User Guide

PeopleAdmin
Better Talent. Better Future.

INTRODUCTION

The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

1) Review Requisitions
2) Search and Review Applicants
3) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

Your Web Browser

PeopleAdmin SelectSuite® supports the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
- Safari versions currently supported by the vendor

When an issue arises with a supported browser version, PeopleAdmin will consider fixing it in an upcoming release. Issues related to browser versions that are no longer supported will not be addressed.

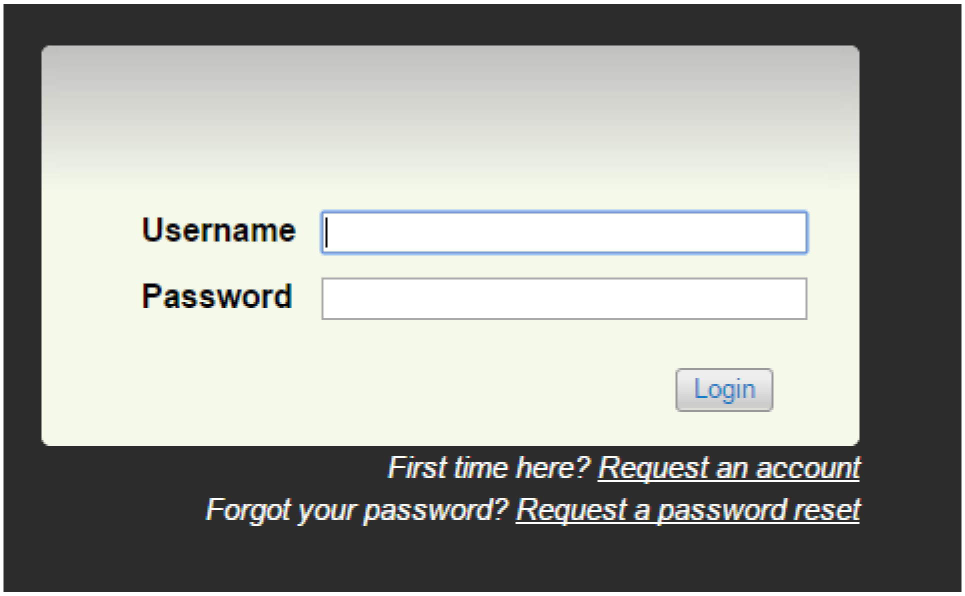
The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

GETTING STARTED

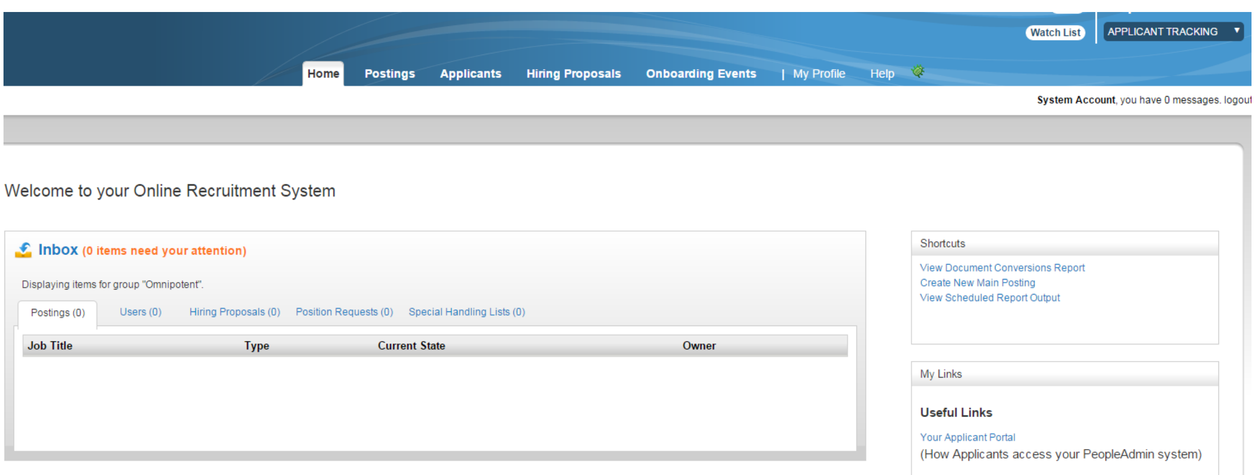
After entering the URL, https://jcu.peopleadmin.com/hr/, the "login screen" for the system will appear and should be similar to the following screen:



USERNAME = campus network username

Password = campus network password

The Welcome Screen appears after you log in, and should appear similar to the following screen:



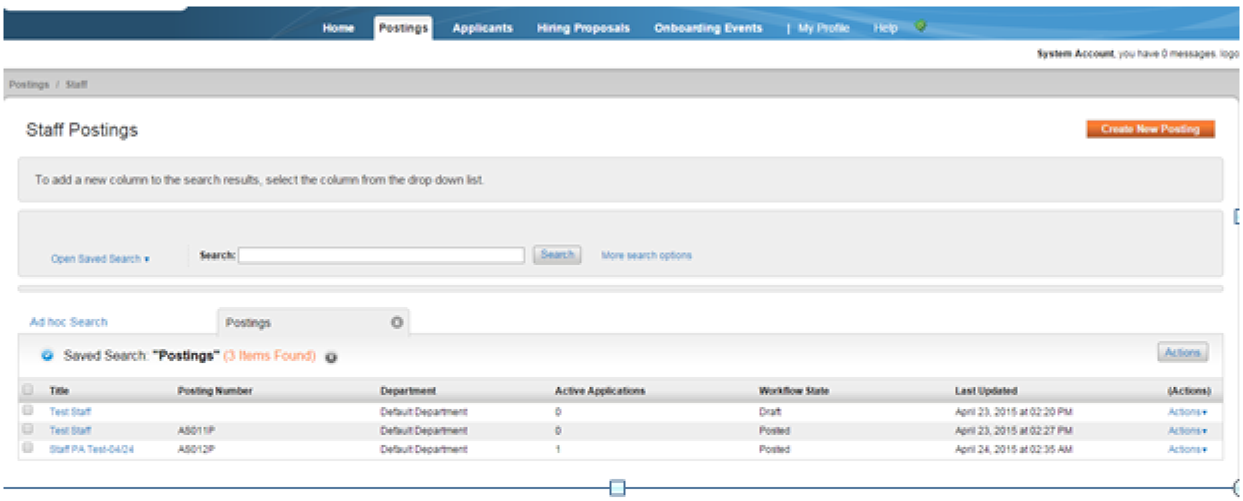
This page is designed to help you keep track of the actions required by you or your department.

Items in your inbox require your attention. Items on your watchlist are things you have designated you'd like to keep an eye on as they move through the approval process.

Postings/Requisitions

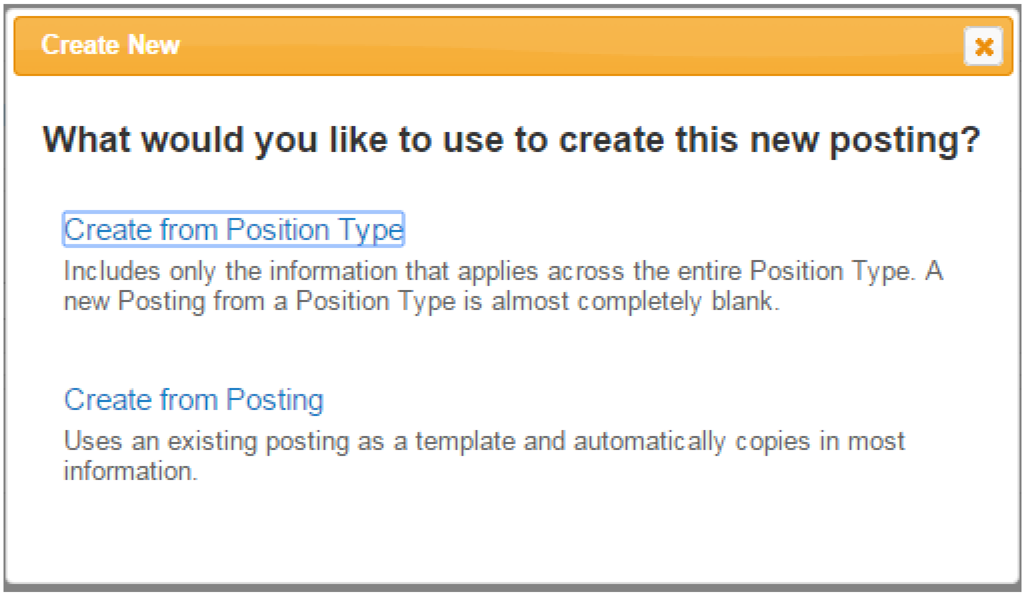
You may create a requisition/posting using the system. You will be able to create a posting from scratch (blank form) or from a previous posting.

To create a new posting, click on Postings from the top menu and then click on the Create New Posting button.

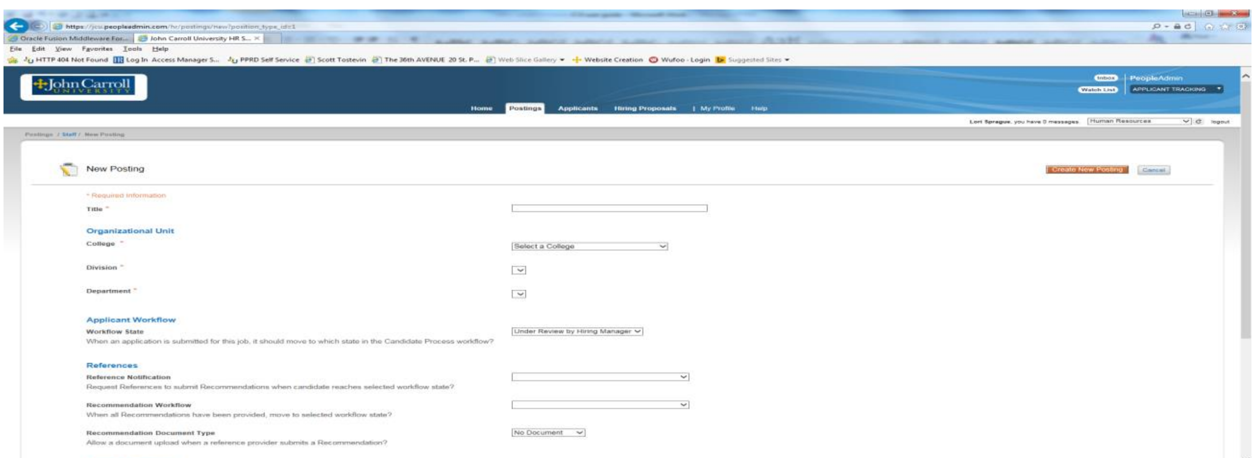


Entering Posting Information

You will then be prompted to create your posting from a position type (scratch) or from a previous posting.

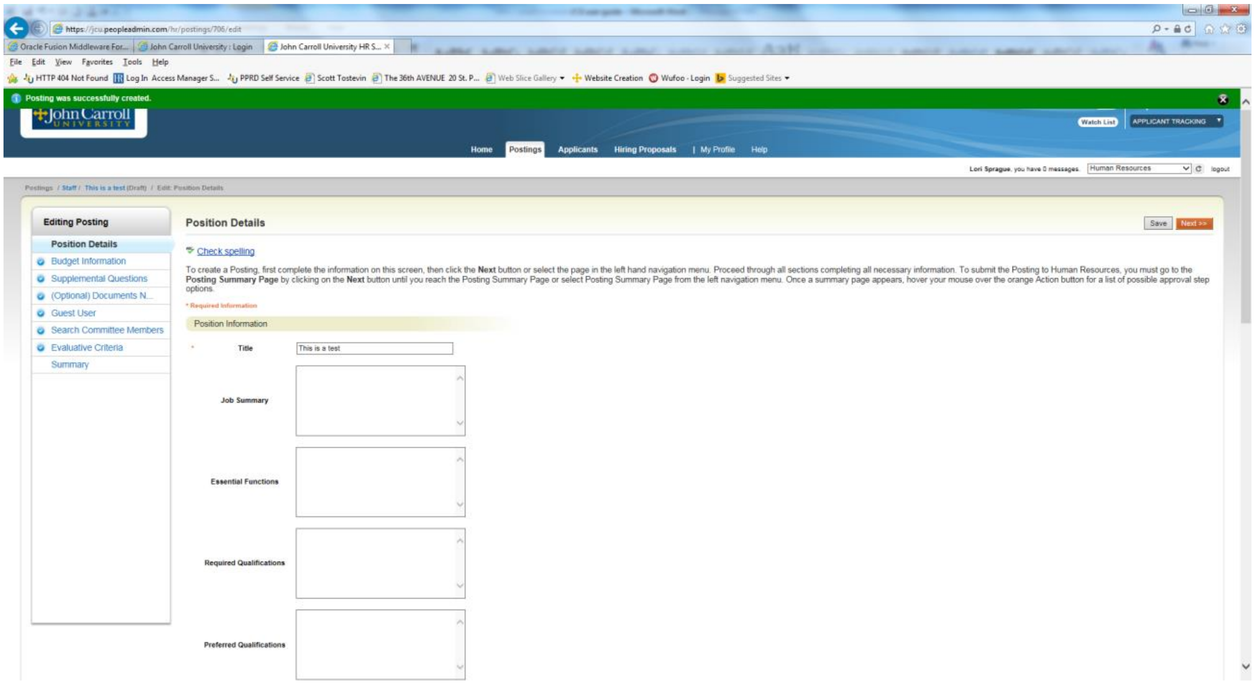


You will then come to the Postings Setting page where you will give the title of the posting and determine the division and department of the posting.



When you have completed filling out that information, click on the Orange Create New Posting button.

You will then come to the Posting Details page, the first page of the Posting. Fill out the fields on the form.

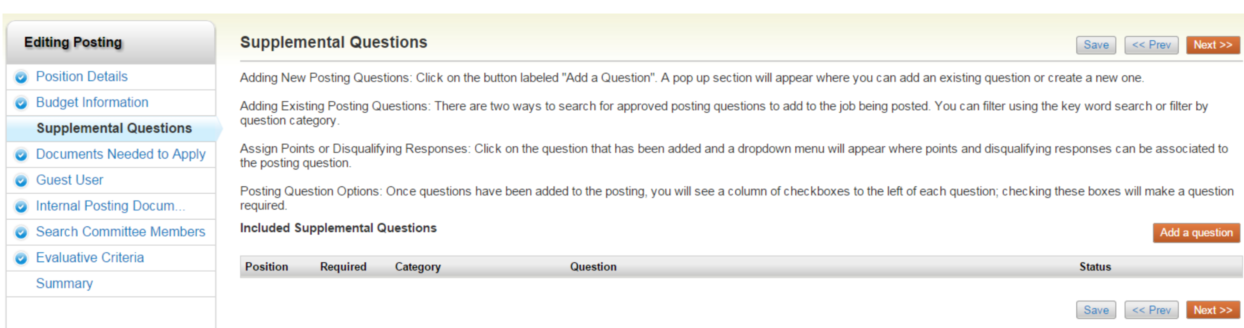


Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.



If you are not adding any Screening Questions, click the **Next** button.

To add a Screening Question to this Requisition, click on the **Add a Question** button, which returns the following page:

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
☐	Experience	Please describe any previous experience you have working in a customer service enviornment
☐	Experience	How many staff/interns/students have you supervised in past positions you have held?
☐	Experience	Do you have experience working in residence life or student judicial affairs?
☐	Experience	What have you done to improve your audit knowledge in the past year?
☐	Experience	Provide examples of how you handled difficult situations with those you have worked with.
☐	Uncategorized	Please describe the attributes that will make you a strong candidate for this position
☐	Experience	Please describe in brief your prior experiences in Web application development, identifying the tools with which you are familiar and the specific technical environments in which you've done development work.
☐	Experience	Please describe in detail how your background and experience would be applicable for this position in a College/University setting
☐	Experience	If you have not had higher ed experience, please explain your interest in working in this environment.
☐	Experience	Briefly list your area(s) of research or teaching expertise.
☐	Uncategorized	Are you eligible for Work Study?
☐	Experience	Have you ever worked on Campus before?
☐	Uncategorized	Are you available to work during the Summer?
☐	Uncategorized	Tell us how you maintain constant performance while under time and work load pressures.
☐	Experience	Do you have experience in working with detailed budgets?

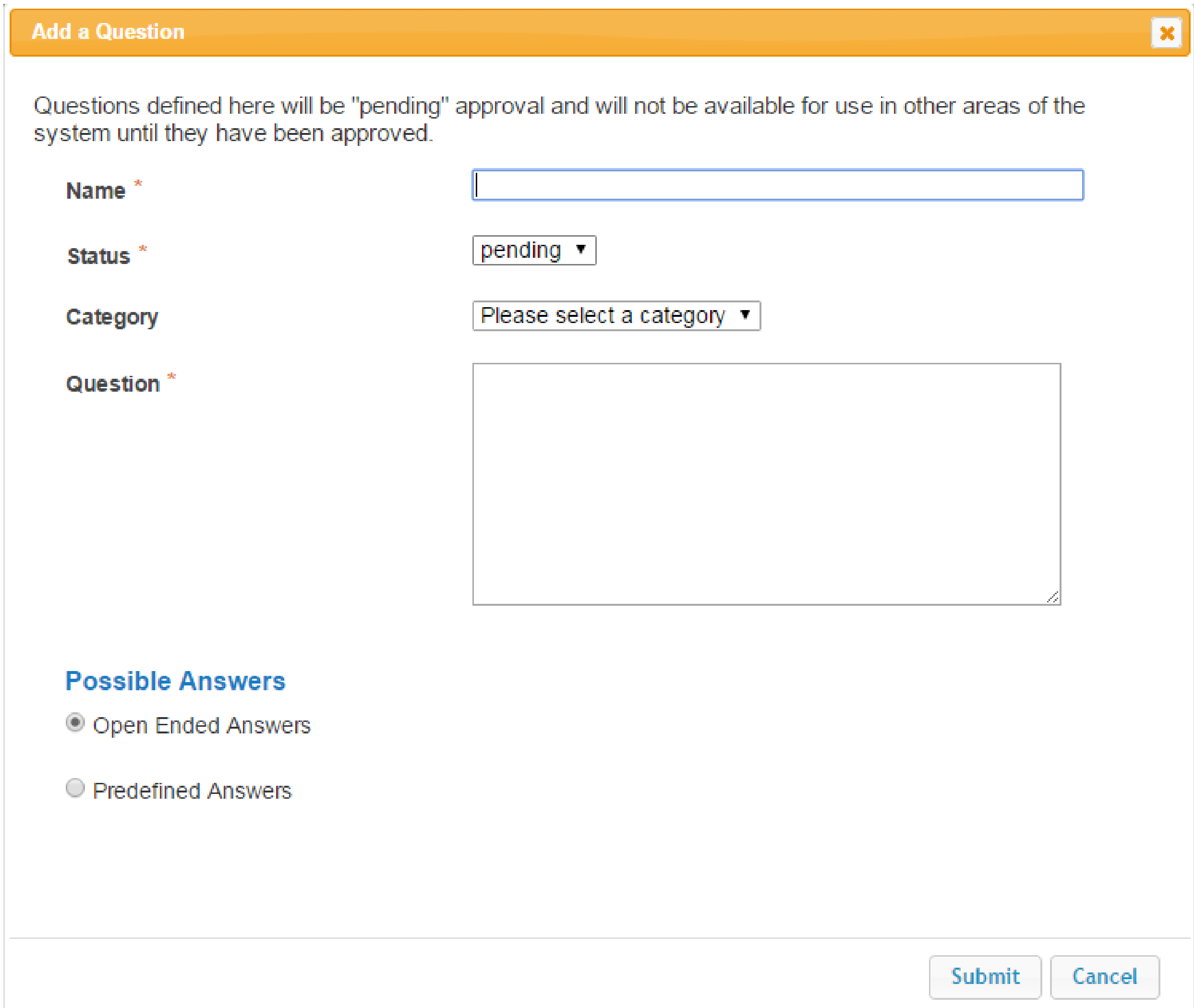
Displaying **16 - 30** of **33** in total
← Previous | Next →

Can't find the one you want? Add a new one

Submit Cancel

The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). The system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Add a Question** link at the bottom of the Search Results screen.



Step 1: *Please enter question name, status, category and question text* Enter the text of the question you wish to ask all candidates who will apply to this Posting. (Only HR will be able to change the status of question, all other user groups will have their question at a “Pending” status awaiting HR’s approval.

Step 2: *Please select answer type:* select either Open Ended or Predefined Answers – described in the following sections.

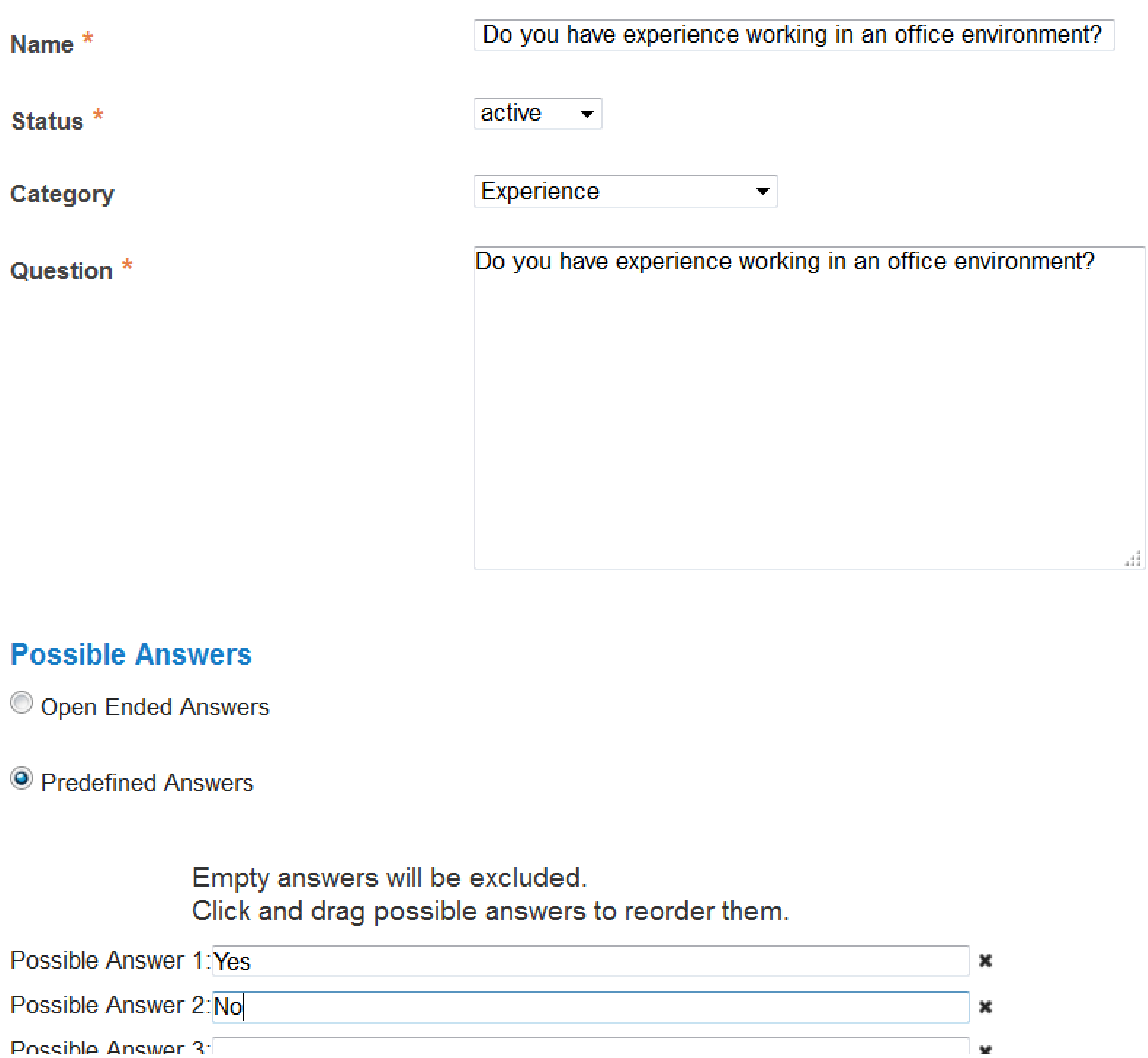
Step 3: Enter answer choices or select answer format based upon your selection in step 2.

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?

Possible Responses: Yes or No



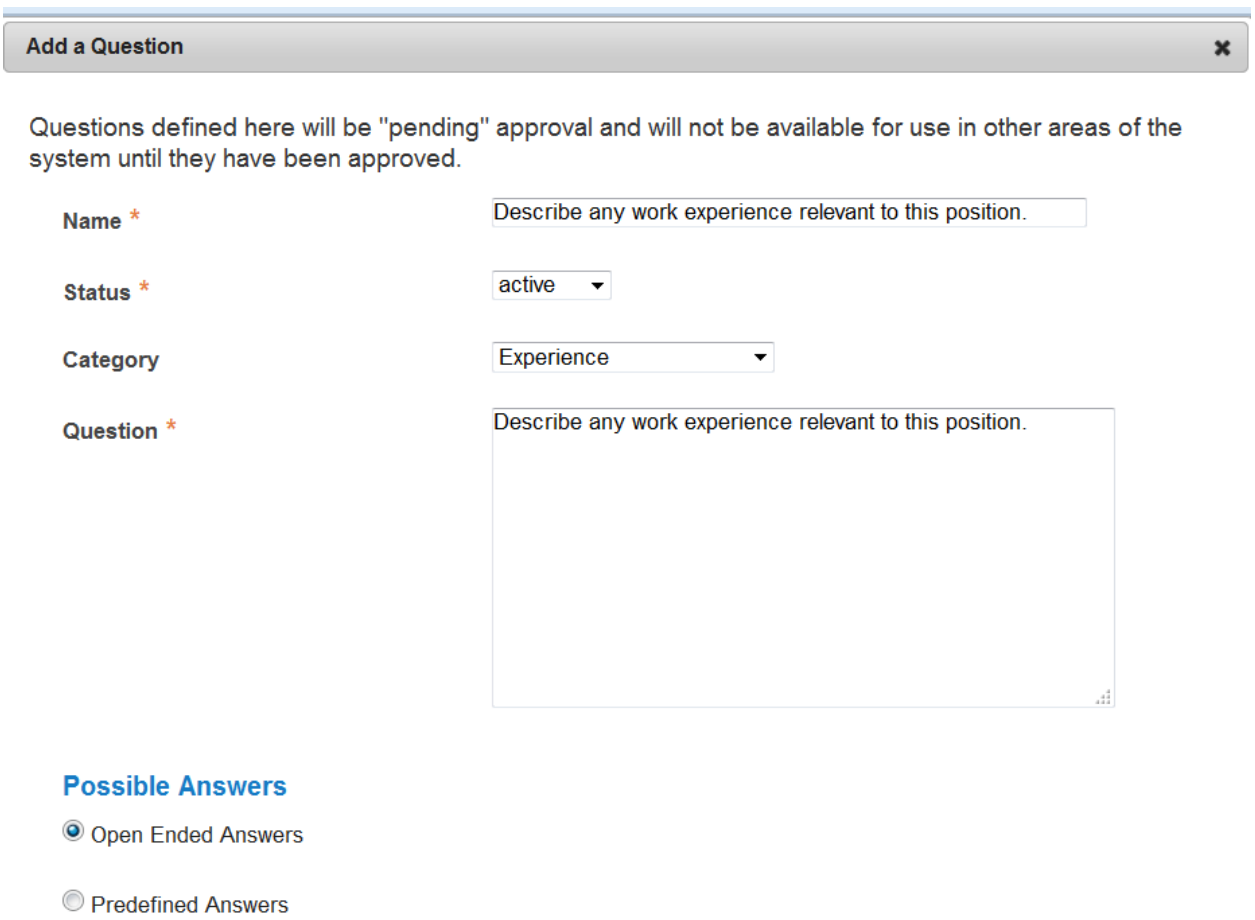
After selecting the "Closed Ended" radio button, enter the answer choices that candidates can choose from in the boxes labeled "Possible Responses". In this case, you would enter:

1. *Yes*
2. *No*

Adding Open Ended Questions

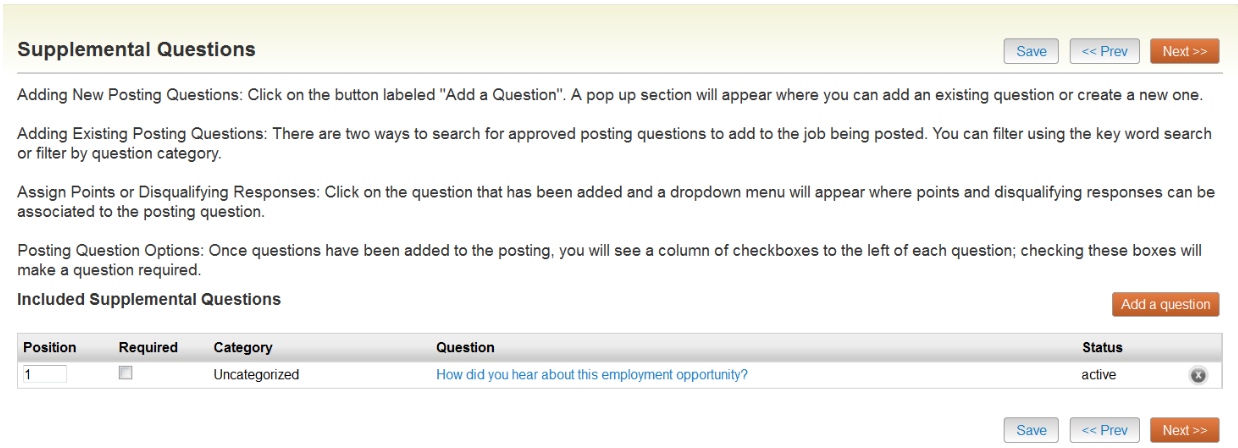
Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.



The next step is to click on the **Submit** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

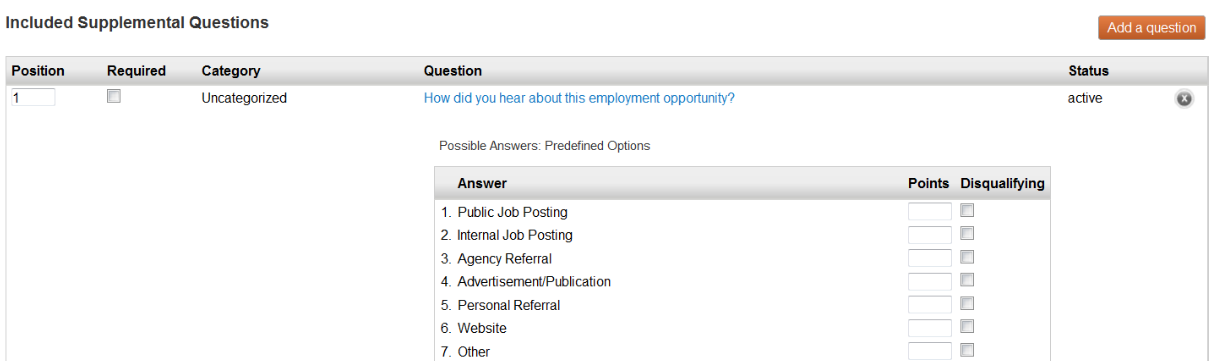
After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.



From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the x next to the relevant question.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status. To require the question, check the required box.

If you wish to make a question a disqualifying question or to assign points to responses, click on the question link.

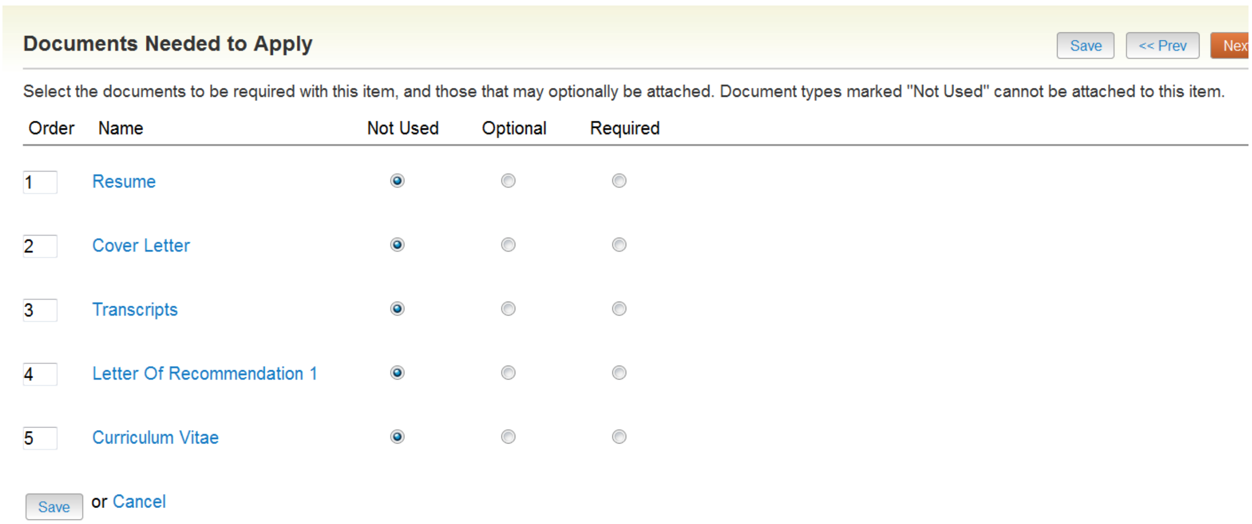


When you click on the question, you will see the screen above where you can mark a selection disqualifying by checking the box or you can assign points to a particular response. This is often done to help find the most qualified candidates quickly. You do NOT have to use this functionality to use supplemental questions.

When you have finished adding screening questions for this Requisition, click the **Next** button.

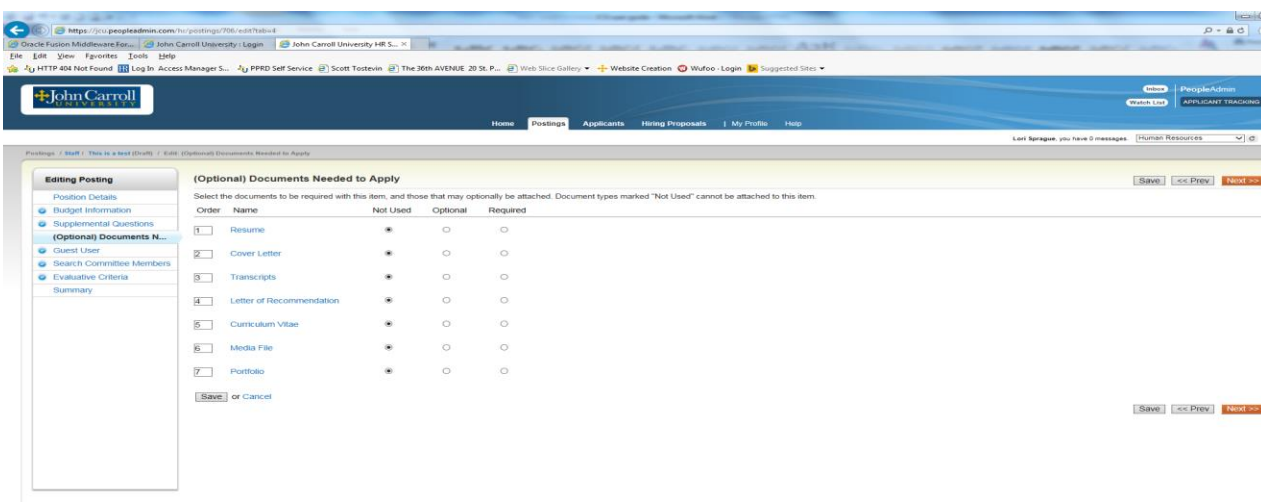
Documents Needed to Apply

On this screen, you will designate the documents that will be necessary for applicants to apply to this posting. You can make this determination on a posting by posting basis. If a document is optional, select the Optional radio button, if it is required, select the Required radio button.



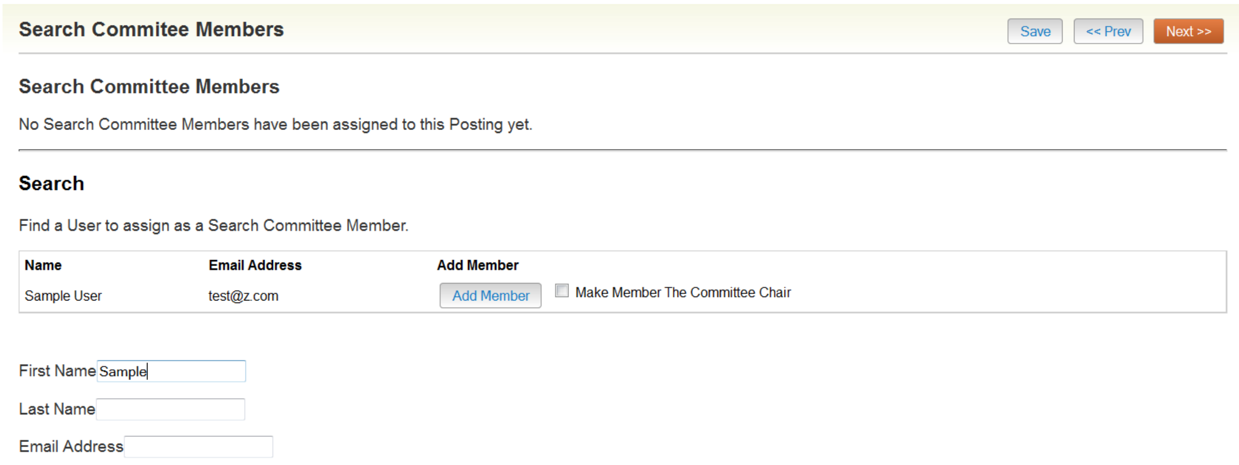
Posting Documents

On this screen, you may add documents that you wish to internally add to the posting. To attach a document, click on the blue action button next to the document name. From there you will be able to browse and attach the document to the posting.



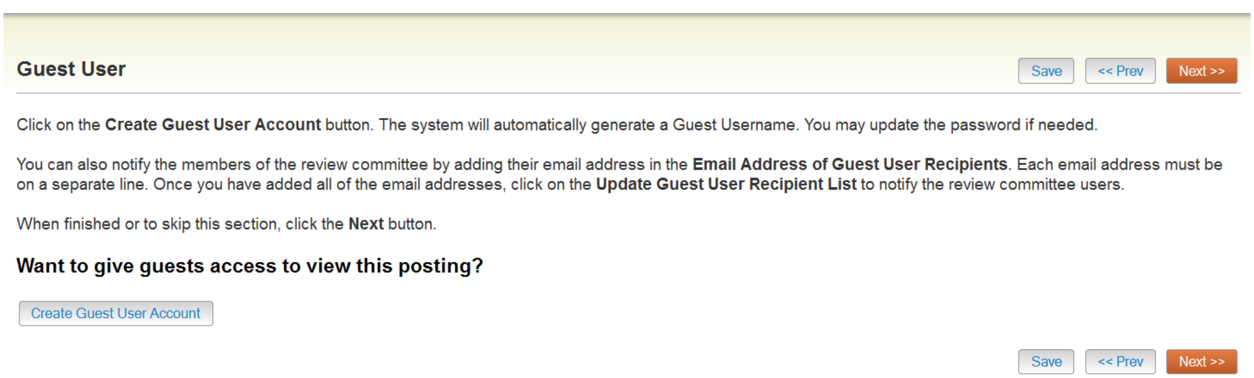
Search Committee Members

This is where we can list any Search Committee Members who may need to be assigned to this posting. You simply type in the name of the user you wish to add as a search committee member and then click on Add Member. If you wish to make them the Committee Chair, check the Make Member The Committee Chair box.

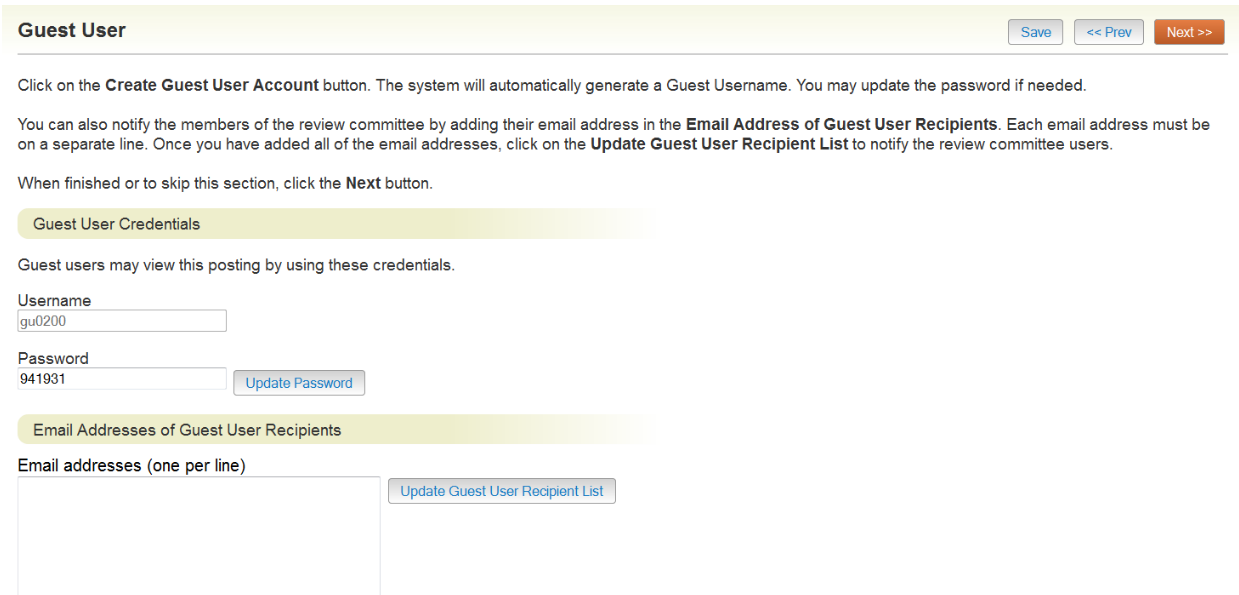


Activating Guest Users

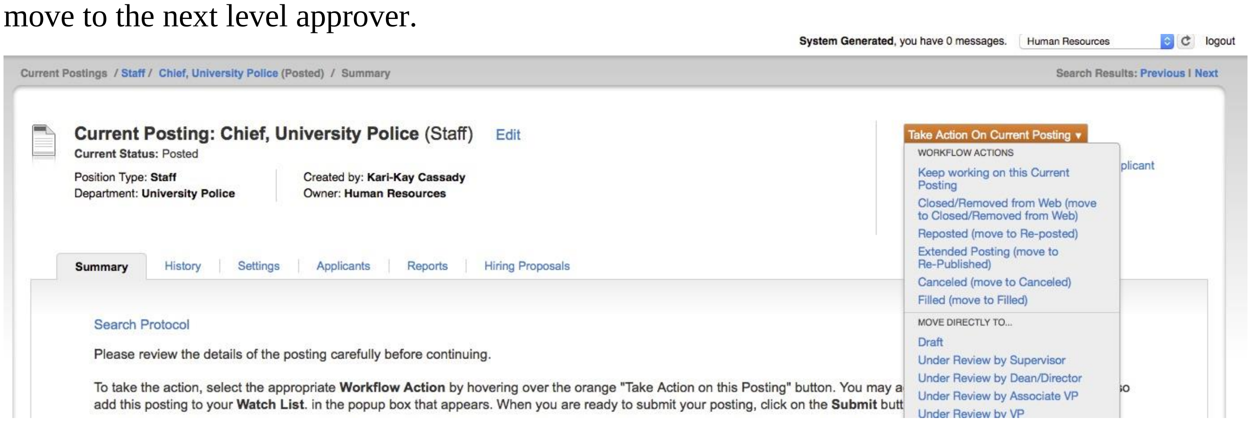
Guest Users are only able to view the applicants to the Requisition(s) to which they are assigned, and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the Requisition(s) to which they are assigned. When the Requisition is filled, the guest user name and password are automatically deactivated. This feature can be used for individuals who are not users in the PeopleAdmin system.



Click on the Create Guest User, the system will generate a Username and the password will also auto generate. If you want to change the password, update the password and then click on Update Password. You can enter the email addresses of anyone you want to send the guest user credentials to and when finished, you would click on the Update Guest User Receipient List. When done on the Guest User page, click on the orange Next button.



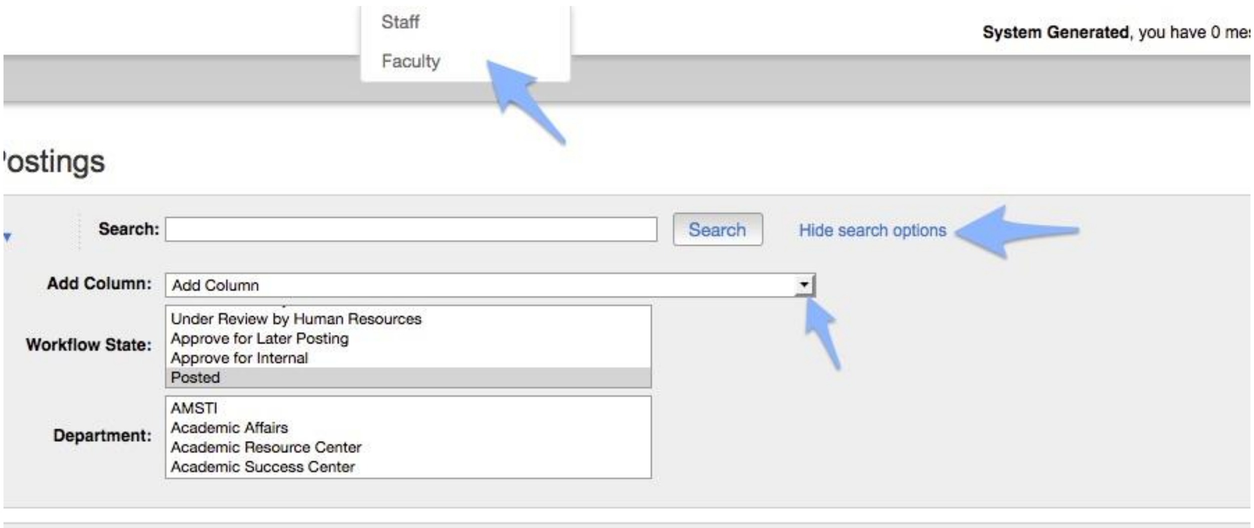
The system will then bring you to a summary page where you can review the posting and and move to the next level approver.



The system will generate an email to the next approver and this posting will appear in their inbox for their approval. The posting will continue through the approval process until Human Resources will post the position.

SEARCHING POSTINGS

To search for postings in the system, you will go to the Posting label on the top menu. The system will return your default posting search resutls. You can customize your search results baesd on how you wish to view the posting data. There is a key word search where you can type in a word and search for the posting. Our most common fields are indexed to return in a keyword search. The Add Column feature allows you to add additional fields to your search results.



To search for items on a page

1. The **text search box** allows you to search for specific words or names.

2. Select **More search options** to expand the search tools area.

3. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can **add columns** if the information you need is not included on the page.
   - Use **advanced filters** (if any are available) to narrow down the results.

4. Use the column controls to organize and sort the search results:
   - **Move a column to the left or to the right** using its left and right controls.
   - **Delete a column** using its **delete** control if you do not want to display it. If you need to add it back later, use the **add columns** control to do so.

- **Order the search results by sorting a column** in ascending or descending order using its up and down controls.

You can use all these tools in any order.

Search tips

- Text search is not case sensitive.
- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.
- To exclude search results, use the **-** character. For example, to search for postings that contain the word "director" but not "athletic", enter **director !athletic** or **director -athletic**, placing a space before the ! or - character.
- To search for a phrase that contains a dash or a space, enclose the entire phrase in quotation marks: **"director - athletic"**.
- **You can't do a search** that only specifies what not to return, such as **!coordinator**.
- **You can't do a search** for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information. The procedure below for viewing applicants who reside in a specific state gives an example of how to do this.

Example: To search for a specific applicant

Applicant is a customizable term. Common synonyms: **candidate** or **job seeker**.

1. In the APPLICANT TRACKING module, select Applicant Search from the Applicants menu.
2. Select **More search options** to expand the search tools area.
3. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can **add columns** if the information you need is not included on the page.
   - You can select **workflow states** of interest.

   If your organization uses position types, the list of workflow states includes states for each position type, so there may be more than one state with the same name. Your searches may be more effective if you select all instances of the desired workflow state.

4. Use the column controls as you would in any other search.

When you search for applicants by name, your search results include all applicants who included the name anywhere in their applications. Sorting the results by applicant name can help you find the person you are searching for.

Example: To view applicants who reside in a specific state

1. In the APPLICANT TRACKING module, locate and select the desired posting. **Posting** is a customizable term. Common synonyms: **announcement**, **requisition**, **workforce request**, or **open position**.

2. Follow the Applicants link to present a list of people who have applied to this posting.

3. Select **More search options** to open the advanced searching controls.

4. From the **Add column** menu, select **(Applicant Detail Parent) Lookup State**. This adds a column to the table of applicants, showing the state listed in each person's address.

5. Use the ascending or descending order sorting control associated with the new Lookup State column to group applicants by state.

To export search results

1. Set up the search or open a saved search.

2. From the Actions menu, select **Export Results**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

To save a search

When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

People with administrative access can share saved searches by tagging them as global or group saved searches. Non-administrative users can only save personal searches.

1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**. The Saved Search area expands.

2. Give the search a name that will help you remember its purpose.

3. Select one of these:

- **Personal Saved Search** – Only you will have access to this search.

- **Group Saved Search** – The search will be available to all users within the groups that you specify. Select at least one group from the list that appears when you select the Group Saved Search option. To select more than one group, hold down the Ctrl key while you select the groups.

- **Global Saved Search** – The search will be available to all users within your organization.

4. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.

5. Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

You can delete your personal saved searches when they are no longer useful to you.

To run a saved search

1. Access the list of items you need to search.

2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.

To delete a saved search

1. Access the list of items you need to search.

2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.

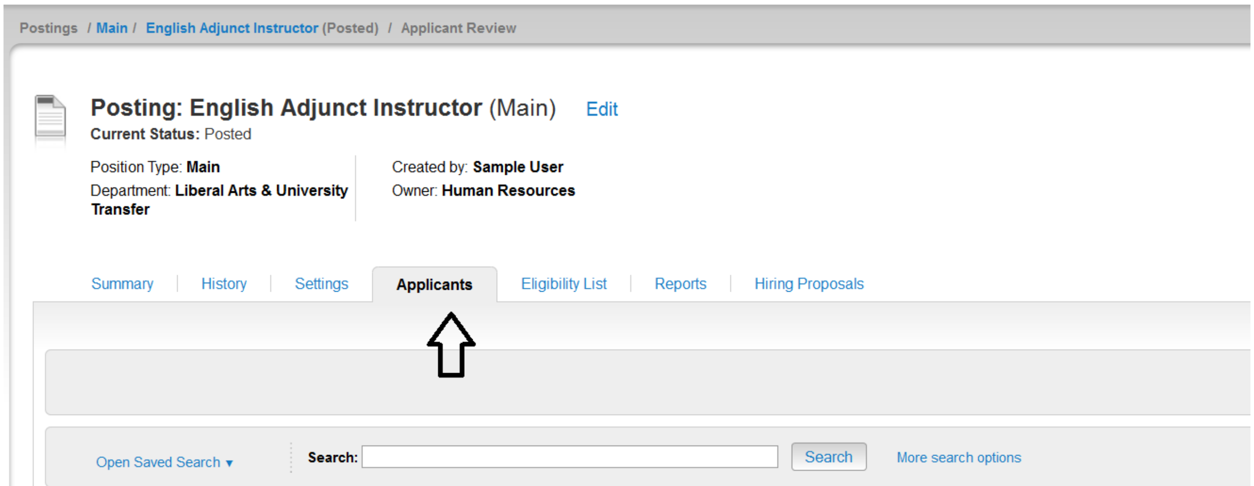
3. Select the **Delete (X)** control placed just after the name of the search and the number of search results returned. A message asks you to confirm that you wish to delete the saved search.

Reviewing Applicants

First you will want to apply to the posting you have created.
Using this URL - https://jcu.peopleadmin.com/ you can apply to the jobs you posted.
This is where I recommend testing the VITAE log-in and understanding how that works for your faculty applicants specifically.

Once you have applied to the postings, you are ready to review the applicants via the applicant tracking module.

APPLICANT TRACKING: Postings – Select Main from the Posting menu. Locate the posting that you wish to review applicants on and open it to the **Applicants** tab.



To see who has applied to a posting

1. Locate and open the posting.
2. Open the **Applicants** tab to open the list of applicants.

To view an application

1. In the search area of the posting's applicants list, add the "Document Conversion Status" column to this search view to see whether any applicants have submitted documents that did not convert properly to PDF.

   If an applicant uploads a document that fails to convert to PDF, the application will need to be reactivated so the applicant can provide a new document. See Helping Users and Applicants in the Online Help for instructions.

The supplemental questions section indicates whether the applicant passed the qualification group questions, if there were any on the posting.

The certification section of the application shows whether the application was submitted by the applicant or by an HR user on behalf of the applicant.

To view an applicant's documents one at a time

1. Locate the applicant of interest from the complete list of applicants on the posting or from a supplemental question statistical detail.

2. Select the document of interest.

To view one applicant's application materials together

1. If the list of applicants does not include the Combined Documents column, select **More Search Options** and add it from the Add Column list. The list of applicants refreshes.

2. For the applicant of interest, select **Generate** or **View** in the Combined Document column, depending on which is available. **Generate** creates an up-to-date PDF. **View** presents the PDF of the applicant's most recent application materials in a new tab of your browser.

To view a collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's **Applicants** tab, check the boxes to select the applicant or applicants of interest.

2. Do one of these things:

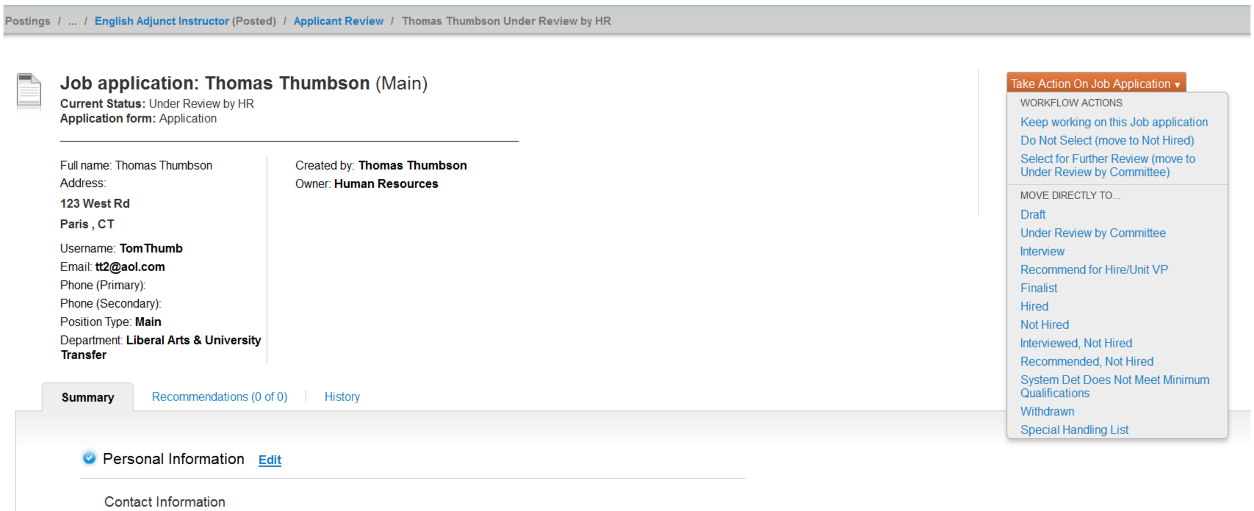
    - See the selected applicants' materials together: From the **Actions** menu, select **Download Applications as PDF**. In the dialog box, select the types of documents you want to view, then select **Submit**.

    - See the selected applicants' materials separately: From the **Actions** menu, select **Create Document PDF per Applicant**.

The system creates a PDF containing all the documents that you request.

Changing the Status of Applicants

While reviewing an application, you can change the status of applicants as you review their credentials, interview them, and make a final decision. To change the status of one applicant, click the “Take Action on Job Application” button.



Changing the Status of Multiple Applicants

To move a group of applicants to a new workflow state

1. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.

2. From the **Actions** menu, select **Move in Workflow**. The Editing Workflow States page opens.

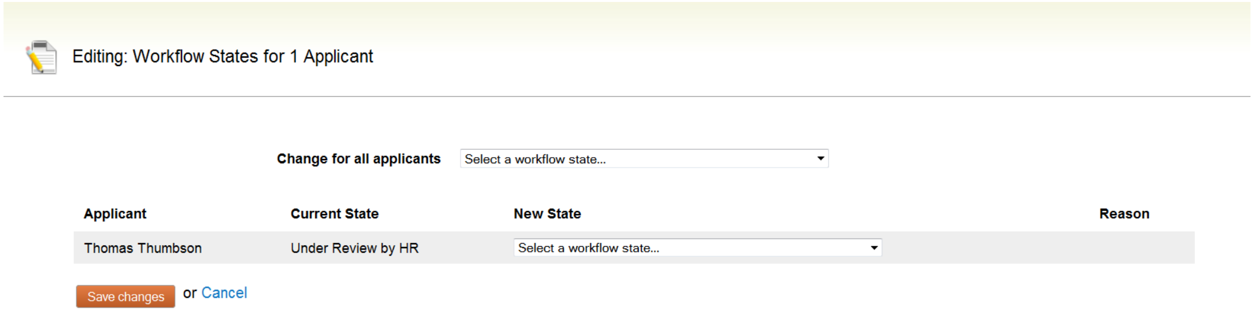
3. Do one of these things:

   - Use the Change for all applicants box to select the workflow state for all the applicants you selected, or

   - For each applicant listed on this page, select the new workflow state.

4. If required, select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.

5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.

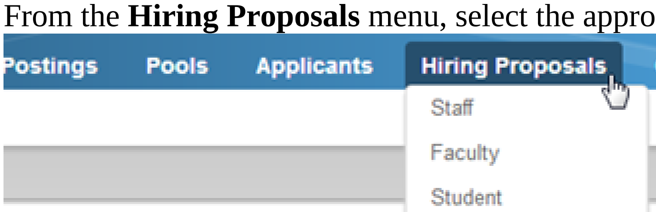


Hiring Proposals

When an applicant has gone through the evaluation process and becomes the finanlist/selected candidate, a link to begin the hiring proposal will appear. The Department Head will be able to begin the hiring proposal by selecting the Start Hiring Proposal link.

To approve a hiring proposal or move it in the workflow

1. From the **Hiring Proposals** menu, select the appropriate position type.



2. Locate and open the hiring proposal for the applicant of interest.
3. Open the **Take Action on Hiring Proposal** menu and move it to the appropriate workflow state. A confirmation box opens.
4. If required, provide an explanation for moving the applicant to this workflow state.
5. Select **Submit** to move the hiring proposal to the selected workflow state.

To print a hiring proposal

1. Locate the hiring proposal and open it for viewing.
2. Select **Print Preview**. The system presents a printable view.
3. Use your browser's Print feature to print the document.
4. Use your browser's Back button to return to the main view of the hiring proposal.

When the hiring proposal is finalized, the applicant will be moved to Hired.

At this point, you will want to go to the Posting and move it to filled. This will complete the close out process of your posting in PeopleAdmin.