

PeopleAdmin

Adjunct Hiring Process User Guide

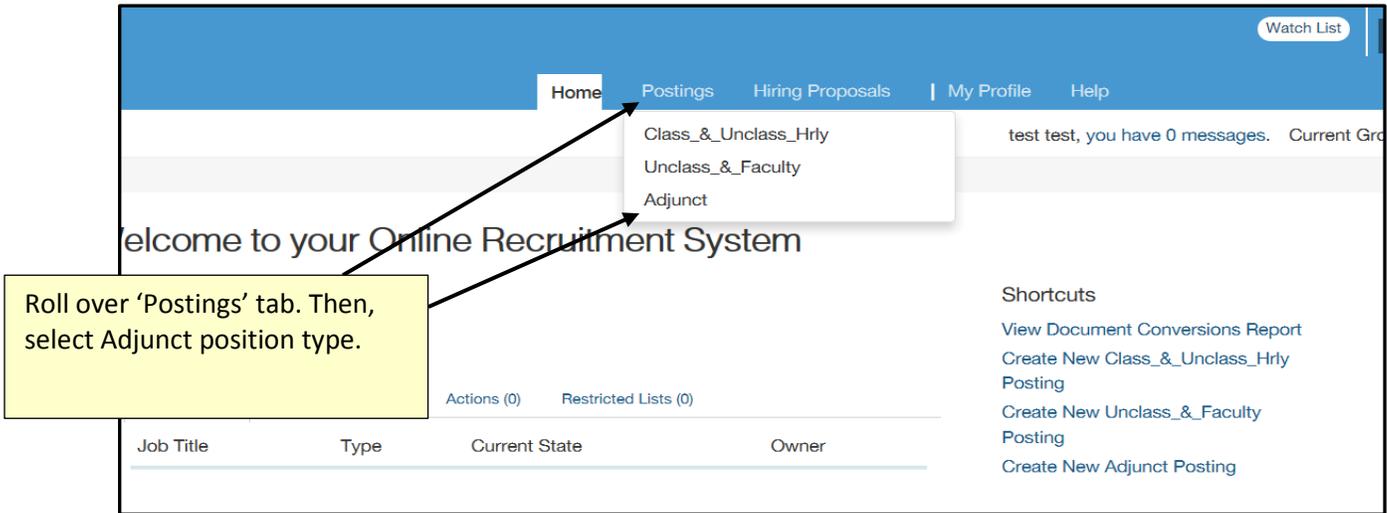
WRIGHT STATE UNIVERSITY

October 2017

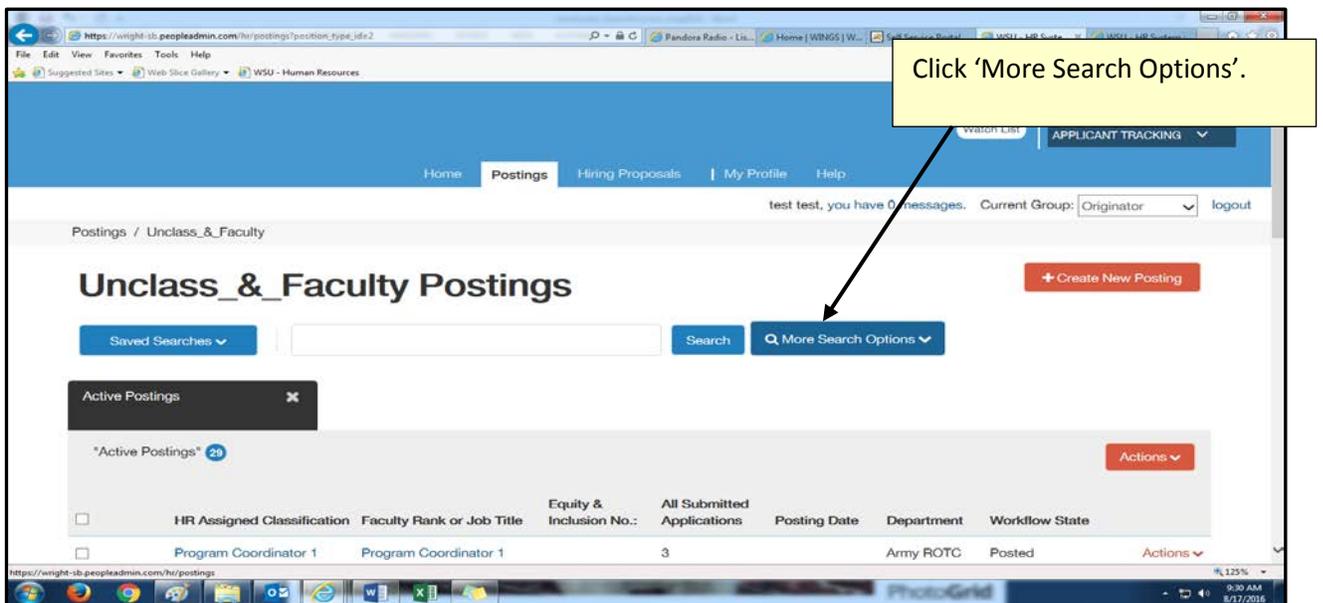
Human Resources

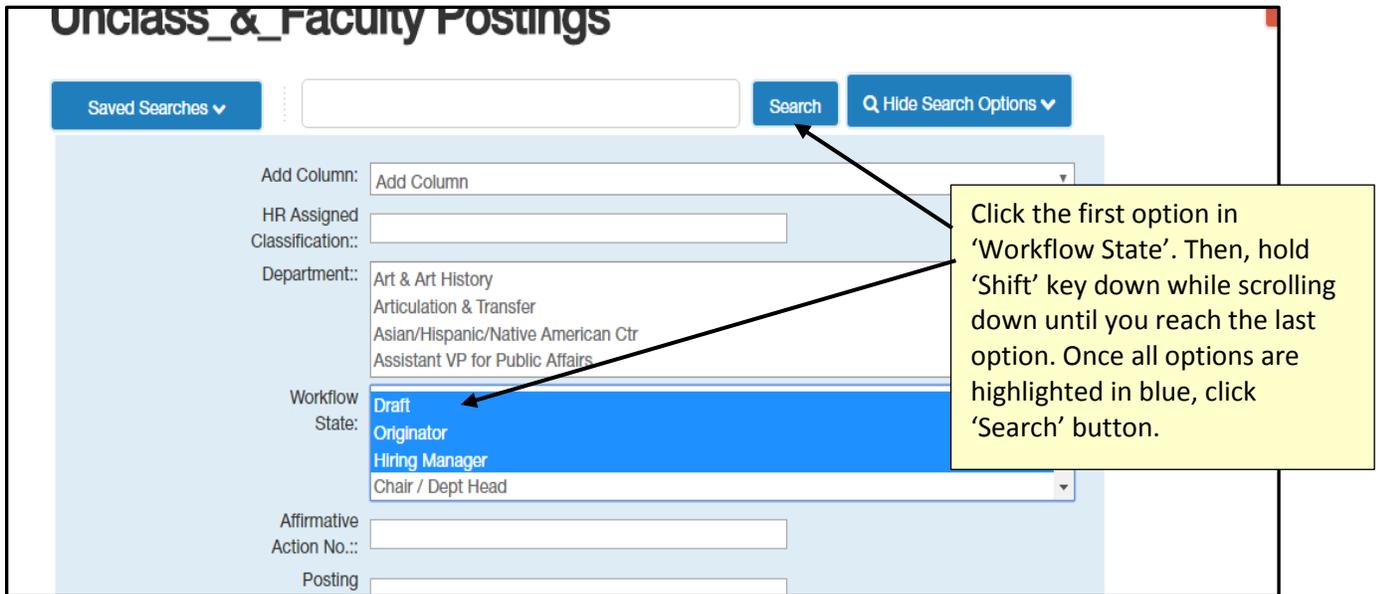
Reviewing Applications

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.

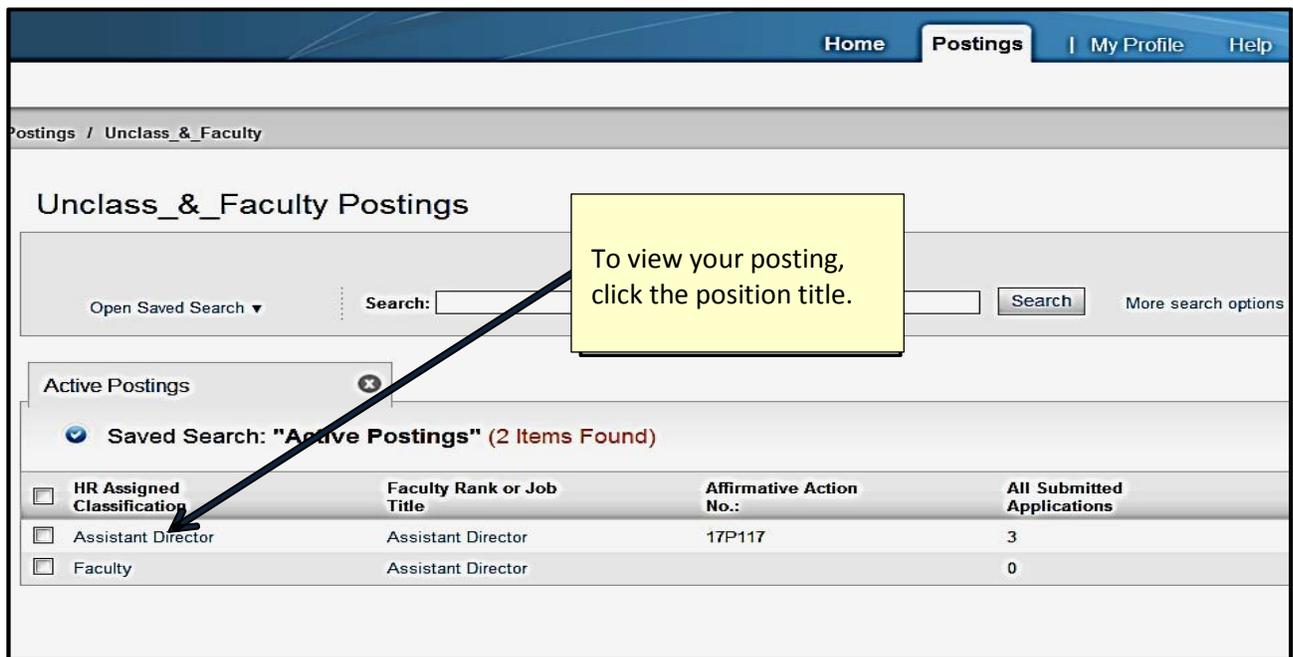


4. After you select the appropriate position type, the details of your posting will be displayed on the screen. If the position you are trying to find does not appear under 'Active Postings', click on 'More search options', and highlight all 'workflow' options. To highlight all options, select the first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





- To view applications, click the position title. Posting summary will be displayed on the screen. Then, click the 'Applicants' tab.



Home | Postings | My Profile

Postings / Unclass_ & Faculty / Assistant Director (Posted) / Summary

Posting: Assistant Director (Unclass_ & Faculty)
Current Status: Posted
 Position Type: **Unclass_ & Faculty** | Created by: **test test**
 Department: **General Cost Recovery** | Owner: **HR Employment**

Summary | History | Applicants | Reports

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, click on the **Submit** button.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Details** section.

Posting Details

Note: A yellow callout box points to the 'Applicants' tab with the text: "To view the applications, click the 'Applicants' tab."

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

Posting: Assistant Director (Unclass_ & Faculty)
Current Status: Posted
 Position Type: **Unclass_ & Faculty** | Created by: **test test**
 Department: **General Cost Recovery** | Owner: **HR Employment**

Summary | History | Applicants

Open Saved Search ▾ Search: Search More search options

Active Applicants

Saved Search: "Active Applicants" (3 Items Found)

<input type="checkbox"/>	Full Name	Workflow State (Internal)	Workflow State
<input type="checkbox"/>	wsu, user1	Under Review by School/College/Dept	In Progress
<input type="checkbox"/>	wsu, user2	Under Review by School/College/Dept	In Progress
<input type="checkbox"/>	wsu, user3	Under Review by School/College/Dept	In Progress

Note: A yellow callout box points to the first applicant name with the text: "To view/review 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 13:45:26 (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.

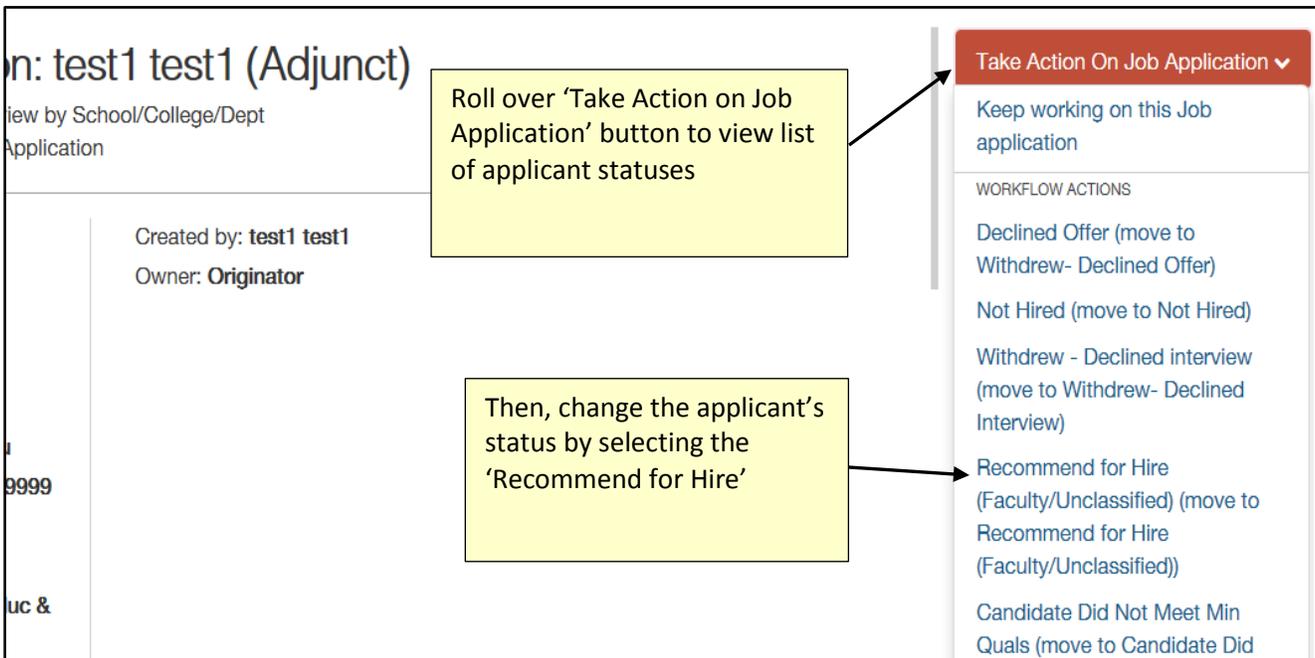
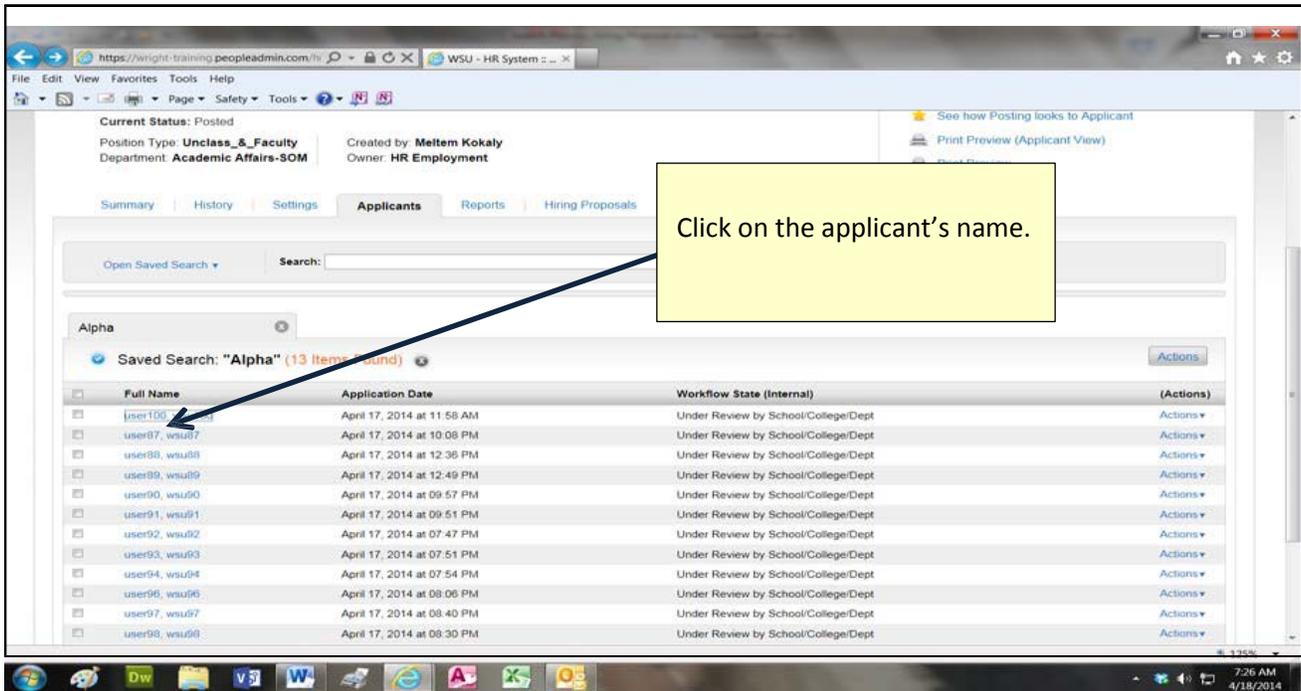
PDF Documents

Kind
Application
Application and attached documents

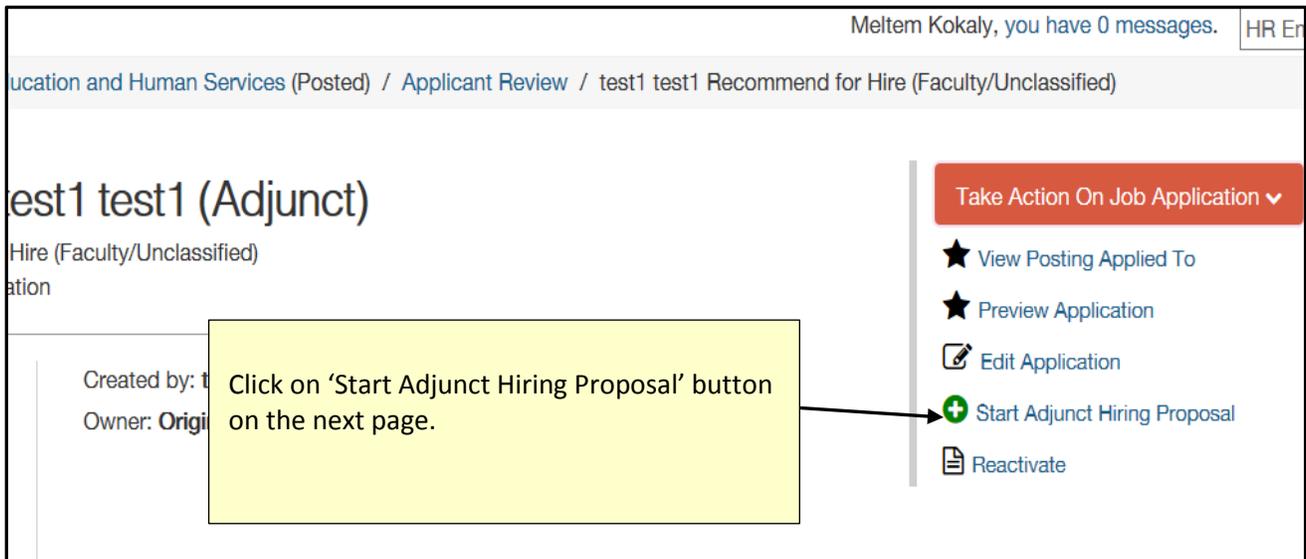
To view/review applicant documents, click on the document link.

Initiating the Hiring Proposal

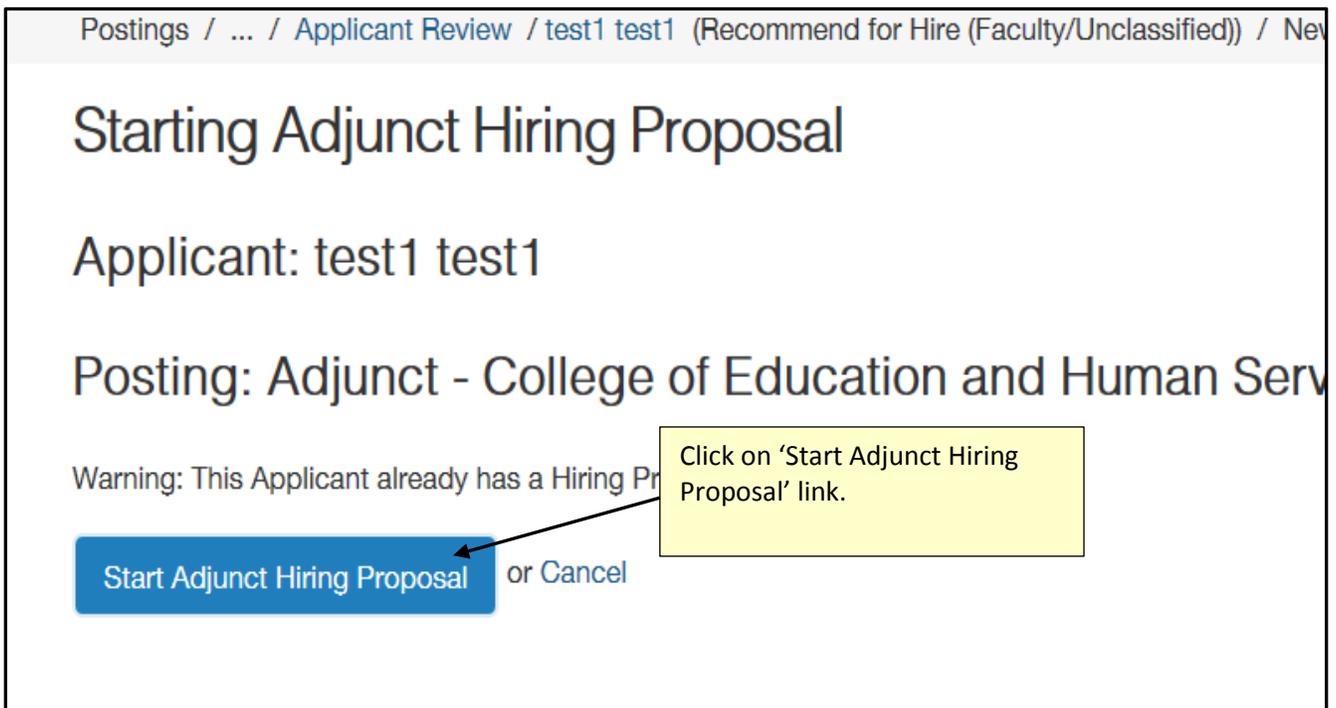
1. Click on the name of the applicant. Then, click on 'Take Action on Job Application' button and change the applicant's status to 'Recommend for Hire'.



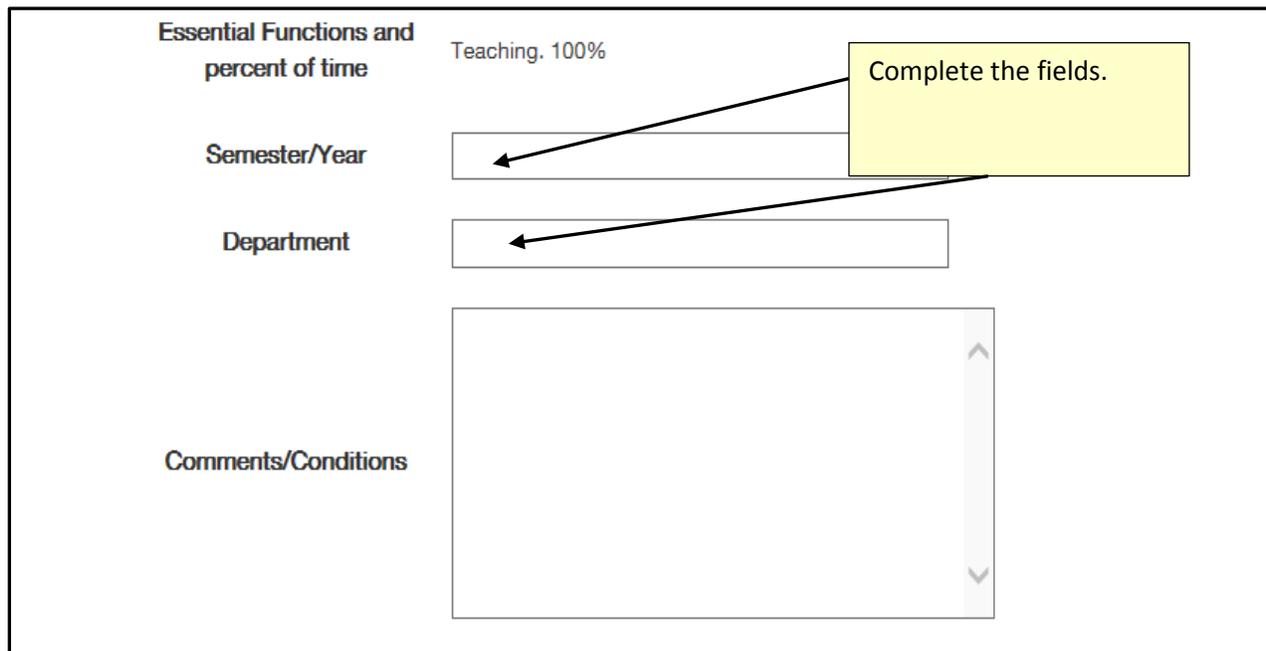
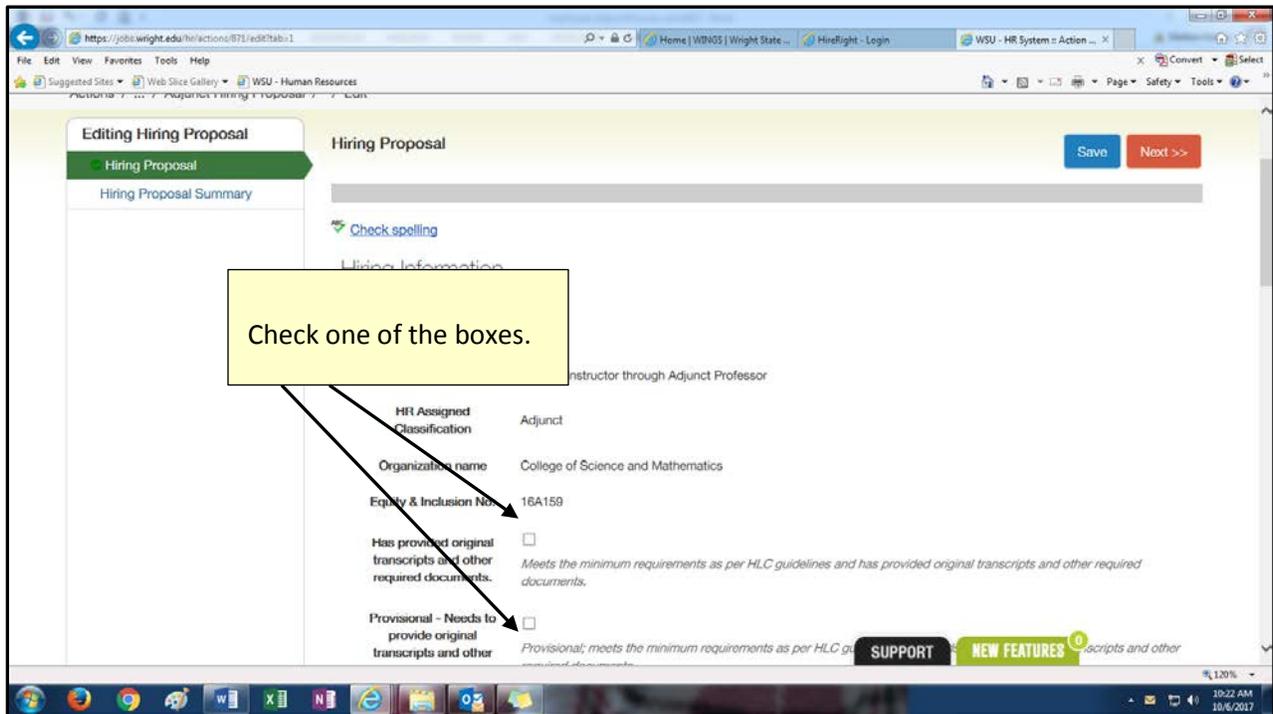
2. Upon changing the status of the application, the 'Hiring Proposal' task with a green plus **+** sign will appear on the right hand side of the application. Click on the 'Start Hiring Proposal' to begin the Hiring Proposal process.



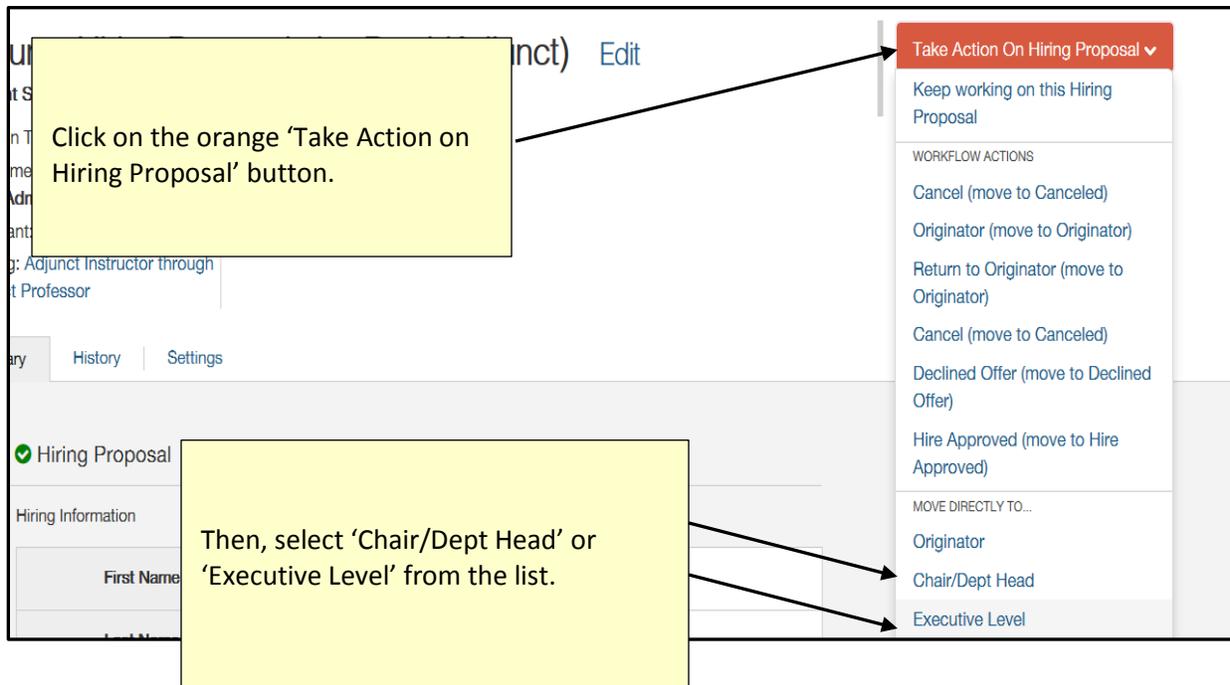
3. Click 'Start Adjunct Hiring Proposal' button on the next page.



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

