

PeopleAdmin

How to Create Postings? User Guide

WRIGHT STATE UNIVERSITY

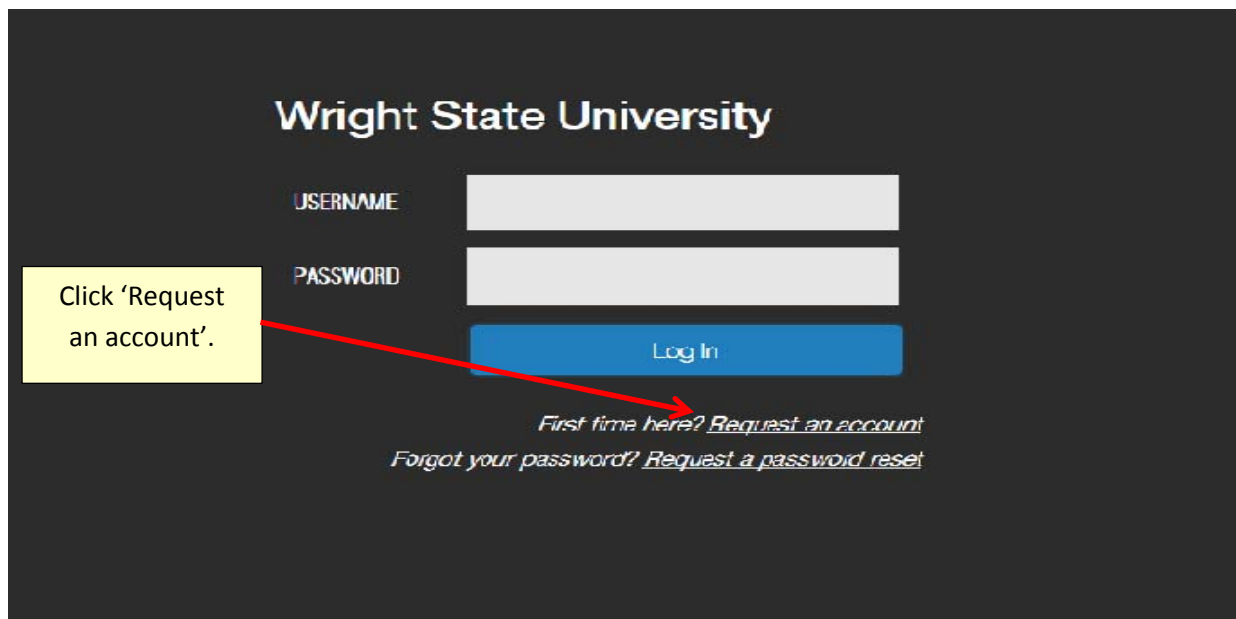
FEBRUARY 2019

HUMAN RESOURCES

LOG IN

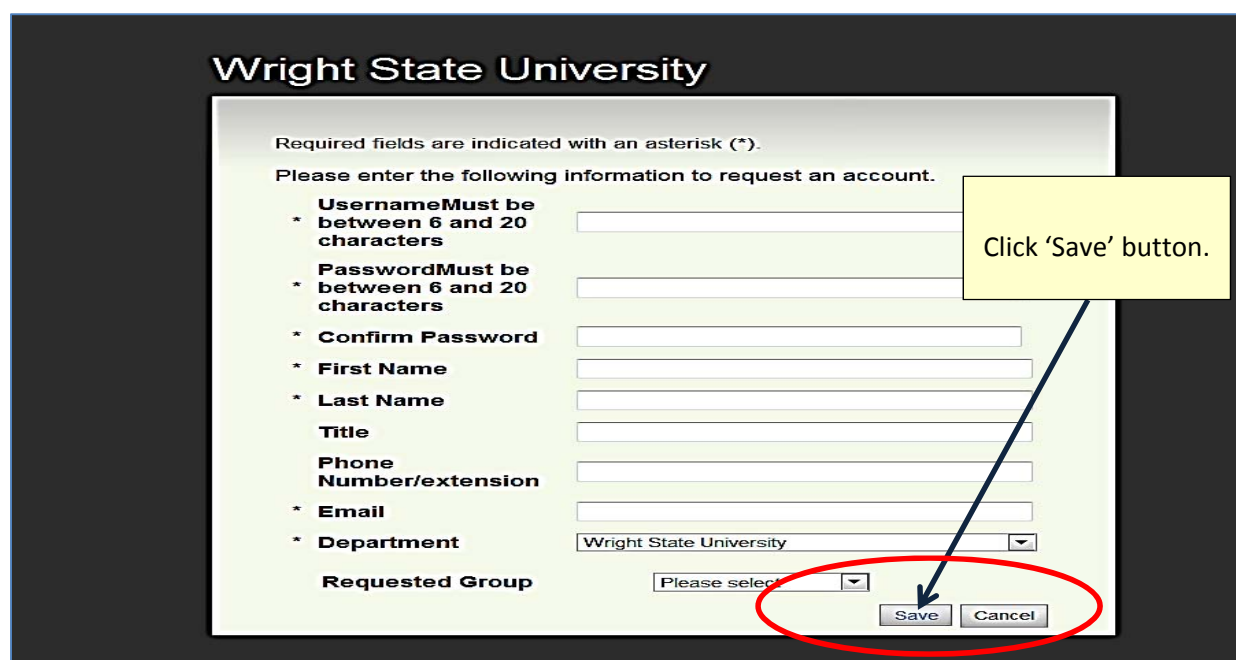
Enter the PeopleAdmin website: <https://jobs.wright.edu/hr>

- 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.



The image shows the Wright State University login page. At the top, it says "Wright State University". Below that are two input fields labeled "USERNAME" and "PASSWORD". A blue "Log In" button is positioned below the password field. To the left of the login box, a yellow callout box contains the text "Click 'Request an account'." with a red arrow pointing to the "Request an account" link at the bottom right of the login box. Below the "Log In" button, there are two links: "First time here? Request an account" and "Forgot your password? Request a password reset".

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

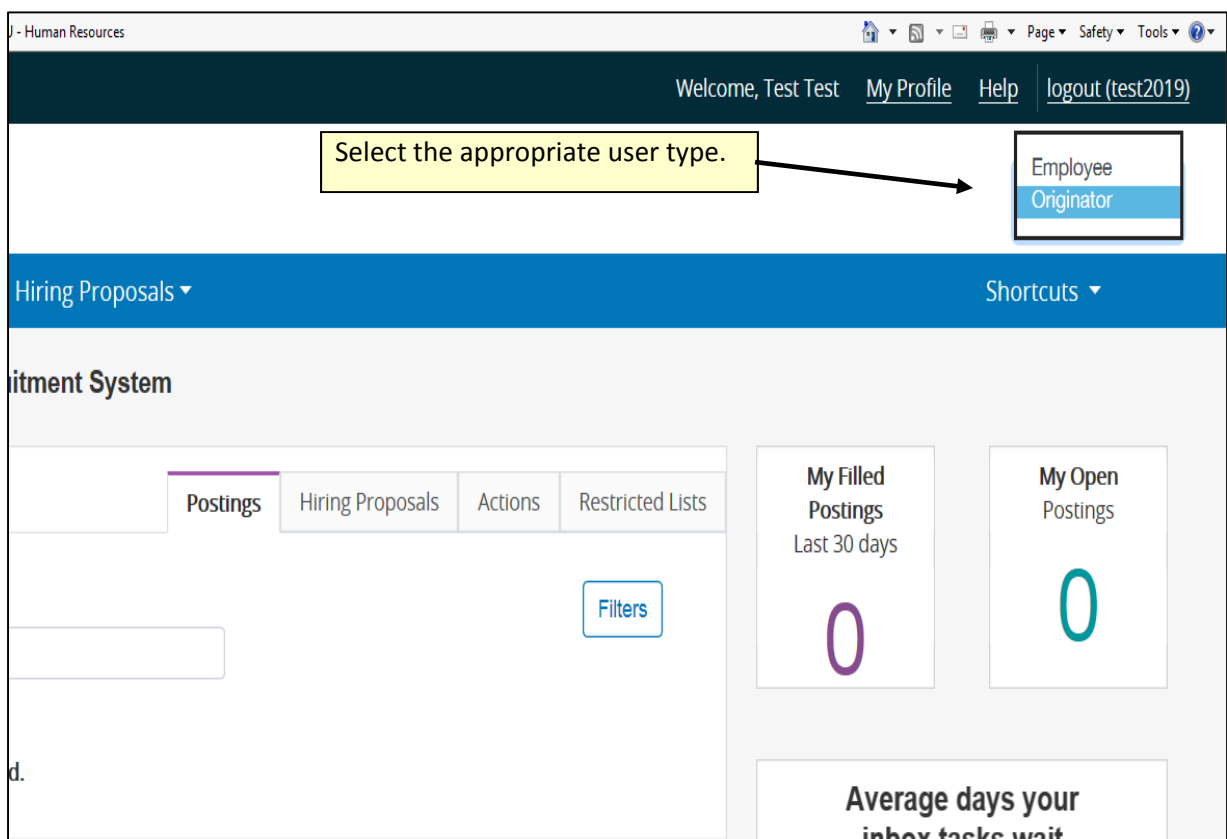


The image shows the Wright State University account request form. At the top, it says "Wright State University". Below that, it says "Required fields are indicated with an asterisk (*)". The form contains several input fields with labels: "Username Must be between 6 and 20 characters", "Password Must be between 6 and 20 characters", "Confirm Password", "First Name", "Last Name", "Title", "Phone Number/extension", "Email", "Department" (with a dropdown menu showing "Wright State University"), and "Requested Group" (with a dropdown menu showing "Please select"). At the bottom right, there are two buttons: "Save" and "Cancel". A yellow callout box contains the text "Click 'Save' button." with a blue arrow pointing to the "Save" button. The "Save" and "Cancel" buttons are circled in red.

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.

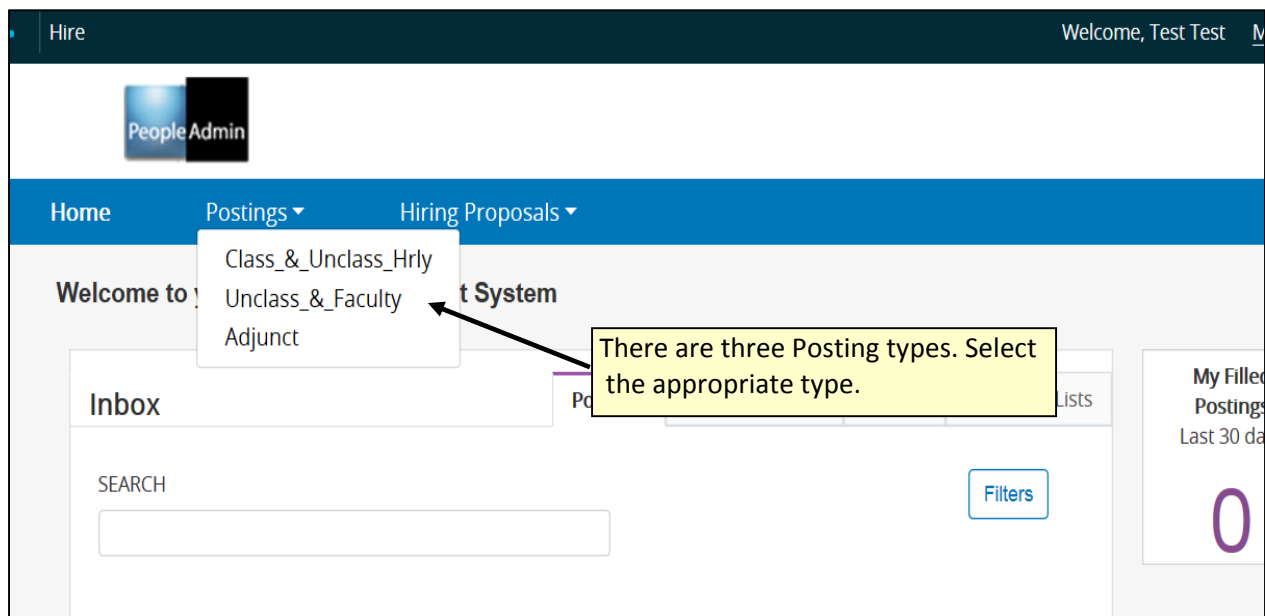


CREATE POSTING

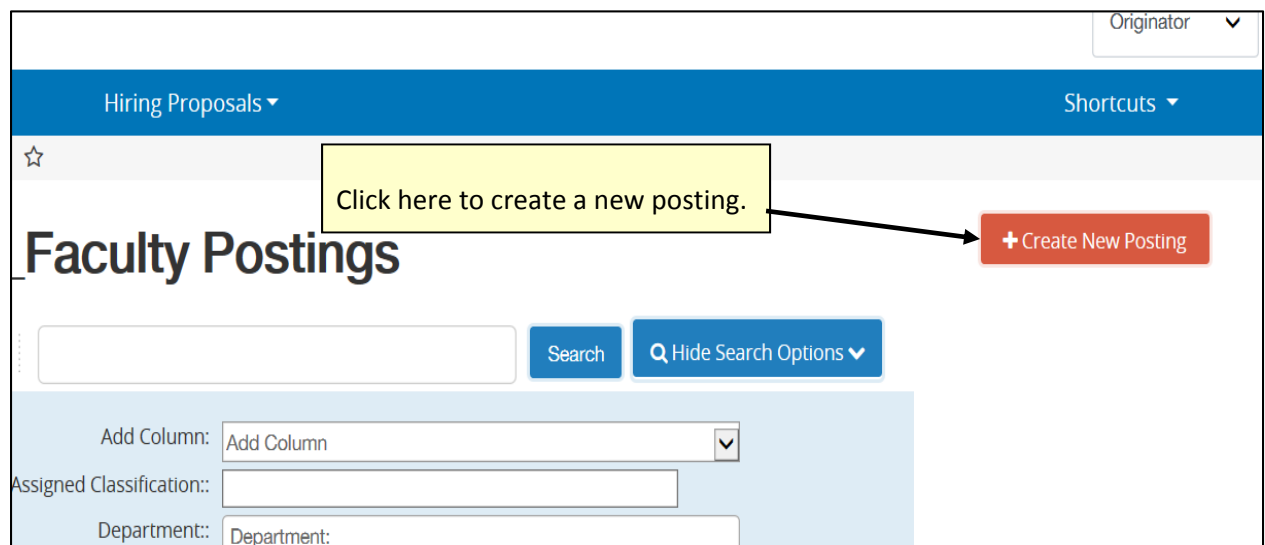
1. Select the Posting Type:

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**

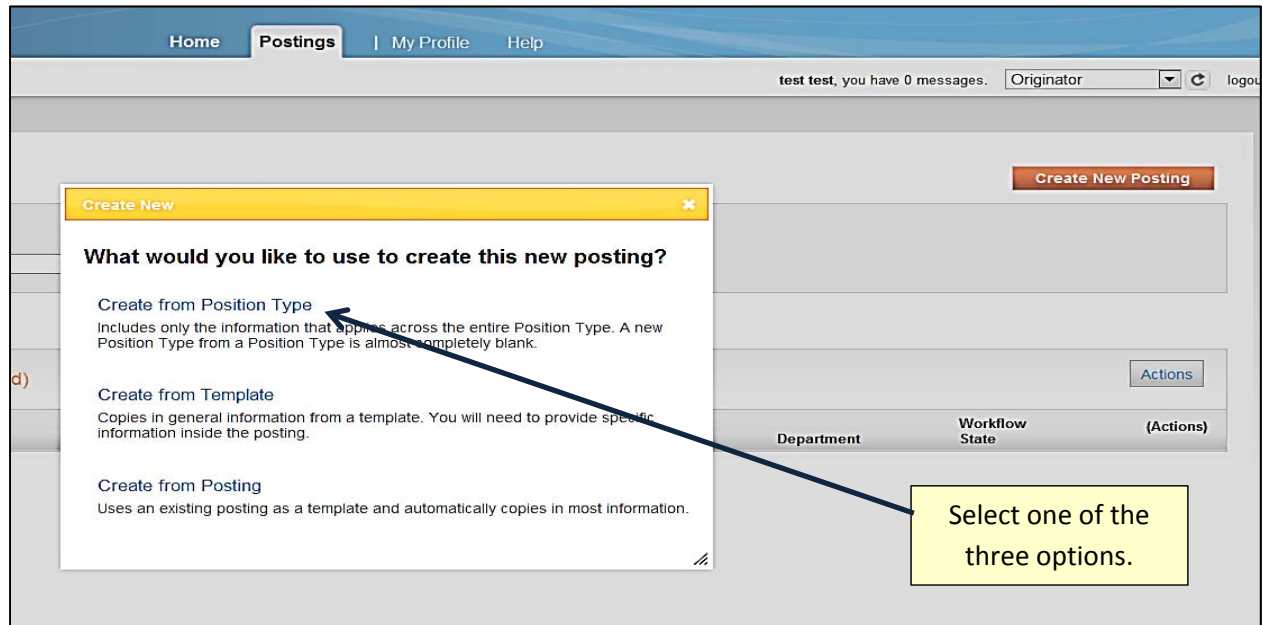


Select the appropriate type of posting; then click on the **'+Create New Posting'** button.



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.

The screenshot shows the 'New Posting' form with a red asterisk indicating required information. The 'Faculty Rank or Job Title' field is highlighted with a yellow callout box stating 'Type the position title in this field.' The 'Default Location' field is highlighted with a yellow callout box stating 'For unclassified and faculty positions, select 'Under review by School/Dept/College' from the drop down menu.' The 'Workflow State' field is highlighted with a yellow callout box stating 'Under Review by HR' and 'Under Review by School/College/Dept'. The form also includes fields for 'Location', 'Division', 'Department', 'Default Location', 'Default Division', and 'Army ROTC'. The 'Applicant Workflow' section includes a 'Workflow State' field and a description: 'When an application is submitted for this job, it should move to which state in the Candidate Process workflow?'.

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

References

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 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.

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.

Postings / Unclass_&_Faculty / Unclass & Faculty (Draft) / Edit: Posting Details

Editing Posting

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

Posting Details

[Check spelling](#)

To create a Posting, first complete the information on this screen, completing all necessary information. To submit the Posting to hu from the last section. Once a summary page appears, select the \$ to the next status until you see the confirmation page and click th

*** Required Information**

POSITION INFORMATION

Faculty Rank or Job Title:

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 NBAOSN Number, etc. These fields are filled in by Compensation, Office of Equity & Inclusion, and Budget during approval process.

a) Position Information

POSITION INFORMATION

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

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.

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

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

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.

Organization name:

Organization phone no.:

Contact Email:

Equity & Inclusion No.:

Complete the fields.

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

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

* Funding FOAP(s):

Enter FOAP. Follow the format as indicated.

This field is required.

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

* 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:

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.

WSU - HR System :: Posting Edit :: PeopleAdmin - Windows Internet Explorer

https://wright-sb.peopleadmin.com/hr/postings/6856/edit

File Edit View Favorites Tools Help

bing

Hotmail Outlook Private Messenger E-mail page IM page Sign in

WSU - HR System :: Posting Edit :: PeopleAdmin

If special contract, indicate how many years?

Strategic Hire Information

If position is funded by grant and/or foundation account, please skip this section.

Completed By:

Completed by Title:

Completed by Phone:

Target Annual Salary

How does this support the Strategic Plan of the hiring unit?

What are the expected

Internet | Protected Mode: Off

8:47 AM 4/13/2014

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.

NBAPOSN Number:	
Date position to be filled:	
Length of appointment:	Special contract and renewable
If special contract, indicate how many years?	one year
POSTING TEXT	
Job Purposes:	To direct the Hematology/Oncology Fellowship program. To educate fellows, residents & students in hematology and oncology. To participate in related basic and clinical research.
Essential Functions and percent of time:	50% Clinical hematology and oncology care. 20% Direction of hematology/oncology fellowship & research. 30% Fellowship, resident & student education.
Essential Functions and percent of time (cont'd):	
Non-Essential Functions and percent of time:	

Enter the percentage of time.

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

Posting Date:	<input type="text"/>	You may leave the posting date field blank, as it will depend on when the position is approved by all approvers.
First Consideration Date:	<input type="text"/>	
Closing Date:	<input type="text"/>	
Open Until Filled	<input type="checkbox"/>	If you wish the posting to remain posted until filled, select the 'First Consideration Date', then check the 'Open until filled' box.
Special Instructions to Applicants:	<div></div>	

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:

Please list all the advertising sources for HR to place:

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

WSU Employment Website
Other
HigherEdJobs.com - Free
Dayton Weekly

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

Check spelling

* Required Information

Reference Request Details

Minimum Number of References

Maximum Number of References

Accept Recommendation Letters?

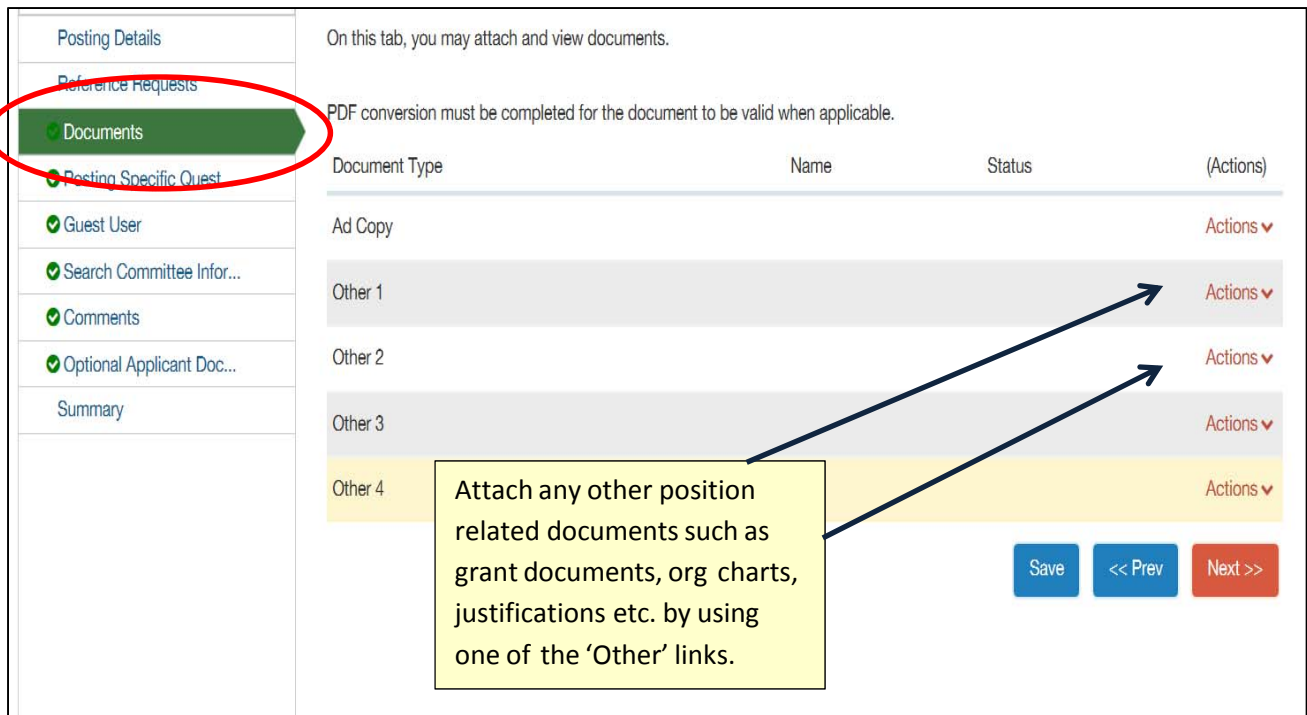
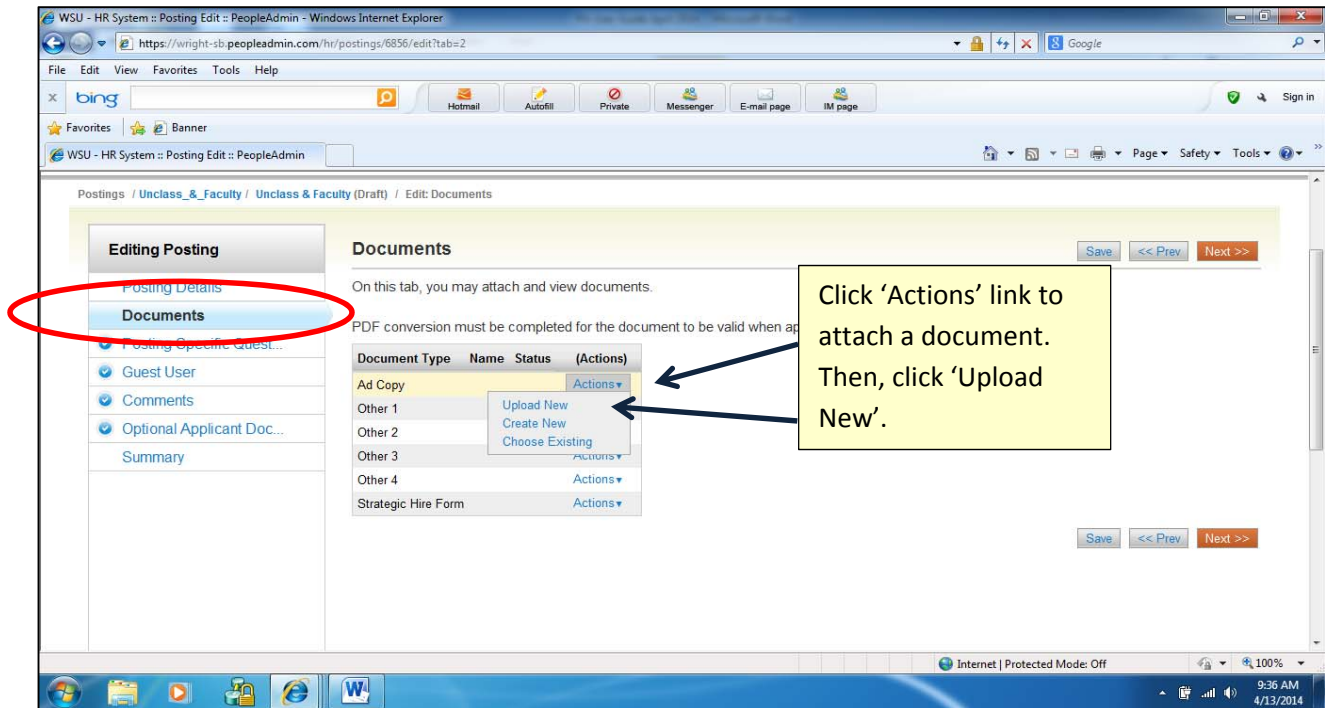
Save << Prev Next >>

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'.

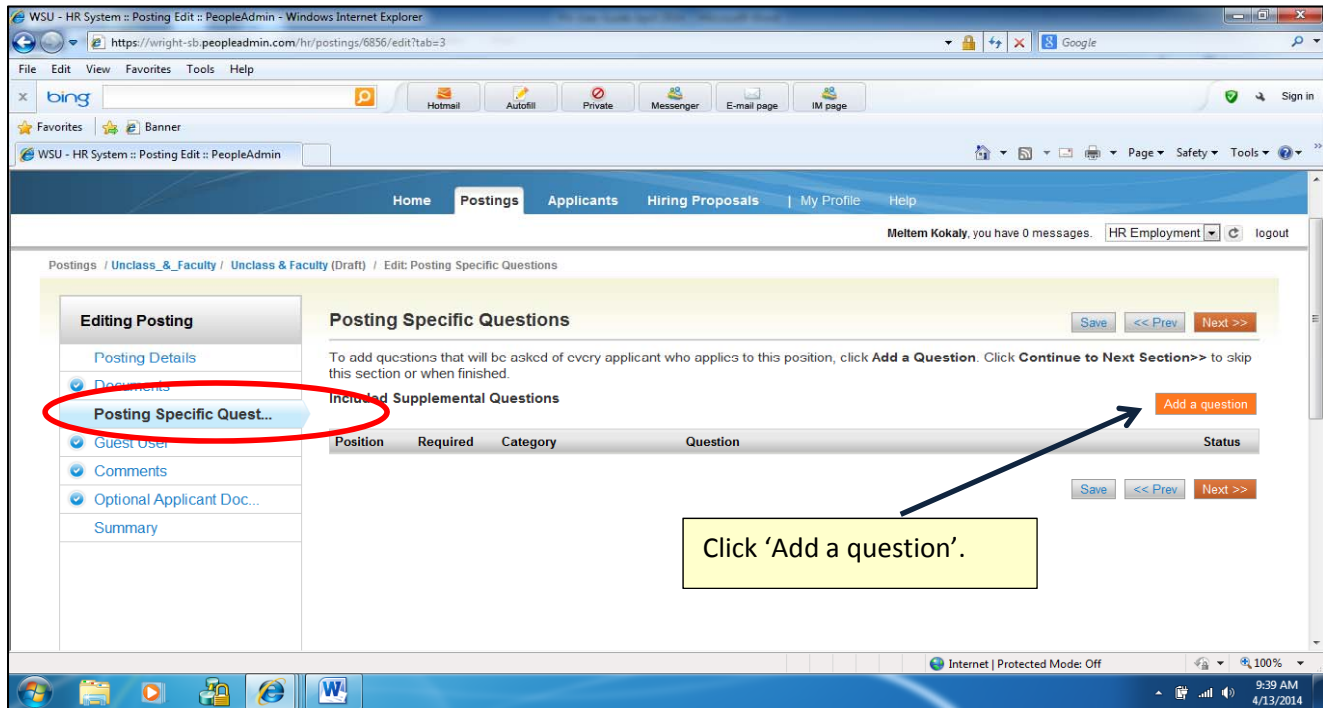
3) DOCUMENTS

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'.

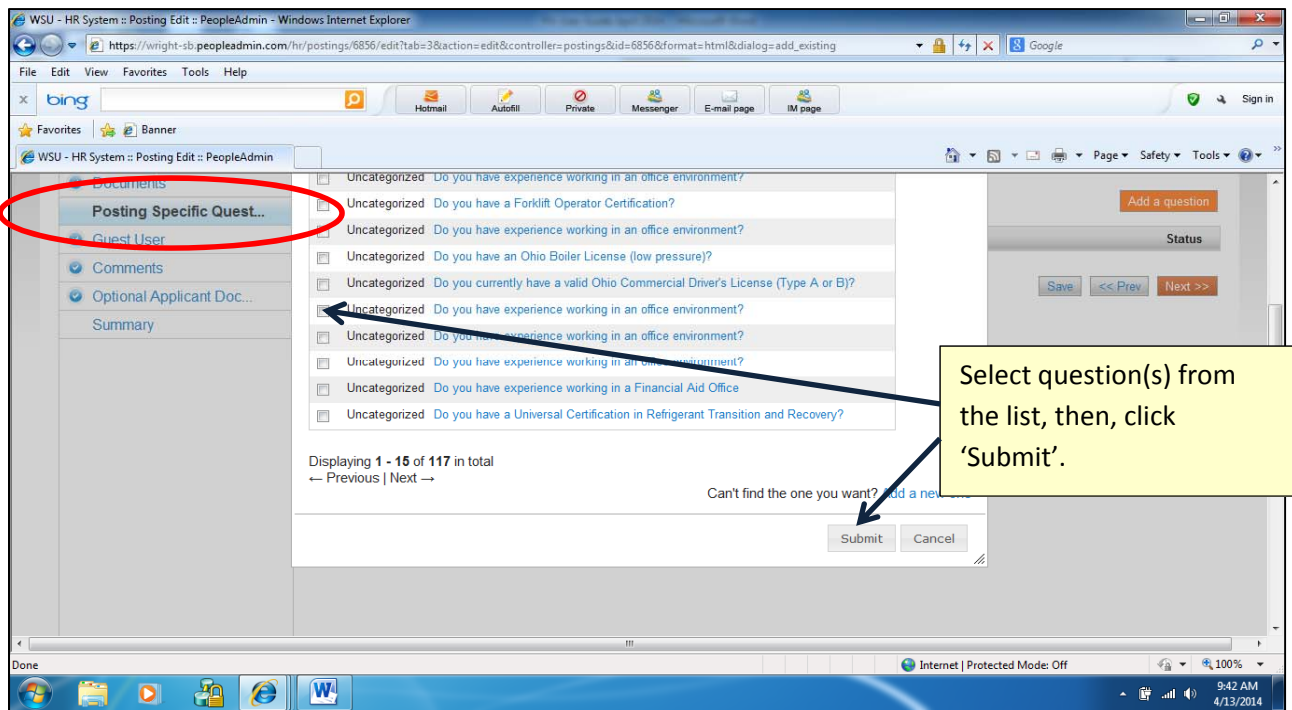


4) POSTING SPECIFIC QUESTIONS

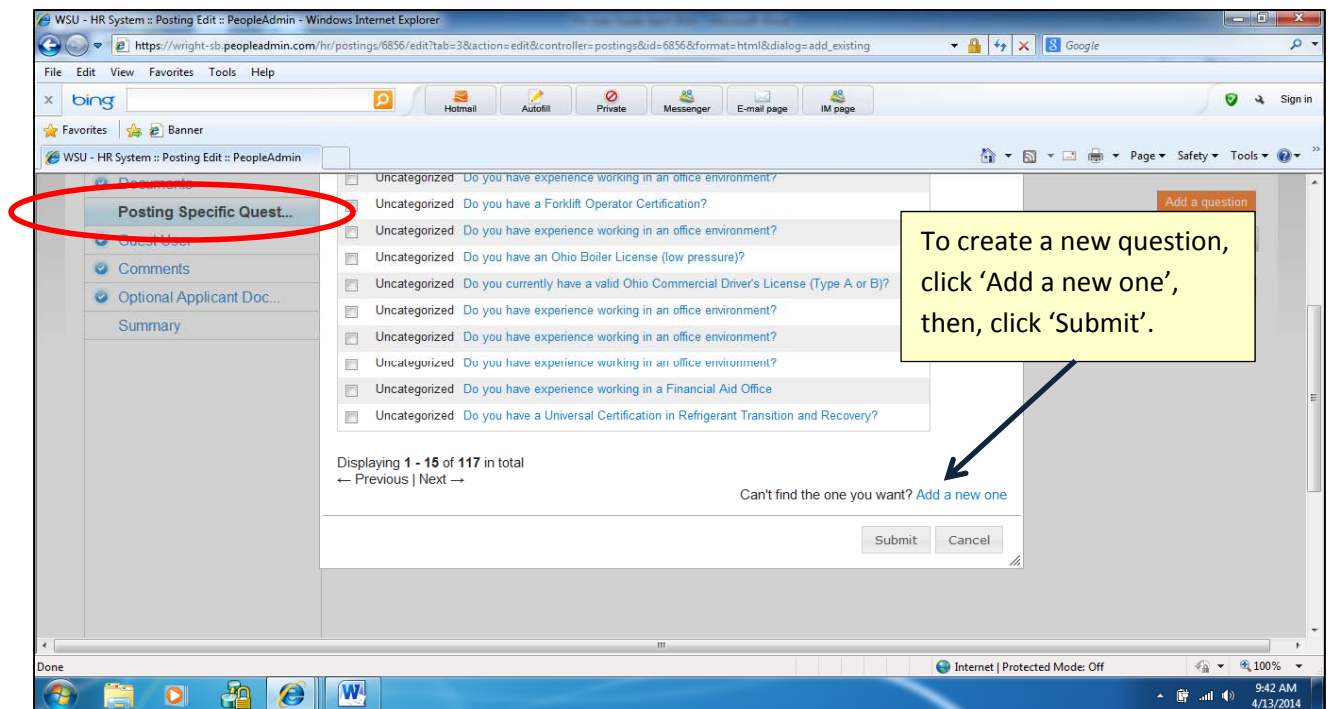
This page is used for adding questions that are related to the minimum and/or preferred qualifications. They assist users/reviewers in reviewing applications. **Posting specific questions are to be used for staff positions ONLY.** To add a question, click 'Add a question'.



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'.



WSU - HR System :: Posting Edit :: PeopleAdmin - Windows Internet Explorer

https://wright-sb.peopleadmin.com/hr/postings/6857/edit?tab=4&action=edit&controller=postings&id=6857&format=html&dialog=add_new

File Edit View Favorites Tools Help

bing

Hotmail Autofill Private Messenger E-mail page IM page

WSU - HR System :: Posting Edit :: PeopleAdmin

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category Please select a category

Question *

Possible Answers

☐ Open Ended Answers

☐ Predefined Answers

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'.

Editing Posting

Posting Details

Salary Distribution

Documents

Posting Specific Quest...

Guest User

Comments

Optional Applicant Doc...

Summary

Status

Next >>

Done

11:47 AM 4/13/2014

WSU - HR System :: Posting Edit :: PeopleAdmin - Windows Internet Explorer

https://wright-sb.peopleadmin.com/hr/postings/6850/edit?tab=3&action=edit&controller=postings&id=6850&format=html&dialog=add_new

File Edit View Favorites Tools Help

bing

Hotmail Autofill Private Messenger E-mail page IM page

WSU - HR System :: Posting Edit :: PeopleAdmin

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category Please select a category

Question *

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

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.

Documents

Posting Specific Quest...

Guest User

Comments

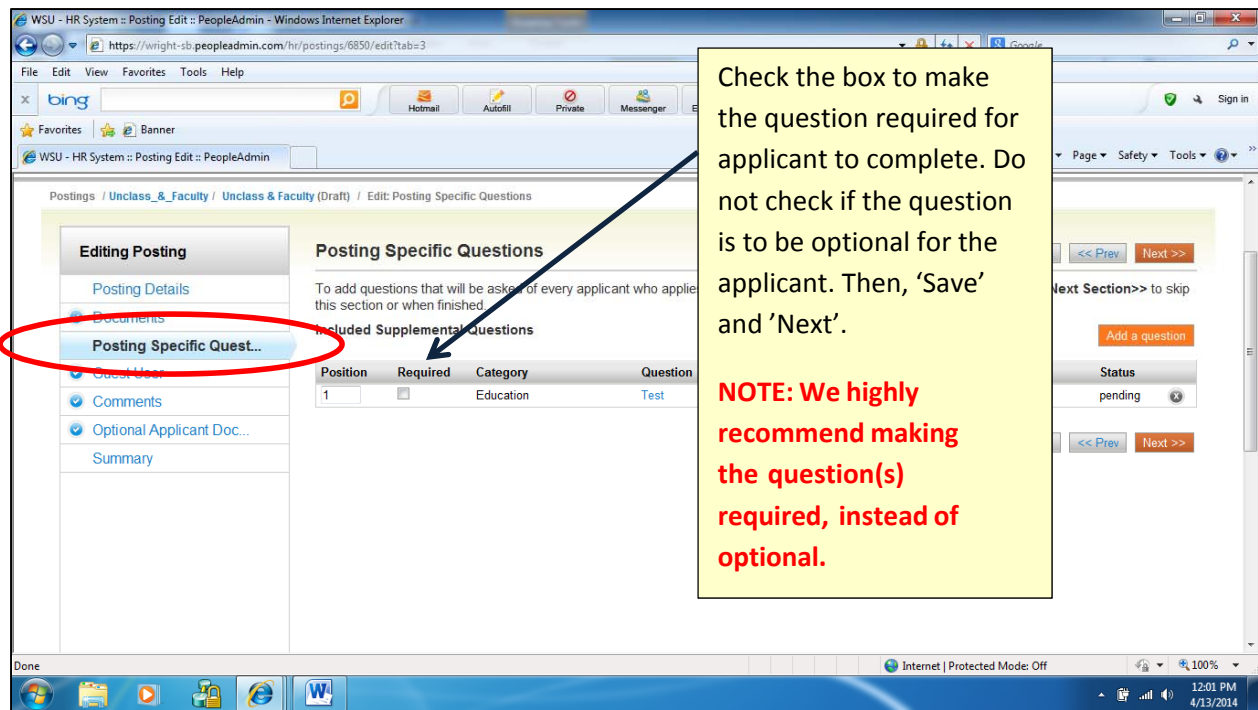
Optional Applicant Doc...

Summary

Done

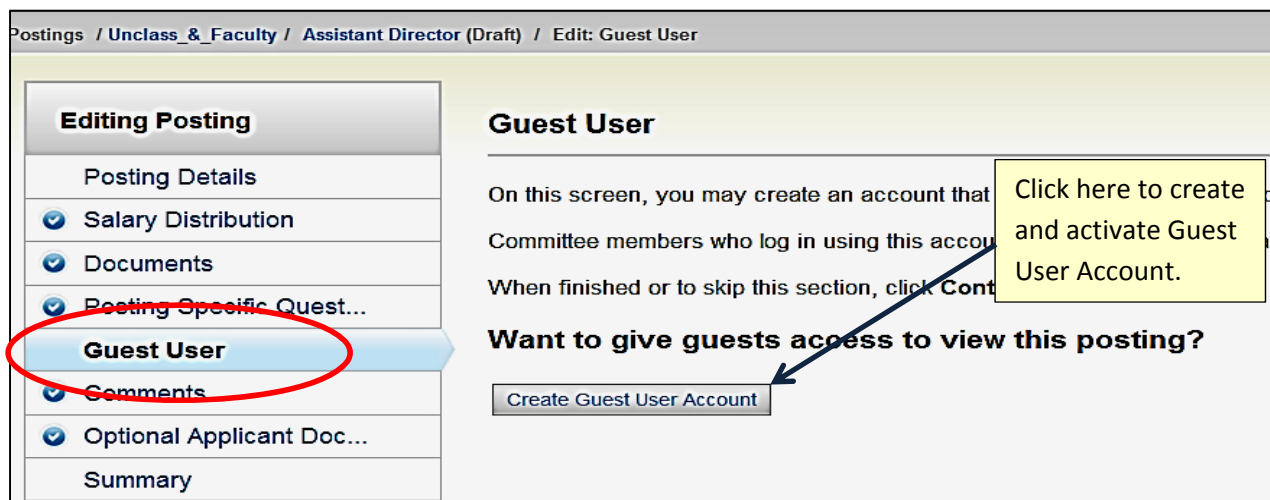
Internet | Protected Mode: Off

11:59 AM 4/13/2014



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.



Home Postings | M

Postings / Unclass & Faculty / Assistant Director (Draft) / Edit: Guest User

Editing Posting

Posting Details

Guest User

On this screen, you may create an account that will be used by me
Committee members who log in using this account may view applica
When finished or to skip this section, click **Continue to Next Page**.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
qu48327

Password
bdcae4

Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)
committee.member1@wright.edu
committee.member2@wright.edu
committee.member3@wright.edu

Update Guest User Recipient List

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

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.

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.

Reference Requests

Check

Documents

Posting Specific Quest...

Guest User

Search Committee Infor...

Comments

Optional Applicant Doc...

Summary

Search Committee Member Information

Click here.

Please enter the names of the search committee members here.

Please also indicate whether or not each committee member has received the "Search Committee Training" offered by Office of Equity & Inclusion

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.

Reference Requests

- Documents
- Posting Specific Quest...
- Guest User
- Search Committee Infor...
- Comments**
- Optional Applicant Doc...
- Summary

Check spelling

The comments on this page are only intended to assist with the posting approval process and should not be used in

Comments (Default Section)

Originator Comments:

Chair/Dept Head Comments:

Business Manager Comments:

Executive Level Comments:

HR Compensation

Enter comments, if any.

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.

Editing Posting

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

Optional Applicant Documents:

Order	Name	Not Used	Optional	Required
1	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Other Document 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Other Document 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Resume/CV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Copies of Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Research Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Teaching Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

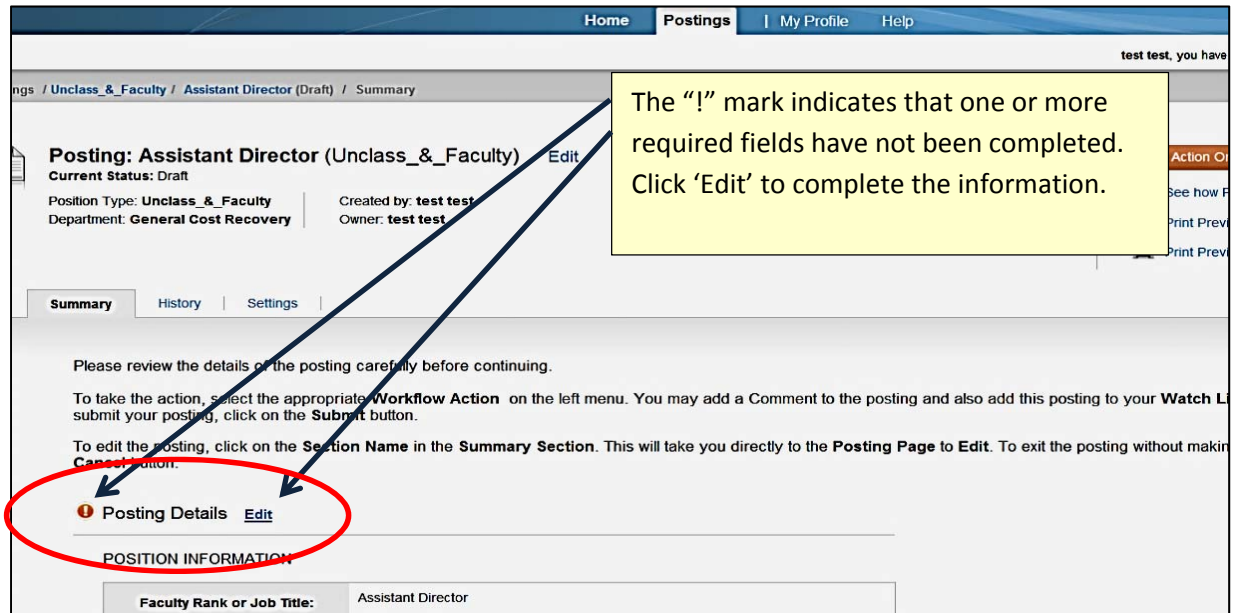
Save or Cancel

Save << Prev Next >>

Select the required and the optional documents. Click on 'Save'. Then, 'Next'.

SUMMARY

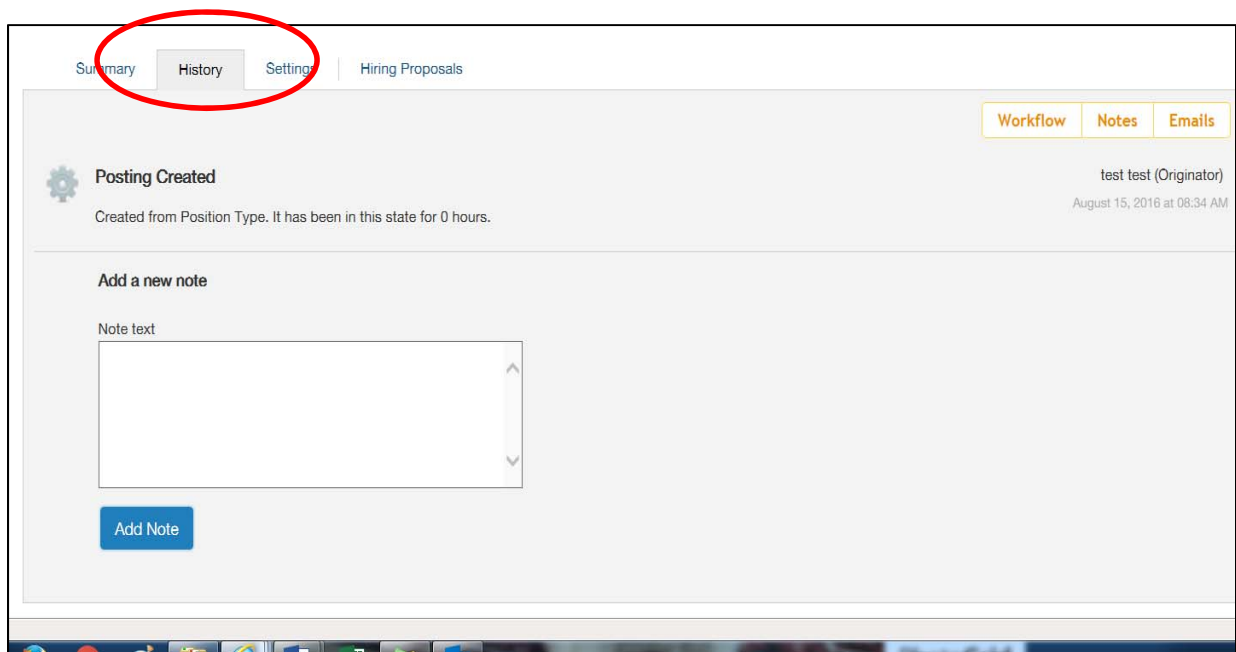
This page will allow you to review all the information you entered in creating the job posting. Please note that a check mark in green should appear next to the name of each page. If you see any section(s) with an orange “!” next to it, the system indicates that there are required field(s) that have 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.



Summary | **History** | **Settings** | Hiring Proposals

Organizational Unit

Location	Default Location
Division	Default Division
Department	Army ROTC

Applicant Workflow

Workflow State: Under Review by HR

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

✓ Documents [Edit](#)

No documents have been attached.

✓ Posting Specific Questions [Edit](#)

Required fields are indicated with an asterisk (*).

✓ Guest User [Edit](#)

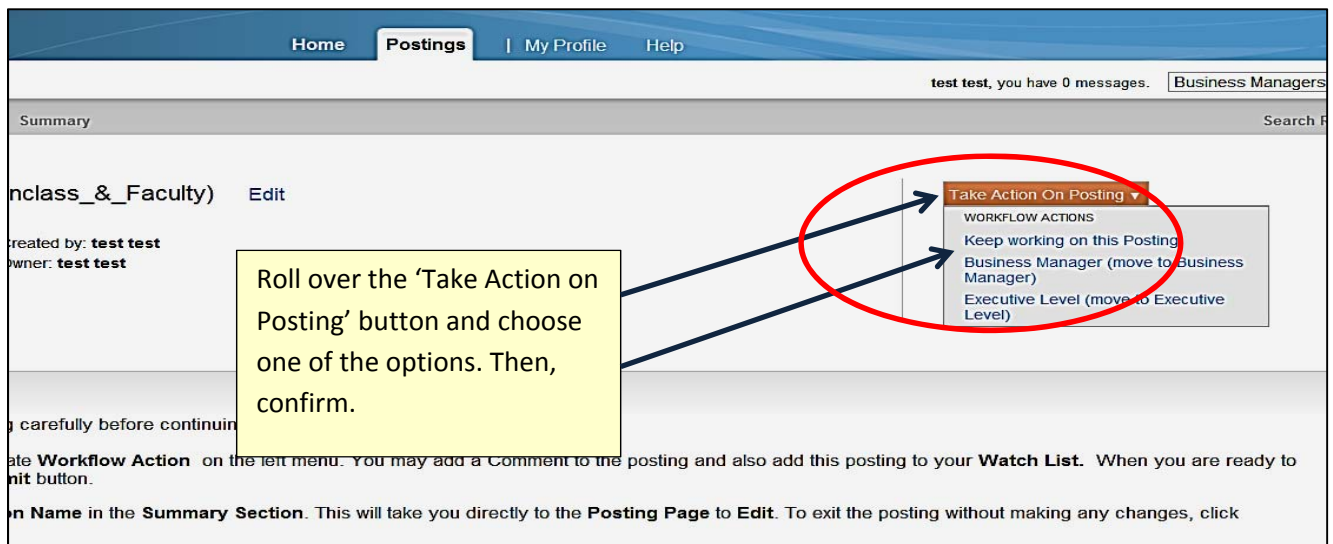
There is no guest user set up for this posting.

✓ Search Committee Information [Edit](#)

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.

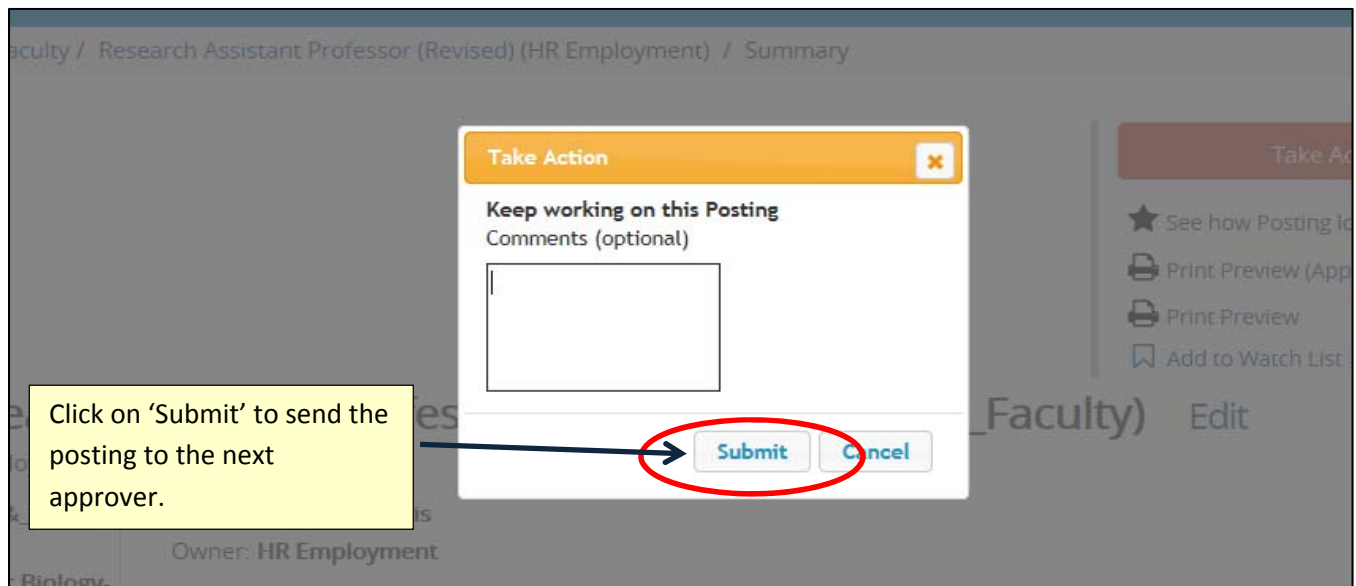
The **'Take Action on Posting'** has a number of options to choose from. The order of the approvers at the Originator level depends on each hiring department/college/school's departmental policies and practices. Once a position is submitted to the next approver, then the posting becomes 'read only' to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

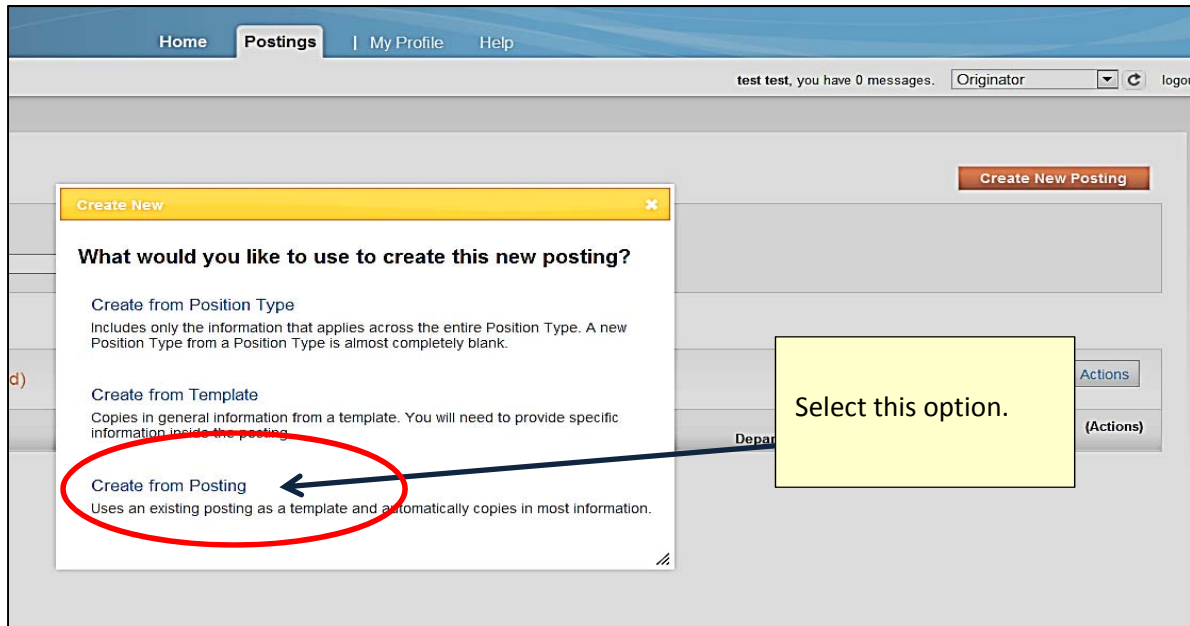
Once a position is submitted to the next approver, then the posting becomes 'read only' to the submitter. To submit the posting, select one of the options, and then click on 'Submit'.



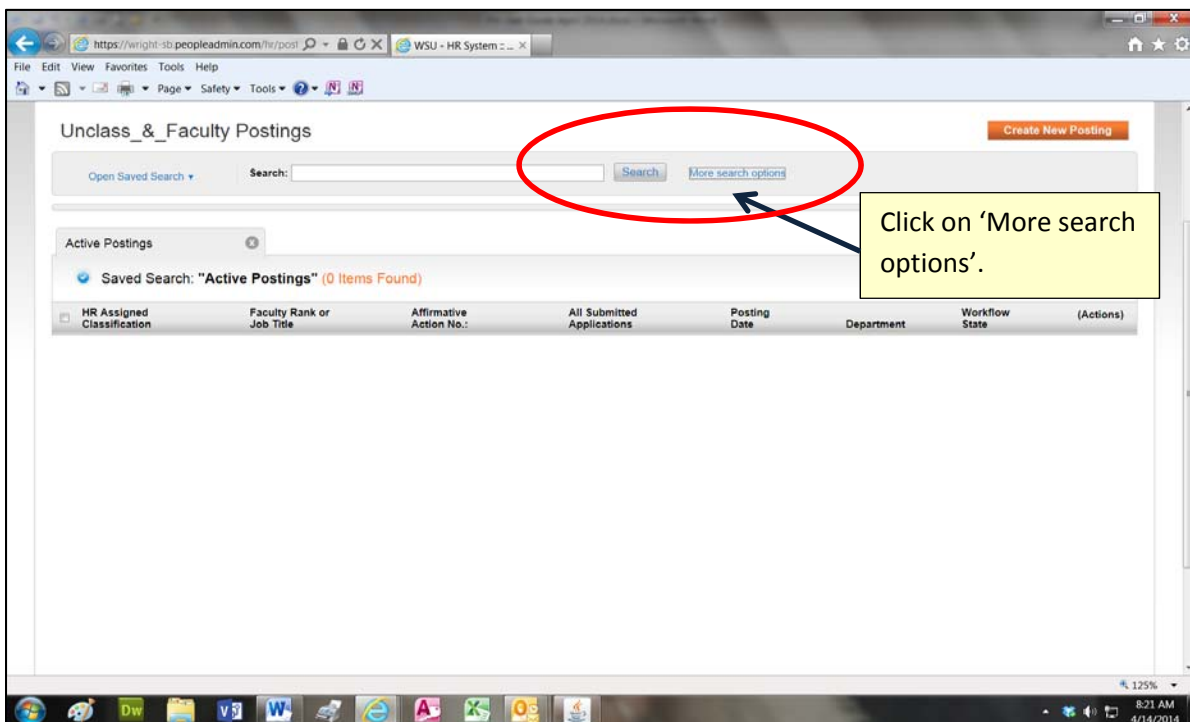
Once a position goes through the approval process, and is approved by all parties, HR Employment posts and advertises the position.

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'.

Unclass_& Faculty Postings

Search: [] [Search] Hide search options

HR Assigned Classification: Physical Plant Administration

Department: []

Workflow State: Approved-Pending, Posted, Closed/Removed from Web, **Position Filled**, Reposted

Posting Number: []

Affirmative Action No.: []

Active Postings

Saved Search: "Active Postings" (0 Items Found)

HR Assigned Classification	Faculty Rank or Job Title	Affirmative Action No.:	All Submitted Applications	Posting Date	Department	Workflow State	(Actions)
----------------------------	---------------------------	-------------------------	----------------------------	--------------	------------	----------------	-----------

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.

Unclass_& Faculty Postings

Search: [] [Search] Hide search options

HR Assigned Classification: Physical Plant Administration

Department: []

Workflow State: Closed/Removed from Web, Position Filled (No Applicant), **Position Filled**, Reposted

Posting Number: []

Affirmative Action No.: []

Ad hoc Search

Ad hoc Search (1 Item Found) Save this search?

HR Assigned Classification	Faculty Rank or Job Title	Affirmative Action No.:	All Submitted Applications	Posting Date	Department	Workflow State	(Actions)
Custodial Services Worker	Custodial Services Worker	12C077	78	02/15/2012	Physical Plant Administration	Position Filled	Actions View Posting Create From

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