



PeopleAdmin Training Guide

WHAT IS



?

PeopleAdmin is our Talent Management solution for our school's recruitment needs. Through PeopleAdmin we can streamline the hiring process by advertising job positions, managing position descriptions (for staff only), onboard employees and conduct EEO reporting with the analytics reporting capabilities.

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PEOPLEADMIN MODULES

- **Hire** (previously Applicant Tracking)
 - Through the **HIRE** module you can:
 - post positions or view old postings (*from your department or to positions you have been tied to*)
 - You can generate hiring proposals
 - If you have access as an Applicant Reviewer or Search Committee Chair you have the capabilities to deselect candidates.
- **Positions** (previously Position Management)
 - Through the **MANAGEMENT** module you can:
 - Update any STAFF position description by going through the position modification process
 - NOTE: All positions must go through this process if they are recruiting and changes are being made to the position
 - If you are a Hiring Manager or Supervisor you can see all of your direct reports
 - You have access to view SHRA Classifications which are managed by [North Carolina Office of State Human Resources](#) (OSHR)
- **Onboard** – NEW
 - Through the **ONBOARD** module, we have the capability to:
 - Deliver a new experience to engage employees through an automated process
 - We will be collecting Tax forms, parking information, I-9, the employee data sheet, etc.

LOGGING IN

- Our employee portal url is <https://employment.uncsa.edu/hr>
- Our employment site to apply for positions is <https://employment.uncsa.edu/>

LOGIN PAGE

○ Logging In

- Login with your account username and password.
 - Initial user login and password will be your 96 employee number.

○ New Users

- New Users can request a new user account by pressing the ***Request an account*** link. This will put the user into pending status. The system will send an email to the Administrator. The Administrator will have to approve the user before they can log in.

- ***Note: UNCSA employees should not request a new account because they are already in the system, (even new hires).***

○ Forgot your Password?

- If you forgot your password, click the ***Request a Password Reset*** link and the system will email the user a link to reset their password.

University of North Carolina School of the Arts

USERNAME

PASSWORD

Log In

First time here? [Request an account](#)

Forgot your password? [Request a password reset](#)

HOME PAGE

... Hire Welcome, Krista Johnson

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Home Postings Hiring Proposals

Inbox Postings Hiring Proposals Position Requests Onboarding Tasks Special Handling Lists

SEARCH Filters

There are no results to be displayed.

Watch List Postings Hiring Proposals Position Requests

SEARCH Unwatch Postings

there are no results to be displayed.

○ Inbox

- The inbox is a notification area where the system will **display any items that you need to act upon** (you will see a number appear beside the heading that is requiring an action).

○ Watch List

- The watch list displays any item that you have flagged to be put on your watch list. We will see this later on in the demo.
 - (Note: the tabs that display for the inbox and Watch List will depend on your permissions. You can always quickly access these notification areas with the button at the top of the screen)

HOME PAGE

- User Drop Down Menu

- When you log in, you may come to the HIRE homepage. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.
- The drop-down menu will only be available if you are assigned to multiple user groups, otherwise, you will not have a drop-down menu and you will simply be logged in as your user default.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

User Group: Originator/Business Officer

Home Postings Hiring Proposals Shortcuts

Inbox Postings Hiring Proposals Position Requests Onboarding Tasks Special Handling Lists

SEARCH

Filters

There are no results to be displayed.

Watch List Postings Hiring Proposals Position Requests

SEARCH

Unwatch Postings

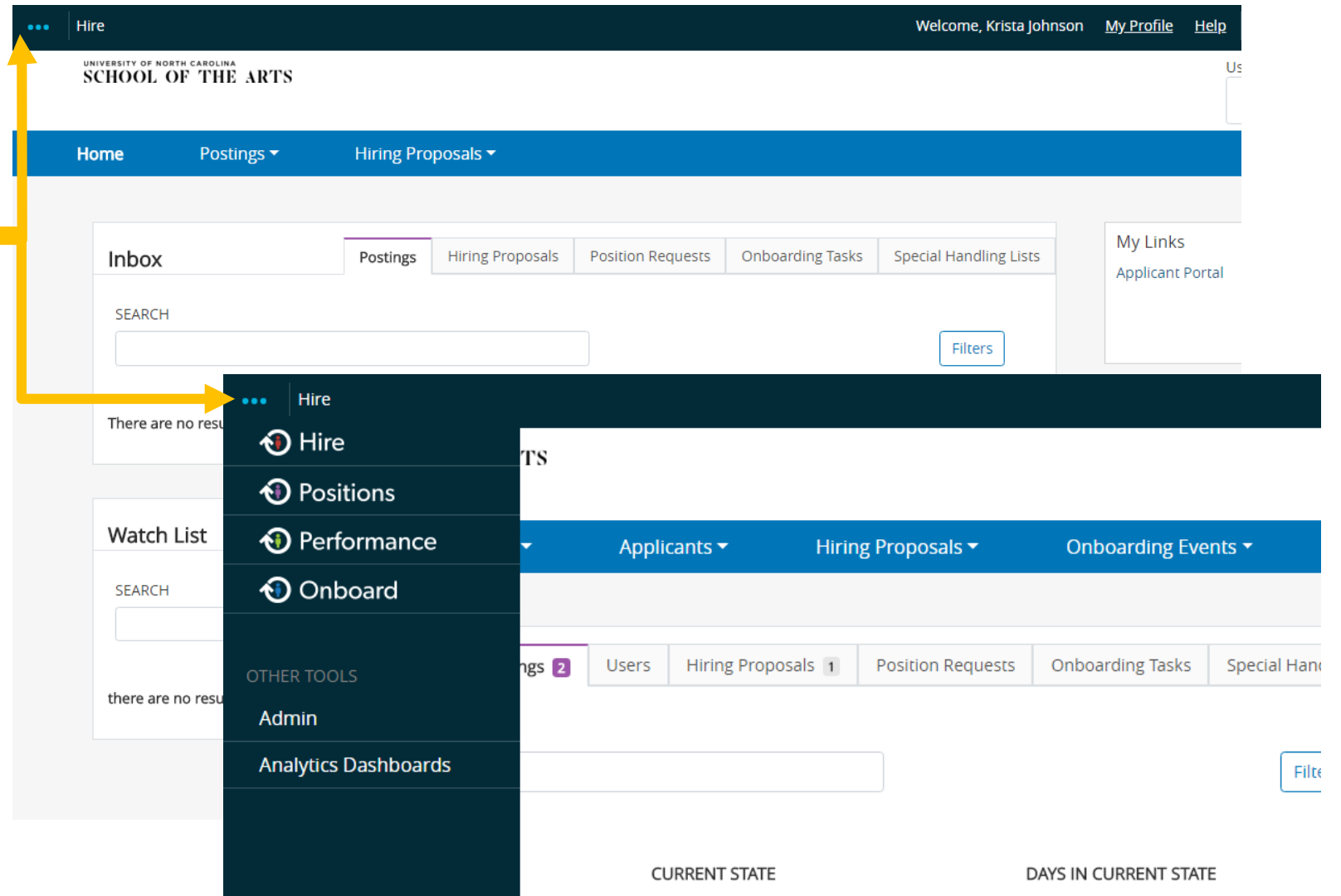
there are no results to be displayed.

My Links
Applicant Portal

HOME PAGE

- Module Section

- In the top left section of the screen, you will see three blue dots. If you click here, you will have the option to transition to the other modules.



HOW TO SUBMIT REQUEST FOR A NEW POSITION

FOR SHRA/EHRA STAFF POSITIONS ONLY

To request a new position:

Please make sure Human Resources has delegated authority of the position. If we do not have delegated authority for a position, a position request packet will have to be submitted to the Human Resources Advisory Board (HRAB).



Please contact our Classification and Compensation Analyst for more information.

Aretha Sutton - 336-770-1377

Once the position has been approved:

- Human Resources will enter the new position into PeopleAdmin and send you an email noting the position has been finalized and approved.
- At this point in the process, the department can begin routing the approved position to post.



ANY QUESTIONS?

HOW TO MODIFY A POSITION DESCRIPTION

FOR SHRA/EHRA STAFF POSITIONS ONLY

To reclassify a position:

Please make sure Human Resources has delegated authority of the position. If we do not have delegated authority for a position, a position request packet will have to be submitted to the Human Resources Advisory Board (HRAB).



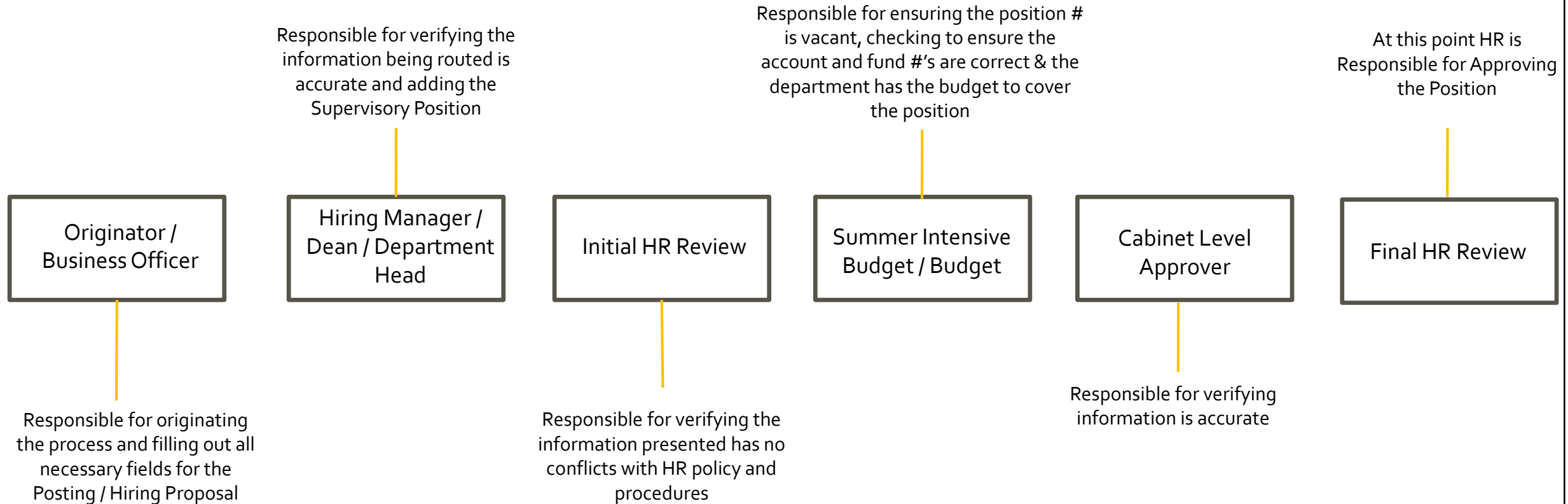
Please contact our Classification and Compensation Analyst for more information.

Aretha Sutton - 336-770-1377

Reclassifying a STAFF position:

- If the department is planning to reclassify a staff position, you will need to fill out a FORM 201 and attach the required documents. If you have any questions about this process please contact Aretha Sutton, 336-770-1377.
- When modifying a position, this should only be done to update the responsibilities and duties or update the budget information prior to posting the vacant position.

Routing Process



NOTE: Cabinet Level Approver is not the Chancellor's Cabinet Group. This is either the CFO, Provost or Chancellor's Office.

POSITIONS

- Hover over the module selection drop-down menu and select *Positions*.
- Hover over the Position Descriptions Tab and click the SHRA/EHRA Staff.
 - This takes you into the Position Description list screen where you choose a position in your department to modify.
- Modify Position Description:
 - **Step 1:** Choose the correct position you need to modify, by clicking on the position number to view the position.

Note: Be sure you are in the correct group status to start a position description:

The screenshot shows a web application interface for managing position descriptions. At the top, there is a navigation bar with links for Home, Position Descriptions, Classifications, My Profile, and Help. Below this, a breadcrumb trail indicates the current location: Position Descriptions / SHRA/EHRA Staff. The main heading is "SHRA/EHRA Staff Position Descriptions", with a "+ Create New Position De" button on the right. Below the heading, there is a search and filter section with a "Saved Searches" dropdown, a search input field, a "Search" button, and a "Hide Search Options" dropdown. An "Add Column" dropdown menu is also visible. A table titled "UNCSA - Position #" is displayed, showing a list of positions with columns for Position Number, Employee Last Name, Employee First Name, Employee ID, Classification Title, Department, Class/Job Code, and Supervisor. The table contains several rows of data, with some cells redacted with black bars.

Position Number	Employee Last Name	Employee First Name	Employee ID	Classification Title	Department	Class/Job Code	Supervisor
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Business Systems Analyst	Financial Services		Dir of Systems & Proc (Gary Penrod)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services		Controller (Lisa McClinton)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Budget Analyst	Financial Services	SE (SHRA-Exempt)	Budget Analyst (Jacqueline Riffle)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services		Accountant (Dana Dupree)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services		Accountant (Dana Dupree)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services		Controller (Lisa McClinton)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Support Services Associate	Financial Services		Accountant II aTova Wiley

POSITIONS

- Modify Position Description:

- **Step 2:** In the right-hand corner select “Modify Position Description.”
- **Step 3:** A pop-up box will ask if you would like to start the modify position request, please select START.

Krista Johnson, you have 0 messages. Originator/Business Officer

Position Descriptions / SHRA/EHRA Staff / Accounting Technician

Position Description: Accounting Technician (SHRA/EHRA Staff)
Current Status: Active
Position Type: SHRA/EHRA Staff Created by: System Account
Division: Financial Services

[Print Preview \(Employee View\)](#)
[Print Preview \(System View\)](#)
[★ Modify Position Description](#)

Summary | History | Associated Classification

✓ Classification

Please review the details of the Title below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Title using the actions listed in the Workflow actions for this posting pane.

Classification Information

Classification Title	Accounting Technician
SHRA/EHRA	SHRA Staff
Class/Job Co	
Schematic Cr	
Position Type	
Banded Salari Minimum	
CRR	
JMR	
ARR	
Banded Salari	

Position Descriptions / SHRA/EHRA Staff / Modify Position Description

Start Modify Position Description Position Request on Accounting Technician?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

[Start](#)

POSITIONS

- Modify Position Description:

- **Step 4:** Update any information on the **Position Details Tab** such as:

- Hiring Manager/Dean/Department Head
 - Originator/Business Officer
 - FTE
 - School Department Information
 - Description of Responsibilities/Duties
 - Preferred Qualifications
 - Knowledge, Skills, & Abilities
 - **Save then continue.**

- Position Details
- Position Budget Inform...
- Employee
- Supervisory Position
- Competencies
- Responsibilities and Du...
- Additional Information
- ADA Checklist
- Position Documents
- Training And Access
- Position Request Summary

Check spelling

* Required Information

Seated Employee Information

Employee First Name

Employee Last Name

Employee ID

Position Information

Position Type SHRA Non-Exempt

* Working Title

Position Number

Salary Grade CB

Banded Salary Minimum 37,012.00

CRR 48,202.00

JMR 59,342.00

ARR 78,070.00

Banded Salary Maximum 96,811.00

Hiring Manager/Dean/Department Head users with access

Originator/Business Officer users with access

FTE

Hours Per Week

Full Time Part Time

POSITIONS

- Modify Position Description:
 - **Step 5:** Update the **Position Budget Information Tab** such as:
 - Salary
 - **Min-Max \$ amounts are listed on the classification tab for STAFF Positions**
 - Recruitment Range
 - Min \$ amount from Classification to Highest Max Allotted for Position (based on departmental funding).
 - Budget Summary
 - Fund Code
 - Amount Code
 - Amount
 - % Funded
 - If Split funded add another Budget Summary Entry
 - **Save then continue.**

Editing Position Request

- ✓ Classification
- ✓ Position Details
- ✓ **Position Budget Inform...**
- ✓ Employee
- ✓ Supervisory Position
- ✓ Competencies
- ✓ Responsibilites and Du...
- ✓ Additional Information
- ✓ ADA Checklist
- ✓ Position Documents
- ✓ Training And Access

Position Request Summary

Position Budget Information

ABC [Check spelling](#)

Salary and Budget Information

Salary: \$37,012 - \$96,811

Recruitment Range, if applicable: \$37,012 - \$55,000

Is Position Contingent Upon Funding: Yes ▾

Budget Summary

Fund Code: 170030

Account Code: 612100

Amount: \$55,000

Percentage Funded: 100.00

Remove Entry?

Add Budget Summary Entry

NOTE: Remember we do not enter Salary or Recruitment Range info for EHRA Positions (including EHRA STAFF).

POSITIONS

- Modify Position Description:
 - Step 6: Update the **Employee Tab** (optional):
 - If you wish to vacate this position prior to posting, you can do so. However, once someone is hired, they will automatically be seated in the position.
 - **Save then continue.**

The screenshot displays the 'Editing Position Request' interface. On the left, a sidebar contains a list of tabs: Classification, Position Details, Position Budget Inform..., Employee (highlighted in green), Supervisory Position, Competencies, Responsibilites and Du..., Additional Information, ADA Checklist, Position Documents, Training And Access, and Position Request Summary. The main content area is titled 'Employee' and features a 'Vacate Position' button. Below this is a 'Details' section with a table containing the following information:

First Name	[REDACTED]
Last Name	[REDACTED]
Work Email	zzz@peopleadmin.com
Employee ID	[REDACTED]

Below the table, there is a link that reads 'Users - Filter these results'.

POSITIONS

- Modify Position Description:
 - Step 7: Update the Supervisor Position Tab:
 - If you need to update the Supervisor listed for the current position, please filter results to search for the appropriate position number/person.
 - Save then continue.

Editing Position Request

- ✓ Classification
- ✓ Position Details
- ✓ Position Budget Inform...
- ✓ Employee
- Supervisory Position**
- ✓ Competencies
- ✓ Responsibilites and Du...
- ✓ Additional Information
- ✓ ADA Checklist
- ✓ Position Documents
- ✓ Training And Access

Position Request Summary

Supervisory Position

Position Descriptions - Filter these results

"UNCSA - Position #" 17

	Position Number	Employee Last Name	Employee First Name	Employee ID	Classification Title	Department	Class/Job Code
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Business Systems Analyst	Financial Services	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Budget Analyst	Financial Services	SE (SHRA-Exempt)
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Support Services Associate	Financial Services	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Budget Analyst	Budget	SE (SHRA-Exempt)
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Student Accounts	
○	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Accountant	Financial Services	

POSITIONS

- Modify Position Description:
 - You can skip over the following tabs:
 - Competencies
 - Responsibilities and Duties
 - Step 8: Enter any information from the “Additional Information” Tab.
 - Is this position considered mandatory personnel?
 - Will you allow this position to work off-campus?
 - Is this position a Campus Security Authority?
 - Will this position work with or volunteer in programs or activities that involve minors?
 - Work Location – Does this person have an office space, if so what is the building or office number.
- Click Save then hit Next to continue.

Editing Position Request

- Classification
- Position Details
- Position Budget Inform...
- Employee
- Supervisory Position
- Competencies
- Responsibilities and Du...
- Additional Information**
- ADA Checklist
- Position Documents
- Training And Access
- HR Use Only
- Position Request Summary

Additional Information Save << Prev Next >>

[Check spelling](#)

Mandatory Personnel

The University has identified "mandatory personnel" who are required to report to work when classes are delayed, canceled or when the campus is closed. Mandatory personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services and certain other support services. Mandatory personnel who fail to report to work at the designated time during adverse weather and other emergencies may be subject to disciplinary action and/or required to charge missed hours to leave or leave without pay.

Is this employee designated as mandatory personnel?

Working Off-Campus

Under certain circumstances it may be beneficial or necessary for an employee to work outside the office/off-campus. These situations would need to be approved, in advance, by the Supervisor. There would be an expectation that the employee is completing work assignments and able to be reached, as needed, during normal work hours.

Does the function of the job lend itself to working outside the office/off-campus?

Campus Security Authority

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act in 1998), the UNC School of the Arts Police Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has "significant responsibility for student and campus activities".

An employee identified by federal law as a Campus Security Authority (CSA) is responsible for reporting certain crimes, as described in the Clery Act, that are reported to them by students and employees to the UNC School of the Arts Police Department. These numbers are then included in the federally mandated Clery Report, which is distributed to the campus each fall. An Employee designated as a CSA is required to participate in the appropriate training.

Is this employee designated as a Campus Security Authority?

Programs and Activities Involving Minors on Campus

All individuals who work and/or volunteer as part of a University-sponsored program, activity or summer camp covered by the "Programs and Activities Involving Minors on Campus Policy" that involves direct participation with pre-college age minors are required to have a satisfactory criminal background check at the time of hire and at least once every three years thereafter according to UNC School of the Arts Background Check Policy.

POSITIONS

- Modify Position Description:
 - Step 9: Enter any information from the "ADA Checklist" Tab
 - Environmental Conditions
 - Mental Functions
 - Sensory Functions
 - Working Conditions and Physical Demands
 - Other
 - Click Save then hit Next to continue.

- ✔ Position Details
- ✔ Position Budget Inform...
- ✔ Employee
- ✔ Supervisory Position
- ✔ Competencies
- ✔ Responsibilites and Du...
- ✔ Additional Information
- ✔ ADA Checklist
- ✔ Position Documents
- ✔ Training And Access
- ✔ HR Use Only

Position Request Summary

[ABC Check spelling](#)

ADA Checklist – Job Functions

Please check ALL that apply to the essential functions of the job.

Environmental Conditions

- Confined/restricted spaces
- Exposure to infectious diseases
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Extreme noises
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock, oils)
- Inside work environment
- Vibrations
- Weather (rain, snow, wind)

Mental Functions

- Analyzing (examine, test data, present alternative actions)
- Comparing (compare/contrast data, people, things)
- Copying (entering, posting, transcribing data)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, things)
- Deciding (choose, commit to a course of action, conclude, resolve, solve)
- Learning (acquire, retain, and apply new information, knowledge, skills)
- Synthesizing (combine data, concepts, interpretations)
- Teaching (impart knowledge or skill, facilitate or guide critical thinking, stimulate interest in the subject, motivate/inspire students to learn)

Sensory Functions

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue and nose)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference, e.g. running machines, other people)
- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Color vision (distinguish colors)
- Depth perception (3 dimensional vision, judge distances, space)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Field of vision (up-down and right-left)
- Near acuity (at 20 inches or less when minute accuracy is essential)

- Carrying/Lifting/Pulling/Pushing/Maneuvering up to 20 pounds
- Carrying/Lifting/Pulling/Pushing/Maneuvering up to 50 pounds
- Carrying/Lifting/Pulling/Pushing/Maneuvering up to 100 pounds

POSITIONS

- Modify Position Description:
 - **Step 10:** Please submit All Document Types listed except for a Memo.
 - A memo is not required
- **Note 1:** SHRA STAFF will submit the OSHR Position Description Form.
- **Note 2:** EHRA STAFF will submit the HR Position Description Form.
- Click Save then hit Next to continue.

The screenshot shows the 'PeopleAdmin' system interface for the 'UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS'. The user is logged in as 'Krista Johnson' with 0 messages. The current group is 'Originator/Business Officer'. The navigation menu includes 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. The breadcrumb trail is 'Position Requests / ... / SHRA New Position Request / Accounting Technician / Edit'. The main content area is titled 'Editing Position Request' and contains a sidebar with a checklist of steps: Classification, Position Details, Position Budget Inform..., Supervisory Position, Competencies, Responsibilities and Du..., Additional Information, ADA Checklist, Position Documents (highlighted), Training And Access, and Position Request Summary. The 'Position Documents' section shows a table with columns for Document Type, Name, Status, and Actions. The table lists 'Organizational Chart', 'Memo', 'Justification of Need/Replacement', and 'OSHR / HR Position Description Form'. Each row has an 'Actions' dropdown menu. There are 'Save', '<< Prev', and 'Next >>' buttons at the top and bottom of the document list.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Memo			Actions ▾
Justification of Need/Replacement			Actions ▾
OSHR / HR Position Description Form			Actions ▾

POSITIONS

- Modify Position Description:

- **Step 11:** Click on Position Request Summary.

- Review all information.

- Click on the orange “**Take Action on Position Request**” button then submit to the Hiring Manager / Dean / Department Head.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Inbox | PeopleAdmin
Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Krista Johnson, you have 0 messages. Current Group: Originator/Business Officer | logout

Position Requests / ... / SHRA New Position Request / New Position definition / Summary

SHRA New Position Request: Accounting Technician (SHRA/EHRA Staff) [Edit](#) Take Action On Position Request

Current Status: Draft
Position Type: SHRA/EHRA Staff | Created by: Krista Johnson
Division: Financial Services | Owner: Krista Johnson

Summary | History | Settings

Classification [Edit](#)

Please review the details of the Title below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Title using the actions listed in the Workflow actions for this posting pane.

Classification Information

Classification Title	Accounting Technician
SHRA/EHRA	SHRA Staff
Class/Job Code	

Take Action ✕

Approve and Submit for Next Approval
(move to Hiring Manager/Dean/Department Head)

Comments (optional)

[Submit](#) [Cancel](#)

Take Action Box will appear for you to select the HM, Dean, or DH to send to.

ANY QUESTIONS?

HOW TO SUBMIT A REQUEST TO POST A STAFF POSITION

FOR SHRA/EHRA STAFF POSITIONS ONLY

Routing Process

Responsible for originating the process and filling out all necessary fields for the Posting / Hiring Proposal
Responsible for verifying the information being routed is accurate

Responsible for ensuring the position # is vacant, checking to ensure the account and fund #'s are correct & the department has the budget to cover the position

At this point HR is Responsible for Posting the Position

Originator /
Business Officer

Hiring Manager /
Dean / Department
Head

Initial HR Review

Summer Intensive
Budget / Budget

Cabinet Level
Approver

Final HR Review

Responsible for originating the process and filling out all necessary fields for the Posting / Hiring Proposal

Responsible for verifying the information presented has no conflicts with HR policy and procedures

Responsible for verifying information is accurate

NOTE: Cabinet Level Approver is not the Chancellor's Cabinet Group. This is either the CFO, Provost or Chancellor's Office.

HIRE

Hover over the module selection drop-down menu and select the **HIRE Module**.

- Create New Posting:

- Step 1: **Create New SHRA/EHRA Staff Posting**

- From the Posting screen, click on the orange **"Create From Position Description"** button. A box will pop up that asks you to "Choose the position request you would like to start." **Select New Posting**.

Home | Postings | Hiring Proposals | My Profile | Help

Krista Johnson, you have 0 messages. Current Group:

Inbox 0

Displaying items for group "Originator/Business Officer".

Postings (0) | Hiring Proposals (0) | Position Requests (0) | Special Handling Lists (0)

Job Title	Type	Current State	Owner
-----------	------	---------------	-------

Watch List 0

Postings (0) | Hiring Pro

Job Title

Create New

What would you like to use to create this new posting?

- Create from Position Type**
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.
- Create from Classification**
Copies in general information from a classification. You will need to provide specific information inside the posting.
- Create from Posting**
Uses an existing posting as a template and automatically copies in most information.
- Create from Position Description**
Copies in most of the informati:n from a position description.

HIRE

- Create New Posting:
 - **Step 2:** Enter the proposed Title. If the Department or Division Organizational are not prepopulated please select the Organizational Units for this position.
 - Be sure to click the Supporting Documents box so applicants can attach files to their application.

The screenshot shows a 'New Posting' form with the following sections and fields:

- Required Information:**
 - Working Title: Accounting Technician
- Organizational Unit:**
 - Cabinet Level: CFO
 - Department: Financial Services
 - Division: Financial Services
- Applicant Workflow:**
 - Workflow State: Under Review by HR
- References:**
 - Reference notification: [Dropdown menu]
 - Request References to submit Recommendations when candidate reaches selected workflow state?
- Online Applications:**
 - Recommendation: [Dropdown menu]
 - When all Recommendations are submitted, allow a document to be attached to the application?
 - Accept online applications?
 - Special offline application instructions: [Text area]
- Supporting Documents:**
 - Allow supporting documents to be uploaded to applications?

At the bottom right, there are two buttons: 'Create New Posting' and 'Cancel'. A yellow arrow points from the text 'Be sure to click the Supporting Documents box' to the 'Supporting Documents' section.

HIRE

- Create New Posting:
 - **Step 3:** For Position Details, review to make sure position information is correct, and enter the following:
 - Applicant Reviewer Access
 - Proposed Effective Date (Start Date)
 - Open Date
 - Close Date or Open until Filled (select Yes)
 - Click Save and Continue.

Postings / SHRA/EHRA Staff / Accounting Technician (Draft) / Edit: Position Details

Editing Posting

- Position Details
- Budget Information
- Documents Needed to Apply
- Supplemental Questions
- Qualification Groups
- Internal Posting Docum...
- Search Committee Members
- Evaluative Criteria
- Guest User
- Summary

Position Details

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

Position Type	
Working Title	Accounting Technician
Position Number	003312
Full/Part Time	Full-time
School/Department Information	School/Department Information
Work Schedule and Hours	Work Schedule and hours
Description of Work	
Minimum Qualifications	

Save Next >>

Posting Detail Information

Posting Number	
Number of Vacancies	
Proposed Effective Date	
Applicant Reviewer Access	Select Some Options <i>Define which Applicant Reviewer(s) need access to this posting</i>
Hiring Manager/Dean/Department Head users with access	
Originator/Business Officer users with access	Johnson, Kista X
Open Date	
Close Date	
Open Until Filled	No
Special Instructions to Applicant	Other materials may be requested at a later time. Applications will be treated confidentially until the final stages of the search process. Salary will be commensurate with experience.
Quick Link for Direct Access to Posting	http://uncsa-sb.peopleadmin.com/postings/3021

HIRE

- Create New Posting:
 - **Step 4:** Check Budget Information (*This is tied to the position, so if changes need to be made, please let HR/Budget know before continuing on in the process*).
 - Click Save then hit Next to continue.

Postings / SHRA/EHRA Staff / Accounting Technician (Draft) / Edit: Budget Information

K

Editing Posting

- ✓ Position Details
- ✓ **Budget Information**
- ✓ Documents Needed to Apply
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Internal Posting Docum...
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- ✓ Guest User

Summary

Budget Information

Salary and Budget Information

Salary Range	\$25,000 - \$54,002
Recruitment Range, if applicable	\$25,000 - \$32,500
Is Position Contingent Upon Funding	No

Budget Summary

NOTE: Remember for EHRA positions you will not enter Salary Range or Recruitment range.

NOT PICTURED: Budget Summary which should include:

- Fund Code
- Account Code
- Salary
- Percentage Funded

HIRE

- Create New Posting:
 - **Step 5:** Select the Documents that are needed to apply for the position.
 - *You also have the option to make documents optional.*
 - Click Save then hit Next to continue.

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Documents Needed to Apply
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Internal Posting Docum...
- ✔ Search Committee Members
- ✔ Evaluative Criteria
- ✔ Guest User
- Summary

Documents Needed to Apply

Save << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="3"/>	Letter of Recommendation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	References	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Other	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="8"/>	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="9"/>	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="10"/>	Media File 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Save << Prev Next >>



HIRE – SUPPLEMENTAL QUESTIONS

Quick points

- Supplemental questions can be used to help answer questions about minimum qualifications, preferred qualifications, where the applicant found the listing, etc.
- If you want to have disqualifying criteria for a posting, please use supplemental questions to assist.
- Please note in an effort to keep the number of supplemental questions to a minimum, both the user creating the question and the Campus HR user approving it have a responsibility to search the supplemental questions and make sure a similar one does not already exist. The list of supplemental questions will periodically be reviewed and updated.

HIRE – supplemental questions

- Create New Posting:
 - **Step 6:** Select any Supplemental Questions you would like a potential applicant to answer.
 - Click the orange “Add a question” button and select the questions you would like to use, then hit submit.
 - If a question you want to ask is not available, you have the option to create a new one (*This must be approved by HR for it becomes active*).

The screenshot shows the 'Supplemental Questions' management interface. At the top, there are 'Save', '<< Prev', and 'Next >>' buttons. Below the header, there are instructions: 'Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.' and 'Adding Existing Posting Questions: There are two ways to add existing questions to a posting. 1. Select a question from the list below. 2. Click on the "Add a Question" button to create a new question.' There is also a section for 'Assign Points or Disqualifying Responses: Click on the question.' Below this is a table for 'Included Supplemental Questions' with columns for 'Position', 'Required', and 'Category'. The main part of the interface is a pop-up window titled 'Add a Question'. It has a search bar and a filter dropdown set to 'Any'. Below the search bar is a list of 'Available Supplemental Questions' with checkboxes and question text. The first question is 'How did you hear about this employment opportunity?' and the second is 'Do you have a bachelor's degree?'. A green circle highlights the 'Add a question' button at the bottom right of the pop-up. A blue arrow points from the text 'If a question you want to ask is not available, you have the option to create a new one' to the link 'Can't find the one you want? Add a new one' at the bottom of the pop-up. At the bottom of the pop-up are 'Submit' and 'Cancel' buttons.

HIRE – supplemental questions

- Create New Posting:
 - **Step 6: Supplemental Questions:**
 - **Once you add a question to the posting, you can click on the blue question link and specify if you want the answer choice to be disqualifying or assign points for assessment.**
 - Be sure to select the radio button for answers you want to be disqualifying.
 - By making a choice disqualifying, anyone who answers with that choice will immediately be taken out of the pool for the position.
 - Click Save then hit Next to continue.

Supplemental Questions Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	What is the highest level of education attained?	active

Possible Answers: Predefined Options

			Disqualifying
1.	GED	<input type="checkbox"/>	<input type="checkbox"/>
2.	High School Diploma	<input type="checkbox"/>	<input type="checkbox"/>
3.	Associates Degree	<input type="checkbox"/>	<input type="checkbox"/>
4.	Bachelors Degree	<input type="checkbox"/>	<input type="checkbox"/>
5.	Masters Degree	<input type="checkbox"/>	<input type="checkbox"/>
6.	PHD	<input type="checkbox"/>	<input type="checkbox"/>

Save << Prev Next >>

HIRE

- Create New Posting:
 - **Step 7:** Add the following documents:
 - Recruitment Plan
 - List of where are you advertising outside of UNCSA
 - Print Ad Text
 - The verbiage of Recruitment Ad (can be added to the recruitment plan)
 - HR / OSHR Position Description Form
 - Org Chart
 - Justification.
 - To add documents, go to Actions and you can Upload New, Create New, or choose existing (*By selecting the "choose existing" option it will allow you to choose any previously upload documents*)
 - Click Save then hit Next to continue.

Postings / SHRA/EHRA Staff / Accounting Technician (Draft) / Edit: Internal Posting Documents

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Documents Needed to Apply
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Internal Posting Docum...
- ✔ Search Committee Members
- ✔ Evaluative Criteria
- ✔ Guest User
- Summary

Internal Posting Documents

Save << Prev Next >>

To add an internally viewable document, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected.

Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Recruitment Plan			Actions ▾
Print Ad Text			Actions ▾
HR / OSHR Position Description Form			Actions ▾
Org Chart			Actions ▾
Justification			Actions ▾

Save << Prev Next >>

HIRE

- Create New Posting:
 - **Step 8:** Enter Search Committee Members.
 - Click “Add Existing Users” to add those already in the PA System
 - Click “Create New User Account” for someone who needs access to view applicants and is not currently in the system (*If you create a new user, HR will have to approve the member*).
 - Click Save then hit Next to continue.

Postings / SHRA/EHRA Staff / Accounting Technician (Draft) / Edit: Search Committee Members

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Documents Needed to Apply
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Internal Posting Docum...
- ✔ **Search Committee Members**
- ✔ Evaluative Criteria
- ✔ Guest User

Summary

Search Committee Members

Save

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user is a Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member using the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they are added to the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. An email will be sent to the user once their account is approved.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User Create New User Account

Save

Note: All UNCSA employees already have an account and access to be a Search Committee Member.

HIRE

- Create New Posting:
 - **Step 9:** Enter the Evaluative Criteria.
 - Click the orange "Add a Criterion" button and select the questions you would like to use, then hit submit.
 - If a Criterion you want to answer is not available you have the option to create a new one (*This must be approved by HR for it to be active*).
 - Click Save then hit Next to continue.

The screenshot shows the 'Add a Ranking Criterion' pop-up window and the 'Evaluative Criteria' section of the 'Editing Posting' interface.

Add a Ranking Criterion

Available Evaluative Criteria

Category: Keyword:

Add	Category	Description
<input type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How well did this candidate perform in the interview?
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	Please rate the candidate's quality of references.
<input type="checkbox"/>	General	How clear and articulate was the candidate during the interview?
<input type="checkbox"/>	Education	How well does this candidate's education fit with this position?
<input type="checkbox"/>	Experience	Please rate the candidate's relevant work experience.

Displaying all 7

Can't find the one you want? [Add a new one](#)

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Documents Needed to Apply
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Internal Posting Docum...
- ✔ Search Committee Members
- ✔ **Evaluative Criteria**
- ✔ Guest User
- Summary

Evaluative Criteria

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Evaluative criteria are used during the search process, to rank applicants. When adding evaluative criteria, you will have the opportunity to choose an Applicant workflow State. This is important to note because selecting the state at which the criteria will be available, denotes when the committee members can evaluate the candidate in the search process.

HIRE

- Create New Posting:
 - **Step 10:** Guest User Access
 - This account is shared by all the guests who need to see the posting.
 - If you create a guest user account: this will create a generic username and password.
 - Enter a valid email address for each person who will use this account. Enter only one email address on each line.
 - Guest users will receive a system email with the guest user login credentials
 - Click Save then hit Next to continue.

Postings / SHRA/EHRA Staff / Accounting Technician (Draft) / Edit: Guest User

Editing Posting

- ✔ Position Details
- ✔ Budget Information
- ✔ Documents Needed to Apply
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Internal Posting Docum...
- ✔ Search Committee Members
- ✔ Evaluative Criteria
- ✔ **Guest User**
- Summary

Guest User

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may

You can also notify the members of the review committee by adding their email address in the **Email Address of Gue**. Have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Note: All UNCSA employees already have an account and access to be a Search Committee Member.

HIRE

- Create New Posting:
 - **Step 11:** Review Summary Page
 - You can view how the posting will look to the applicants and see a print preview of the applicant view of the posting.
 - Once you have completed the review, click on the orange “Take Action on Posting” to submit to the Hiring Manager / Dean / Department Head.

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

✔ Position Details [Edit](#)

Position Information	
Position Type	
Working Title	Accounting Technician
Position Number	003312
Full/Part Time	Full-time
School/Department Information	School/Department Information
Work Schedule and Hours	Work Schedule and hours
Description of Work	Positions in this banded class primarily maintain, oversee, and report financial accounting data. Positions may also serve as specialists in an area or program requiring specialized fiscal knowledge, such as, but not limited to, payroll, contract/grants, or other closely related accounting services. Technical accounting work may include independent responsibility for maintaining accounting records or separate accounts receivable/payable and payroll functions. Positions may include varied responsibilities affecting the fiscal and financial operations of their respective work unit or involvement in a budget process. Positions have delegated responsibility to analyze data for accuracy, to problem-solve, and to interpret regulations. Positions may reverse errors. They are accountable for accuracy of entries and reconciliation of data and information. Positions coordinate and/or make recommendations for system changes and may test new processes.

Take Action On Posting ▾

- ★ See how Posting looks to Applicant
- 🖨 Print Preview (Applicant View)
- 🖨 Print Preview

checkmark and highlighted in GREEN have validated successfully. Once all

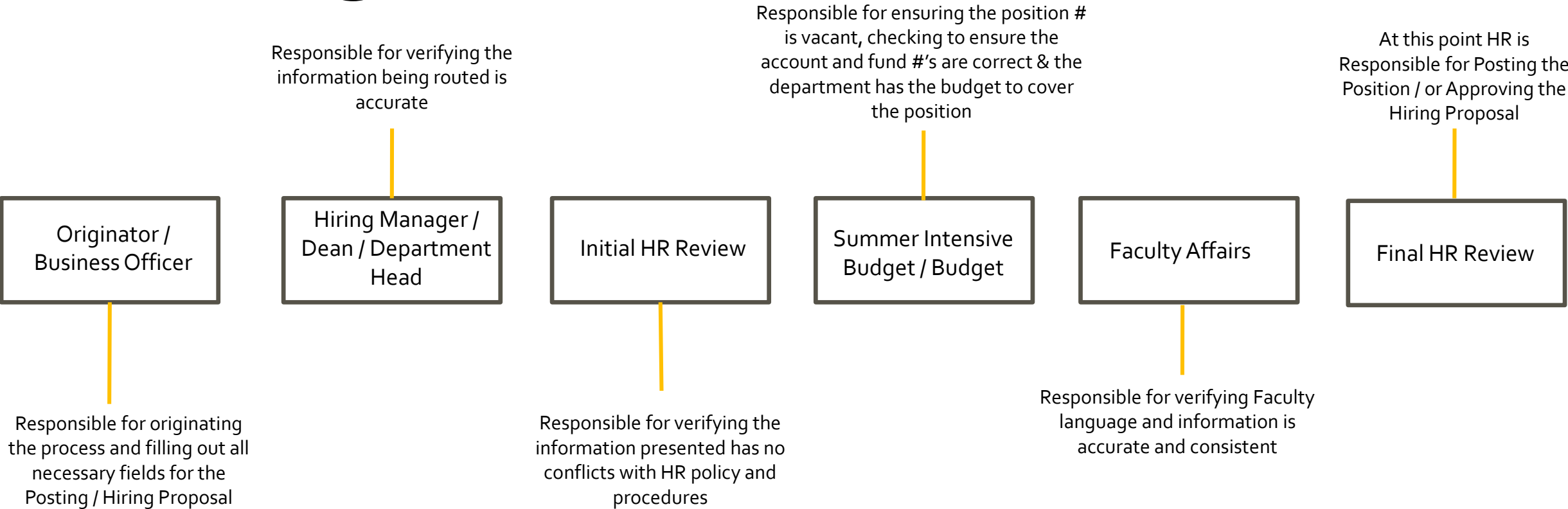
ANY QUESTIONS?



HOW TO POST A FACULTY POSITION

You need to be located in the HIRE module

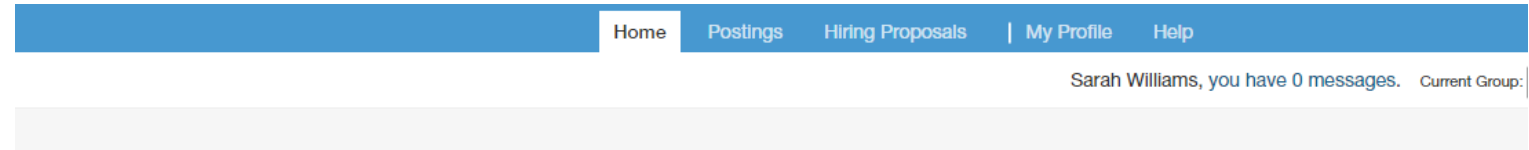
Routing Process



HIRE

Hover over the Postings Tab and click EHRA Faculty.

- **Step 1:** Create New EHRA Faculty Posting
- **Step 2:** Select to Create from Position Type
- **Step 3:** Enter the Position Title, Cabinet Level (Provost), Department, and Division information
 - *Under Supporting Documents* – be sure to check the box to allow for supporting documents to be uploaded to the application.



Inbox 0

Displaying items for group "Originator/Business Officer".

Postings (0) Hiring Proposals (0) Position Requests (0) Special Handling Lists (0)

Job Title	Type	Current State	Owner
-----------	------	---------------	-------

Watch List

Postings (0) Hiring Proposals (0) Position Requests (0)

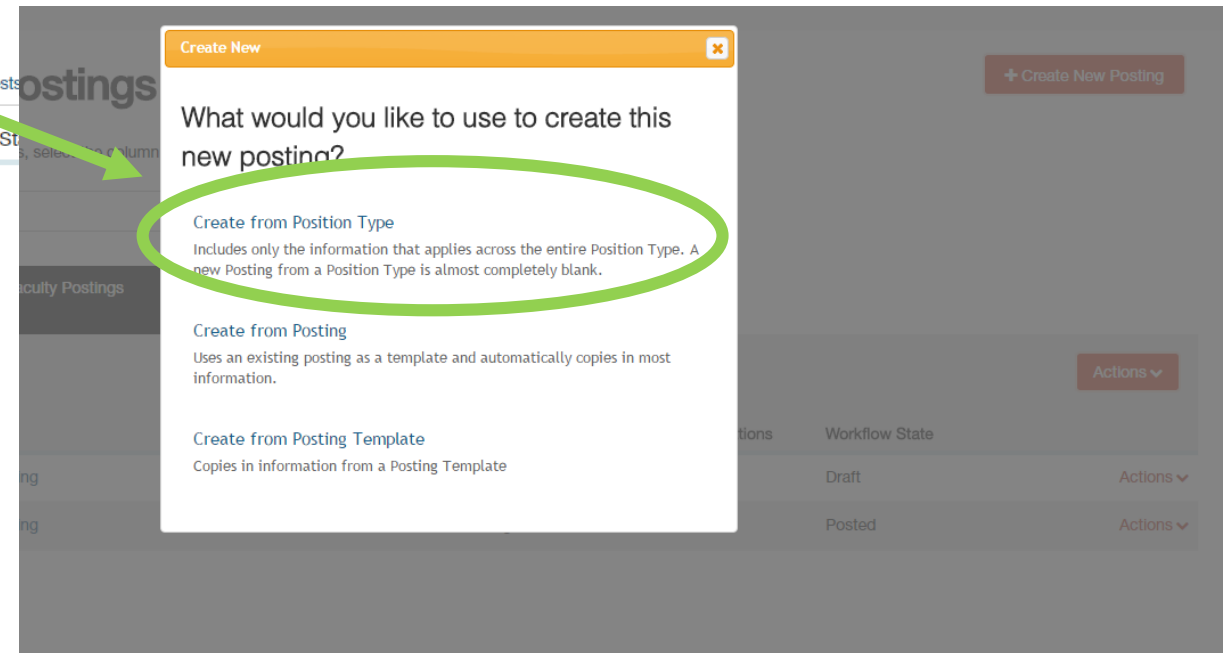
Job Title	Type	Current State	Owner
-----------	------	---------------	-------

Shortcuts

- Create New SHRA/EHRA Staff Posting
- Create New EHRA Faculty Posting
- Create New Temporary/Student Employment Posting

My Links

Applicant Portal



HIRE

Step 4: Enter the Position Details

- Title
- Position #
- School/Dept Info
- Rank
- Tenure Information
- Description of Responsibilities and Duties
- Required Quals
- Preferred Quals
- FTE
- Desired Start Date
- Position End Date*
- Originator/Business Officer
- Dean
- Open Date
- End Date or Open Until Filled
- & Advertising Sources
- PLEASE NOTE:

- Rank – you can leave blank unless you are definite of the type you are recruiting for.
- Tenure Information – N/A
- Applicant View of tenure:
 - "UNCSA utilizes a multi-year contract system in lieu of tenure."

- Position Details
- Position Budget Inform...
- Reference Collection
- Supplemental Questions
- Qualification Groups
- Documents Needed to Apply
- Posting Documents
- Guest User
- Search Committee
- Evaluative Criteria
- Summary

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. If Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page. summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

Banner Title
For internal purposes only - limited to 30 characters per Banner restriction.

Advertised Title
This is the title shown to applicants.

Position Number

School/Department Information

Job Duties

Rank

Tenure Information

Applicant view of tenure information

Description of Responsibilities and Duties

Required Qualifications

Preferred Qualifications

Departmental Instructions to Candidates

Please include any requests for candidates to consider and/or include in their application submissions.

Classification Code

Posting Detail Information

Posting Number

FTE

Is there an approved budget for this position?

Desired Start Date

Position End Date (if adjunct)

Search Committee Chair Access

HIRE

- **Step 5:** Enter Position Budget Under Budget Summary
 - Fund Code
 - Account Code
 - Amount
 - Percentage Funded

Postings / EHRA Faculty / Asst/Assoc Prof, Screenwriting (Filled) / Edit: Position Budget Information

Editing Posting

- ✔ Position Details
- ✔ Position Budget Inform...
- ✔ Reference Collection
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Documents Needed to Apply
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee
- ✔ Evaluative Criteria
- Summary

Position Budget Information

Save << Prev Next >>

[Check spelling](#)

Salary and Budget Information

Salary

Recruitment Range, if applicable

Is Position Contingent Upon Funding

Budget Summary

Fund Code

Account Code

Amount

Percentage Funded

Remove Entry?

Add Budget Summary Entry

Save << Prev Next >>

HIRE

- **Step 6: Skip over Reference Collection and go to Supplemental Questions**

(only needed if you plan to ask supplemental questions; if not please skip to the following step

- Click on the orange “Add a question” button and go through and select questions you would like to ask
 - You can organize the order once you have selected all of the questions
 - You can select which questions will be required
 - If there is a question that does not exist, you can add a new one, but HR will have to approve it before it becomes available

Marquetta Smith, you have 0 messages. Current Group: Human Resources ▾ logout

f Producing (Hiring Manager/Dean/Department Head Review) / Edit: Supplemental Questions

Supplemental Questions

Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once question is added, you will be able to select if you want each question to be required or optional. You can also select if you want each question to be required. Once you have selected the options for each question; checking these boxes will make a question required.

Add a Question ✕

Available Supplemental Questions

Category: Any ▾ Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	Do you have a masters degree?
<input type="checkbox"/>	Education	Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?
<input type="checkbox"/>	Uncategorized	Are you available to work in the evening (6 pm to 10 pm)?
<input type="checkbox"/>	Uncategorized	Are you available to work weekends?
<input type="checkbox"/>	Experience	How many years of Administrative support experience do you have?
<input type="checkbox"/>	Experience	What is your Philosophy for serving students?
<input type="checkbox"/>	Uncategorized	Are you a current employee of the university?
<input type="checkbox"/>	Experience	Please select your primary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please select your secondary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please list your primary and secondary engineering skills.
<input type="checkbox"/>	Experience	How many years of experience do you have working in an office environment?
<input type="checkbox"/>	Experience	Please describe any previous experience you have working in a customer service environment
<input type="checkbox"/>	Experience	How many staff/interns/students have you supervised in past positions you have held?
<input type="checkbox"/>	Experience	Do you have experience working in residence life or student judicial affairs?

Displaying 1 - 15 of 32 in total
← Previous | Next →

Can't find the one you want? [Add a new one](#)

Submit Cancel

Position Required Category

Add a question

Status

Save << Prev Next >>

[For more info on Supplemental Questions: Please refer back to Slides 36-39](#)

HIRE

- **Step 7: Skip over Qualification Groups and go to Documents Needed to Apply**

- Select the necessary documents a candidate must submit to apply for the posting (you may have optional documents as well)

- **Helpful Hints:**

- **Required Documents**

- Cover Letter,
- CV

- **Optional Documents**

- Media File
- Portfolio
- Media File
- Transcripts

Editing Posting

- ✔ Position Details
- ✔ Position Budget Inform...
- ✔ Reference Collection
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Documents Needed to Apply
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee
- ✔ Evaluative Criteria

Summary

Documents Needed to Apply

Save << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Portfolio	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Media File 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Save << Prev Next >>

HIRE

- **Step 8: Posting Documents**
 - Please submit the following:
 - Marketing Plan
 - List of where are you advertising outside of UNCSA
 - Print Ad Text – Verbiage of Recruitment Ad (*can be added to the Marketing Plan*)
 - Justification
 - Org Chart

Home Postings Applicants Hiring Proposals | My Profile Help

Marquetta Smith, you have 0 messages. Current Group: Human Resources

Producing (Posted) / Edit: Posting Documents

Posting Documents

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rbx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Marketing Plan			Actions ▼
Print Ad Text			Actions ▼
Print Ad Text (Additional)			Actions ▼
HR Position Description Form			Actions ▼
Org Chart			Actions ▼
Justification			Actions ▼

HIRE

- Create New Posting:
 - **Step 9:** Guest User Access - This account is shared by all the guests who need to see the posting.
 - If you create a guest user account: this will create a generic username and password.
 - Enter a valid email address for each person who will use this account. Enter only one email address per line.
 - Guest users will receive a system email with the guest user login credentials
 - Click Save then hit Next to continue.

The screenshot displays the 'Editing Posting' interface. On the left is a vertical navigation menu with the following items: Position Details, Position Budget Inform..., Reference Collection, Supplemental Questions, Qualification Groups, Documents Needed to Apply, Posting Documents, Guest User (highlighted in green), Search Committee, Evaluative Criteria, and Summary. The main content area is titled 'Guest User' and contains the following text: 'Click on the Create Guest User Account button. The system will automatically generate a Guest Username. You may update the password.' 'You can also notify the members of the review committee by adding their email address in the Email Address of Guest User Recipients. User Recipient List to notify the review committee users.' 'When finished or to skip this section, click the Next button.' Below this text is a blue button labeled 'Create Guest User Account' and a question: 'Want to give guests access to view this posting?'.

HIRE

- **Step 10:** Enter Search Committee Members
 - Click on blue “Add Existing User” to add members
 - You can filter through or search for members
 - If a UNCOSA employee does not exist please contact HR, so we can add them to the system.
 - Non-UNCOSA employee can either get Guest User information or you can create a new user account for them to be added.
 - Guest User Access
 - If you create a guest user account: this will create a generic user name and password that you can give guests to have view only access to the posting. You can enter in email address and an email will be sent out to those users.
 - Click Save then hit Next to continue.

Postings / EHRA Faculty / Professor of Producing (Hiring Manager/Dea

Editing Posting

- ✔ Position Details
- ✔ Position Budget Inform...
- ✔ Reference Collection
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Documents Needed to Apply
- ✔ Posting Documents
- ✔ Guest User
- ✔ Search Committee**
- ✔ Evaluative Criteria

Summary

Search Committee

Assigning Search Committee
Using the top section labels. If a user does not have the "Committee Member" role.

New Search Committee Member
Using the "New Search Committee Member" button to add members together.

Existing Account
If you enter either the username or email address of an existing Committee Member by clicking on the "Add Existing User" button.

New Account
If you search for an existing user and make complete the form in the "Add Existing User" window, you will be prompted to review by Human Resources for approval. Users will receive an email once their account is approved.

Add Existing User

Search:

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Davis	Rhonda	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Howell	Clyde	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Lawson	Sheeler	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Marsh	Kristen	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
McNeill	Teresa	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Poole	William	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Rogers	Chase	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Carlone	Meredith	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
de Jesus Doerfer	Chelsea	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member
Jester	Crystal	emailaddress@zed.zed	UNC School of the Arts	<input type="checkbox"/>	Add Member

← Previous | Next →

Displaying User 1 - 10 of 457 in total

[Create New User Account](#) [Close](#)

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Kevin Jones	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions

[Add Existing User](#) [Create New User Account](#)

[Save](#) [<< Prev](#) [Next >>](#)

HIRE

- Create New Posting:
 - **Step 11:** Enter the Evaluative Criteria.
 - Click the orange “Add a Criterion” button and select the questions you would like to use, then hit submit.
 - If a Criterion you want to answer is not available, you have the option to create a new one (*This must be approved by HR for it to be active*).
 - Click Save then hit Next to continue.

Editing Posting

- Position Details
- Position Budget Inform...
- Reference Collection
- Supplemental Questions
- Qualification Groups
- Documents Needed to Apply
- Posting Documents
- Guest User
- Search Committee
- Evaluative Criteria**
- Summary

Evaluative Criteria

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not c

Included Evaluative Criteria

Category	Description	Weight	Workflow State
----------	-------------	--------	----------------

Add a Ranking Criterion

Available Evaluative Criteria

Category: Any Keyword:

Add	Category	Description
<input type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How well did this candidate perform in the interview?
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	Please rate the candidate's quality of references.
<input type="checkbox"/>	General	How clear and articulate was the candidate during the interview?
<input type="checkbox"/>	Education	How well does this candidate's education fit with this position?
<input type="checkbox"/>	Experience	Please rate the candidate's relevant work experience.

Displaying all 7

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

Submit Cancel

Evaluative criteria are used during the search process, to rank applicants. When adding evaluative criteria, you will have the opportunity to choose an Applicant workflow State. This is important to note because selecting the state at which the criteria will be available, denotes when the committee members can evaluate the candidate in the search process.

HIRE

- **Step 11:** Enter Evaluative Criteria *(only needed if Search Committee would like to incorporate; if not please skip to review information tab.*

General	How clear and articulate was the candidate during the interview?	First Interview	active ×
Name	Clear and Articulate		
Label	Clear and Articulate		
Workflow State	<input type="text" value="First Interview"/>		
Weight	<input type="text" value="30"/>		
Possible Rankings		Points	
Unacceptable		<input type="text" value="0"/>	
Below Average		<input type="text" value="10"/>	
Average		<input type="text" value="30"/>	
Above Average		<input type="text" value="40"/>	
Superior		<input type="text" value="50"/>	

General	Please rate the candidate's quality of references.	Under Review by Committee	active ×
Name	Quality of References		
Label	Quality of References		
Workflow State	<input type="text" value="Under Review by Committee"/>		
Weight	<input type="text" value="10"/>		
Possible Rankings		Points	
Unacceptable		<input type="text" value="0"/>	
Below Average		<input type="text" value="10"/>	
Average		<input type="text" value="30"/>	
Above Average		<input type="text" value="40"/>	
Superior		<input type="text" value="50"/>	

HIRE

- **Step 12:** Review Summary of Position
 - Then submit to the Hiring Manager, Dean, or Department Head for approval by clicking on the orange "Take Action on Posting" button.
 - A take Action box will appear for you to submit to the HM/Dean/DH
 - You can write a message (optional) – this message will also appear in the email generated from the PA System
 - If you do not wish to add this posting to your watch list, please uncheck the button
 - Click submit to send to the posting forward.

The screenshot shows a web interface for managing job postings. At the top, there are navigation tabs: Summary, History, Settings, Applicants, Reports, and Hiring Proposals. Below the tabs, a message reads: "Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions list." Below this is a section for "Position Details" with an "Edit" link. The "Position Information" section contains a table with the following data:

Position Information	
Position Title	Professor of Producing
Position Number	036100

Below the table is a section for "School/Department Information" with a text area containing the following text: "The University of North Carolina School of the Arts, located in Winston-Salem ('The City of the Arts'), was the first state-supported, residential school of the kind in the nation. Established by the N.C. General Assembly in 1962, UNCSA opened in Winston-Salem in 1965 and became part of the University of North Carolina system in 1972. More than 1,200 students from middle school through graduate school train for careers in the arts in five professional schools: Dance, Design and Production (including a Visual Arts Program), Drama, Filmmaking, and Music. The University of North Carolina School of the Arts is the state's only public arts conservatory, dedicated entirely to the professional training of talented students in the performing, visual and moving image arts. The chancellor, deans and faculty work with students in a residential setting to create an educational community that is intimate, demanding, and performance-centered. Learning is enriched by access to an academic program responsive to a conservatory curriculum. Founded to be both an educational institution and a resource enhancing the cultural life of the state of North Carolina and the Southeast, UNCSA offers numerous public performances, on- and off-campus, as well as community education in the arts. Established in 1993, the School of Filmmaking combines rigorous professional training with unparalleled facilities, equipment and resources. The program's mission is to train talented students for professional careers in the film and television industries and stresses the collaborative nature of filmmaking in a rigorous conservatory atmosphere. The School of Filmmaking's goal is to produce the "complete" filmmaker – a storyteller of unusual vision who knows

Overlaid on the right side of the page is a "Take Action" modal box. It has an orange header with a close button (X). The main content of the modal box includes the text: "Move directly to 'Hiring Manager/Dean/Department Head Review'", a text input field for "Comments (optional)", a checkbox labeled "Add this posting to your watch list?" which is currently checked, and two buttons at the bottom: "Submit" and "Cancel". An orange arrow points from the "Add this posting to your watch list?" checkbox in the modal box to the corresponding checkbox in the "Position Information" table.

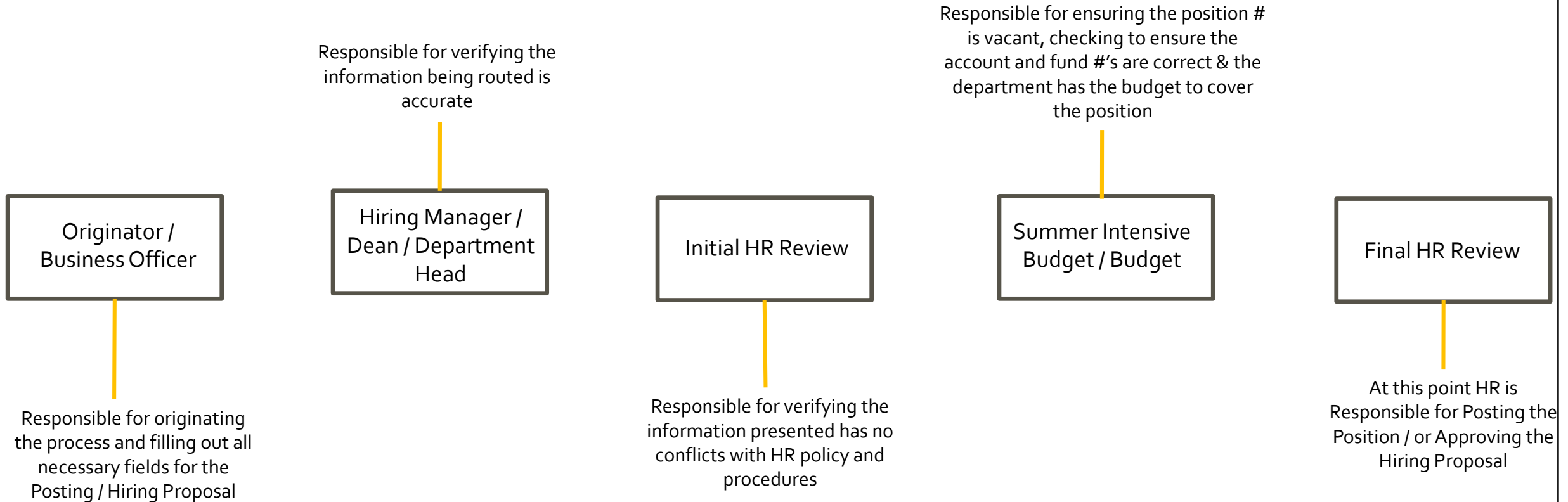
ANY QUESTIONS?



HOW TO POST A TEMPORARY POSITION

You need to be located in the HIRE module

Routing Process



HIRE

Hover over the Postings Tab and click Temporary / Student Employment.

- **Step 1:** Create a New Temporary/Student Employment Posting
- **Step 2:** Select to Create from Position Type
- **Step 3:** Enter the Position Title, Cabinet Level (Provost), Department, and Division information
 - *Under Supporting Documents* – be sure to check the box to allow for supporting documents to be uploaded to the application.

Angela Newton, you have 0 messages. Current Group: Originator/Business Officer

Postings / Temporary/Student Employment / New Posting

New Posting Can Create New Posting

* Required Information

Working Title * Summer Maintenance Assistant

Organizational Unit Provost

Cabinet Level * Student Affairs

Department * Residence Life

Division *

Applicant Workflow

Postings

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Posting Template
Copies in information from a Posting Template

Actions

Workflow State

Draft Actions

Posted Actions

HIRE

- **Step 4:** Enter the **Position Details**
 - Posting Type
 - Position Number
 - Working Title
 - FT/PT Status
 - School Department Information
 - Work Schedule and Hours
 - Description of Responsibilities and Duties
 - Minimum Qualifications
 - FTE
 - Proposed Effective Date
 - Position End date
 - Hiring Manager / Dean / Department Head
 - Originator / Business Officer
 - Open Date
 - Closed Date
 - **PLEASE NOTE:**
 - Terms of Employment should be Terms of Contract

Postings / Temporary/Student Employment / Summer Maintenance Assistant (Draft) / Edit: Position Details

Editing Posting

- Position Details
- Budget Information
- Documents Needed to Apply
- Supplemental Questions
- Internal Posting Docum...
- Guest User
- Summary

Position Details

Check spelling

To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a

* Required Information

Position Information

- Posting Type: Non-Student (This field is required.)
- Position Number: HSGH10 (This field is required.)
- Working Title: Summer Maintenance Assistant
- Full/Part Time: Part-time
- School/Department Information: reach their fullest potential. We commit to proactively and efficiently addressing students' housing needs by creating a safe and healthy living environment. The Residence Life program at University North Carolina School of the Arts houses approximately 750 high school and college aged students.

HIRE

- **Step 5: Position Budget**
 - Enter Salary and/or Recruitment range
 - Under Budget Summary
 - Fund Code
 - Account Code
 - Amount
 - Percentage Funded

Editing Posting

- ✔ Position Details
- ✔ **Budget Information**
- ✔ Documents Needed to Apply
- ✔ Supplemental Questions
- ✔ Internal Posting Docum...
- ✔ Guest User
- Summary

Budget Information

[ABC Check spelling](#)

Salary and Budget Information

Salary

Recruitment Range, if applicable

Is Position Contingent Upon Funding

Budget Summary

Fund Code

Account Code

Amount

Percentage Funded

Remove Entry?

[Add Budget Summary Entry](#)

HIRE

Step 6: Documents Needed to Apply

- Select the necessary documents an applicant must submit to apply for the posting (you may have optional documents as well).

Editing Posting

- Position Details
- Budget Information
- Documents Needed to Apply**
- Supplemental Questions
- Internal Posting Docum...
- Guest User
- Summary

Documents Needed to Apply

Save << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="3"/>	References	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="4"/>	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="8"/>	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="9"/>	Media File 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="10"/>	Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Save << Prev Next >>

HIRE

- **Step 7: Supplemental Questions** *(only needed if you plan to ask supplemental questions; if not please skip to the following step)*
 - Click on the orange “Add a question” button and go through and select questions you would like to ask
 - You can organize the order once you have selected all of the questions
 - You can select which questions will be required
 - If there is a question that does not exist you can add a new one, but HR will have to approve it before it becomes available

Marquette Smith, you have 0 messages. Current Group: Human Resources logout

f Producing (Hiring Manager/Dean/Department Head Review) / Edit: Supplemental Questions

Supplemental Questions

[Save](#) [<< Prev](#) [Next >>](#)

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points of ... can be associat ... appear where points and disqualifying responses

Posting Questic ... will make a que ... to the left of each question; checking these boxes

Included Suppl ...

Position ...

Status

[Add a question](#)

[Save](#) [<< Prev](#) [Next >>](#)

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Do you have a bachelor's degree?
<input type="checkbox"/>	Education	Do you have a masters degree?
<input type="checkbox"/>	Education	Will you have a Ph.D. in hand by the date of appointment or an advanced ABD by the date of the appointment?
<input type="checkbox"/>	Uncategorized	Are you available to work in the evening (6 pm to 10 pm)?
<input type="checkbox"/>	Uncategorized	Are you available to work weekends?
<input type="checkbox"/>	Experience	How many years of Administrative support experience do you have?
<input type="checkbox"/>	Experience	What is your Philosophy for serving students?
<input type="checkbox"/>	Uncategorized	Are you a current employee of the university?
<input type="checkbox"/>	Experience	Please select your primary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please select your secondary discipline of research and instruction.
<input type="checkbox"/>	Experience	Please list your primary and secondary engineering skills.
<input type="checkbox"/>	Experience	How many years of experience do you have working in an office environment?
<input type="checkbox"/>	Experience	Please describe any previous experience you have working in a customer service envirnment
<input type="checkbox"/>	Experience	How many staff/interns/students have you supervised in past positions you have held?
<input type="checkbox"/>	Experience	Do you have experience working in residence life or student judicial affairs?

Displaying 1 - 15 of 32 in total
← Previous | Next →

Can't find the one you want? [Add a new one](#)

[Submit](#) [Cancel](#)

[For more info on Supplemental Questions: Please refer back to Slides 36-39](#)

HIRE

- **Step 8: Internal Posting Documents**
 - Please submit the following:
 - Marketing Plan
 - *List of where are you advertising outside of UNCSA*
 - Print Ad Text – Verbiage of Recruitment Ad (*can be added to the Marketing Plan*)
 - Justification

Home Postings Applicants Hiring Proposals | My Profile Help

Marquetta Smith, you have 0 messages. Current Group: Human Resources

Producing (Posted) / Edit: Posting Documents

Posting Documents

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg., png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Marketing Plan			Actions ▼
Print Ad Text			Actions ▼
Print Ad Text (Additional)			Actions ▼
HR Position Description Form			Actions ▼
Org Chart			Actions ▼
Justification			Actions ▼

HIRE

- **Step 9:** Review Summary of Position
 - *Then submit to the Hiring Manager, Dean, or Department Head for approval*
 - *A take Action box will appear for you to submit to the HM/Dean/DH*
 - You can write a message (optional) – this message will also appear in the email generated from the PA System.
 - If you do not wish to add this posting to your watch list, please uncheck the button.
 - Click submit to send to the posting forward.

Posting: Summer Maintenance Assistant (Temporary/Student Employment) [Edit](#)

Current Status: Draft

Position Type: Temporary/Student
Employment
Division: Residence Life

Created by: Angela Newton
Owner: Angela Newton

Take Action On Posting ▾

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

Summary | History | Settings | Hiring Proposals

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

✔ Position Details [Edit](#)

Position Information

Posting Type	Non-Student
Position Number	HSGH10
Working Title	Summer Maintenance Assistant
Full/Part Time	Part-time
School/Department Information	The Department of Residence Life Programs & Housing cooperates with the campus at large to create a community environment conducive to personal and professional growth. Residence Life staff are available to serve as peer educators, administrators, resource persons, and counselors. Professional maintenance mechanics provide facilities support and maintain rapport with the students. The Team is dedicated to creating a safe, supportive and inclusive community for both a high school and college student population. We advocate for the enrichment of student artists' experiences by promoting self-awareness, providing healthy social opportunities, identifying resources for success, and presenting educational programs focused on developing lifelong skills. We strive to prepare a residential environment that gives all students an opportunity to be innovative, creative, and reach their fullest potential. We commit to proactively and efficiently addressing students' housing needs by creating a safe and

Take Action

Move directly to 'Hiring Manager/Dean/Department Head Review'

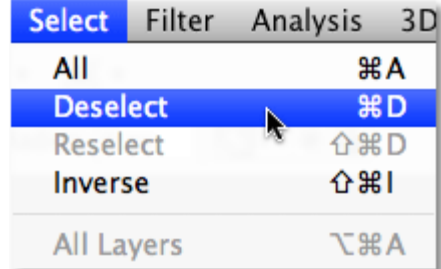
Comments (optional)

Add this posting to your watch list?

Submit

Cancel

ANY QUESTIONS?



HOW TO DESELECT CANDIDATES

You need to be located in the HIRE module

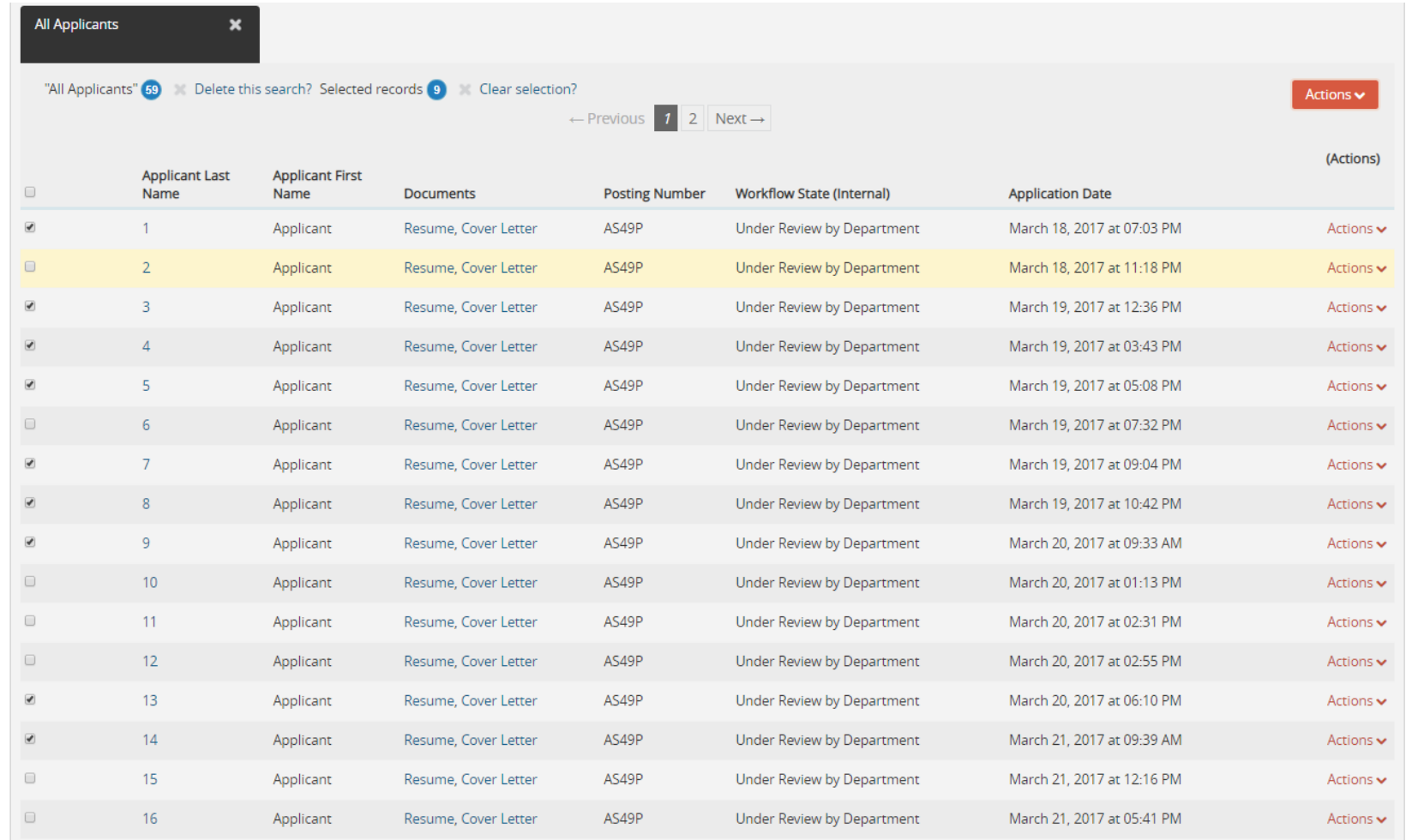
In order to deselect a candidate:

- For **SHRA/EHRA STAFF** and **Temporary Employee** positions, you will need to be logged in as the “**Applicant Reviewer**”
 - *While multiple people can be assigned the Applicant Reviewer, it is strongly encouraged that only the Chair or Hiring Manager deselect.*
- For **EHRA Faculty** positions you will need to be logged in as the “**Search Committee Chair**”
 - *Only one person can be assigned as the Search Chair. We can change access to a different user, but multiple people cannot be assigned to have access at one time.*

In order to deselect a candidate:

- **Step 1**

Logged in as the correct user role choose the applicants you would like to deselect by clicking on the radio buttons associated with the candidates' name.



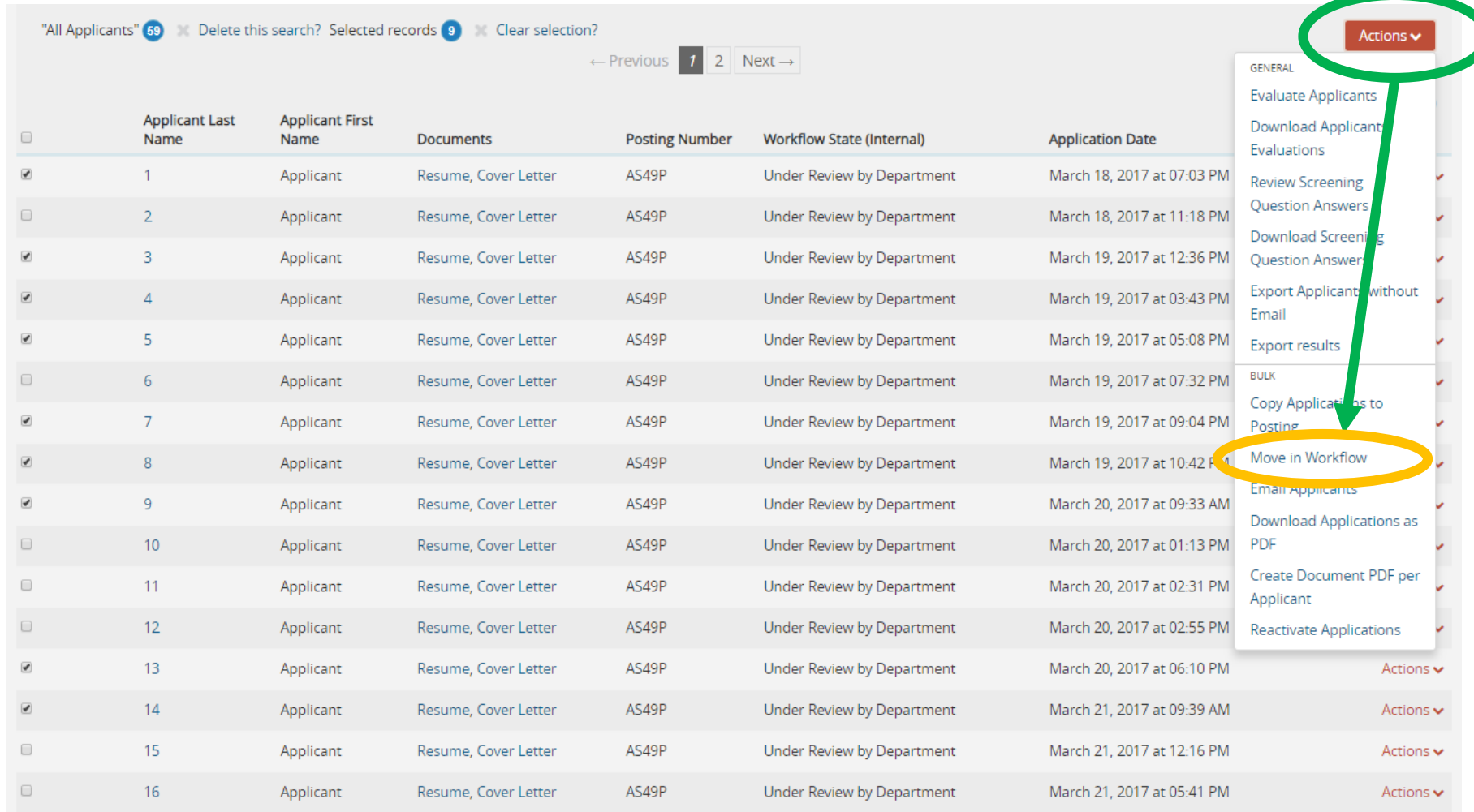
The screenshot shows a web application interface for managing applicants. At the top, there is a search bar with the text "All Applicants" and a close button. Below the search bar, there is a status bar indicating "All Applicants" with 69 results, a "Delete this search?" option, "Selected records" with 9, and a "Clear selection?" option. There are also navigation buttons for "Previous" and "Next" with page numbers 1 and 2. A red "Actions" button is visible in the top right corner.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input checked="" type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 07:03 PM	Actions ▼
<input type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 11:18 PM	Actions ▼
<input checked="" type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 12:36 PM	Actions ▼
<input checked="" type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 03:43 PM	Actions ▼
<input checked="" type="checkbox"/>	5	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 05:08 PM	Actions ▼
<input type="checkbox"/>	6	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 07:32 PM	Actions ▼
<input checked="" type="checkbox"/>	7	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 09:04 PM	Actions ▼
<input checked="" type="checkbox"/>	8	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 10:42 PM	Actions ▼
<input checked="" type="checkbox"/>	9	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 09:33 AM	Actions ▼
<input type="checkbox"/>	10	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 01:13 PM	Actions ▼
<input type="checkbox"/>	11	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:31 PM	Actions ▼
<input type="checkbox"/>	12	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:55 PM	Actions ▼
<input checked="" type="checkbox"/>	13	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 06:10 PM	Actions ▼
<input checked="" type="checkbox"/>	14	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 09:39 AM	Actions ▼
<input type="checkbox"/>	15	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 12:16 PM	Actions ▼
<input type="checkbox"/>	16	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 05:41 PM	Actions ▼

In order to deselect a candidate:

• Step 2

Click on the **orange** "Actions" button and select "move in workflow."



The screenshot displays a web interface for managing applicants. At the top, there is a search bar with the text "All Applicants" and a count of 69. To the right of the search bar are options to "Delete this search?", "Selected records 9", and "Clear selection?". Below the search bar are navigation buttons for "Previous", "1", "2", and "Next".

The main content is a table with the following columns: Applicant Last Name, Applicant First Name, Documents, Posting Number, Workflow State (Internal), and Application Date. The table contains 16 rows of applicant data. Each row has a checkbox in the left margin. The first three rows have their checkboxes checked. The "Move in Workflow" option in the dropdown menu is highlighted with a yellow circle.

An orange "Actions" button is located at the top right of the table. A green arrow points from this button to the "Move in Workflow" option in the dropdown menu.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 07:03 PM	
<input type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 11:18 PM	
<input checked="" type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 12:36 PM	
<input checked="" type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 03:43 PM	
<input checked="" type="checkbox"/>	5	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 05:08 PM	
<input type="checkbox"/>	6	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 07:32 PM	
<input checked="" type="checkbox"/>	7	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 09:04 PM	
<input checked="" type="checkbox"/>	8	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 10:42 PM	
<input checked="" type="checkbox"/>	9	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 09:33 AM	
<input type="checkbox"/>	10	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 01:13 PM	
<input type="checkbox"/>	11	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:31 PM	
<input type="checkbox"/>	12	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:55 PM	
<input checked="" type="checkbox"/>	13	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 06:10 PM	Actions ▾
<input checked="" type="checkbox"/>	14	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 09:39 AM	Actions ▾
<input type="checkbox"/>	15	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 12:16 PM	Actions ▾
<input type="checkbox"/>	16	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 05:41 PM	Actions ▾

GENERAL

- Evaluate Applicants
- Download Applications and Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export Applications without Email
- Export results

BULK

- Copy Applications to Posting
- Move in Workflow
- Email Applicants
- Download Applications as PDF
- Create Document PDF per Applicant
- Reactivate Applications

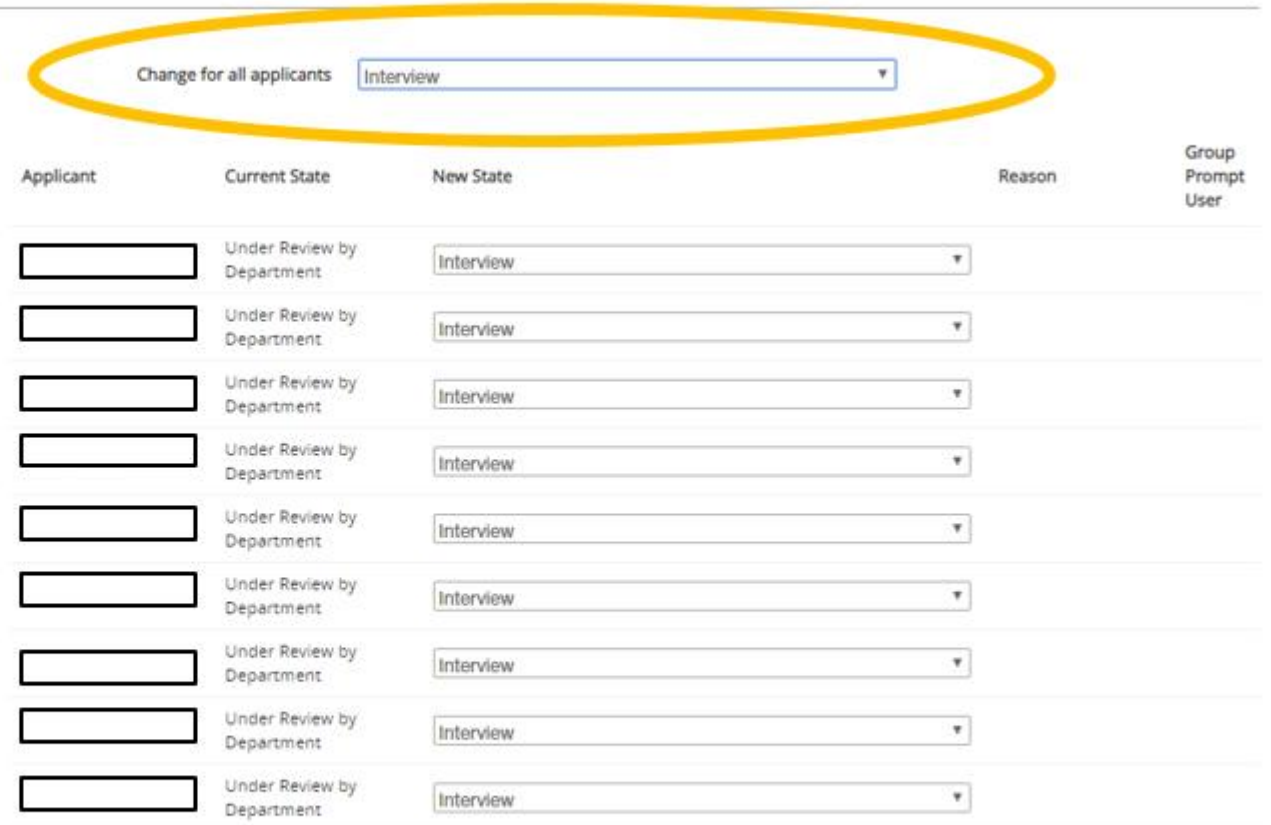
In order to deselect a candidate:

 Editing: Workflow States for 9 Applicants

- **Step 3**

Move the candidates who were interviewed to the interview stage and save changes.

- *The means anyone who was phone interviewed or received an in-person interview/ brought onto campus*



Applicant	Current State	New State	Reason	Group Prompt User
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		
<input type="text"/>	Under Review by Department	Interview		

Save changes Cancel

In order to deselect a candidate:

You will notice when you go back to the list of applicants, different persons are in different workflow states. You can no longer do a bulk “move in workflow” unless you get alike persons under one workflow state.

"All Applicants" 59 x Delete this search? Selected records 0 x Clear selection?

← Previous 1 2 Next →

Actions ▾

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Interview	March 18, 2017 at 07:03 PM	Actions ▾
<input type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 11:18 PM	Actions ▾
<input type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 12:36 PM	Actions ▾
<input type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 03:43 PM	Actions ▾
<input type="checkbox"/>	5	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 05:08 PM	Actions ▾
<input type="checkbox"/>	6	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 07:32 PM	Actions ▾
<input type="checkbox"/>	7	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 09:04 PM	Actions ▾
<input type="checkbox"/>	8	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 10:42 PM	Actions ▾
<input type="checkbox"/>	9	Applicant	Resume, Cover Letter	AS49P	Interview	March 20, 2017 at 09:33 AM	Actions ▾
<input type="checkbox"/>	10	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 01:13 PM	Actions ▾
<input type="checkbox"/>	11	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:31 PM	Actions ▾
<input type="checkbox"/>	12	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:55 PM	Actions ▾
<input type="checkbox"/>	13	Applicant	Resume, Cover Letter	AS49P	Interview	March 20, 2017 at 06:10 PM	Actions ▾
<input type="checkbox"/>	14	Applicant	Resume, Cover Letter	AS49P	Interview	March 21, 2017 at 09:39 AM	Actions ▾
<input type="checkbox"/>	15	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 12:16 PM	Actions ▾
<input type="checkbox"/>	16	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 05:41 PM	Actions ▾

In order to deselect a candidate:

In order to do so, click on more search options and choose the desired workflow state you wish to continue deselecting from. Then click search.

The screenshot shows a web application interface for managing applicants. At the top, there are navigation tabs: Summary, History, Settings, Applicants (selected), Reports, Hiring Proposals, and Associated Position Description. Below the tabs, there is a search area with a text input field, a 'Search' button, and a 'More Search Options' button. A green oval highlights the 'More Search Options' button, and a green callout box with an arrow points to it, containing the text 'Step 4: Click here'. Below the search area, there is a table of applicants. The table has columns for Applicant Last Name, Applicant First Name, Documents, Posting Number, Workflow State (Internal), and Application Date. The table contains four rows of applicant data. At the bottom right of the table, there is an 'Actions' dropdown menu.

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Search

More Search Options ▾

All Applicants ✕

"All Applicants" 59 ✕ Delete this search? Selected records 0 ✕ Clear selection?

← Previous 1 2 Next →

(Actions)

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Interview	March 18, 2017 at 07:03 PM	Actions ▾
<input type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 11:18 PM	Actions ▾
<input type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 12:36 PM	Actions ▾
<input type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 03:43 PM	Actions ▾

In order to deselect a candidate:

In order to do so, click on more search options and choose the desired workflow state you wish to continue deselecting form. Then click search.

The screenshot shows a web application interface for managing candidates. At the top, there are navigation tabs: Summary, History, Settings, Applicants (selected), Reports, Hiring Proposals, and Associated Position Description. Below the tabs, there is a search area with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'Hide Search Options' dropdown. A callout box with a green border and arrow points to the 'Workflow State' filter, which is set to 'Under Review by Department'. The text in the callout box reads: 'Step 5: Choose desired workflow state then hit search.'

Below the search area, there is a table of applicants. The table has the following columns: Applicant Last Name, Applicant First Name, Documents, Posting Number, Workflow State (Internal), Application Date, and (Actions). The table contains four rows of data:

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
1	Applicant	Resume, Cover Letter	AS49P	Interview	March 18, 2017 at 07:03 PM	Actions
2	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 11:18 PM	Actions
3	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 12:36 PM	Actions
4	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 03:43 PM	Actions

In order to deselect a candidate:

Now that you have applicants who are in a similar workflow state you can continue to “bulk deselect” candidates.

- *Repeat steps 4 & 5 as needed.*

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search Hide Search Options

Add Column: Add Column
Active/Inactive: Inactive Active
Draft Application?:
Workflow State: Under Review by Department
Ever Employed:

Ad hoc Search

Ad hoc Search 50 Save this search? Selected records: 50 Clear selection? Actions

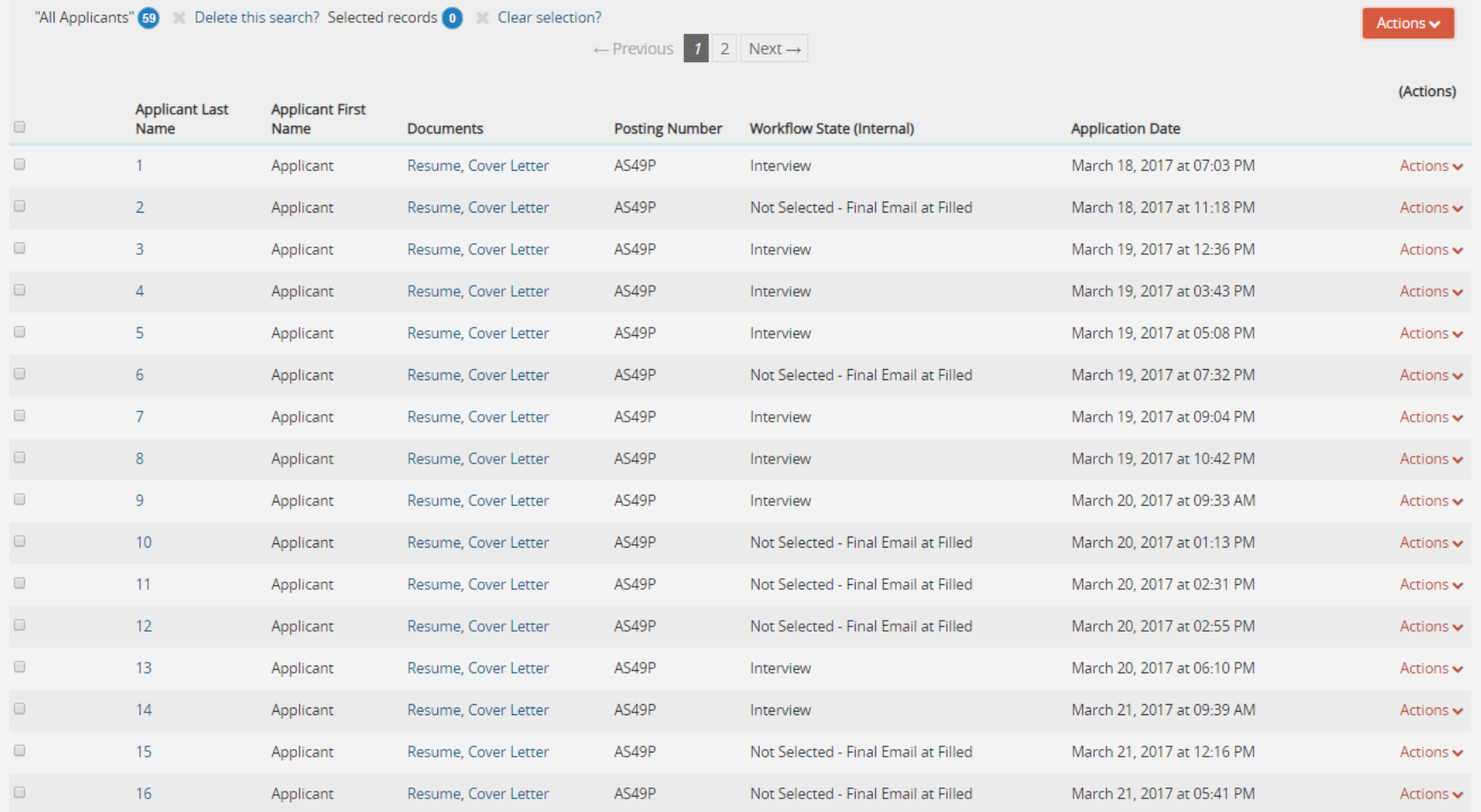
← Previous 1 2 Next →

<input checked="" type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input checked="" type="checkbox"/>	All 30 results on this page have been selected. Select all 50 results?						
<input checked="" type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 18, 2017 at 11:18 PM	Actions
<input checked="" type="checkbox"/>	6	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 19, 2017 at 07:32 PM	Actions
<input checked="" type="checkbox"/>	10	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 01:13 PM	Actions
<input checked="" type="checkbox"/>	11	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:31 PM	Actions
<input checked="" type="checkbox"/>	12	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 20, 2017 at 02:55 PM	Actions
<input checked="" type="checkbox"/>	15	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 12:16 PM	Actions
<input checked="" type="checkbox"/>	16	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 21, 2017 at 05:41 PM	Actions
<input checked="" type="checkbox"/>	17	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 22, 2017 at 12:48 PM	Actions
<input checked="" type="checkbox"/>	18	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 22, 2017 at 01:18 PM	Actions

In order to deselect a candidate:

Now that you have applicants who are in a similar workflow state you can continue to “bulk deselect” candidates.

- *Repeat steps 4 & 5 as needed.*



"All Applicants" 59 x Delete this search? Selected records 0 x Clear selection?

← Previous 1 2 Next →

Actions

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Interview	March 18, 2017 at 07:03 PM	Actions
<input type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 18, 2017 at 11:18 PM	Actions
<input type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 12:36 PM	Actions
<input type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 03:43 PM	Actions
<input type="checkbox"/>	5	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 05:08 PM	Actions
<input type="checkbox"/>	6	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 19, 2017 at 07:32 PM	Actions
<input type="checkbox"/>	7	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 09:04 PM	Actions
<input type="checkbox"/>	8	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 10:42 PM	Actions
<input type="checkbox"/>	9	Applicant	Resume, Cover Letter	AS49P	Interview	March 20, 2017 at 09:33 AM	Actions
<input type="checkbox"/>	10	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 20, 2017 at 01:13 PM	Actions
<input type="checkbox"/>	11	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 20, 2017 at 02:31 PM	Actions
<input type="checkbox"/>	12	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 20, 2017 at 02:55 PM	Actions
<input type="checkbox"/>	13	Applicant	Resume, Cover Letter	AS49P	Interview	March 20, 2017 at 06:10 PM	Actions
<input type="checkbox"/>	14	Applicant	Resume, Cover Letter	AS49P	Interview	March 21, 2017 at 09:39 AM	Actions
<input type="checkbox"/>	15	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 21, 2017 at 12:16 PM	Actions
<input type="checkbox"/>	16	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 21, 2017 at 05:41 PM	Actions

In order to deselect a candidate:

Now that you have applicants who are in a similar workflow state you can continue to “bulk deselect” candidates.

- *Repeat steps 4 & 5 as needed.*

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search

Add Column:

Active/Inactive:

Draft Application?:

Workflow State:

Ever Employed:

Ad hoc Search

Ad hoc Search **9** Save this search? Selected records **0** Clear selection?

<input checked="" type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input checked="" type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Interview	March 18, 2017 at 07:03 PM	Actions
<input checked="" type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 12:36 PM	Actions
<input checked="" type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 03:43 PM	Actions
<input checked="" type="checkbox"/>	5	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 05:08 PM	Actions
<input checked="" type="checkbox"/>	7	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 09:04 PM	Actions
<input checked="" type="checkbox"/>	8	Applicant	Resume, Cover Letter	AS49P	Interview	March 19, 2017 at 10:42 PM	Actions
<input checked="" type="checkbox"/>	9	Applicant	Resume, Cover Letter	AS49P	Interview	March 20, 2017 at 09:33 AM	Actions
<input checked="" type="checkbox"/>	13	Applicant	Resume, Cover Letter	AS49P	Interview	March 20, 2017 at 06:10 PM	Actions
<input checked="" type="checkbox"/>	14	Applicant	Resume, Cover Letter	AS49P	Interview	March 21, 2017 at 09:39 AM	Actions

In order to deselect a candidate:



Now that you have applicants who are in a similar workflow state you can continue to “bulk deselect” candidates.

- *Repeat steps 4 & 5 as needed.*

If doing a “bulk” move in workflow while deselecting, you can choose a standard state and reason change for all applicants but still go through and put the desired workflow state and reason for each candidate. Be sure to save changes. *See example.*

Change for all applicants:

Applicant	Current State	New State	Reason
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Experience - sufficient experience but less than the selected candidate"/>
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Interview - interview showed lack of understanding of the scope of the position's duties"/>
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Experience - sufficient experience but less than the selected candidate"/>
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Experience - sufficient experience but less than the selected candidate"/>
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Interview - interview showed lack of sufficient, directly related knowledge"/>
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Experience - sufficient experience but less than the selected candidate"/>
<input type="checkbox"/>	Interview	<input type="text" value="Recommend for Hire"/>	
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Experience - sufficient experience but less than the selected candidate"/>
<input type="checkbox"/>	Interview	<input type="text" value="Interviewed, Not Hired - Email at Filled"/>	<input type="text" value="Experience - sufficient experience but less than the selected candidate"/>



In order to deselect a candidate:

- If at any point you have issues with “bulk” deselecting you can continue to move candidates through the workflow process by clicking on each individual candidates’ hyperlink and going into their application.

Click on hyperlink to go into the application.

<input type="checkbox"/>	24	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 27, 2017 at 03:54 PM	Actions ▼
<input type="checkbox"/>	25	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 27, 2017 at 04:47 PM	Actions ▼
<input type="checkbox"/>	26	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 28, 2017 at 03:47 AM	Actions ▼
<input type="checkbox"/>	27	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 28, 2017 at 11:11 PM	Actions ▼
<input type="checkbox"/>	28	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 29, 2017 at 10:24 AM	Actions ▼
<input type="checkbox"/>	29	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 29, 2017 at 08:16 PM	Actions ▼
<input type="checkbox"/>	30	Applicant	Resume, Cover Letter	AS49P	Under Review by Department	March 29, 2017 at 10:29 PM	Actions ▼

← Previous **1** 2 Next →

In order to deselect a candidate:

- When viewing someone's application you will need to click on the **orange "Take Action on Job Application"** and select the desired workflow state for the candidate and the desired reason code (*if needed*).

The screenshot displays a web interface for managing job applications. The main header reads "Job application: Applicant 30 (SHRA/EHRA Staff)" with a sub-header "Current Status: Under Review by Department" and "Application form: Application".

On the left, there is a form for personal information with fields for Full name, Address, Username, Email (z.z@peopleadmin.com), Phone (Primary), and Phone (Secondary). The Position Type is "SHRA/EHRA Staff" and the Division is "High School Life".

On the right, a dropdown menu titled "Take Action On Job Application" is open, showing the following options:

- Keep working on this Job application
- WORKFLOW ACTIONS
 - Not Selected (move to Not Selected - Final Email at Filled)
 - Select (move to Interview)
- MOVE DIRECTLY TO:
 - Draft
 - Under Review by HR
 - Interview
 - Recommend for Hire
 - Hired
 - Not Selected - Final Email at Filled
 - Interviewed, Not Hired - No Email
 - Interviewed, Not Hired - Email at Filled
 - HR Determined did not meet min quals
 - System Det Does Not Meet Minimum Qualifications
 - Withdrawn
 - Special Handling List

At the bottom, there are tabs for "Summary", "Documents", "Recommendations (0 of 4)", "Supporting Documents", "History", and "Reports". The "Personal Information" tab is active, showing a table with "First Name" (Applicant) and "Middle Name" (empty).

In order to deselect a candidate:

- **Step 6**

When you have chosen the desired candidate and are ready to hire, please make sure this candidate is in the **“Recommend for Hire”** workflow state so you can begin the Hiring Proposal.

"All Applicants" 59 x Delete this search? Selected records 0 x Clear selection?

← Previous 1 2 Next →

Actions ▾

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	1	Applicant	Resume, Cover Letter	AS49P	Interviewed, Not Hired - Email at Filled	March 18, 2017 at 07:03 PM	Actions ▾
<input type="checkbox"/>	2	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 18, 2017 at 11:18 PM	Actions ▾
<input type="checkbox"/>	3	Applicant	Resume, Cover Letter	AS49P	Interviewed, Not Hired - Email at Filled	March 19, 2017 at 12:36 PM	Actions ▾
<input type="checkbox"/>	4	Applicant	Resume, Cover Letter	AS49P	Interviewed, Not Hired - Email at Filled	March 19, 2017 at 03:43 PM	Actions ▾
<input type="checkbox"/>	5	Applicant	Resume, Cover Letter	AS49P	Interviewed, Not Hired - Email at Filled	March 19, 2017 at 05:08 PM	Actions ▾
<input type="checkbox"/>	6	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 19, 2017 at 07:32 PM	Actions ▾
<input type="checkbox"/>	7	Applicant	Resume, Cover Letter	AS49P	Interviewed, Not Hired - Email at Filled	March 19, 2017 at 09:04 PM	Actions ▾
<input type="checkbox"/>	8	Applicant	Resume, Cover Letter	AS49P	Interviewed, Not Hired - Email at Filled	March 19, 2017 at 10:42 PM	Actions ▾
<input type="checkbox"/>	9	Applicant	Resume, Cover Letter	AS49P	Recommend for Hire	March 20, 2017 at 09:33 AM	Actions ▾
<input type="checkbox"/>	10	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 20, 2017 at 01:13 PM	Actions ▾
<input type="checkbox"/>	11	Applicant	Resume, Cover Letter	AS49P	Not Selected - Final Email at Filled	March 20, 2017 at 02:31 PM	Actions ▾

Deselection Codes

- For access to deselection codes please contact HR.



ANY QUESTIONS?



HOW TO COMPLETE HIRING PROPOSAL

You need to be located in the HIRE module

HIRING PROPOSAL



- *We no longer need the 105, 202, 301, or 401 to be completed if hiring is completed through the PeopleAdmin System.*
- *As mentioned before, the candidate you wish to hire must be in the "**Recommend for Hire**" workflow state.*
- *Only the Originator/Business Officer or Hiring Manager/ Dean / Department Head tied to the posting will have access to begin the Hiring Proposal once the candidate is in the required workflow state.*

Completing HIRING PROPOSAL

- **Step 1:**

Persons who have access to begin the HP will need to click on the candidate's application and click on **START HIRING PROPOSAL**.

The screenshot shows a web interface for a job application. The main heading is "Job application: Applicant 9 (SHRA/EHRA Staff)". Below this, it states "Current Status: Recommend for Hire" and "Application form: Application".

The form contains several fields for personal information, many of which are redacted with black boxes. The visible fields include: "Full name:", "Address:", "United States of America", "Username:", "Email: zzz@peopleadmin.com", "Phone (Primary):", "Phone (Secondary):", "Position Title: SHRA/EHRA Staff", and "Division: High School Life".

On the right side, there is a "Take Action On Job Application" dropdown menu. The menu is open, showing several options: "View Posting Applied To", "Preview Application", "Start SHRA Position Hiring Proposal" (which is circled in green), and "Reactivate". A green arrow points from the text on the left to this specific button.

At the bottom of the form, there are tabs for "Summary", "Documents", "Recommendations (0 of 3)", "Supporting Documents", "History", and "Reports". Below the tabs, there is a section for "Personal Information" with a green checkmark and an "Edit" link. Below that, there is a section for "Contact Information".

Completing HIRING PROPOSAL

- **Step 2:**

Choose the desired position description.

FOR STAFF POSITIONS ONLY:

If using a posting to fill multiple positions be sure you are choosing the correct position that will correspond with each candidate. For these special cases, you can call HR for assistance.

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- Residence Hall Coordinator

Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

Search interface for Position Descriptions:

- Buttons: Saved Searches ▾, Search, Hide Search Options ▾
- Form fields:
 - Add Column: Add Column ▾
 - Department: Department
 - Status: Status
 - Position Number: [Empty Input Field]

Completing HIRING PROPOSAL

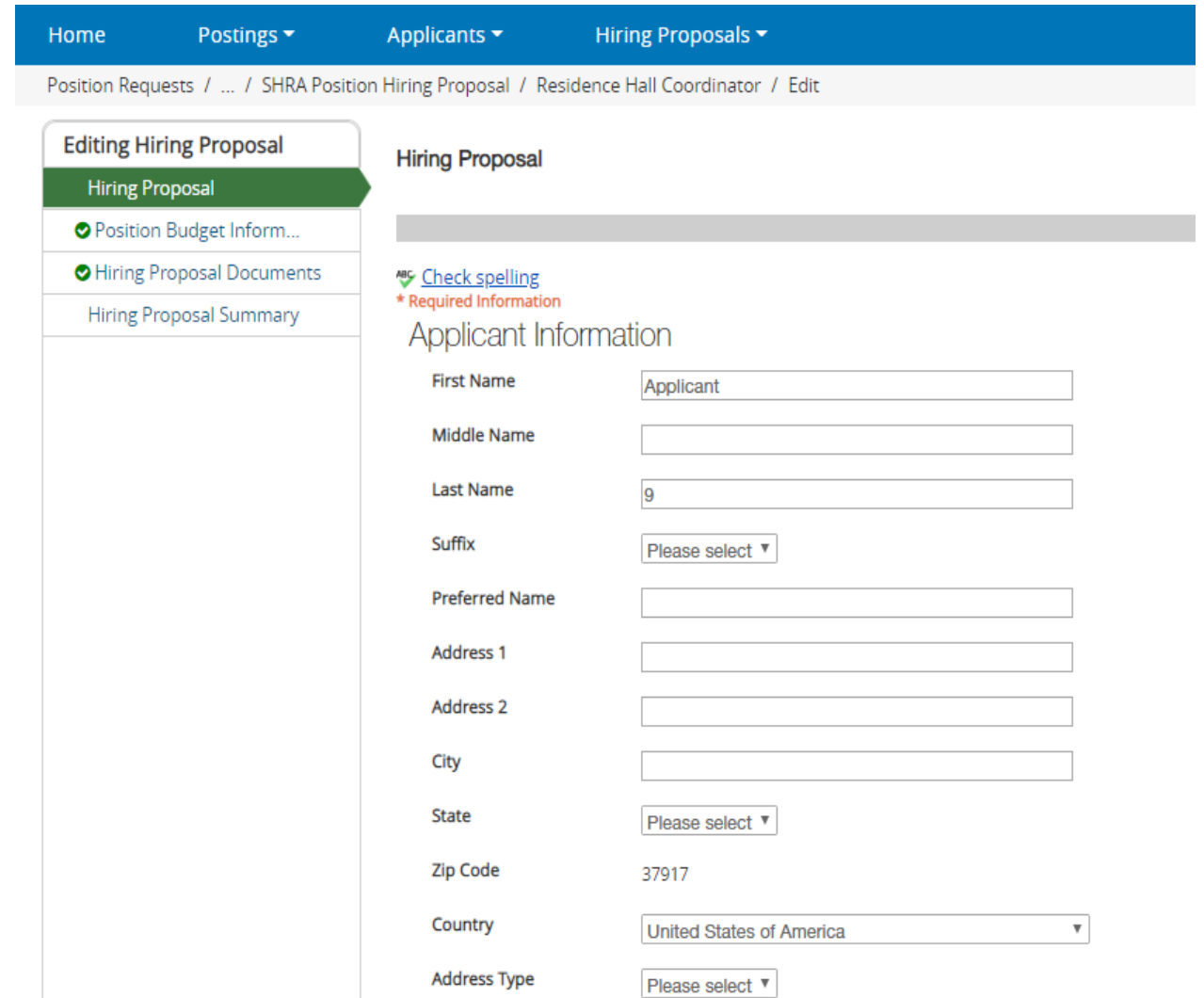
Step 3:

Fill in the following information under the Hiring Proposal Tab:

○ All applicant and position information should auto-fill within the Hiring Proposal.

○ Applicant Information

- Information will pull from the candidate's application
- Please be sure their name, address, telephone number, & email address are present on the HP
- Then scroll down to the position information.



Home Postings Applicants Hiring Proposals

Position Requests / ... / SHRA Position Hiring Proposal / Residence Hall Coordinator / Edit

Editing Hiring Proposal

Hiring Proposal

Position Budget Inform...

Hiring Proposal Documents

Hiring Proposal Summary

Hiring Proposal

Check spelling

* Required Information

Applicant Information

First Name Applicant

Middle Name

Last Name 9

Suffix Please select

Preferred Name

Address 1

Address 2

City

State Please select

Zip Code 37917

Country United States of America

Address Type Please select

Completing HIRING PROPOSAL

Step 4:

Fill in the following information under the Hiring Proposal Tab:

○ Position Information

- Information will pull from the position description
- Please be sure the following are correct:
 - Position Title
 - Position Number
 - FT/PT Status
 - FTE
 - **For Faculty: check whether the candidate will be a Faculty Serving as an Advisor and MYC Contract Length**
 - Leave report Approver
 - **Then scroll down to Hiring Proposal Information.**

Marital Status	<input type="text" value="Please select"/>
Position Information	
Classification Title	<input type="text" value="Residence Hall Coordinator"/>
Classification Code	<input type="text"/>
FLSA	<input type="text"/>
Salary Grade	<input type="text"/>
CRR	<input type="text"/>
JMR	<input type="text"/>
ARR	<input type="text"/>
Full/Part Time	<input type="text" value="Full-time"/>
FTE	<input type="text" value="1"/>
Posting Number	<input type="text" value="AS49P"/>
Working Title	<input type="text" value="Residence Hall Coordinator"/>
Position Type	<input type="text" value="EHRA Tier II"/>
Position Number	<input type="text" value="004312"/>
* Leave Report Approver	<input type="text"/>
	<small>This field is required.</small>
SHRA/EHRA Staff	<input type="text" value="EHRA Staff"/>
Employer Code	<input type="text" value="Please select"/>

Completing HIRING PROPOSAL

Step 5:

Fill in the following information under the Hiring Proposal Tab:

○ Hiring Proposal Information

- Please be sure to enter the following information:
 - Reason for Selected Candidate
(a minimum of 2-3 speaking to their experience and qualifications)
 - Pay Type (Hourly/Salary)
 - Actual Starting Salary
 - Personnel Date
 - Effective Date
 - **Appt End Date** if a temporary employee
 - Background Check Required Field
(Always yes except for Student Jobs)
 - **Be sure to save all changes then continue to Position Budget Information.**

Hiring Proposal Information

Hiring Proposal Number

Originator/Business
Officer users with access

Collier, Rachel x

Hiring
Manager/Dean/Department
Head users with access

Rick, Joseph x

* Reason For Selection of
Candidate

This field is required.

Pay Type

Please select v

Leave Category

Please select v

Actual Starting Salary

PLEASE NOTE: This will update the salary on the position description this person is hired into.

Personnel Date

Effective Date

* Is Background Check
Required?

v

This field is required.

Please Provide Any
Background Check
Detail

Orientation Date

Completing HIRING PROPOSAL

Example of Justification needed for Hiring Proposal:

Jane Smith's education includes a B.A. degree in a related study area, which is a requirement for this position. Her experience includes business administration, financial management, personnel planning, and the supervision of others. Jane also has related experience with university office forms and duties associated with a Business Officer. The position requires that personnel work closely with the Department Head in ensuring the smooth operation of the department as a service provider. A review of Jane's work history with the University shows an individual who has worked in progressively responsible positions that have given her the opportunity to acquire higher levels of responsibility. Lastly, from her answers during the interview and from the references provided, Ms. Smith has demonstrated excellent interpersonal skills, initiative, and good judgment. She was well prepared for the interview, gave thoughtful responses to the questions, and showed a keen interest in the position.

Completing HIRING PROPOSAL

Step 6:

Fill in the following information under the Position Budget Information Tab:

- Budget Summary Information
 - Please be sure the following information is correct
 - Fund Code
 - Account Code
 - Amount (*This amount should now match the "Actual Starting Salary"*)
 - Percentage Funded:
 - **Be sure to save any changes then go to Hiring Proposal Documents.**

Position Requests / ... / SHRA Position Hiring Proposal / Residence Hall Coordinator / Edit

Editing Hiring Proposal

- Hiring Proposal
- Position Budget Inform...**
- Hiring Proposal Documents
- Hiring Proposal Summary

Position Budget Information

[Check spelling](#)

Salary and Budget Information

Recruitment Range, if applicable

Is Position Contingent Upon Funding

Salary

Budget Summary

Fund Code

Account Code

Amount

Percentage Funded

Remove Entry?

Add Budget Summary Entry

Completing HIRING PROPOSAL

Step 7:

Fill in the following information under the Hiring Proposal Documents Tab:

- Initial Functional Competency Assessment – SHRA POSITIONS ONLY
 - Please complete the form prior to routing in the system.
 - YOU ARE NOT REQUIRED TO SUBMIT ANYTHING FOR BUDGET AUTHORIZATION.
 - Save changes and continue to Hiring Proposal Summary.

The screenshot shows a web application interface for editing a hiring proposal. At the top, there is a navigation bar with links for Home, Postings, Applicants, Hiring Proposals, Onboarding Events, and Shortcuts. Below the navigation bar is a breadcrumb trail: Position Requests / ... / SHRA Position Hiring Proposal / Clinical Director / Edit.

The main content area is titled "Editing Hiring Proposal" and contains a sidebar with a list of tabs: Hiring Proposal, Position Budget Inform..., Hiring Proposal Documents (which is highlighted with a green arrow), and Hiring Proposal Summary.

The "Hiring Proposal Documents" section is active and displays a table of documents. The table has columns for Document Type, Name, Status, and (Actions). The first document listed is "Budget Authorization - Hiring Proposal" with an "Actions" dropdown menu. The second document is "Initial Functional Competency Assessment (SHRA ONLY)" with an "Actions" dropdown menu.

Navigation buttons are present: "Save", "<< Prev", and "Next >>" are located at the top right and bottom right of the document list.


A note above the table states: "PDF conversion must be completed for the document to be valid when applicable."

Completing HIRING PROPOSAL

Step 8:


- Review the summary page for the Hiring Proposal and route.
 - Click on the orange **"Take Action on Hiring Proposal"** to route.
- The routing workflow for Hiring Proposals is the same depending on which position type you are routing:



SHRA/EHRA Staff / ... / Applicant 9 (Recommend for Hire) / SHRA Position Hiring Proposal / Summary

 **SHRA Position Hiring Proposal: Applicant 9 (SHRA/EHRA Staff)** [Edit](#)


Current Status: Draft

Position Type: SHRA/EHRA Staff Created by: Marquetta Smith
Division: High School Life Owner: Marquetta Smith
Applicant: Applicant 9
Posting: Residence Hall Coordinator

[Take Action On Hiring Proposal](#) 

 Print Preview
 Add to Watch List

Summary | History | Settings | Reports

 Hiring Proposal [Edit](#)

Applicant Information

First Name	Applicant
Middle Name	
Last Name	9

Completing the Hiring Proposal

- **Once the HP comes to HR for Final Review, we will make sure:**
 - All applicants have been deselected
 - Confirm start and orientation date (if needed) for employee
 - Approve HP
 - Email supervisor and applicant the signed offer letter from HR or Provost Office.
 - Send the applicant their checklist to ONBOARD!



ANY QUESTIONS?



ONBOARD

You need to be located in the ONBOARD module

Create/update Onboarding Tab

Once the Hiring Proposal is verified by HR, HR will create the Onboard event for the New Hire.

- The New Hire account is automatically created on the Onboard site.

The screenshot displays the HR system interface for the University of North Carolina School of the Arts. The top navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', and 'Onboarding Events'. The current page is titled 'SHRA Position Hiring Proposal: (SHRA/EHRA Staff)' with a status of 'Hire Approved'. The applicant information is as follows:

Applicant Information	
First Name	New
Middle Name	
Last Name	Hire
Suffix	

Additional details include: Position Type: SHRA/EHRA Staff, Division: Residence Life, Posting: Residence Hall Coordinator, and Owner: Human Resources. A green arrow points to the 'Create Onboarding Event' button in the top right corner of the proposal details.

Creating account and checklist

The account information is imported from PA7 – all information will prepopulate into the Hiring Forms.

Checklist types

- SHRA/EHRA Staff
- M/Y Faculty
- Visiting Faculty
- Temporary Hires
- Student Hires

Due Date will always be the day prior to Orientation but forms can be completed and submitted at any time.

The screenshot displays a web form titled "Select Onboarding Checklist" with an orange header. The form contains the following fields:

- First Name:
- Last Name:
- Work Email:
- Personal Email:
- Street Address:
- Zip:
- Date of Birth:
- Employee ID:
- SSN:
- Supervisor:
- Department:
- Position Type:
- Onboarding Checklist:
- Due Date:

Notification Emails

Emails will be sent to New Hire with the event creation and changes in status.

HR can also send emails if:

- New Hire needs reminder
- Items still require signature/approval

UNCSA Human Resources Onboarding account information - North Carolina School of the Arts

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Welcome

We are excited to have you join our campus community.

Before you start at UNCSA, please use our online records management system to easily complete most of your new hire documentation. You have been assigned documents on the SHRA/EHRA New Hires task list. Please complete the assigned documents as soon as you are able to prevent any delays in processing. Keep in mind that you will need to bring your I-9 identity verification documents to the Human Resources office during your scheduled orientation.

To log in to the system please follow the link at the bottom of this message. Your username is [REDACTED]. When you attempt to log in for the first time please click the "Logging in for the first time?" link at the bottom of the login page to reset your password.

Questions? You can reach Human Resources at 336-770-1428 or hr@uncsa.edu.

We look forward to you joining our team.

Best,

UNCSA Human Resources

Log In

← This will link the new hire to onboard site

Needs Attention: actions to be completed

MY TASKS

Needs Attention **Completed**

You have 5 tasks.

Type to start searching

ALL TASKS

Bulk Actions: Bulk Action Selection **GO**

<input type="checkbox"/>	TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
<input type="checkbox"/>	Notification and Release		SHRA/EHRA New Hires	09/03/2018		SIGN/APPV/REV
<input type="checkbox"/>	I-9		SHRA/EHRA New Hires	09/03/2018		SIGN/APPV/REV
<input type="checkbox"/>	I-9 Supporting Documents		SHRA/EHRA New Hires	09/03/2018		SIGN/APPV/REV
<input type="checkbox"/>	Employee Data Sheet		SHRA/EHRA New Hires	09/03/2018		SIGN/APPV/REV
<input type="checkbox"/>	Summary of Benefits		SHRA/EHRA New Hires	09/03/2018		SIGN/APPV/REV

<< < 1 > >> Go to page: Row count: 25 Showing 1-5 of 5

Needs Attention: actions to be completed

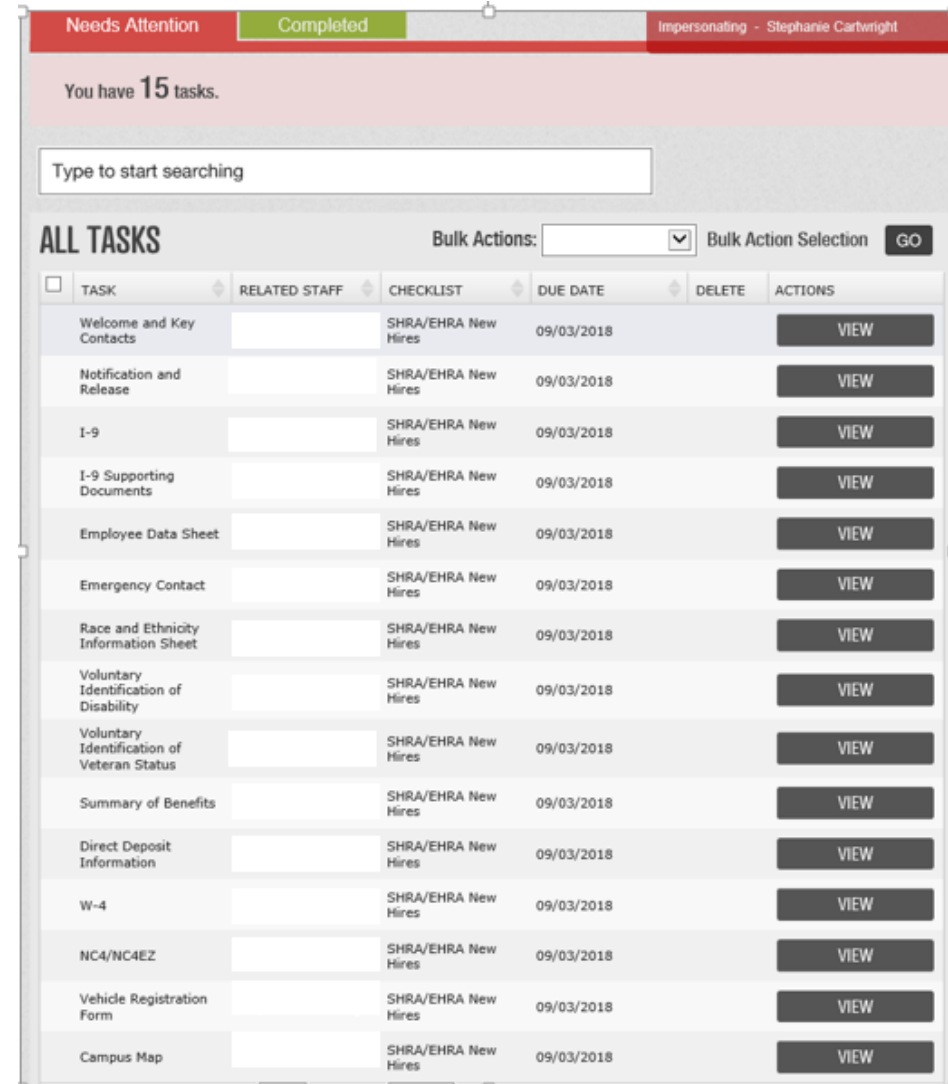
As documents are completed they route to the applicable departments/staff members for review or signatures:

SHRA/EHRA/Temp forms : Human Resources

Faculty forms : Faculty Affairs/Human Resources

Direct Deposit/Tax Form: Payroll

Vehicle forms : Department/Campus Police



The screenshot shows a web interface for task management. At the top, there are tabs for 'Needs Attention' (selected), 'Completed', and 'Impersonating - Stephanie Cartwright'. Below the tabs, it states 'You have 15 tasks.' and includes a search bar with the placeholder 'Type to start searching'. The main section is titled 'ALL TASKS' and features a 'Bulk Actions:' dropdown menu and a 'Bulk Action Selection' button with a 'GO' button. The task list is organized into columns: TASK, RELATED STAFF, CHECKLIST, DUE DATE, DELETE, and ACTIONS. Each task row includes a checkbox, the task name, the checklist item, the due date, and a 'VIEW' button.

<input type="checkbox"/>	TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
<input type="checkbox"/>	Welcome and Key Contacts		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Notification and Release		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	I-9		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	I-9 Supporting Documents		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Employee Data Sheet		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Emergency Contact		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Race and Ethnicity Information Sheet		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Voluntary Identification of Disability		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Voluntary Identification of Veteran Status		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Summary of Benefits		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Direct Deposit Information		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	W-4		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	NC4/NC4EZ		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Vehicle Registration Form		SHRA/EHRA New Hires	09/03/2018		VIEW
<input type="checkbox"/>	Campus Map		SHRA/EHRA New Hires	09/03/2018		VIEW

Completed Tasks

These items update from the Needs attention tab as they are signed or reviewed.

MY TASKS FILES REPORTS CONFIGURE

MY TASKS

Needs Attention **Completed**

You have Completed **0** tasks.

Type to start searching

ALL TASKS

TASK	RELATED STAFF	CHECKLIST	SUBMITTED	ACTION
No data available!				

Row count: 10

Available items through portal

Forms

- Direct Deposit (verification documents can be uploaded)
- Employee Data Sheet
- Tax forms (W-4, NC-4, NC-EZ)
- I-9 form (verification documents must be brought to orientation)
- Background Check

Links

- Vehicle Registration
- Benefits Video
- Campus Map

ANY QUESTIONS?
