

PEOPLEADMIN 7 USER GUIDE



NORTH
CAROLINA
CENTRAL
UNIVERSITY
FOUNDED 1910

HUMAN RESOURCES DEPARTMENT

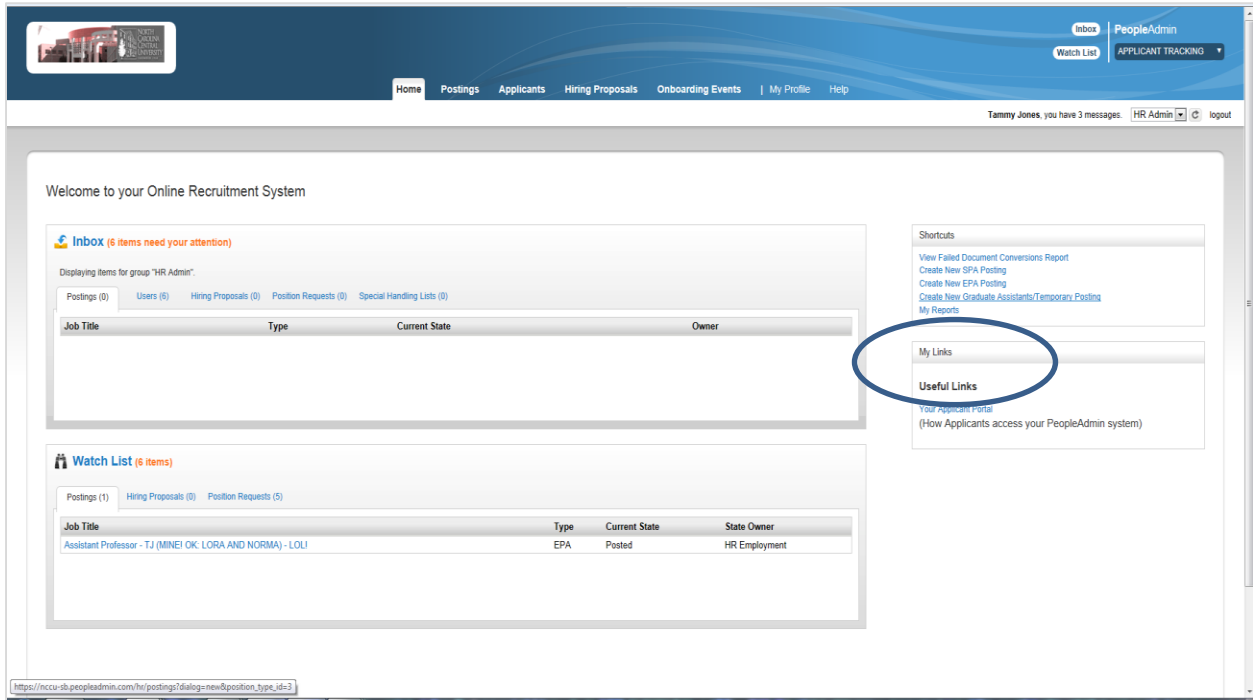
Temporary Employment

MODULE VII

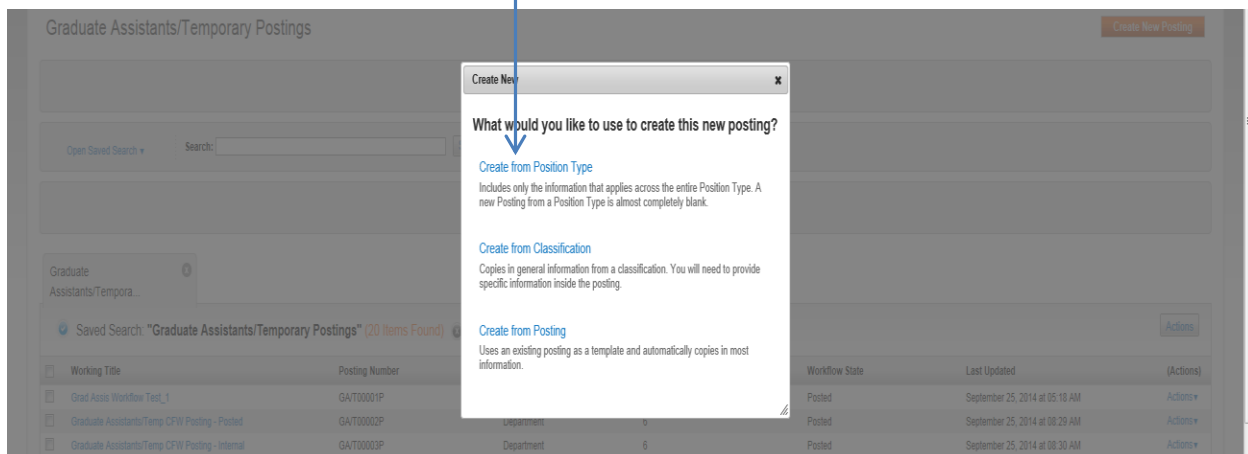
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Creating a Staff or Professional Posting

To begin login to the site at <https://jobs.nccu.edu/hr>. On the Home Page, from the Shortcuts box, select Create New Graduate Assistant/Temporary Posting.



This box will appear for you to choose **Create from Position Type** or from **Classification** or from **Posting**.



If you do not see the position you wish to create the posting 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".

Graduate Assistants/Temporary Postings

Open Saved Search Search: Search More search options

Graduate Assistants/Tempora... Saved Search: "Graduate Assistants/Temporary Postings" (12 Items Found)

Working Title	Posting Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
Grad Assis Workflow Test_1	GA/T0001P	Department	0	Posted	September 25, 2014 at 05:18 AM	View Posting Create From
Graduate Assistants/Temp CFW Posting - Posted	GA/T0002P	Department	6	Posted	September 25, 2014 at 08:29 AM	Actions
Graduate Assistants/Temp CFW Posting - Internal	GA/T0003P	Department	6	Posted	September 25, 2014 at 08:30 AM	Actions
Graduate Assistants/Temp CFW Posting - Rejected	GA/T0004P	Department	6	Posted	September 25, 2014 at 08:31 AM	Actions
Graduate Assistants/Temp CFW Posting - Filled	GA/T0005P	Department	7	Posted	September 25, 2014 at 08:32 AM	Actions
Graduate Assistants/Temp CFW Posting - Canceled	GA/T0007P	Department	6	Posted	September 25, 2014 at 08:34 AM	Actions
Graduate Assistants/Temporary PA Test - 09/26	GA/T0008P	Department	1	Posted	September 26, 2014 at 07:27 AM	Actions
Grad Posting Test_1	GA/T00010P	Department	1	Posted	October 20, 2014 at 11:12 AM	Actions
Grad Posting_2	GA/T00011P	Department	3	Posted	October 20, 2014 at 10:16 AM	Actions
testtest	GA/T00012P	Department	1	Posted	October 21, 2014 at 06:32 AM	Actions
Graduate Assistant - TLB Test	GA/T00014P	Political Science	0	Posted	December 08, 2014 at 11:31 AM	Actions
SFA Temporary - TLB Test	GA/T00015P	Comptroller	0	Posted	December 08, 2014 at 11:30 AM	Actions

Choose **“Create From”** by hovering over and clicking to select.

New Posting Settings

Enter the Position Title. 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.

New Posting

Create New Posting Cancel

Required Information

Working Title * Grad Assis Workflow Test_1

Organizational Unit

Location * Chancellor

Division * Administration and Finance

Department * Purchasing

Applicant Workflow

Workflow State Under Review By HR

When an application is submitted for this job, it should move to which state in the Candidate Process: Under Review By HR, Under Review By Department - Most Qualified, Grad Assistant Application Submitted

References

Accept references

Online Applications

Accept online applications?

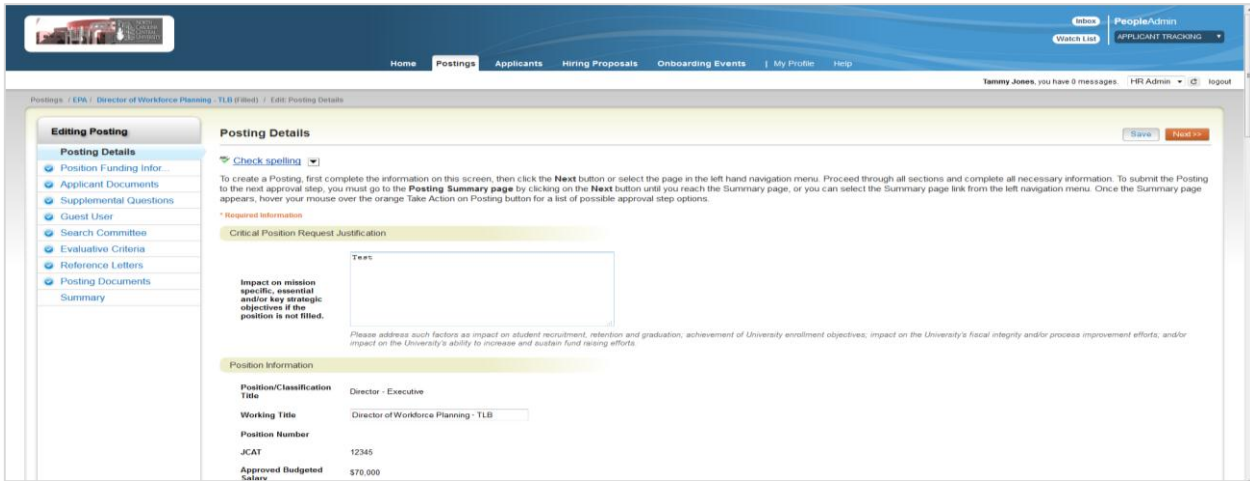
Special offline application instructions

Click the orange **“Create New Posting”** button located in the top right corner of the screen.

Posting Details Tab

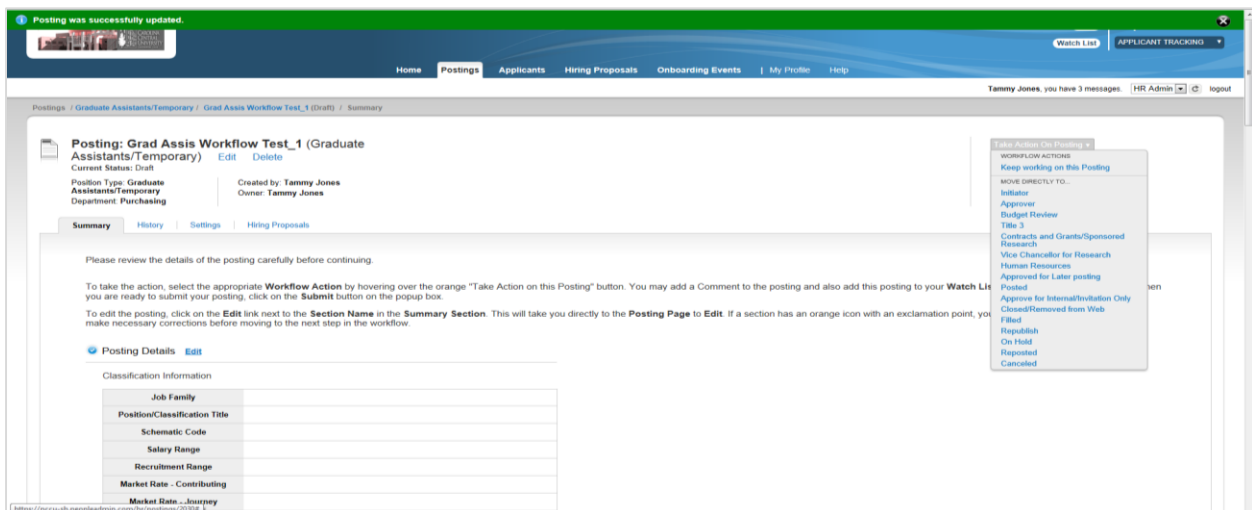
You will need to create a draft posting for the temporary position. (See Posting Guide) You will need to complete most of the posting information even though this position will not be recruited but only offered to your selected applicant.

*Please complete at least the Posting Details and Applicant Documents tabs.



Once the draft posting is complete, select the option to send it to your departmental Approver. When the Approver submits the posting to Employment, include in the comments box the name of the individual along with their email address so your Employment Consultant can contact the selected applicant and provide them with the Internal Link to the posting for them to submit their application.

*If you need to recruit to fill this temporary position, the process is the same as for any other position. (See Posting Guide)



Managing Applicants

Once the applicant has completed the application, you will manage their application by updating their status to “Recommended for Hire”.

To view the application, check the box next to the Full Name of an applicant and then hover over “Actions” to see the link to “View Application”.

The screenshot shows the PeopleAdmin interface for a job posting titled "Posting: Grad Assis Workflow Test_1 (Graduate Assistants/Temporary)". The "Applicants" tab is selected and circled. Below the tab is a search bar and a table of applicants. The table has columns for First Name, Last Name, Posting Number, Workflow State (Internal), Workflow State (External), Last Updated, and Actions. Two applicants are listed: "sh_ Test" and "sh_ Test2". The "View Application" link in the Actions column for "sh_ Test2" is circled.

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	Last Updated	Actions
sh_	Test	GA/T0001P	Hired	Hired	September 25, 2014 at 05:21 AM	Actions
sh_	Test2	GA/T0001P	Hired	Hired	September 25, 2014 at 05:43 AM	View Application

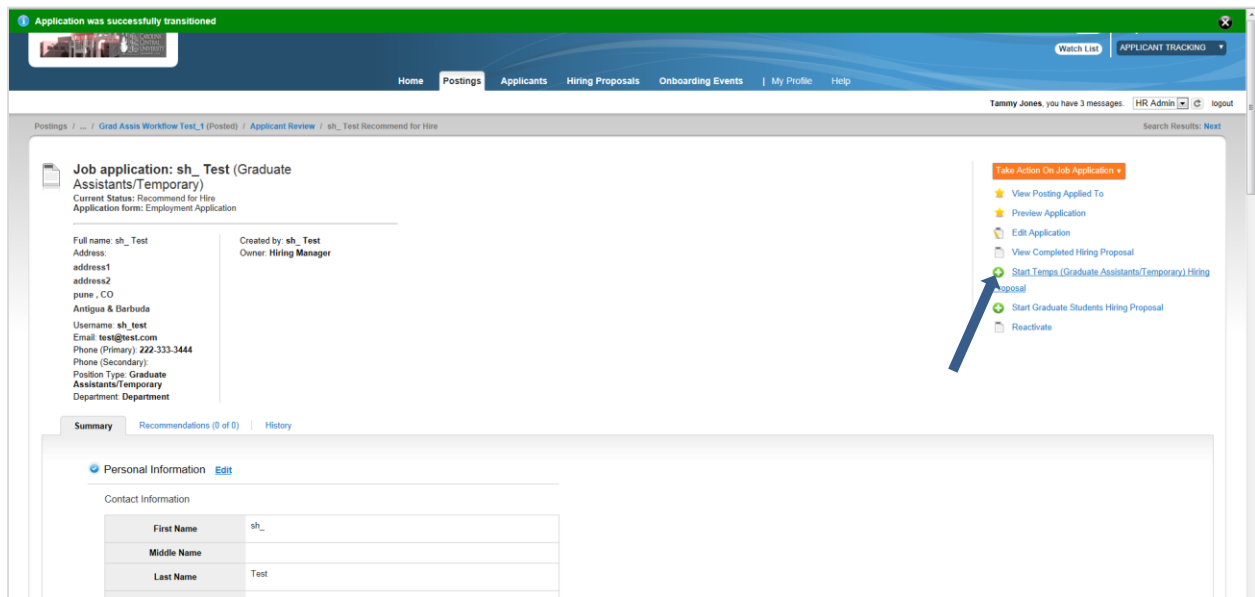
After clicking on the “View Application” the full application can be viewed. You can move this applicant to the appropriate workflow status of “Recommend for Hire.”

The screenshot shows the full application details for the applicant "sh_ Test". The "Workflow Actions" menu is open, and the "Recommend for Hire" option is circled. The application details include personal information, contact information, and a list of workflow actions.

Workflow Actions:

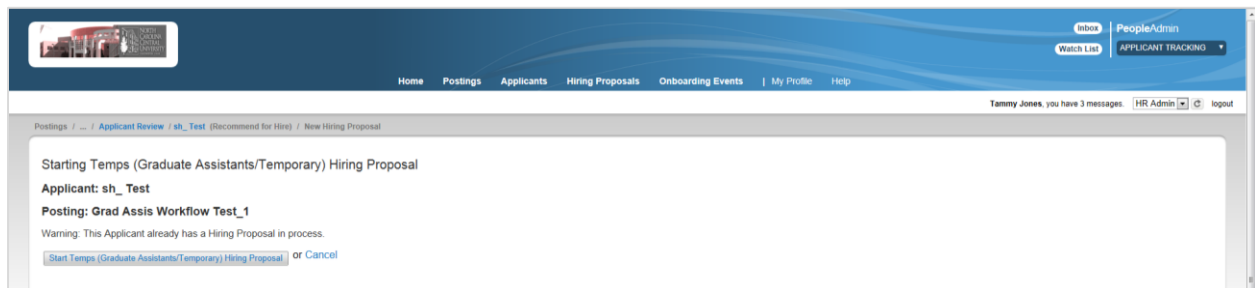
- Keep working on this Job application
- Move directly to...
- Under Review By HR
- Under Review By Department - Most Qualified
- Request for Interview
- Approved for Interview
- Recommended for Hire
- Sys Dist Did Not Meet Min Quas
- HR Determined Did Not Meet Min Quas
- Not Interviewed, Not Selected
- Interviewed, Not Hired - Email at Filed
- Interviewed, Not Hired - Direct Contact
- Recommended, Not Selected - No Email
- Grad Assistant Application Submitted
- Met Min - Not Amongst Most Qualified
- Hired

Once an applicant is transitioned to “Recommend for Hire”, you will then see the option “**Start Temps (Graduate Assistants/Temporary) Hiring Proposal**” on the right of the screen. Click on this link to start the hiring proposal.



Creating the Hiring Proposal

Once you click on the “Start Temps (Graduate Assistants/Temporary) Hiring Proposal” link, you will be asked to confirm the action:



You will then need to complete all required fields marked with a red asterisk (*) on each tab before submitting the Hiring Proposal to the next step in the workflow:

Position Requests / ... / Temps (Graduate Assistants/Temporary) Hiring Proposal / Edit

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

Editing Hiring Proposal

Hiring Proposal Documents
Hiring Proposal Summary

Hiring Proposal [Save] [Next >>]

Check Spelling

Applicant Information

First Name sh_
Middle Name
Last Name Test
Address1 address1
Address2 address2
City pune
State CO
Zip Code 411030
Country Antigua & Barbuda
Primary Phone 222-333-3444
Secondary Phone
Email test@test.com
Banner ID
Last four of SSN 5555
Social Security Number
Date Of Birth
Latino/Hispanic
Race

Then choose   to move the the next page.

Position Requests / ... / Temps (Graduate Assistants/Temporary) Hiring Proposal / Edit

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

Editing Hiring Proposal

Hiring Proposal Documents
Hiring Proposal Summary

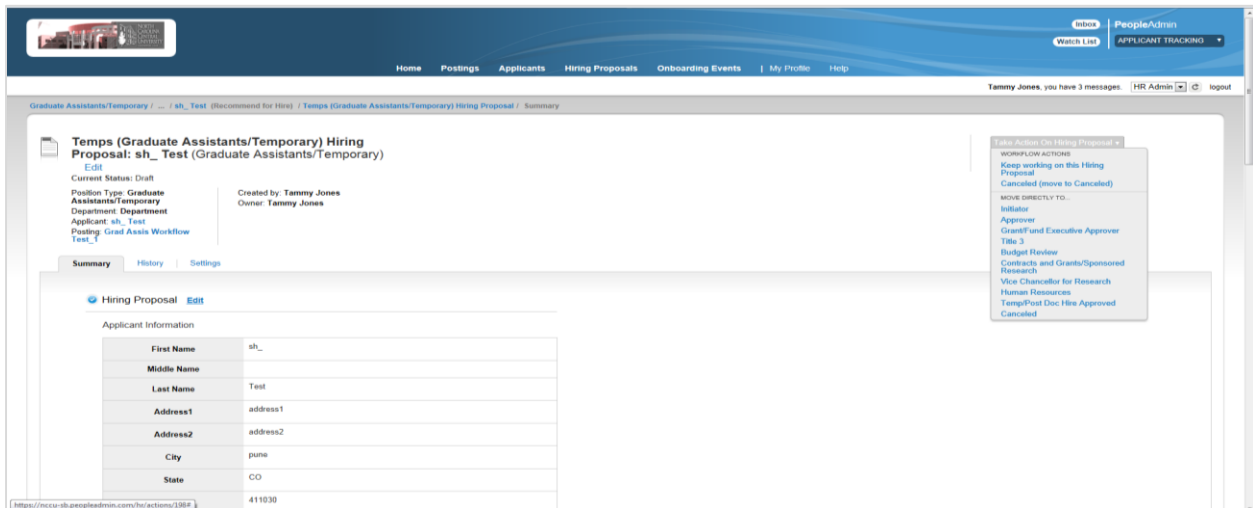
Hiring Proposal Documents [Save] [<< Prev] [Next >>]

PDF conversion must be completed for the document to be valid when applicable.

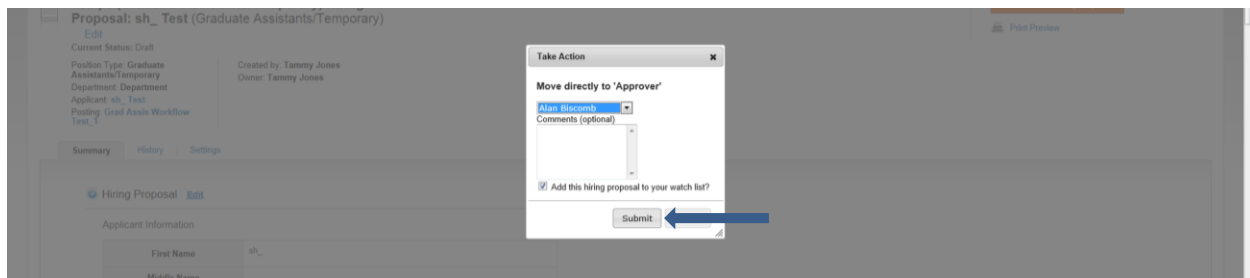
Document Type	Name	Status	(Actions)
Nepotism Certificate			Actions
Confidentiality Agreement			Actions

[Save] [<< Prev] [Next >>]

On the “Hiring Proposal Summary” tab, you will have the opportunity to review the Hiring Proposal before submitting it. To submit the Hiring Proposal to the next step in the workflow, hover over orange “Take Action on Hiring Proposal” button located on the top right corner of the screen and select “Submit to Approver”.



Provide any comments and choose “Submit”.



Temporary Hiring Proposals for NCCU will go through approvals by Approver, Compensation, Level 1, Level 2, and VP of Admin before it is sent to Employment. You will be notified by Employment when you can proceed with extending the offer.

Please Note that if your requested offer exceeds the original approved budget amount, any Hiring Proposal must receive further financial approval based on funding, i.e. Budget, Sponsored Research, Contracts and Grants and/or Title III prior to being sent to HR Employment.

Employment will handle any criminal background check required and coordinate with the Hiring Manager for ensuring all details are completed so the temporary employee can begin working.

Hiring Proposal was successfully transitioned, and it was added to your watch list.

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

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

Graduate Assistants/Temporary / ... / sh_Test (Recommend for Hire) / Temps (Graduate Assistants/Temporary) Hiring Proposal / Summary

Temps (Graduate Assistants/Temporary) Hiring Proposal: sh_Test (Graduate Assistants/Temporary)

[Edit](#)

Current Status: Approver
Position Type: Graduate Assistants/Temporary
Department: Department
Applicant: sh_Test
Posting: Grad Assis Workflow Test_1

Created by: Tammy Jones
Owner Approver: Alan Blacomb

[Take Action On Hiring Proposal](#)
[Print Preview](#)

Summary History Settings

[Hiring Proposal](#) [Edit](#)

Applicant Information

First Name	sh_
Middle Name	
Last Name	Test
Address1	address1
Address2	address2
City	pune
State	CO