

This document will explain how to create a Staff Job Posting.

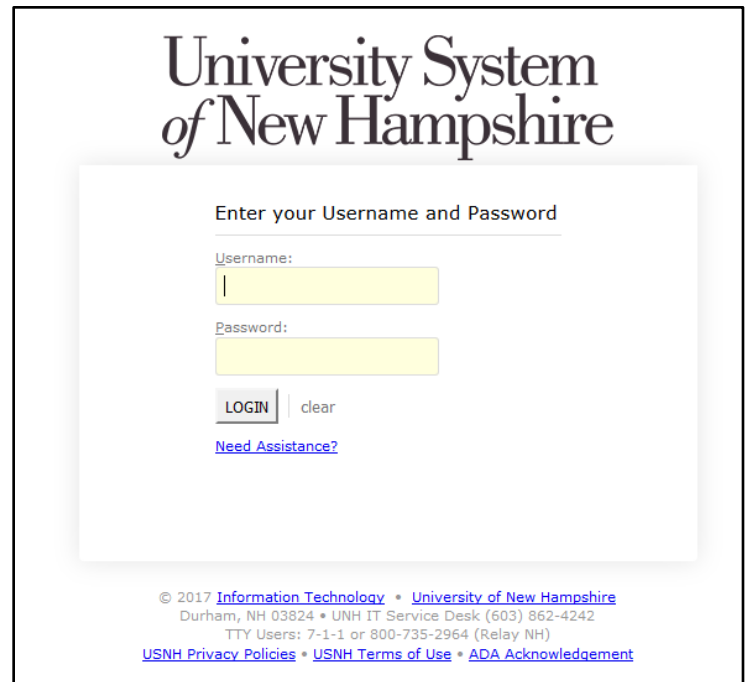
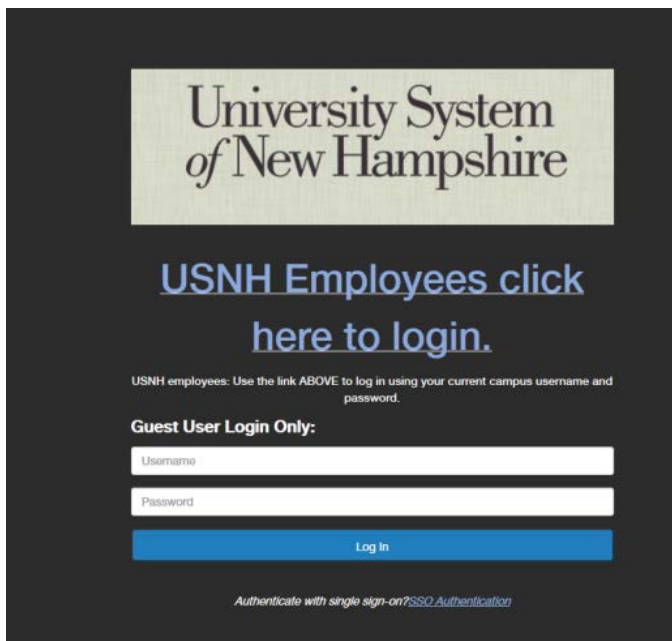
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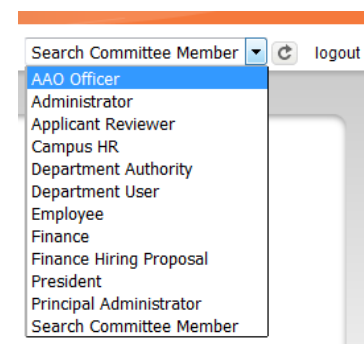
Logging in to PeopleAdmin

People Admin is part of the USNH Central Authentication Service (CAS)


1. Navigate to <https://jobs.usnh.edu/hr>
2. Click on “USNH Employee Login”

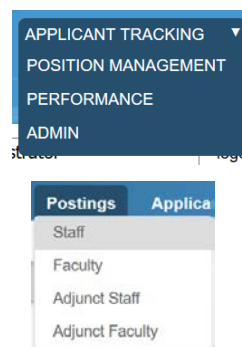


3. At the USNH CAS login page, enter your USNH ITID in the Username field
4. Enter your password in the password field.
5. Click Log In
6. Select your user role from the “Current Group” menu in the top right





Getting Started

1. Select Applicant Tracking from the menu in the top right.
2. Select "Staff" from the "Postings" tab.
3. Click  .
4. Click [Create from Position Description](#) .

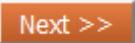
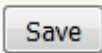


Selecting a Position Description



1. Select the position that you'd like to create a posting for.
2. If the position does not appear in the list, click More Search Options and enter the position number in the Position Number search box. See the Navigation and Search Manual for information about searching.
3. Click on the Operating Title to view the details of the position.
4. Review the details of the position on the Position Description page, and click  [Create Posting from this Position Description](#) .
5. On the New Posting page, verify that the Operating Title, Campus, Division and Department are correct. Make any necessary changes.
6. Choose what workflow state received applications should start at. Contact your campus HR office with questions.
7. Reference Notification - Select the workflow state that will trigger emails to reference providers.
8. Recommendation Workflow – Select the workflow state to move candidates to after all recommendations have been received. This option is usually left blank. Contact your HR office for clarification.
9. Recommendation Document Type – Choose "No Document" to receive letters directly from reference providers. Choose "Reference Letter" to let providers upload the documents.
10. Online Applications – Verify that Accept online applications is checked. Provide offline instructions if necessary.
11. Click  .

Navigation


While editing the Posting there are some navigation features to be aware of.

- When a section is complete, click  to save the information and move to the next section.
- To save information without advancing to the next section, click .
- Switch between sections by clicking on the section names in the list on the left:



- Be sure to fill in required fields on every section. Required fields are denoted with * .
- When all sections are complete, navigate to the “Summary” section.
- Review all information. A  denotes an incomplete section.

Position Details Tab

1. Some fields on the Position Details tab will be defaulted from the Position Description. Review these for accuracy.
2. Fill in all required fields. Required fields are denoted with * .
3. *Percent Time Information* should be 1 for full time, and .xx for less than full time, such as .75.
4. *Institution Information* – This field should be used to write general information about the College, University, or department, and will be displayed to applicants.
5. *Salary Information* – The Salary Information field contains a default statement. Shortly below, the Salary Range field contains specific salary figures. Copy and paste the parts of this information needed from the Salary Range field into the Salary Information field, while keeping the default statement intact.
6. *Department Users with Access* – Enter the names for PeopleAdmin users in the department that should have access to this job posting. This list will dynamically suggest names as you type.
7. *Person Submitting This Posting to Site* – Record you own name and contact information in case the HR office needs clarification on any part of the posting.

8. *Please enter the names of users who should be able to move this posting through the workflow* – This field is used to suggest to HR which users will manage the posting. The Applicant Reviewer role will be assigned to these users, and they will be responsible for moving applicants through the hiring process.
9. *Applicant Reviewer* – Only Campus HR will see this field. The Applicant Reviewer role will be assigned to these users, and they will be responsible for moving applicants through the hiring process.
10. When finished with all fields, click  .

Duties and Responsibilities Tab

1. Review the Job Duties for accuracy.
2. Duties and Responsibilities are configured on the Position Description and are not editable on the Job Posting. If there are duties missing, save your progress on the Job Posting, and update the Position Description accordingly, or contact someone who can.

Advertising and Billing Information Tab

1. Enter the Fund, Org, Account and Activity Codes that will be charged for advertising the Posting.
2. Select advertising choices from the list, and specify when necessary.
3. Enter advertising avenues not listed above in the Additional Advertising Choices field.
4. Enter the text of the advertisement in the Ad Copy field.

Reference Collection Tab

1. Enter the minimum and maximum number of references needed from the applicants.
2. Enter the last date that references will be accepted.
3. Enter instructions for reference providers. This information will be included in automatic emails to the providers.
4. Enter a message to reference providers that the reference was received. This information will be included in automatic emails to the providers.

Supplemental Questions Tab

1. Click **Add a question** on the Supplemental Questions page.
2. Find the desired question in the list
 - a. The list of questions can be filtered by category.
 - b. All questions in the Core category should be included on every staff posting.
 - c. Select one or more questions using the check boxes on the left.
 - d. Click **Submit** .
3. You may add weight to Supplemental Questions and/or make them disqualifying. Click on the question to be edited on the Supplemental Questions page.
4. A menu will open below the question showing the possible answers
5. Assign point values to each answer and a weigh to the question if necessary.
6. Check the box under **Disqualifying** if applicable for an answer.
7. Click the question title again to collapse the menu and move to another.
8. Click **Save** to save your progress.
9. You may also purpose new Supplemental Questions if necessary. Click **Add a question** on the Supplemental Questions page.
10. Click [Can't find the one you want? Add a new one](#) .
11. Enter a Name, Status, and Category for your question.
12. Write out your question in the Question field.
13. Choose from **Open Ended Answers** or **Predefined Answers** .
14. If you choose Predefined Answers, fill them in. More answer spaces will be provided automatically when you enter text in the last one.
15. Click **Submit** .
16. New questions will only be available after they have been approved by an administrator.
17. When finished with Supplemental Questions, click **Next >>** .

Documents Needed to Apply Tab

1. Choose which documents are required and / or optional for the Posting.
2. You may drag and drop the document types to reorder them.
3. Three "Other" document types are available for document types not otherwise listed.
4. When finished, click **Next >>** .

Posting Documents Tab

1. Upload any documents that should be attached to the Job Posting for the applicant to see.
2. Select *Upload New* from the Actions menu to upload a document from your computer. Select *Choose Existing* to pick a document already in PeopleAdmin, or select *Create New* to create a document in word processor.
3. When finished, click **Next >>**.

Search Committee Tab



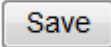



1. Use the *Search* section to search for PeopleAdmin users who can be on search committees and add them to the committee for the posting. Click **Add Member** to add the user to the search committee. Check the *Make Member The Committee Chair* box to assign the search committee chair.
2. Use the *New Search Committee Member* section to request Search Committee access for a user the does not currently have that role. All fields are required. Click **Submit** to submit the request.
3. When finished building you search committee, click **Next >>**.

Guest User Tab

1. Guest User accounts can be created to give access to job postings to people outside of USNH. This may be used, for example, for a search firm that is assisting in a search.
2. Click **Create Guest User Account** to create a guest account.
3. Edit the Password field is desired, and click **Update Password** to activate the new password.
4. Enter the email addresses of people who need guest access in the Email addresses field, and click **Update Guest User Recipient List**.
5. Click **Next >>** to continue.

Evaluative Criteria



Evaluative Criteria are used by the search committee to rate candidates. Criteria can be weighted to help narrow down the pool.

1. Click  on the Evaluative Criteria page.
2. Find the desired criterion in the list
 - a. The list of criterion can be filtered by category.
 - b. Select one or more questions using the check boxes on the left, and choose a workflow state for each.
 - c. Click  to add the selected criteria to the posting.
3. After adding criteria, click on the criterion to be edited on the Evaluative Criteria page.
 - a. A menu will open below the criterion where you can choose the workflow state, assign weight to the criterion, and assign points to the answers.
4. After adjusting each Evaluative Criterion, Click  or .
5. New Evaluative Criteria can be purposed if necessary. Click  on the Evaluative Criteria page.
6. Click [Can't find the one you want? Add a new one.](#)
7. Enter a Name, Label, Status, and Category for your question. The name should be the same as the Description, and the label should be one or two words describing the criterion.
8. Write out your question in the Description field.
9. Choose from [Open Ended Answers](#) or [Predefined Answers](#).
10. If you choose Predefined Answers, fill them in. More answer spaces will be provided automatically when you enter text in the last one.
11. Click  to add the criterion.
12. New criteria will only be available after they have been approved by an administrator.

HR Use Only Tab

1. Only Campus HR users will see this tab. Enter any necessary notes in the field and click Next to continue.

Summary Tab

1. Review all information for accuracy
2. Click [Edit](#) next to any section heading to edit that section.
3. A  next to a section heading denotes an incomplete section.
4. When all sections are complete, choose the appropriate action from the  menu to move the Posting forward in the workflow.