

PEOPLEADMIN 7 USER GUIDE



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HUMAN RESOURCES DEPARTMENT

Posting Guide

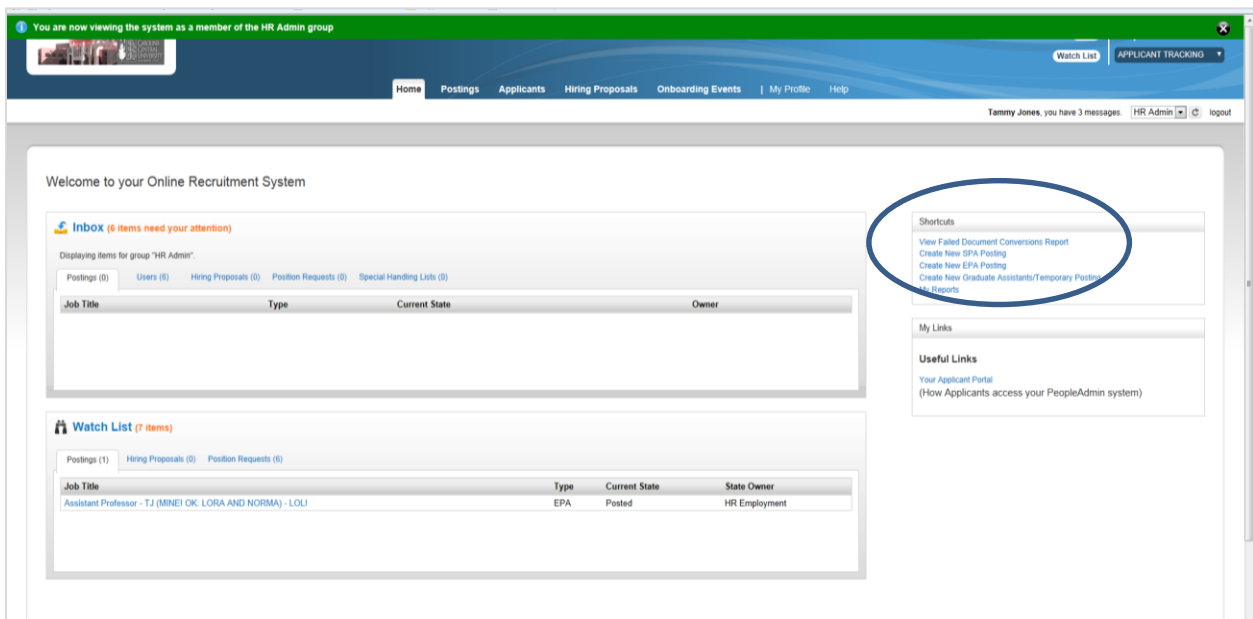
Creating a New SPA, EPA (Faculty and Non-Faculty),
Graduate Assistant and Temporary Posting

MODULE V

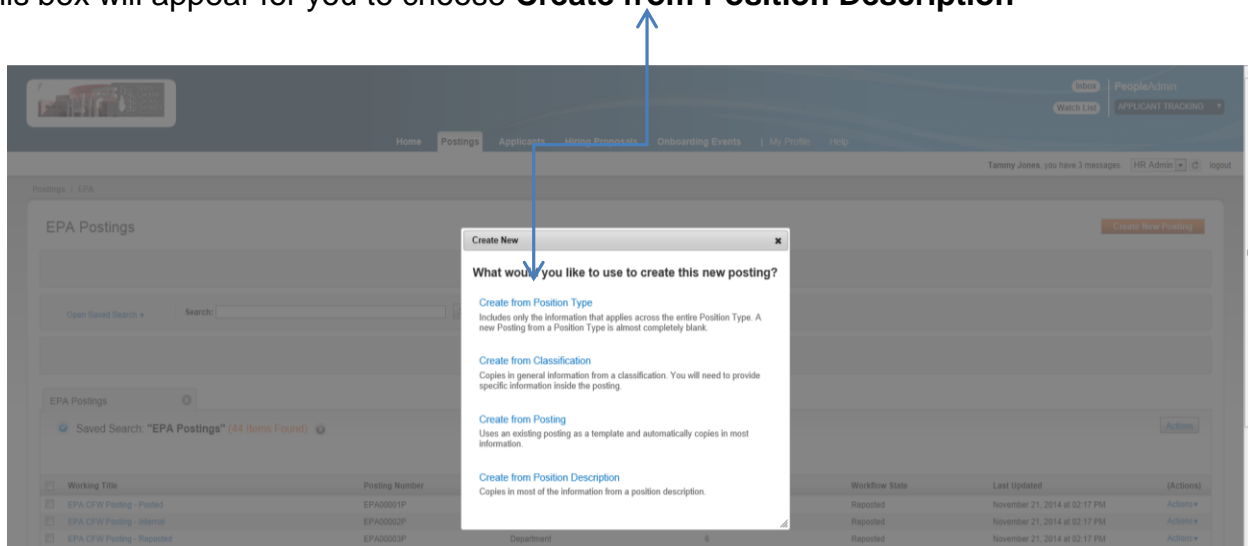
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Creating an SPA, EPA (Faculty and Non-Faculty), Graduate Assistant, and Temporary Posting

To begin, login to the site at <https://jobs.nccu.edu/hr>. On the Home Page, from the Shortcuts box, select Create New SPA, EPA, (Faculty and Non-Faculty), Graduate Assistant/Temporary posting.

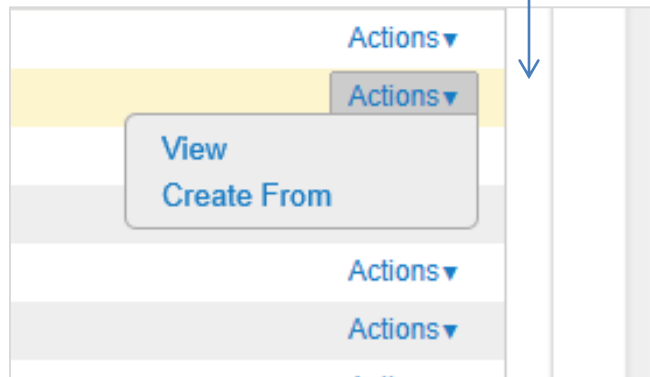
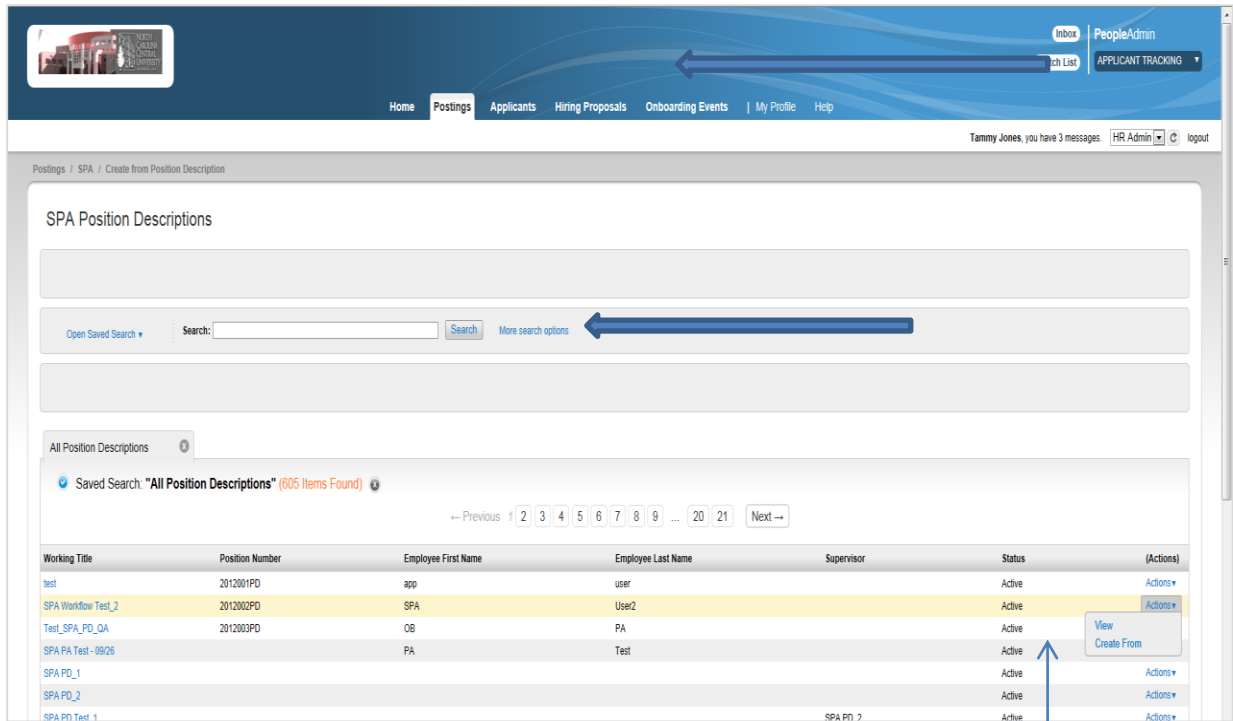


This box will appear for you to choose **Create from Position Description**



Choose the Position Description you want to use to create this new posting and hover over Actions to View the position description. If you do not see the position you wish to create the

posting from, you can utilize the search box. First click “More search options” to expand your search. Enter the position number in the search box and click “search”.



Choose “Create From” by hovering over the “Actions” button.

New Posting Settings

The Position Title will default from the approved Position Description. The Department field may be a drop-down depending on the user’s permissions. If you have more than one department, as part of your user assignments, a drop-down box will allow you to choose from

those departments. If you have one department assigned, that department will default to the field.

The screenshot shows the 'New Posting' form in the PeopleAdmin system. The form is divided into several sections:

- Required Information:** Working Title (SPA Workflow Test_2)
- Organizational Unit:** Location (Chancellor), Division (Administration and Finance), Department (empty dropdown)
- Applicant Workflow:** Workflow State (Under Review by HR)
- References:** Accept references
- Online Applications:** [Online Applications](#)

Buttons for 'Create New Posting' and 'Cancel' are visible at the top right of the form area.

References

You have the option to decide if the posting will accept references. If you check the box next to “Accept References”, a notification email, generated by the system, will be sent to the applicant’s references requesting them to upload their letter of recommendation.

This screenshot shows the 'New Posting' form with the 'References' section expanded. The 'Department' field is now set to 'Controller - Payroll'. The 'Accept references' checkbox is checked. Below this, there is a section for 'Online Applications' with the 'Accept online applications?' checkbox also checked. A text area for 'Special offline application instructions' is present but empty. At the bottom, there is a section for 'Position Description Documents' with the text 'No documents found.' and buttons for 'Create New Posting' and 'Cancel'.

If References are accepted, a drop-down box appears providing the option to choose at what point during the applicant workflow the references are notified.

While this is optional, if you choose to accept references, then this field is required. If you make no selection, a notification email will not be generated.

The screenshot shows the 'References' configuration section. The 'Accept references' checkbox is checked. The 'Reference Notification' field is highlighted with a red box, and its dropdown menu is open, displaying a list of workflow states. The 'Recommendation Workflow' field is also highlighted with a red box. The 'Recommendation Document Type' field is present but not highlighted. The 'Online Applications' section is visible at the bottom, with the 'Accept online applications?' checkbox checked.

References

Accept references

Reference Notification
(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?

Recommendation Workflow
(Optional) When all Recommendations have been provided, move to which workflow state?

Recommendation Document Type
Require document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Under Review by HR
Under Review By Department - Most Qualified
Request for Interview
Approved for Interview
Recommend for Hire
Hired
HR Determined Did Not Meet Min Quals
Met Mins - Not Amongst Most Qualified
Sys Det Did Not Meet Min Quals
Recommended, Not Selected - No Email
Not Interviewed, Not Selected
Interviewed, Not Hired - Email at Filled
Interviewed, Not Hired - Direct Contact
Withdrawn
Special Handling List

You may also indicate what workflow state an applicant should be moved to once references have been provided. Our recommendation is to leave this field blank to allow letters of recommendation to be provided at any time.

The screenshot shows the 'References' configuration section. The 'Accept references' checkbox is checked. The 'Reference Notification' field is empty. The 'Recommendation Workflow' field is highlighted with a red box, and its dropdown menu is open, displaying a list of workflow states. The 'Recommendation Document Type' field is present but not highlighted. The 'Online Applications' section is visible at the bottom, with the 'Accept online applications?' checkbox checked. The 'Special offline application instructions' field is empty.

References

Accept references

Reference Notification
(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?

Recommendation Workflow
(Optional) When all Recommendations have been provided, move to which workflow state?

Recommendation Document Type
Require document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

Under Review by HR
Under Review By Department - Most Qualified
Request for Interview
Approved for Interview
Recommend for Hire
Hired
HR Determined Did Not Meet Min Quals
Met Mins - Not Amongst Most Qualified
Sys Det Did Not Meet Min Quals
Recommended, Not Selected - No Email
Not Interviewed, Not Selected
Interviewed, Not Hired - Email at Filled
Interviewed, Not Hired - Direct Contact
Withdrawn
Special Handling List

You can also identify what type of recommendation will be allowed.

References

Accept references

Reference Notification

(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?

Recommendation Workflow

(Optional) When all Recommendations have been provided, move to which workflow state?

Recommendation Document Type

Require document upload when a reference provider submits a Recommendation?

The above screen shot is our recommendation of how best to complete these fields if you are accepting references through the secure portal of the system.

Accepted Application Forms

The system will always default to accepting Online Applications and this should not be changed. Special Offline application instructions can be provided if necessary.

Online Applications

Accept online applications?

Special offline application instructions

Create New Posting

Cancel

Then select

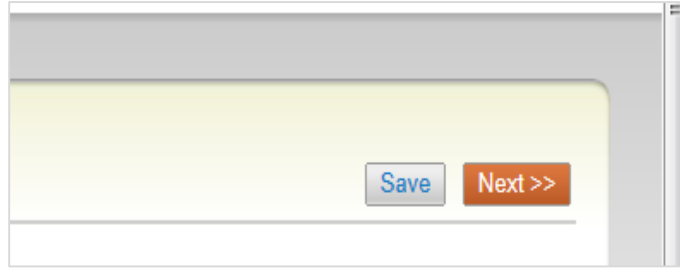
Posting Details Tab

The Posting Details contains information about the position, most of which will default or automatically be filled in from the approved position description. As the Initiator, you can edit the applicable optional or required fields.

This screenshot shows the top portion of the 'Posting Details' form in PeopleAdmin. The left sidebar contains a navigation menu with options like 'Position Funding Information', 'Applicant Documents', and 'Qualification Groups'. The main content area is titled 'Posting Details' and includes a 'Check spelling' dropdown and a 'Required Information' warning. The 'Position Information' section contains fields for 'Position/Classification Title' (Test_Classification_QAAAA), 'Working Title' (SPA Workflow Test_2), 'Competency Level' (Contributing), 'Position Number' (2012002PD), 'JCAT', 'Approved Salary' (with a note to follow up with NCAT), and 'Salary Grade Equivalent' (with a note that HR will fill this in). There are also fields for 'FLSA', 'Appointment Type' (FTE), and 'If time limited, end date'.

This screenshot shows the bottom portion of the 'Posting Details' form. It includes fields for 'Salary Range', 'Recruitment Range', 'Market Rate - Contributing', 'Market Rate - Journey', 'Market Rate - Advanced', and 'Competency Profile' (with a link to OSHR). The 'Position Overview' section contains 'Primary Function of Organizational Unit' (test) and 'Primary Purpose of Position' (test). A red-bordered box highlights the 'Required Knowledge, Skills, and Abilities' field, which is currently empty and has a red error message 'This field is required' next to it. Below this are fields for 'Minimum Education/Experience' (test/aaaAa) and 'Work Hours'. At the bottom, there are sections for 'Key Responsibilities and Related Competencies' and 'Posting Detail Information'.

Select



to continue.

Position Funding Information

In the Justification field, please enter the justification for the requirement to post and recruit for the position. Please be sure to address what mission specific, essential, and/or key objectives will not be met if the position is not filled.

Complete if any special instructions apply.

A screenshot of a web application interface for 'Position Funding Information'. On the left is a sidebar with a menu containing: 'Editing Posting', 'Posting Details', 'Position Funding Infor...', 'Applicant Documents', 'Supplemental Questions', 'Qualification Groups', 'Guest User', 'Search Committee', 'Evaluative Criteria', 'Reference Letters', 'Posting Documents', and 'Summary'. The main content area is titled 'Position Funding Information' and includes a 'Check spelling' dropdown, a paragraph of instructions, a 'Critical Position Request Justification' section with a 'Justification' text area, and a 'Budget Summary' section. The budget summary includes fields for 'State Appropriated Funding / Non-State Appropriated Funding', 'If non-state, select source of funding' (with a dropdown showing 'Title III'), 'If other, designate source' (with a dropdown showing 'N/A'), 'Is this position partially or fully funded on ARRA stimulus monies?' (with a dropdown showing 'No'), 'Fund' (with value '14124' and a note 'This must be a 6 digit number - Ex: 200000'), 'Org' (with value '12312' and a note 'This must be a 5 digit number - Ex: 30000'), 'Account', and 'Program' (with a note 'This must be a 3 digit number - Ex: XXX'). At the top right of the form are 'Save', '<< Prev', and 'Next >>' buttons.

Select



to continue.

Applicant Documents

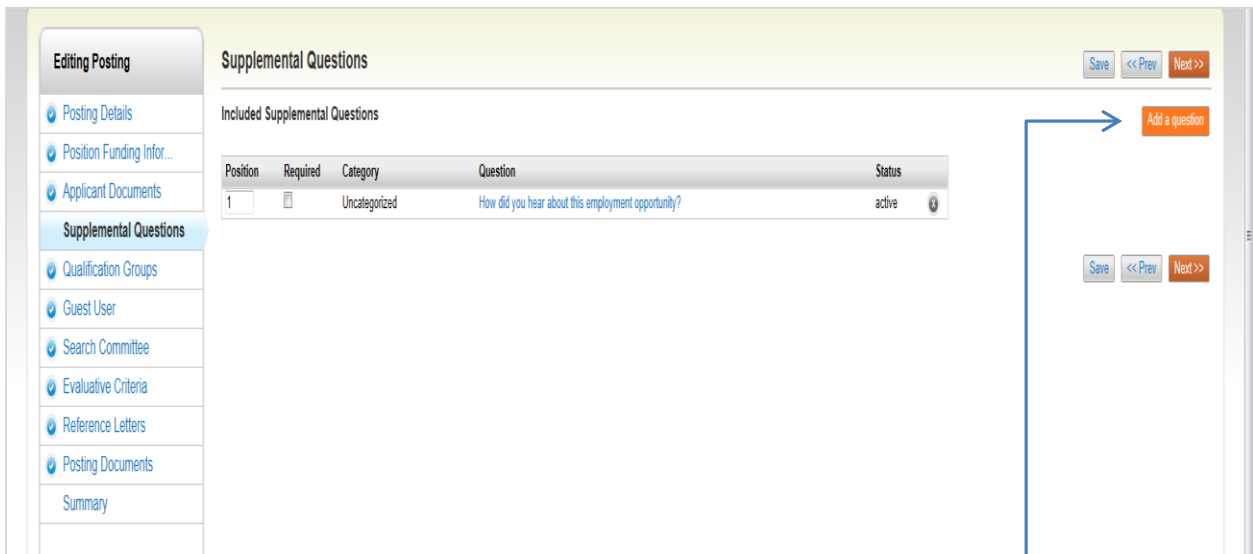
In the **Applicant Documents** tab, the applicant's documents can be included in the application process by selecting **Optional** to make document upload of a specific document optional and **Required** to make upload of a specific document mandatory to complete the application process. Documents attached by the applicant during the application process will be accessible for viewing during applicant review.

Order	Name	Not Used	Optional	Required
1	Resume/CV	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Cover Letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Teaching Philosophy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Writing Sample	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Unofficial Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6	Other Document	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7	DD-214	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Select to continue.

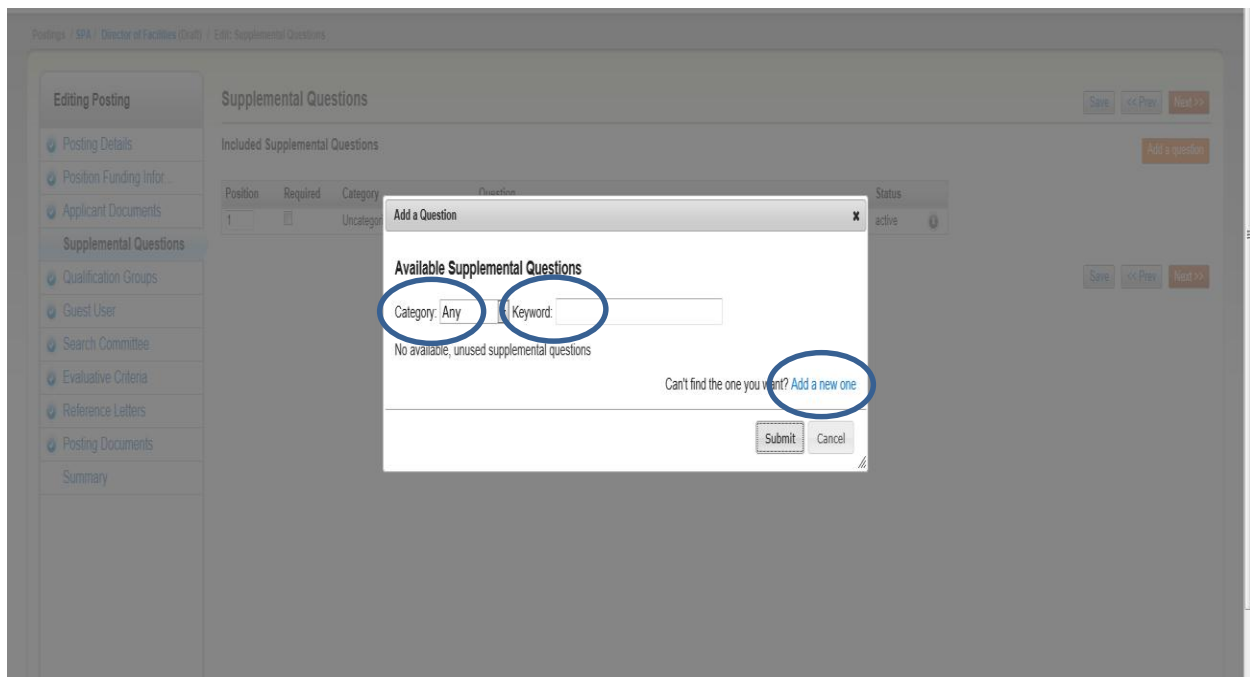
Supplemental Questions Tab

Supplemental Questions will assist in screening and ranking your applicant pool. **You are required to include a minimum of three supplemental questions.** These questions can help the system to qualify or disqualify applicants based on their knowledge, skills, and abilities.



To add a question, select **Add a question**

Click on the Category to search for available questions or search by Keyword.

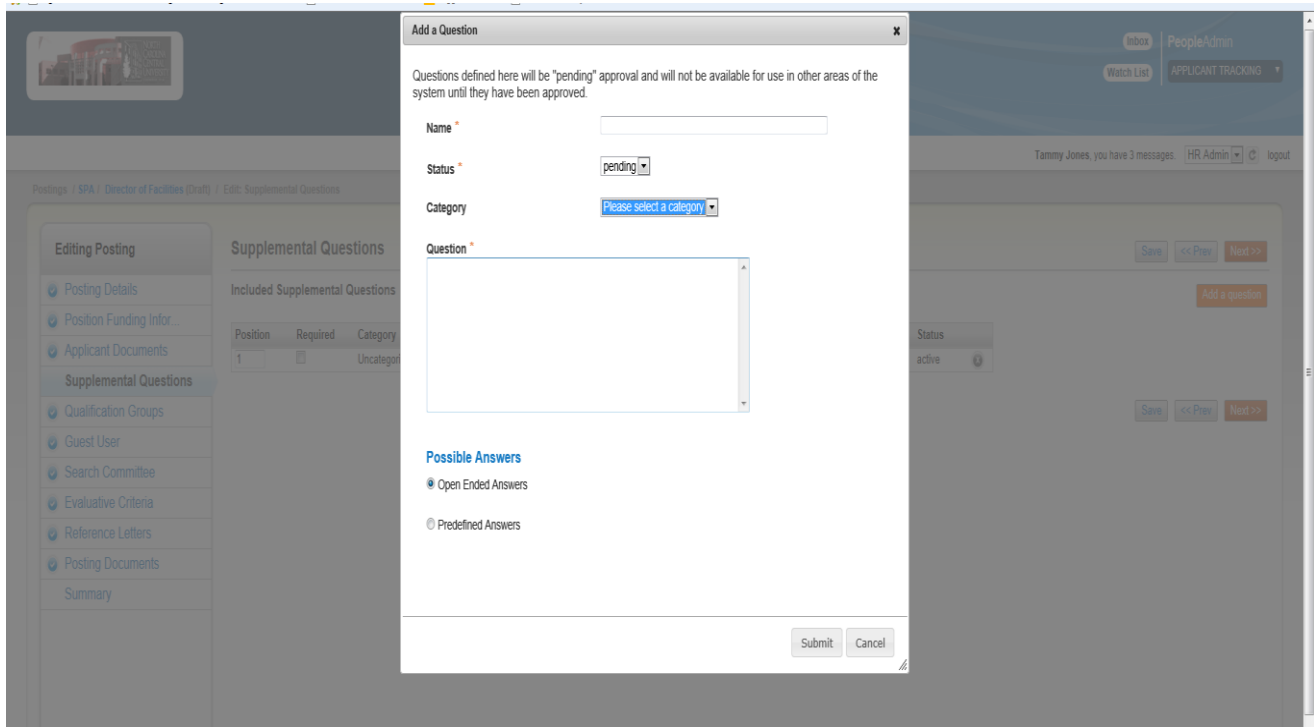


If you can't find a question select "Add a new one".

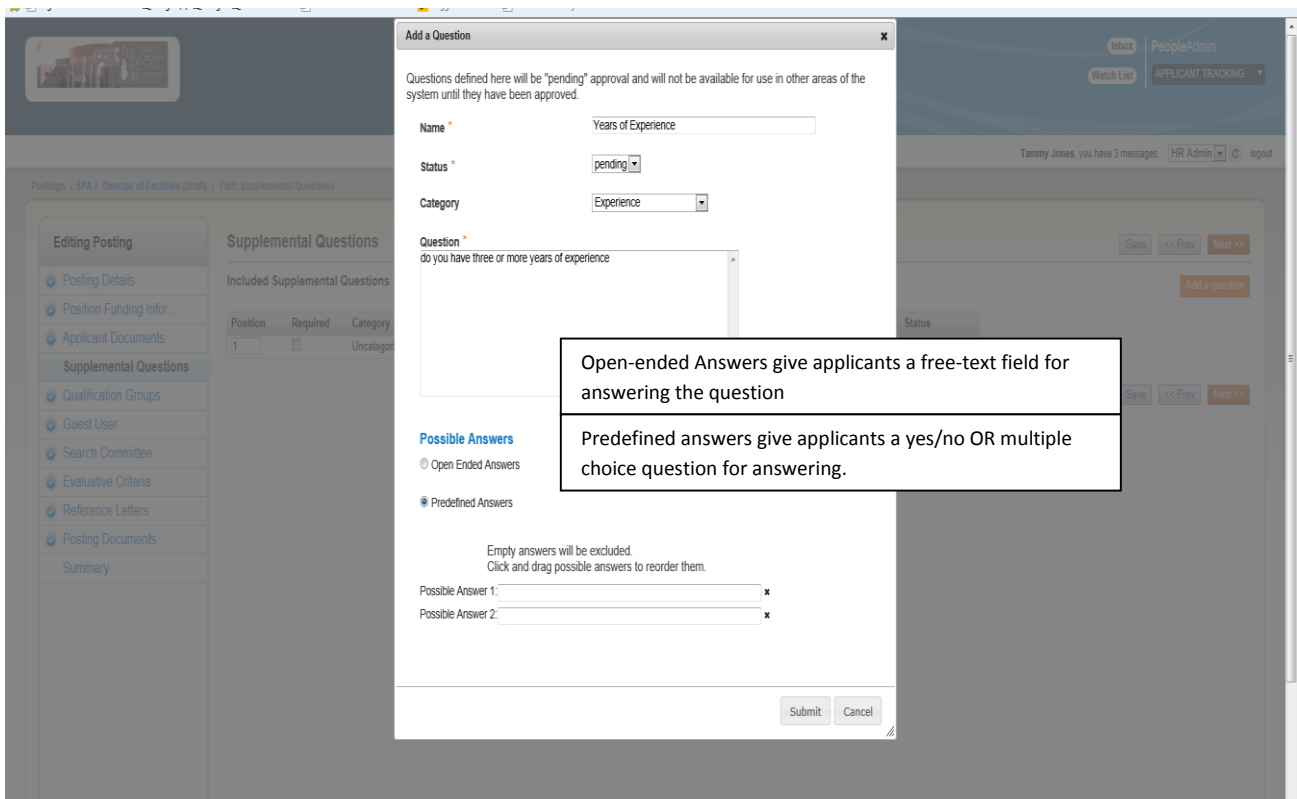
To Create a Supplemental Question

Enter a Name for the item. This is the label that is presented when any user selects this type of question. The Name should be the same as the Question text.

Select the appropriate Category if available.



Create the question and select the type of Possible Answers.



Sample Supplemental Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name * Years of Experience

Status * pending

Category Experience

Question * do you have three or more years of experience

Possible Answers

Open Ended Answers

Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: more than three years experience

Possible Answer 2: more than 10 years experience

Possible Answer 3: less than three years experience

Possible Answer 4:

Possible Answer 5:

Submit Cancel

The question you just created will appear as "pending". You need to indicate if this question will be required to be answered by the applicants by checking the box under "Required."

Posting was successfully updated.

Home Postings Applicants Hiring Proposals Onboarding Events My Profile Help

Tammy Jones, you have 3 messages. HR Admin logout

Postings / SPA / Director of Facilities (Draft) / Edit: Supplemental Questions

Supplemental Questions

Included Supplemental Questions

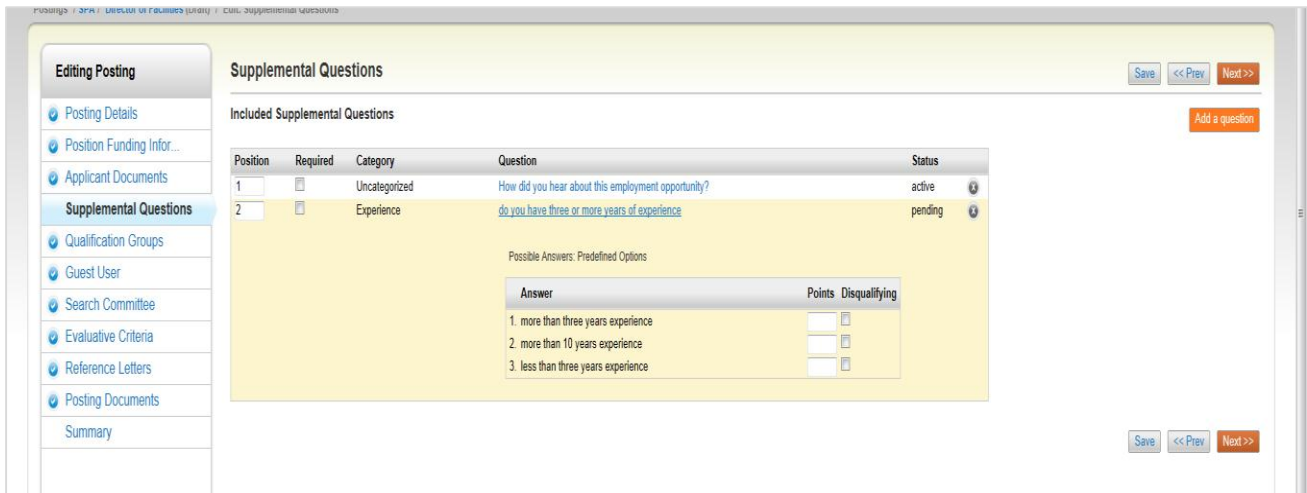
Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?	active
	<input type="checkbox"/>	Experience	do you have three or more years of experience	pending

Save << Prev Next >>

Add a question

Save << Prev Next >>

To Assign Points or Disqualifying Responses: Click on the question for a dropdown menu to appear.



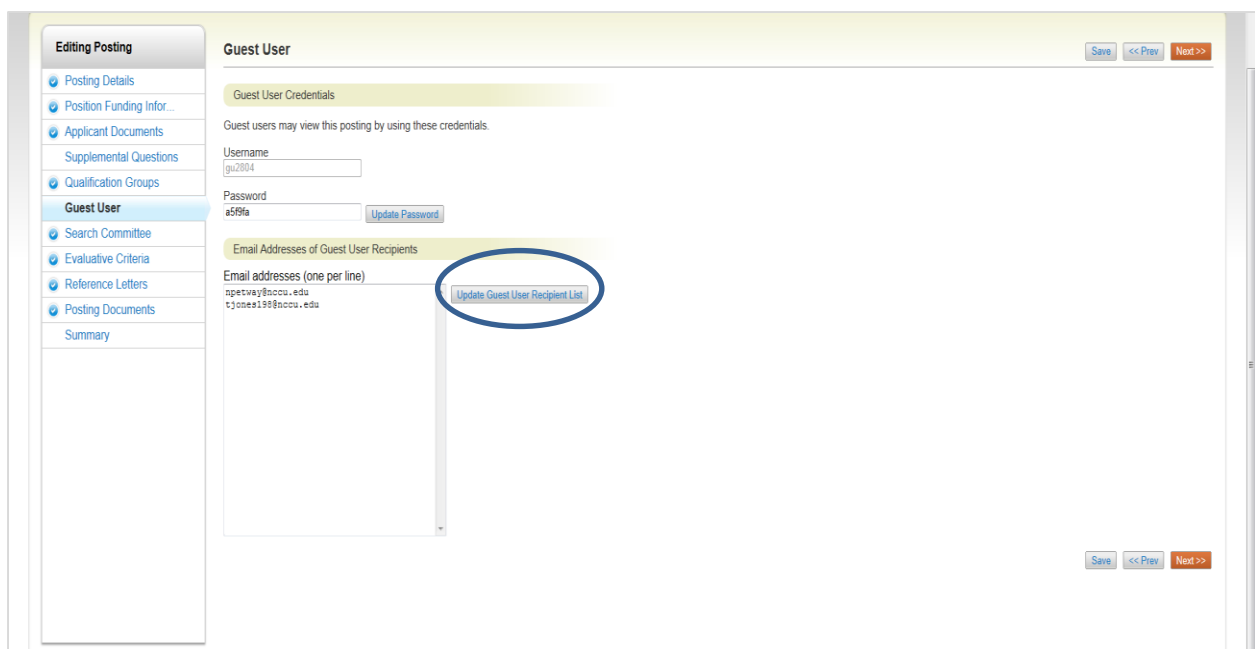
Assign the appropriate points and disqualifying responses before clicking on



Note: Questions will remain in a pending status until reviewed and approved by HR. This question will be added to the Library that is available for all Hiring Managers.

Guest User Tab

To create a Guest User, select Guest User button.



On this screen, the username is created by the system as well as the password.

Password
df2c90

You are able to change the password.

You can also notify the members of the review committee by adding their email address.

Email Addresses of Guest User Recipients

Email addresses (one per line)

The Update Guest User must be selected for this to be activated.

When finished select the button to continue.

Search Committee Member Tab

The Search Committee feature works with the Ranking Criteria tab. To provide a member of your search committee access to this posting to complete the ranking criterion for candidates, they must have a “Search Committee” user status and be linked to your posting.

Editing Posting

- Posting Details
- Position Funding Infor...
- Applicant Documents
- Supplemental Questions
- Qualification Groups
- Guest User
- Search Committee**
- Evaluative Criteria
- Reference Letters
- Posting Documents
- Summary

Search Committee

Search Committee Members

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

Search

Find a User to assign as a Search Committee Member

First Name:

Last Name:

Email Address:

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

- * First Name
- * Last Name
- * Email
- * Username

Use the “Search” feature to see if your Committee member may already have this user status because they previously served as search committee member on another search.

If no name is found, enter the user information in the New Search Committee Member section. This will be repeated for multiple committee members if necessary.

Note: Search Committee Members are assigned per posting. If an employee is selected as a Search Committee Member to three separate postings, the employee must be linked or assigned to each of the three postings individually by the creator of the posting.

Save
<< Prev
Next >>

Select to continue.

Save
<< Prev
Next >>

Select to continue.

After searching, to determine if your Committee Member has this user status, you find that Panel Member 1 and Panel Member 2 have the user status of the Committee Member, simply click on “Add Member.”

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member	
Panel Member 1	panel@zed.zed	Add Member	<input type="checkbox"/> Make Member The Committee Chair
Panel Member2	panel2@zed.zed	Add Member	<input type="checkbox"/> Make Member The Committee Chair
panel member	panel3@zed.zed	Add Member	<input type="checkbox"/> Make Member The Committee Chair

First Name

Last Name

Email Address

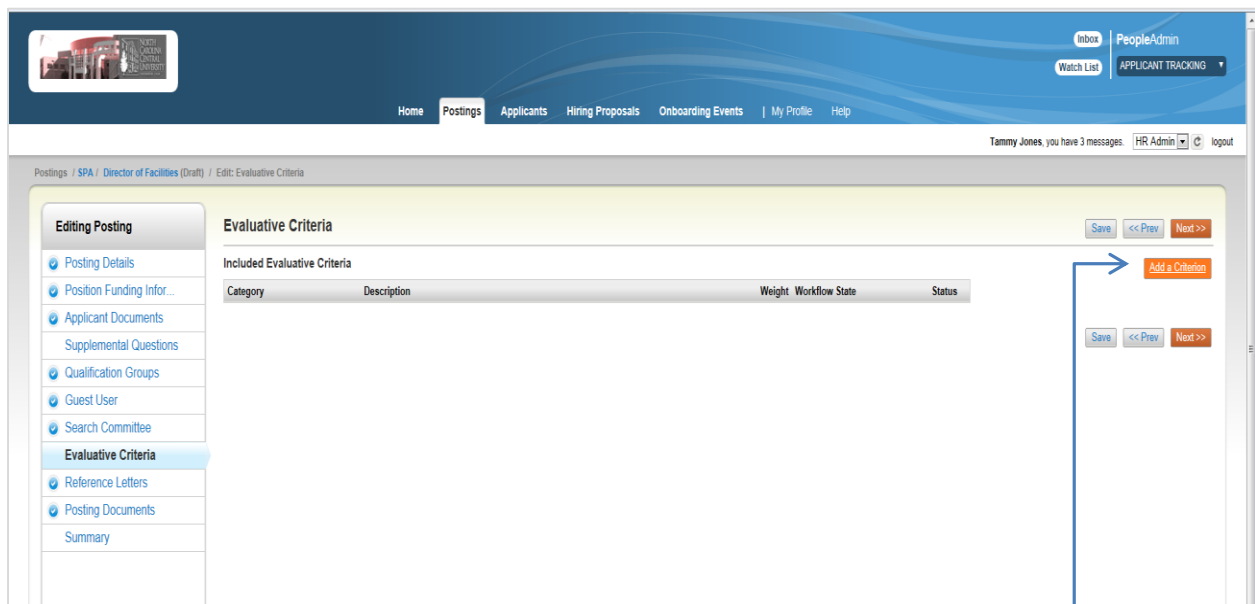
Search

To select a member as the Committee Chair, click on the box. A Committee Chair is able to view each Committee Member's evaluations and you can choose multiple members as the Chair.

Select    to continue.

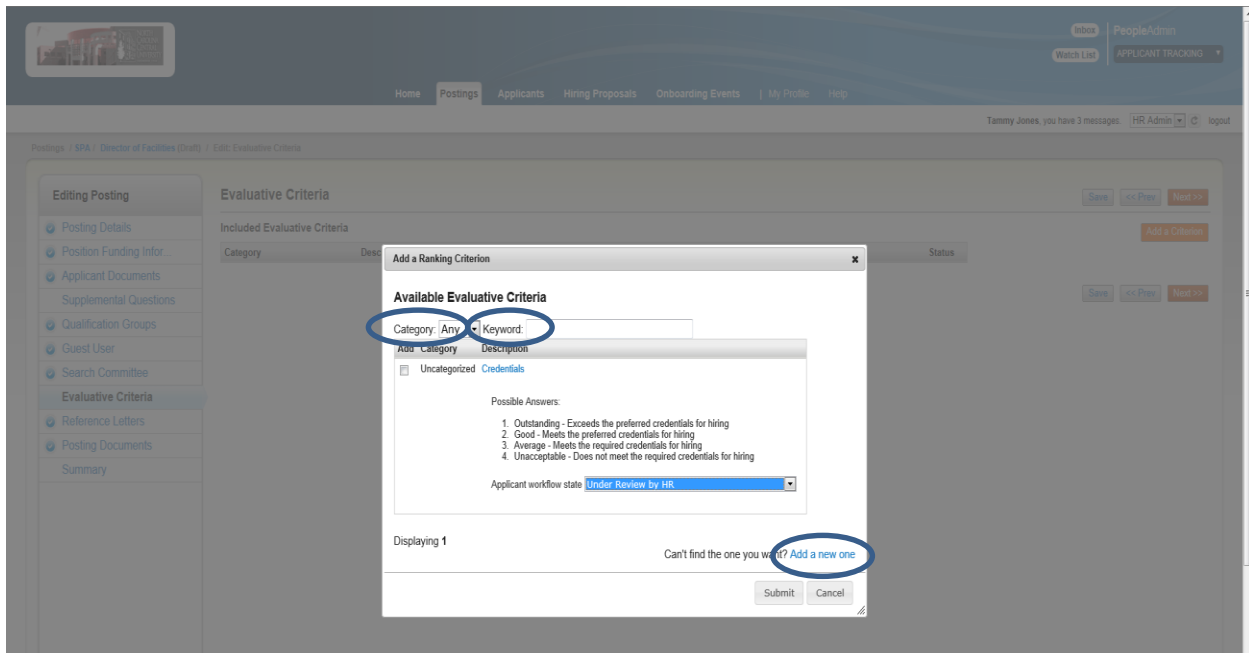
Evaluate Criteria

Ranking Criteria is a feature used in combination with the Search Committee Tab. Ranking Criteria allow interviewers to provide subjective assessments of applicants on specific items at specific points in the workflow or recruitment process.



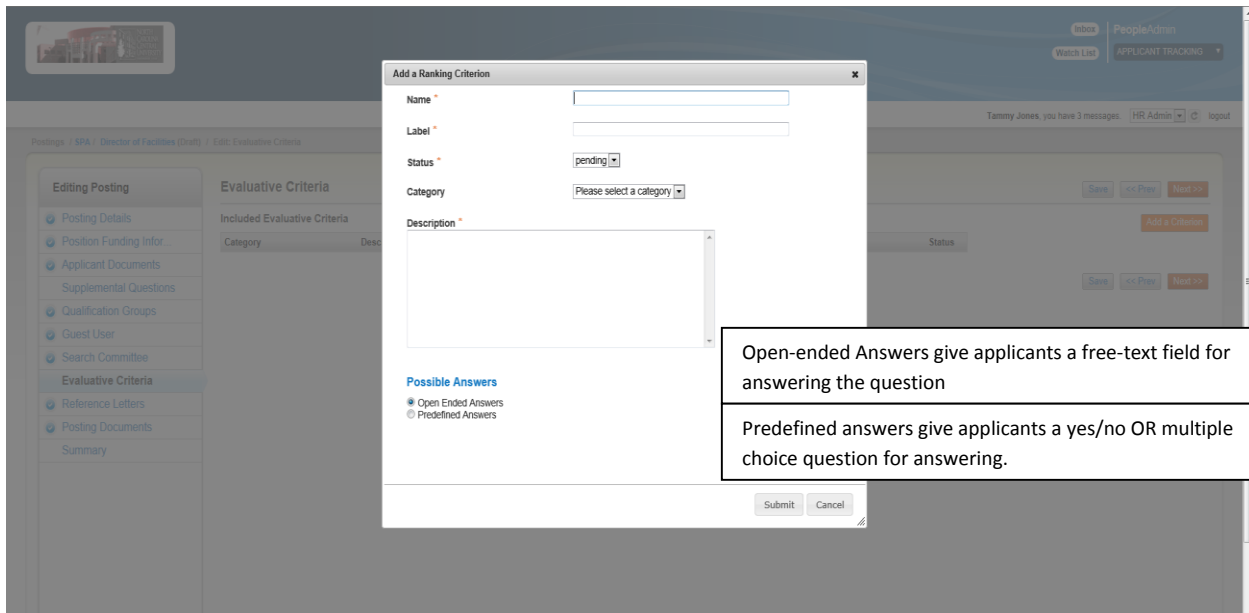
To access the list of ranking criteria click on “Add a Criterion”. ←

You can click on the Category to search for available criteria or search by Keyword.



If you can't find the one you want, select "Add a new one."

Enter a Name for the item. This is the label that is presented when any user selects criteria. The Name should be the same as the Label.



Select the appropriate Category if available and Possible Answer type of either Open Ended or Predefined.

To Assign Points or a Weight: Click on the question for a dropdown menu to appear.

Postings / SPA / Director of Facilities (Draft) / Edit: Evaluative Criteria

Tammy Jones, you have 3 messages: HR Admin | Logout

Editing Posting

- Posting Details
- Position Funding Infor...
- Applicant Documents
- Supplemental Questions
- Qualification Groups
- Guest User
- Search Committee
- Evaluative Criteria**
- Reference Letters
- Posting Documents
- Summary

Evaluative Criteria Save << Prev Next >>

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status										
Uncategorized	Credentials		Under Review by HR	active										
	<p>Name: Credentials</p> <p>Label: Credentials</p> <p>Workflow State: <input type="text" value="Under Review by HR"/></p> <p>Weight: <input type="text" value=""/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Possible Rankings</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Outstanding - Exceeds the preferred credentials for hiring</td> <td><input type="text" value=""/></td> </tr> <tr> <td>Good - Meets the preferred credentials for hiring</td> <td><input type="text" value=""/></td> </tr> <tr> <td>Average - Meets the required credentials for hiring</td> <td><input type="text" value=""/></td> </tr> <tr> <td>Unacceptable - Does not meet the required credentials for hiring</td> <td><input type="text" value=""/></td> </tr> </tbody> </table>				Possible Rankings	Points	Outstanding - Exceeds the preferred credentials for hiring	<input type="text" value=""/>	Good - Meets the preferred credentials for hiring	<input type="text" value=""/>	Average - Meets the required credentials for hiring	<input type="text" value=""/>	Unacceptable - Does not meet the required credentials for hiring	<input type="text" value=""/>
Possible Rankings	Points													
Outstanding - Exceeds the preferred credentials for hiring	<input type="text" value=""/>													
Good - Meets the preferred credentials for hiring	<input type="text" value=""/>													
Average - Meets the required credentials for hiring	<input type="text" value=""/>													
Unacceptable - Does not meet the required credentials for hiring	<input type="text" value=""/>													
Uncategorized	Rank the total years of relevant experience		Draft	pending										
	<p>Name: Experience</p> <p>Label: Years of Experience</p> <p>Workflow State: <input type="text" value="Draft"/></p>													

Assign the appropriate points and weight before clicking on



Note: Criteria will remain in a pending status until reviewed and approved by Employment. This criterion will be added to the Library available to all Hiring Officials.

Posting was successfully updated.

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

Tammy Jones, you have 3 messages: HR Admin | Logout

Editing Posting

- Posting Details
- Position Funding Infor...
- Applicant Documents
- Supplemental Questions
- Qualification Groups
- Guest User
- Search Committee
- Evaluative Criteria
- Reference Letters**
- Posting Documents
- Summary

Reference Letters Save << Prev Next >>

Check spelling

Reference Letters

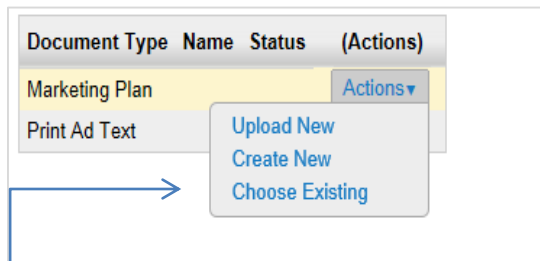
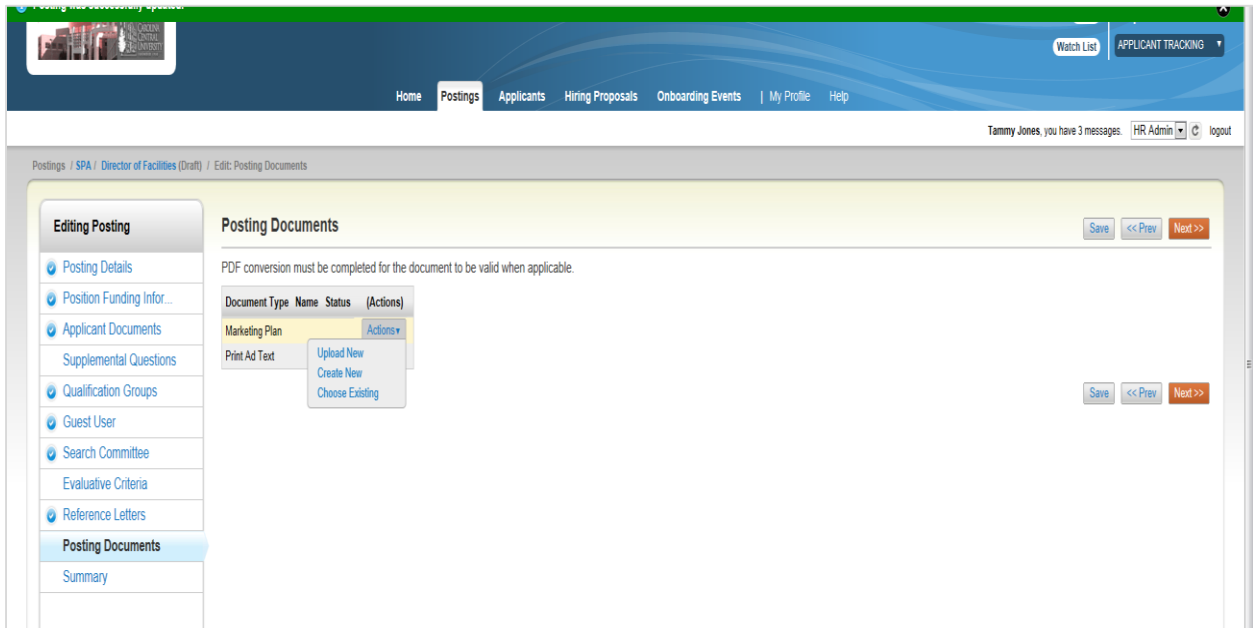
Accept References: Yes

Minimum Requests: Default to 3 minimum

Maximum Requests:

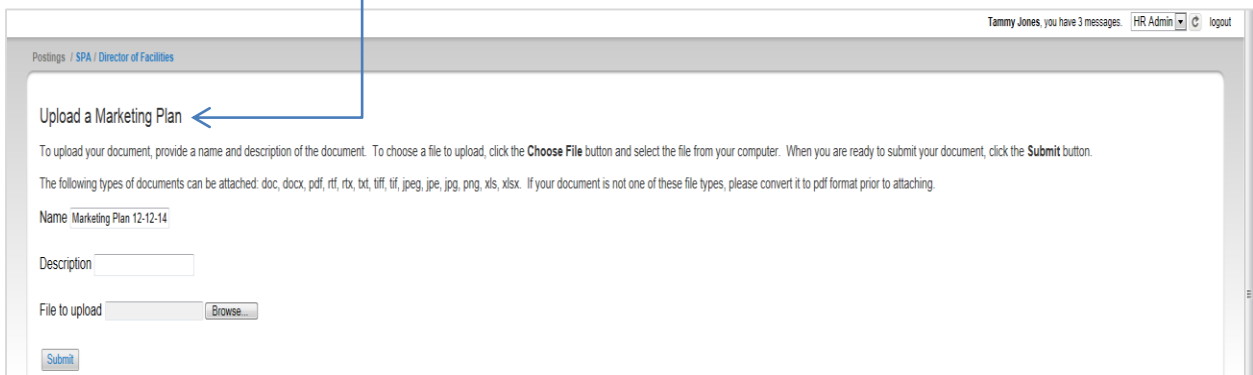
Last Day a Reference Provider Can Submit Reference:

Special Instructions to Reference Provider:



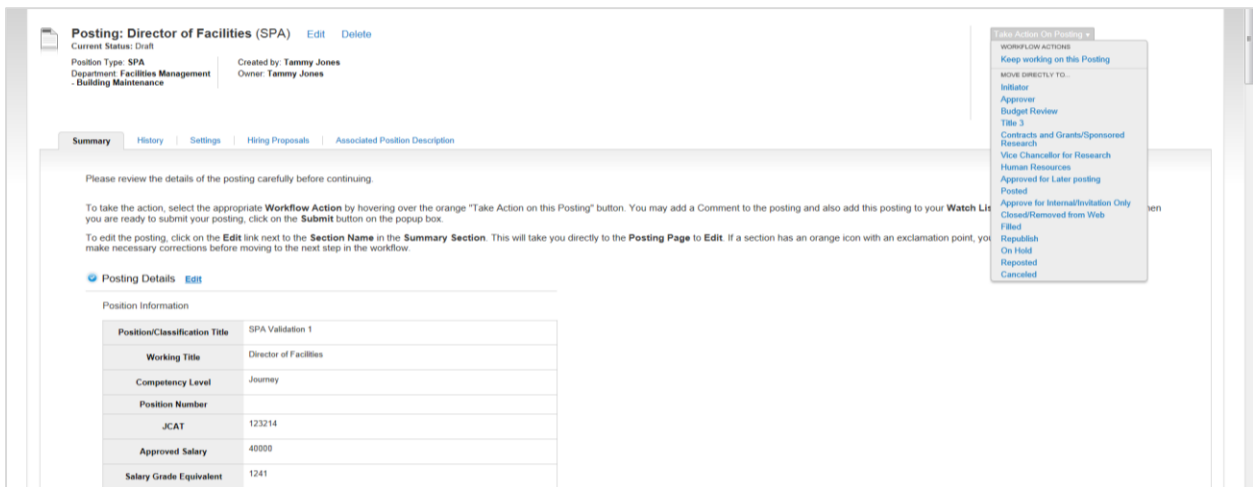
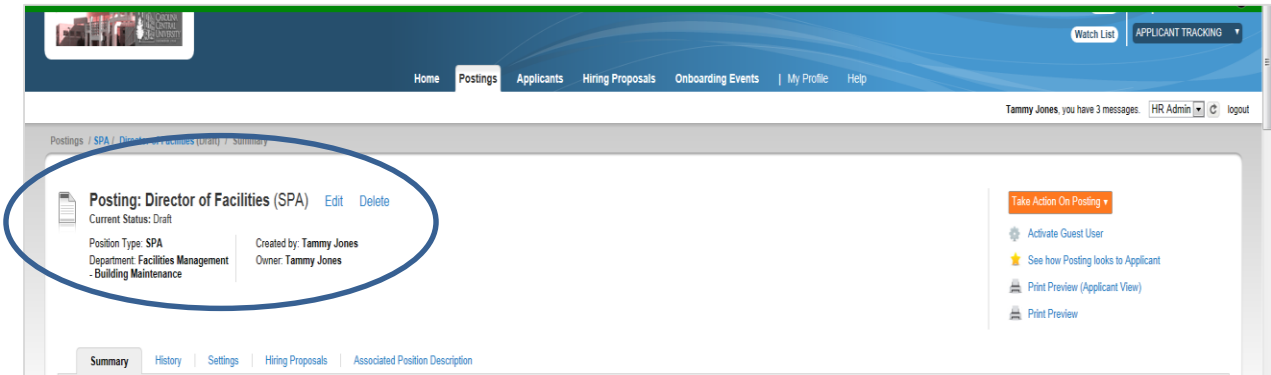
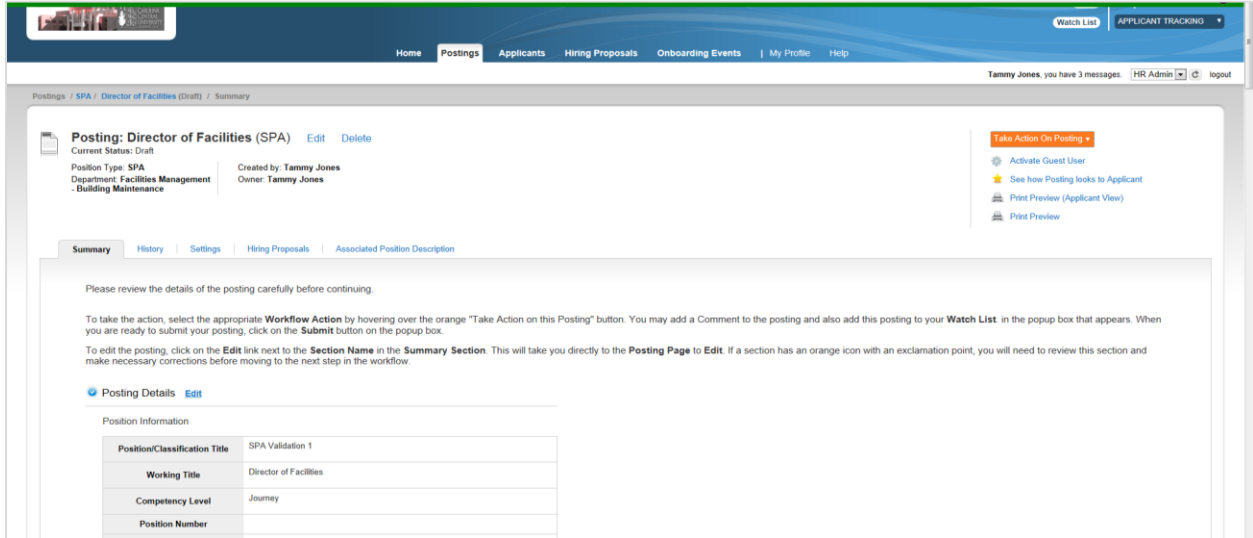
If an internal document listed is appropriate for your search, please hover over the **Actions ▼** button next to the document type.

If you select to Upload New, this will allow you to upload a document by browsing for that file to be uploaded and then select submit then confirm.

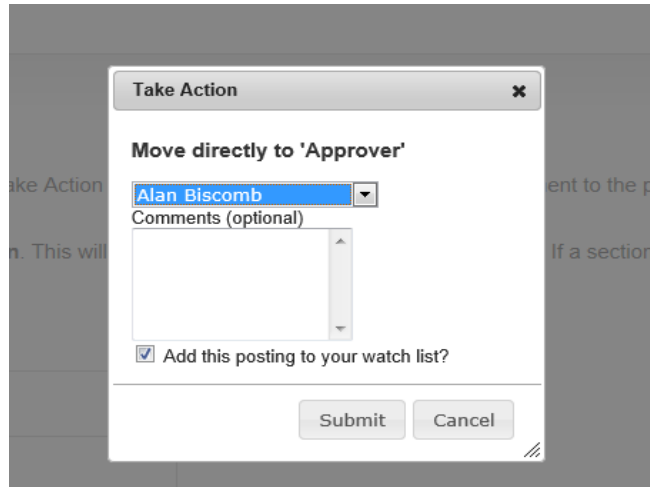


Summary Tab

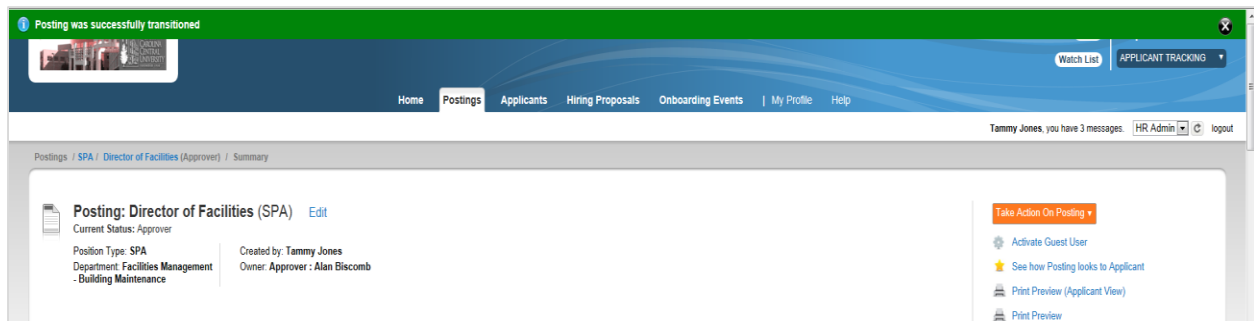
The Summary Tab provides the opportunity to review the posting request and make any changes before submitting the action to the next step in the workflow.



After selecting “To Move to Employment”, a Comment Box appears allowing you to provide comments. Please keep in mind these comments will appear in the email sent to Employment and will become a permanent part of the recruitment file and cannot be removed. You also have the option of adding the action to your Watch List by checking the box below the Comments box.



Information regarding the posting will appear at the top such as:



All Postings must be posted for a minimum of five (5) calendar days.