PeopleAdmin for Faculty
Job Posting, Applicant Tracking & Hiring Proposal

University Information Technology Services
Learning Technologies, Training & Audiovisual Outreach
# PeopleAdmin for Faculty
## Job Posting, Applicant Tracking & Hiring Proposal

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Introduction

PeopleAdmin™ is the online faculty search application developed specifically to enable entry, routing and approval for faculty and academic administrative positions at Kennesaw State University. Requests to create or fill positions, new or existing, are handled through this electronic process.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create and submit job postings
- View applications to postings
- Track the status of postings, applicants, and hiring proposals
- Create and complete the Hiring Proposal
- Close the Faculty Search
Kennesaw State University Users

In the PeopleAdmin system, the concept of Scope controls the access a system user has to view postings and applicants. Below you will find an overview of Kennesaw State University user types, by level of scope.

**Personal Scope Users** can only see postings and applicants that are assigned to their account.
- Committee Chair
- Search Committee Member
- Administrative Assistant

**Departmental Scope Users** can see all of the postings and applicants within their department.
- Department Chair

**College Scope Users** have access to all postings and applicants in their college.
- Business Manager
- Dean/Designee

**Organization Scope Users** have an overview of all postings and applicants across the entire system.
- Provost/Designee
- Faculty Affairs
- Academic Affairs – Financial Review
- PeopleAdmin Coordinator
- EEO/CDO
- Posting Reviewer

**Accessing PeopleAdmin**

The Web Address/URLs for the site include the following:

- User site [https://facultyjobs.kennesaw.edu/hr/](https://facultyjobs.kennesaw.edu/hr/)
- Applicant site [https://facultyjobs.kennesaw.edu](https://facultyjobs.kennesaw.edu)

**Prerequisite: Requesting a User Account**

You must take the PeopleAdmin training located within OwlTrain and fill out an access form located on the Faculty Affairs (http://facultyaffairs.kennesaw.edu/) website to request any new user account, or to update roles or departments.
Browser Support

PeopleAdmin has been tested with the following browsers:

- Mozilla Firefox® versions 3.5 and later
- Google Chrome™ version 8 and later
- Microsoft® Internet Explorer® versions 7 and 8 (Earlier versions are no longer supported.)
- Apple Safari® versions 4.0 and later

Note: It is recommended that you use Mozilla Firefox. This system is not yet compatible with iOS devices.

Data Security

To ensure the security of the data, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer, it is strongly recommended that you save any work in progress and logout of the system by clicking on the Logout link located on the top-right-side of your screen.

Log-in

To log in to PeopleAdmin, go to the site and enter your NetID and NetID Password. Then click Login.

![Login screen](image)

Figure 1 - Login screen

Once you log in, any postings that you have authority to view will be displayed. The status of the posting will determine what you can view. For example, if the posting is still in the approval process and not yet open, you will only be able to view the recruitment/job posting information. After the position is posted and applicants have applied, you may then also view each application.

Note: When you login to PeopleAdmin, your default will be the primary role you were assigned. If you have another role (i.e. department chair, dean, administrative assistant, PeopleAdmin coordinator, faculty affairs, etc.) you must click the pull-down arrow (to the right of the screen) and select the correct role. Then, click refresh.
Navigation

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 navigation bar is toward the top in blue, and includes the options Home, Postings, My Profile, and Help. Depending on your position in the workflow, you may also have Applicants and Hiring Proposals. Your name bar is a white bar right under the navigation bar that includes your name, and a logout logo. Every time you take an action in the system, this bar will turn green (for “go” if your action was successful, or red (for “stop”) if there was an error or further action is necessary, with instructions. To remove the green/red bar and reveal the white bar again, click the black X on the right of the bar.

Figure 2 - Navigation Bar

Note: Throughout the system, clicking Save will save your work and keep you on the same page. Clicking Next will save your work and advance you to the next page.
The Home Page
The Home Page appears once you are logged in (See Figure 3). Announcements, your Inbox, and your Watch List are displayed on the home page.

![Figure 3 - Home Page](image)

The Inbox
The Inbox contains all items that require your attention. Each item in your inbox includes a link that opens the appropriate page for you to take the required action on the item. Note that once action is taken on an item, the item disappears from the Inbox.

![Figure 4 - Inbox](image)
The Watch List

The Watch List allows you to track the status of selected postings and hiring proposals. Each posting or hiring proposal that you create is placed on your Watch List. Anywhere in the site you see postings or hiring proposals that you did not create, you will have the ability to “watch” the item by clicking on the Binoculars icon. Note that when a posting enters a state that your permissions do not allow to see, it will no longer appear on your Watch List.

![Figure 5 - Watch List](image)

Note: To remove items from the Watch List, click the Watch List title link and select Stop Watching Posting from the Actions link drop-down menu.

The Postings Page

The default view for the Postings tab presents the list of full-time faculty postings. To access the part-time faculty postings list or the limited term faculty postings list, you must select them from the Postings tab drop-down menu.

![Figure 6 - Postings Drop-Down Menu](image)

Postings must be created and then routed, using the PeopleAdmin system, through a series of approval steps prior to posting to the Academic Affairs website and Graystone Group Advertising. The following explains how to create, track, and take action on a posting.
Creating a Posting

1. Click on the Postings tab.

![Postings tab](image)

2. Click on Create New Posting.

![Create New Posting button](image)

3. The Create New window prompt appears.

![Create New window prompt](image)

4. Two options are available when creating a new posting: Create from Position Type and Create from Posting. The following explains each of these.

- **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. This option is best when recruiting for a new position and all new information must be entered.

- **Create from Posting** uses an existing posting as a template and automatically copies in most information. This option lets you create a new posting based on a posting that was previously posted within your department. This option is best for positions that are routinely posted.
Creating from Position Type
The following explains how to create from Position Type:

1. Click on **Create from Position Type**.
2. The **New Posting** screen appears. Enter a **Job Title**.

**Note:** The job title must be formatted as “rank of discipline” (i.e.: Associate Professor of Biology).

![New Posting Screen](image)

**Figure 10 - Create from Position Type**

**Optional:** You may choose to have the option to email reference providers, whose email addresses are provided by applicants, from within PeopleAdmin. Reference providers will then link to the PeopleAdmin system from the email and upload documents that attach to the applicant’s file. The applicants do not have access to the letters. The following explains how to set up references:

a. Select the **Accept References** checkbox (See Figure 11).
b. Select the position in the workflow where you want the automatic email to be sent, from the Reference Notification drop-down list.

**Note:** If the Reference Notification is left blank, the system will not automatically send any notification. You will have to manually activate the emails sent to reference providers (See Figure 57).

c. You may choose to have the system automatically move applicants to a new position in the workflow once all recommendations have been received by using the Recommendation Workflow drop-down menu. Leave the field blank if you do not wish to do so.

d. Select Letter of Recommendation from the Recommendation Document Type drop-down menu so that reference providers can upload their letters (See Figure 11).

![References](image)

**Figure 11 - Accept References**

3. Click on Create New Posting. A posting creation confirmation bar appears.

![Posting was successfully created.](image)

**Figure 12 - Posting Creation Confirmation**

4. At this point, please skip to step 7 on page 16.
Create from Posting
The following explains how to create from Posting:

1. Click on Create from Posting.
2. The list of available postings appears.

![Figure 13 - Available postings](image)

3. Click on the Actions drop-down link.

![Figure 14 - Actions drop-down link](image)

4. Select Create From. The New Posting screen appears.

![Figure 15 - Actions - Create From](image)

5. Change the Job Title and set up the References, if necessary (see page 18 for steps to set up references).
6. Click on **Create New Posting** to continue. A posting creation confirmation bar appears.
7. The **Posting Details** screen appears (See Figure 18).

**Note:** Throughout the posting process, if needed, you can move from screen to screen using the page links located on the left sidebar. Left sidebar links include **Posting Details, Applicant Documents, Reference Requests, Guest User, Posting Documents**, and **Summary**.

8. Enter the **Position Information.** The Posting Details form contains all of the pertinent details for the posting. Fill out the information on this page to match the requirements for the position you are posting.

**Note:** Required fields are marked with a red asterisk "*". This indicates that the data field must be completed to save, move to the next page, to submit.

![Figure 18 - Position Information](image)

**Note:** The **Application Deadline Date** field does not equal the **Close Date** field. The **Application Deadline Date** is the full consideration deadline date. The **Close Date** field removes the posting from the job postings site (unless you choose the **Open Until Filled** selection box). Selecting the **Open until filled** option will override the **Close Date** field.

**Note:** The **Budget Position Number** for full-time regular and all limited term positions is entered by **Business Managers**. The **Budget Position Number** for part-time positions will be left blank.

**Note:** The **Special Instructions to Applicants** text box should include the number of references to be provided by applicants.
9. Check your spelling before proceeding by clicking on the Check Spelling link under the Posting Details title.

10. Click on Next to the right of the form.

**Note:** Clicking on Next saves your progress automatically.

11. The Applicant Documents screen appears.

The Applicant Documents screen allows you to:

a. Select the documents that applicants have the option of providing in the Included column.
b. Specify which documents that were selected in the Included column are also required. This is done by selecting the Required column. By default, the Letter of Application and the Curriculum Vitae are both required documents. You have the ability to reorder the documents by dragging and dropping items in the Name column to different areas of the screen.

**Note:** If you do not check Included or Required, applicants will not have the opportunity to attach the document.

**Note:** If “Other Documents” is selected, make sure detailed special instructions are included in the Application Instructions’ section.

**Note:** If you opted to accept References with Letters of Recommendation on the New Posting screen, do not select the Letter of Recommendation options here as this will allow applicants to upload letters rather than requesting them directly from the reference providers.

12. Click on Next. The Reference Requests screen appears.

13. In the New Posting Screen, you had the option to indicate whether or not references would be accepted.

- If references are requested, enter a minimum and a maximum number of requests.
• If references are not requested, enter “0” (zero) in both the minimum and the maximum requests fields.
• You can set a cut-off date at which the system will no longer allow reference letters to be submitted.
• Enter the number of days between each email reminder to the reference providers.

**Note:** If you opted to set the Reference Notification on the New Posting page at a later stage in the workflow such as Telephone interview by Committee, be sure to set a cut-off-date that is far enough in the future that reference providers are not blocked from providing their letters of recommendation.

14. Click on **Next**. The **Guest User** screen appears.

![Figure 23 - Guest User Screen](image)

**Note:** The **Guest User** account is to be shared by the Search Committee Members who do not have profiles in the system, so they can participate in the selection process effectively. The **Guest User** login expires when the posting reaches the **Filled** state.

15. Click the **Create Guest User Account** button to give Search Committee Members access to view the posting.

16. The system will automatically generate a username and strong password for use by this guest user account. If you would like to change this password, simply place your cursor in the **Password** text box, enter the desired password, and select **Update Password**.

17. Leave the **Email addresses** box empty and use your KSU email account to provide the members of the **Search Committee** with the system-generated guest user credentials. When they login with the guest user credentials, they can only view applicants for this posting.
18. Click on **Next**. The **Posting Documents** screen appears.

19. For full-time faculty searches the external faculty ad is required to be uploaded here. Faculty Affairs will create and upload the ad for each posting.
20. Click **Next>>**. The **Summary** screen appears. The **Summary** screen displays the posting details, applicant documents, guest users, and posting documents.

![Figure 26 - Summary Screen](image)

21. If all sections are marked with a **Blue indicator**, then the posting has passed its validation. If an **orange indicator** appears at any section, click on the **Edit** link next to page title and correct the item(s) indicated.

22. To get a preview of what the applicant will see when reviewing this job posting on the Applicant Portal, click on the **See how Posting looks to Applicant** link in the upper-right area of the screen.

![Figure 27 - Appearance of Posting to Applicants Link](image)

23. To return to the main view, click the Posting title in the breadcrumb trail that is above the **Posting Details**.
24. Click on **Take Action on Posting** and select the appropriate action from the **Workflow Actions** drop-down menu.

![Figure 29 - Take Action On Posting](image)

25. Select **Under Review by Hiring Administrator I** to move the posting to the first reviewer in the workflow, if you are the Committee Chair. Select **Under Review by Committee Chair**, if you are the Admin. Assistant.

26. The **Take Action** screen appears. Make notes here for the next person reviewing the posting.

![Figure 30 - Take Action](image)

**Note:** Comments can be viewed by everyone in the workflow. They are stored in the system and cannot be deleted. They are also subject to the Open Records Act.

27. Click **Submit**.

![Figure 31 - Successful transition to Department Chair](image)

![Figure 32 - Unsuccessful transition to Department Chair](image)
**Note:** You should receive a confirmation that the posting was successfully transitioned to the first reviewer/approver (Figure 31). If a red bar with an orange indicator appears (Figure 32), the posting cannot be sent to the first reviewer/approver due to one or more missing elements as stated in the red bar. Click on the **Edit** link next to the appropriate section: **Posting Details**, **Applicant Documents**, **Reference Requests**, or **Guest User**. (Figure 33)

28. Once done, select **Take Action on Posting** again, and follow steps 24 and 25. The posting is now under review by the first reviewer/approver who has been notified by email. You can no longer edit the posting.

**Note:** The creator of the posting does not maintain rights to edit the posting. Only the user group that “owns” the posting in the workflow can make edits.
Viewing the Status of a Posting

To find out the status of your posting request and/or its position in the workflow:

1. Click the **Postings** tab near the top of the screen.

2. Select the appropriate posting list from the drop-down menu: Full-Time Faculty, Part-Time Faculty or Limited Term Faculty.

3. Locate the posting in the list by its job title or by using the search tool.

4. Look at the **Workflow State** column to determine where the request currently is in the system.

Displaying Additional Information When Viewing the Status of a Posting

You can view additional information about a posting request by adding columns to the postings display.

![Figure 35 - Status of Posting Request](image)

1. Click the **Postings** tab.

2. Select the appropriate postings list from the drop-down menu: Full-Time Faculty, Part-Time Faculty or Limited Term Faculty.

3. Click the **More search options** link to the right of the **Search** bar.
4. The expanded search options view appears. Go to the Add Column: drop-down list and select the option of your choice. In our example, we are selecting Workflow State Owner.

![Figure 37 - Add Column]

5. The Workflow State Owner column is added.

![Figure 38 - Custom Column]

a. To move the column, place your cursor to the right of the column header and click on the left or right arrow.

![Figure 39 - Moving Column]

b. To delete the column, place your cursor to the right of the column header and click the “X”.

![Figure 40 - Deleting Column]

c. To sort the column, place your cursor to the right of the column header and click either the up or down arrow.

![Figure 41 - Sorting Column]
6. You have the option to save the search display with the added column. This is explained in the following:

a. Click the **Save this search** Link.

![Figure 42 - Save this search?](image)

b. Enter a name in the **Name** field.

![Figure 43 - Name for Custom Search](image)

c. Select the checkbox next to **Make it the default search** to make the new display appear by default.

d. Click **Save this Search**.

e. A new tab for the custom search display appears.

![Figure 44 - Custom Tab](image)
Reviewing and Approving a Pending Action

If an action requires your approval before it can be forwarded for action/completion, you will receive a system-generated email. You will need to know your user type/level and be familiar with the route approvals to proceed.

**Note:** Workflow options will be different based on the position type: Full-Time Faculty, Part-Time Faculty or Limited Term Faculty.

**Example of PeopleAdmin-generated email:**

```
“The following posting is at the status of:  Posted

Title:  Professor of English Literature
Posting Number:  000098
Department:  HSS-English

Please login to http://facultyjobs.kennesaw.edu/hr/postings/264 to review/approve this posting.

Thank you.

Office of the Provost, Academic Affairs
Kennesaw State University”
```

The following explains what to do if you receive a system-generated email:

1. **Read the entire email** and see if there are any actions that need to be taken.

2. Click on the link in the email.

3. Login with your **NetID** and **NetID password**. Click on **Log in**. The **Summary** screen for the posting appears with **Posting Details**, **Applicant Documents**, **Guest User credentials**, **Reference Requests**, and **Posting Documents**.

4. Scroll down to review all information.

5. If needed, click on the **Edit** link next to the appropriate section: **Posting Details**, **Applicant Documents**, **Guest User**, or **Reference Requests**.

   a. Once done with editing, click on the **Save** button (See Figure 46).
b. Click on the **Summary** link on the left menu bar (See Figure 46).

![Figure 46 - Reviewing and Editing a Posting](image)

6. Select **Take Action on Posting** from the workflow action drop-down list (see figure 26).

![Figure 47 - Take Action On Posting](image)

7. Select **Send to...** the person that is the next reviewer/approver in the workflow. The **Take Action** screen appears.

![Figure 48 - Take Action](image)
8. Use the **Comments** box to provide information when you are returning the item to the previous person in the workflow.

**Note:** Comments can be viewed by everyone in the workflow. They are stored in the system and cannot be deleted. They are also subject to the Open Records Act.

9. Click on **Submit**.

   a. You should receive a confirmation that the posting was successfully transitioned to the next reviewer/approver.

   b. If a red bar with an orange indicator appears, the posting cannot be sent to the next reviewer/approver due to one or more missing elements as stated in the red bar. Click on the **Edit** link next to the appropriate section: **Posting Details**, **Applicant Documents**, **Guest User**, or **Reference Requests**, make the necessary changes, and re-submit.

   c. The posting is now under review by the next reviewer/approver who has been notified by email. You can no longer edit the posting.

10. Click **logout** and then close the browser to completely log out.

**Note:** Once the posting has been approved by the Dean, by the Financial Affairs Officer, and by the Posting Reviewer, the EEO/CDO enters the PVA number and sends the posting to the PeopleAdmin Coordinator. The PeopleAdmin Coordinator posts the position and sends the posting back to the Department Chair, who will mark the posting as filled to close the search once an applicant is hired.

### Reviewing Applicants

Once applications are submitted to the system, applicants are placed in the **Initial Review by Committee** state in the workflow. The Committee Chair and the Search Committee Members can then begin reviewing applicants for the posting. The following explains how to view applicants and how to move them through the workflow. Part-time postings will be in the **Initial Review by Hiring Administrator I** if there is no Committee Chair for the posting.

1. Click the **Postings** tab.

2. Select the appropriate postings list from the drop-down menu: Full-Time Faculty, Part-Time Faculty or Limited Term Faculty.
3. Locate the posting in the list by the job title or by using the *search* tool.

4. Look at the **Active Applications** column to see how many applications have been submitted. *(Refer to Displaying Additional Information When Viewing the Status of a Posting Section for instructions on how to add a column such as Active Applications to the view displayed.)*

5. Click the **Posting Job Title**. The **Posting** screen appears.
6. Click the **Applicants** tab. The **Applicants** screen appears.

![Figure 51 - Applicants](image)

7. Click on the **name of applicant** in the **Full Name** column to see more information about that person.

![Figure 52 - Name of Applicant Link](image)

8. The **Job Application** screen for the selected applicant appears.

![Figure 53 - Job Application](image)
**Note:** The applicant’s contact information will update automatically whenever the applicant makes a change to his or her profile on the applicants’ portal. However, the attached documents, such as the CV, cannot be updated.

9. Scroll down to view the entire job application.

**Note:** Links to the documents that were attached to the application appear at the bottom of the *Job Application* page in the *Required Documents* section. (See Figure 54)

![Figure 54 - Attached Documents](image)

10. Click on the document links in the **Name** column to view the attachments.

11. If you need to print or save the application and the attached documents, do the following:

   a. Click on the appropriate **Recreate PDF** link in the *PDF Documents* section.

   ![Figure 55 - Recreate PDF](image)

   b. The PDF will appear on your screen.

   c. Next, you can either print or save the PDF.

   d. To return to the *Job Application* screen, click the browser’s back button.

**Note:** Printed documents should be stored in a secure area to insure applicant privacy.
12. Near the top of the page, click the **Recommendations** tab to access *Reference Requests* and *Recommendations*.

![Figure 56 - Recommendations](image)

13. If you need to manually send or resend a notification to a reference provider, click the **Send** or **Resend** link under the *Reference Requests* section.

![Figure 57 - Resend Link](image)

14. To view a recommendation that has been received, select **View** from the **Actions** drop-down list in the *Recommendations* section.

![Figure 58 - View Recommendation](image)
15. The **Recommendation Form** appears.

![Recommendation Form](image)

**Figure 59 - Recommendation Form**

16. Click the **History** tab to view the log of actions performed on the application in the system.

![Application History](image)

**Figure 60 - Application History**

17. Click the **Summary** tab to return to the application.
Moving an Applicant through the Workflow

When you are ready to move the applicant through the workflow, you will use the orange **Take Action On Job Application** button in the upper-right area of the screen.

![Figure 61 - Take Action on Job Application](image)

1. Click on the applicant’s name.
2. Decide on a workflow action for the applicant:
   
   a. To keep the applicant in the pool, select the next reviewer/approver in the workflow.
   
   b. To reject the applicant, choose **Dispense of Application** and then choose the appropriate reason from the dropdown line. The applicant will drop off the active list of applications.

3. The **Take Action** prompt appears. Click **Submit**.

![Figure 62 - Take Action](image)
Moving Applicants through the Workflow in a Batch

1. From the Applicant tab on the Posting screen, select the checkbox next to Full Name to select all candidates that will be moved through the workflow.

![Full Name Checkbox](image)

Figure 63 - Full Name Checkbox

2. Click on the Actions button on the right of the screen.

![Actions](image)

3. Select Move in Workflow from the Actions button drop-down menu.

![Move in Workflow](image)

Figure 64 - Move in Workflow

4. The Editing: Workflow States appears. Select the new workflow state from the Change for all applicants drop-down menu.

![Editing: Workflow States](image)

Figure 65 - Editing: Workflow States
5. Click on the **Save changes** orange button. This will change the workflow state for all selected applicants.

### Creating the Hiring Proposal

Once all applications have been reviewed, the interviewing process is complete, and the candidate that you would like to hire has been transitioned into the workflow to **Campus Interview Complete**, the Hiring Administrator II marks the top candidate as **Finalist/Recommend for Hire**. The Hiring Proposal option will then display for the Hiring Administrator I.

The following explains how to create the Hiring Proposal:

1. Open the job application of the candidate you wish to hire.

2. The **Start Faculty Hiring Proposal** option appears under the orange **Take Action On Job Application** button in the upper-right area of the window. Click on the **Start Faculty Hiring Proposal** link.

![Figure 66 - Start Faculty Hiring Proposal](image)

3. The **Starting Faculty Hiring Proposal** confirmation screen appears. Click the **Start Faculty Hiring Proposal** button.

![Figure 67 - Starting Faculty Hiring Proposal Confirmation](image)
**Note:** The system will notify you if the applicant is already part of a Hiring Proposal in another department or college. (See Figure 69)

![Starting College Level Faculty Hiring Proposal](image1)

**Figure 68 - Applicant Already Has Hiring Proposal**

4. The **Editing Hiring Proposal** screen appears. Fill out the **Hiring Proposal** fields as needed. Be sure to include all required information.

![Editing Hiring Proposal](image2)

**Figure 69 - Editing Hiring Proposal**

5. Leave the **Final Salary Information** section blank. You will enter this information after the **Verbal Offer** gets approved.

![Final Salary Information](image3)

**Figure 70 - Final Salary Information**
6. Once done, click on Next>>. The **Hiring Proposal Documents** screen appears.

![Hiring Proposal Documents](image)

**Figure 71 - Hiring Proposal Documents**

7. Include documents as relevant for the position type, such as **Unofficial Transcripts**.

**Note**: If you did not require applicants to attach unofficial transcripts in the application process, please attach unofficial transcripts in the hiring proposal after the verbal offer has been accepted in order to speed up the hiring process. The faculty affairs team cannot complete the verification and proceed with hiring until they have at least received the unofficial transcripts.

**Note**: When you are adding these documents to the system, you will see three options: Upload new documents (**Upload New**), Attach previously-uploaded documents (**Choose Existing**), or Create new documents from within PeopleAdmin (**Create New**).

![Actions](image)

**Figure 72 - Actions**

8. All three options are available from the **Actions** drop-down menu on the right.

![Including Proposal Documents](image)

**Figure 73 - Including Proposal Documents**

**Uploading Documents**

The following explains how to upload a new document, create a new document, and attach a previously-uploaded document:
1. To upload an **Unofficial Transcript**, do the following:
   a. From the appropriate **Document Type** line (i.e.: *Unofficial Transcripts*), click on **Actions**.
   b. Select **Upload New**. The **Upload Unofficial Transcripts** screen appears.

![Figure 74 - Upload an Unofficial Transcript](image)

   c. Provide a **Name** and **Description** for the document.
   d. To upload a file, click the **Browse** button.
   e. Select the file on your computer and click **Open**.
   f. Click the **Submit** button.

![Figure 75 - PDF Conversion in Process](image)

g. Wait for the PDF conversion to be completed. A green confirmation bar will appear when done.

![Figure 76 - Confirmation of Attachment](image)
Note: If you need to remove the attached document, click on Unassign from the Actions menu.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unofficial Transcripts</td>
<td>Unofficial Transcripts 08-15-12 15:35:19</td>
<td>PDF complete</td>
<td></td>
</tr>
<tr>
<td>Other 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 77 – Unassign Option

2. The following explains how to **attach a previously-uploaded unofficial transcript**:

   a. From the appropriate Document Type line (i.e.: Unofficial Transcripts), click on Actions.

   b. Select Choose Existing.

   c. The Your Previously Uploaded Documents screen appears. Select the document to be attached.

3. The following explains how to **create a new Unofficial Transcript from within PeopleAdmin**:

   a. From the appropriate Document Type line (i.e.: Unofficial Transcripts), click on Actions.

   b. Select Create New.

   c. The Create a New Unofficial Transcript screen appears. Provide a Name and Description for the document.

   d. Use the Editor to create the document.

Figure 78 - Editor
e. Click the **Submit** button. The **You are about to attach the following document**.... screen will appear.

![Figure 79 - You are about to attach the following document....](image)

f. Click **Confirm** to proceed.

g. Wait for the PDF conversion to be completed. A green confirmation bar will appear when done.

4. Once all documents are included, click **Next>>**.

![Figure 80 - Hiring Proposal Documents are Included](image)
5. The **Hiring Proposal Summary** screen will appear.

![Figure 81 - Hiring Proposal Summary](image)

6. Review all information on this page for accuracy.

**Note:** You can view the information for the applicant, as well as for the posting, without losing track of the **Hiring Proposal Details** by opening his or her information in separate tabs or windows. The following explains how to view the applicant information in a different browser tab.

7. Right-click on the applicant name link on the **Faculty Hiring Proposal** page.

   a. Click on **Open Link in New Tab**. The applicant information will appear in a different tab.

![Figure 82 - Applicant Name Link](image)

**Note:** You may right-click on the posting link and follow the same instructions as for the applicant to view the posting details in a different browser tab.
8. When completed, hover over the orange **Take Action On Hiring Proposal** button. You will see the following options: *Keep working on this Hiring Proposal, Cancel Hiring Proposal, and Send to Hiring Administrator II.*

![Figure 83 - Take Action On Hiring Proposal](image)

9. Select **Send to HAII** to proceed with the Hiring Proposal.

**Note:** Once the final candidate information has been approved by the Dean, by the Financial Affairs Officer, and by the Office of the Provost, the Hiring Proposal will be sent back to the Dean for the Verbal Offer.

10. Once the Verbal Offer is accepted, select **Verbal Offer Accepted** from the **Take Action on Hiring Proposal** drop-down menu.

![Figure 84 - Verbal Offer Accepted](image)

11. Click the **Edit** link next to **Hiring Proposal** under the **Summary** tab.

![Figure 85 - Edit Hiring Proposal](image)
12. Enter voluntary demographic data and other information about the candidate into the appropriate fields.

![Image of Demographic Information](image1)

**Figure 86 - Demographic Information**

13. Enter the final salary amount into the appropriate fields in the *Final Salary Information for Full-Time Regular Faculty (After Verbal Offer Approval By Provost)* section.

![Image of Final Salary Information](image2)

**Figure 87 - Final Salary Information**

14. Click **Next >>** twice to get to the **Summary** screen.

15. Select **Send to Faculty Affairs for Verification** from the **Take Action on Hiring Proposal** drop-down menu, and click **Submit**.

**Note:** Once the verification process is complete and the contract has been signed and filed by the Human Resources department, the Hiring Proposal is marked as **Hire Approved** by Faculty Affairs. This action closes the Hiring Proposal, but not the Search.
Closing the Search

When the Hiring Proposal has been closed, you will need to close the search. To do this, the Hiring Administrator I logs into the system to dispense of all remaining active applicants, with the exemption of the hired candidate, and then changes the Posting to the status of *Filled*.

The following explains how to place the remaining applicants into the *Final Dispensation of Candidates* workflow state.

1. Click the **Postings** tab.

2. Select the appropriate postings list from the drop-down menu: Full-Time Faculty, Part-Time Faculty, or Limited Term Faculty.

3. Locate the posting in the list by Posting Job Title or by using the search tool.

4. Click the **Posting link**.

5. The **Posting** screen appears. Click the **Applicants tab**.

6. The **Applicants** screen appears. Select every applicant who was not hired by checking the box to the left of the applicant name link.

   ![Figure 88 - Selecting Applicants](image)

7. Click the **Actions** button on the right.

   ![Figure 89 - Actions Button](image)

8. Select **Move in Workflow** from the **Bulk** drop-down menu.
9. The **Editing: Workflow States** screen appears with the selected applicants.

![Editing: Workflow States for 1 Applicant](image)

**Figure 90 - Editing: Workflow States**

10. Select **Final Dispensation of Candidates** from the **Select a workflow state**... drop-down menu.
11. Choose a reason for dispensing of the applicants using the dropdown line.
12. Click **Save Changes**.

13. Only the hired candidate remains on the active applicant list, as indicated in Figure 85.

![Candidate, Jane](image)

**Figure 91 - Hired Candidate**

**Note:** Do not send an applicant for final dispensation if you want to keep him or her for possible consideration later in case the number one choice declines the offer. If an applicant has been disposed, they cannot re-apply to the same position. However, applicants can stay in the review queue at any level until you are ready to close the search.
Moving the Posting to *Filled* and Closing the Search

1. Click the **Postings** tab.

2. Select the appropriate postings list from the drop-down menu: Full-Time Faculty, Part-Time Faculty, or Limited Term Faculty.

3. Locate the posting in the list by its Job Title or by using the search tool.

4. Click the **Posting link**. The **Posting** screen appears.

5. Click the **Take Action On Posting** button. The drop-down menu appears.

6. Select **Filled (move to Filled)**.

7. Click **Submit**.

8. The Posting is now closed.
Appendix A
Personalized Views / Saved Searches

The saved searches feature in PeopleAdmin allows you to create personalized views. Saved searches are used to display all of the information that is needed and nothing else. They can be configured for postings, applicants, and hiring proposals.

For instance, you may want a Saved Search in the Postings module to include only postings that you need to approve or that are actively being applied to by applicants. By setting up a saved search that pulls in only these workflow states, you will quickly find the posting you are interested in reviewing.

The following explains how to create a personalized view for postings:

1. Click the Postings tab.

2. Select the appropriate postings list from the drop-down menu: Full-Time Faculty, Part-Time Faculty, or Limited Term Faculty.

3. The Default Posting Search view appears.

4. Click the More search options link to the right of the Search bar.
5. The expanded search options view appears. Go to the **Add Column** drop-down list and select the option of your choice. In our example, we are selecting **Active Applications**. The **Active Applications** column will list the number of applications for each posting.

![Add Column](image)

6. The **Active Applications** column is added.

![Custom Column](image)

   a. To move the column, place your cursor to the right of the column header and click on the left or right arrow.

![Moving Column](image)

   b. To delete the column, place your cursor to the right of the column header and click the X.

![Deleting Column](image)

7. You have the option to save the search display with the added column, which is explained in the following.

   a. Click the **Save this search** Link.

![Save this search](image)
b. Enter a name in the **Name** field.

![Figure 101 - Name for Custom Search](image)

Figure 101 - Name for Custom Search

![Figure 102 - Custom Tab](image)

Figure 102 - Custom Tab

Note: If you need to delete a saved search, click the [x] button that is to the right of the saved search title. (See Figure 103)

![Figure 103 - Deleting a Saved Search](image)

Figure 103 - Deleting a Saved Search
Appendix B

Full Time Workflows

The following is a brief synopsis of the workflow for a full-time faculty hiring:
Appendix C
Part-Time Workflows

The following is a brief synopsis of the workflow for a part-time faculty hiring:
APPENDIX D

Limited Term Workflows

The following is a brief synopsis of the workflow for Limited Term administrative hiring:
Additional Help

For additional support, please contact Academic Affairs:

Phone: 470-578-6023
Email: facultysearches@kennesaw.edu
Website: academicaffairs@kennesaw.edu