

PEOPLEADMIN 7 USER GUIDE



NORTH
CAROLINA
CENTRAL
UNIVERSITY
FOUNDED 1910

HUMAN RESOURCES DEPARTMENT

Managing Applicants

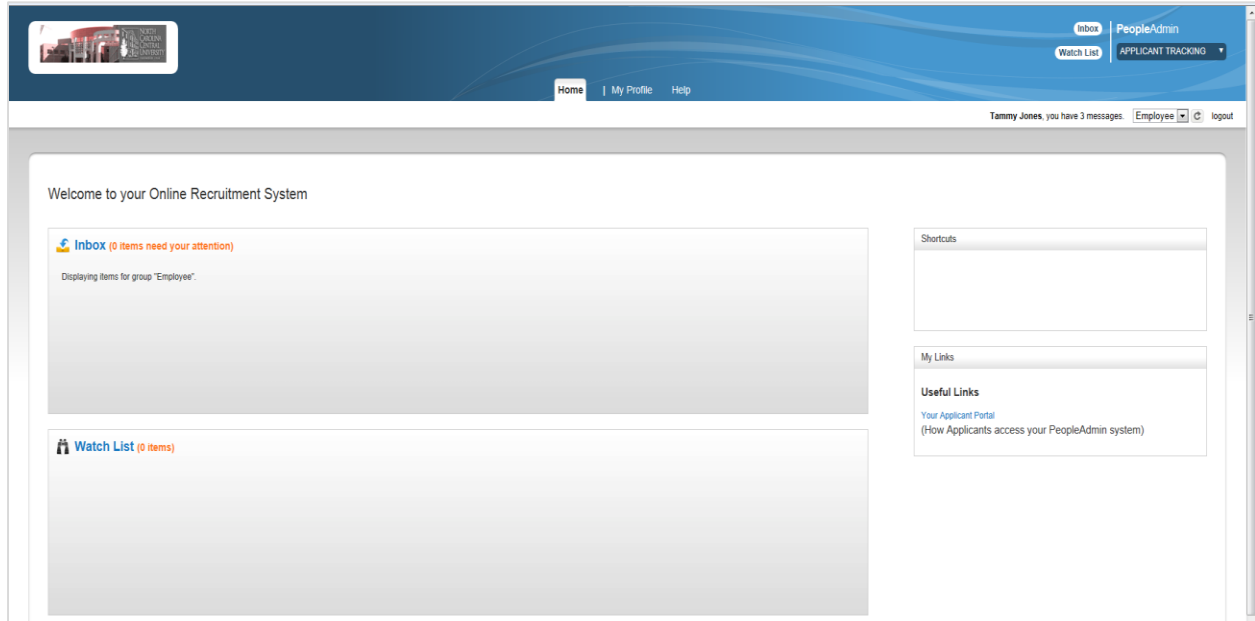
Guide to Manage Applicants Through Hiring Proposal

MODULE VI

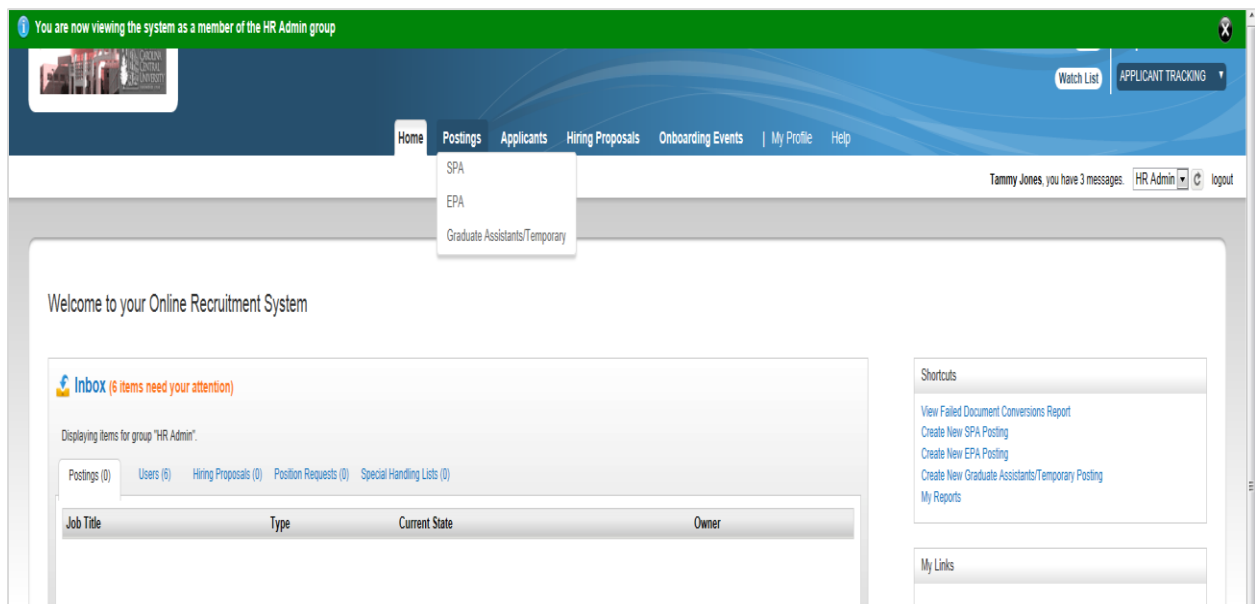
Managing Applicants	Page 2
Review of Answers to Supplemental Questions	Page 4
Reviewing Applications	Page 7
Applicant Review	Page 8
Screening the Applicant Pool	Page 9
Screening Search	Page 10
After Conducting Interviews	Page 11
Creating the Hiring Proposal	Page 12
The Hiring Proposal	Page 14

Managing Applicants

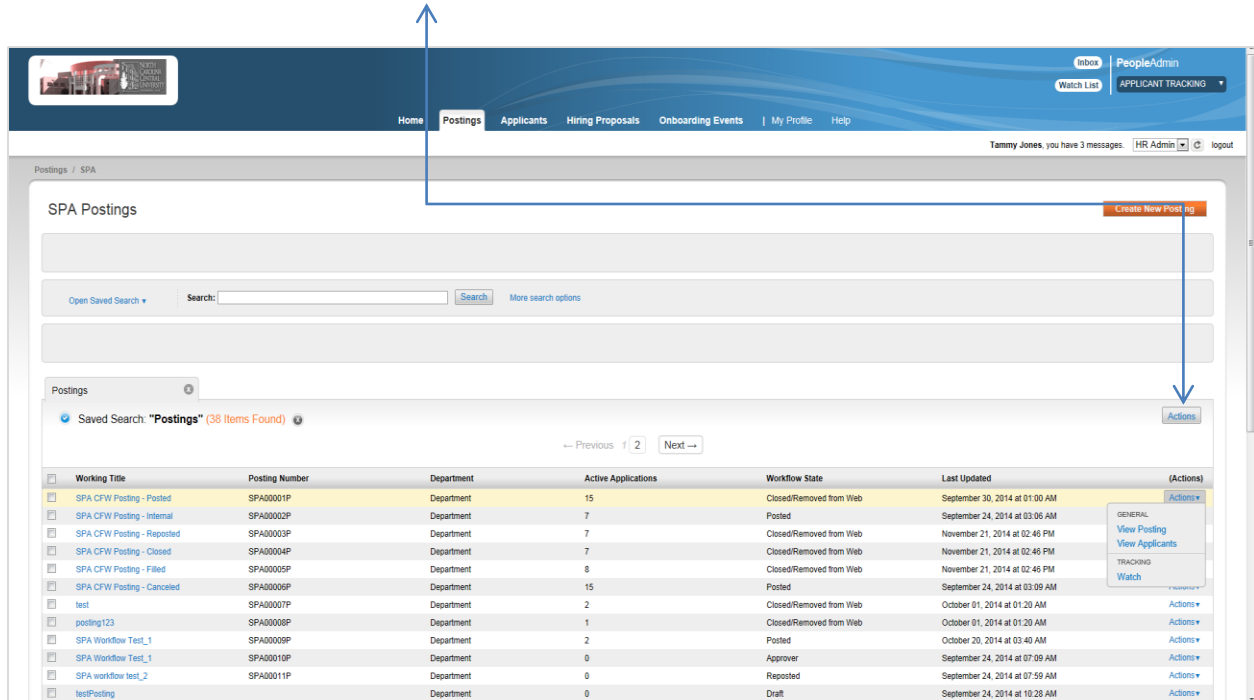
To begin, log in to the jobs site at <https://jobs.nccu.edu/hr> to view your Home page with your Inbox and Watch List.



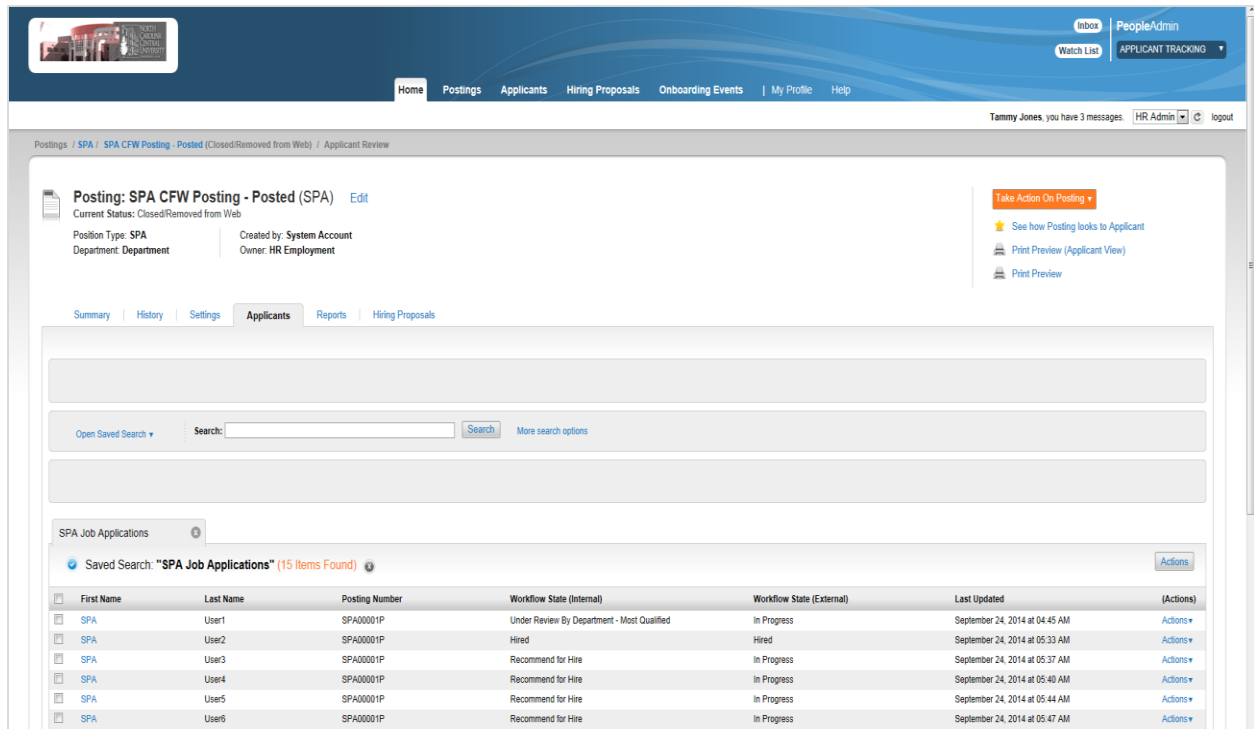
Hover over Postings to select posting type to view either SPA, EPA or Graduate Assistants/Temporary.



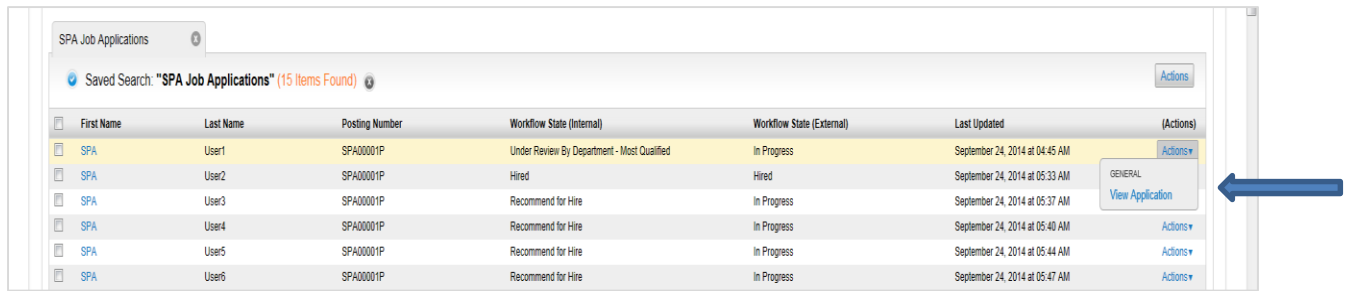
The postings assigned to you will be listed. This view can be customized according to your preferences. Hover over **Actions** to view the posting and the applicants.



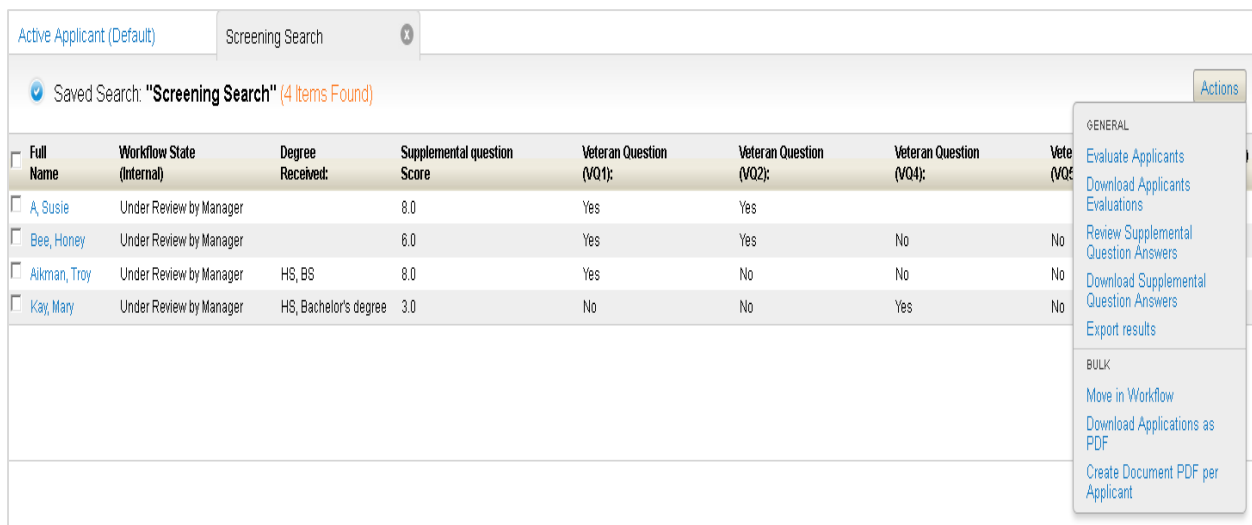
Select View Applicants to be taken directly to the Applicants tab.



At this screen, click on the Actions link to be able to view the application for each individual applicant.



Review Screening Applicant Questions, Download Screening Questions Answered, and Export Applicants without email, and Export results.



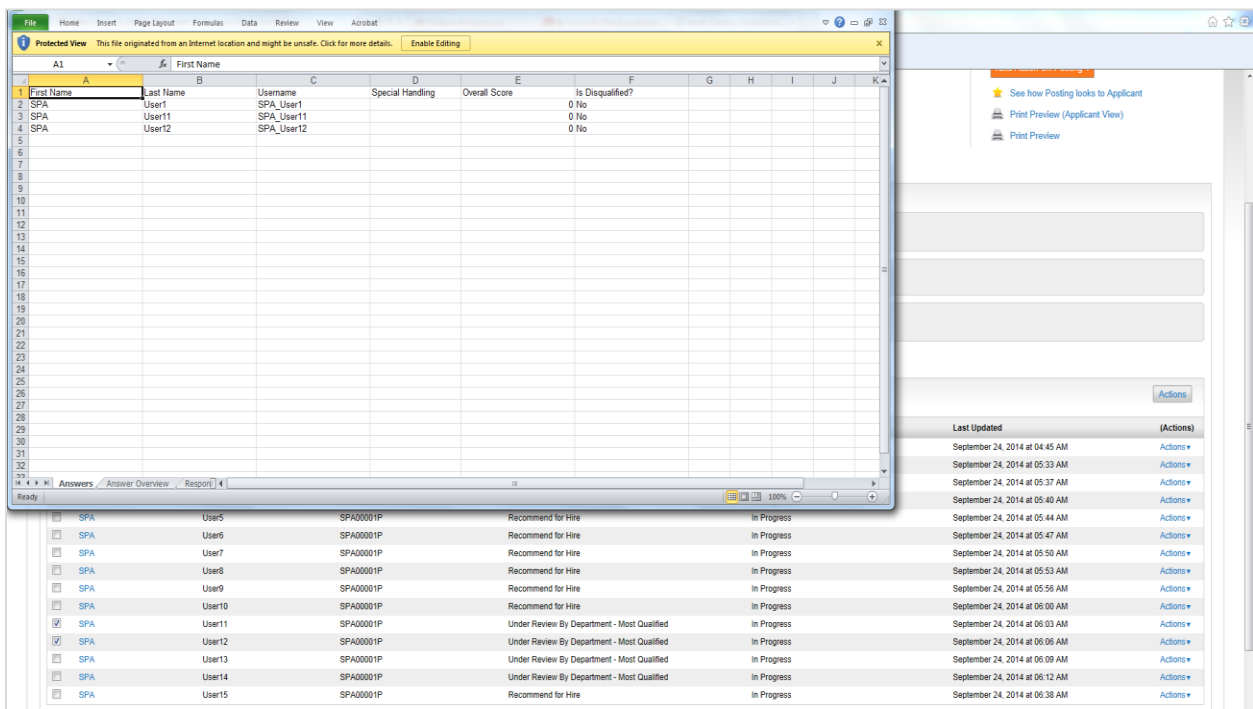
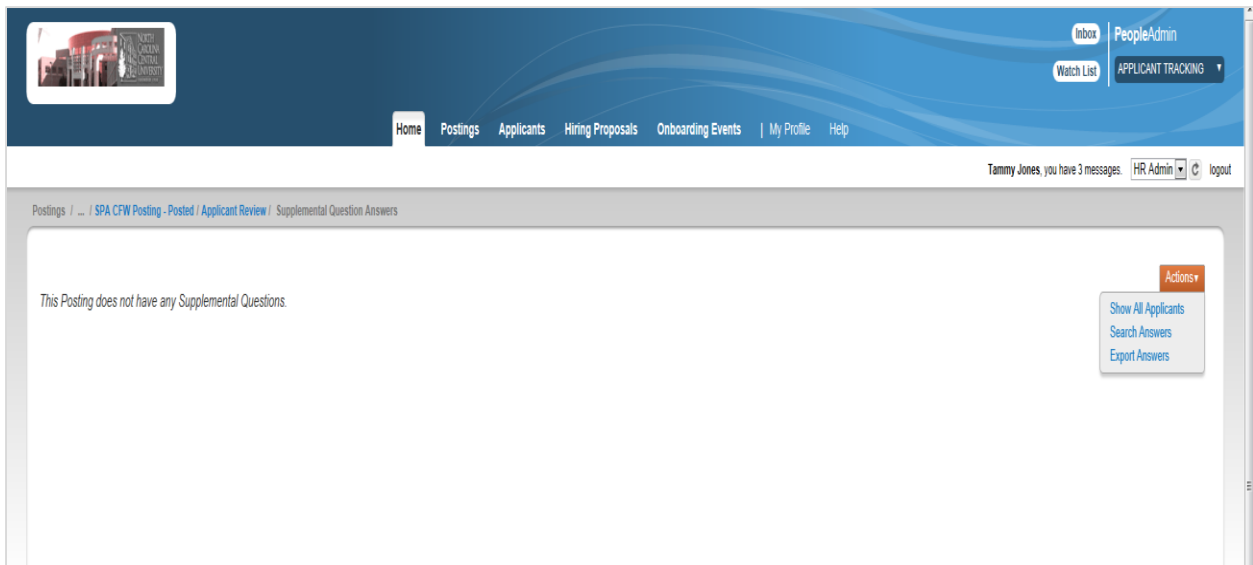
You can also move applicants in the workflow in Bulk. Move to Posting, Move in Workflow, Email Applicants, Download Applications as PDF, Create Document PDF per Applicant and Reactivate Applications. Please note that downloading and creating PDF documents will take time to complete.

Note: Applicants must be evaluated on the basis of the knowledge, skills, and abilities required to perform the job. Selection criteria must be established and applied consistently. The qualifications indicated in the job description that can be evaluated by reviewing the application materials are the only criteria used to qualify the applicant pool.

Review of Answers to Supplemental Questions

The answers to the supplemental questions can provide information directly from your applicants regarding their knowledge, skills and abilities to meet the requirements of your

position. This information is displayed in a graph format and also on the Screening Search under “Supplemental Questions Score”.

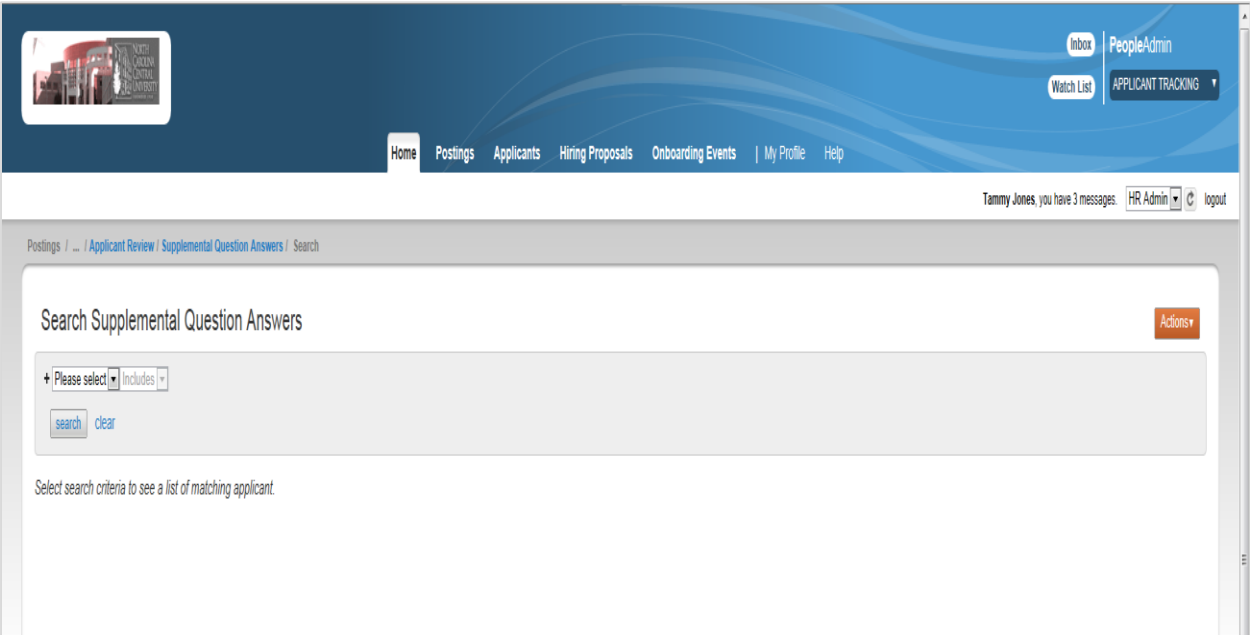
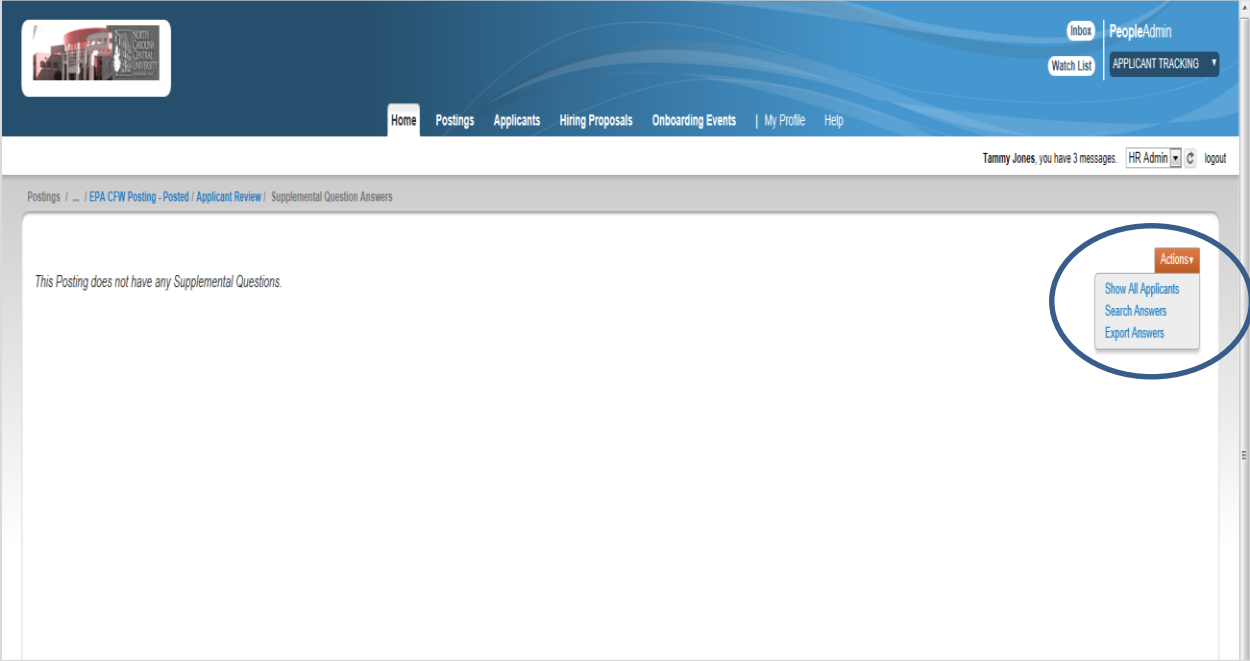


While you are reviewing the Supplemental Questions, you can also drill down to see how each applicant answered a certain question. You can hover over the Actions link to view the different options.

Show All Applicants, will show you a list of all the applicants in the pool.

Search Answers, will show you the question and the possible answers to the question. You have the option to include and exclude certain answers.

Export Answers, will allow you to export the Supplemental Questions into an Excel spreadsheet.



Reviewing Applications

There are several ways to view the applicant materials. You can select the top box which will check all applicants and hover over the Actions link to View Application.

The screenshot shows a table of job applications. A blue oval highlights the 'EPA' entries in the 'First Name' column. Another blue oval highlights the 'View Application' link in the 'Actions' column for the second row.

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	Last four digits of SSN	(Actions)
EPA	User1	EPA0001P	Recommend for Hire	In Progress	September 25, 2014 at 03:09 AM	1111	Actions
EPA	User2	EPA0001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:23 AM	1111	Actions
EPA	User3	EPA0001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:30 AM	1111	Actions
EPA	User4	EPA0001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:33 AM	1111	Actions
EPA	User5	EPA0001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:36 AM	1111	Actions
EPA	User6	EPA0001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:39 AM	1111	Actions
EPA	User7	EPA0001P	Under Review By HR	In Progress	September 25, 2014 at 03:42 AM	1111	Actions
EPA	User8	EPA0001P	Under Review By HR	In Progress	September 25, 2014 at 03:45 AM	1111	Actions
EPA	User9	EPA0001P	Interviewed, Not Hired - Email at Filled	Not Hired	September 25, 2014 at 03:48 AM	1111	Actions
EPA	User10	EPA0001P	Recommended, Not Selected - No Email	Not Hired	September 25, 2014 at 03:50 AM	1111	Actions
EPA	User11	EPA0001P	Application Submitted - EPA Temps	Not Hired	September 25, 2014 at 03:53 AM	1111	Actions

The screenshot shows the 'Job application: EPA User1 (EPA)' page. A blue box highlights the breadcrumb trail: Postings > EPA LEW Posting > Posted (Reposted) > Applicant review > EPA User1 Recommend for hire. A text box explains: "This is a bread crumb trail that allows you to move back to other areas such as Applicant Review." Another blue box highlights the 'Next' link in the 'Search Results: Next' section. A text box explains: "To move to the next applicant, select the Search Results: Next".

Job application: EPA User1 (EPA)
Current Status: Recommend for Hire
Application Form: Employment Application

Full name: SPA User1
Address: 12rghbgf
fhdhdfghf
fgsdgh , KS
Bosnia and Herzegovina
Username: EPA_User1
Email: test@test.com
Phone (Primary): (111) 111-1111
Phone (Secondary): (111) 111-1111
Position Type: EPA
Department: Department

Created by: SPA User1
Owner: Hiring Manager

Summary Recommendations (0 of 0) History

Personal Information Edit

Contact Information

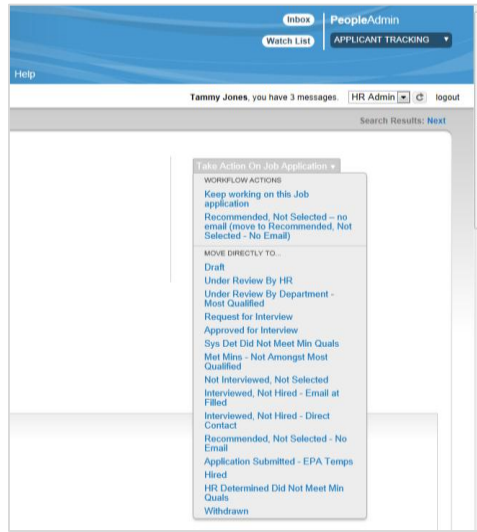
First Name	EPA
Middle Name	
Last Name	User1
Address1	12rghbgf

Take Action On Job Application

- View Posting Applied To
- Preview Application
- Edit Application
- View Hiring Proposal
- Reactivate

Search Results: Next

This will allow you to view all applications and take action on the application by hovering over **Take Action On Job Application** and choose one of the following:



Applicant Review

To individually review applicants and update their status, select the box next to the applicant name and hover over the Actions link and click View Application.

EPA Job Applications

Saved Search: "EPA Job Applications" (16 Items Found)

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	Last four digits of SSN	Actions	
<input type="checkbox"/>	EPA	User1	EPA00001P	Recommend for Hire	In Progress	September 25, 2014 at 03:09 AM	1111	Actions
<input checked="" type="checkbox"/>	EPA	User2	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:23 AM	1111	GENERAL View Application
<input type="checkbox"/>	EPA	User3	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:30 AM	1111	Actions
<input type="checkbox"/>	EPA	User4	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:33 AM	1111	Actions
<input type="checkbox"/>	EPA	User5	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:36 AM	1111	Actions
<input type="checkbox"/>	EPA	User6	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:39 AM	1111	Actions
<input type="checkbox"/>	EPA	User7	EPA00001P	Under Review By HR	In Progress	September 26, 2014 at 03:43 AM	1111	Actions

Job application: EPA User2 (EPA)

Current Status: Under Review By Department - Most Qualified
Application form: Employment Application

Full name: SPA User2
Address: 12zrthbfgf, ftdhdthgfsf, fgsdgh, KS, Bosnia and Herzegovina
Username: EPA_User2
Email: test@test.com
Phone (Primary): (111) 111-1111
Phone (Secondary): (111) 111-1111
Position Type: EPA
Department: Department

Created by: SPA User2
Owner: Hiring Manager

Take Action On Job Application

- View Posting Applied To
- Preview Application
- Edit Application
- Reactivate

Summary | Recommendations (0 of 0) | History

Personal Information [Edit](#)

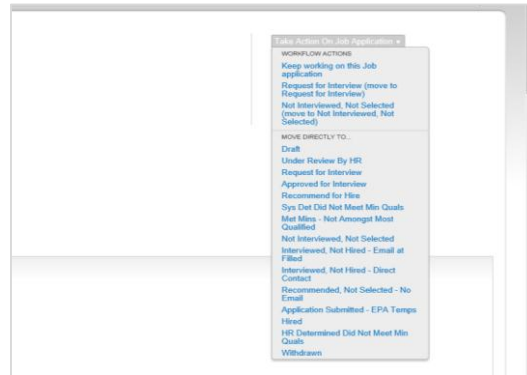
Contact Information

First Name	EPA
Middle Name	
Last Name	User2

Hover over

Take Action On Job Application ▼

to move this applicant in the workflow.

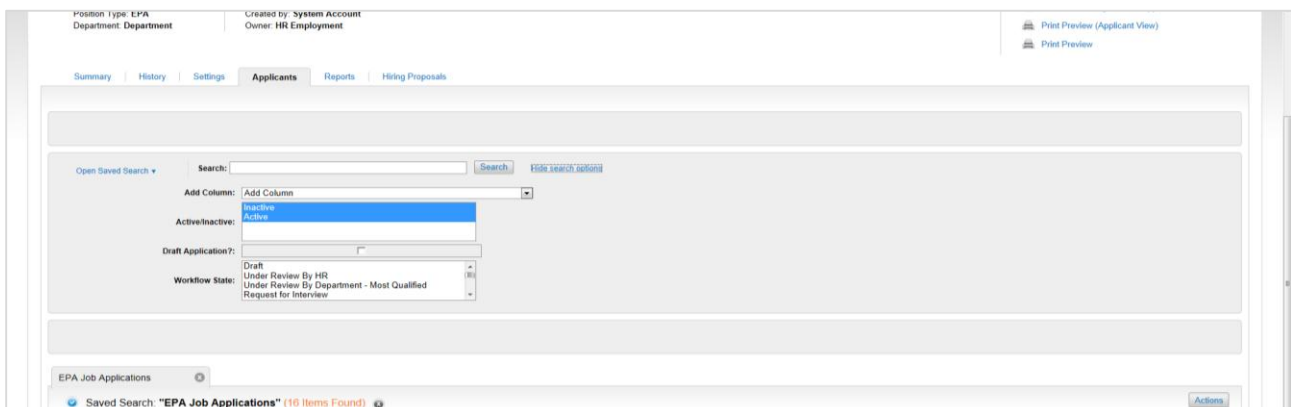


Screening the Applicant Pool

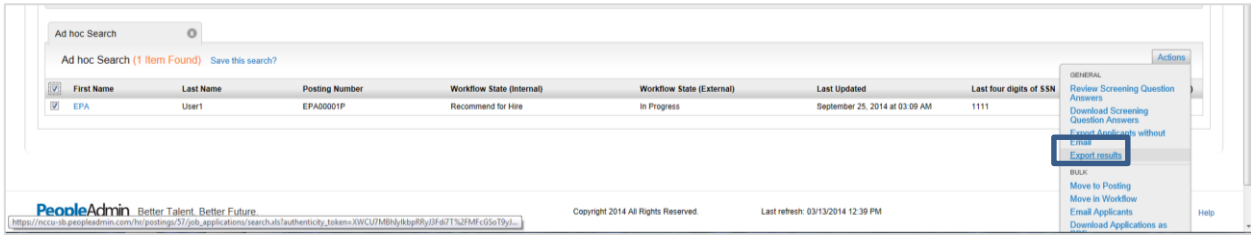
After reviewing the applications along with the supplemental questions, move the applicants in the workflow to “Keep Working on this Job Application, Request for Interview, or Not Interviewed, then select the most appropriate non-selection reason.”

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	Last four digits of SSN	(Actions)
<input type="checkbox"/>	EPA	User1	EPA00001P	Recommend for Hire	In Progress	September 25, 2014 at 03:09 AM	1111	Actions ▼
<input checked="" type="checkbox"/>	EPA	User2	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:23 AM	1111	Actions ▼
<input checked="" type="checkbox"/>	EPA	User3	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:30 AM	1111	Actions ▼
<input checked="" type="checkbox"/>	EPA	User4	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:33 AM	1111	Actions ▼
<input type="checkbox"/>	EPA	User5	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:36 AM	1111	Actions ▼
<input type="checkbox"/>	EPA	User6	EPA00001P	Under Review By Department - Most Qualified	In Progress	September 25, 2014 at 03:39 AM	1111	Actions ▼
<input type="checkbox"/>	EPA	User7	EPA00001P	Under Review By HR	In Progress	September 25, 2014 at 03:42 AM	1111	Actions ▼
<input type="checkbox"/>	EPA	User8	EPA00001P	Under Review By HR	In Progress	September 25, 2014 at 03:45 AM	1111	Actions ▼

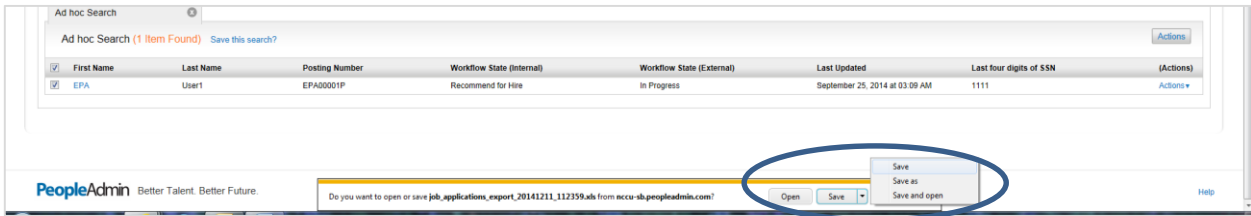
You can also customize your applicant search by adding information columns. You can scroll through the list of items to see which ones you want to add to your applicant search. This information pulls from the data that is on the employment application. When you add a column, you will notice that your screen will refresh, and the new column will appear on your Applicant Search view.



To prepare to export the Screening Search data, click the box beside “Full Name” and hover over the Actions button to choose “**Export results**”.

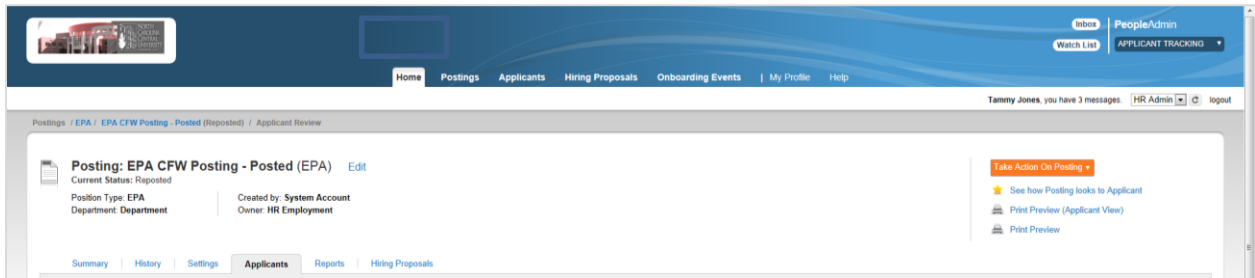


The following will appear allowing you to choose to **Save**.



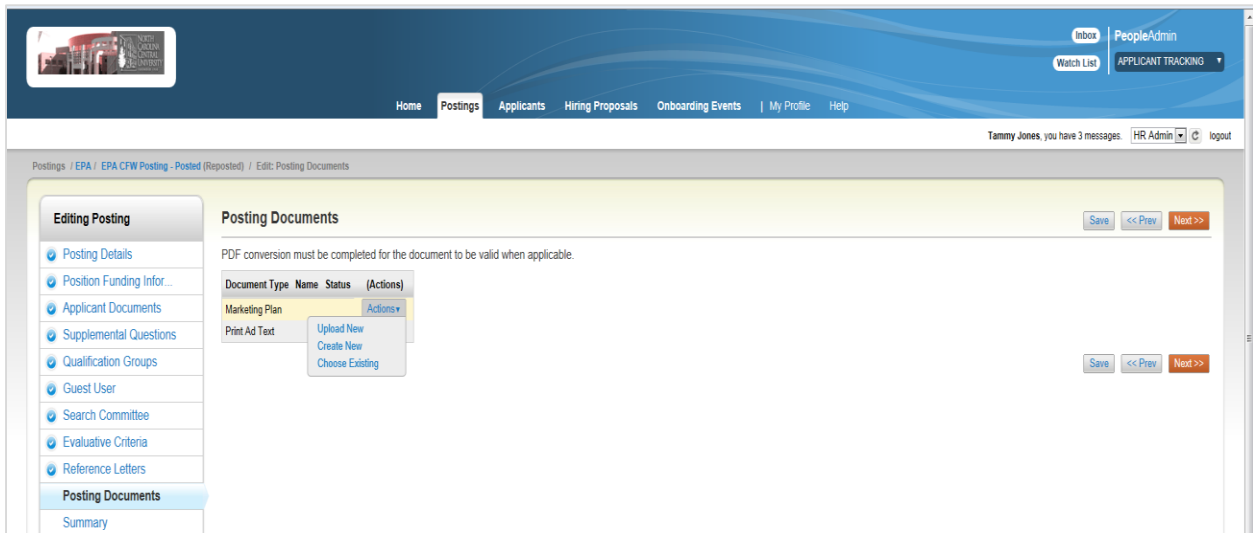
Screening Search

You are not required to submit the screening search to Human Resources for review; however, you must have it available in your department recruitment file. If you would like to attach your Screening Search to the posting, click on **Edit**.

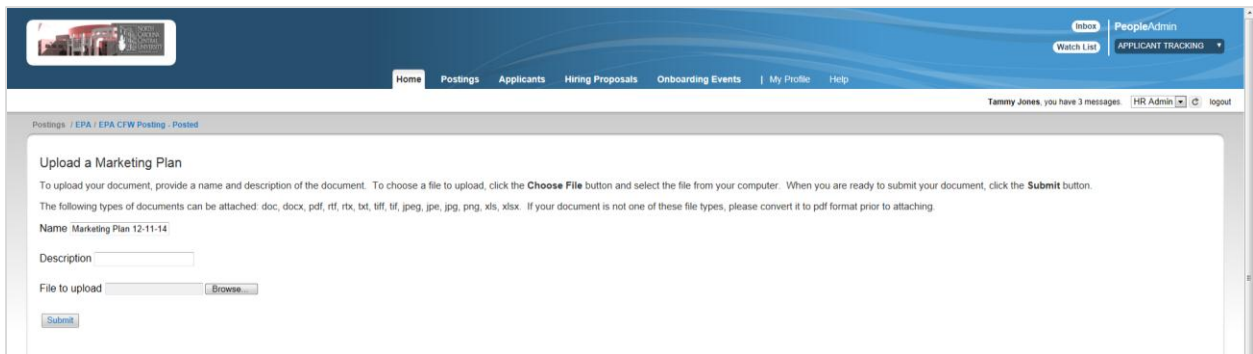


Click on Posting Documents

Hover over the Actions Link and choose **“Upload New”** to load the applicable document(s).



Choose a Name, Description and upload the file before selecting Submit.



Once applications have been moved to the workflow status of Under Review by Department, the Hiring Supervisor can move to the interviewing process.

Interview questions should seek information related to the applicant's knowledge, skills, and ability to perform the job. Questions that are not job related or that violate EEO standards are not permissible. A list of sample interview questions is available on the Human Resources website Employment page at _____.

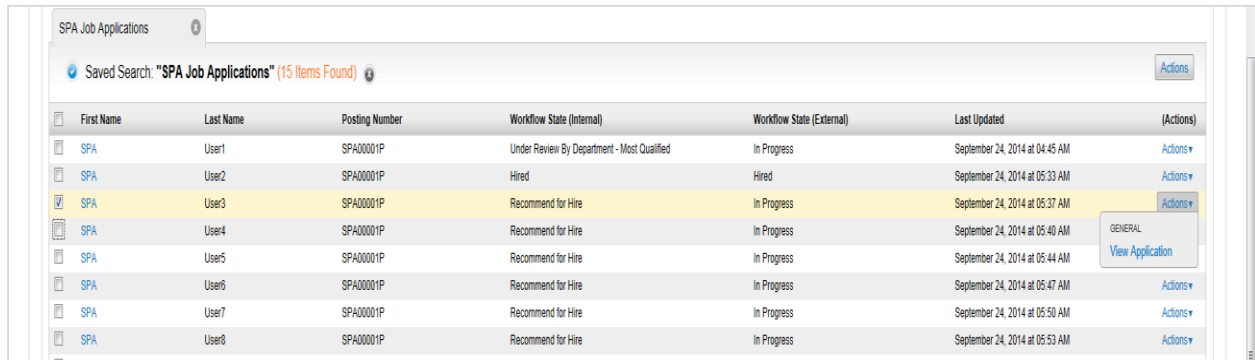
After Conducting Interviews

**The Hiring Department will attach:
Interviews Questions and Responses, Criminal Background Checks, and References**

**Human Resources Employment will attach:
Offer Letters, Education, Certifications, and License Verifications**

Creating the Hiring Proposal

Check the box next to the name of your finalist and hover over the Actions link to View Application.



The screenshot shows a table titled "SPA Job Applications" with a search filter for "SPA Job Applications" (15 Items Found). The table has columns for First Name, Last Name, Posting Number, Workflow State (Internal), Workflow State (External), Last Updated, and Actions. The third row is highlighted in yellow, indicating it is selected. The Actions menu for this row is open, showing a "View Application" link.

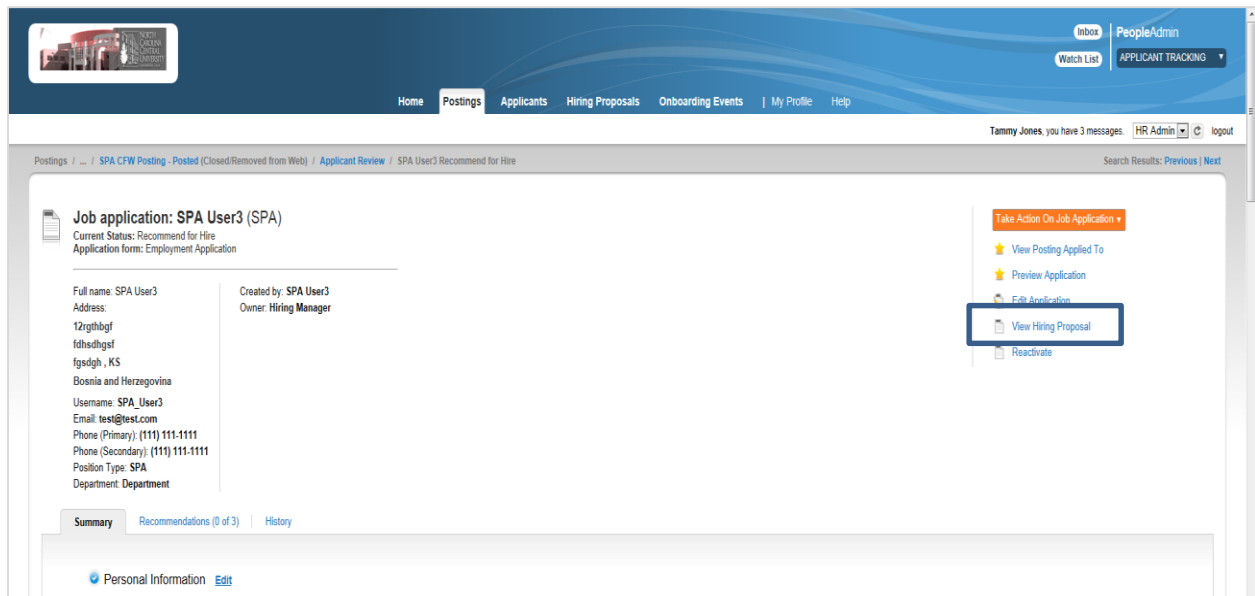
First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	(Actions)
SPA	User1	SPA00001P	Under Review By Department - Most Qualified	In Progress	September 24, 2014 at 04:45 AM	Actions
SPA	User2	SPA00001P	Hired	Hired	September 24, 2014 at 05:33 AM	Actions
SPA	User3	SPA00001P	Recommend for Hire	In Progress	September 24, 2014 at 05:37 AM	Actions
SPA	User4	SPA00001P	Recommend for Hire	In Progress	September 24, 2014 at 05:40 AM	Actions
SPA	User5	SPA00001P	Recommend for Hire	In Progress	September 24, 2014 at 05:44 AM	Actions
SPA	User6	SPA00001P	Recommend for Hire	In Progress	September 24, 2014 at 05:47 AM	Actions
SPA	User7	SPA00001P	Recommend for Hire	In Progress	September 24, 2014 at 05:50 AM	Actions
SPA	User8	SPA00001P	Recommend for Hire	In Progress	September 24, 2014 at 05:53 AM	Actions

The Workflow Action Box will appear for you to select.

Click **“Take Action on Job Application”** and select the applicable action box:

View Hiring Proposal

Finalist – Begin HP (Hiring Proposal)



The screenshot shows the details of a job application for SPA User3. The current status is "Recommend for Hire" and the application form is "Employment Application". The applicant's information is displayed, including full name, address, username, email, and phone numbers. The "Take Action On Job Application" menu is open, and the "View Hiring Proposal" option is highlighted with a blue box.

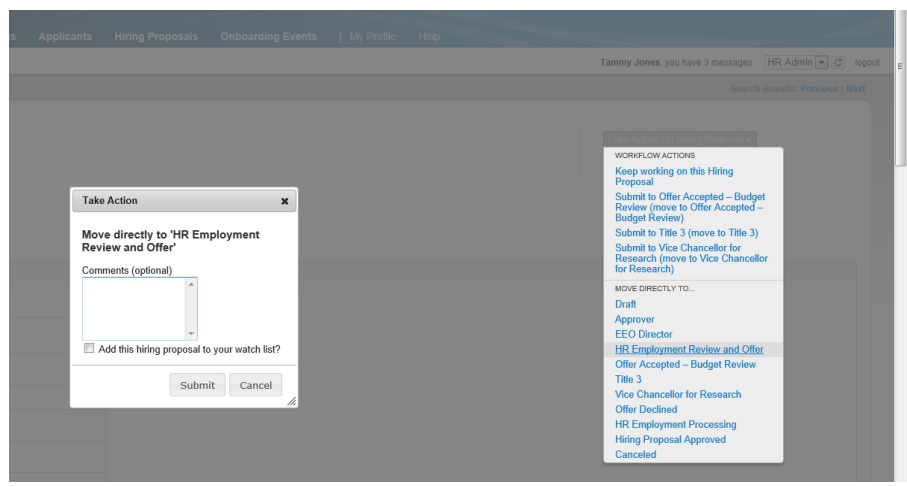
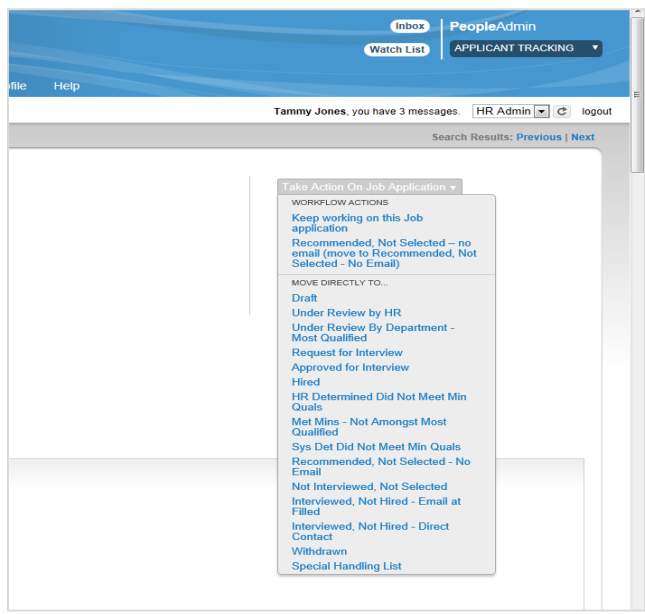
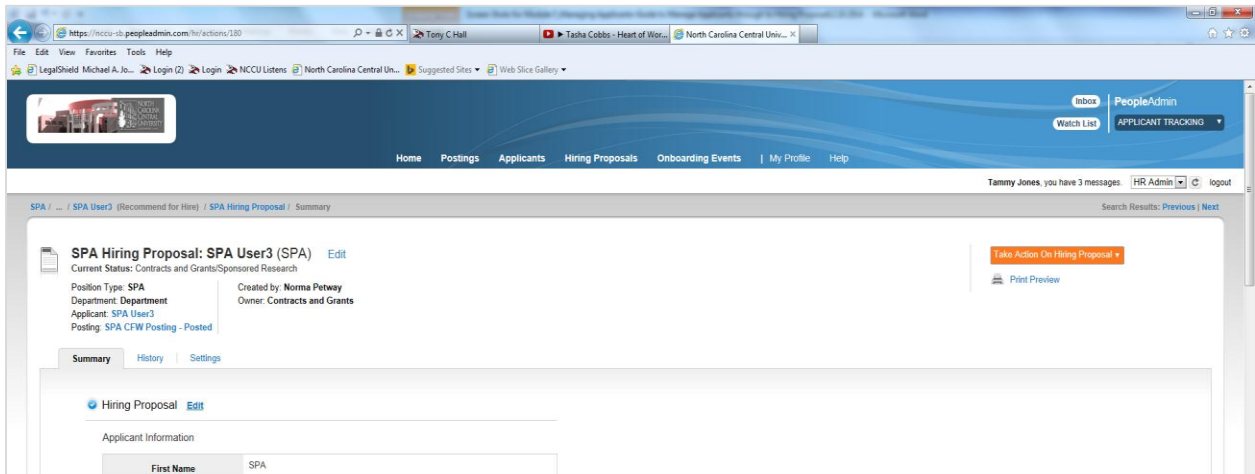
Job application: SPA User3 (SPA)
Current Status: Recommend for Hire
Application form: Employment Application

Full name: SPA User3
Address: 12rghbfgf, fghsdfghsf, fgsdgh, KS, Bosnia and Herzegovina
Username: SPA_User3
Email: test@test.com
Phone (Primary): (111) 111-1111
Phone (Secondary): (111) 111-1111
Position Type: SPA
Department: Department

Created by: SPA User3
Owner: Hiring Manager

Take Action On Job Application

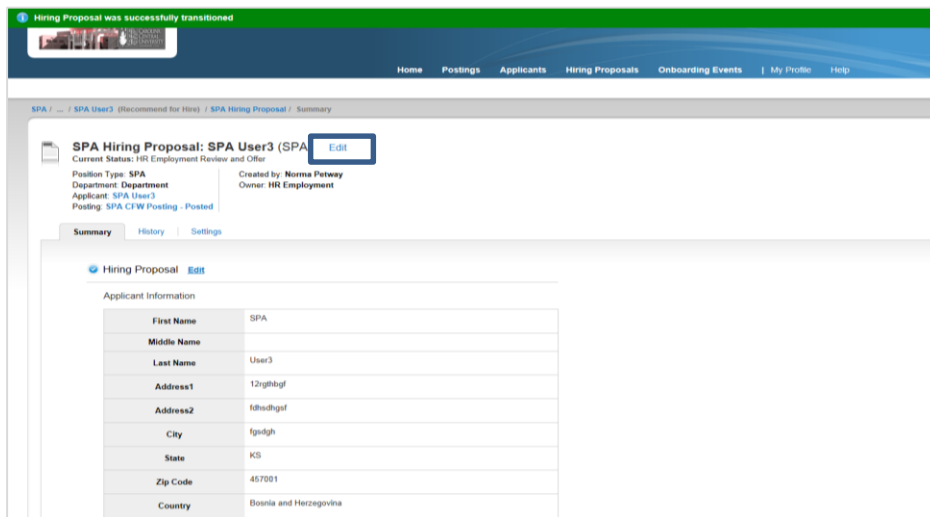
- View Posting Applied To
- Preview Application
- Edit Application
- View Hiring Proposal**
- Reactivate



The Hiring Proposal

Once you have identified your selected candidate and moved them to the workflow state of Recommended **for Hire**, you can then start a Hiring Proposal by navigating to the Job Application view for that selected candidate and clicking on the **Start Hiring Proposal** link located on the top right-hand corner of the page:

Click **“Edit”** and the position description will be indicated for you to [Select Position Description](#). The Hiring Proposal will default with information from the approved position description but fields will need to be completed to process the request.



Hiring Proposal was successfully transitioned

Home Postings Applicants Hiring Proposals Onboarding Events My Profile Help

SPA / ... / SPA User3 (Recommended for Hire) / SPA Hiring Proposal / Summary

SPA Hiring Proposal: SPA User3 (SPA) [Edit](#)

Current Status: HR Employment Review and Offer

Position Type: SPA
Department: Department
Applicant: SPA User3
Posting: SPA CFW Posting - Posted

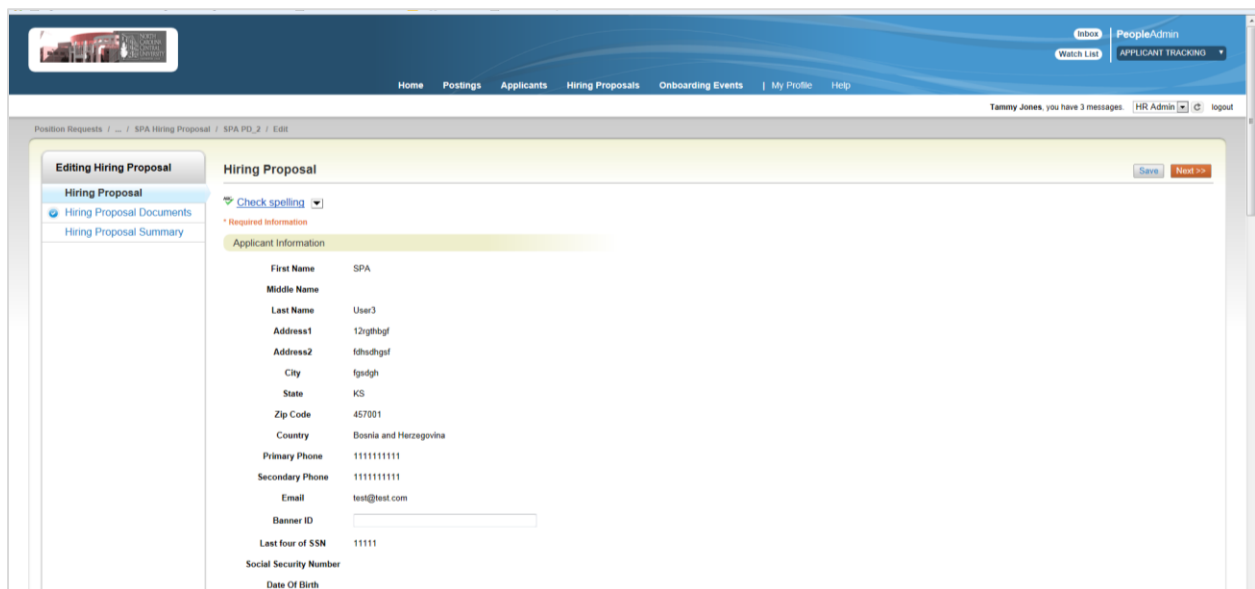
Created by: Norma Petway
Owner: HR Employment

Summary History Settings

Hiring Proposal [Edit](#)

Applicant Information

First Name	SPA
Middle Name	
Last Name	User3
Address1	12rghbgl
Address2	fdshdglf
City	fgsdgh
State	KS
Zip Code	457001
Country	Bosnia and Herzegovina



ibox PeopleAdmin
Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events My Profile Help

Tammy Jones, you have 3 messages | HR Admin | logout

Position Requests / ... / SPA Hiring Proposal / SPA PD_2 / Edit

Editing Hiring Proposal [Save](#) [Next >>](#)

Hiring Proposal

[Check spelling](#)

* Required Information

Applicant Information

First Name SPA
Middle Name
Last Name User3
Address1 12rghbgl
Address2 fdshdglf
City fgsdgh
State KS
Zip Code 457001
Country Bosnia and Herzegovina
Primary Phone 1111111111
Secondary Phone 1111111111
Email test@test.com
Banner ID
Last four of SSN 11111
Social Security Number
Date Of Birth

Select [Save](#) [Next >>](#) to continue.

Review the Budget Information tab and attach any documents appropriate on the Hiring Proposal Documents tab.

Editing Hiring Proposal

- Hiring Proposal
- Budget Information**
- Hiring Proposal Documents
- Hiring Proposal Summary

Budget Information

Check spelling

* Required Information

Budget Information

Information defaulted from the approved position description.

Agency W&M (204)

Position Status Continuing - E&G Funded

Employment Category Operational FT

Position Term 12-Month

If other, specify the months

Funding Source

- E&G Funded
- Auxiliary Funded
- Grant Funded
- Foundation Funded

Banner Funding Source

* **Index**

* **Account**

* **Percentage**

Activity Code

Remove Entry?

[Add Banner Funding Source Entry](#)

Select   to continue.

Staff/PPF Hiring Proposal: Susie A (Staff/PPF) [Edit](#)

Current Status: Draft

Position Type: Staff/PPF
Department: Music Dept - 3KC210
Applicant: Susie A
Posting: Academic Dept Admin


Created by: Lynn Riggs
Owner: Lynn Riggs

[Summary](#) | [History](#) | [Settings](#)

Take Action On Hiring Proposal

WORKFLOW ACTIONS

- [Keep working on this Hiring Proposal](#)
- [Cancel Action \(move to Cancel Action\)](#)
- [Compensation Review \(move to Compensation Review\)](#)

Review the Summary information before selecting  to choose to move the applicable Hiring Proposal action tab (Approver or Budget, etc.).