PEOPLEADMIN INSTRUCTIONS
FOR FACULTY AND NON-FACULTY

POSTING A POSITION

- Login to the MUW Hiring Manager Site: https://muw.peopleadmin.com/hr/login
  Username: (if you need help with your user name or need your password reset, contact HR)
  Password:
- Click on Postings.
- Choose the appropriate type of posting (Faculty, Non-Faculty, or Student).
- Choose Create New Posting.
- You will be asked "What would you like to use to create this new posting?"
    - Select "Create from Position Type" if this position has never been posted in PeopleAdmin.
    - Select "Create from Posting" if this position has been posted on PeopleAdmin previously. NOTE: Be sure to make sure that it is still accurate and up-to-date.
        - You will need to search for the posting you want to copy by name or position number. Select the posting you want to copy and select "Create Posting from this Posting" then select the orange tab "Create New Posting". After this step you will be able to edit all of the posting information.

When "Creating from a Position Type" you will need to enter the following information.

Position Title - should match the Job Description on File (or the job description must be updated).
Cabinet, College/Division, and Department choices all affect the approvers through the PeopleAdmin process. Please choose the appropriate selection in each one for the correct order of approvals.
Workflow State (should not be changed)
References (see next page for detailed information)
Online Applications (Do not uncheck Accept online applications. It should always be checked.)
Special offline application instructions (should not be used unless you are accepting a mailed portfolio or something that cannot be submitted online)

REFERENCES

By choosing "Accept References," PeopleAdmin allows the applicant to enter the required number of references' contact information. When an applicant applies, their references will automatically be contacted via email at the point that you set up for the applicant asked to complete an online pre-determined questionnaire about the applicant.

WARNING:
Be very thoughtful about choosing the status for when PeopleAdmin sends the reference notice to the references. If you select Under Review by Hiring Manager, the references requests are sent as soon as an applicant applies for a position. It may be best to choose either “Selected for Screening Interview” (phone call, email or other screening process for narrowed down group) or “Selected for Campus Interview.”

Call HR to get more details about Recommendation Workflow.

For Faculty and some other positions, it is recommended that Recommendation Document Type be set to Reference Letter.

- Once all of the information is complete, choose “Create New Posting.”

POSITION JUSTIFICATION SECTION
Please enter all fields.
Some specific notes:

Is this a title change (yes, no). If you choose yes, the job description must be updated.
Classification (has been changed to **Salary Grade**). Indicate the salary grade for this position.
Position Number (comes from the budget or HR if a new position)
Budget Org No. (If the position is split over more than one budget, please enter the org number with the correct % beside it. Separate the orgs with a semi-colon or comma.
Essential Duties - should be the full list of duties from the job description
Minimum Qualifications – should match job description
Job Description Summary – Will show up on the list of all job postings on our website
Will this job have a specific close date? – If yes is chosen, a date must be entered and PeopleAdmin will automatically remove the job from the postings on that date.
Special Instructions to Applicants – Use this field if the applicant needs to provide a portfolio or something specific for this job that cannot be attached. Should mark “Other Document” on the Applicant Document Section coming up.

SUPPLEMENTAL QUESTIONS SECTION
Supplemental Questions can be very useful for screening the applicants. Please contact HR for guidance on developing additional supplemental questions. Some supplemental questions are required for all positions and cannot be removed.

APPLICANT DOCUMENTS SECTION
Select the required documents for all applicants to submit from the list below. If “Other Document” is chosen, instructions should be provided in the **Special Instructions to Applicant** section on the previous Position Justification section.

REFERENCE SECTION
If "Accept References" was chosen when setting up the posting, "Accept References" should be marked as "Yes" on this page. Enter the minimum and maximum number of references. If you want the Reference Provider to provide a letter and speak to specific qualifications, you can note those instructions in the **Special Instruction for Reference Provider Section**. The reference section can be very tricky. Please call HR for specific questions or help.

INTERNAL DOCUMENTS SECTION
This option will be used very rarely. It is to be used if you want to provide every applicant with a specific document.

GUEST USER SECTION
If this position requires a search committee or you want anyone else to have view access to the applicants, add the information here. Those individuals will receive an email with their guest user access once the position is approved and posted.

SUMMARY SECTION
The summary page provides an opportunity to review everything that has been entered prior to forwarding it to the next approver. If you see something that needs to be changed or added, select edit. You may edit it from either place. Once the position has been reviewed and if there are no changes, select "Take Action On Posting".

Always click the settings tab to be sure the the approval hierarchy is correct. If you see an issue, please contact HR before sending it to the next approver.

An exclamation point in a red circle beside any section of the Posting information means there is an error in that section and it must be corrected.

- If you are in a non-academic (no dean approver) department or a dean:
  choose Send to Supervising President's Cabinet Member
- If you are in an academic department that has a dean in the organizational structure
  choose Send to Dean

PEOPLEADMIN APPROVAL INSTRUCTIONS FOR DEANS, SUPERVISING PRESIDENT'S CABINET MEMBERS, VP FOR FINANCE, AND THE PRESIDENT
It is a good idea to make checking PeopleAdmin a daily process (if possible) much like checking a folder that has items to sign. You will receive emails when there is something that needs your attention in PeopleAdmin, but if, at any time, you decide you are getting too many emails, you can change your email preferences in PeopleAdmin or let HR know, and we can change them.

https://muw.peopleadmin.com/hr/login

Username:
Password:

NOTE: On the home screen, you can always tell immediately if you have something to approve if your inbox is white with dark print. If the area around the word inbox at the top is blue like the rest of the background, there is nothing for you to do.

POSTINGS

- To view and approve a posting, click on job title (ex: Assistant Professor of Art (Art Education)).

  Before approving, you may view the posting request by scrolling through the summary.

- To approve the posting, you select the appropriate next approver from the "Take Action On Posting" button.

  If you question anything about it, you may choose "Return to _____________" (or previous approver) and you will have the opportunity to add a message to the email that she receives.

HIRING MANAGER APPLICANT REVIEW PROCESS

To review applications for a specific position posting:

- Click on Postings
- Choose the appropriate position type (Faculty, Non-Faculty, Student)
- Click on the Position Title of the Posting for which you are reviewing applications.
- Click on Applicants.

  A list of active applicants will come up. You may sort the applications by any of the columns by clicking on the up or down arrow that shows when you "hover" beside the column name.

- Click on the applicant's name to pull up the individual's application and materials.

  The applicant's summary page is displayed. You may also look at the recommendations for the applicant from this page.

  By scrolling to the bottom of the screen, you can view all of the other required documents.

Qualifying Applicants:

NOTE: All applicants must be moved before the position can be filled. The only applicant that should still be active before a position can be filled is the applicant who was recommended for hire.

- Once you have reviewed the application, if you are ready to move the applicant to another status, you may do so. Click on Take Action On Job Application. **(It is recommended that applicants be reviewed and categorized as you move through the process rather than waiting until you are ready to select the candidates that you want to interview.)**

  The options are:

Keep Working on this Job application (not necessary to choose if you want to leave it under review)
Under Review by Search Committee (if you're using a search committee and you want to move it to their review)
Selected for Screening Interview (choose if the person has been selected for a "shorter" list for phone interviews or email interviews) **NOTE: Applicant must be moved to this option before it can be moved to "Selected for Campus Interview."**
Academic/Non-Faculty Student/Temp – Selected for Campus Interview (choose if the applicant has been chosen for a campus interview) **NOTE: Applicant must be moved to this option before it can be moved to "Recommend for Hire."**
Not Interviewed, Not Hired (select when the candidate will not move any further in the process. **NOTE: All remaining applicants should be moved to "Not Interviewed, Not Hired."**)

- To make a recommendation for hire, move the applicant to "Recommend for Hire"
- To begin the Hiring Proposal (equivalent to PAF), select Start Hiring Proposal
- Select the "Start Hiring Proposal" blue button
- Hiring Proposal Screen comes up. Check all information.
- Enter the Hiring Details section and Faculty Hires Only section if the position is a faculty position.
  This information will be used to set up the new employee in Banner with salary, etc. It must be accurate like the PAF.
- Click Save
- Click Next

REMARKS SECTION: Please indicate any specifics about recommendations for years toward tenure, differences in salary from Posting to Hiring Proposal, etc.

- If the Hiring Proposal has an error as noted by the exclamation point in the reddish circle, click the Edit button and find the error(s). The error usually shows up across the top of the screen in a red-highlighted area.

FACULTY HIRE NOTE:

To comply with PS 1301 when making a faculty hire in PeopleAdmin, the hiring manager should include (cut and paste) the report of the search committee in the notes section of the email prior to sending it to the next approver. Each approver may view these notes by selecting the history tab.

- Once the Hiring Proposal is correct, choose the "Take Action On Hiring Proposal" button.
- Send it to the next appropriate approver.

FACULTY AND NON-FACULTY HIRES
When the Hiring Proposal completes the approval process and is in the Status of “Approved to Make Contingent Offer,” the hiring manager may then contact the candidate and let them know that they have been approved contingent upon successful completion of the background check. The Hiring Manager should then move the Hiring Proposal to “Offer Accepted, Background Check Pending”. This workflow state will trigger an automatic email to the candidate with the Background Check Release form along with instructions for returning the form.

Once the background check has been completed, if there are no discrepancies or items to review on the background check:

- Human Resources will email the Hiring Manager to determine the start date
- Once the start date is determined, HR sends employment letter via email and copies Hiring Manager
- In PeopleAdmin, HR moves the Hiring Proposal to the Status of Hiring Proposal Approved and moves the Posting to Filled.
- Once a position is moved to “Filled,” all emails to the applicants are triggered to be sent at that point so be sure that all applications have been reviewed and moved in the “Workflow State” to either Interviewed, Not Hired or Not Interviewed, Not Hired. Applications that have not been moved to those states do not receive an email about the status of the position.

If there are discrepancies or items to review in the background check:

- Human Resources will email the Hiring Manager’s supervisor (copying University Counsel and Senior VP for Administration and CFO) attaching the Background Check Report and noting the areas the hiring manager needs to review and approve or disapprove. The email requests for the reviewers to "please advise me how you would like to proceed."
- If the decision is made by the reviewers to proceed with the hire, HR requests the start date and sends the employment letter via email and copies Hiring Manager
- In PeopleAdmin, HR moves the Hiring Proposal to the Status of Hiring Proposal Approved and moves the Posting to Filled.
- Once a position is moved to “Filled,” all emails to the applicants are triggered to be sent at that point so be sure that all applications have been reviewed and moved in the “Workflow State” to either Interviewed, Not Hired or Not Interviewed, Not Hired. NOTE: Applications that have not been moved to those states do not receive an email about the status of the position.