PeopleAdmin

How to Create Postings?

User Guide

WRIGHT STATE UNIVERSITY

FEBRUARY 2019

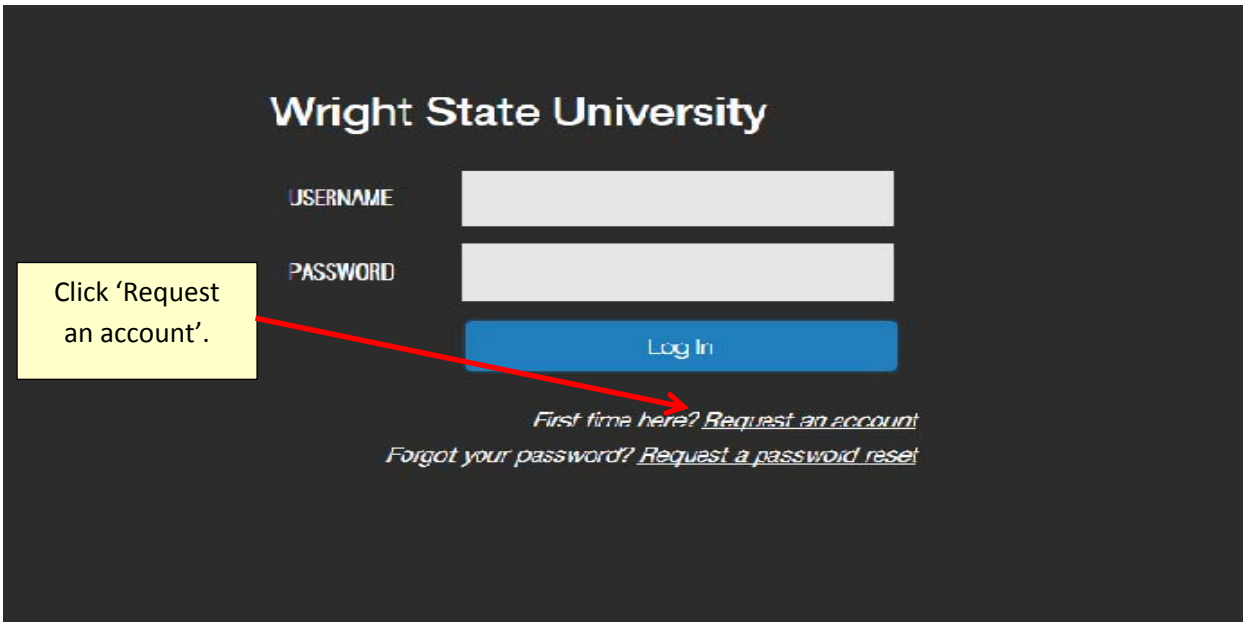
HUMAN RESOURCES

LOG IN

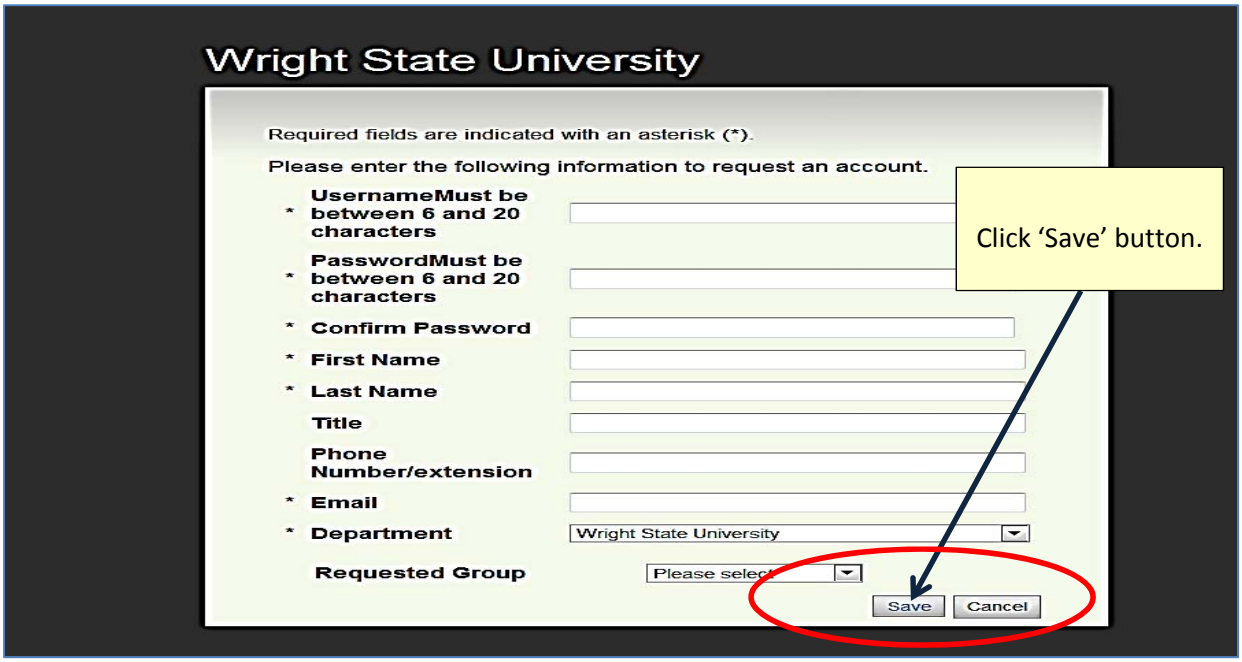
Enter the PeopleAdmin website: https://jobs.wright.edu/hr

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.



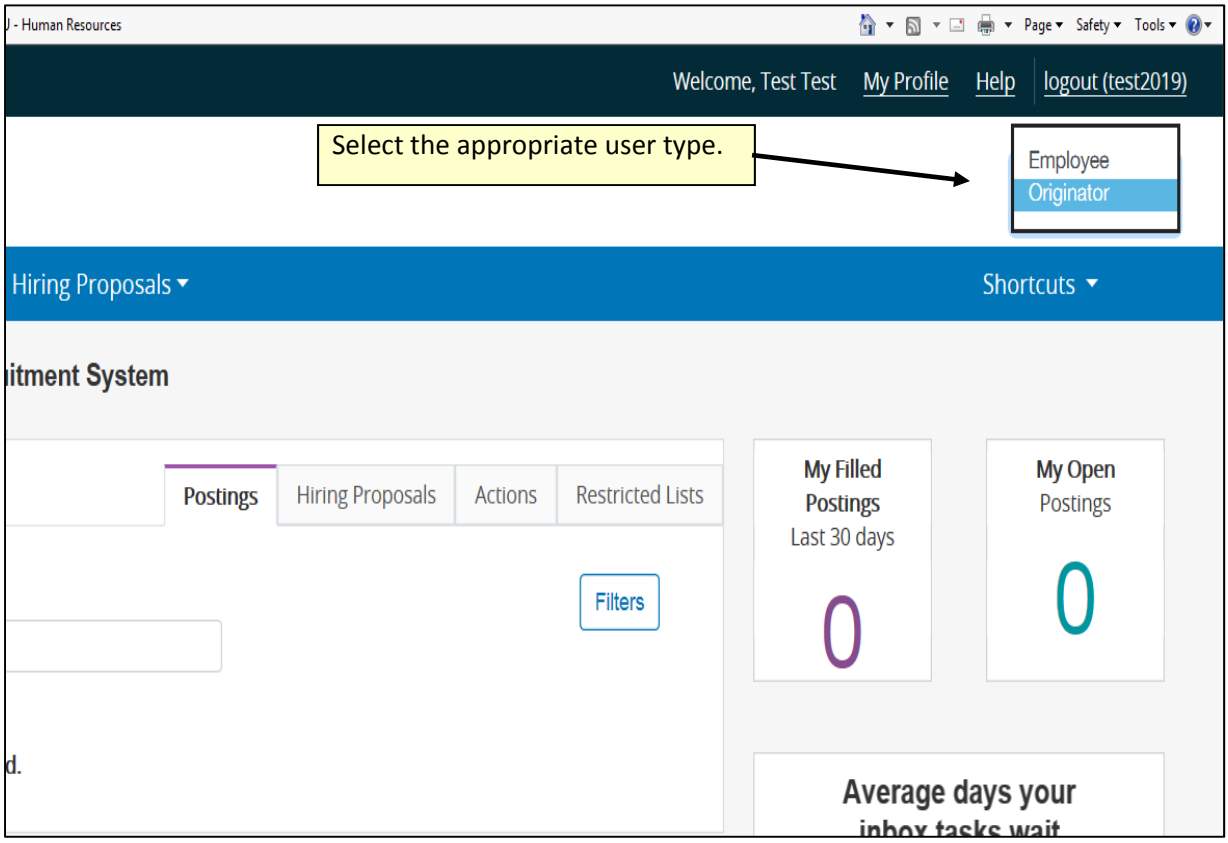
Enter all required information on this form and click 'Save'.



You will be returned to the 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.

CHANGE USER GROUP (if applicable)

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. You must be logged in as 'Originator' in order to create postings and have access to application materials.

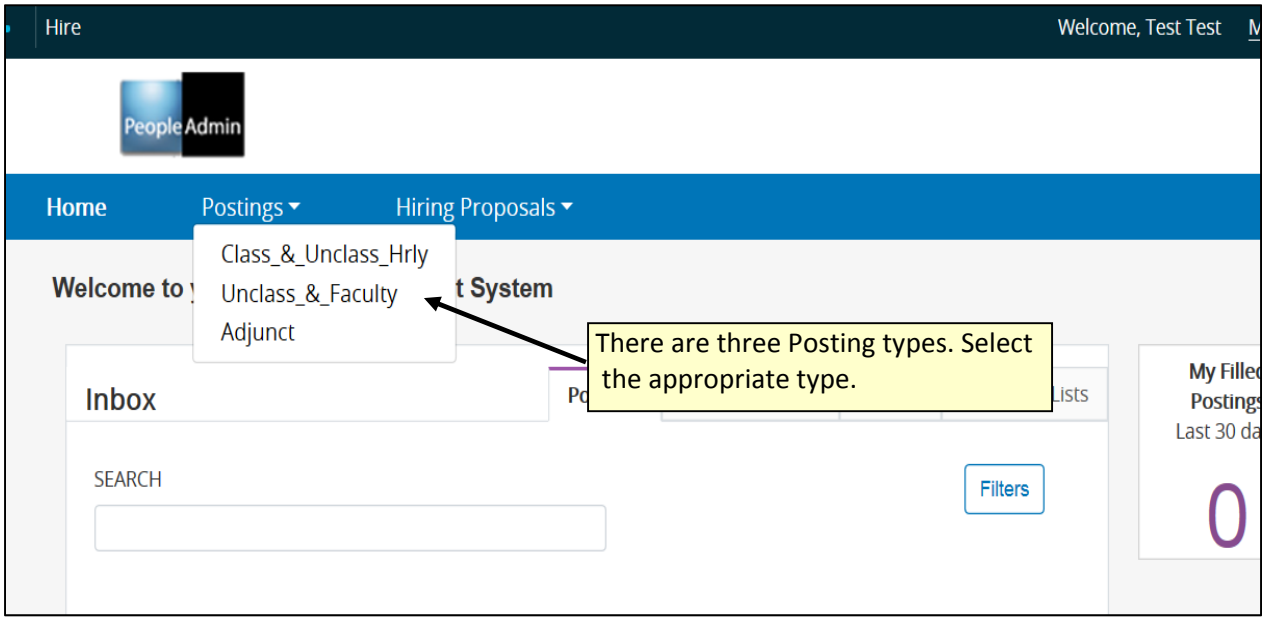


CREATE POSTING

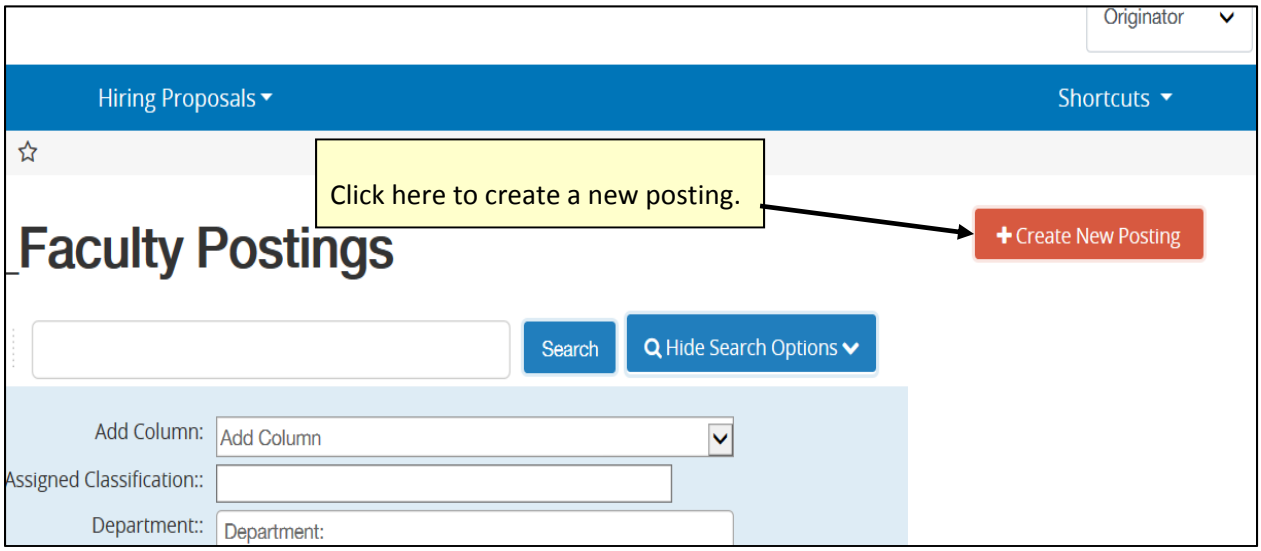
1. Select the Posting Type:

There are three **POSTING TYPES** in PeopleAdmin. When creating postings, it's **IMPORTANT** that you select the appropriate **POSTING TYPE**:

A) **Classified & Unclassified Hourly**
B) **Unclassified & Faculty**
C) **Adjunct**

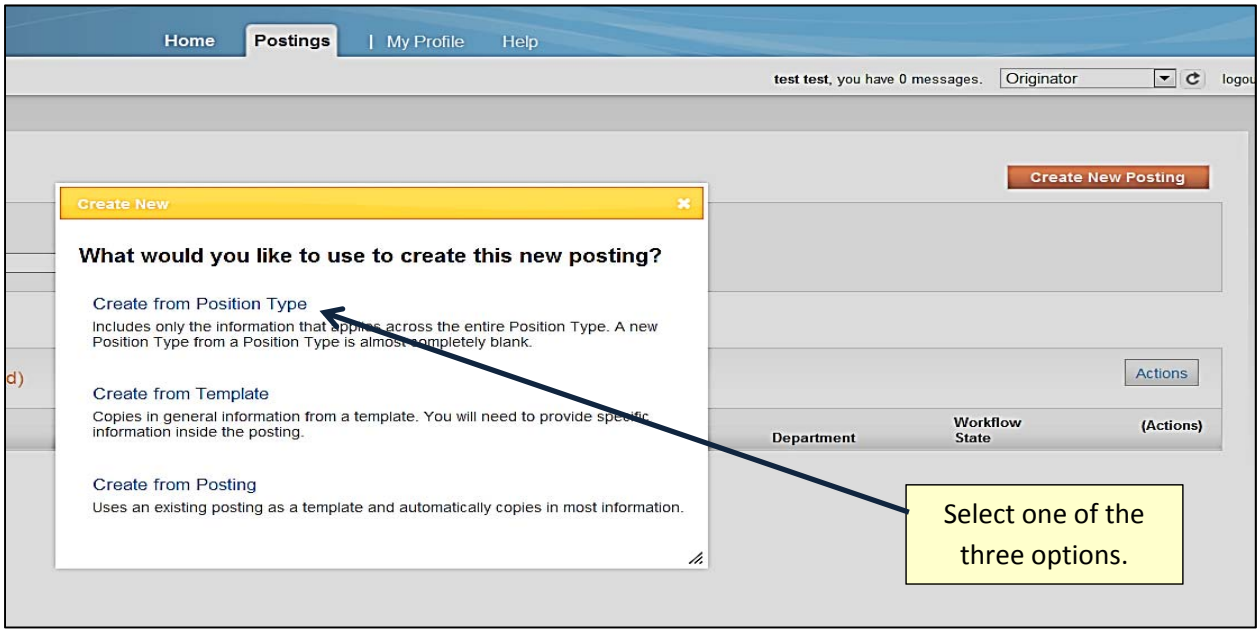


Select the appropriate type of posting; then click on the '+Create New Posting' button.

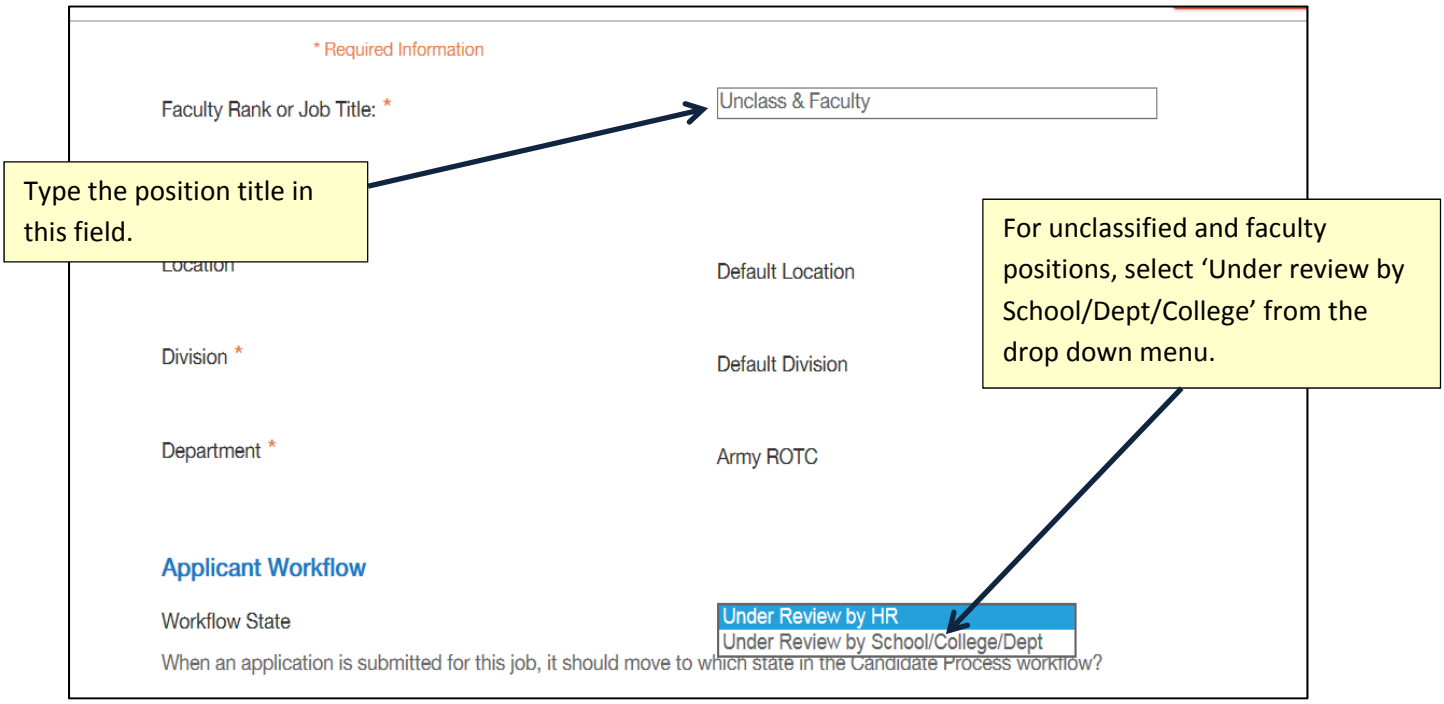


2. A new dialogue box will appear on your screen that contains three different options to create a posting. 'Create from Position Type' is the most frequently used option.

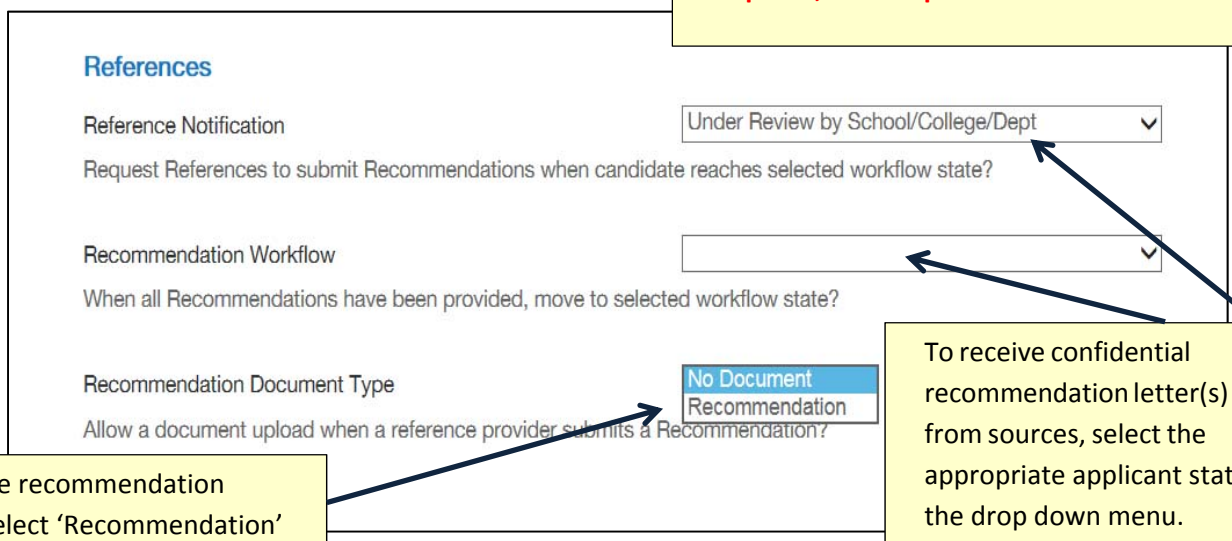
Note: You can also create a posting using the 'Create from Posting' option, only if you have created a same or similar position in the past that has been filled.



3. On the New Posting page, fill in the necessary information. Fields with a red asterisk are required fields. Once the form is completed, click '**Create New Posting**' button at top right or bottom right of the page.



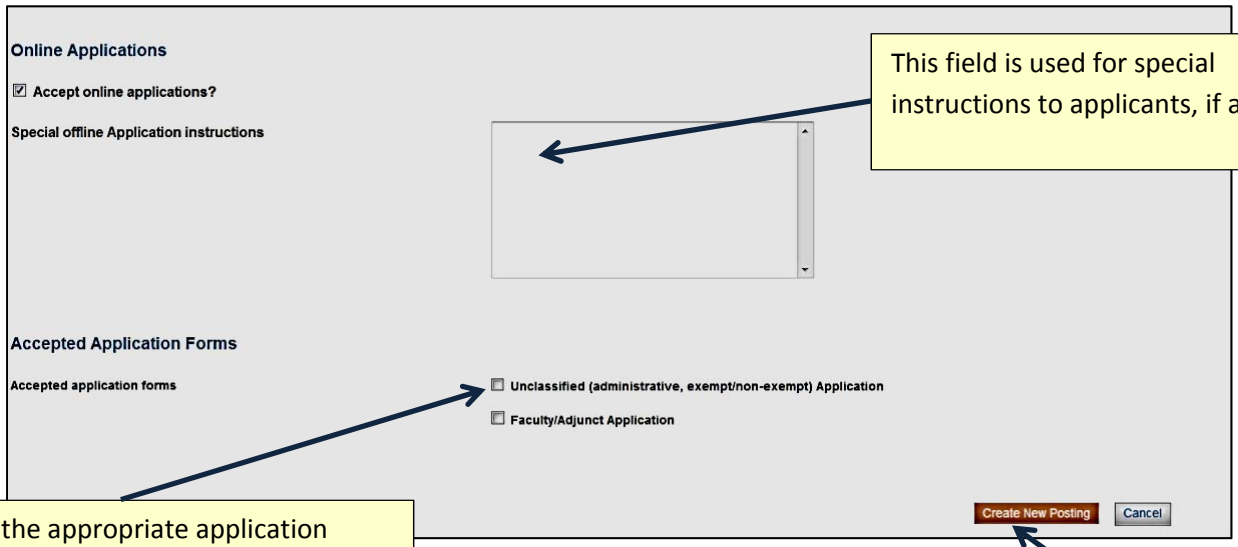
If recommendation letters are not required, then skip the references section.



To receive recommendation letters, select 'Recommendation' from the drop down menu.

To receive confidential recommendation letter(s) directly from sources, select the appropriate applicant status from the drop down menu.

Then, leave the second field blank.



This field is used for special instructions to applicants, if applicable.

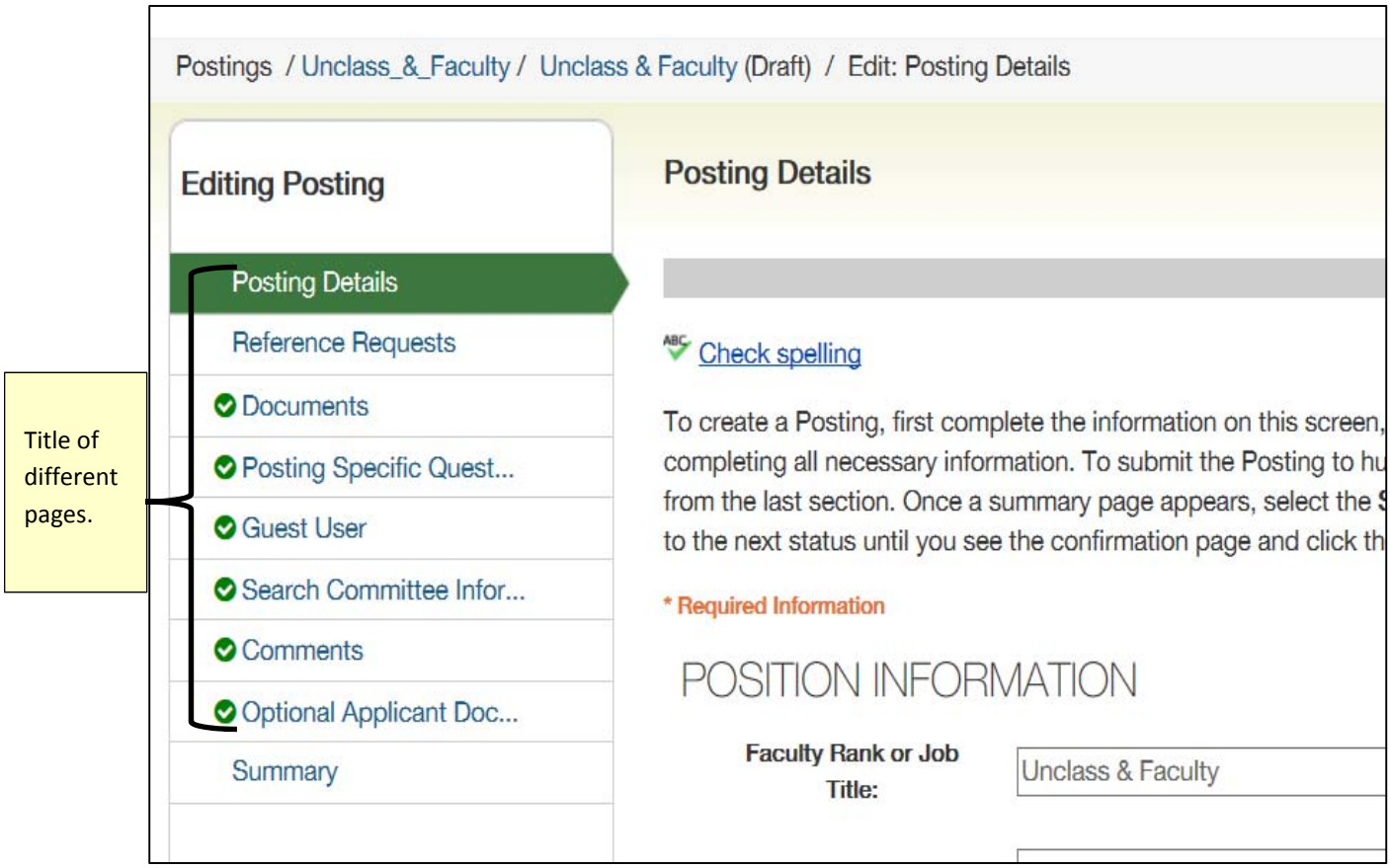
Select the appropriate application form.

Click here to create a new posting.

Posting process includes 8 forms:

1. Posting Detail
    i. Position Information
    ii. Department Information
    iii. Strategic Hire Information
    iv. Posting Text
2. Reference Requests (available on unclassified and faculty posting type ONLY)
3. Documents
4. Posting Specific Questions (used for staff positions ONLY)
5. Guest User
6. Search Committee Information
7. Comments
8. Optional Applicant Documents

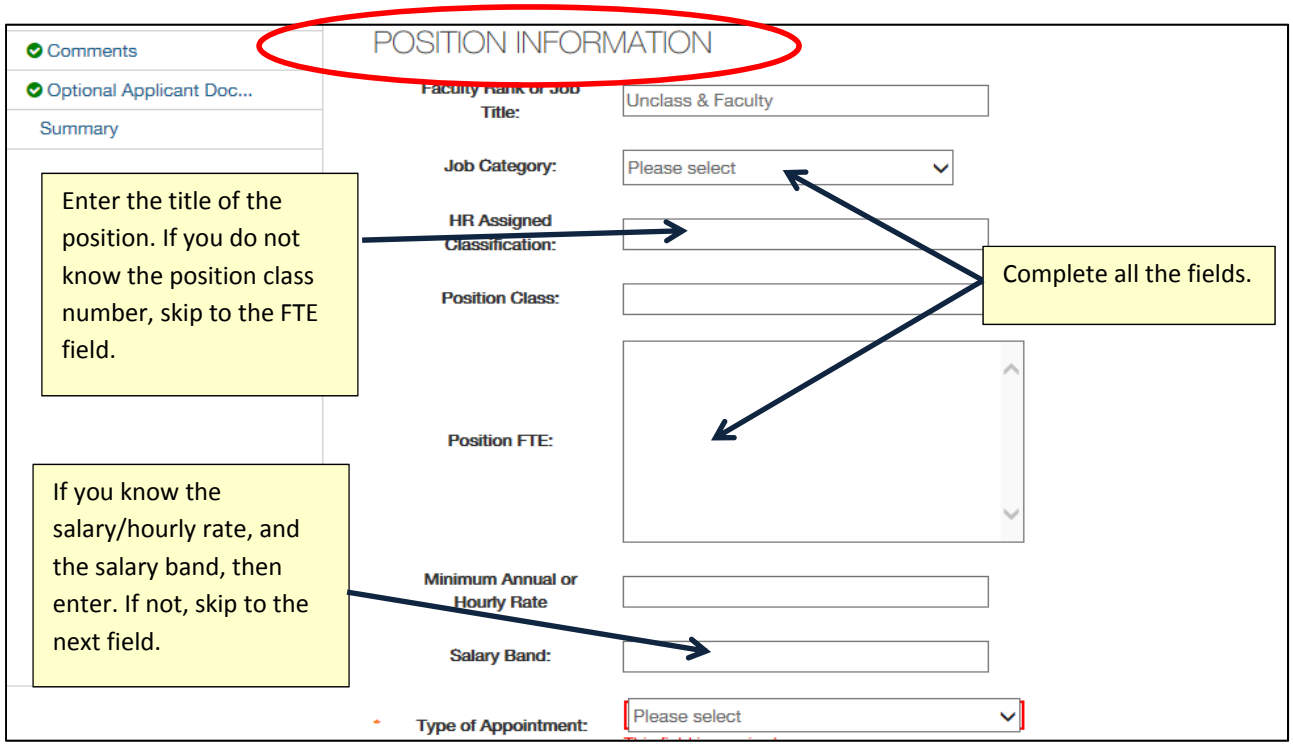
Complete all applicable pages before submitting a job posting to the next approver.

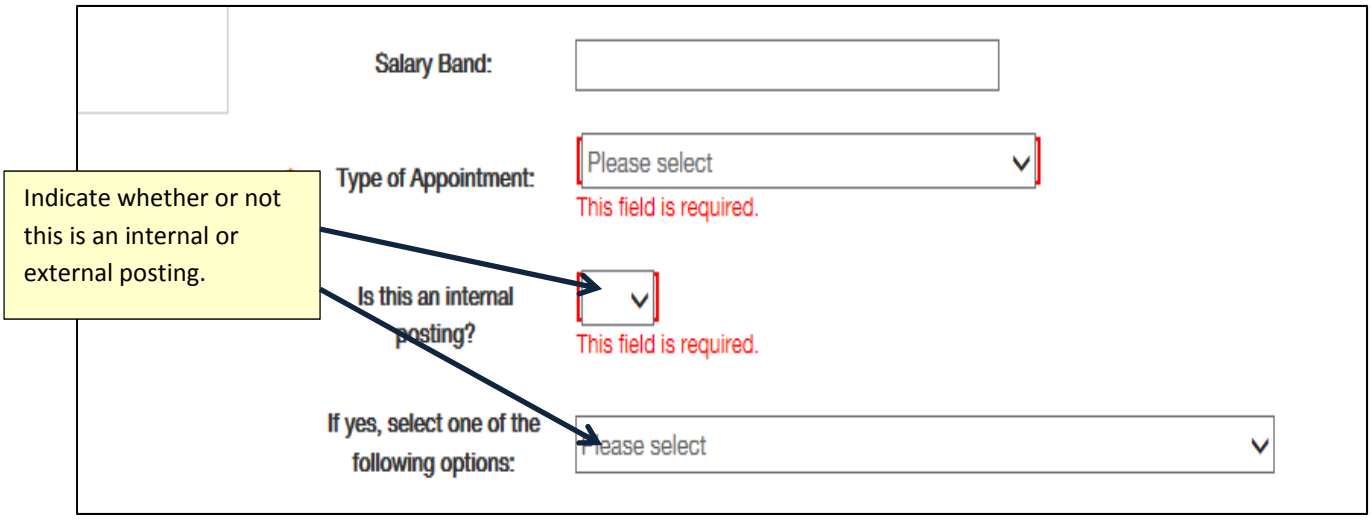


1) POSTING DETAILS

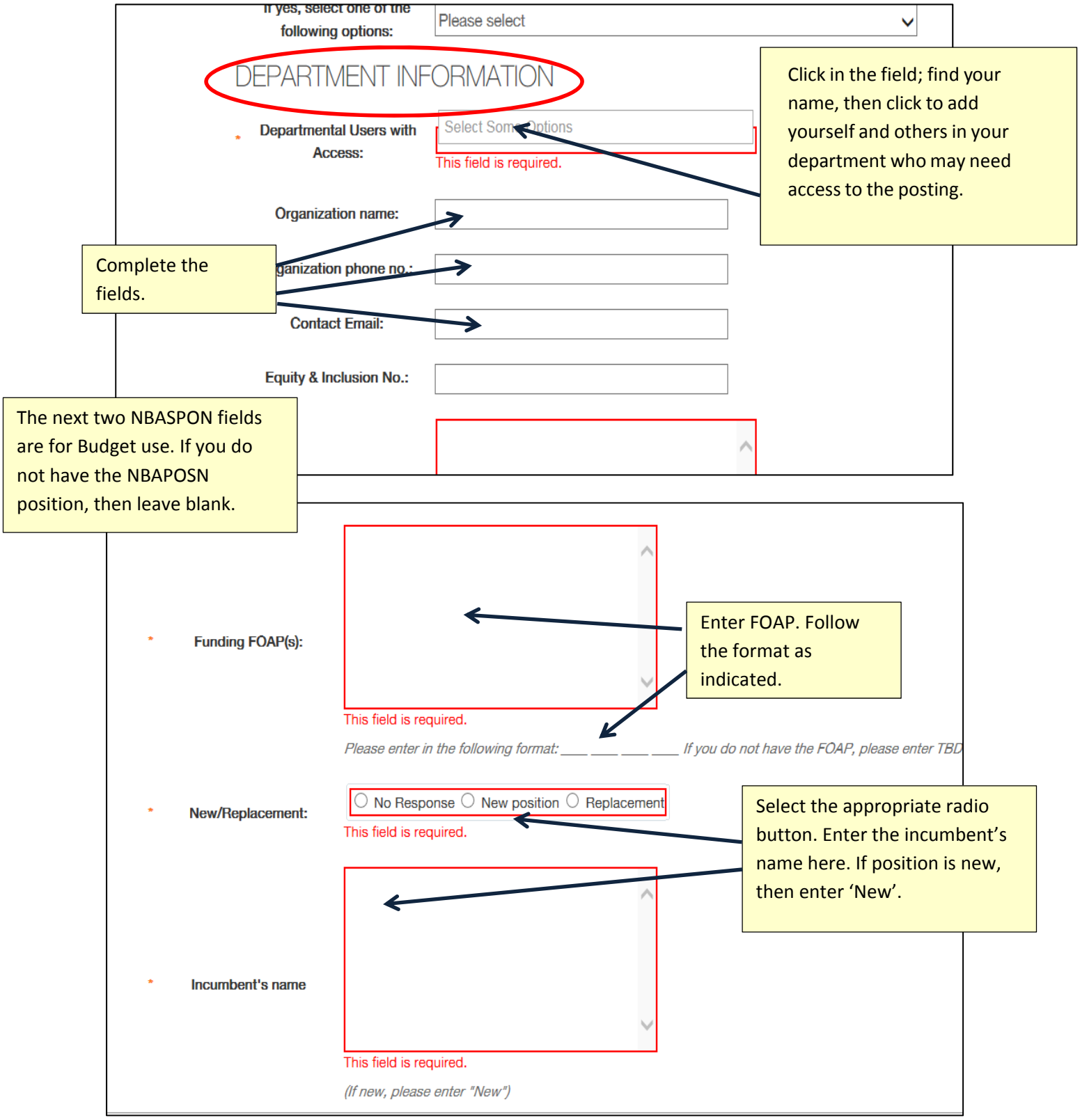
This page has a number of sections and fields within each section. Fields with **a red asterisk** must be completed before moving on to the next page. There are a few fields that you may not be able to fill in, such as Position Class, Equity & Inclusion Number, and NBAPOSN Number, etc. These fields are filled in by Compensation, Office of Equity & Inclusion, and Budget during approval process.

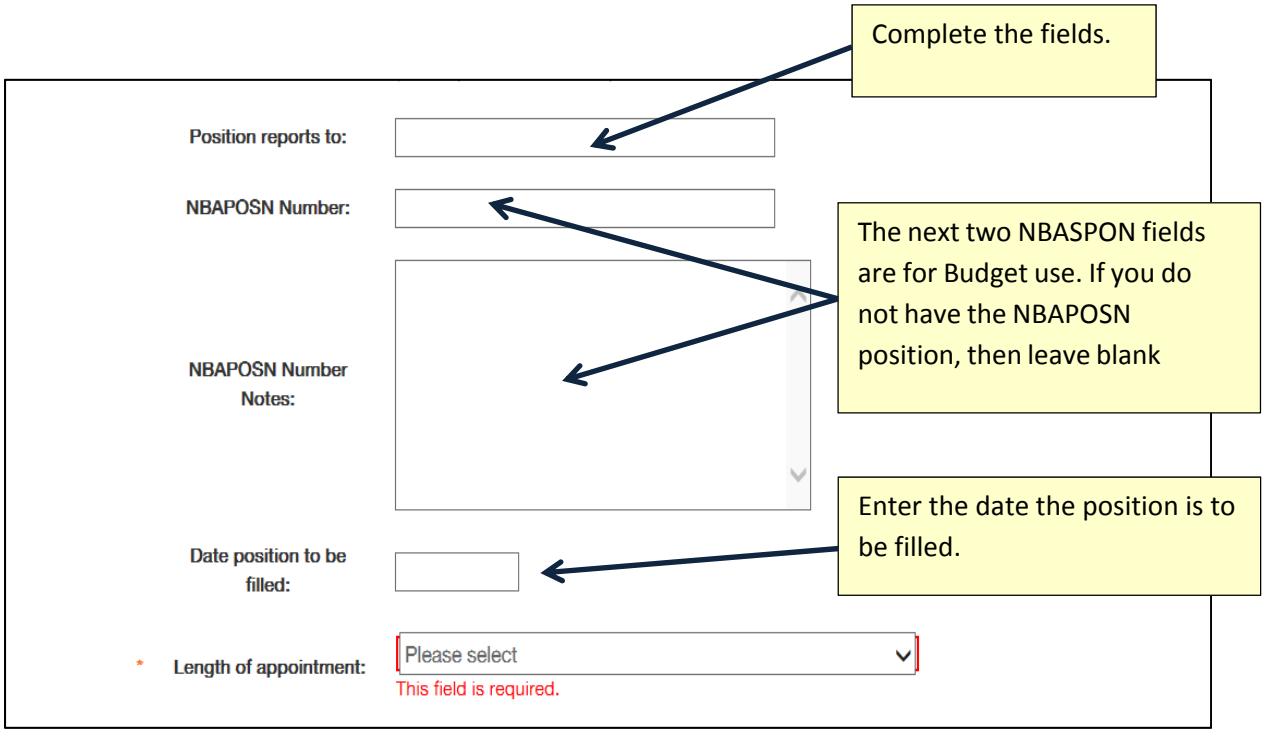
a) Position Information

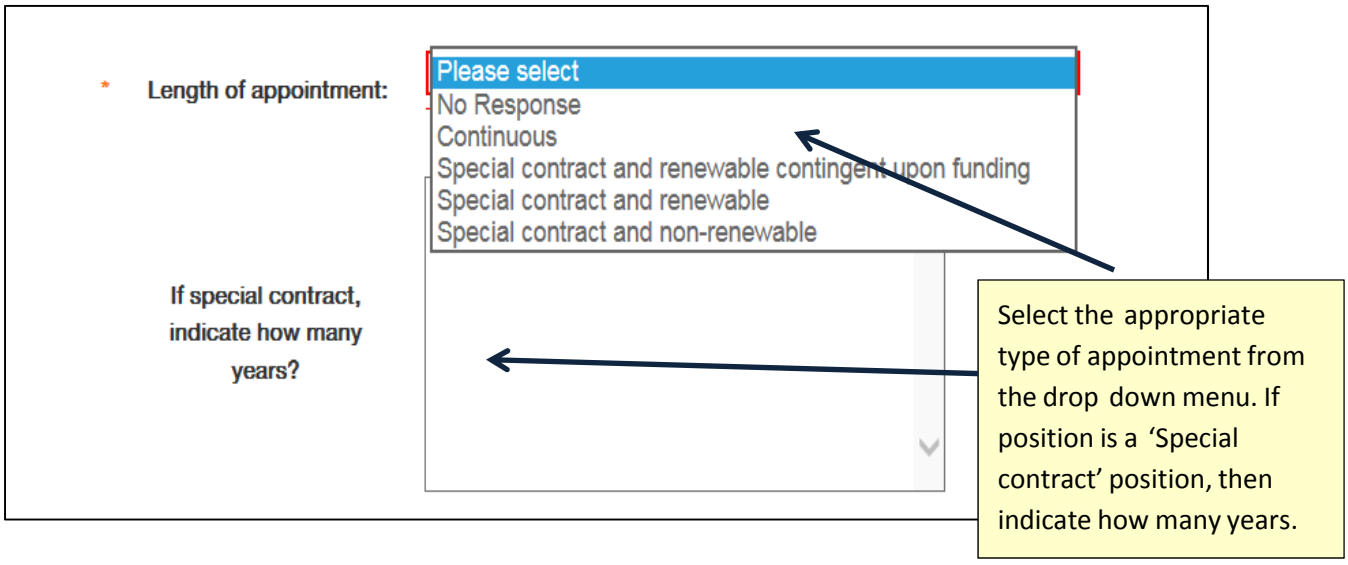




b) Department Information

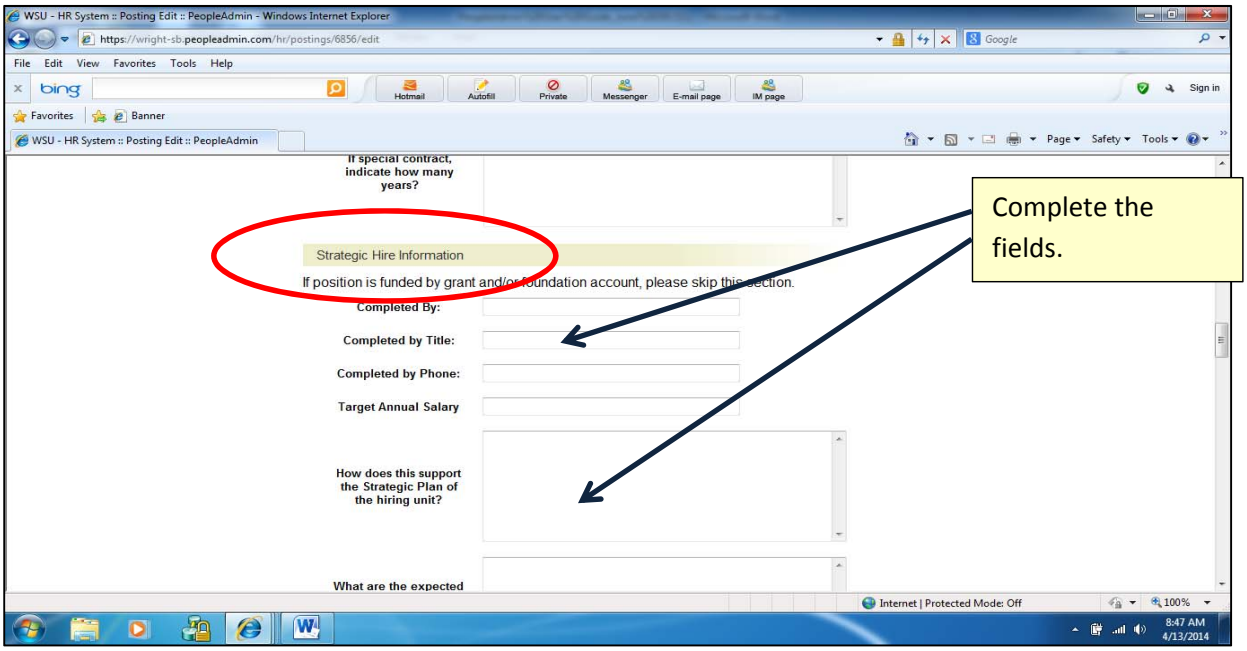



Complete the fields.
Position reports to:
NBAPOSN Number:
NBAPOSN Number Notes:
The next two NBASPON fields are for Budget use. If you do not have the NBAPOSN position, then leave blank
Date position to be filled:
Enter the date the position is to be filled.
* Length of appointment:
Please select
This field is required.


* Length of appointment:
Please select
No Response
Continuous
Special contract and renewable contingent upon funding
Special contract and renewable
Special contract and non-renewable
If special contract, indicate how many years?
Select the appropriate type of appointment from the drop down menu. If position is a 'Special contract' position, then indicate how many years.

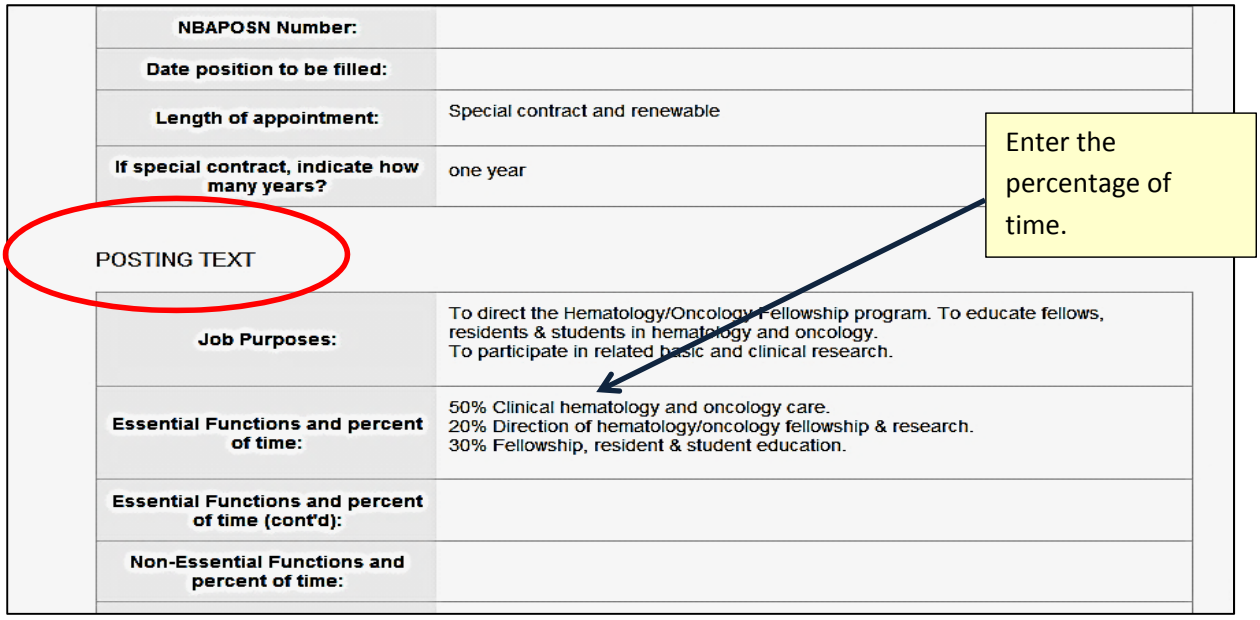
c) Strategic Hire Information

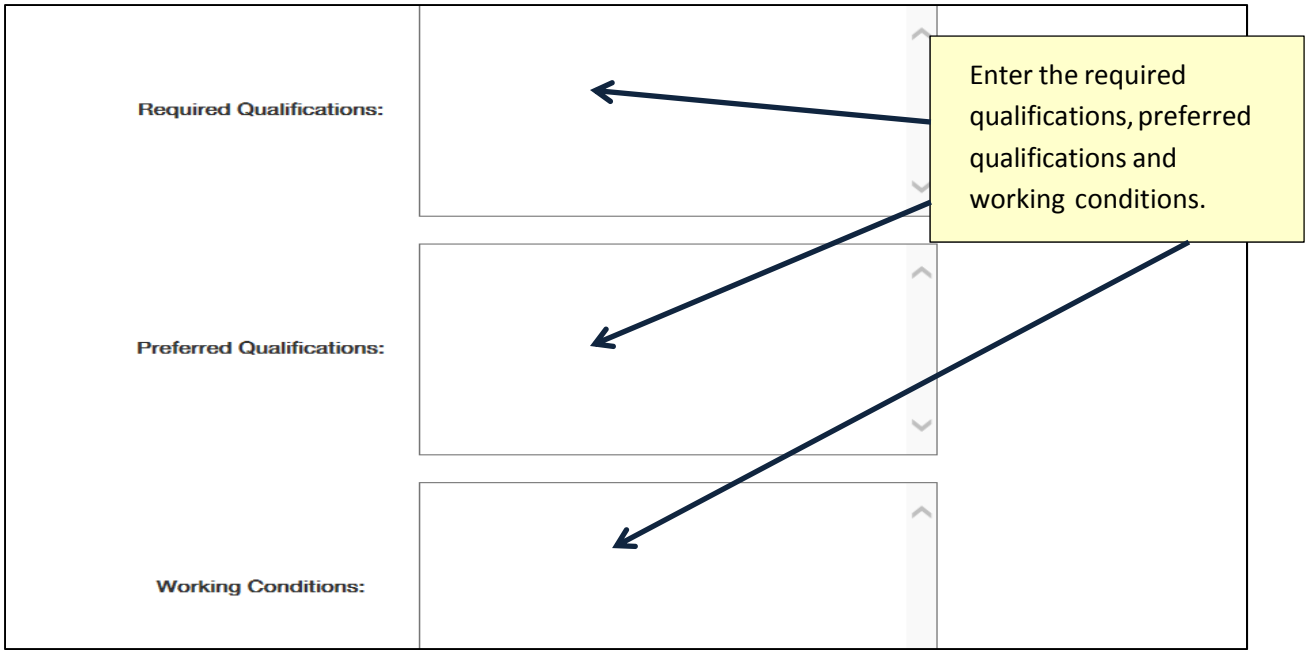
Complete all the applicable fields. Skip the entire section for grant funded positions.

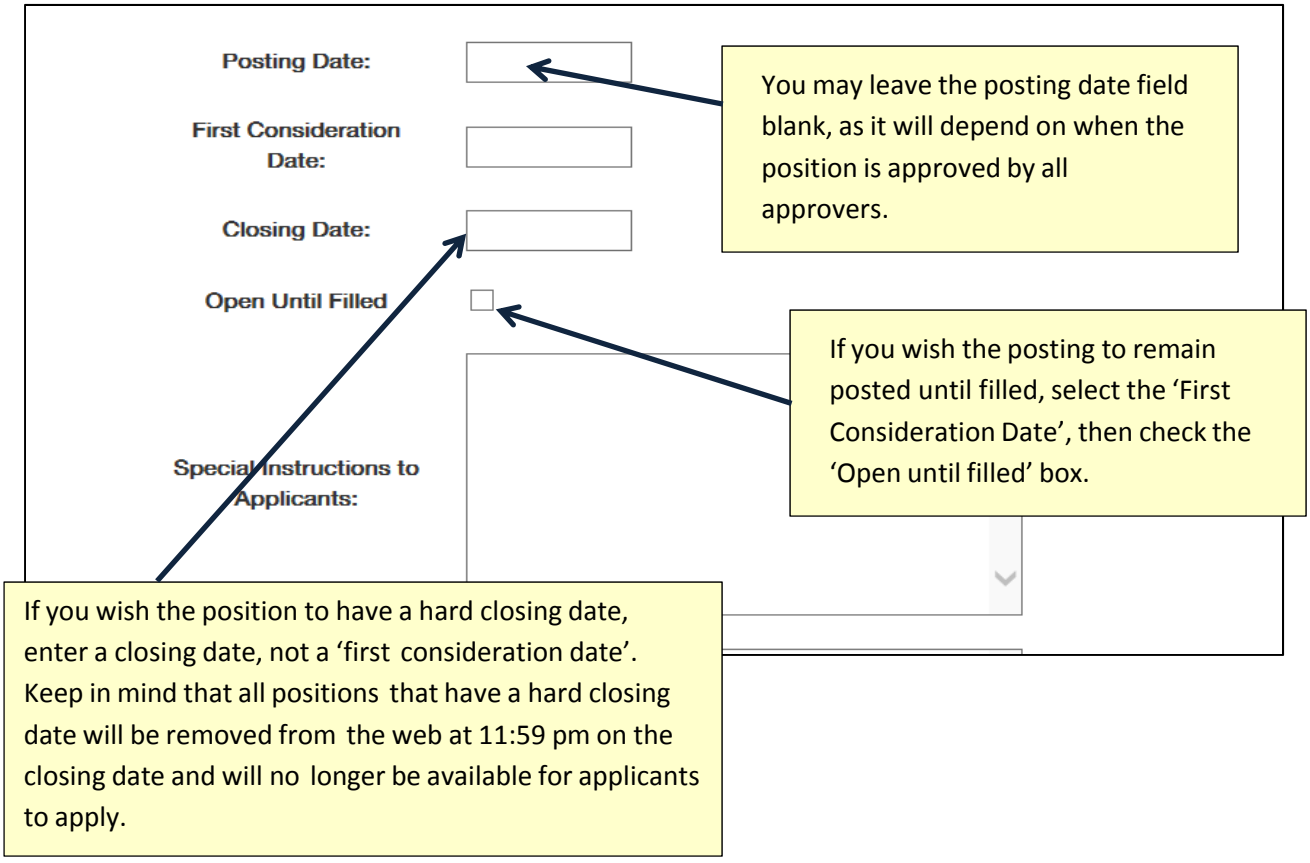


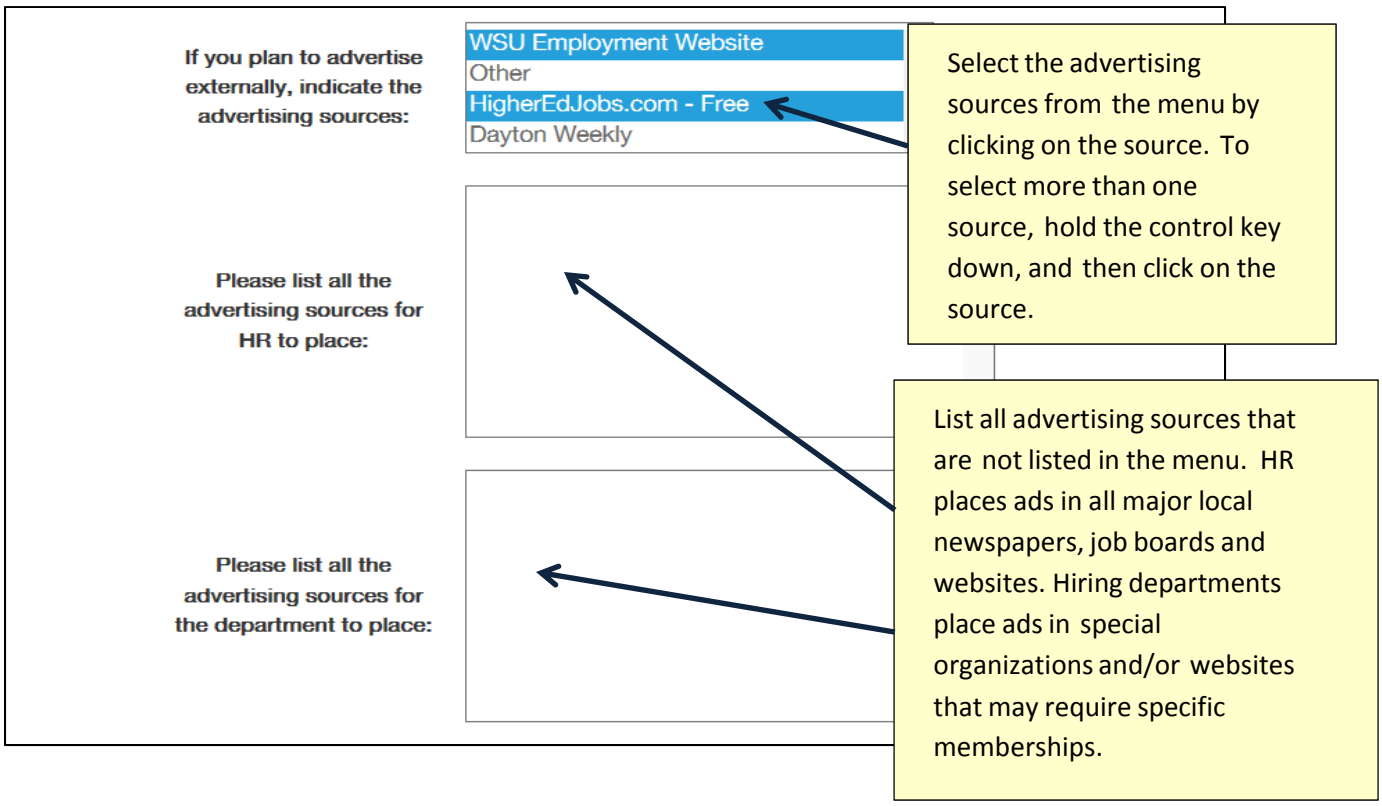
d) Posting Text

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.

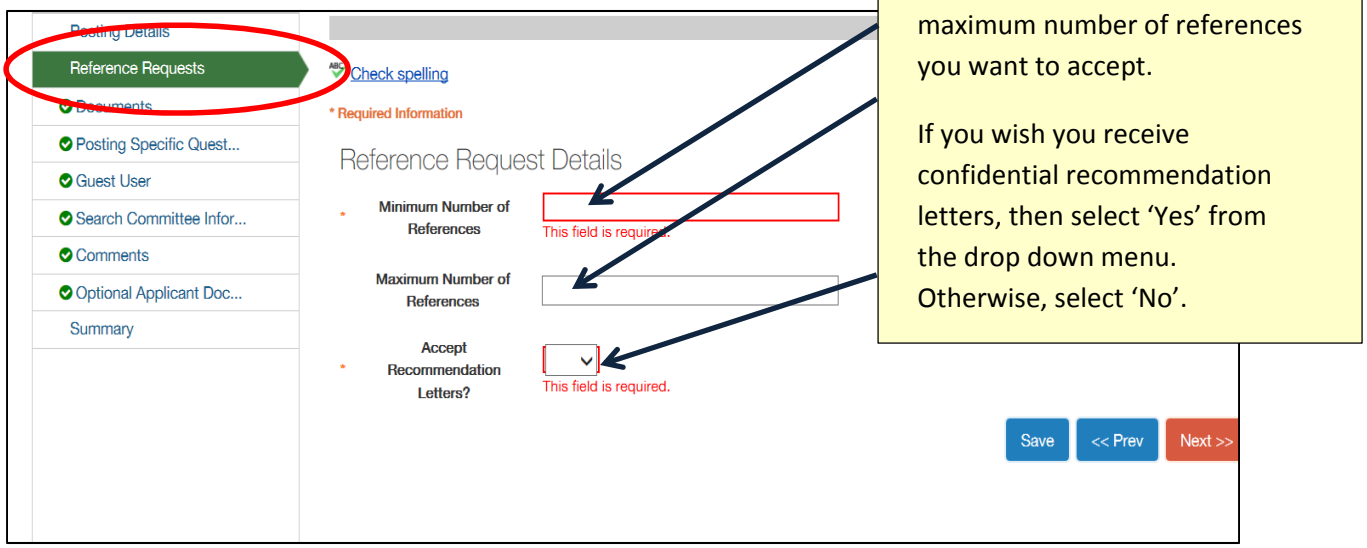



Required Qualifications:
Preferred Qualifications:
Working Conditions:
Enter the required qualifications, preferred qualifications and working conditions.


Posting Date:
First Consideration Date:
Closing Date:
Open Until Filled
Special Instructions to Applicants:
You may leave the posting date field blank, as it will depend on when the position is approved by all approvers.
If you wish the posting to remain posted until filled, select the 'First Consideration Date', then check the 'Open until filled' box.
If you wish the position to have a hard closing date, enter a closing date, not a 'first consideration date'. Keep in mind that all positions that have a hard closing date will be removed from the web at 11:59 pm on the closing date and will no longer be available for applicants to apply.

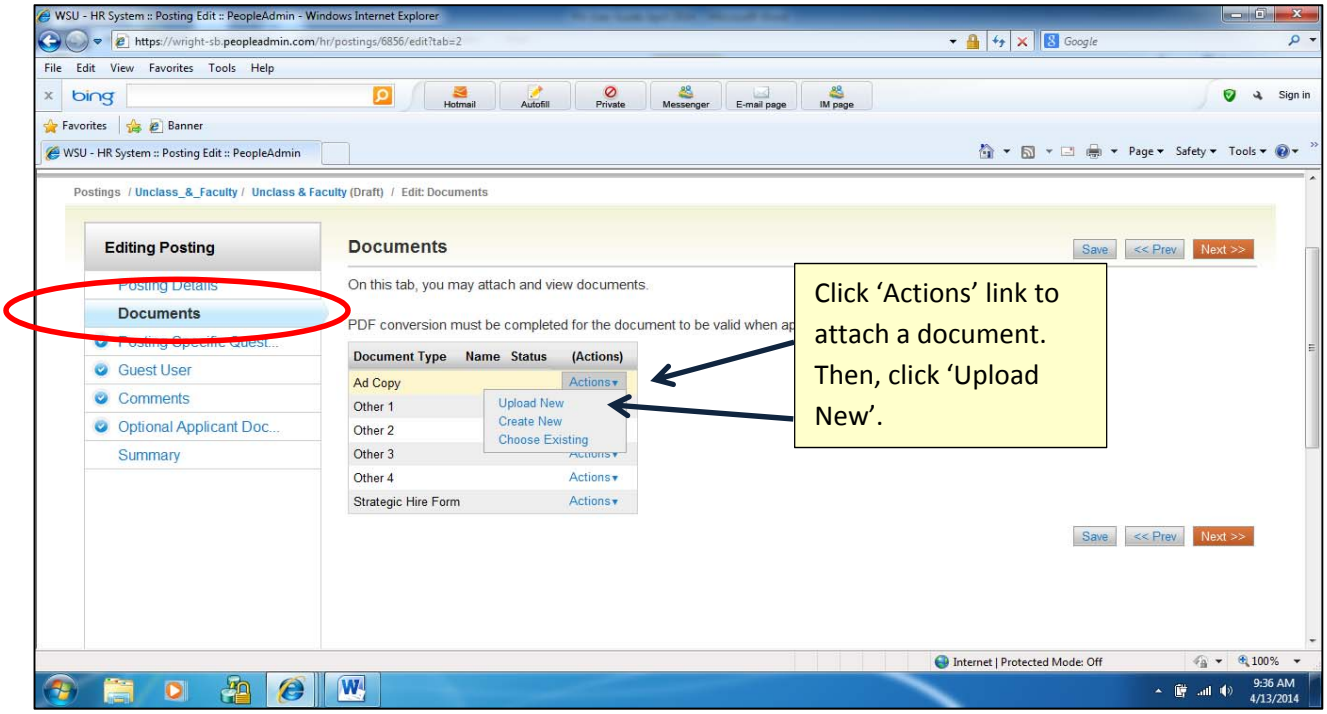


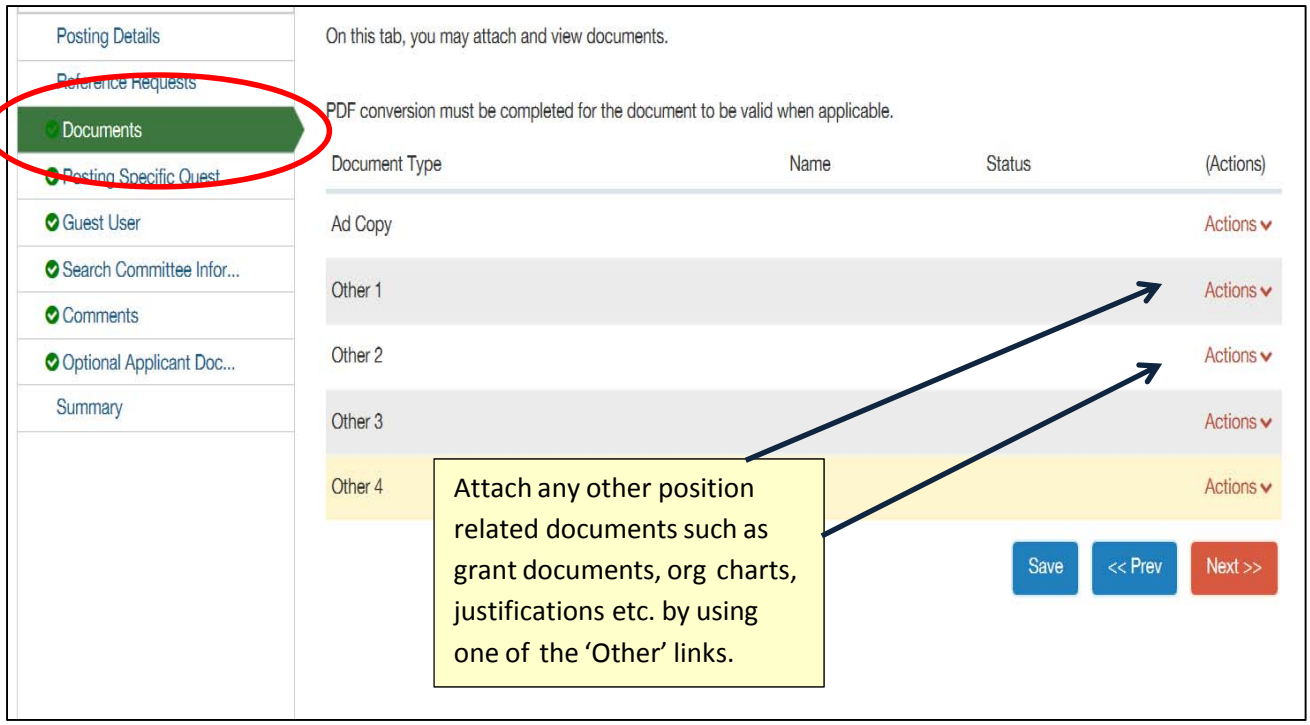
2) REFERENCE REQUESTS



3) DOCUMENTS

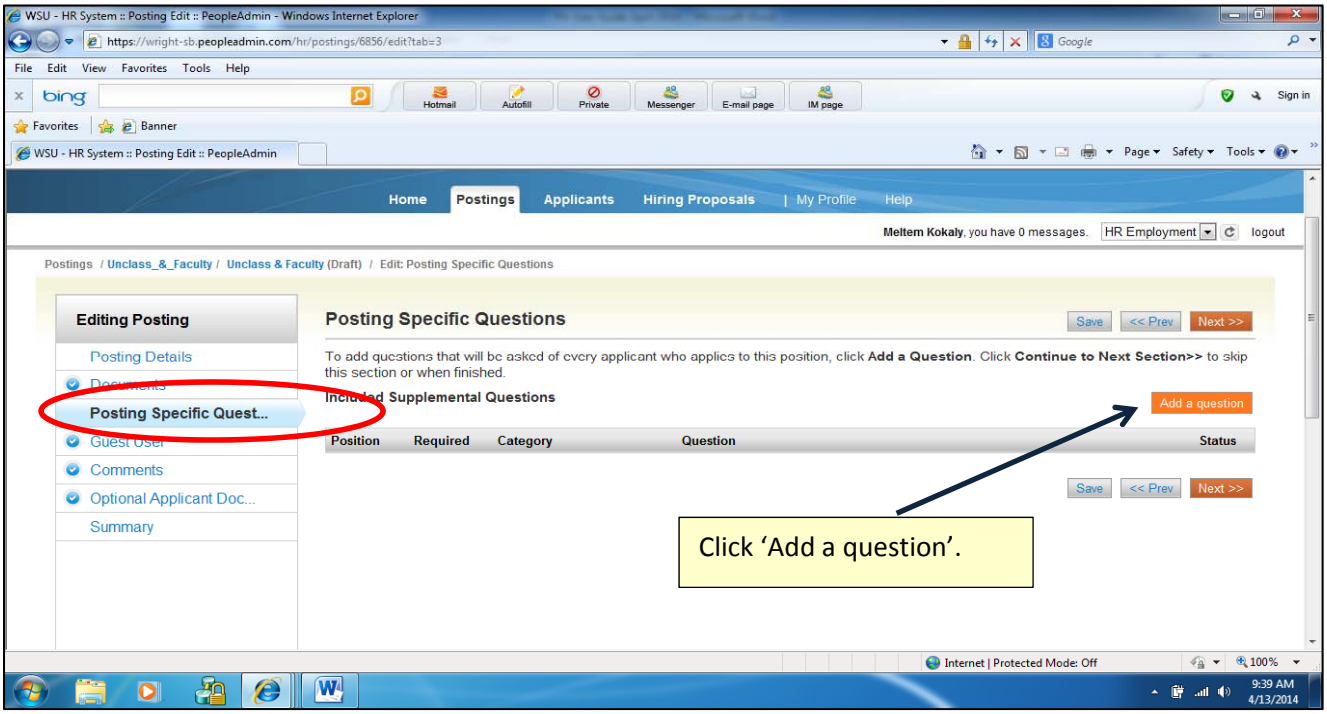
This page is used for attaching ad copies and/or any other additional information on the position. To attach a document, click 'Actions' link at the end of the row, and follow the instructions. Then click 'Save'; then 'Next'.



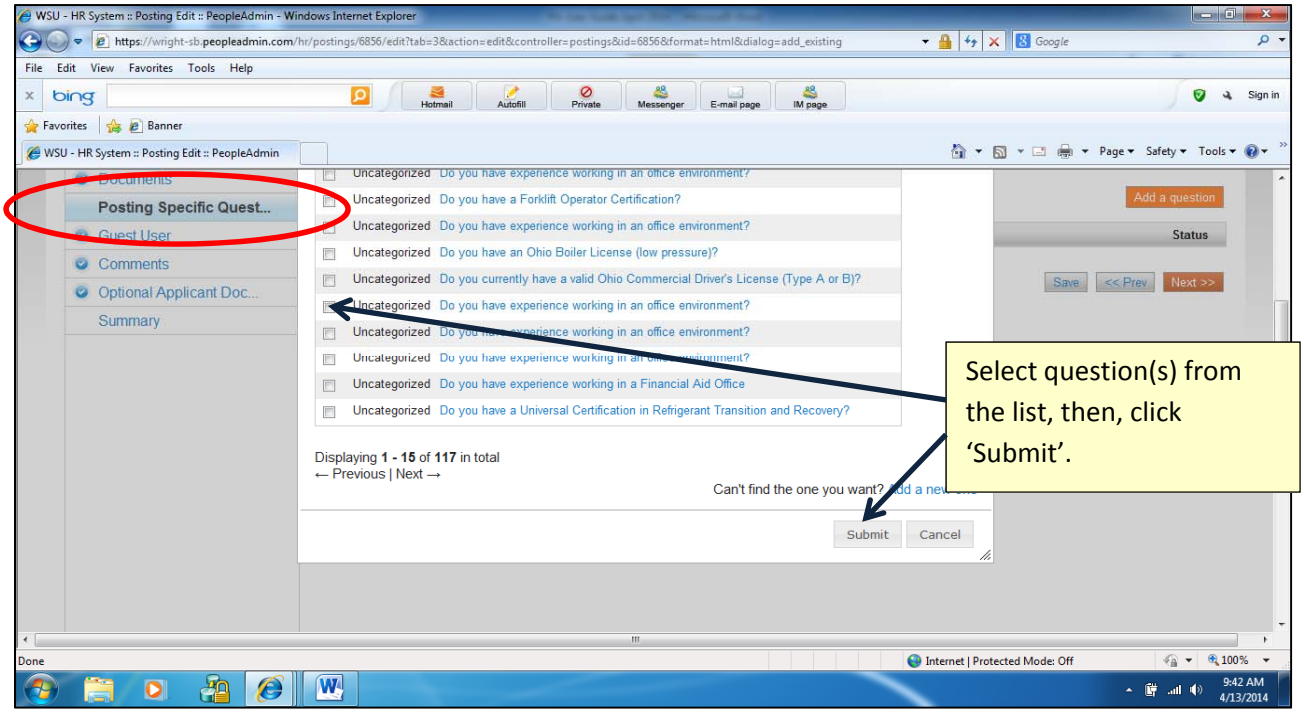


4) POSTING SPECIFIC QUESTIONS

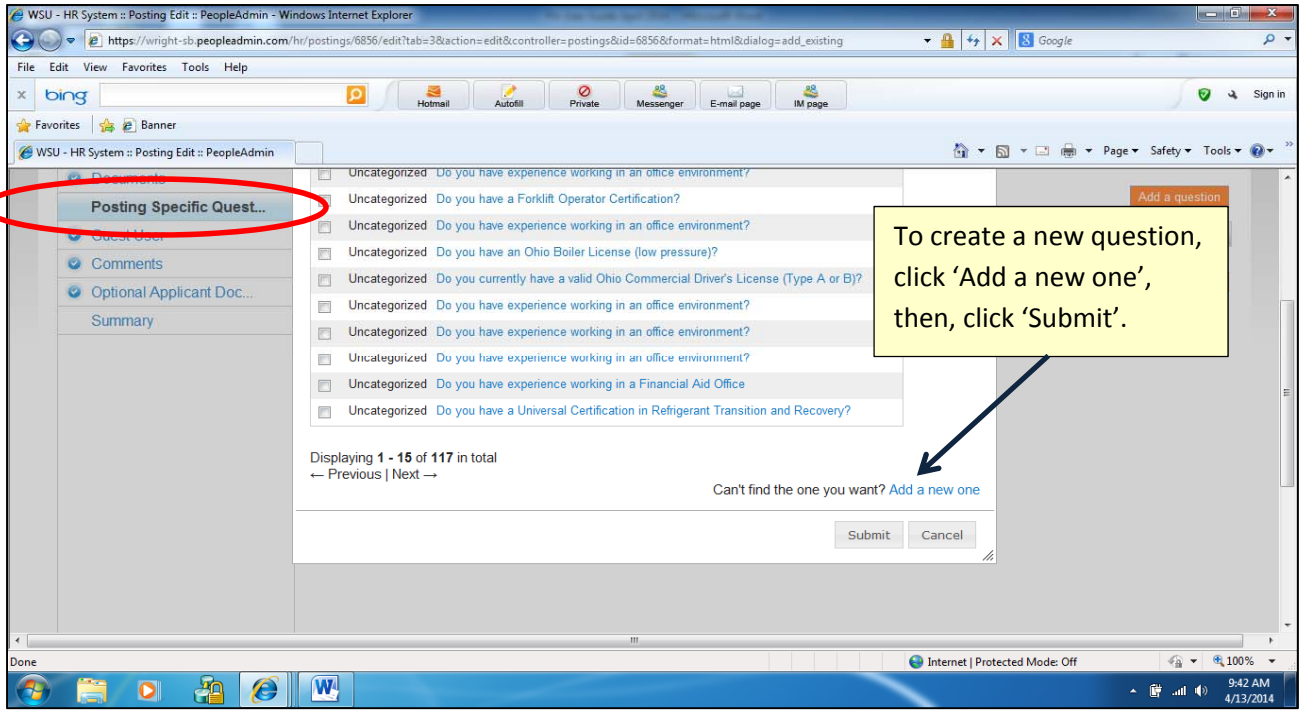
This page is used for adding questions that are related to the minimum and/or preferred qualifications. They assist users/reviewers in reviewing applications. **Posting specific questions are to be used for staff positions ONLY.** To add a question, click 'Add a question'.

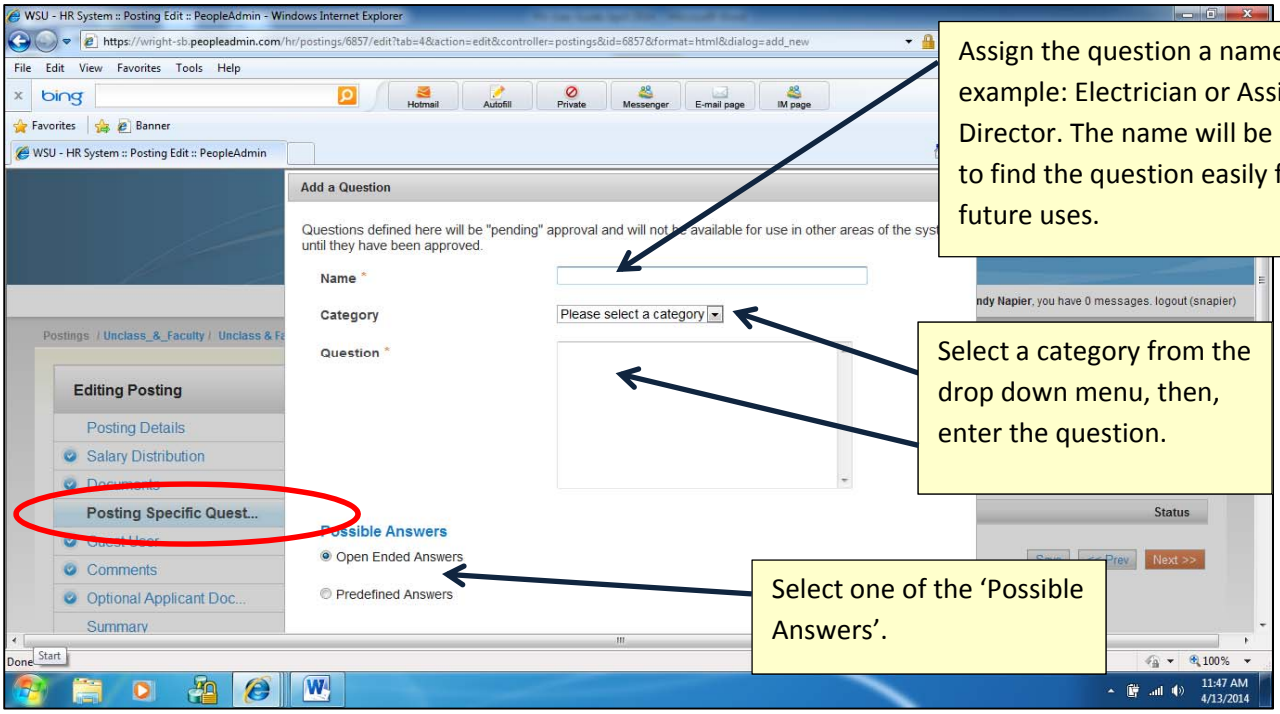


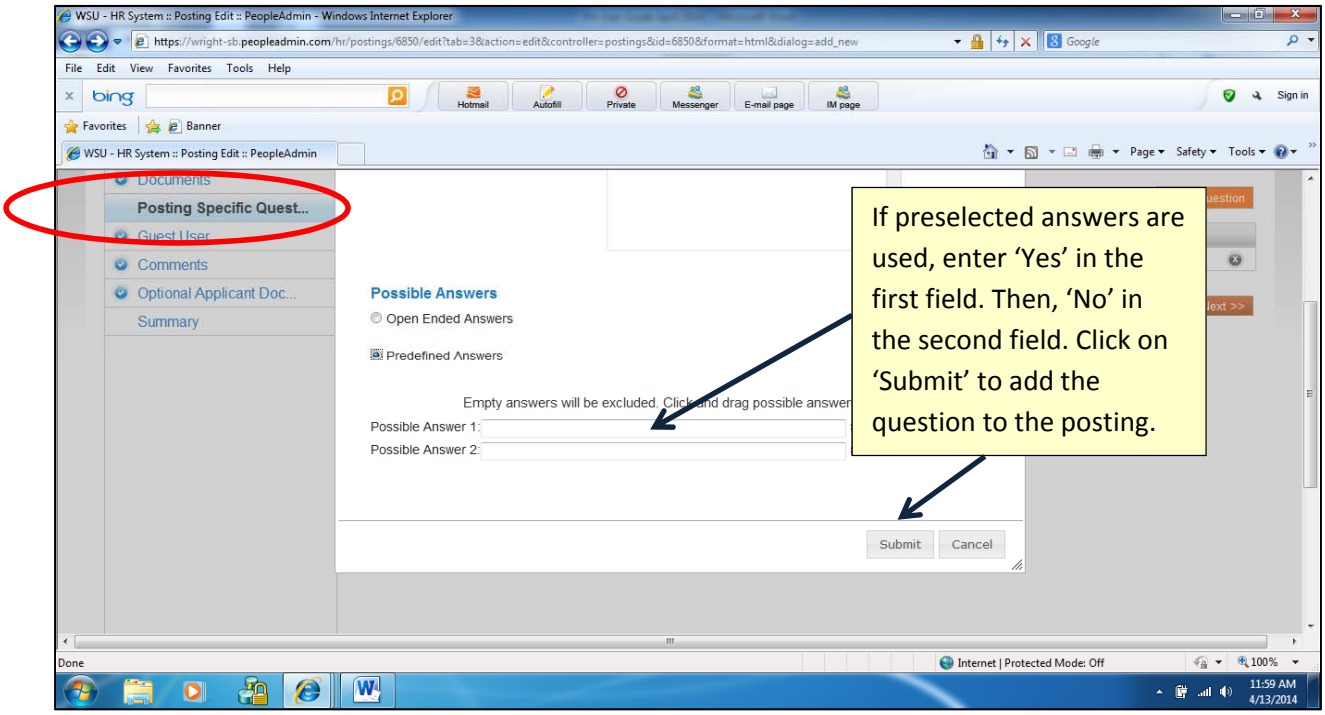
Either select one of the questions from the question bank, or create a new one by clicking on 'Add a new one'. Questions can have either predefined answers such as 'Yes' and 'No', or have 'Open Ended' answers which will allow the applicant to enter an answer. There is no character limit for open ended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

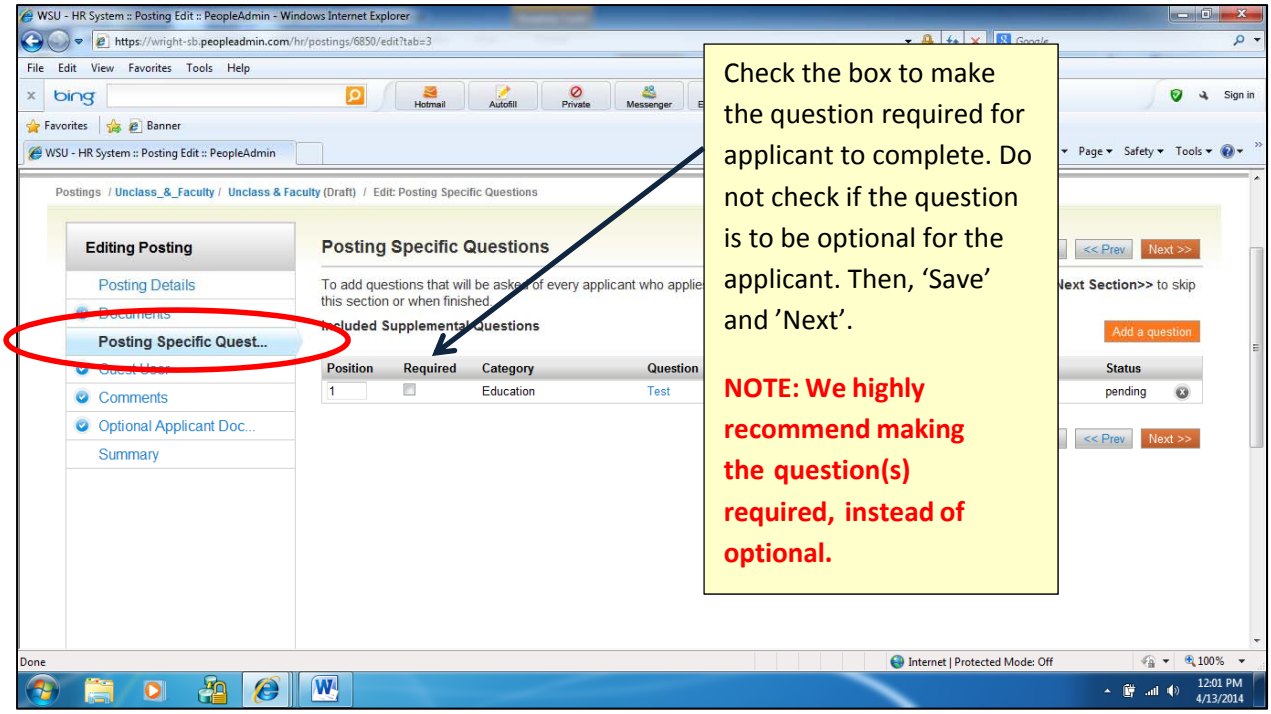


To create a new question, click 'Add a new one', then 'Submit'.



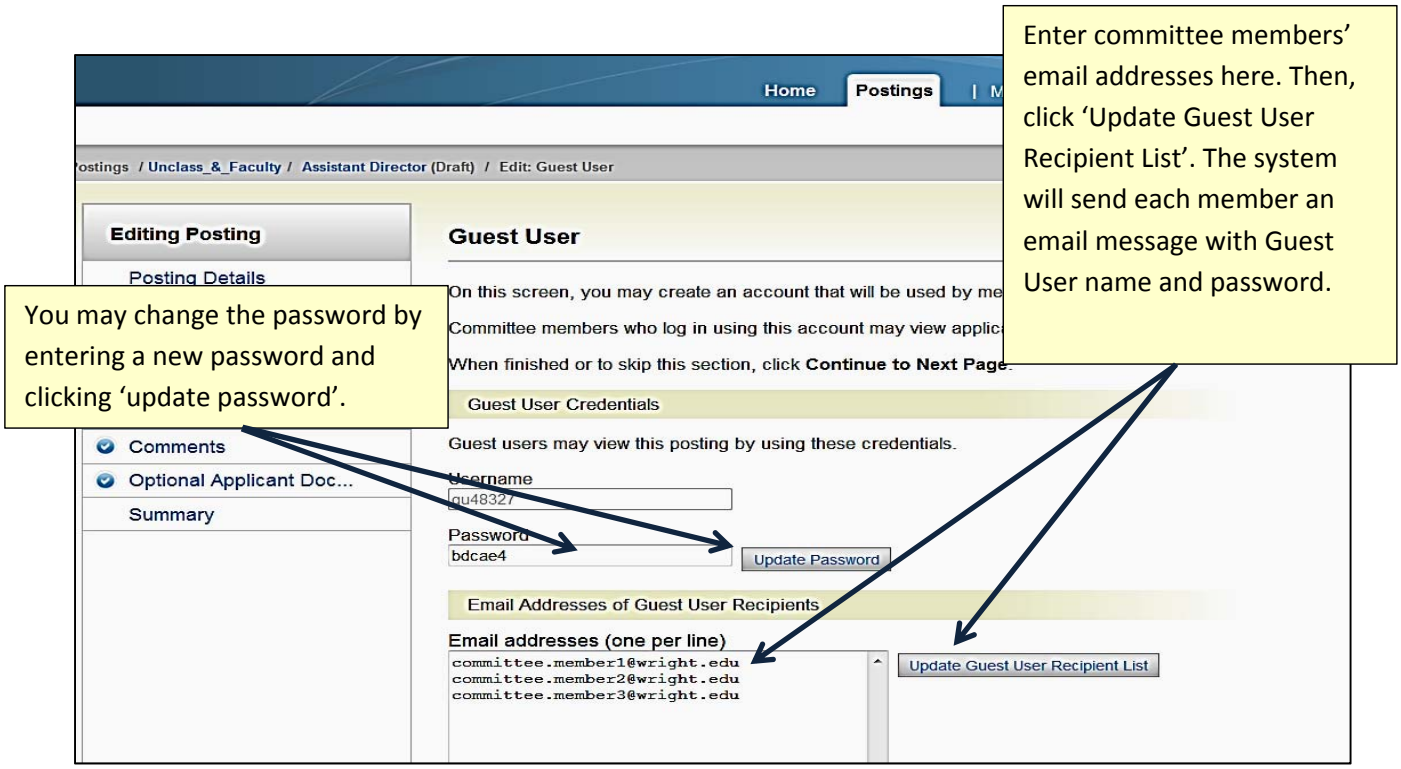

Assign the question a name. For example: Electrician or Assistant Director. The name will be used to find the question easily for future uses.
Select a category from the drop down menu, then, enter the question.
Select one of the 'Possible Answers'.
Add a Question
Name
Category
Please select a category
Question
Editing Posting
Posting Details
Salary Distribution
Posting Specific Quest...
Comments
Optional Applicant Doc...
Summary
Possible Answers
Open Ended Answers
Predefined Answers


If preselected answers are used, enter 'Yes' in the first field. Then, 'No' in the second field. Click on 'Submit' to add the question to the posting.
Posting Specific Quest...
Comments
Optional Applicant Doc...
Summary
Possible Answers
Open Ended Answers
Predefined Answers
Empty answers will be excluded. Click and drag possible answer
Possible Answer 1:
Possible Answer 2:
Submit
Cancel



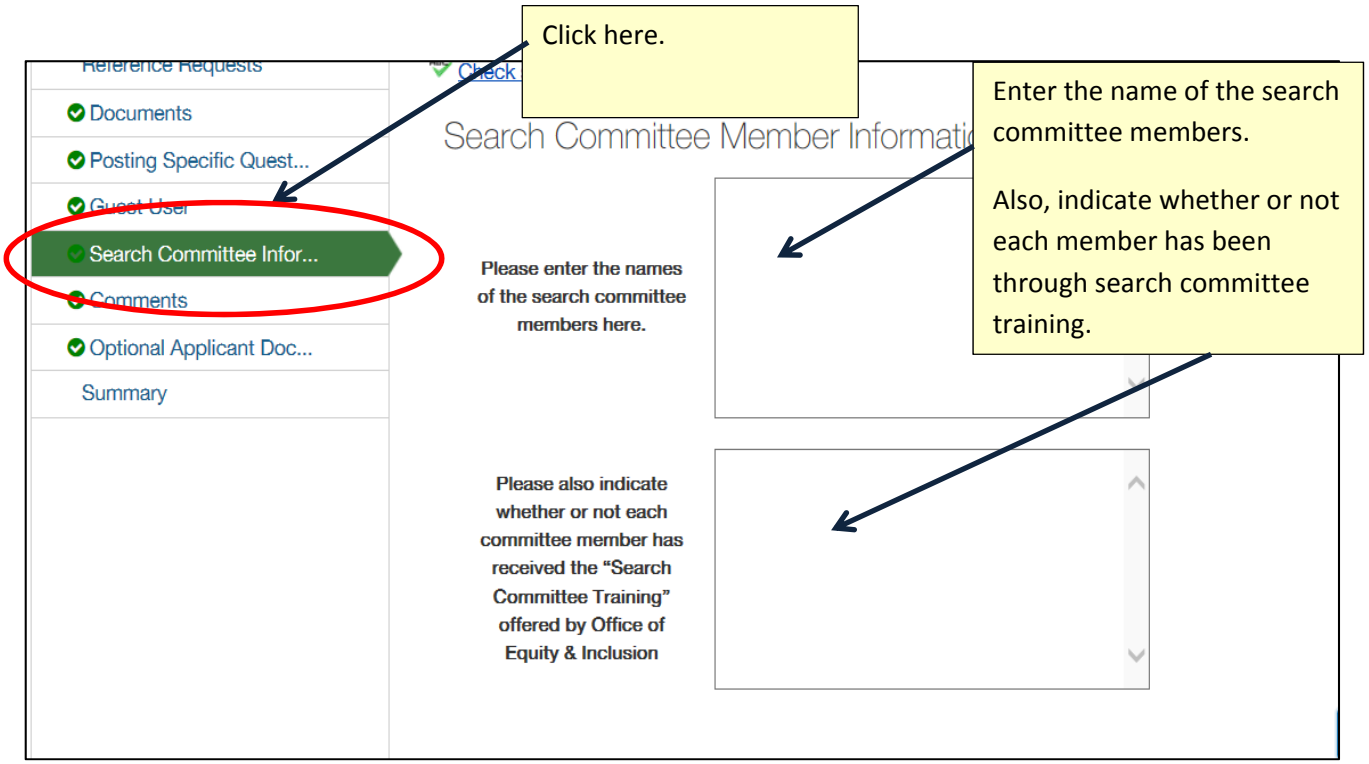
5) GUEST USER

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.



6) SEARCH COMMITTEE INFORMATION

This page is used to enter the name 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.

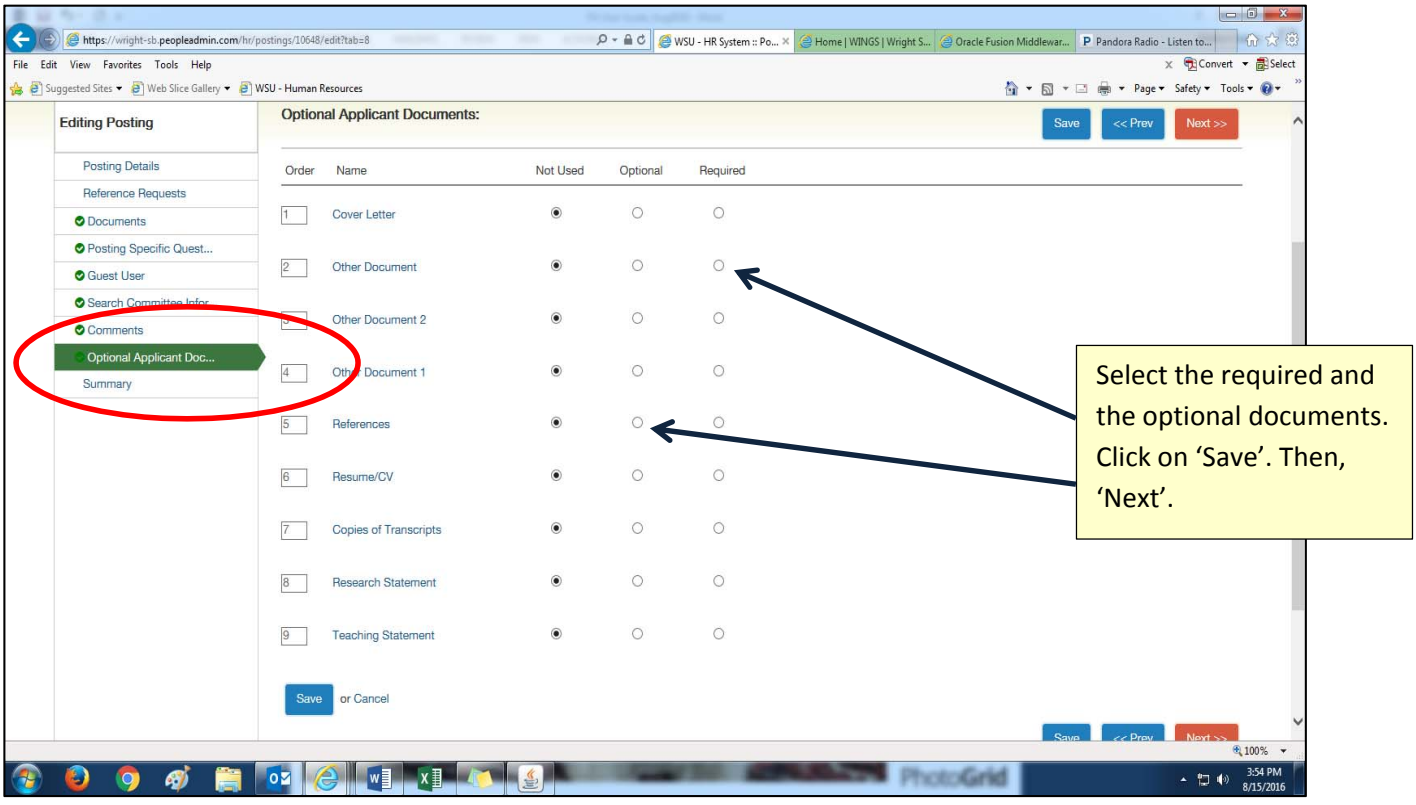


7) COMMENTS

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.

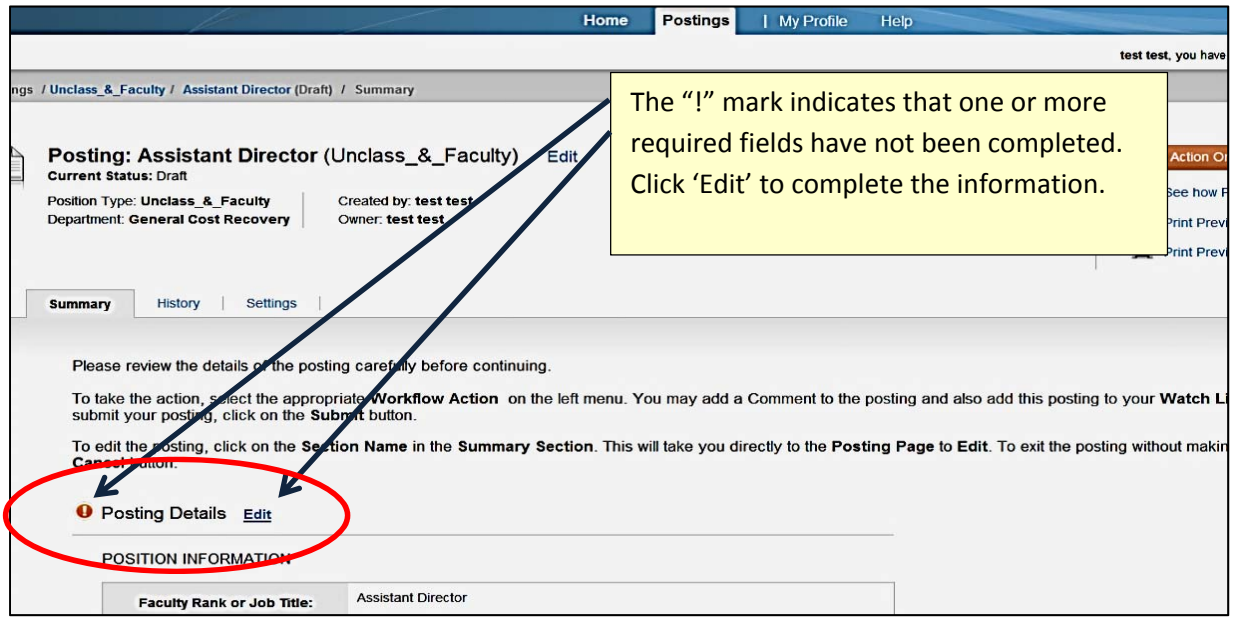
8) OPTIONAL APPLICANT DOCUMENTS

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.



SUMMARY

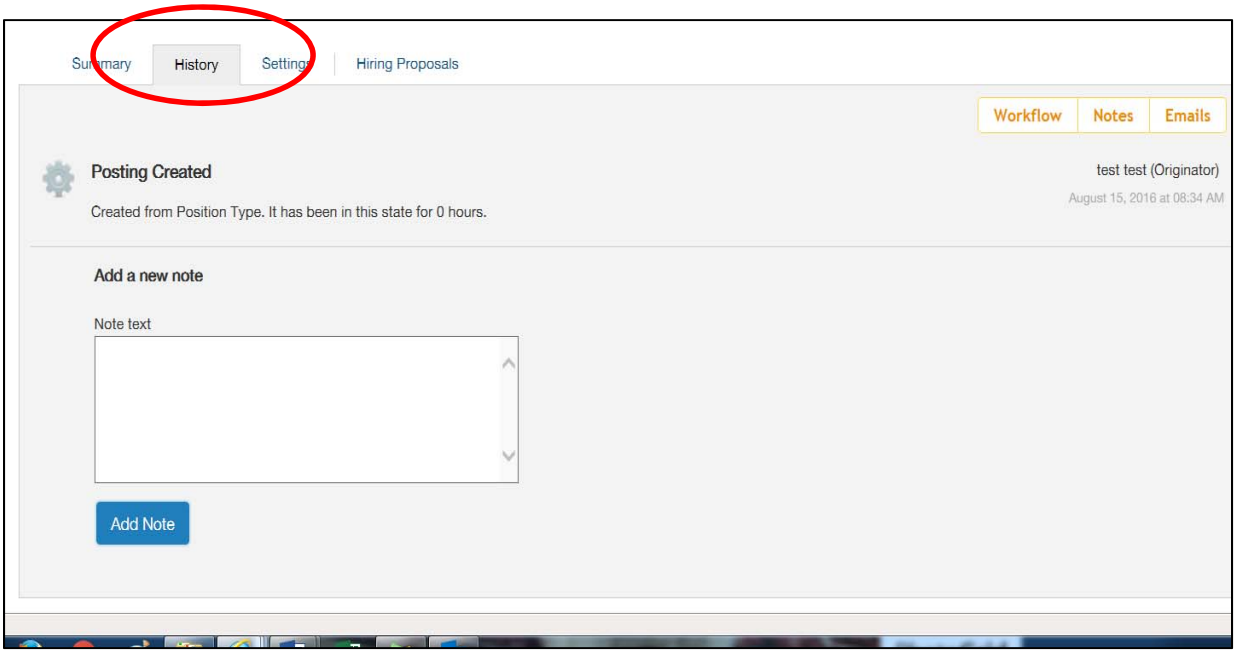
This page will allow you to review all the information you entered in creating the job posting. Please note that a check mark in green should appear next to the name of each page. If you see any section(s) with an orange "!" next to it, the system indicates that there are required field(s) that have not been completed. Click 'Edit' link located next to the title of the page to complete missing information.

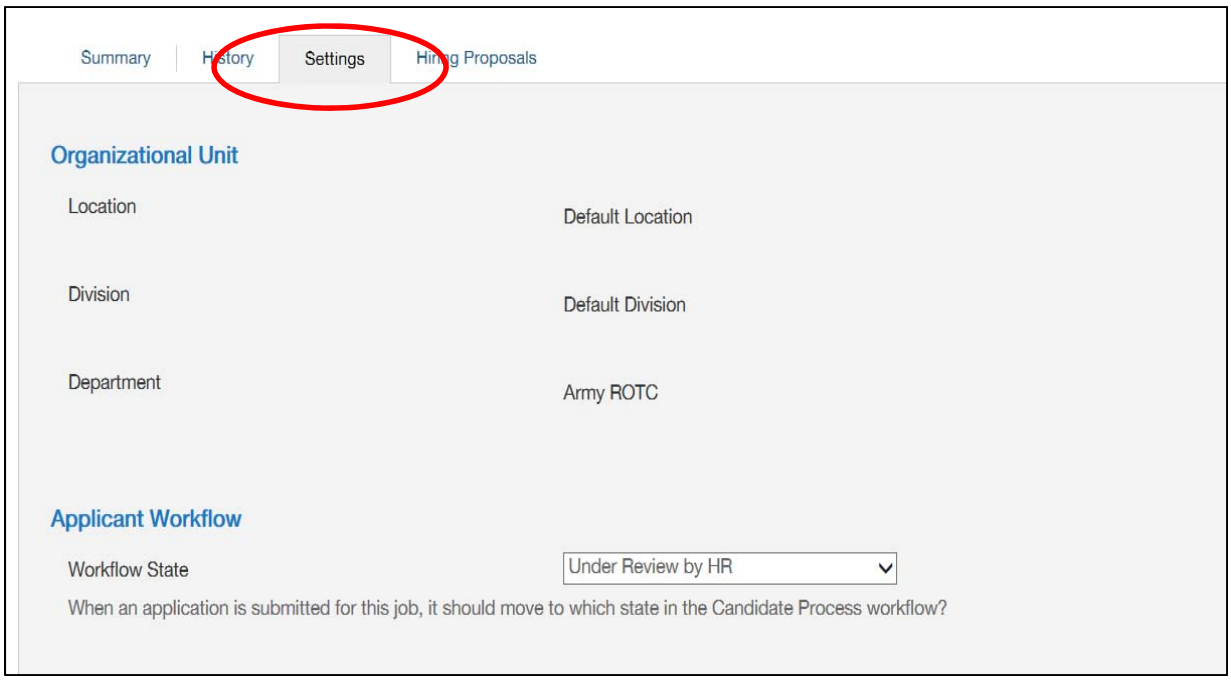


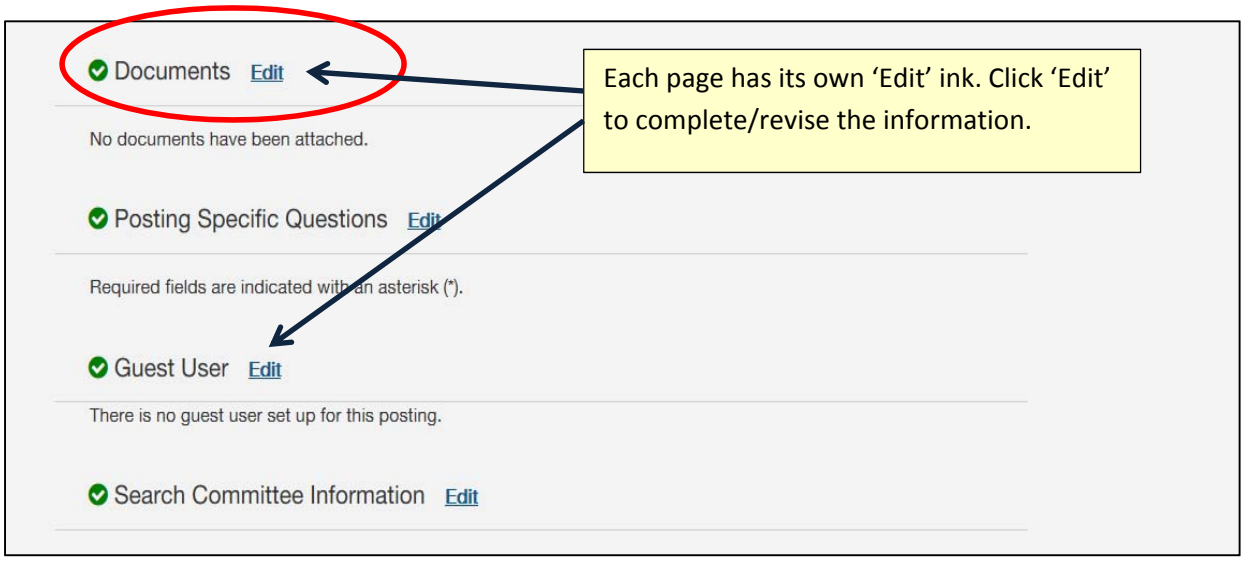
Next to Summary tab, there are two more tabs:

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.

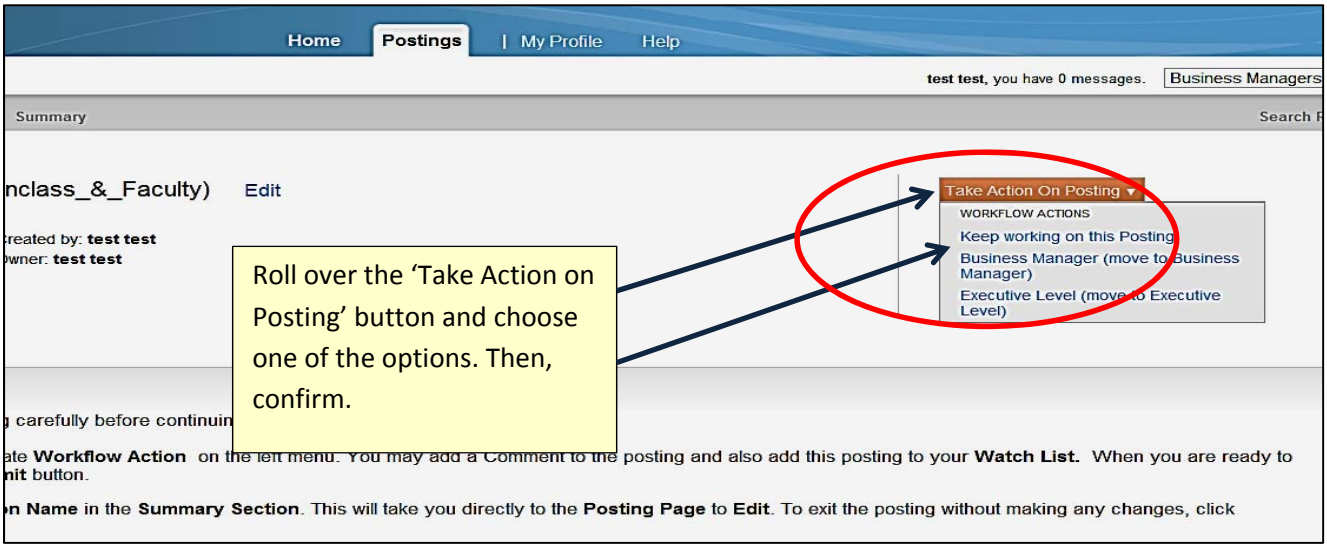






You can edit any of the pages by clicking the 'Edit' link next to the name of the page. An 'Edit' link is also located next to the title of the posting.

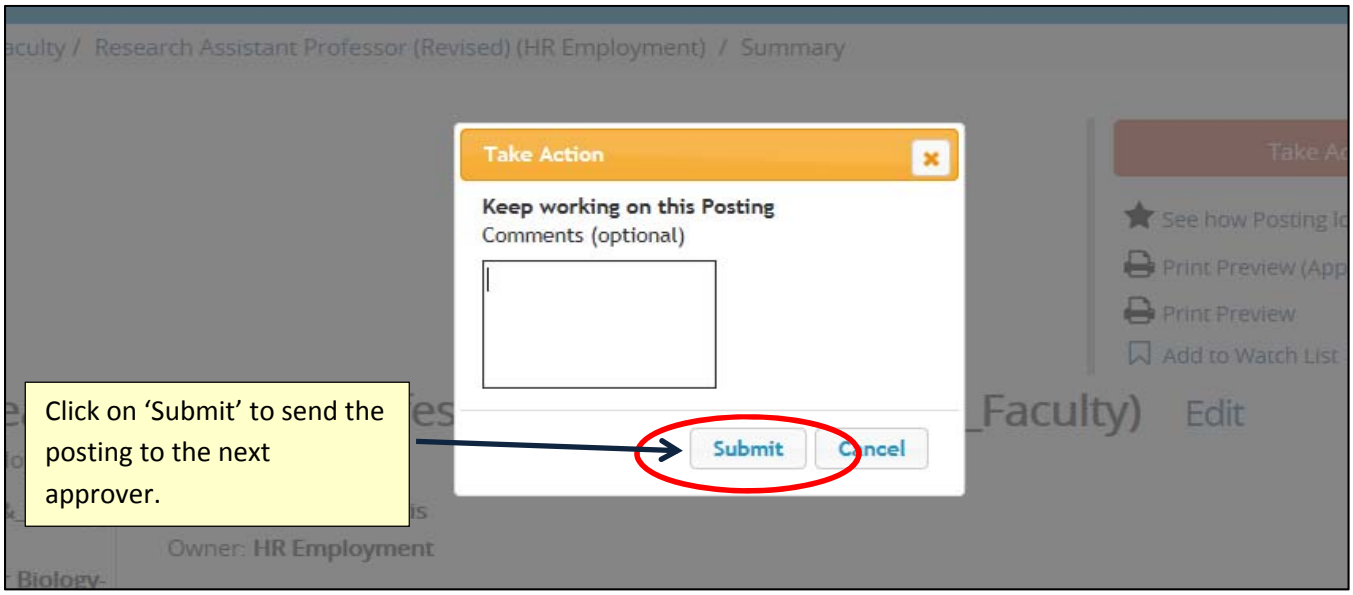
The '**Take Action on Posting**' has a number of options to choose from. The order of the approvers at the Originator level depends on each hiring department/college/school's departmental policies and practices. Once a position is submitted to the next approver, then the posting becomes 'read only' to the submitter.



NOTE: If a position was returned to you for revisions/changes, once the changes are completed, you can submit the posting to 'HR Employment' rather than submitting the posting through the same approvers again. This will cut down on the time a posting stays in the approval workflow.

SUBMIT

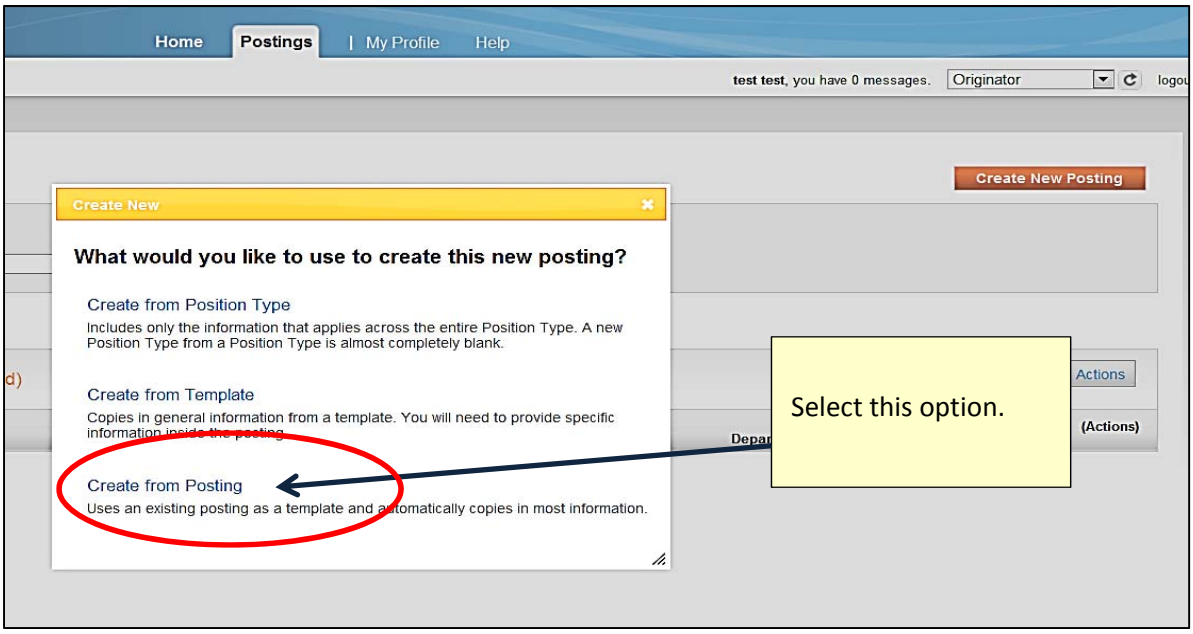
Once a position is submitted to the next approver, then the posting becomes 'read only' to the submitter. To submit the posting, select one of the options, and then click on 'Submit'.



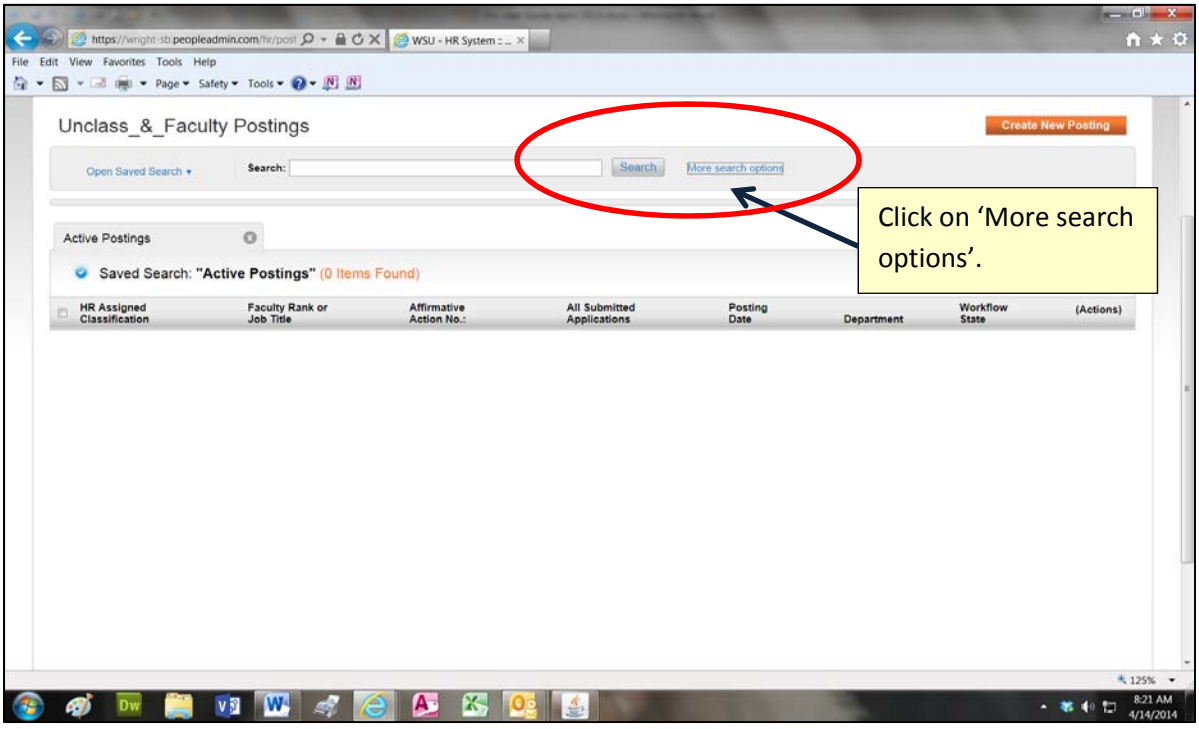
Once a position goes through the approval process, and is approved by all parties, HR Employment posts and advertises the position.

How to create a new posting from an existing posting?

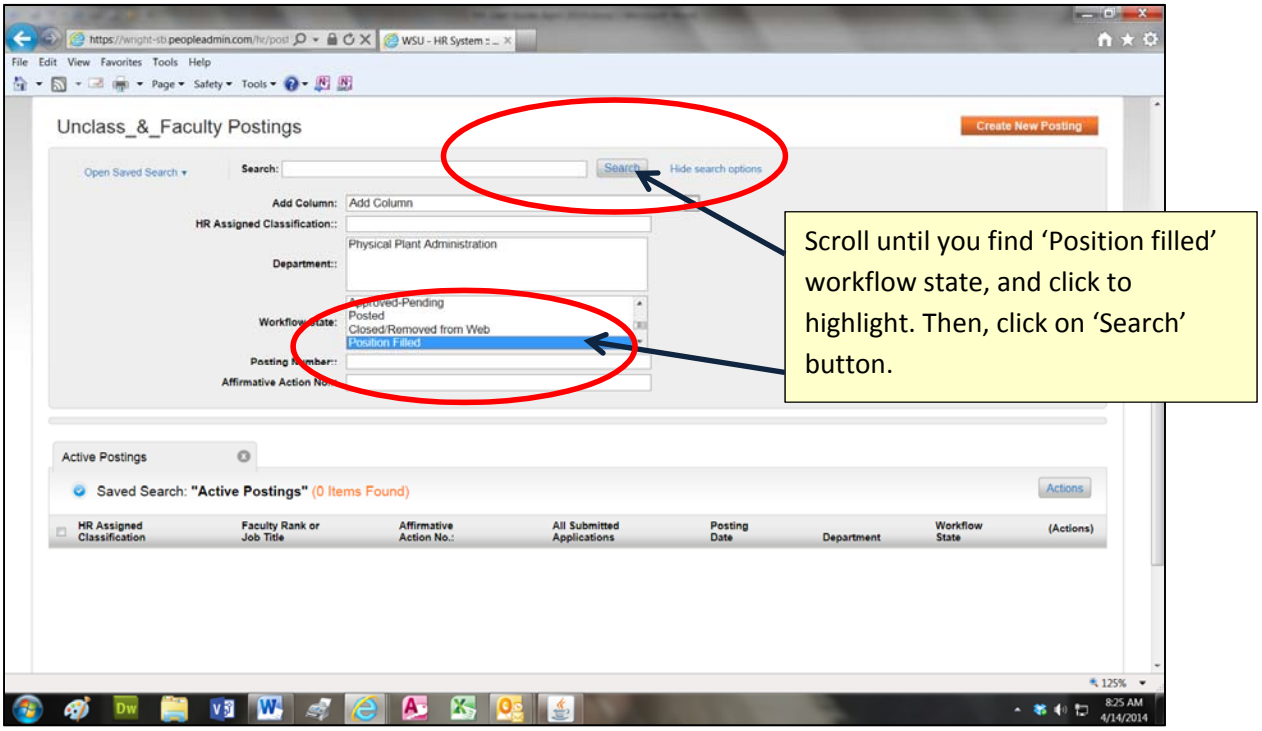
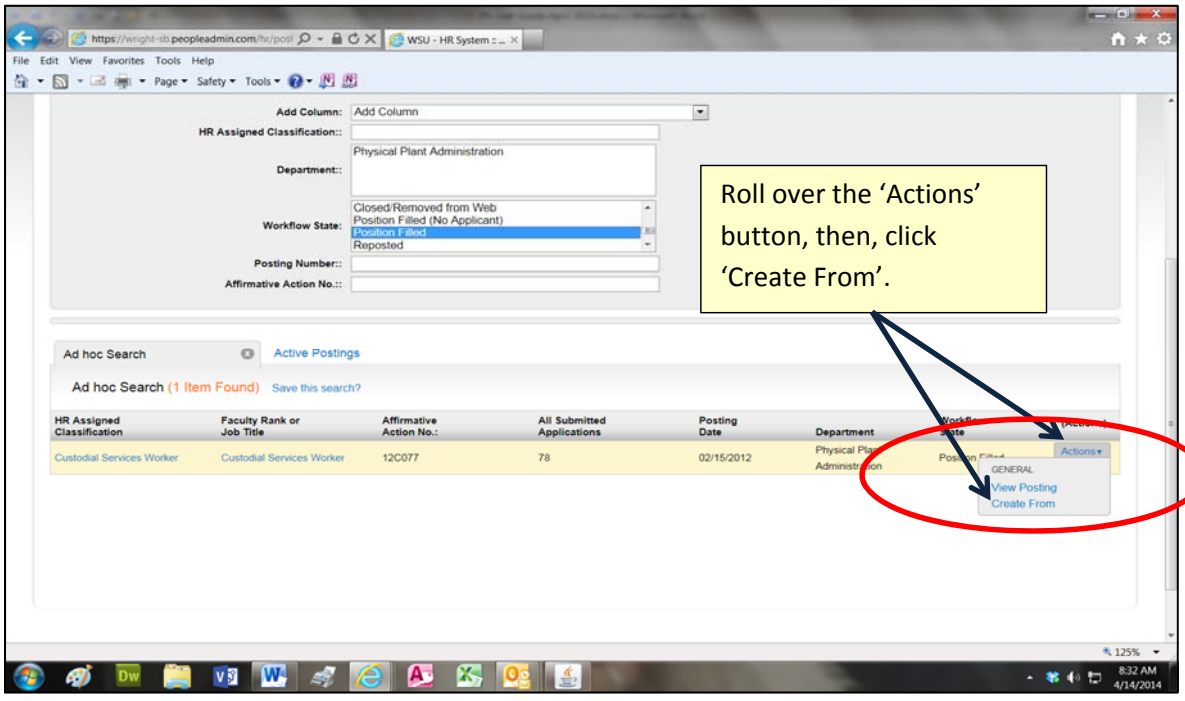
1. Postings can also be created from existing postings. Using this option will allow the system to copy the fields from the existing posting to the new posting. Even though all the fields will already be populated, users will still be able to edit and update fields as needed.
2. When prompted, select '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’.



5. Once the position appears, roll over the ‘Actions’ button and click on ‘Create From’ link.