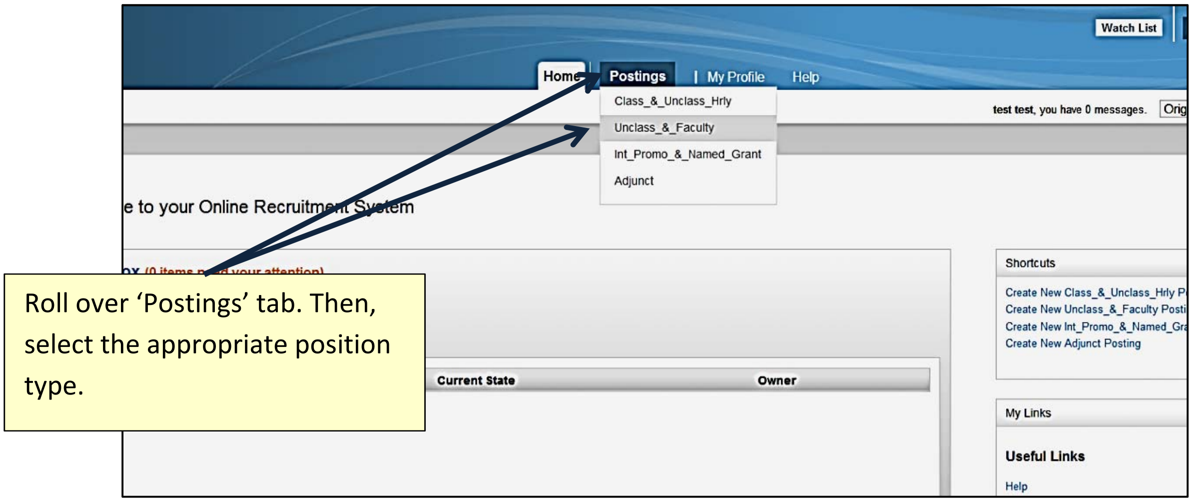
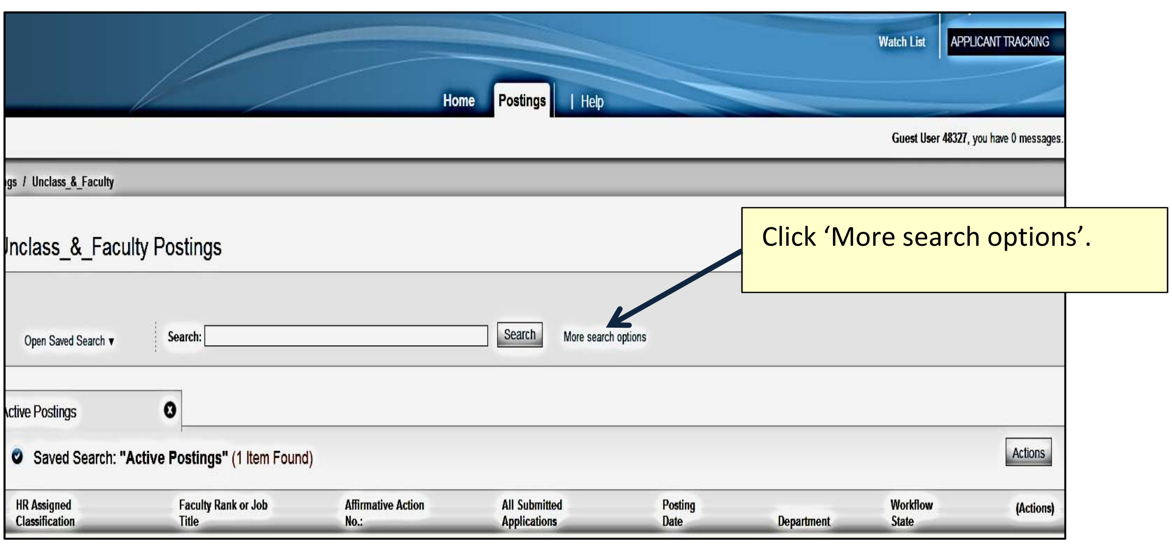
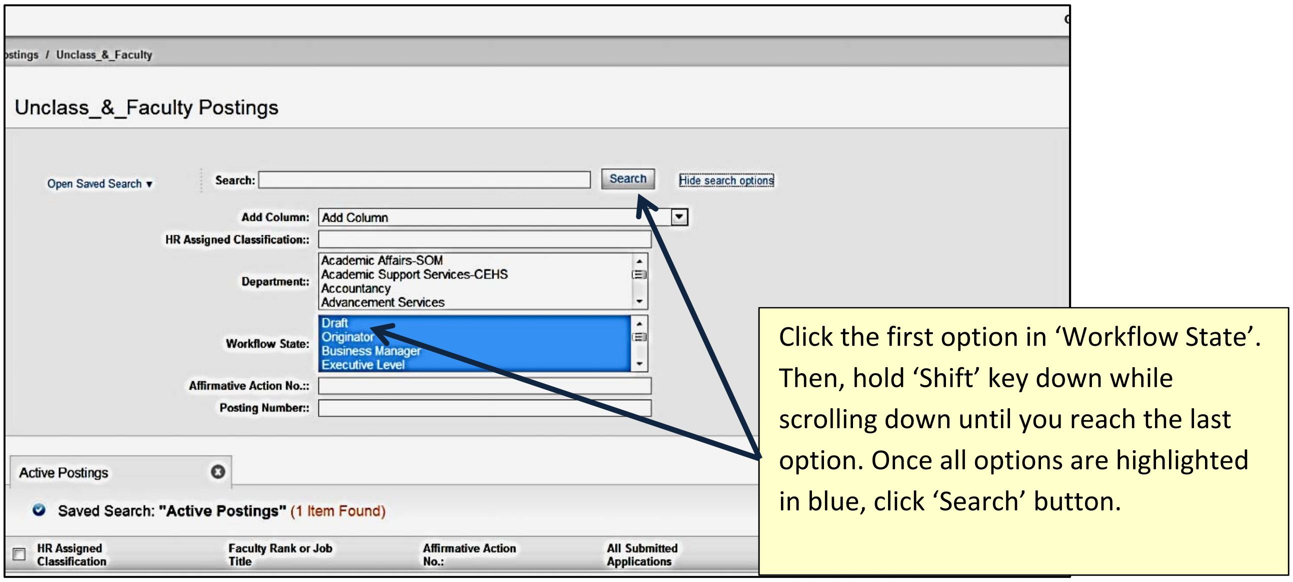
Reviewing Applications
Guide For Originators

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.

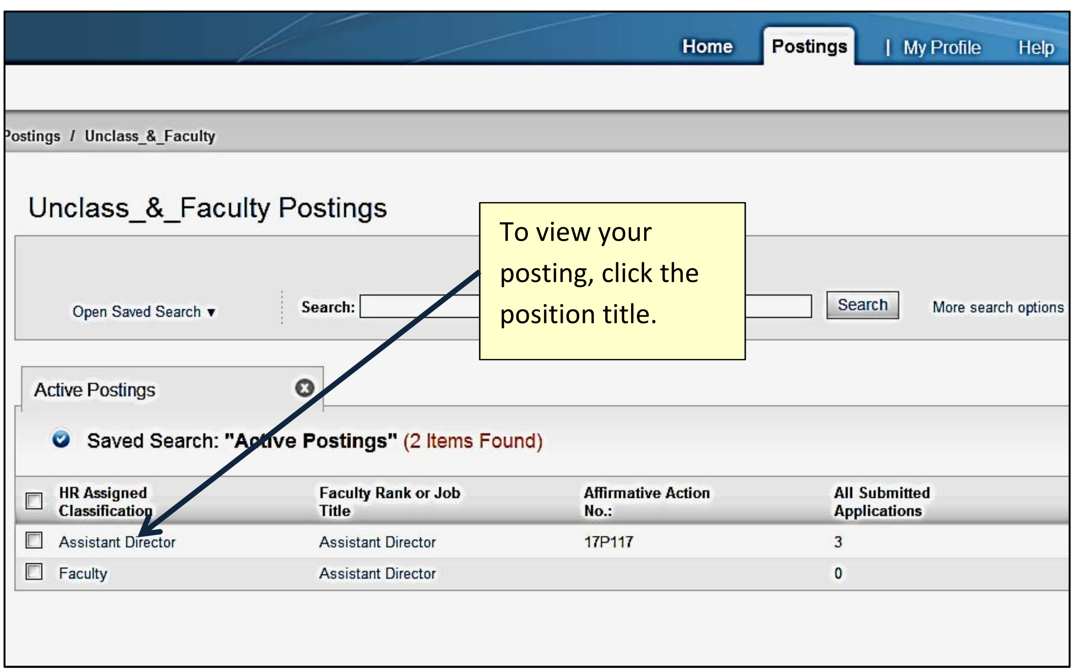


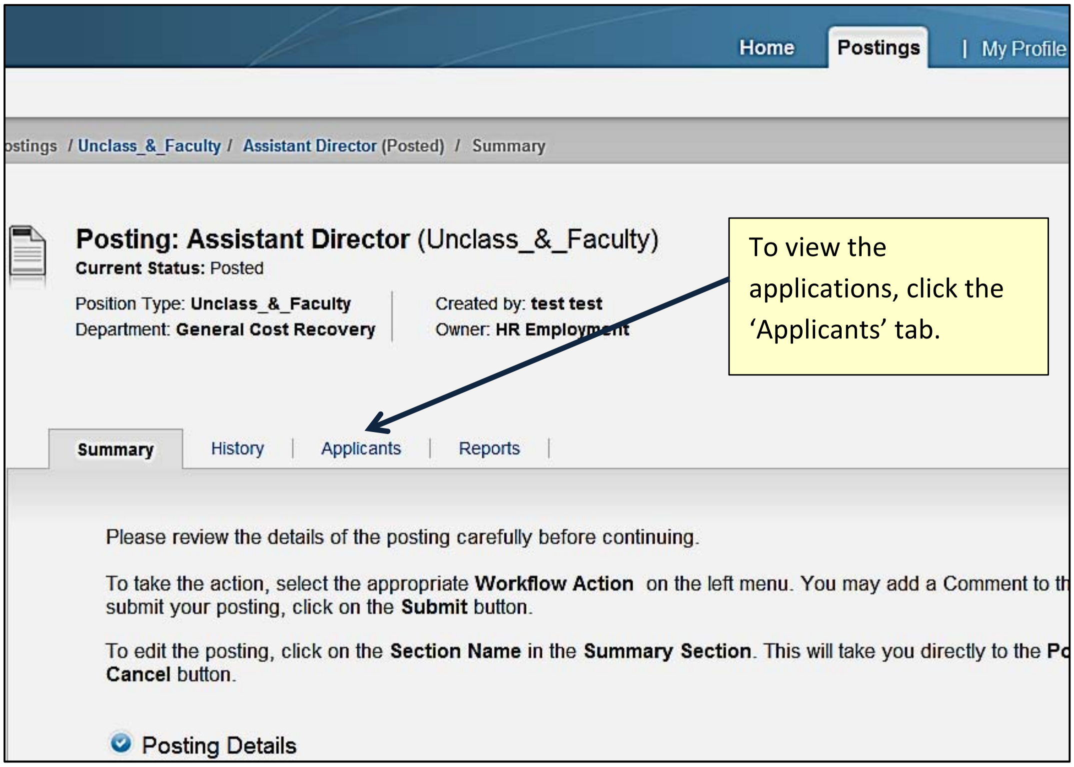
4. After you select the appropriate position type, the details of your posting will be displayed on the screen. If the position you are trying to find does not appear under ‘Active Postings’, click on ‘More search options’, and highlight all ‘workflow’ options. To highlight all options, select the first 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.





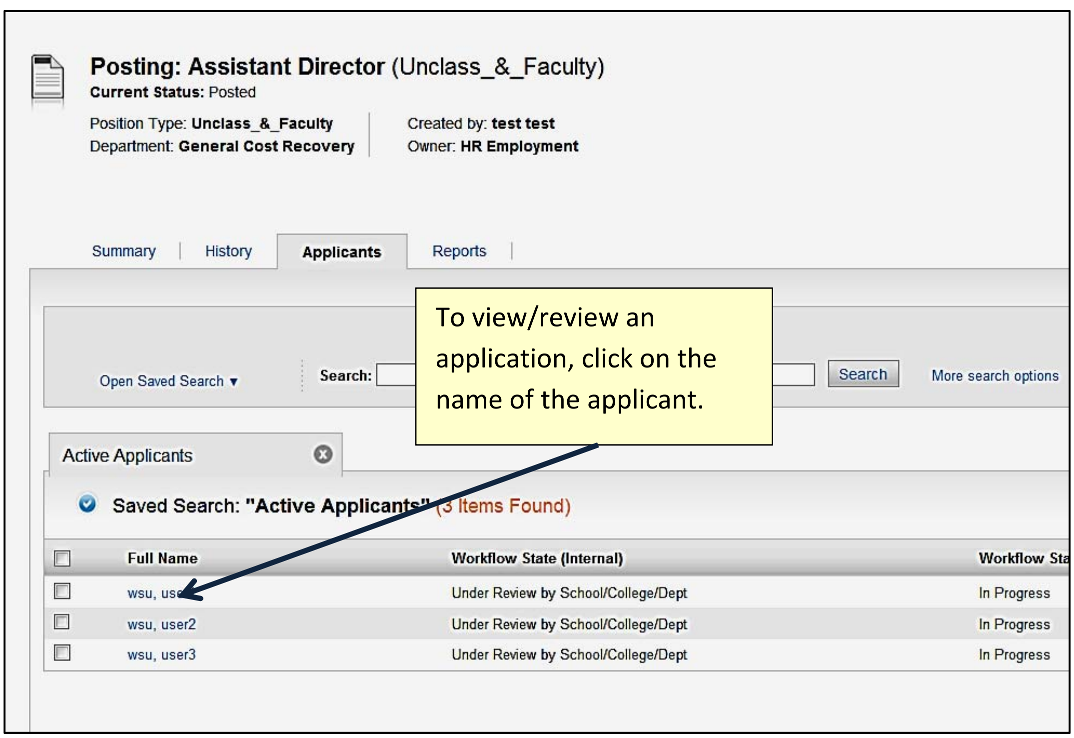
5. To view applications, click the position title. Posting summary will be displayed on the screen. Then, click the 'Applicants' tab. NOTE: All classified and unclassified hourly applications are first reviewed by Human Resources; therefore, you will not be able to view/review the applications until Human Resources approves them for interview.



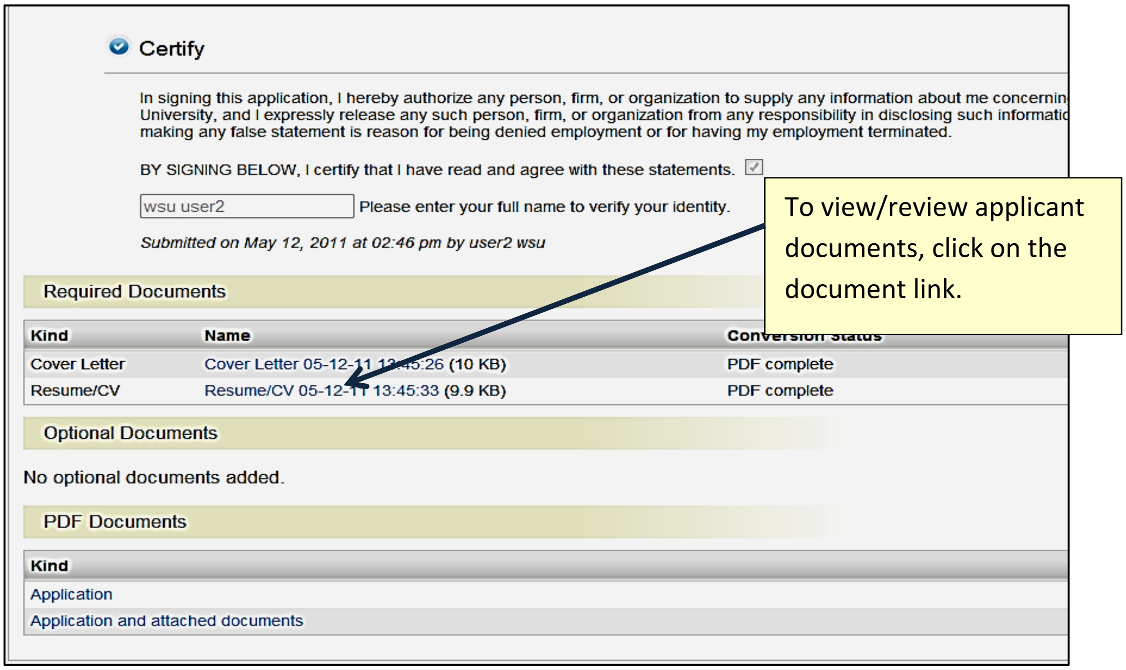


6. The list of all applicants will be displayed. You can sort them by name or application date by clicking the arrows next to the column headers.

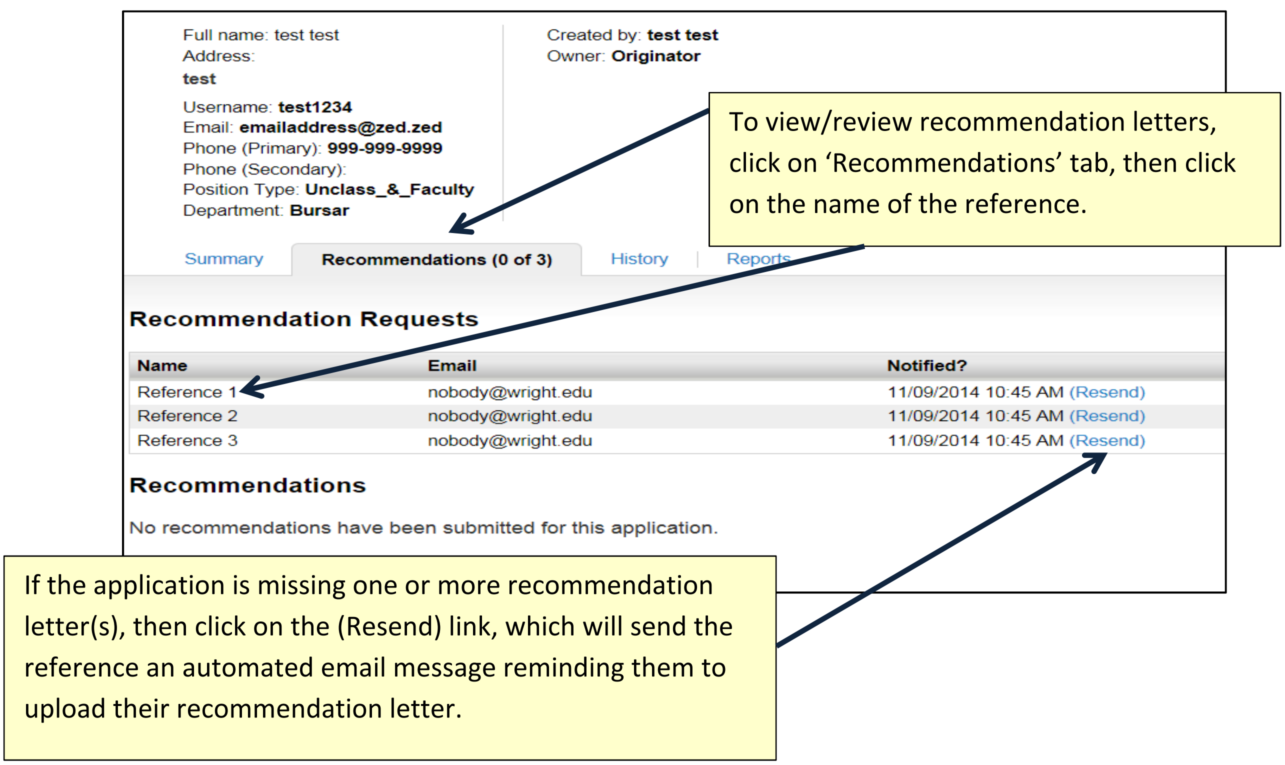
7. To view an application, click on the name of the applicant.



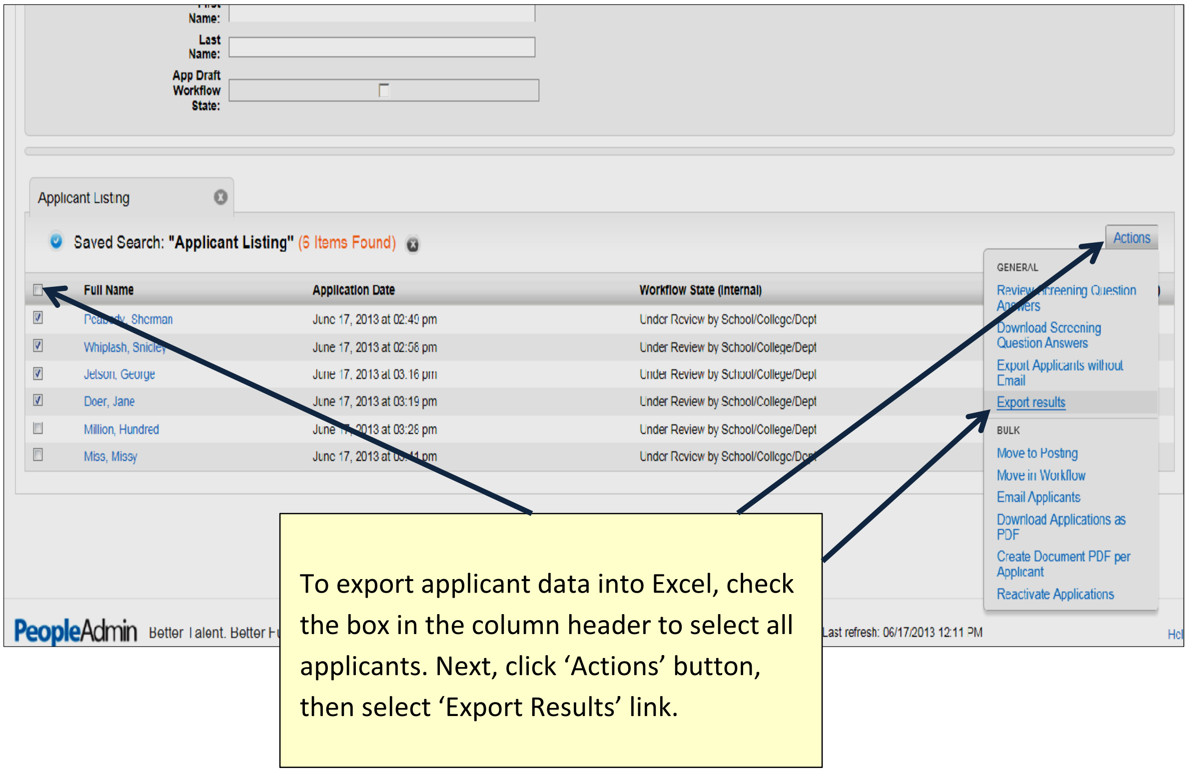
8. To view the applicant's documents, such as cover letter, resume, etc., scroll to the bottom of the application. Click the document link.



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.

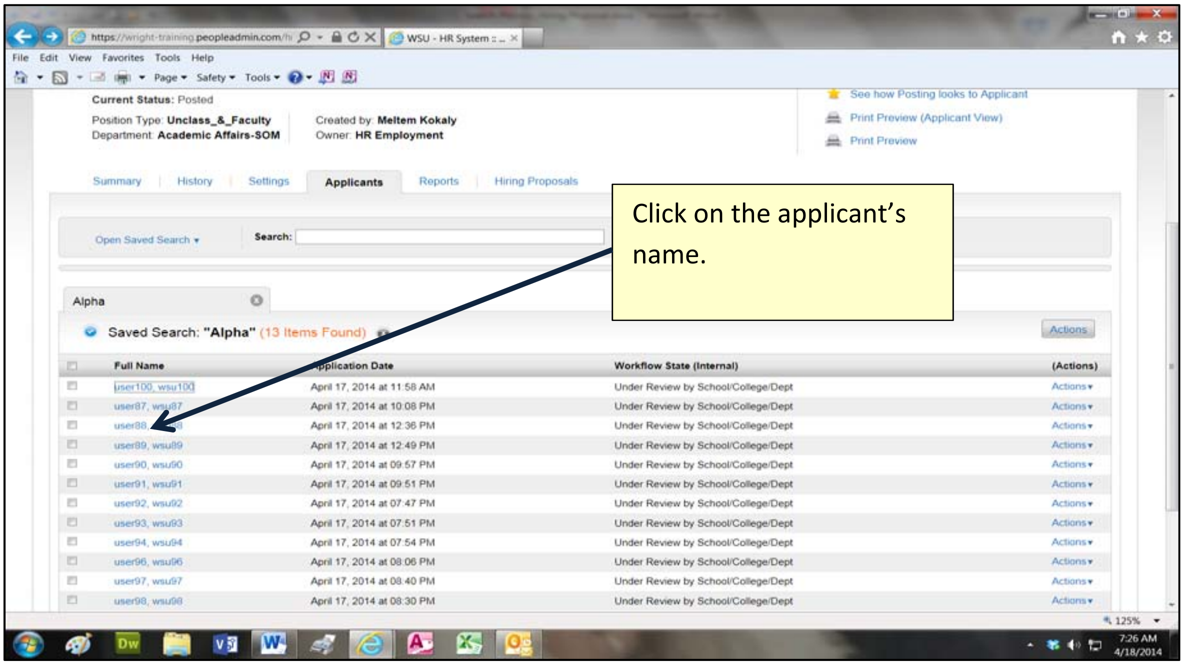


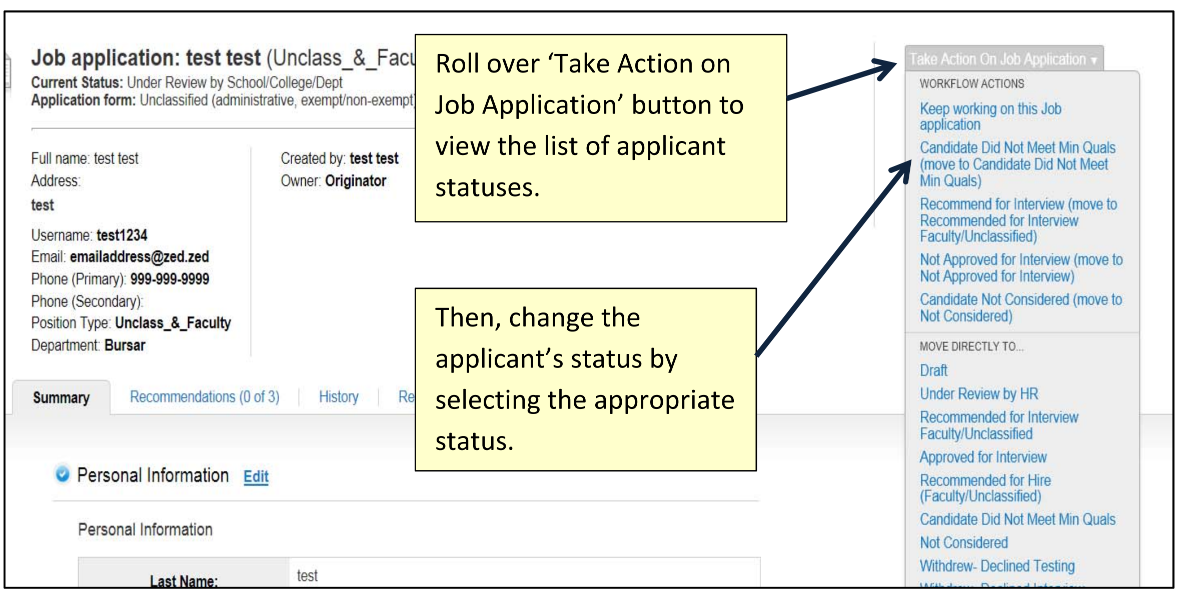
10. To export applicant data into Excel, select applications by checking the boxes next to the names; then go to 'Action' button on the right, then click on 'Export results' link.



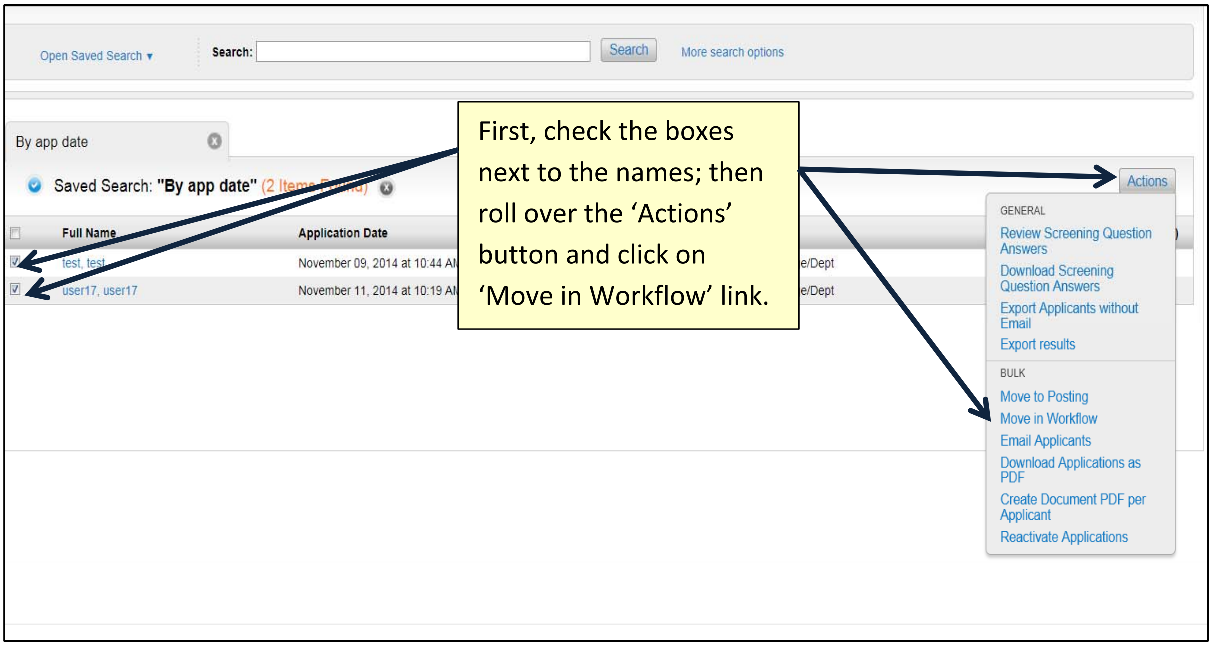
Search Process and Hiring Proposal

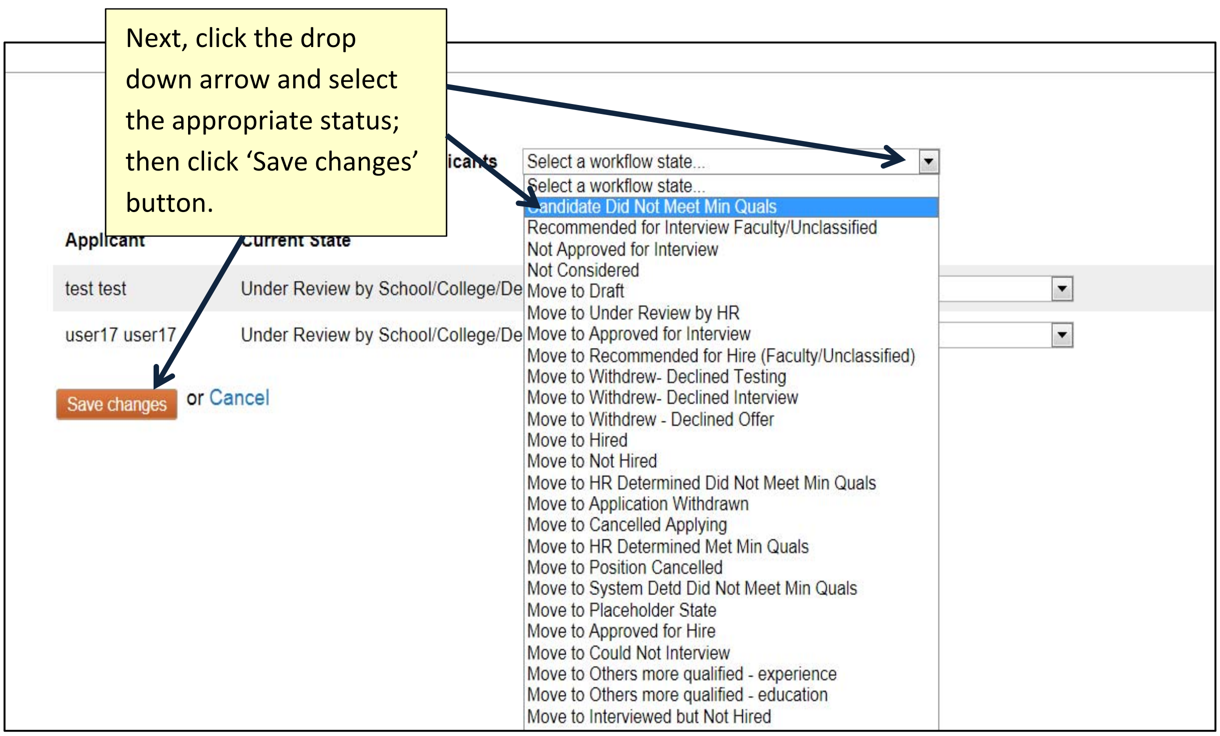
1. Before contacting applicants for an interview, an approval from the Office of Equity and Inclusion must be obtained. The first step is to move all applicants who applied by the first consideration date to an appropriate status. For the list of application statuses, refer to the last page of this guide.



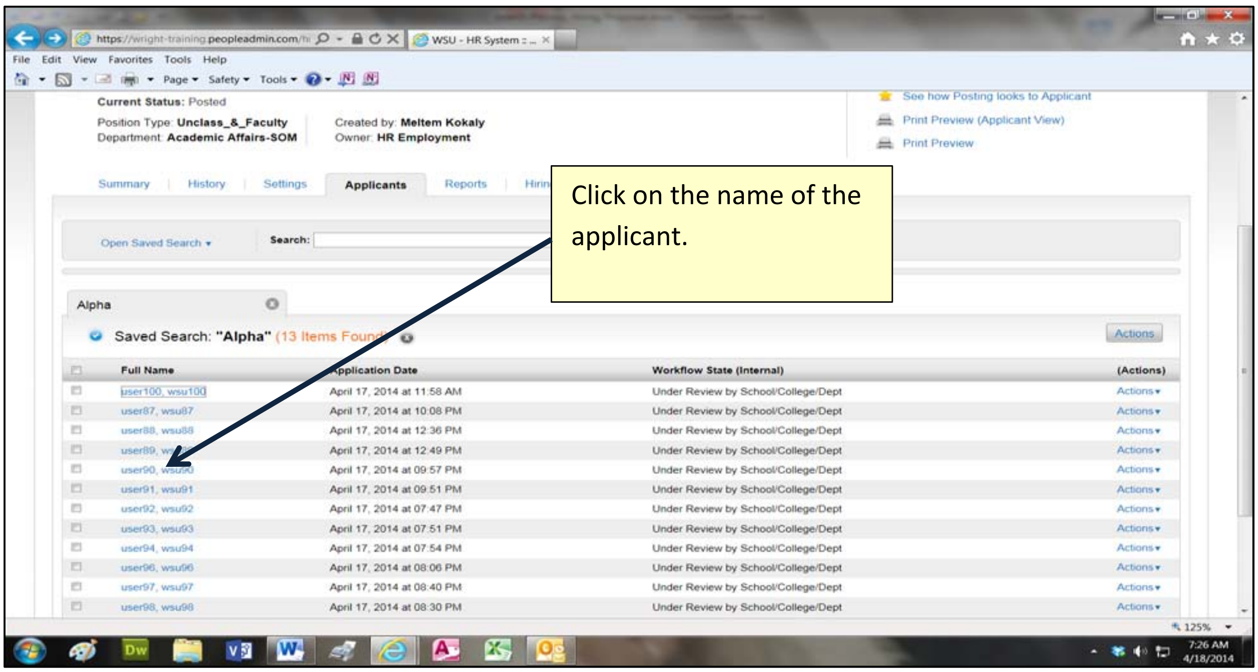


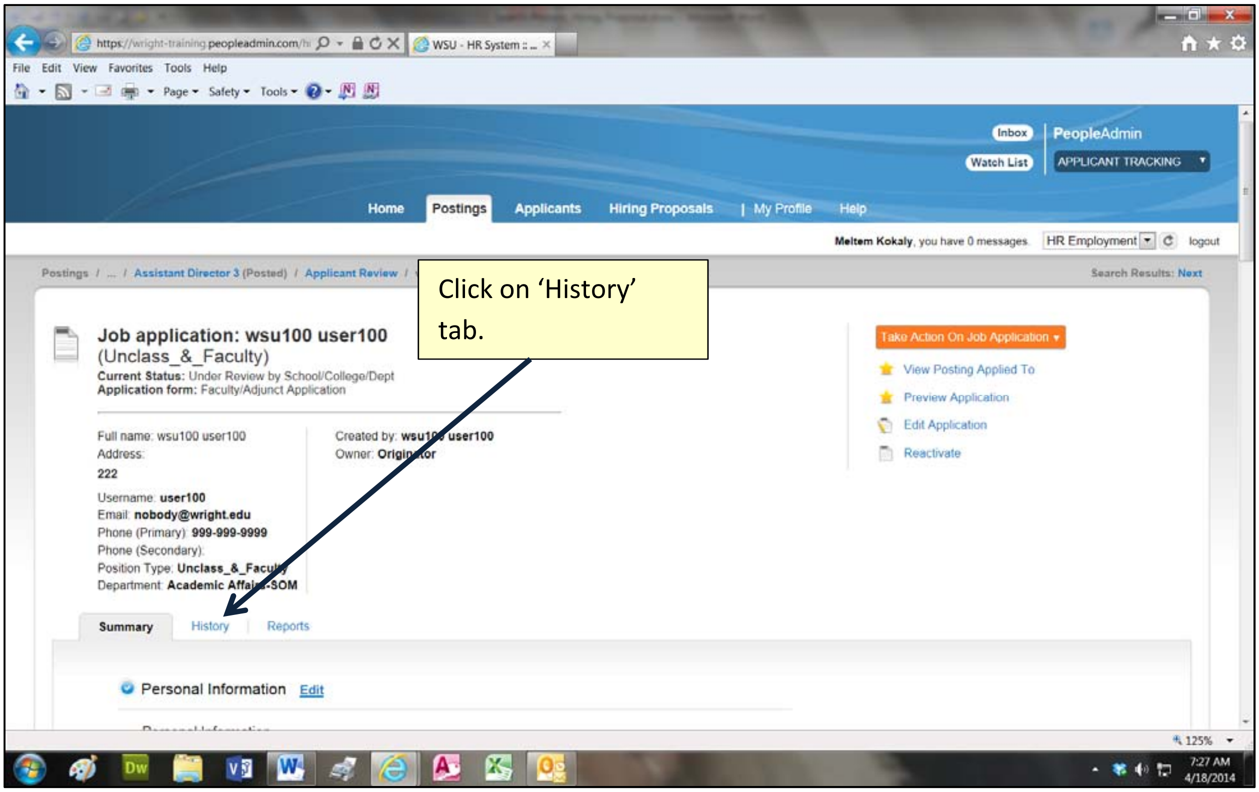
2. To change multiple applicants' statuses all at once, select the applicants with the same statuses by clicking the boxes next to the names, then roll over the 'Actions' button, and select the appropriate status. Keep in mind that bulk transition takes time to update; therefore, you may not see the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

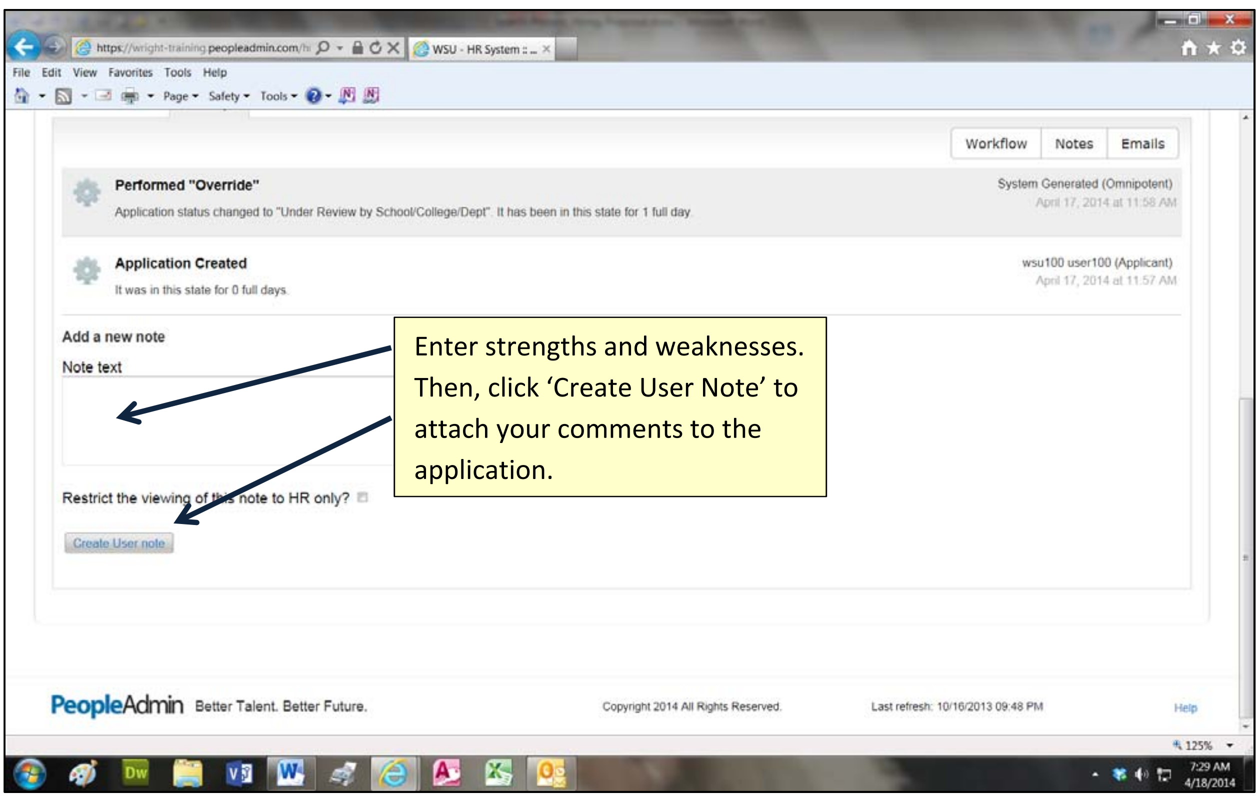




3. The second step is to submit the applicants to be interviewed to Office of Equity & Inclusion for approval. Once the search committee has identified the applicants to be interviewed, go to each application by clicking on the name of the applicant, then click on 'History' tab. Enter strengths and weaknesses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

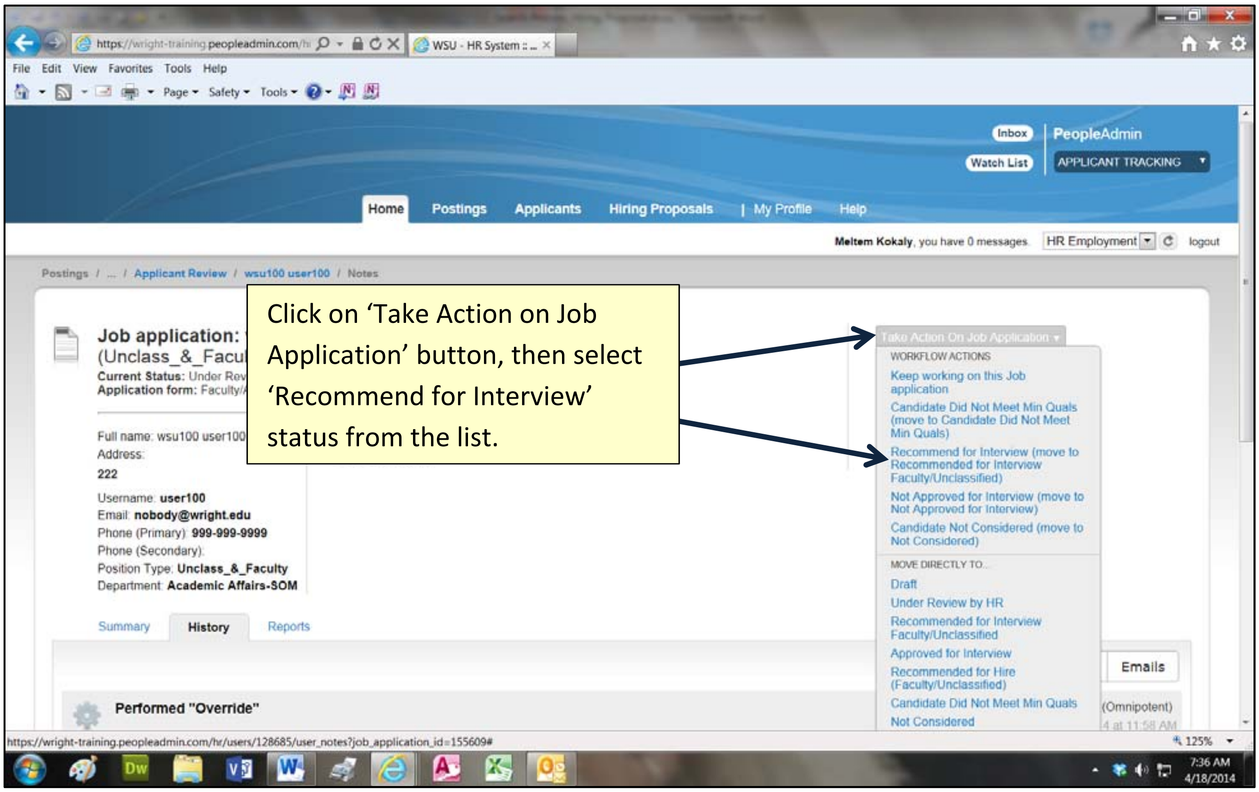



Click on 'History' tab.
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Home
Postings
Applicants
Hiring Proposals
My Profile
Help
Job application: wsu100 user100
(Unclass_&_Faculty)
Current Status: Under Review by School/College/Dept
Application form: Faculty/Adjunct Application
Take Action On Job Application
View Posting Applied To
Preview Application
Edit Application
Reactivate
Summary
History
Reports
Personal Information
Edit

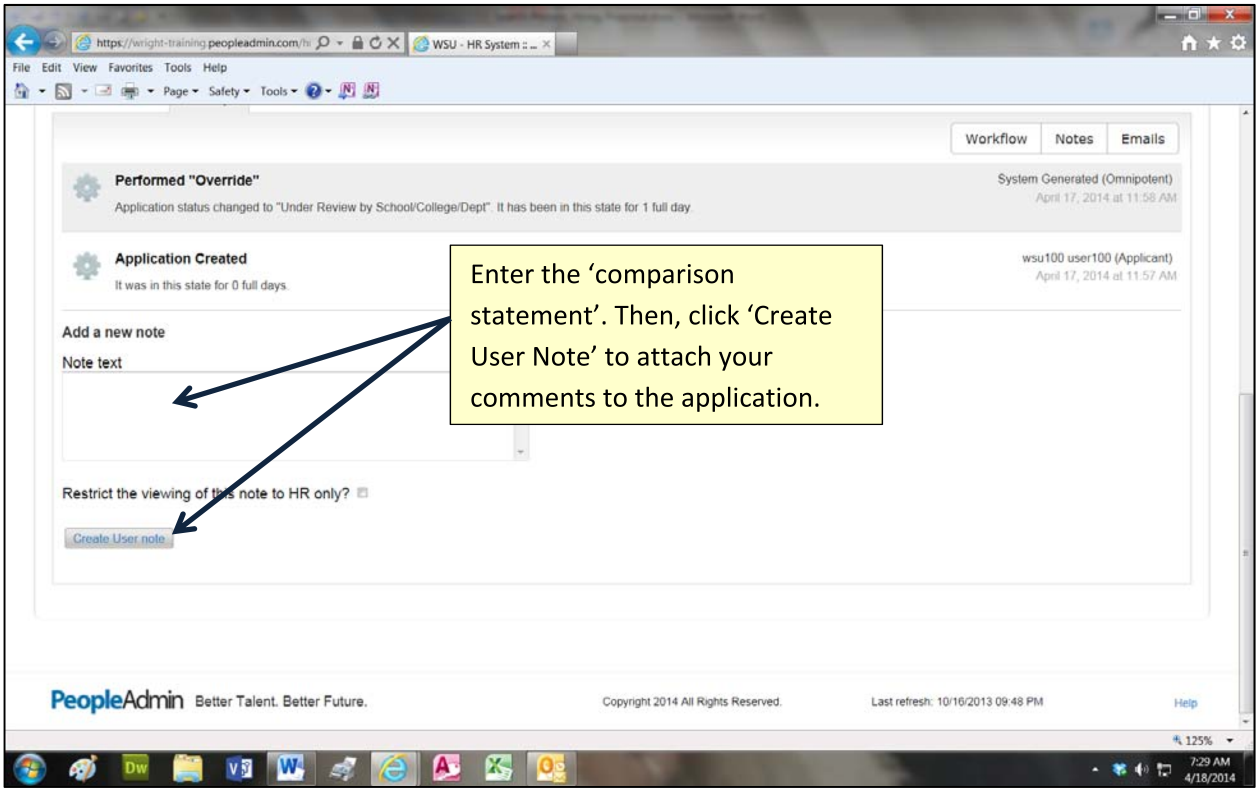

Enter strengths and weaknesses. Then, click 'Create User Note' to attach your comments to the application.
Workflow
Notes
Emails
Performed "Override"
Application status changed to "Under Review by School/College/Dept". It has been in this state for 1 full day.
System Generated (Omnipotent)
April 17, 2014 at 11:58 AM
Application Created
It was in this state for 0 full days.
wsu100 user100 (Applicant)
April 17, 2014 at 11:57 AM
Add a new note
Note text
Restrict the viewing of this note to HR only?
Create User note
PeopleAdmin
Better Talent. Better Future.
Copyright 2014 All Rights Reserved.
Last refresh: 10/16/2013 09:48 PM
Help

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’.

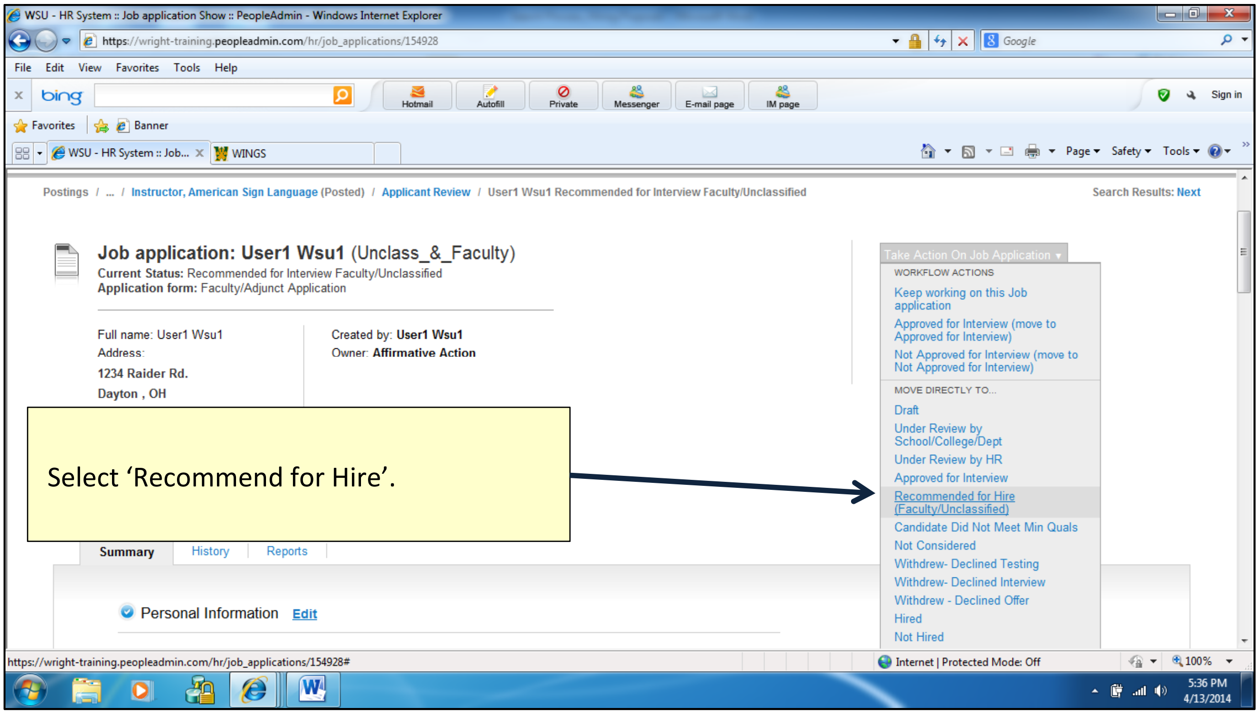


6. Once the interviews have been conducted and a finalist has been selected by the search committee, go back to the individual's applicant and create another 'User Note' by clicking on the History tab. Scroll down and enter your comparison statement in the text field, then click on 'Create User Note'.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

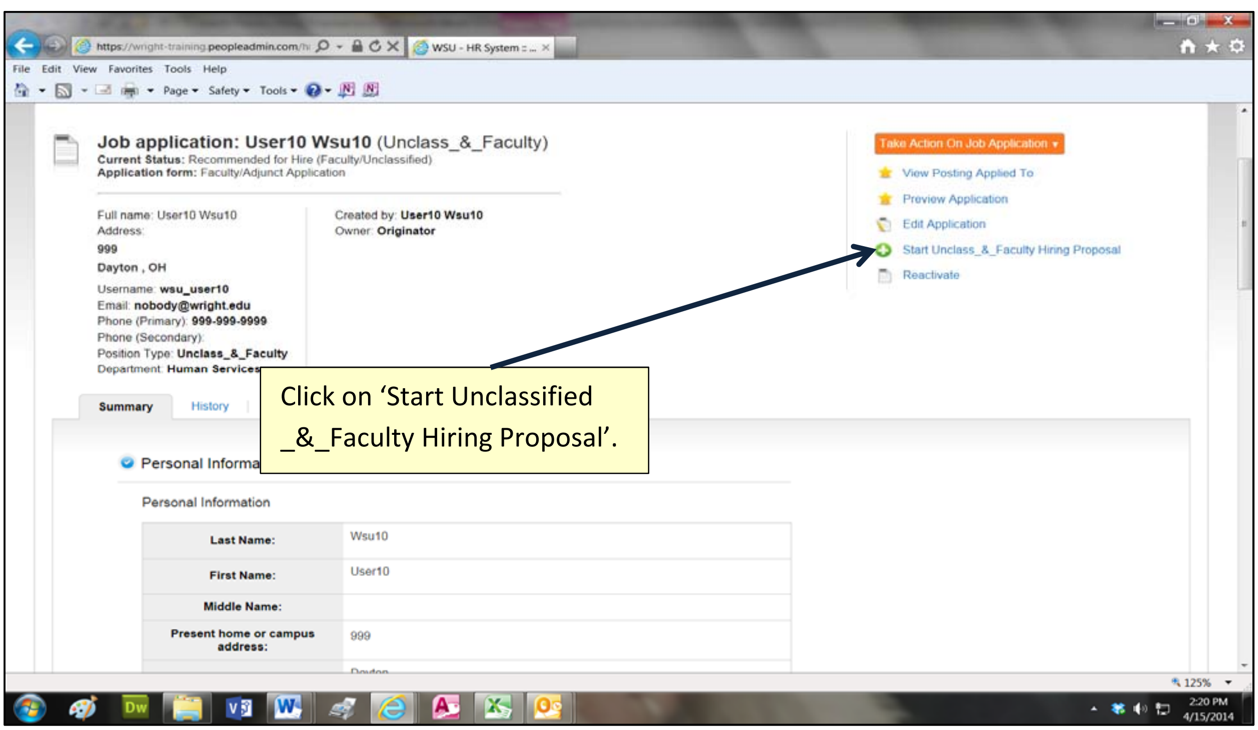


7. Repeat the above steps for the applicant(s) that were interviewed, but not selected for hire. Then, change their status to 'Interviewed but Not Hired' by rolling over the 'Take Action on Job Applicant' button.

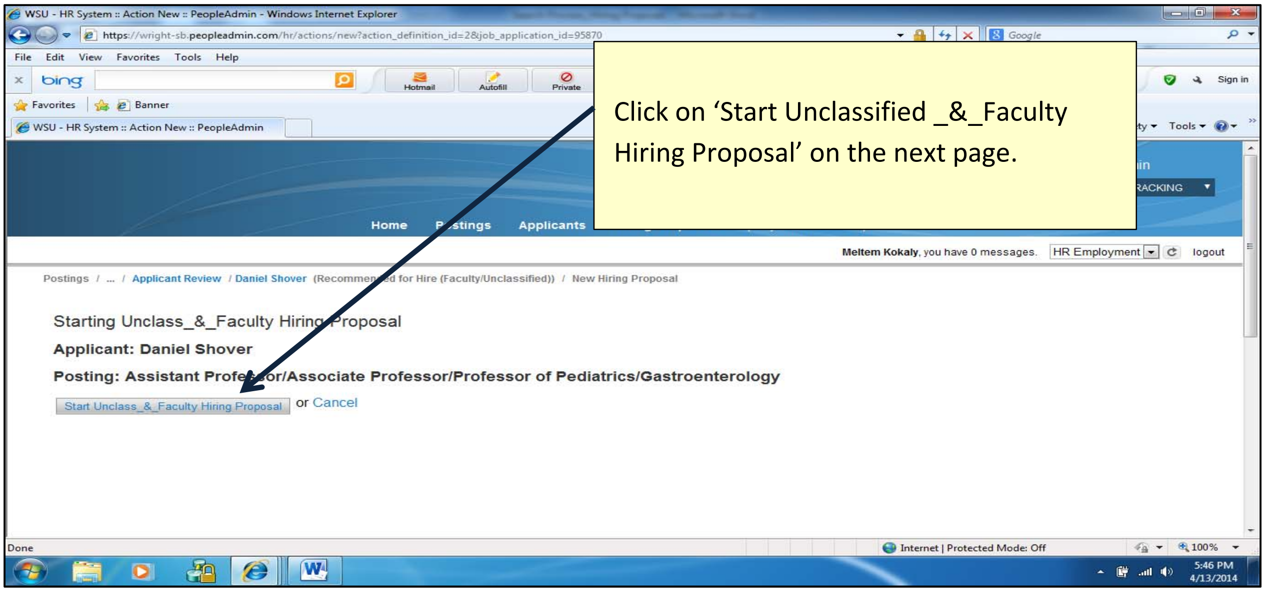
8. To initiate the ‘Hiring Proposal’, click on the ‘Take Action on Job Applicant’ button, then select ‘Recommend for Hire’. **Note: Until the Hiring Proposal is initiated and submitted, Office of Equity & Inclusion will not be notified of your request for approval.**



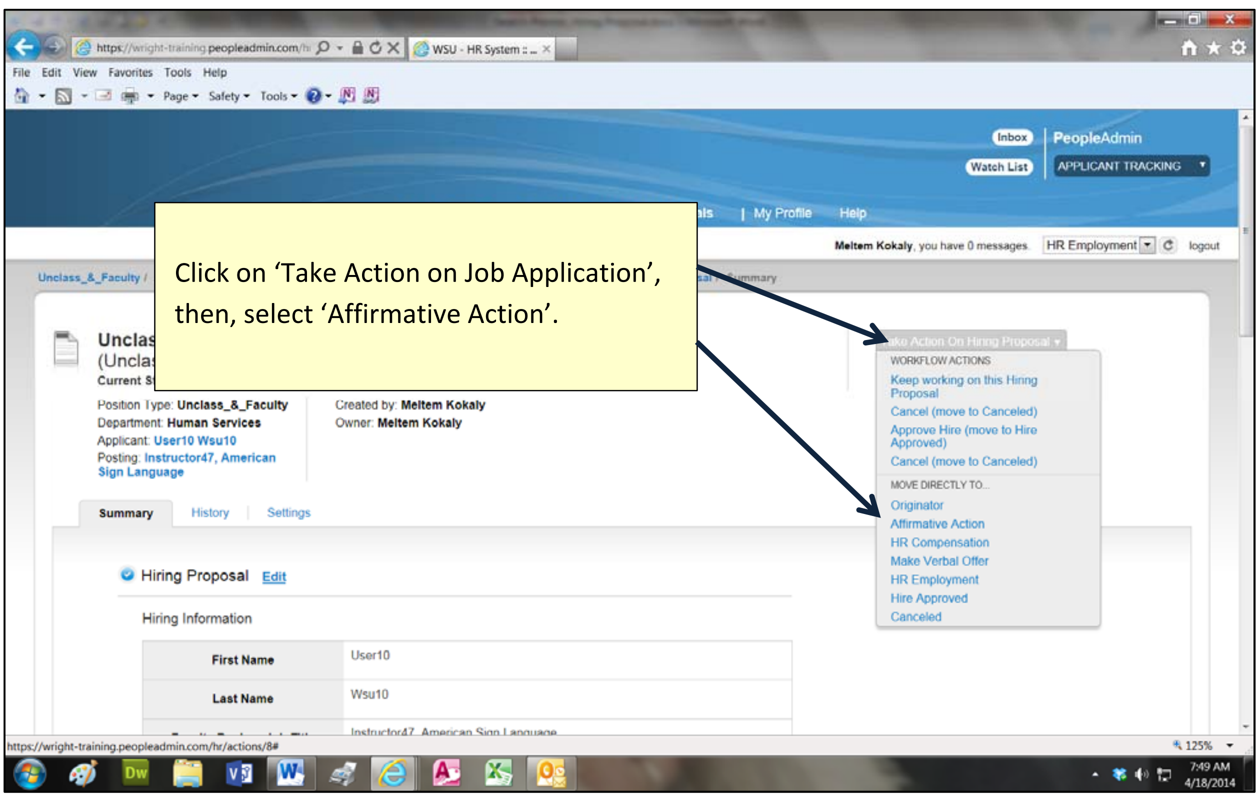
9. Upon changing the status of the application, the ‘Hiring Proposal’ task with a green plus sign will appear on the right hand side of the application. Click on the ‘Start Hiring Proposal’ to begin the Hiring Proposal process.



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’.**

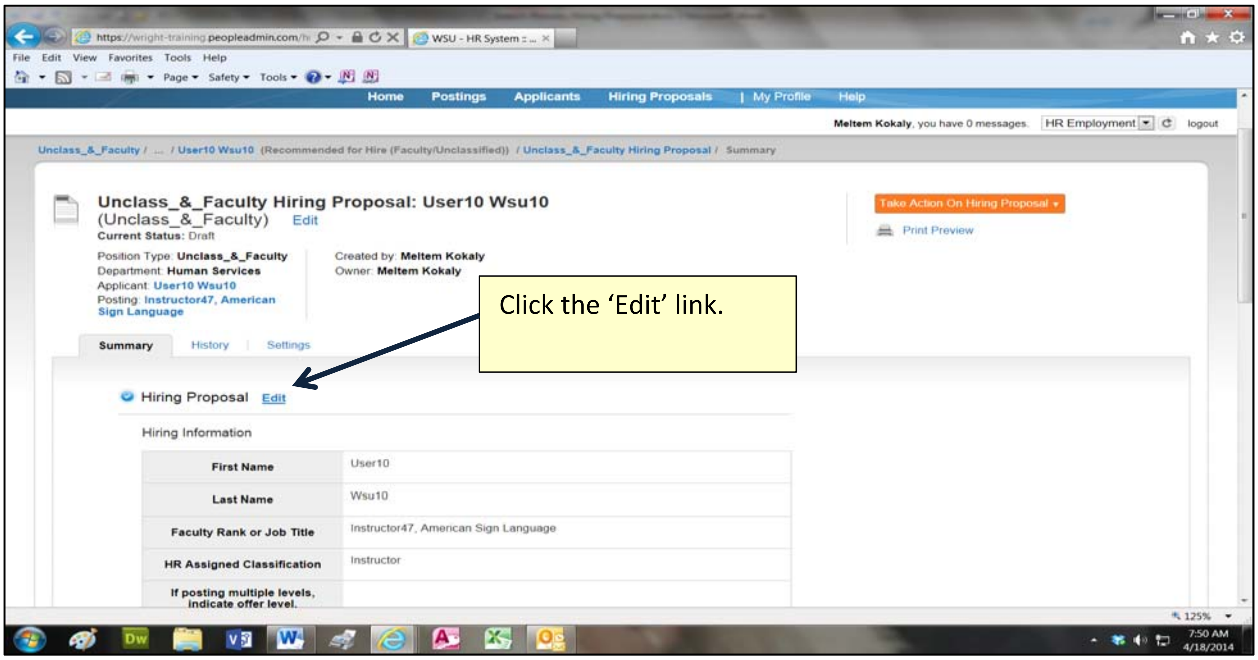


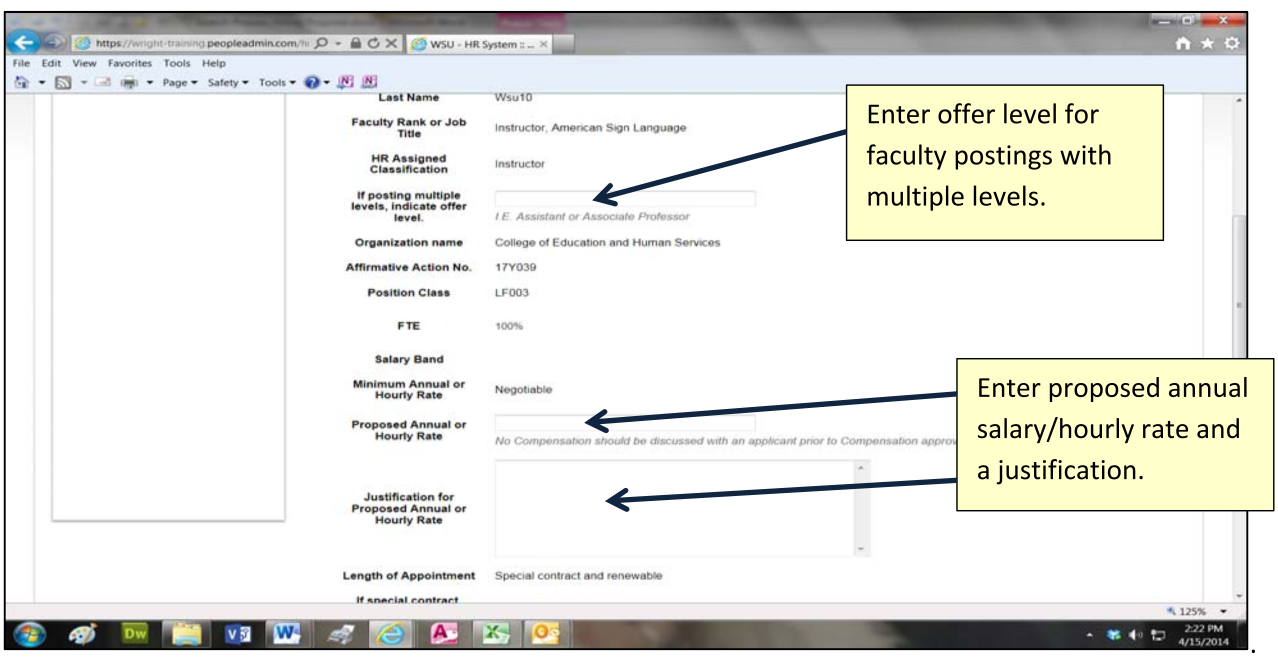
12. **If a higher annual salary or hourly rate is proposed, follow the next steps.**

13. Click on ‘Edit’ link to edit the fields. For faculty positions that are posted with multiple ranks, enter the rank to be offered.

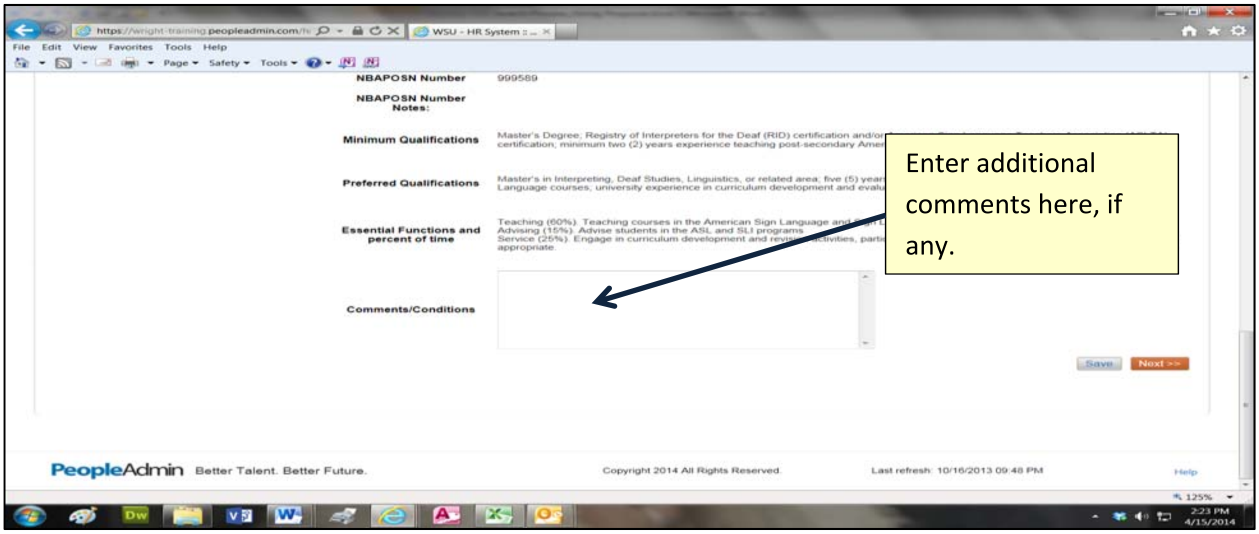
14. Then, enter the proposed salary or the hourly rate in the ‘Proposed Annual or Hourly Rate’ field. No compensation should be discussed with the applicant prior to Compensation approval.

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’.

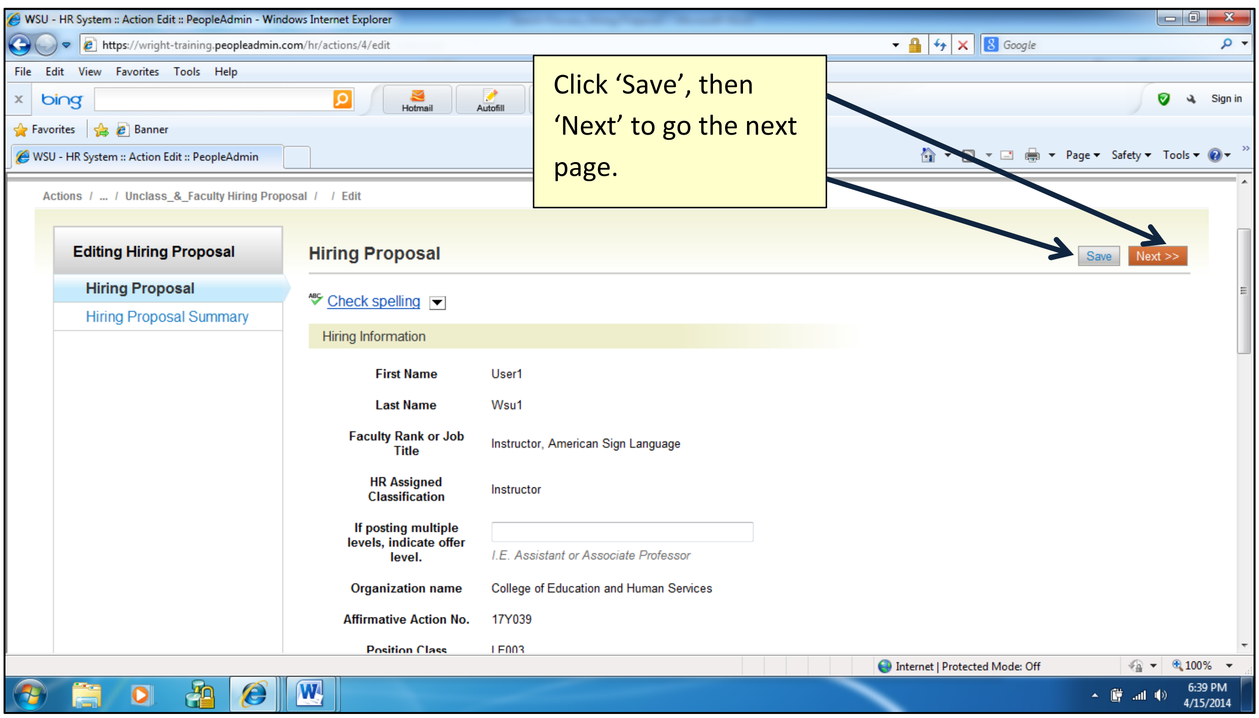




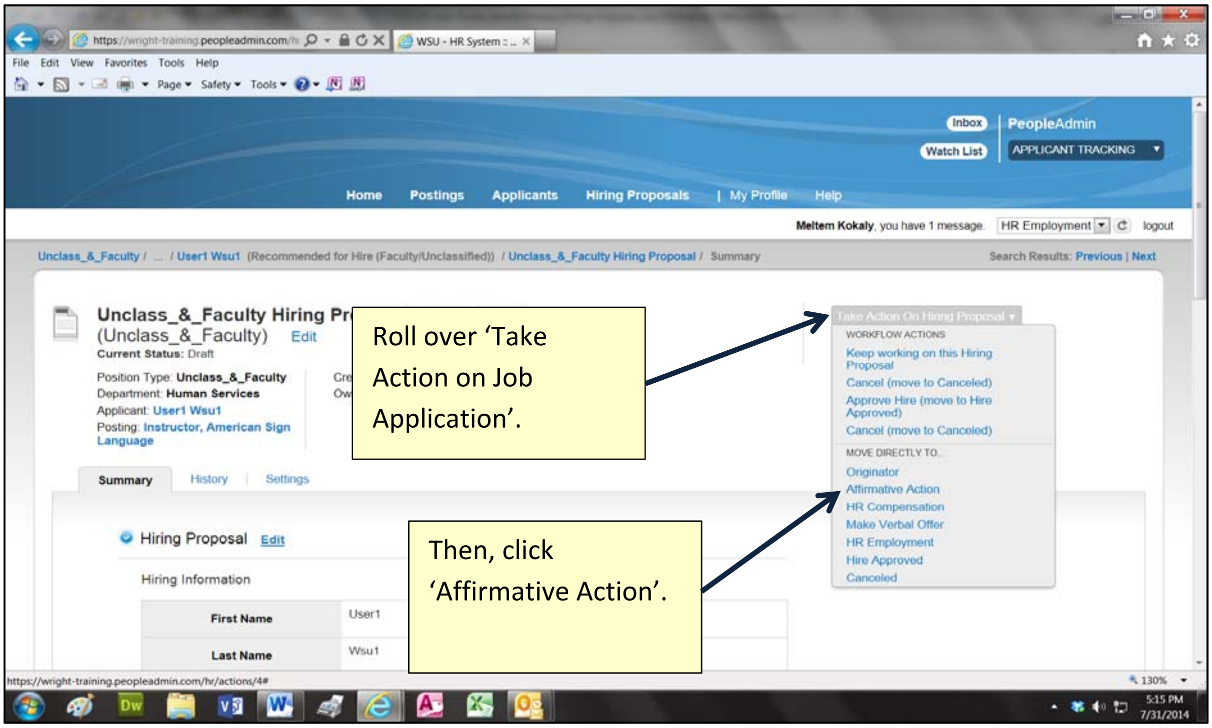
16. Enter additional comments, if any, in the 'Comments' field.



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

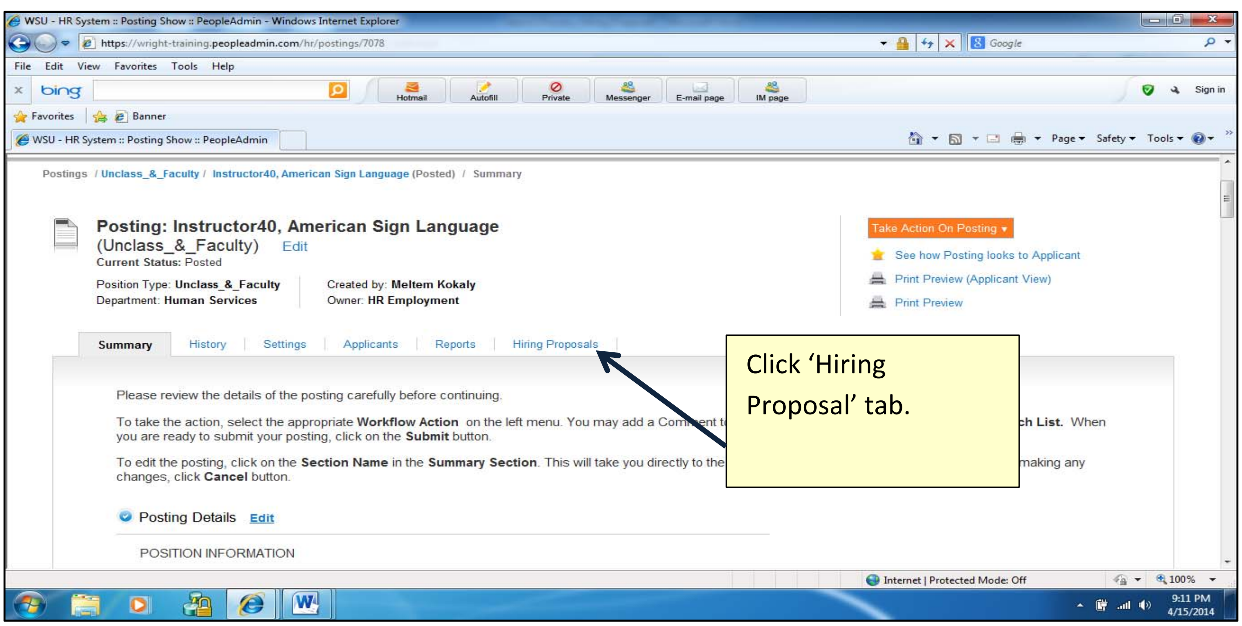


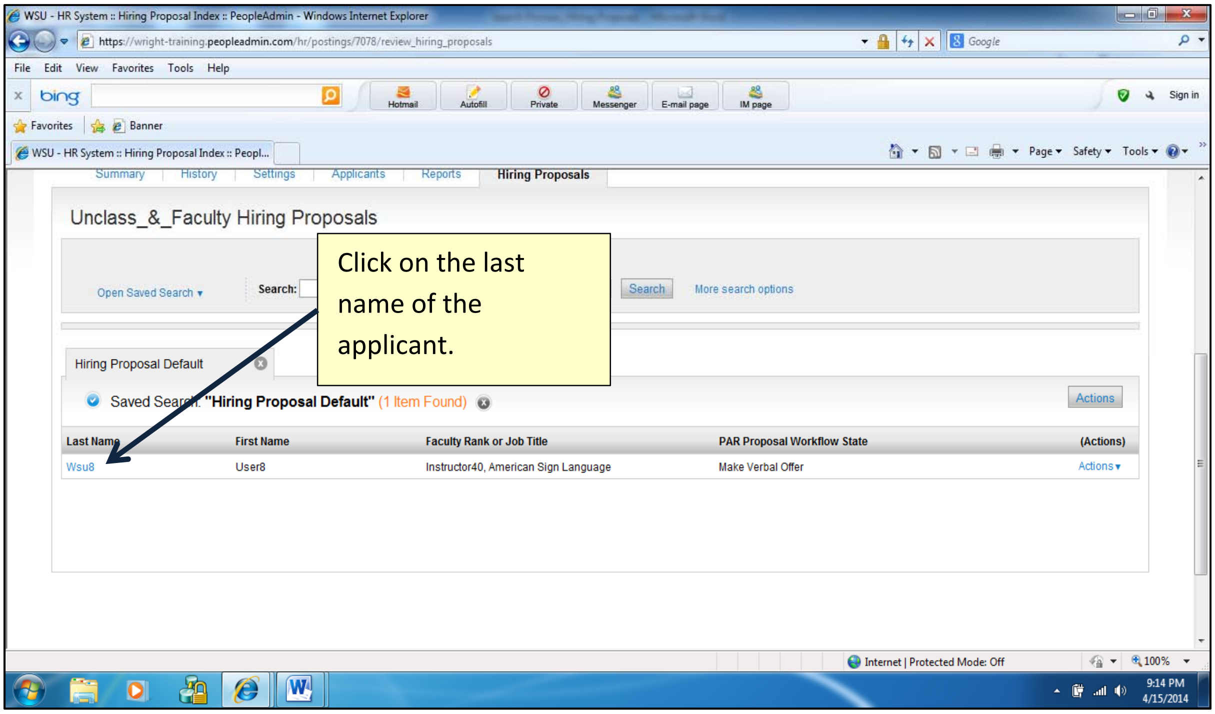
18. Once on the Summary Page, roll over the 'Take Action on Job Application' button, and then click 'Submit to Affirmative Action'. This action will trigger and send an email to Office of Equity and Inclusion.



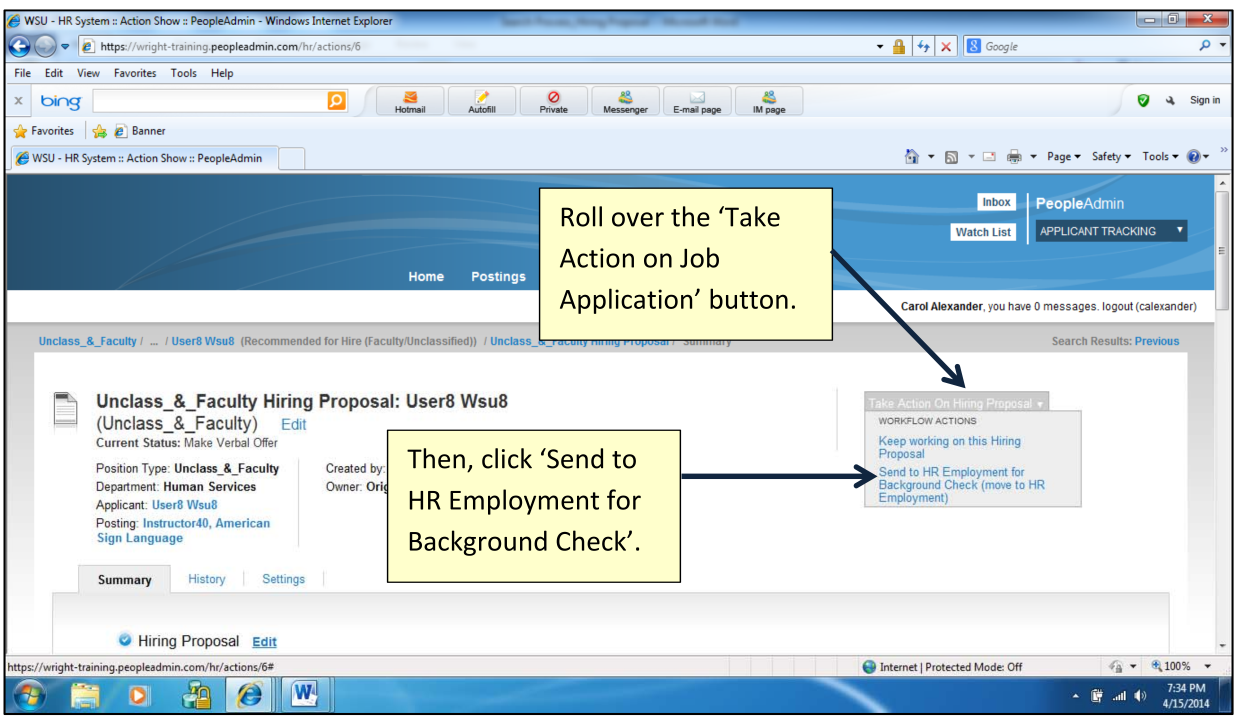
19. Once Equity and Inclusion approves the application, an email will be triggered and sent back to you with a notification that you may now 'Make a Verbal Offer'.

20. If your offer is accepted, go to posting and click on the 'Hiring Proposal' tab. Then, click on the application.

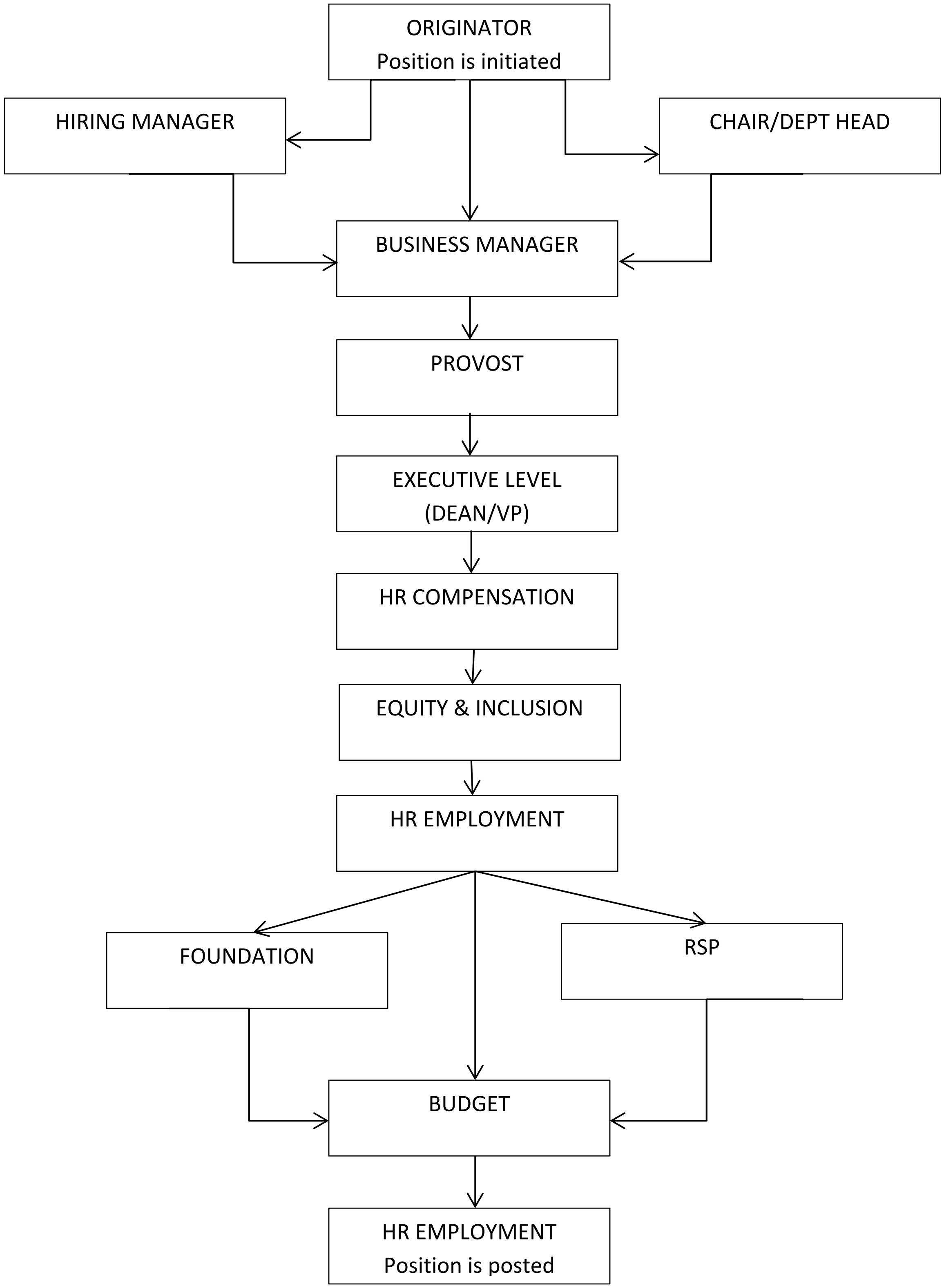




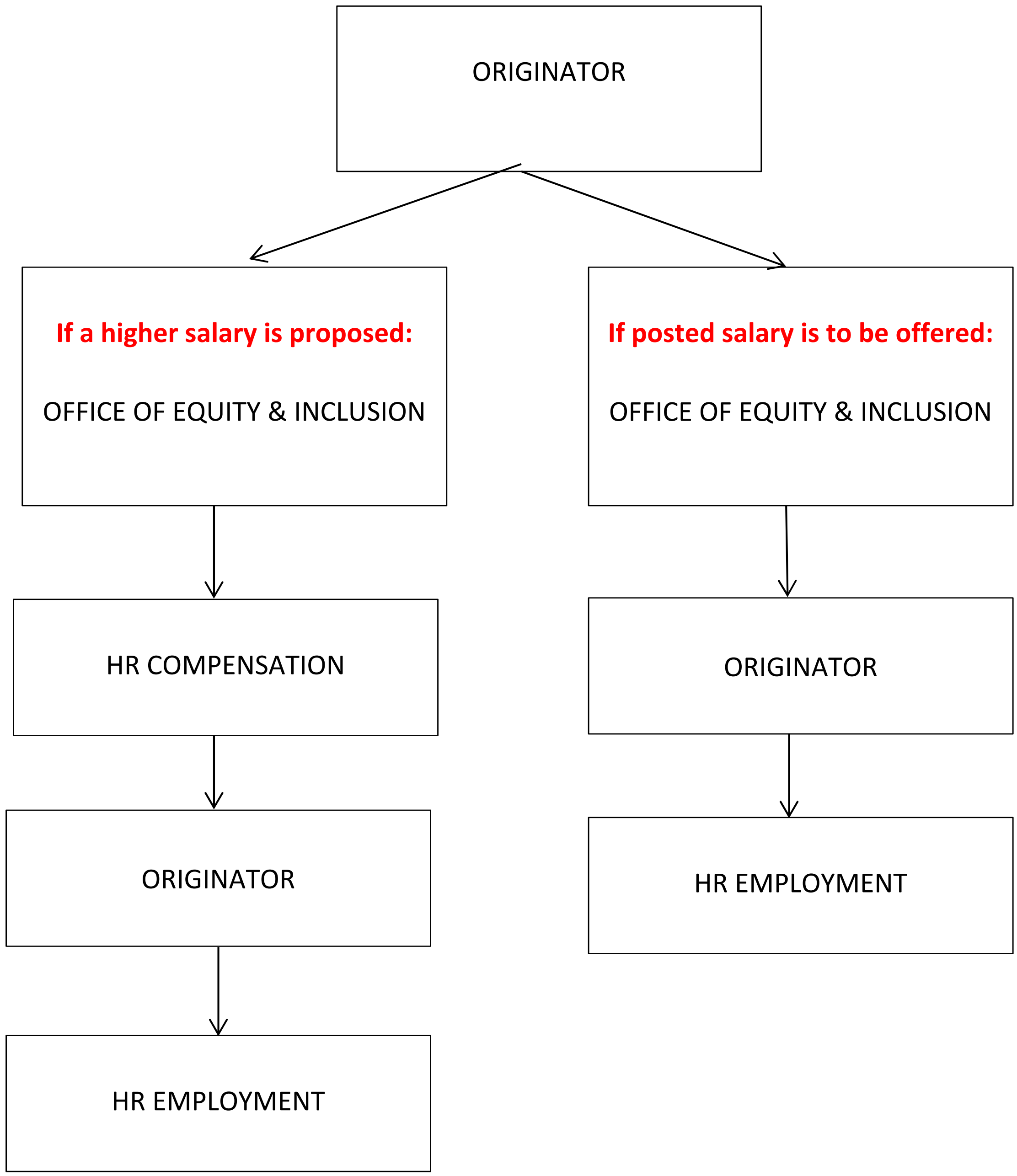
21. Then, roll over the 'Take Action on Job Application' button and click 'Send to HR Employment for Background Check' to change the application's status and to complete the process.



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