

People Admin Tools

Beginning a New Action:

Hiring a New Employee

TSU Job Listings - Microsoft Internet Explorer provided by Tennessee State University

https://jobs.trnstate.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1280782447910

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WEB SEARCH

TSU Job Listings

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

JOB POSTINGS
SEARCH HIRING
PROPOSALS
SEARCH

CREATE REQUISITION
FROM SCRATCH
FROM POSITION

CLASSIFICATIONS
SEARCH CLASSIFICATIONS

CREATE CLASSIFICATIONS
FROM CLASSIFICATION
FROM SCRATCH

APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH

USERS
APPROVE
SEARCH USERS

POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

EVALUATIONS
BEGIN NEW EVALUATION
SEARCH EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

Welcome **Fonda Fields**. You are logged in. Monday, August 2, 2010

Welcome to the Internal Hiring System

- [HR User's Guide](#)
- [Hiring Manager Manual Part 1](#): how to create an online position requestion.
- [Hiring Manager Manual Part 2](#): how to view applications and change status of candidates.

Job Postings to be Approved	
• Job Postings in the entire University :	2

Users to be Approved	
• Users to be approved:	21

To perform actions, please choose from the links at left.

start | Inbox - Microsoft Out... | TSU Job Listings - Mic... | TSU Job Listings - Mic... | Microsoft PowerPoint ... | Search Desktop | 3:56 PM

Once logged into PeopleAdmin, click on “Begin New Action.”



Employment Opportunities

Welcome **Fonda Fields**. You are logged in. Monday, August 2, 2010

Begin New Action

Begin New Action

6 Records

Action	Description
Create New Position Start Action	Use this action to propose the creation of a new position that does not exist in the current budget. Once approved, HR will post the new position.
Hire into an Existing Position Start Action	Use this action to request a job posting for a current position.
Modify Position - Do not Post Start Action	Use this action to request a reclassification or a modification to the current position description.
Submit Personnel Action Request Form Start Action	Use this action to submit a Personnel Action Request Form for the current position description.
HR Use Only - Update Employee Start Action	HR Use Only: Use this action to update employee information or user access on an existing position.
HR Use Only - Inactivate Position Start Action	HR Use Only: Use this action to mark an existing position as inactive.

Click either "Create New Position," or "Hire into Existing Position."



Employment Opportunities

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Welcome **Fonda Fields**. You are logged in. Monday, August 2, 2010

Hire into an Existing Position

Search Positions to Begin Action On

Classification Title:	Any	Work Title:	
Position Number:		Employee ID Number:	
Employee First Name:		Employee Last Name:	Fields

SEARCH CLEAR RESULTS

CANCEL ACTION

If you are Hiring into Existing position, enter the employee's last name only into the last name field. If you are creating a new position, click the drop down arrow under Classification Title and find the title of the position.



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Hire into an Existing Position

Search Positions to Begin Action On

Classification Title:	Any	Working Title:	
Position Number:		Employee ID Number:	
Employee First Name:		Employee Last Name:	Fields

SEARCH **CLEAR RESULTS**

CANCEL ACTION

After entering employee last name, click "Search."

- JOB POSTINGS
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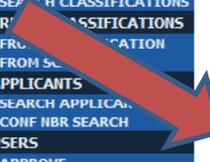
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Hire into an Existing Position

Choose Position Description to Begin Action On

1 Record

Classification Title	Working Title	Classification Code	Employee Id	Employee Last Name	Last Action
Specialist Start Action View Summary	Specialist	39350	T00034611	Fields	Position Description Template in System (Needs Update) View History



Search Positions to Begin Action On

Classification Title:	Any	Working Title:	
Position Number:		Employee ID Number:	
Employee First Name:		Employee Last Name:	Fields

SEARCH CLEAR RESULTS

CANCEL ACTION

After person and title are found, click on start action

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• Welcome **Fonda Fields** logged in. Thursday, August 5, 2010

Hire into an Existing Position

Current Classification	Current Job Description	Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation	Comments	HR Use Only
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<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Please describe the modifications you are requesting on this position:

Employee First Name: Fonda

Employee Last Name: Fields

Employee ID Number: T00034611

Official Title: Specialist

Title Code: 39350

Exempt/NonExempt: Exempt

Pay Grade Level:

Pay Basis:

Job Category:

Working Title: Specialist

Click on the Position details tab, and add all pertinent information

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Y! WEB SEARCH

TSU Job Listings

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Welcome **Fonda Fields**. You are logged in as **Fonda Fields**. Thursday, August 5, 2010

Apply to an Existing Position

Current Classification	Current Job Description	Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation	Comments	HR Use Only
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*Required information is denoted with an asterisk.

Job Open Date (Will be filled out by HR)	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY
Job Close Date (Will be filled out by HR)	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY
	<input type="checkbox"/>	Open Until Filled
Pass Message (Will be filled out by HR)	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.	
Fail Message (Will be filled out by HR)	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.	
Documents that MUST be attached by the applicant (Required Documents)	Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Other Document <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Transcript 1 <input type="checkbox"/> Transcript 2 <input type="checkbox"/> Transcript 3 <input type="checkbox"/> List of References <input type="checkbox"/> Statement of Resource Ideas	

Done

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Move to the Requisition Form tab and enter all pertinent information.

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Hire for Existing Position

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<p>To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p> <p>Existing Entries</p> <p>No Records Found</p> <p>ADD NEW ENTRY</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p> <p>CANCEL PREVIEW ACTION</p>											

Job Postings

- SEARCH HIRING PROPOSALS SEARCH
- CREATE REQUISITION FROM SCRATCH FROM POSITION
- CLASSIFICATIONS SEARCH CLASSIFICATIONS CREATE CLASSIFICATIONS FROM CLASSIFICATION FROM SCRATCH
- APPLICANTS SEARCH APPLICANTS COM SEARCH
- USERS APPROVE SEARCH USERS
- POSITION DESCRIPTION BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS
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Done Internet 100%

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Move to the Accounts tab and add entry for FOAP. You will click “add new entry” once for fund number, “add new entry” again for Org number, and “add new entry” a third time for program number.



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Hire into an Existing Position

Current Classification	Current Job Description	Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation	Comments	HR Use Only
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To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW ACTION

Move to the Search Committee tab and add new entry for each person that will serve on your committee.
***If you will have no committee, you may move past this tab.**



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Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW ACTION

Enter direct contact information for all 1600 and faculty level positions. If you need assistance with your direct contacts, contact the EDC office at 963-7435.

Once you have added your direct contacts you may add comments if necessary. After finishing direct contacts, if you have no comments to add, click on preview action, and move the position requisition to the next level.

Questions/ Comments