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Welcome to The University System of New Hampshire Online Position Management and Employment Application System. The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete the following main tasks:
1) Review and Approve Position Actions
2) Create Postings for Applicants to Apply
3) Search and Review Applicants
4) Review and Approve Hiring Proposals
5) Edit or Create New Classifications
6) Communicate electronically with HR Administrators, Supervisors, Applicants, and others involved in your position/posting approval process and hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system.

Your Web Browser
The Online Position Management and Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

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

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

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

Important Note:
This guide was prepared using the training site: https://training629.peopleadmin.com/hr.
The live site URL for University System of New Hampshire is: https://jobs.usnh.edu/hr.

After navigating to the user site URL, the “login screen” for the system will appear and should be similar to the following screen:

If you have an approved user account, you will be able to log in using your approved USNH User Name and Password.
The Welcome Screen appears after you log in, and should appear similar to the following screen:

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.
CLASSIFICATION TITLES

The Classification section on the left hand side of the screen is changeable by Administrator users only. Administrators may update, create or inactivate titles that department level users will use to create a job description and/or reclassify an existing position. The Classification details cannot be modified by any users except Administrators. Campus HR users can view Class Titles, but cannot edit them.

In the section "Create Classification" you will be able to create new class titles in the system. You can create a new class title from an existing class title.

Creating Classification Titles

In the example below, we will create from an existing Class title. First Click ‘Create Classification From Classification’ on the left hand menu. You should see the search criteria below.

Use any of the search criteria to pull up the class title you want to copy to create a new one.
Click on create under the Class title you want to copy.
You may change any detail on the Classification Details page. It may appear that you are editing an existing title, but don’t worry – you are not. The idea here is to copy a similar title to create a new title. In this example, we are copying Accountant III to create a new, similar title, such as Accountant IV. This way, much of the information does not have to be significantly edited or changed. When finished, Click on “Continue to Next Page”
Typically, you should not change any of the ‘default’ question already existing on the classification details page. If you want to add additional screening questions, you may do so for your new classification title (if you would like more specific information on screening questions, please see the Posting-Posting Specific Questions section later in this manual). Add any questions and click “Continue to Next Page”.

On the summary page, you can approve your new classification. If you choose “Pending” then you will have saved the title and can search for it later and approve. In this example, we will "Approve" and click Continue, then Confirm.
Searching Classification Titles

In the section "Search Classifications" Administrators can update or inactivate an existing Class title. Logged in as Administrator, click 'Search Classifications. You will be able to specify criteria to pull up the Class title you wish to change. Note that Campus HR users can view, but not edit, existing class titles.

You can search for a specific title, or simply search all titles by clicking the SEARCH button.
Click on “View” to open the classification details. On the summary screen you can:

- a) Click the **Edit** link to modify any information.
- b) Click the “Remove” option and remove it from the classification list.
View Classification Summary

Please review the details carefully before submitting or saving any changes.

To take the action you have specified, click the Continue button. To edit, click the Edit link. To exit without making any changes, click the Cancel button.

Classification Details

<table>
<thead>
<tr>
<th>Grade:</th>
<th>09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Code:</td>
<td>00471</td>
</tr>
<tr>
<td>Class ELS Code:</td>
<td>H0-Non-Exempt Staff</td>
</tr>
</tbody>
</table>
Switching over to the Campus HR view, let’s first discuss Position Actions. To begin a Position Action, click the “Begin New Action” link in the “Position Descriptions” section of the navigation bar. Your Action choices will then appear.

Position options are broken down into different Actions in the online system. The options are:
- New Position Description
- Modify Existing Position Description
- Update User or Employee Information on Position Description
- Inactivate Position Description
Creating a New Position

Click on **Start Action** under the action you wish to use. In the following example, “New Position Description” was selected. There are several tabs across the top of the screen.

**Proposed Classification**

First, you must pick the Class Title that you would like to associate with your new position. Every position in the system must be associated with an existing class title. If you cannot find the correct class title for the new position you want to create, you should contact an Administrator and request that they input a new Class Title. To pick a Class Title, hit the Class Title dropdown and select a Title. You may also search Class Titles by Class Code or Job Category if that aids you in your search. Once you find, search for and ‘Select and Continue’ your class title, you will move forward to the Position Details tab.

**Position Details**

The position details tab will include most of the position information. Any editable field with a red asterisk is a required field, and you will need to enter information. The larger text area fields will hold approx. 3900 characters of text (just over one MS Word page, single spaced). The medium size text area fields have a 1200 character limit, and the single line text box fields hold up to 200 characters (might be less depending on HR rules). Note that you may copy and paste in from an existing position description to fields in the system, but be careful about bullets – the system
will replace bullets with question marks (?) so to avoid this, simply replace bullets with dashes or numbered lists.

If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.
**Duties/ Responsibilities**

After continuing to the next page, you will be on the “Duties/Responsibilities” tab. This page is set up as a builder, allowing you to enter as many duties/responsibilities as are necessary for the new position you are creating. Click ADD NEW ENTRY to start entering duties.
Additional Documents

After continuing to the next page, you will be on the “Additional Documents” tab. On this page, you may attach additional documents in support of the new position you are requesting. You may click on the ‘Definitions of Additional Documents’ at the top of the page to see what is required on each campus, as well as to get better definitions of each document listed. In order to attach a document, click the ‘Attach’ link next to the document you’d like to attach. You can either browse out and ‘Upload’ the document from your computer, or copy and paste text into the ‘Paste a New Document’ box. If you are attaching a document, make sure and confirm that the document has attached properly before proceeding.

Comments and HR Use Only Tabs

After continuing to the next page, you will be on the “Comments” tab. On this page, you may input comments which you’d like to share with other users involved in workflow for this new position. If you were reviewing a position sent to Campus HR (more commonly the case), you can make comments on this tab – this is particularly important if you want to document why a request for a new position is not approved. There is also an additional HR Use Only tab, which can only be seen by Administrator users and Campus HR users.
**Saving/ Approving the Action**

After continuing past the HR Use Only page, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.

The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm**.
**Search Actions**

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved positions you have access to in the system.

Once you search for your position action, you should see a table that shows you the position and current status in the “Status” column. You may click the view link to review details or comments from other approvers.
Modify Existing Position

You will be modifying existing positions more commonly than creating new positions. Click on **Begin New Action**, then select the Modify Existing Position Description action.

Once you have started this action, you must find the existing position you wish to modify. You should see a screen similar to the following:

You may Search Positions by Employee Name, Position Number, Title or Category. You may also use a combination of these fields to help you hone your search. Once you find the position you would like to work with, click Start Action.
Once you specify what kind of modification you are requesting, on the Modification Requested tab, and review the Current Job Description to ensure you are working with the correct position, proceed to the Proposed Classification tab. If you wish to reclassify the position, you will be able to propose the changed title on this tab.
Proceed through the other tabs on the action in the same manner as the New Position Description action discussed earlier.

**Inactivate Position**

Campus HR and Administrator users, have access to Inactivate a Position. If a position no longer needs to be available, you may use the “Inactivate Position” Action to make it unavailable. *NOTE – This will not remove it from the system – it will only place a position at inactive status, which will not allow ‘Modify’ actions to occur. To inactivate a position, click on **Begin New Action**, then Start Action under Inactivate Position.*

Search for the position by using one of the fields in the search screen.

Click the search button to find the position you would like to inactivate and then click on **Start Action**.
Once you choose “Start Action” you will be viewing the job description that you are about to inactivate. Review the position and click on continue to next page.
On the Summary page, you will only have the option to choose “Inactivate Position”.
Update User or Employee Access to a Position

Another HR Only Action is the Update User or Employee Information on a Position. This Action will allow Campus HR or Administrator users:

a) To assign evaluation users to a position in the system. Evaluation users must be assigned by name to a position, in order to conduct or participate in an evaluation.

b) To update employee data, such as first name, last name, etc, on an existing position.

*NOTE – Only use this action to update current employee information or Evaluation user information on a position. It is best practice to use the Hiring Proposal to seat a new employee into the position (unless employee information changed due to a simple lateral transfer).

Click Start Action under Update User or Employee.

Use the search screen to find the position you want to update and click Search.

Click on Start Action to open the Action to change forms.
The first page will be a view of the current job description only. Click Continue to Next Page or click directly on the Position Details tab. On the Position Details tab, you will be able to modify limited position information, employee data and/or the evaluation-related user accounts. You can modify the:

- Employee First Name, Last Name, Middle Name/Initial, Suffix
- Operating Title
- Evaluation Supervisor: this is the ONLY way that an evaluation supervisor user will be able to start an evaluation for this position.
- Employee Account Name: this is the ONLY way that an employee user will be able to participate in an evaluation for this position.
- Department and Department (Applicant View)
Once you make your updates, click on Continue to Next Page. You can approve this simple update right away.
**Searching Positions**

The link “Search Positions” will allow you to search and view all approved position descriptions in the system. You can use any field to find the position you wish to view. Click the search button to see all approved job descriptions.
You can click “View Summary” to see the Position in a printer friendly version, or choose View History to see the history of the position, including all actions that have taken place against this position.
CREATING A POSTING FROM POSITION

To create a Posting, begin by clicking the ‘Create Posting From Position’ link under the header “Create Posting”. You may create a posting from positions that have been updated in the system – see Important Note in the screenshot below. There are rare cases where you may need to create a posting from scratch, but only when you need to create a posting and there is no existing position to create from. You should create posting from position whenever possible.

Posting Information

Once you click Create Posting From Position, you will need to search for the position you wish to use to create a posting from, by using the search fields. Click Search.
You will see a table with your search results. You can click **Create** under the correct position.
There are several tabs across the top of the screen. The “Posting Details” tab data fields should pull in all information from your position description. You can edit information on this page as needed, but keep in mind that changes made to a posting WILL NOT write back to the underlying position description.

Review and confirm all fields and click on **Continue to Next Page**. You may VIEW ONLY the information on the Duties/Responsibilities tab, and add Advertising/Billing Information or Documents as needed. We will now cover the Posting Specific Questions and Disqualifying/Points tabs.

### Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section. If you are not adding any Screening Questions, click the **Continue to Next Page** button.

To add a Screening Question to this Posting, scroll all the way to the bottom of the page and click on the **Add a Question** button, which returns the following page:
The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click Search, the system will return a list of all questions that have been entered approved previously for other Postings. Select one of the questions from the list if it is appropriate for this Posting. Click the View/Add link to the right of the question in order to add it to your posting.
If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

**Why Do you want to work for this organizaiton?**

**Describe any work experience relevant to this Posting:**

---

**Create a Question**

After clicking the **Create a Question** button, the following screen will appear:
Step 1: **Please enter question text:** Enter the text of the question you wish to ask all candidates who will apply to this Posting.

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

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

**Adding Closed Ended Questions**

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

*Do you have experience working in an office environment?*

Possible Responses: Yes or No
After selecting the “Closed Ended” radio button, enter the answer choices that candidates can choose from in the boxes labeled “Possible Responses”. In this case, you would enter:

1. Yes
2. No

Adding Open Ended Questions

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

Describe any work experience relevant to this position.

After selecting the “Open Ended” radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate’s response to less than 50 characters, select Short Text. Otherwise, select Long Text (Text > 50 characters). If a phone or a date is the required response, select the Phone or the Date options.

In the following example, Long Text was selected as the answer-type for the open-ended question.
The next step is to click on the **Submit Question** button at the bottom of the screen. If approved, this question will attach to the Posting, and every applicant who applies to this Posting will be asked this question.

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

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the “Required” status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.
When you have finished adding screening questions, click the **Continue to Next Page** button.

**Disqualifying/ Points**

On the Disqualifying/Points tab, you may add points or select an answer as a Disqualifier. Note that you should NOT put points or DQ criteria on any of the ‘default questions’ – only on YOUR questions which you added on the previous tab. In general, use caution with the ‘Disqualifying’ column – if you set a disqualifier, and an applicant answers this way, the system will automatically disqualify them for the posting, and they will receive a message immediately letting them know they have been screened out due to posting specific questions.
Hiring Steps

If you need to change Hiring Steps other than the default steps shown, you may do so on this page. If you do change the steps, ensure that you keep them in the same order. For example, if you want all applicants to come in to the posting 'Under Review by HR' first, you should change step 1 to be 'Under Review by HR', then move all the steps below one down in sequence. See the screenshot below for an example of this change.
Guest User

You may activate a Guest User account on the Guest User page. This Guest User account can be sent to the Search Chair for this posting, to distribute to all members of the Search Committee. The Guest User account is only active while a posting is at Posted and Closed/Removed from Web statuses, and is inactivated once a posting is moved to Filled status. Guest Users have View Only access to applicant and posting information, and cannot edit any field or applicant status.

To Activate a Guest User account, click on the link that says “Activate Guest User”.

Activate Guest User

You will be able to specify the password and can give the login credentials to the Search Chair or to individual members of the search committee.
Saving/ Approving the Posting

Once you complete the all posting tabs/pages, you will have the ability to approve the posting, or send it to any applicable other status.

The approvals for Administrator and Campus HR are as follows:

a) **Approve for Later Posting** – will approve the posting to move to Posted status as of the Posting Date entered on the Posting Details page.

b) **Post** – will immediately post this opportunity, regardless of the Posting Date.

Quick Guide to Creating a Posting

1) Click *Create Posting From Position* on the left hand menu.

2) Fill in the Posting details
   a. When finished, click *Continue to Next Page*

3) Add screening question(s) (optional…to skip, click *Continue to Next Page*)
   a. From “Screening Questions” section, click *Add A Question*
   b. Click *Search*
   c. Select one of the previously entered questions, or click *Create A Question*
   d. Enter the text of the question
e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
f. Designate answer choices for a closed-ended question, or answer type for an open-ended question

g. Click Submit Question to attach the question to the posting.

h. Enter additional screening questions, or click Continue to Next Page

4) Add any Points/Disqualifying, only to the questions YOU ADDED – not the default questions.

5) Change Hiring Steps if needed.

6) Assign a “Guest User” if appropriate, then click Continue to Next Page

7) Review the Posting, and edit if necessary. When finished, select the appropriate step and then click Confirm on the following screen.

Search Postings/ Reports List/ Review Applicants

As an Administrator or Campus HR user, you can search for all postings by clicking the “Search Postings” link on the left hand side of the screen. You can use the search criteria to locate your postings. Search for postings at the status of posted/closed to:

a) Review all applicants that have applied

b) Run reports by clicking the ‘Get Reports List’ link located in the posting number column.

Get Reports
List
To review applicants that have applied to this posting, click the view link under the title of the job.

The tab labeled “Applicants” is a screen listing the applicants who have applied to this posting. Additional summary information is also provided in this table, including links to uploaded documents (such as resumes and cover letters), date applied, etc. Each column may be sorted by the arrows next to the column heading.

From this screen, you may perform a number of tasks, including:
- Sort and view Applicants by different criteria
- View and print applications
- View and print uploaded documents
- Add notes to an applicant’s record
- Change an applicant’s status
Sorting and Viewing Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the arrow next to the corresponding column heading. Clicking the arrow again reverses the sort order.

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you filter (view) them by.
You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the Refresh button to refresh the screen.
Viewing and Printing Applications

To view and print a single Application, click the "View Application" link under the applicant's name from the "Active Applicants" screen (shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File > Print from your browser’s menu to print the application. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Posting” screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants you wish to print (or click “All”). These boxes are located on the right side of the page.
2. Click the View Multiple Applications button.
3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select File > Print from your browser’s menu to print the application(s).

**Viewing and Printing Documents**

This process is very similar to printing applications, except the documents are loaded using the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents’ formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled “Documents” from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the Applicants you selected to print. Select File>Print from the Adobe Reader menu to print the document. To close the window, click on the “X” in the upper right-hand corner of the window (this NOT log you out of the system – it will simply return you to the list of Applicants on the “View Posting” screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.
Adding Notes to an Applicant’s Record

While in the Active Applicants screen, you may add notes to an applicant’s record. These notes are saved by the system and can be viewed by all users within the system.

To view the notes for an individual, click the “History/Notes” link under the "Link To" column. After clicking the link, a screen similar to the following will appear:

Once you have completed entering a note for that applicant, click the Add Notes button. A confirmation page will appear; after clicking Confirm on that page you will see the note you created added to the applicant record. To return to the applicant list, click the Return button.

While in the Active Applicants screen, you may view an applicant’s history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Common History entries you may see for each applicant include:
- **Incomplete – Attached Application** (indicating the applicant clicked the “Apply to this Position” button)
- **Incomplete – Attached Questions** (indicating the applicant clicked the “Submit Questions” button)
- **Incomplete – Attached Documents** (indicating the applicant clicked the “Finished Attaching Documents” button)
- **Completed Application Process** (indicating that the applicant completed all necessary steps in applying for that position)
Others may appear, depending on your institution’s hiring process.

The Modified By column shows you who was responsible for moving the applicant through that step. An action taken by Template or System Generated indicates that the system automatically moved the applicant to that step in the process.

Click Return to return to the previous screen.

Changing the Status of Applicants

While in the Active Applicant display screen, you can change the status of applicants as you review their applicants, interview them, and make a final decision. To change the status of one applicant, click the “Change Status” link under the Status column heading.

To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant that you wish to change, then click the button labeled Change Multiple Applicant Statuses. You may also click the “All” link to select all applicants at the same time. To deselect all applicants, click the “None” link.
After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

Under the “Status” column appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

You may change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.
After clicking on the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

**Hiring Proposal**

When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this candidate and send through the electronic approval process built in to your site. To start a Hiring Proposal, click on the “Change Status” link under the candidate you wish to hire.

Once you click change status, you will need to select the “Recommend for Hire” option. Click on **Continue to Confirm Page** and **Save Status Changes**.

A link will appear under the applicant that says “Begin Hiring Proposal”.
Click the Begin Hiring Proposal link and the next screen you see will vary, based on how you are logged in. If you are logged in as a "Human Resources" user, the two options are:

**EPAF Hiring Proposal for Position Description Listed Below**: use this hiring proposal action to request a candidate for hire into the position listed below. If this action is approved, it will generate an EPAF in Banner.

**EPAF Hiring Proposal for Different Position Description**: use this hiring proposal action to request a candidate for hire into a position other than the position listed below. If this action is approved, it will generate an EPAF in Banner. Note: You will have the opportunity to search positions.

**Non-EPAF Hiring Proposal for Position Description Listed Below**: use this hiring proposal action to request a candidate for hire into the position listed below. If this action is approved, it will NOT generate an EPAF in Banner. This type of hiring proposal can only be initiated by Campus HR or Administrator users.

**Non-EPAF Hiring Proposal for Different Position Description**: use this hiring proposal action to request a candidate for hire into a position other than the position listed below. If this action is approved, it will NOT generate an EPAF in Banner. Note: You will have the opportunity to search positions. This type of hiring proposal can only be initiated by Campus HR or Administrator users.

Once you choose your Hiring Proposal selection, click “Start Action”. You will see an open form where you can specify the detail about the candidate you wish to hire. Once you complete the Hiring Proposal, choose **Continue to Next Page**.
Choose which option you wish to take on your Action. You may either:
   a. Save without Submitting
   b. Approve Hiring Proposal

Make your selection and click on Continue.
Welcome Sample Clay Test User: You are logged in with Department View.
Your Current Group: Campus HR.
Sunday, June 28, 2009

View EPAF Hiring Proposal for Position Description Listed Below Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the Continue button. To edit the position description, click the Edit link. To exit the position description without making any changes, click the Cancel button.
Searching Hiring Proposals

To check the status of your Hiring Proposal, you may search for it at any time. Click on the left hand side of the screen “Hiring Proposal Search”.

You will be able to search using any of the specified criteria on the search page. Click search once you have marked your search criteria.

Once you locate your Hiring Proposal, you may click View under the title to either:
  a) View the Hiring Proposal as it is being sent through approval.
  b) Approve a Hiring Proposal that has been sent to you.
  c) Edit a Hiring Proposal that you saved.
### View Hiring Proposals

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Status</th>
<th>Action Type</th>
<th>Job Category</th>
<th>Position Number</th>
<th>Candidate Last Name</th>
<th>Date of Last Action</th>
<th>Date Approved</th>
</tr>
</thead>
</table>

Search Hiring Proposals:
- Classification Title: Any
- Job Category: Any

Selected Options:
- Check All
- Only
- Hiring Proposal Saved Not

Date: [Date]
Searching Applicants by Name and Conf Number Search

You may search for a specific applicant by first name and last name. To begin, click the “Search Applicants” link under Applicants on the left side of the screen and a screen similar to the following will appear:

This screen will most commonly be used when an applicant calls your office and asks for the status of his/her application. After obtaining the applicant’s name, click the **Search** button. The following screen will appear after clicking the **Search** button on the Search Applicants page.
You may also search the first and last name fields by partial names by entering just the portion of the name for which you wish to search. For example, if you enter “LIZ” in the first name field, you would receive all applicants who have “LIZ” in their first name. This would include “Liz”, “Lizzy” as well as “Elizabeth”. The search is not case sensitive.

To reverse the order of the sort, click on the arrow next to the title of the column (e.g. “Name”).

Options under the “Action” column:
- **View Job History** – this will display a list of the job openings for which the applicant has applied. You will have the ability to review the applicant status, attach additional documents for applicants, remove any applicant documents and change the applicant status.
- **Reset Password** – this will allow you to reset an applicant’s password. For security purposes, you are not able to view their password, just reset their password to their user name.
- **Assign to Posting** – this will allow you to assign an applicant to a job opening.
- **Edit Application** – this will allow you modify certain fields on an applicants application after they have applied to a position. You will only be able to modify those fields that frequently change (email address, phone number, address).
Viewing Postings for which an Applicant Has Applied

Click View Job History, which will take you to a screen similar to the following. From this screen you can change the applicant's status, or view details of the individual's application for the Posting for which the applicant has applied.

Resetting an Applicant's Password

The applicant site is set up with a self-retrieval mechanism for Applicants who forget their password. However, it is possible that you may need to reset an individual's password for them. From the Search Applicants results screen, click Reset Password and the following screen will appear. Press Confirm to confirm the change, or cancel to return to the previous screen.
After you click Confirm, the applicant's password and username will be the same. You should instruct the applicant to change his/her password the next time he/she logs in.
Assigning an Applicant to a Posting

The system allows HR users to assign Applicants to Postings from the applicant search results. To begin, click on “Assign to Posting”. This will take you to the search screen. Click on the “Search” button after you specify criteria or just click “Search” to pull up all jobs.

The following screen appears:

You may apply the applicant to any Posting on the screen by selecting the “Apply to this Posting” link. You will then have the ability to answer or skip any posting specific questions. If you skip them, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you choose to answer questions, you will be able to attach documents or skip attaching documents for the applicant. If you skip attaching documents, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you click the “Finish Attaching Documents” button, the applicant will be qualified and moved to the appropriate status. You can always change this status when you are finished.
Conf Number Search

The confirmation number search will allow you to search for an applicant record based on the confirmation they received once they applied for a specific position.

Once you search for the applicant record, you can view the applicants’ application, view, add and remove documents, view History and Notes and check the status of the applicant.
View Position-Applicant Records

To view the applicant's application, click on the "View" link below the name. You may change the sort order of the list by clicking on the column heading.

### View Position-Applicant Results

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Confirmation Number</th>
<th>Date of Application</th>
<th>Classification Title</th>
<th>Posting Number</th>
<th>Link To Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percy, Walker</td>
<td>Manage Documents</td>
<td>553057</td>
<td>06-28-2009</td>
<td>STAFF PHOTOGRAPHER</td>
<td>060001</td>
<td>Selected for Interview/Change Status</td>
</tr>
<tr>
<td>Hubbard, Nathaniel</td>
<td>Manage Documents</td>
<td>553058</td>
<td>06-28-2009</td>
<td>STAFF PHOTOGRAPHER</td>
<td>060001</td>
<td>Selected for Interview/Change Status</td>
</tr>
<tr>
<td>Woods, Tiger</td>
<td>Manage Documents</td>
<td>553059</td>
<td>06-28-2009</td>
<td>STAFF PHOTOGRAPHER</td>
<td>060001</td>
<td>Last Selected - NO EMAIL Change Status</td>
</tr>
</tbody>
</table>
Manage User Accounts

Search Users

When you click the search users link, you will be able to search for any user account in the system using the search table.

Click on search to see all user accounts in the system.
Once you locate the user account, you can:
- Click the View/Edit link to modify any details about a user account
- Click Log In As to log in as a specific user
- Reset Password
- Inactivate

**Email Notification Groups**

The PeopleAdmin system sets up email notifications based on specific USERS and ACTIONS in the system. The lettering:
- Action – stands for Position Actions
- Posting – job Postings
- Hiring Proposal – will only be related to Hiring Proposal actions
- Evaluation – related to Evaluation workflow

The text at the beginning of each notification will tell you which user type should receive this email.
Once you make edits to existing user accounts, you can click on the approve option.

Logging Out

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