PeopleAdmin

How to Create Postings?
User Guide

WRIGHT STATE UNIVERSITY
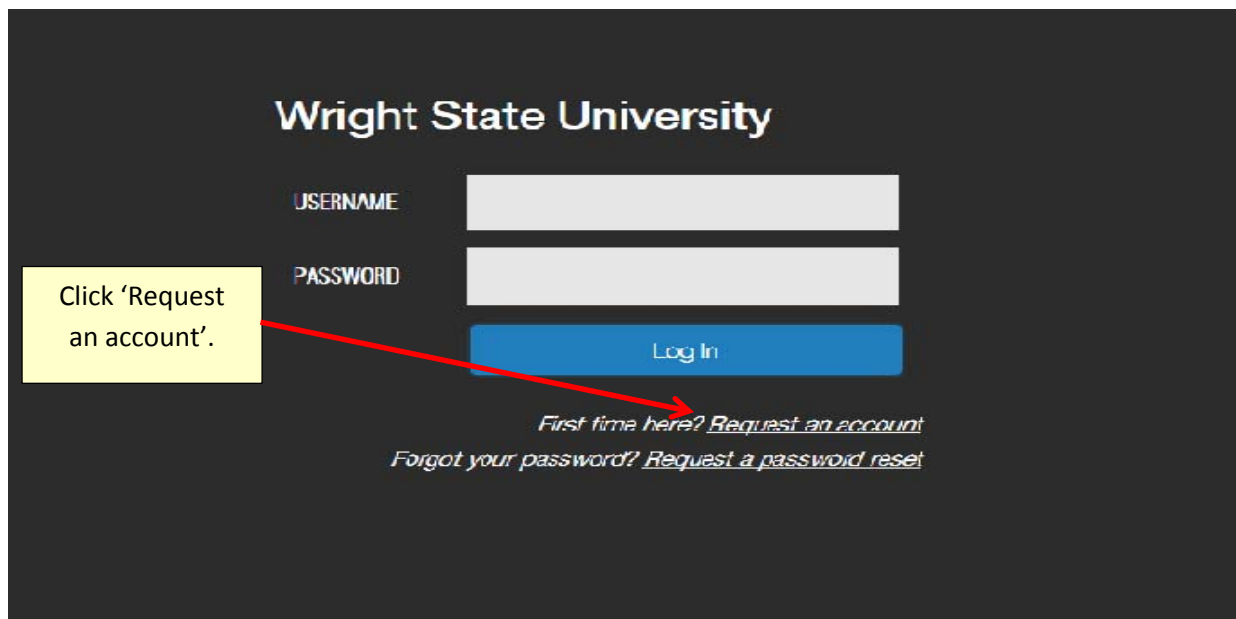
FEBRUARY 2019

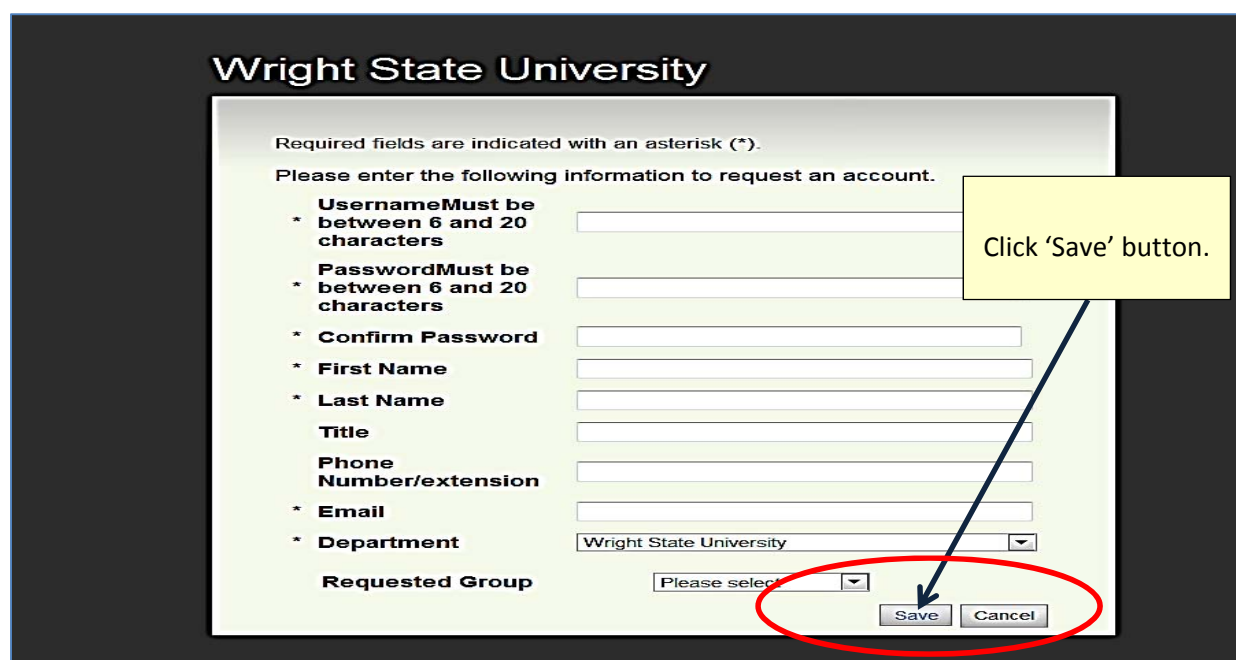*HUMAN RESOURCES*

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.
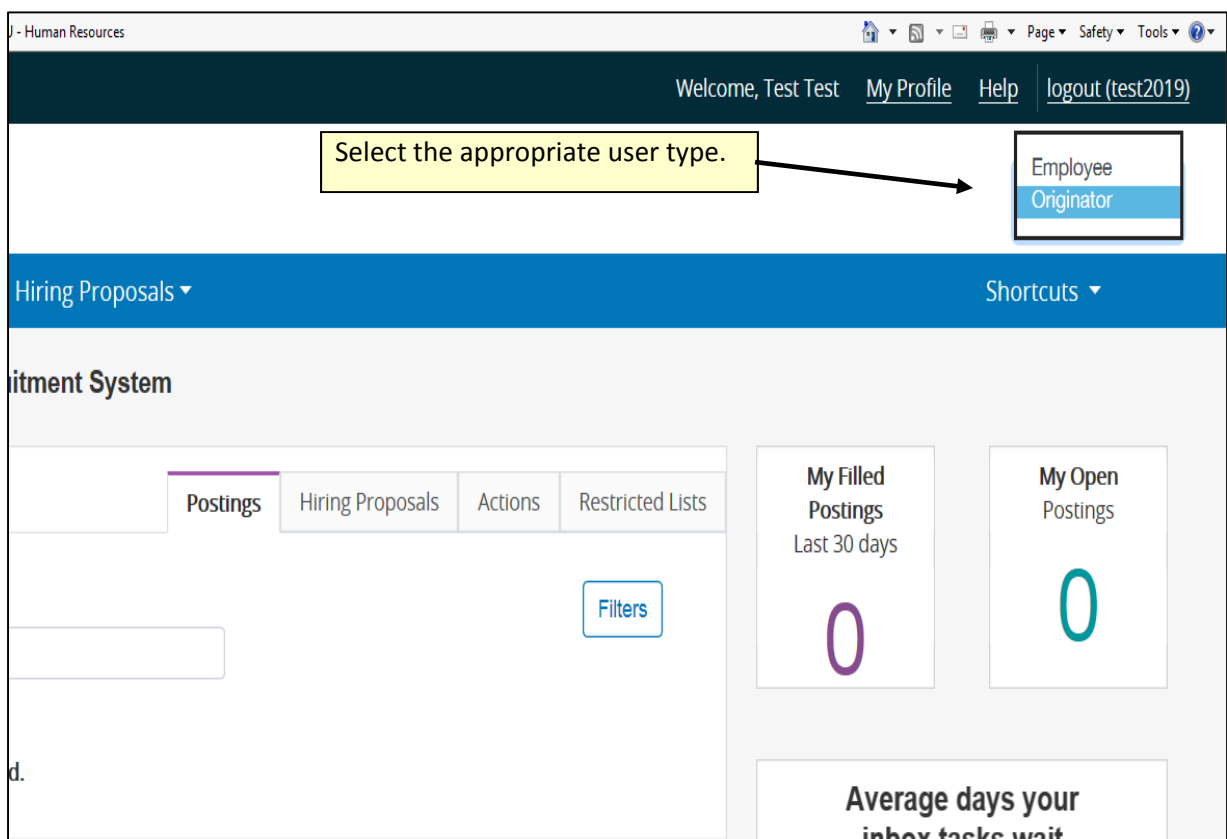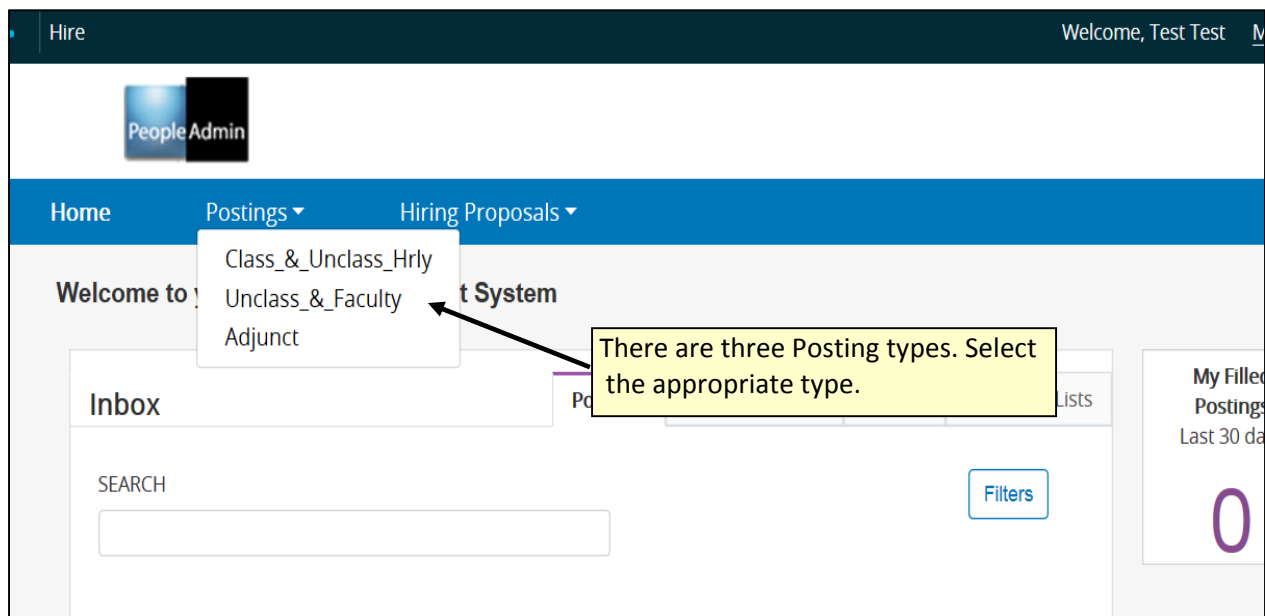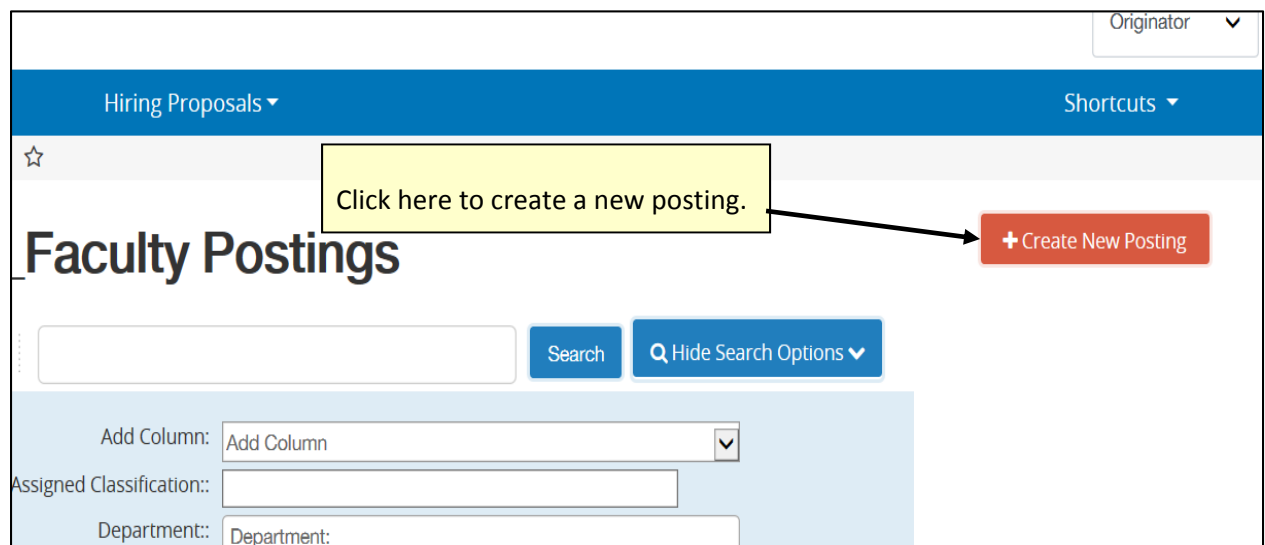
CREATE POSTING

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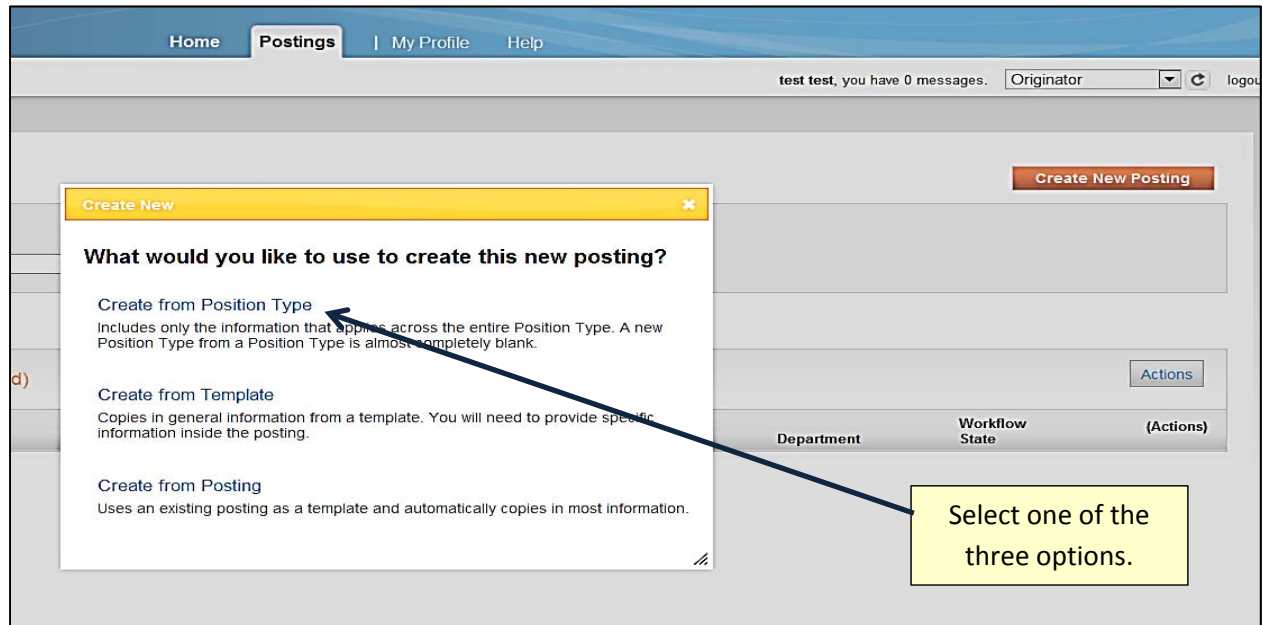
3. On the New Posting page, fill in the necessary information. Fields with a red asterisk are required fields. Once the form is completed, click '**Create New Posting**' button at top right or bottom right of the page.

References

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

Reference Notification

Under Review by School/College/Dept

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document
Recommendation

Allow a document upload when a reference provider submits a Recommendation?

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.

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

Online Applications

☑ Accept online applications?

Special offline Application instructions

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

Accepted Application Forms

Accepted application forms

☐ Unclassified (administrative, exempt/non-exempt) Application

☐ Faculty/Adjunct Application

Select the appropriate application form.

Create New Posting   Cancel

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

Enter the title of the position. If you do not know the position class number, skip to the FTE field.

If you know the salary/hourly rate, and the salary band, then enter. If not, skip to the next field.

Complete all the fields.

POSITION INFORMATION

Field	
Faculty Rank or Job Title:	Unclass & Faculty
Job Category:	Please select
HR Assigned Classification:	
Position Class:	
Position FTE:	
Minimum Annual or Hourly Rate	
Salary Band:	
Type of Appointment:	Please select

Indicate whether or not this is an internal or external posting.

Salary Band:	
Type of Appointment:	Please select This field is required.
Is this an internal posting?	This field is required.
If yes, select one of the following options:	Please select

b) Department Information

If yes, select one of the
following options:

Please select

DEPARTMENT INFORMATION

Departmental Users with
Access:

Select Some Options

This field is required.

Click in the field; find your name, then click to add yourself and others in your department who may need access to the posting.

Organization name:

Organization phone no.:

Complete the fields.

Contact Email:

Equity & Inclusion No.:

The next two NBASPON fields are for Budget use. If you do not have the NBAPOSN position, then leave blank.

Funding FOAP(s):

This field is required.

Please enter in the following format: ___ ___ ___ ___   If you do not have the FOAP, please enter TBD

Enter FOAP. Follow the format as indicated.

New/Replacement: ○ No Response ○ New position ○ Replacement

This field is required.

Select the appropriate radio button. Enter the incumbent's name here. If position is new, then enter 'New'.

Incumbent's name

This field is required.

(If new, please enter "New")

Complete the fields.

Position reports to:

NBAPOSN Number:

The next two NBASPON fields are for Budget use. If you do not have the NBAPOSN position, then leave blank

NBAPOSN Number Notes:

Enter the date the position is to be filled.

Date position to be filled:

* Length of appointment: Please select

This field is required.

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* 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.

Complete the fields.

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.

Enter the percentage of time.

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.

If you plan to advertise externally, indicate the advertising sources:

WSU Employment Website
Other
HigherEdJobs.com - Free
Dayton Weekly

Please list all the advertising sources for HR to place:

Please list all the advertising sources for the department to place:

> Select the advertising sources from the menu by clicking on the source. To select more than one source, hold the control key down, and then click on the source.

> List all advertising sources that are not listed in the menu. HR places ads in all major local newspapers, job boards and websites. Hiring departments place ads in special organizations and/or websites that may require specific memberships.

2) REFERENCE REQUESTS

Posting Details
Reference Requests
Documents
✓ Posting Specific Quest...
✓ Guest User
✓ Search Committee Infor...
✓ Comments
✓ Optional Applicant Doc...
Summary

ABC Check spelling

* Required Information

Reference Request Details

* Minimum Number of References
This field is required.

Maximum Number of References

* Accept Recommendation Letters?
This field is required.

Save   << Prev   Next >>

> Enter the minimum and maximum number of references you want to accept.
>
> If you wish you receive confidential recommendation letters, then select 'Yes' from the drop down menu. Otherwise, select 'No'.

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'.
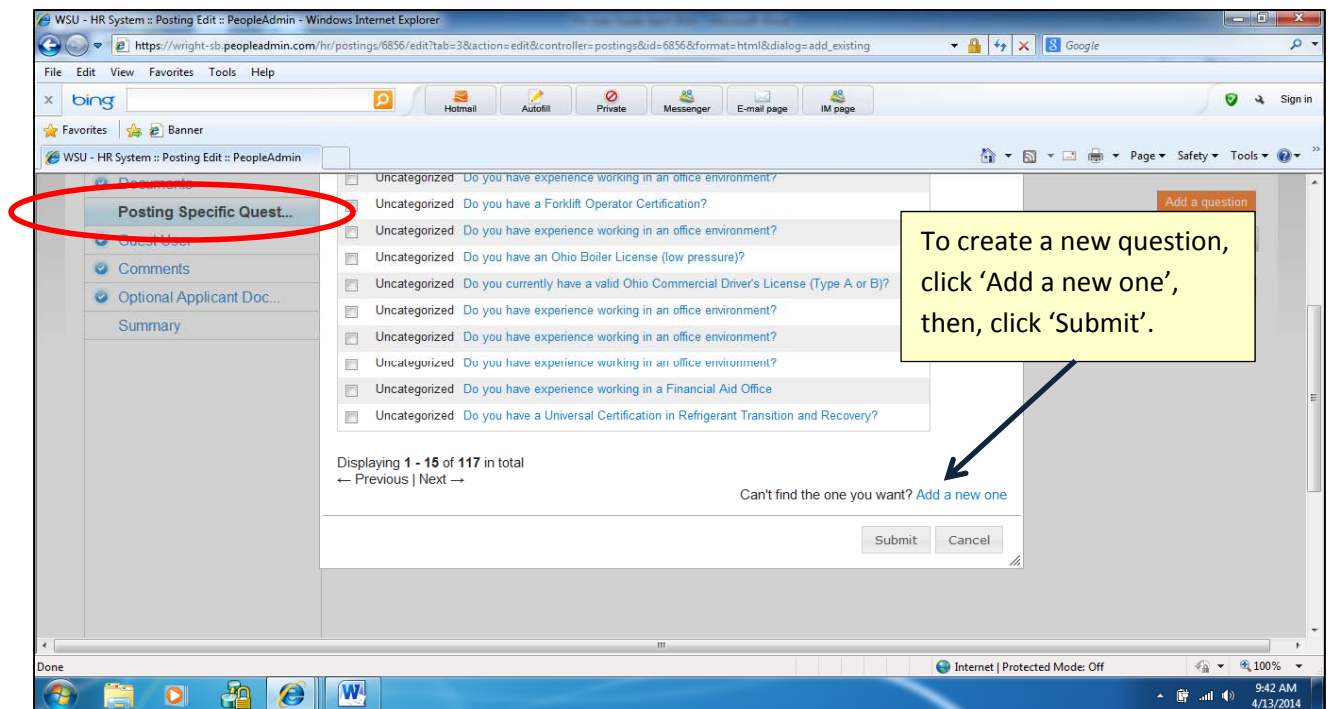

Click 'Actions' link to attach a document. Then, click 'Upload New'.

Attach any other position related documents such as grant documents, org charts, justifications etc. by using one of the 'Other' links.
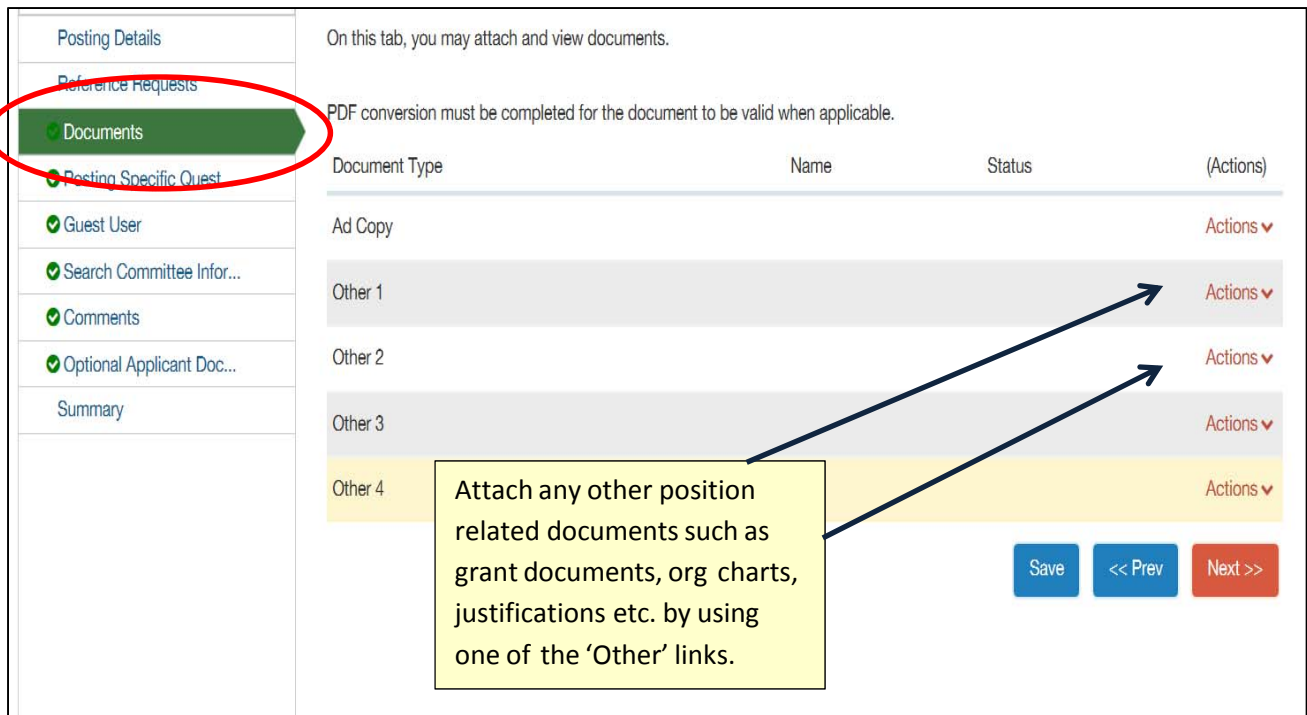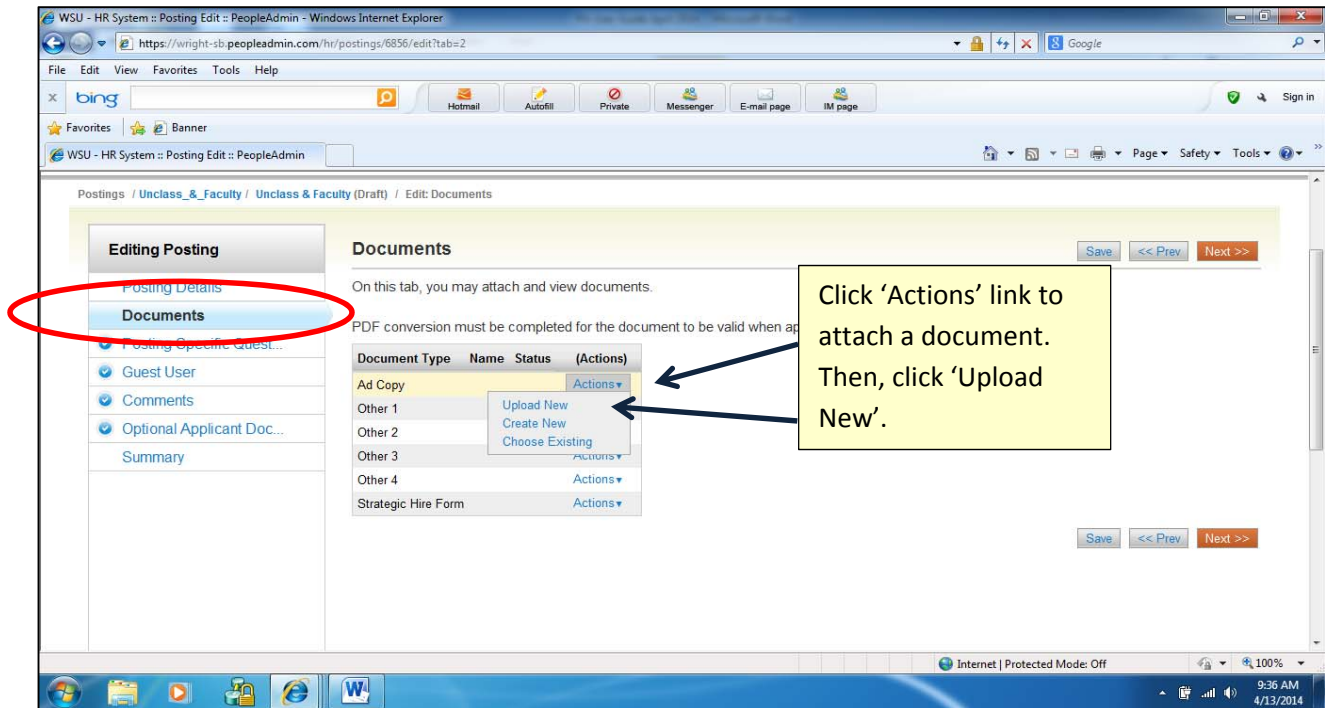
4) POSTING SPECIFIC QUESTIONS

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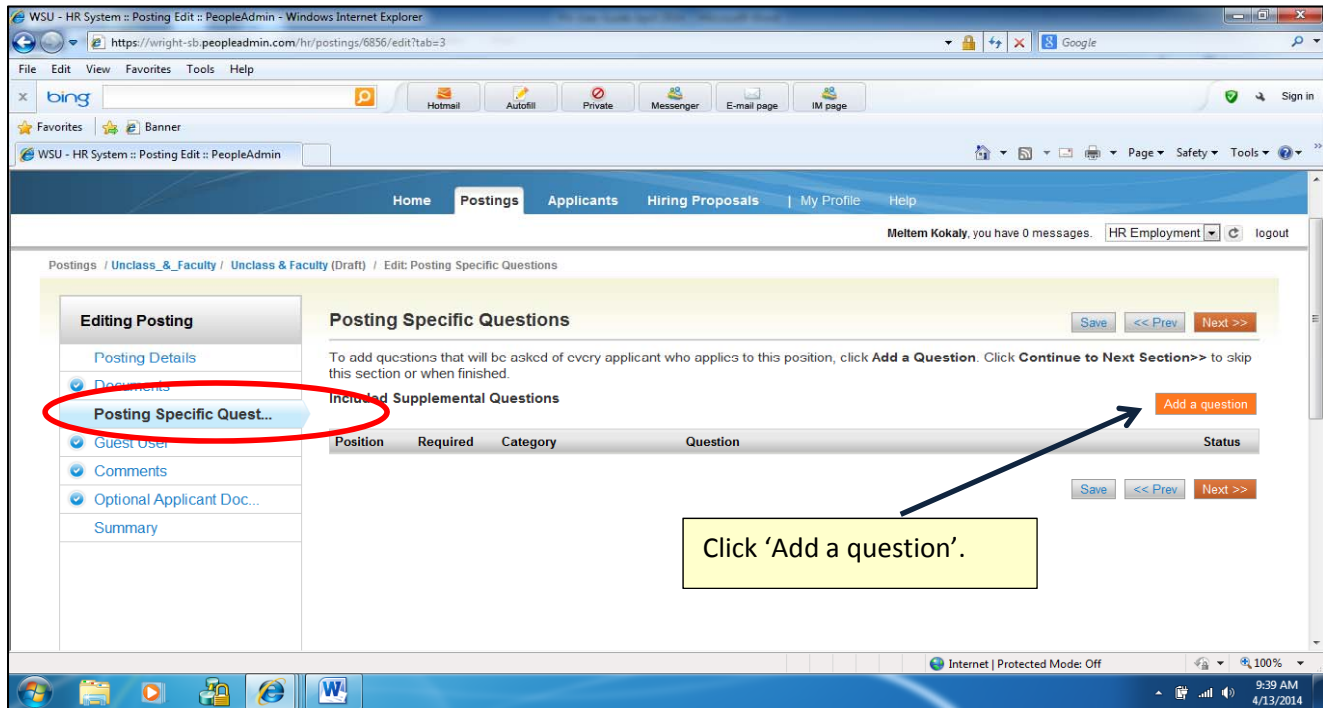
Either select one of the questions from the question bank, or create a new one by clicking on 'Add a new one'. Questions can have either predefined answers such as 'Yes' and 'No', or have 'Open Ended' answers which will allow the applicant to enter an answer. There is no character limit for open ended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

Select question(s) from the list, then, click 'Submit'.
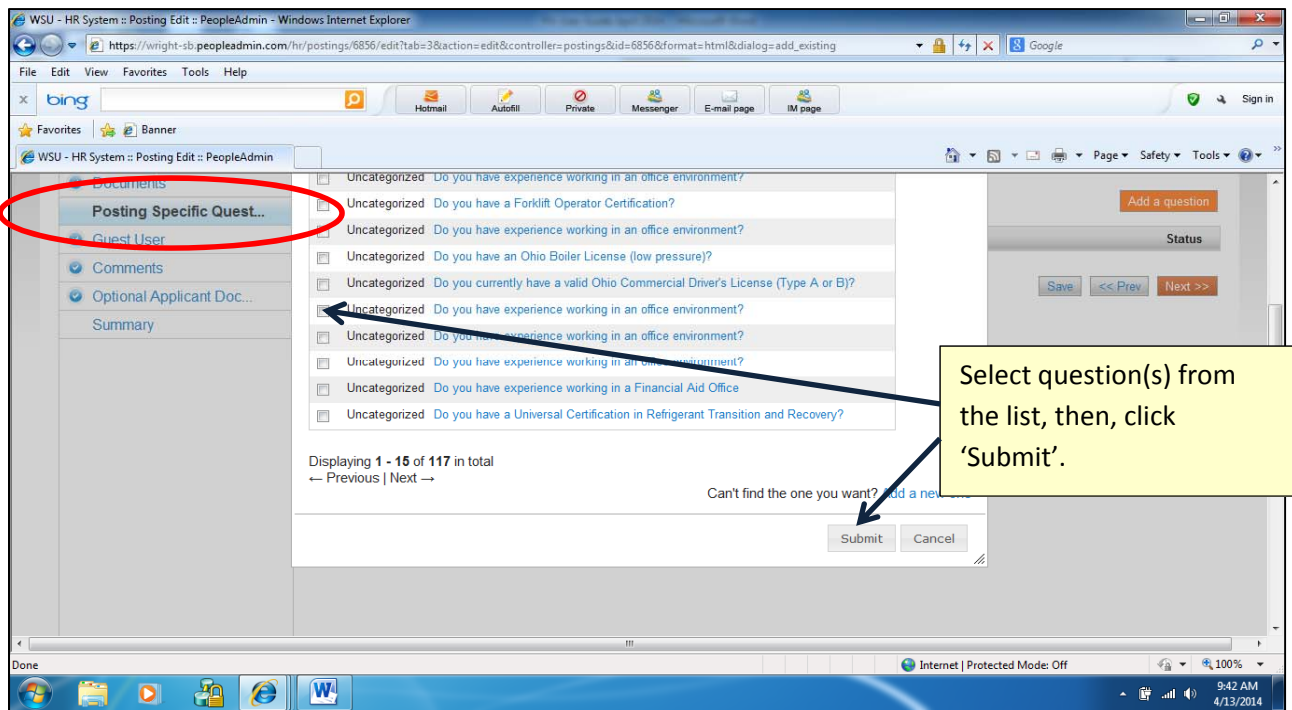
To create a new question, click 'Add a new one', then 'Submit'.

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

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.

Check the box to make the question required for applicant to complete. Do not check if the question is to be optional for the applicant. Then, 'Save' and 'Next'.

NOTE: We highly recommend making the question(s) required, instead of optional.
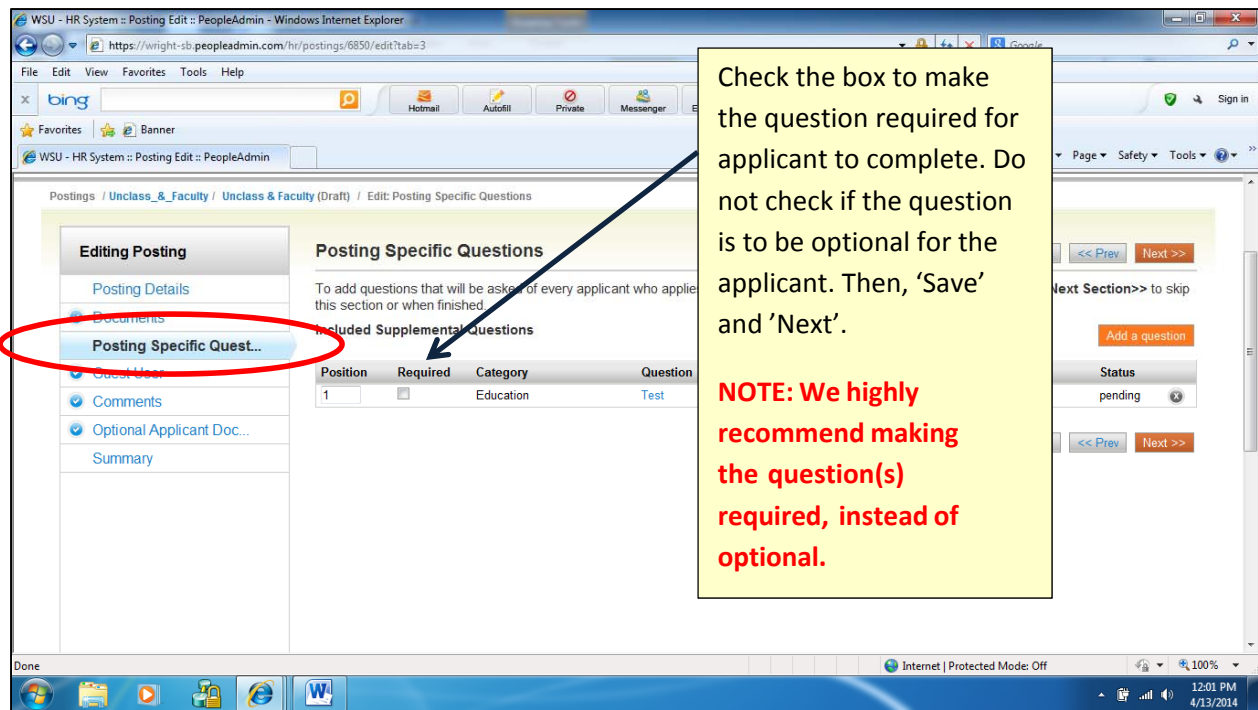
5) GUEST USER

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.

Click here to create and activate Guest User Account.

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.

You may change the password by entering a new password and clicking 'update password'.

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.

Click here.

Enter the name of the search committee members.

Also, indicate whether or not each member has been through search committee training.

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.
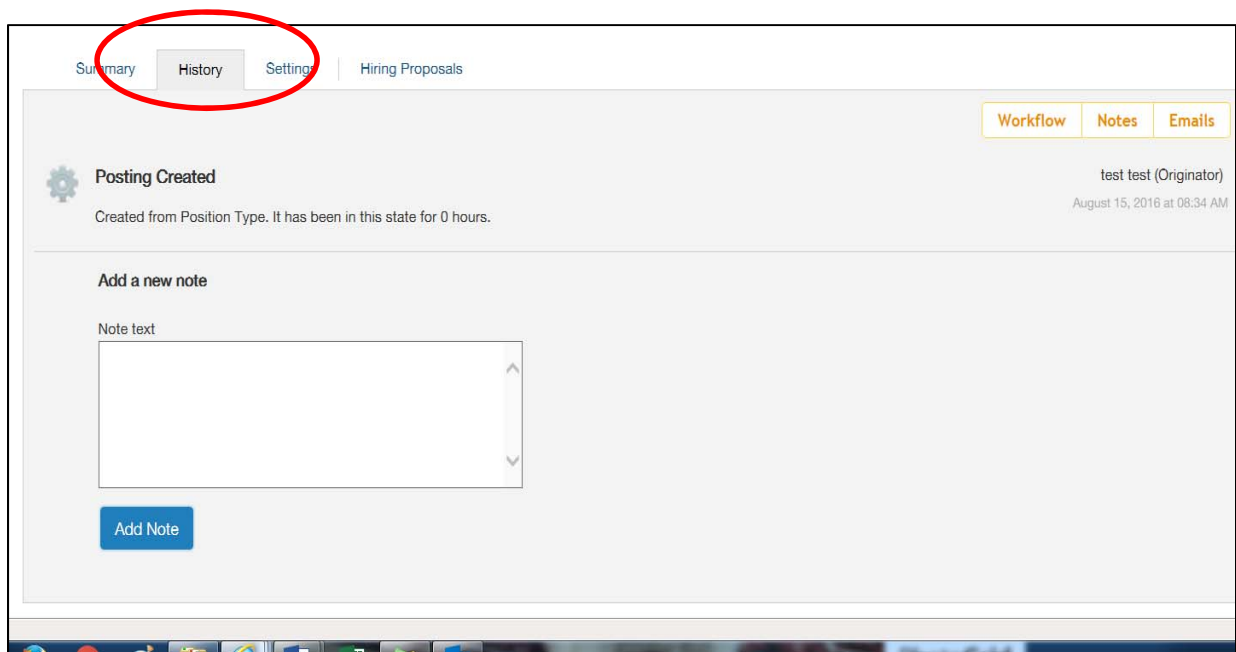
SUMMARY

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.
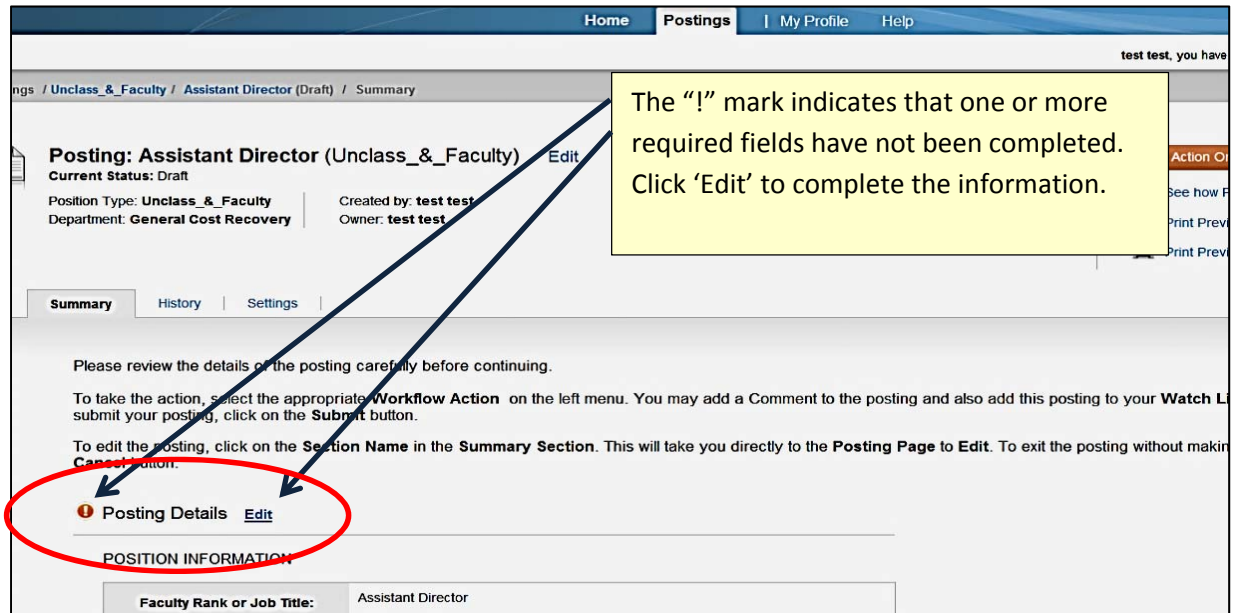
Next to Summary tab, there are two more tabs:

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.

Each page has its own 'Edit' ink. Click 'Edit' to complete/revise the information.

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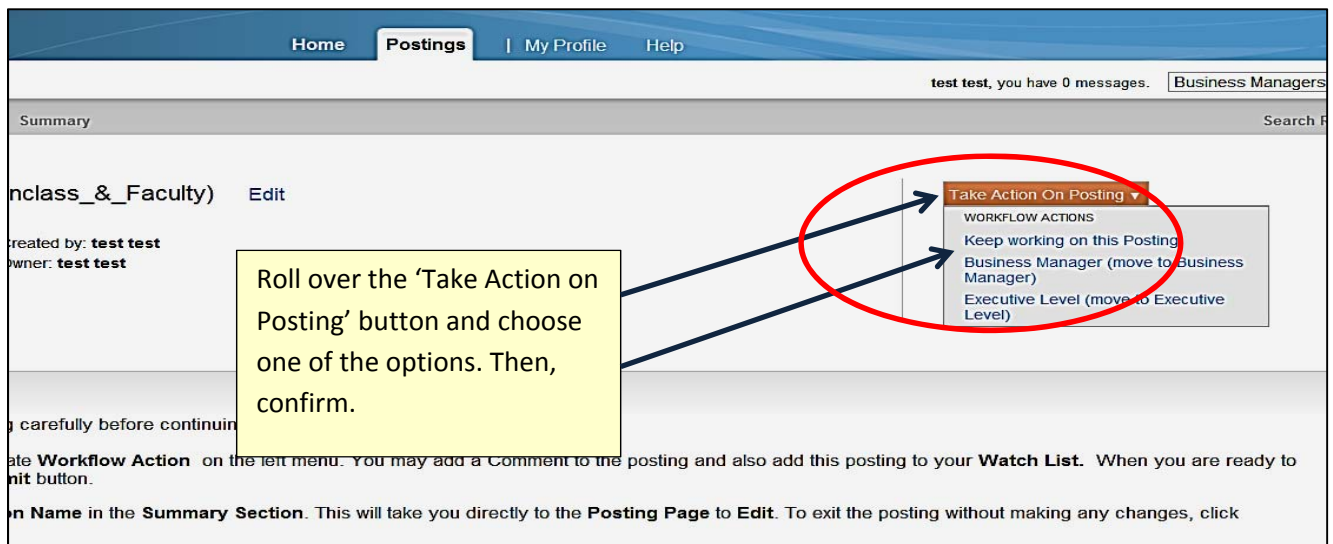
NOTE: If a position was returned to you for revisions/changes, once the changes are completed, you can submit the posting to 'HR Employment' rather than submitting the posting through the same approvers again. This will cut down on the time a posting stays in the approval workflow.

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'.
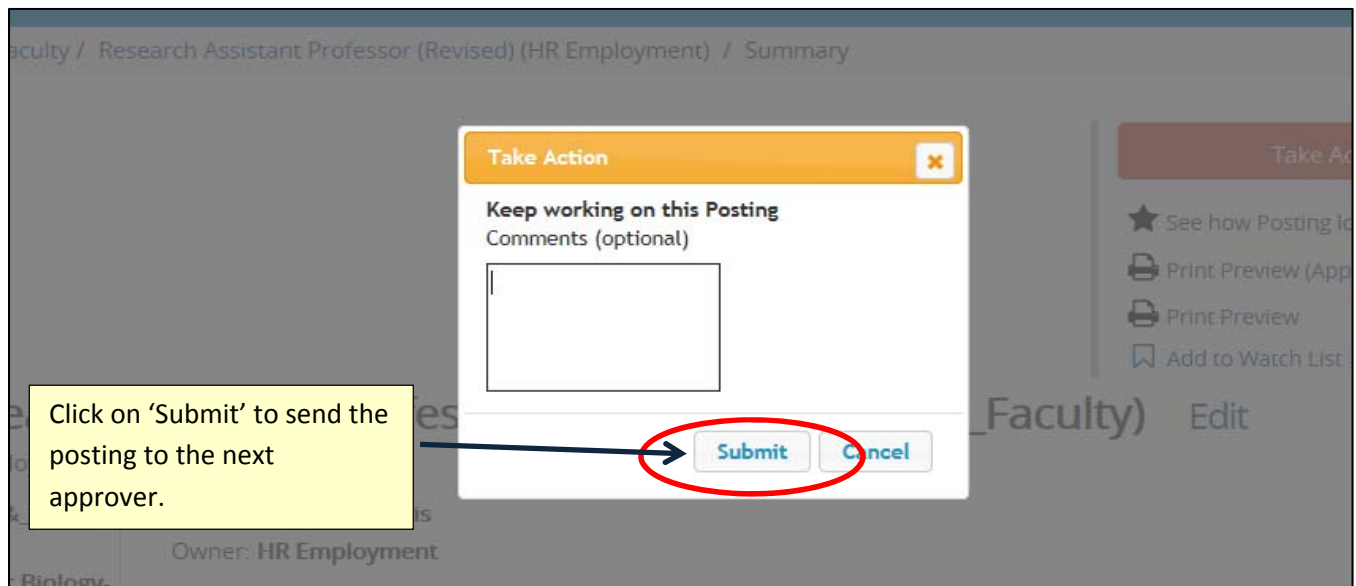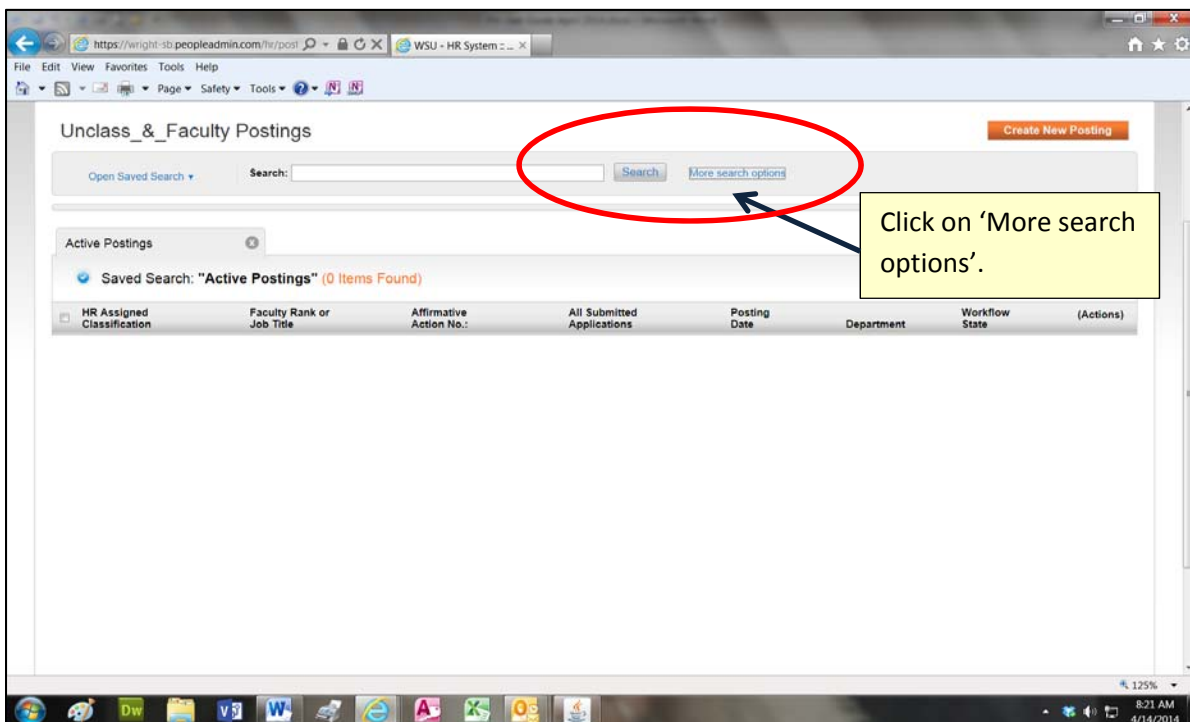

Once a position goes through the approval process, and is approved by all parties, HR Employment posts and advertises the position.

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.
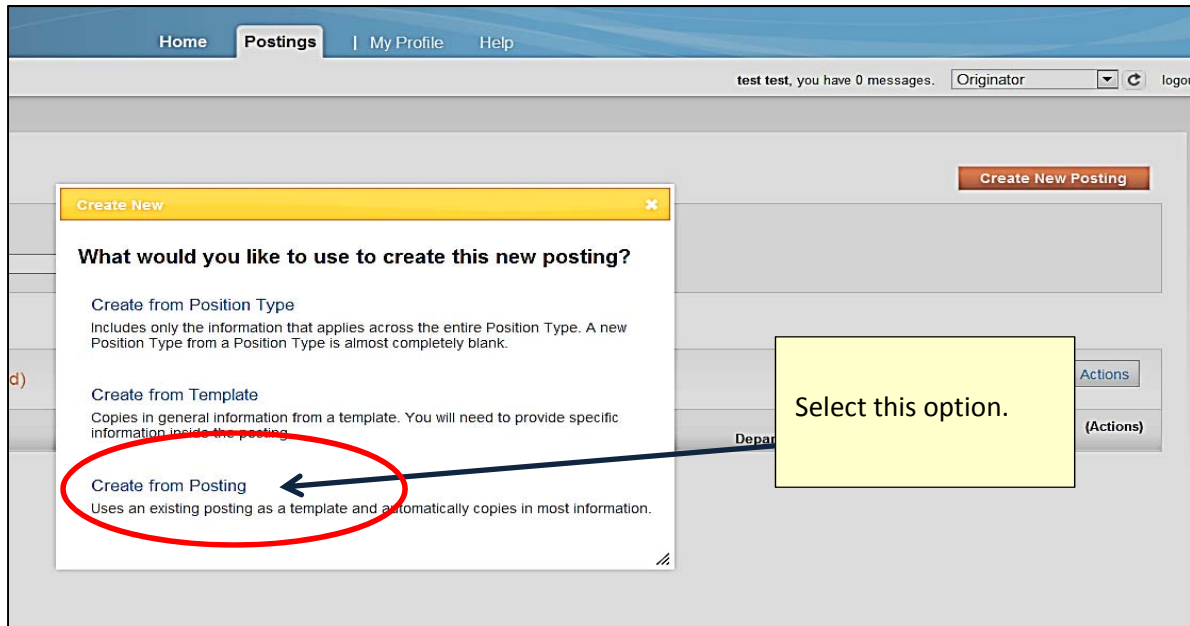
3. On the next screen, click on 'More Search Options' to view the workflow states.

4. Highlight 'Position filled' workflow state, then, click 'Search'.

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.

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