HIRING MANAGER'S USER'S GUIDE

Tennessee State University: Creating a Requisition

PeopleAdmin

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INTRODUCTION

Welcome to the Tennessee State University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Requisitions to HR
- View Applicants to your Requisitions
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your Requisitions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

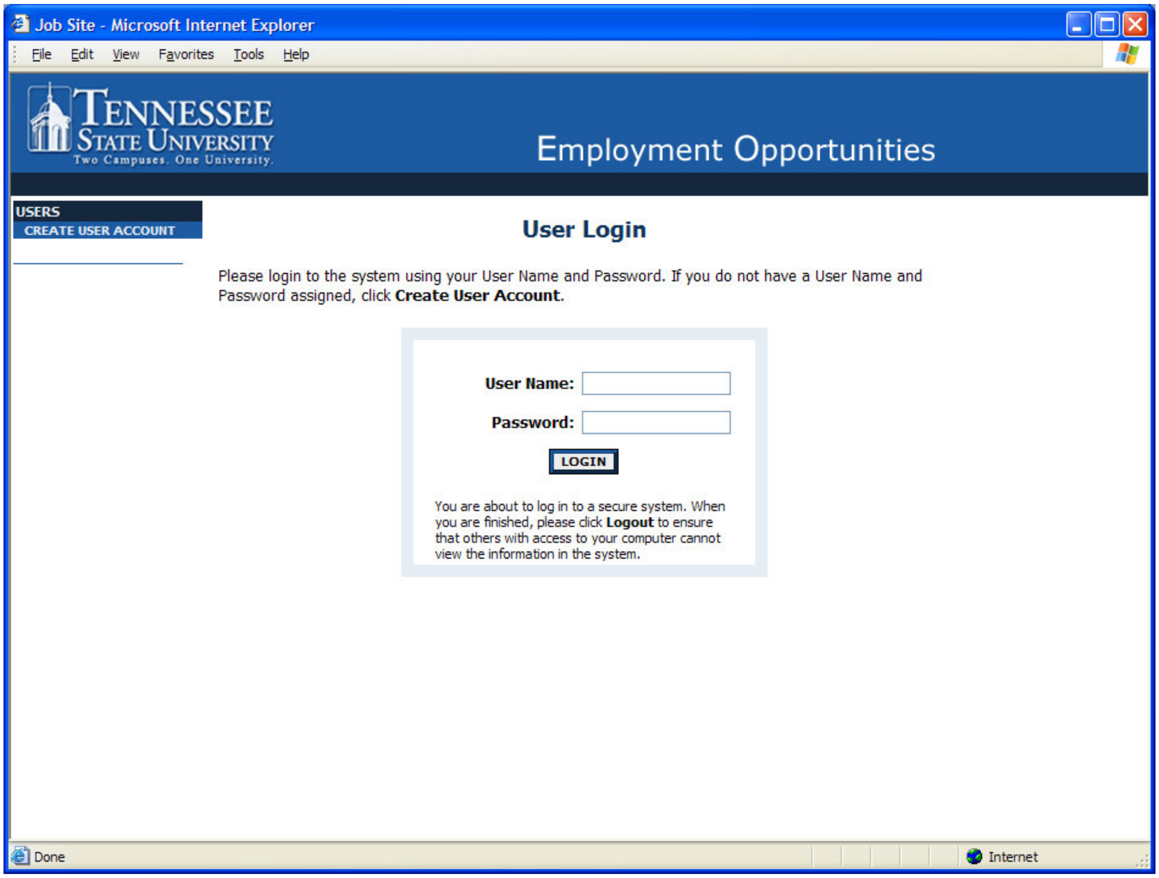
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

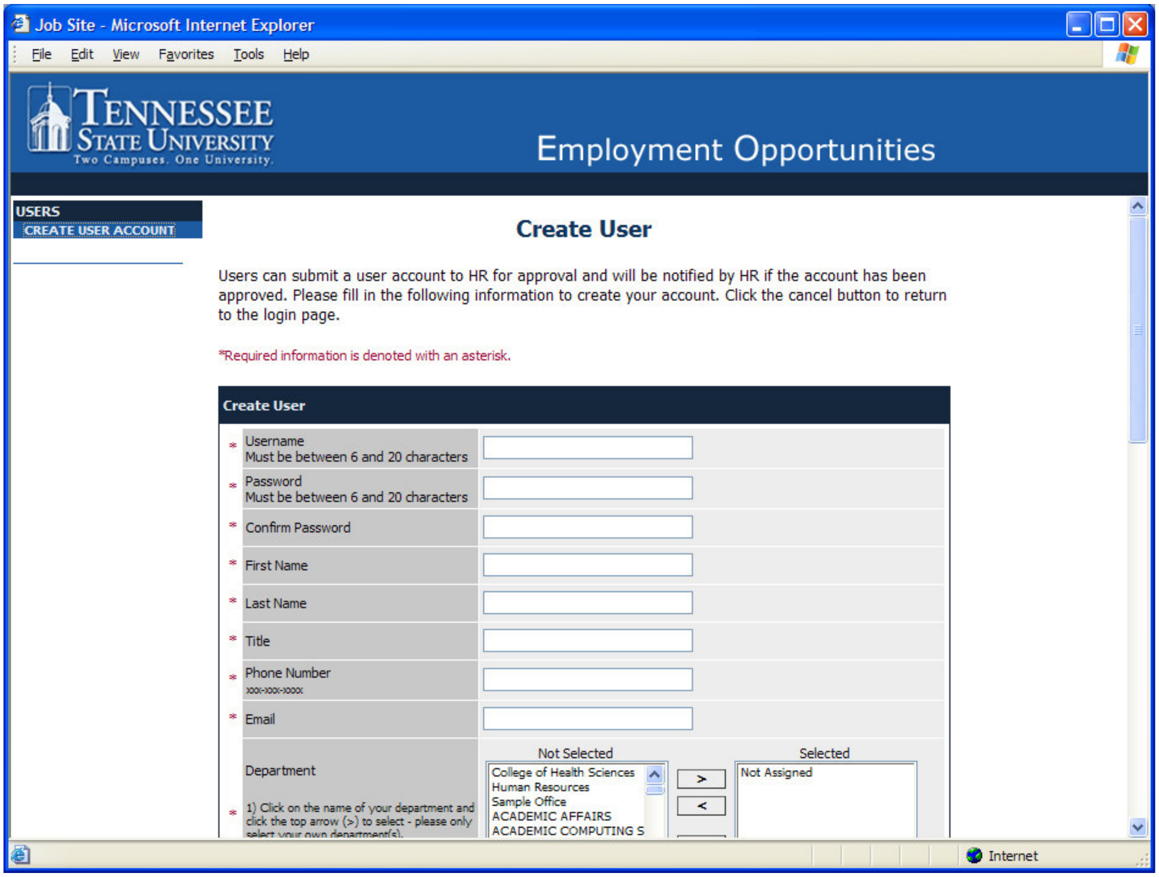
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

GETTING STARTED

After entering the URL, the "login screen" for the system will appear and should be similar to the following screen:



Before you may enter the site, you must create your own account by clicking on the **"Create User Account"** link on the left side of the screen. After you click this link, the following screen will appear:



Enter a user name and password, along with the rest of the requested information.

Please write down your user name and password. You will need them each time you log in to the system.

After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will then be able to log in to the system with your user name and password.

CREATING A REQUISITION

When you first log into the system, any Active postings that are posted on the applicant site or closed for applicant screening appear:

All requisitions are created by accessing the position description for the requisition (or by creating a new position description). To create a new Requisition, click **Begin New Action** under the **Position Descriptions** heading.

There are three options:

1) Create a New Position
2) Hire into an Existing Position
3) Modify Position – Do Not Post

Begin New Action

Begin New Action

3 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.

Entering Requisition Information

In the following example, the **Create New Position** option was selected. After clicking **Start Action** you see several tabs to complete:

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation

Search Classifications

Title Code		Official Title	Any
Exempt/NonExempt	Any	Job Category:	Any

SEARCH CLEAR RESULTS

CANCEL

The first tab is **Proposed Classification**. Enter search criteria and click **Search** to select the correct classification for the new position. If the classification is not listed, contact HR and they will create the classification or let you know which classification to use. HR also enters the data for each classification.

Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation

Classification Details

Official Title:	Account Clerk 1
Title Code:	40100
Exempt/NonExempt:	Non-Exempt
Pay Grade Level:	
Pay Basis:	No Response
Job Category:	No Response
Minimum Qualifications:	Knowledge of the principles and methods of bookkeeping. Knowledge of business Enliglish and arithmetic. Knowledge of modern office practices, procedures and equipment. Knowledge of the application of bookkeeping principles to routine transactions. Ability to direct the flow of a considerable volume of detailed work. Ability to type. Ability to make arithmetic calculations rapidly and accurately. Ability to exercise good judgement. Ability to establish and maintain an effective working relationship with the students, public, and other employees. Graduation from a standard high school

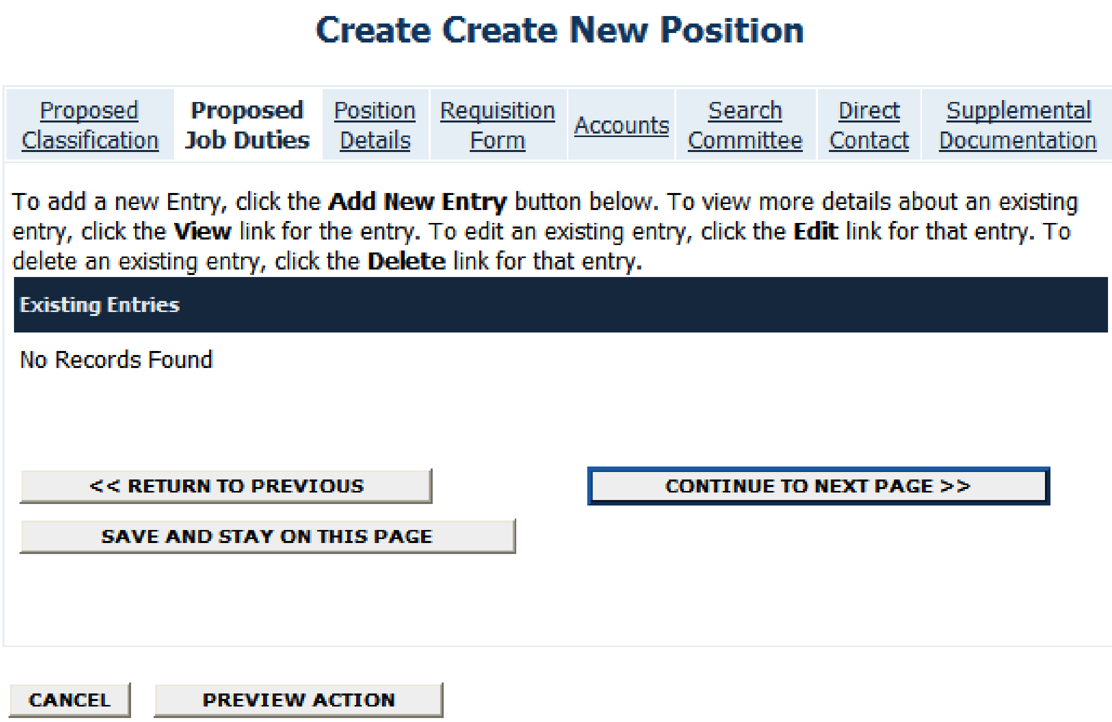
CHANGE CLASSIFICATION

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW ACTION

After confirming the classification information, click **Continue to Next Page** button to view the **Proposed Job Duties** tab. Click the **Add New Entry** button to enter job duties for the position and then click **Continue to Next Page**.



The next tab is the **Position Details** tab which contains all the information about the position description. Enter the information and then click **Continue To Next Page** at the bottom of the screen.

A few notes about this screen:

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.
3. Fields that are "grayed-out" will be entered by Human Resources.
4. **VERY IMPORTANT:** A Position is **Not Saved** until after you have completed the final step of the process by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

Create Create New Position

Proposed Classification	Proposed Job Duties	**Position Details**	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Official Title:	Account Clerk 1
Title Code:	40100
Exempt/NonExempt:	Non-Exempt
Pay Grade Level:	
Pay Basis:	No Response
Job Category:	No Response
Working Title:	
Job Type:	No Response
Position Number:	
Minimum Qualifications:	Knowledge of the principles and methods of bookkeeping. Knowledge of business Enliglish and arithmetic. Knowledge of modern office practices, procedures and equipment. Knowledge of the application of bookkeeping principles to routine transactions. Ability to direct the flow of a considerable volume of detailed work. Ability to type. Ability to make arithmetic calculations rapidly and accurately. Ability to exercise good judgement. Ability to establish and maintain an effective working relationship with the students, public, and other employees. Graduation from a standard high school

Job Description:	
Work Hours:	
Number of hours per week:	
Days to be worked:	Check All Clear All ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday
Months per year:	No Response
If modified, list months:	
Campus:	No Response
If other location, please indicate:	
* Department:	Not Assigned
Evaluating Supervisor:	No Response
* Contact Person:	No Response
Clerical Contact:	No Response
Phone Format: xxx-xxxx-xxxx	

Contact Email:	
Contact Fax:	
MODIFY:	
Other:	
Pay Rate(Mo or Hr) (Will be filled out by HR)	
Total/Annual Salary (Will be filled out by HR):	
Appointment:	
Percentage of Full-Time: Enter 100.0 for full-time or percentage of appointment for part-time:	
Percentage of Position Funded:	
If grant funded, funding begins:	MM/DD/YYYY -or- MM-DD-YYYY
If grant funded, funded until:	
If Grant Funded, name of Principal Investigator:	
Effective Date/Date New Hire Needed:	MM/DD/YYYY -or- MM-DD-YYYY
Previous Employee in Position:	
Object Code / EEO Code / Account Code:	No Response
Action Number: (Will be assigned upon first saving position)	

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

The **Requisition Form** tab is next and contains the information about the posting on the applicant site. Enter the information for HR to create the posting and then click **Continue to Next Page**.

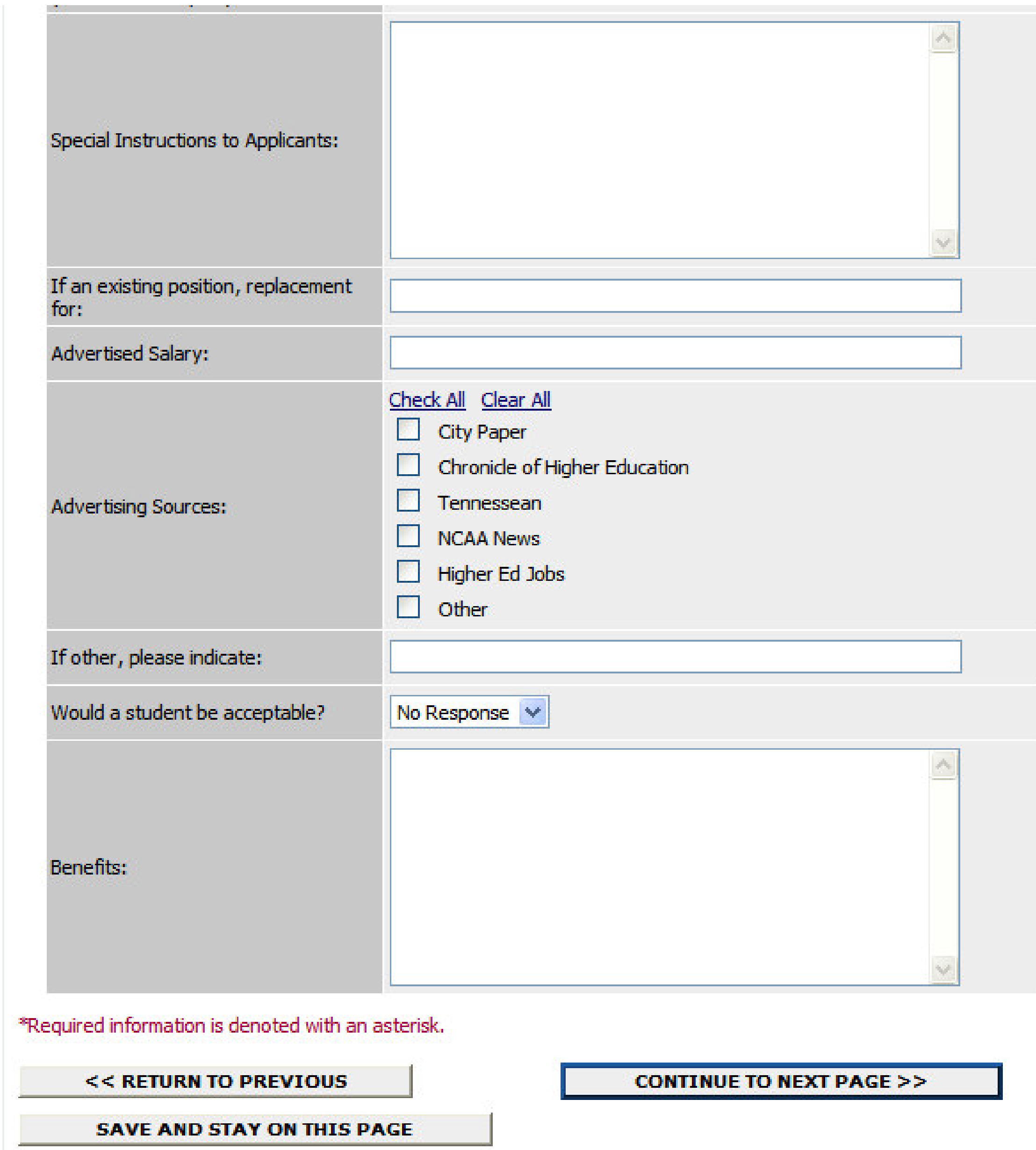
Create Create New Position

Proposed Classification | Proposed Job Duties | Position Details | **Requisition Form** | Accounts | Search Committee | Direct Contact | Supplemental Documentation

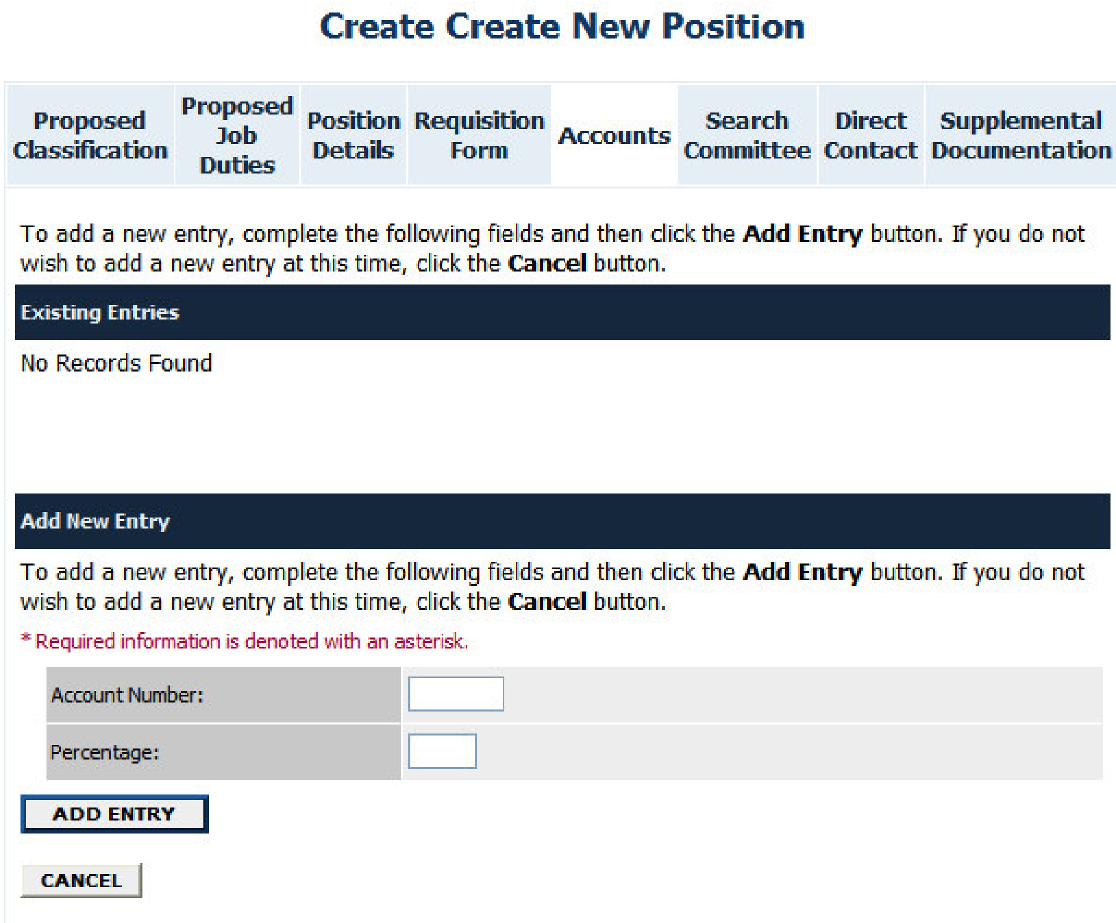
<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Job Open Date (Will be filled out by HR)	
Job Close Date (Will be filled out by HR)	
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 ☐ Resume ☐ Cover Letter ☐ Other Document ☐ Curriculum Vitae ☐ Letter of Intent ☐ Transcript 1 ☐ Transcript 2 ☐ Transcript 3 ☐ List of References ☐ Statement of Resource Ideas



The Accounts Tab is the next tab. Click the **Add New Entry** button to enter all the account information for the new position. After entering all accounts, click **Continue to Next Page**.



Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

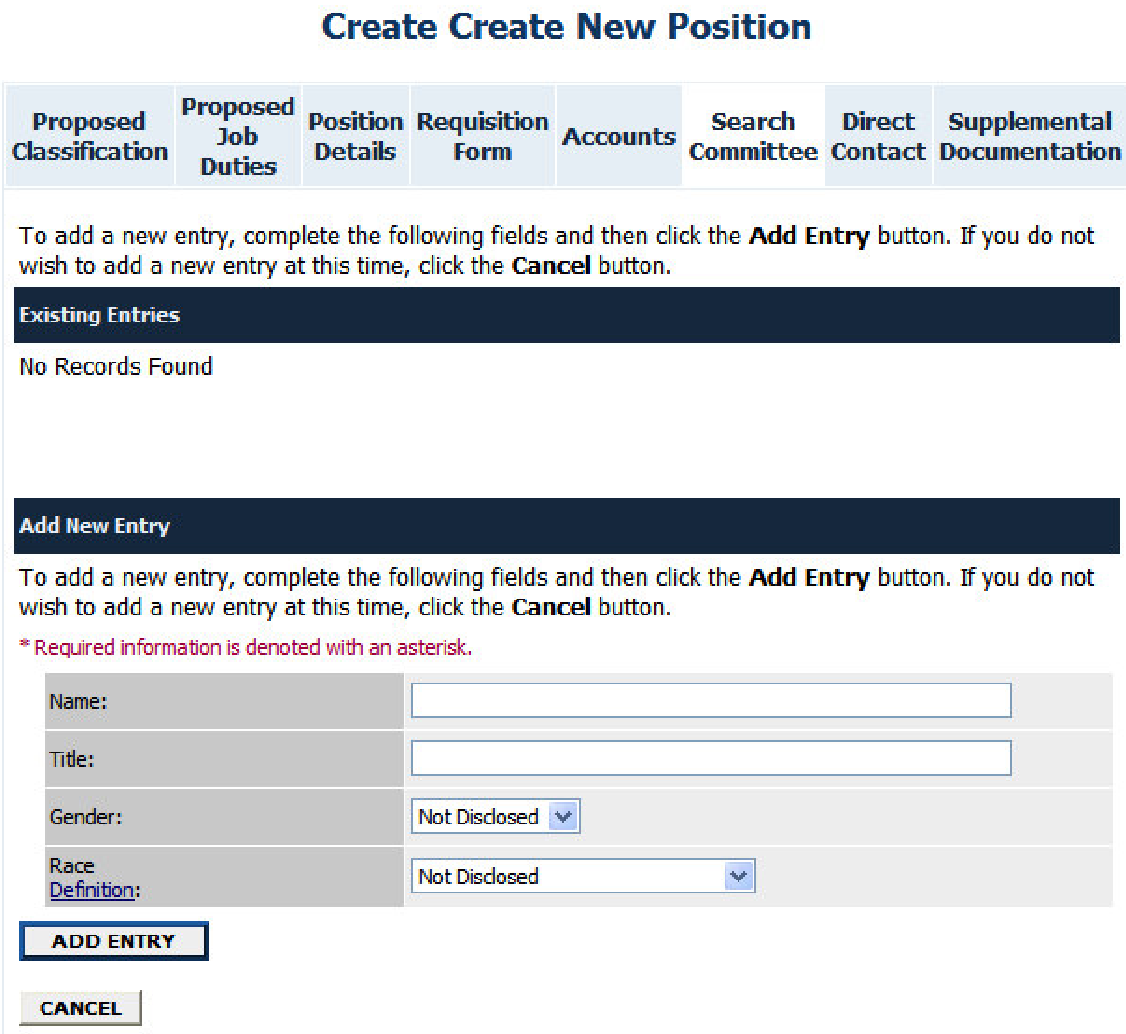
* Required information is denoted with an asterisk.

Account Number:	
Percentage:	

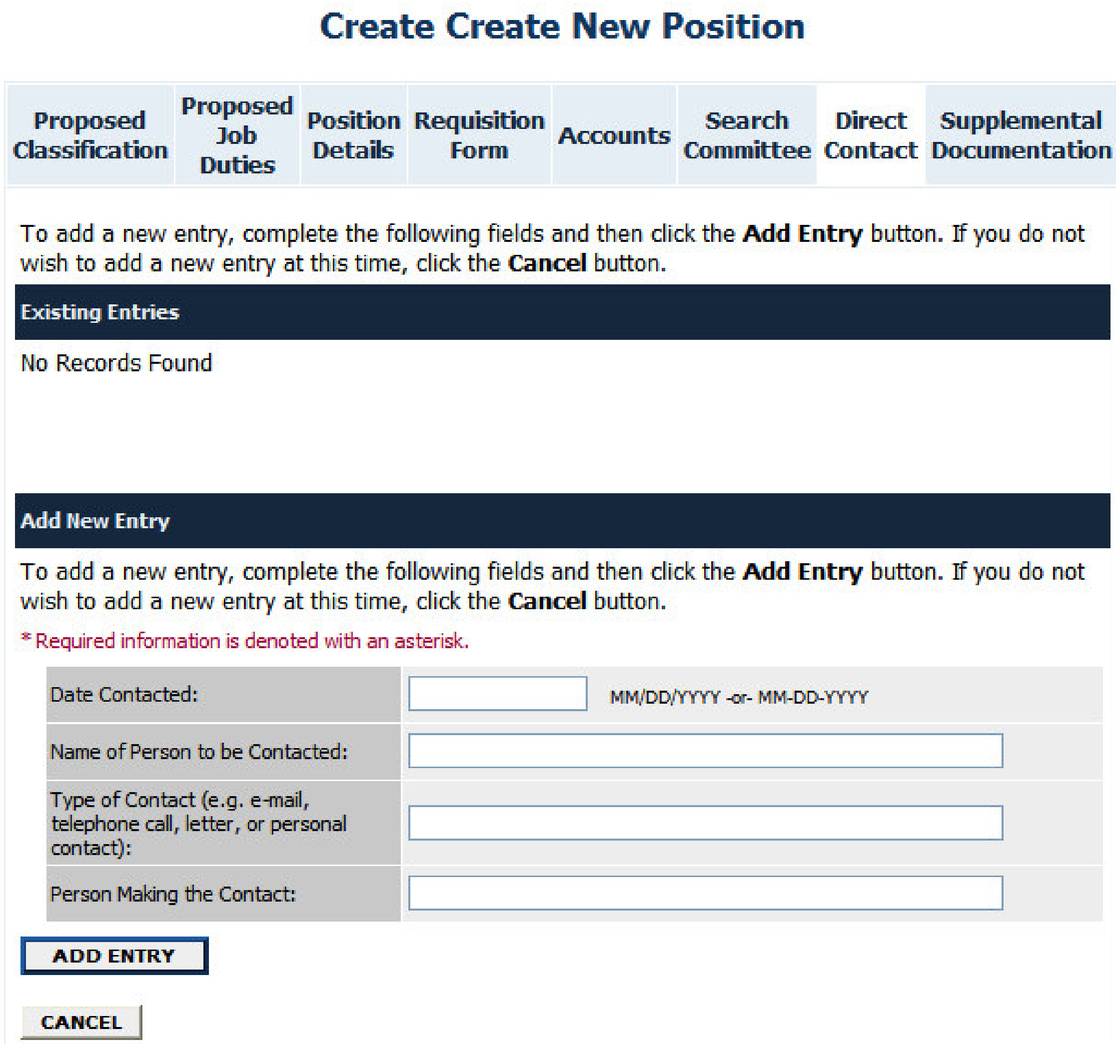
ADD ENTRY

CANCEL

The **Search Committee** tab is next. Click the **Add New Entry** button to enter the name and information about the search committee members who will be serving for this requisition. Then, click **Continue to Next Page**.



On the following tab, enter the **Direct Contact** information by clicking the **Add New Entry** button.



Create Create New Position

Proposed Classification	Proposed Job Duties	Position Details	Requisition Form	Accounts	Search Committee	Direct Contact	Supplemental Documentation

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

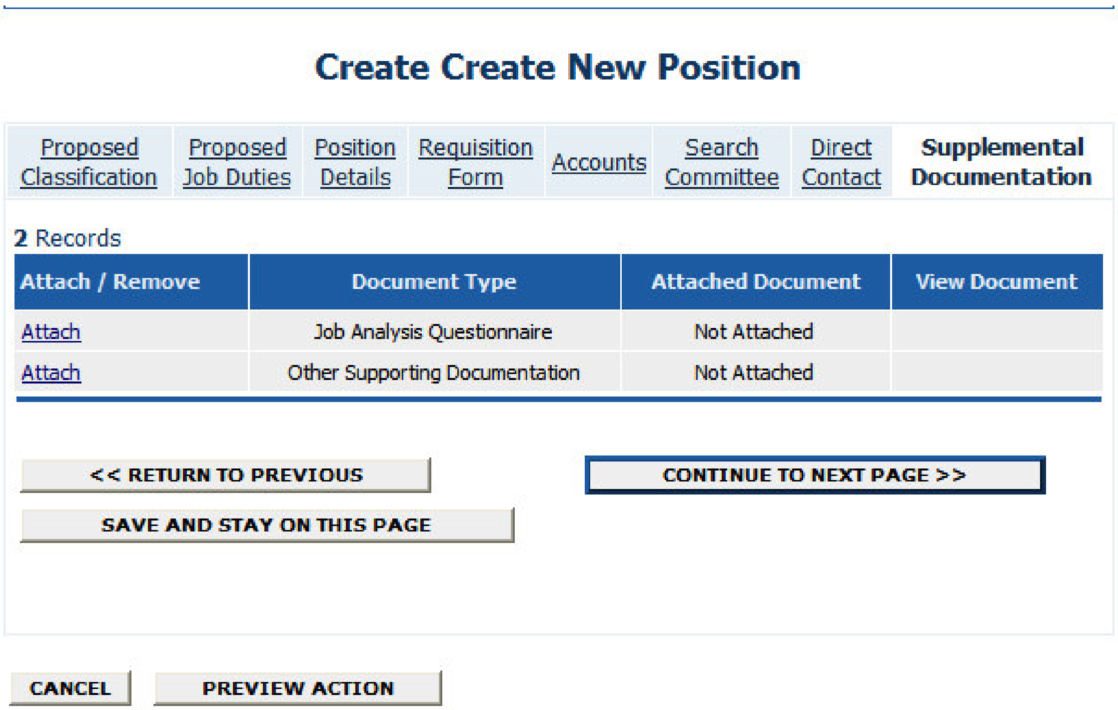
* Required information is denoted with an asterisk.

Date Contacted:	MM/DD/YYYY -or- MM-DD-YYYY
Name of Person to be Contacted:	
Type of Contact (e.g. e-mail, telephone call, letter, or personal contact):	
Person Making the Contact:	

ADD ENTRY

CANCEL

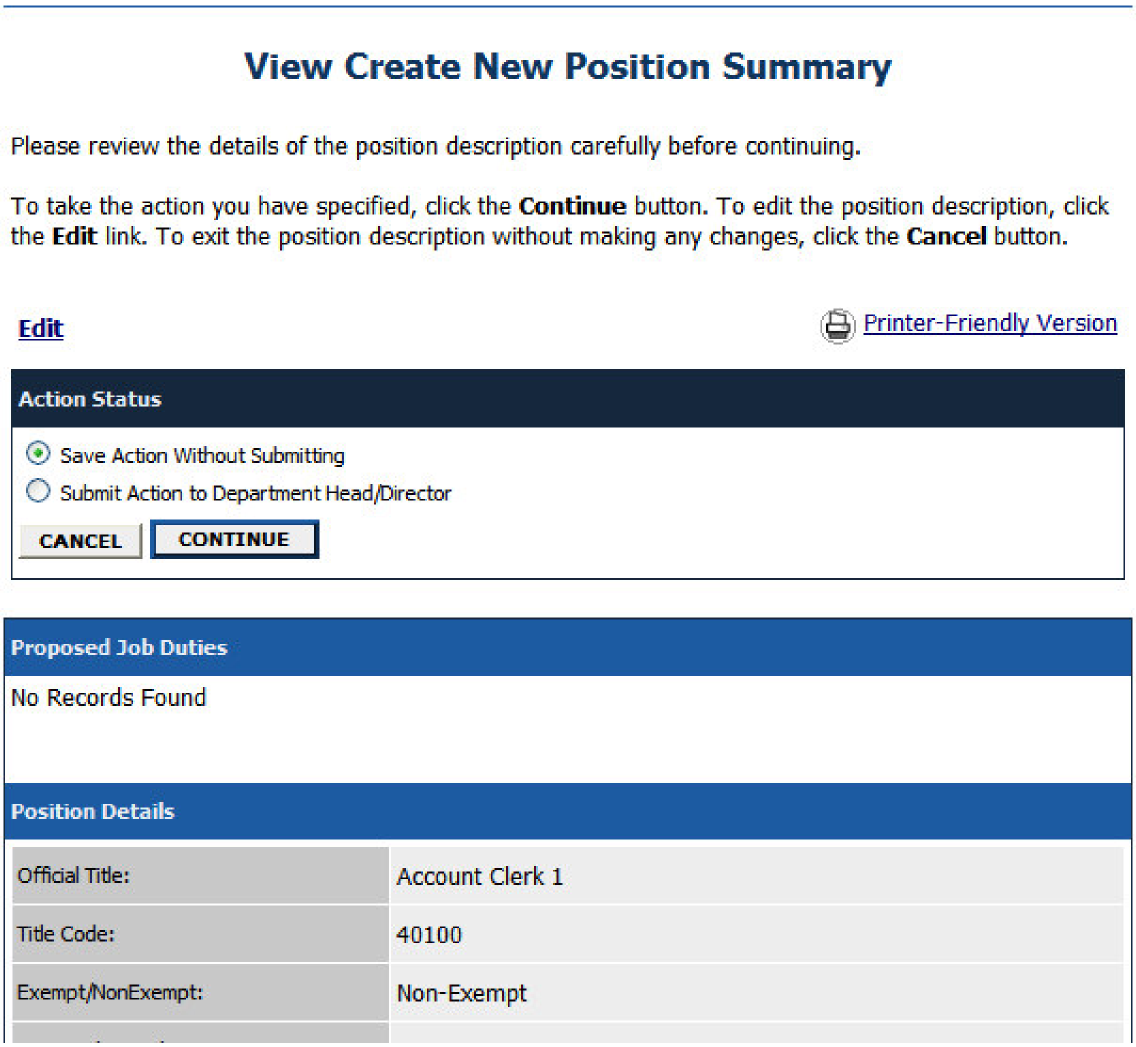
On the last tab of the action, attach any documentation for the new position by clicking the **Attach** link. You may browse your PC/the network and upload documents or cut/paste in the space provided. If there are no documents to upload, you may skip this page by clicking **Continue to Next Page**.



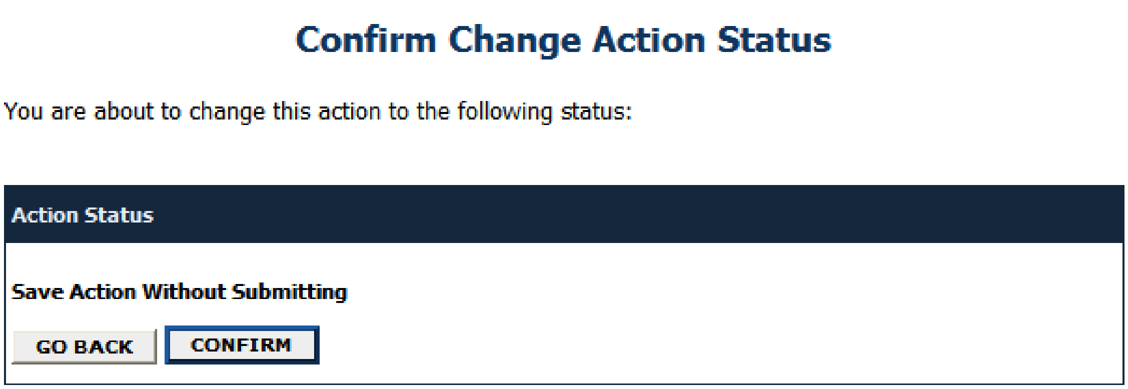
The last page is a summary of all the data for the new position. From here, you may print a copy of the position, you can click the **Edit** link to go back and edit any of the information for the position. To save the position information you must select an **Action Status**. The statuses that appear in the **Action Status** box depend on your user type. Choices for the Hiring Manager login are:

1) **Save Action with Submitting**
Select this option if you are still editing the position and would like to make future changes before submitting to the next level for approval.

2) **Submit Action to Department Head/Director**
When you have finished editing the position, select this option to send a notification email to the Department Head/Director notifying them to go in and approve the new position.



Click **Continue** and **Confirm** to complete this step:



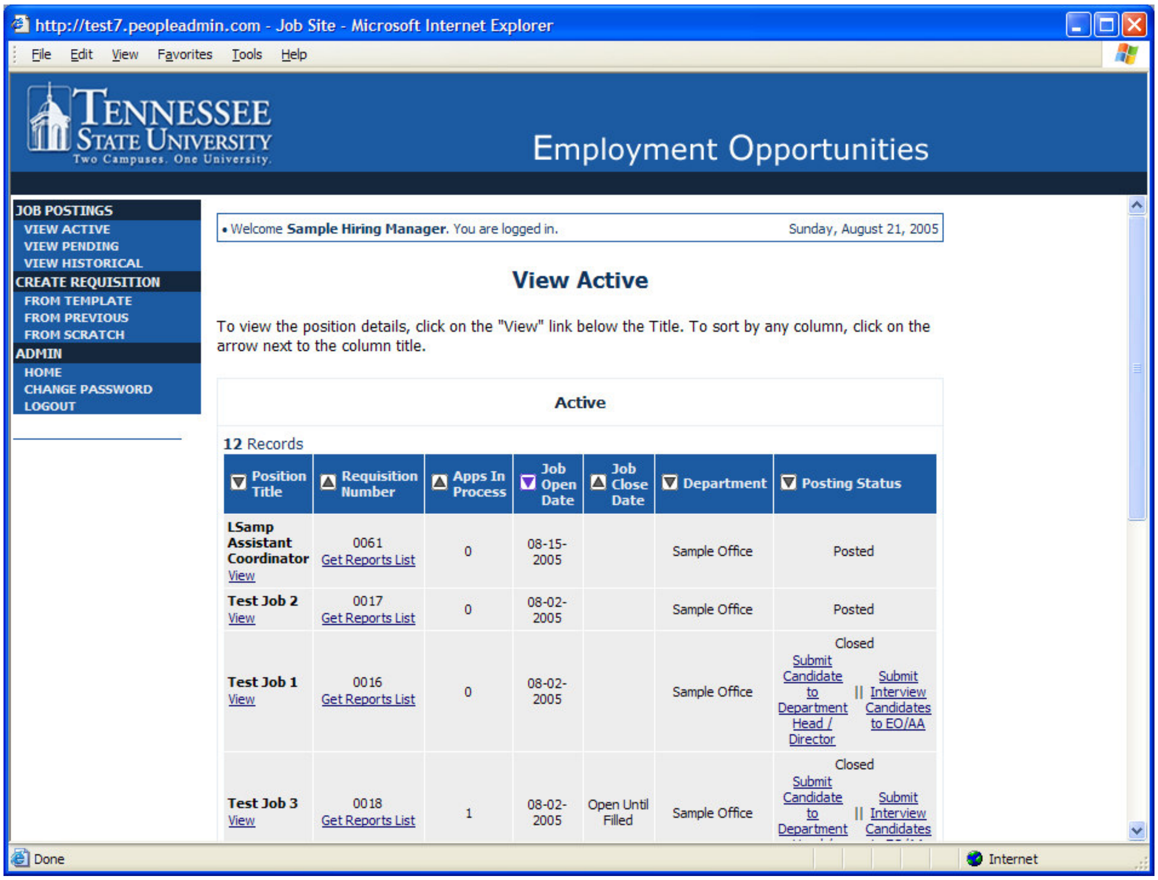
<u>The details of your position are NOT SAVED until you complete this step.</u>

One Page Guide for Creating/Modifying a Position and Submitting a Requisition

1) From the left-hand navigation bar, click **Begin New Action**.
2) Click **Start Action** under the action you are completing.
3) Review the Position Description information and edit if necessary. When finished, select the appropriate status and click **Continue** and **Confirm** to submit the action to the next approver.

VIEWING APPLICANTS TO YOUR REQUISITIONS

After logging in to the system, if you have a Requisition that is currently accepting applications, you will see a screen that looks similar to the following:



Underneath the Job Postings heading on the left navigation bar, you are presented with the option to View Active, Pending or Historical Requisitions.

View Active: Requisitions that are Active are either:

- currently posted on the applicant site, or
- no longer posted but contain applicants still under review

View Pending: Requisitions that are Pending are either:

- waiting for final review by HR, including addition of PeopleAdmin specific fields
- approved by HR but not Active on the applicant site

View Historical: Requisitions that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the word “View” below the relevant title. This will bring you to a screen similar to the following:

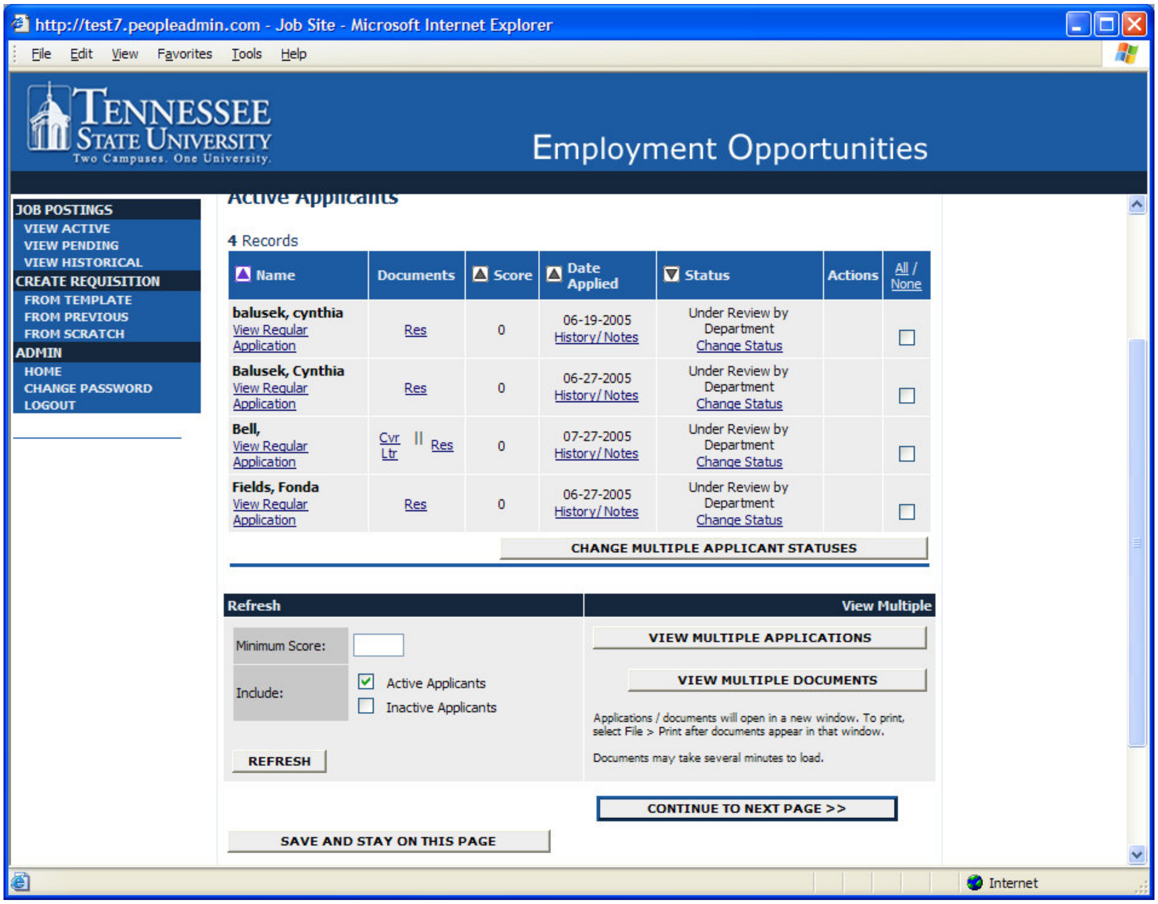
You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Requisition, including Screening Questions and Points.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant’s status

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.



To filter applicants by score, enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to "Active Applicants" (active Applicants are those still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applications

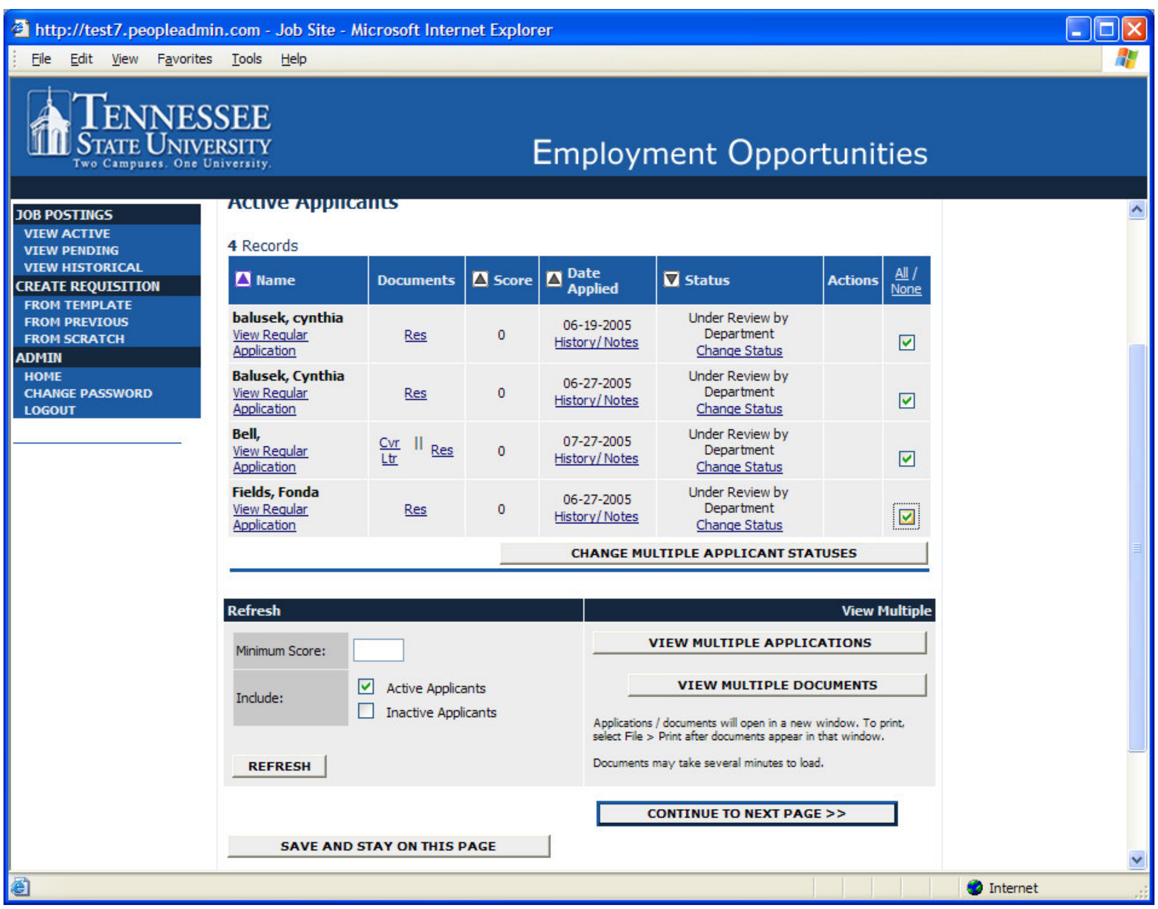
To view and print a single application, click the link "View Application" under the applicant's name from the "Active Applicants" screen (the screen shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).



Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

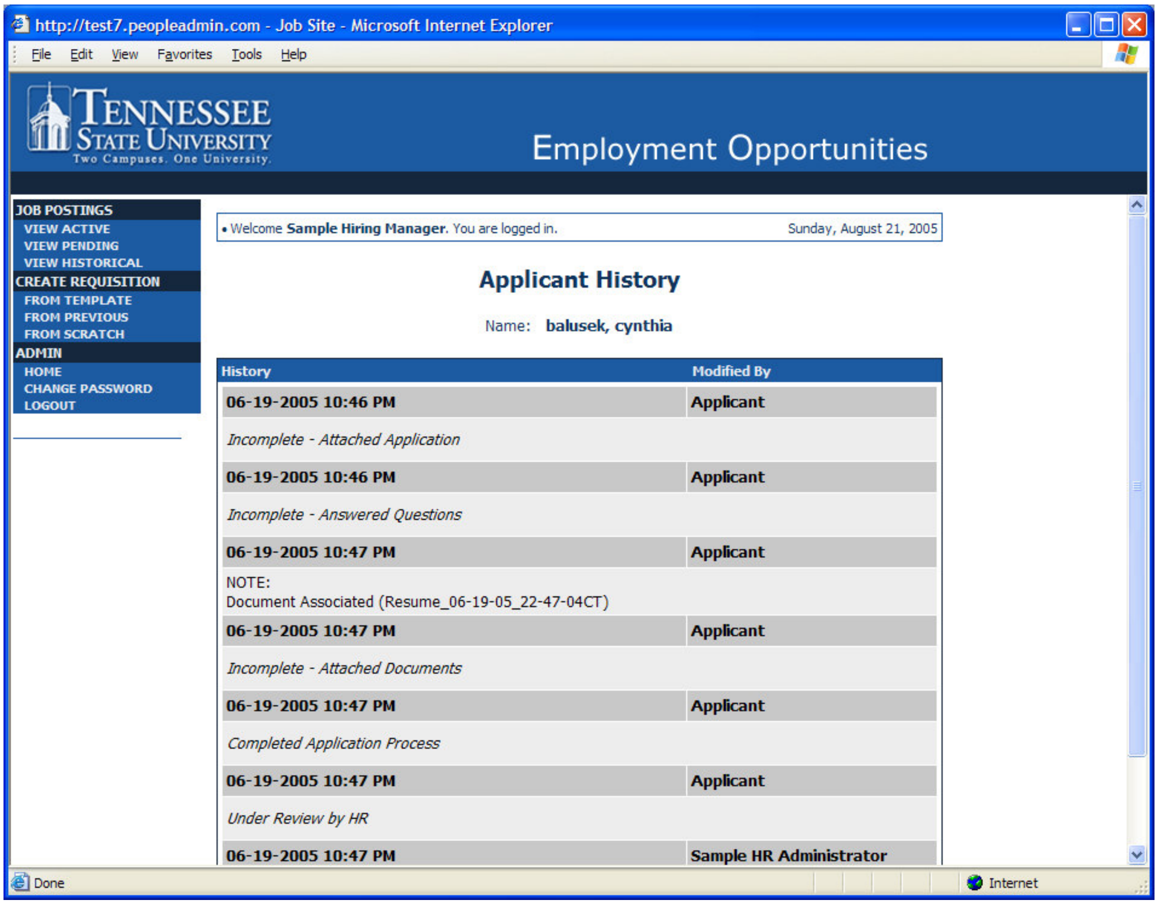
After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Viewing an Applicant's History

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.



Common History entries you may see for each applicant include:
Incomplete – Attached Application (indicating the applicant clicked the "Apply to this Position" button)
Incomplete – Attached Questions (indicating the applicant clicked the "Submit Questions" button)
Incomplete – Attached Documents (indicating the applicant clicked the "Finished Attaching Documents" button)
Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)
Others may appear, depending on your institution's hiring process.
The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

Changing the Status of Applicants

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

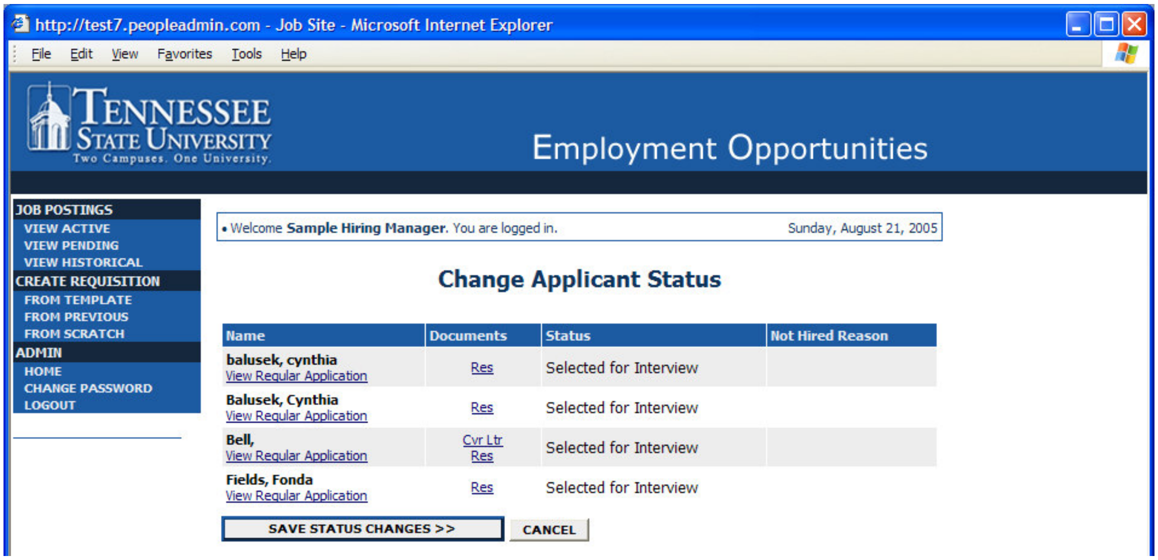
To change the status of one applicant, click the “Change Status” link under the Status column in the row corresponding to the applicant (see following example).

To change the status of multiple applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or click the “All/None” link), and then click the button labeled **Change Multiple Applicant Statuses**.

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

Under the "Status" column there is a drop down menu of the different statuses an applicant could be changed to. Select the new status for each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.



http://test7.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

• Welcome **Sample Hiring Manager**. You are logged in. Sunday, August 21, 2005

Change Applicant Status

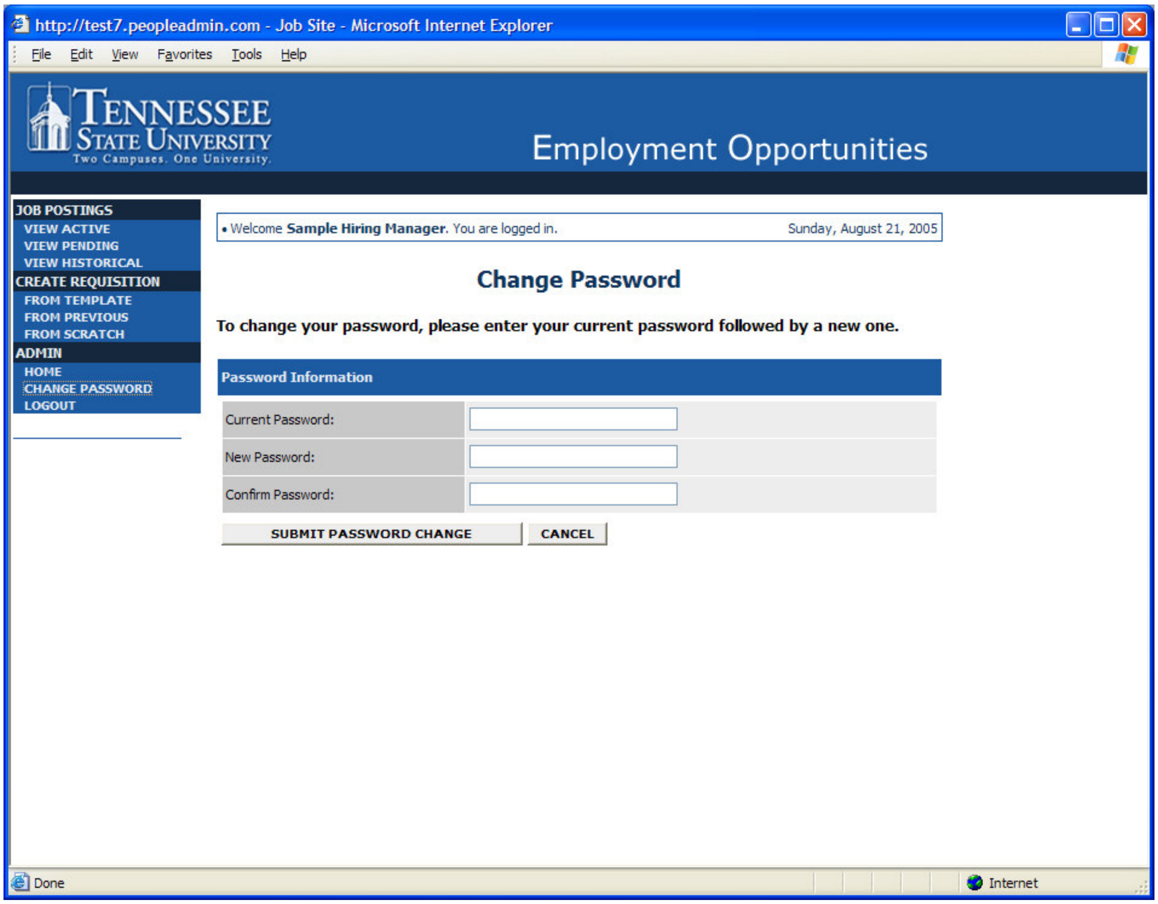
Name	Documents	Status	Not Hired Reason
balusek, cynthia View Regular Application	Res	Selected for Interview	
Balusek, Cynthia View Regular Application	Res	Selected for Interview	
Bell, View Regular Application	Cvr Ltr Res	Selected for Interview	
Fields, Fonda View Regular Application	Res	Selected for Interview	

SAVE STATUS CHANGES >> CANCEL

ADMINISTRATIVE FUNCTIONS

Changing Your Password

To change your password, click the "Change Password" link on the left navigation bar, and enter the required information. The change will be updated automatically.



Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.