PeopleAdmin Workflow – Request to Recruit, Posting, Applicant Management & Selection

Shaded boxes indicate functions performed within PeopleAdmin. In addition to the white boxes, other ‘offline’ consultations between hiring manager and administration are expected to continue. See next page for additional information on PeopleAdmin roles.

1. **Hiring Manager**
   - Identify hiring need; discuss with HR; determine roles for the search
   - Create posting request in PeopleAdmin

2. **Search Chair**
   - Search Committee Training (if needed)
   - Search Chair Training (if needed)

3. **EEO**
   - Review request to post & fill position

4. **Dean Director**
   - Review request to post & fill position (if >1 Director)

5. **Budget**
   - Review request to post & fill position

6. **Chancellor/Provost**
   - Review request to post & fill position

7. **Human Resources**
   - HR 1st review of posting request
   - Add/verify compensation data
   - Final review and post position (on FACULTY searches, transition Hiring Manager Role to the Dean)

8. **Applicants**
   - View posting and apply online
   - Return contract & background check form to HR

9. **Milestone:**
   - Review pool of applicants and move to EEO (must manually notify EEO)

10. **Milestone:**
    - Review pool of applicants and move to EEO (if ‘Selected for Phone Screen’)

11. **Academic Staff, Administrator, & Faculty**
    - Make hiring decision & verbally extend offer contingent on background check
    - If accepted, Initiate Hiring Proposal, attach Narrative and complete Hiring Proposal
    - Write Narrative & email the document to Hiring Mgr
    - Gather and send recruitment files to HR

Note: Budget will receive an automated email notification upon a position being filled

End of Process
Each of the labels in the far left column of the process flow are PeopleAdmin Roles, which usually coincide with campus roles, although individuals in higher level positions often also serve in the lower level roles. Those with multiple roles will see a drop down box in the upper right corner of their PeopleAdmin screen. All organizational relationships are based on organizational structure of HRS Major Department Codes.

**Hiring Manager** – Has ability to create postings, view postings within the department assigned and to act on those that are in a workflow state owned by the Hiring Manager. More than one person can be hiring manager for the same department. All that have the access will receive email notifications when action is required. Please disregard if the posting is not one you are working on. In Academic Searches, generally the Department Chair will serve as the Hiring Manager until the job is posted, at which point the College Dean becomes the Hiring Manager (via manual intervention by HR).

**Search Chair** – Sees only the posting(s) on which he/she is designated as Search Chair. Does not see other postings within that department. Cannot initiate a posting, may only modify the posting and manage applicants statuses. Cannot view hiring proposals for any search.

**EEO** – Has access to view all postings, applicants, and hiring proposals in PeopleAdmin, as well as to approve postings and applicant pools.

**Dean Director** – Individuals that report directly to the Chancellor or Provost (list below). These individuals usually also serve as a ‘Hiring Manager for their own department’, but may also have managers or supervisors reporting to them that serve as ‘Hiring Manager.’
- Deans of CAS, CAFES, CEPS, and CBE (Deans Assistants also hold the role for back-up purposes)
- Athletic Director (Assistant AD also holds role)
- AVC Enrollment & Student Success
- Director Facilities Management
- Library Director
- Director of Outreach
- Registrar
- AVC Student Affairs
- Director DoTS
- Executive Director University Advancement
- Special Assistant to the Chancellor-University Communications
- Provost (Assistant also holds role for backup purposes) – Example scenario - Deans Office initiates posting as a ‘Hiring Manager’, Provost would be Dean/Director
- Chancellor (Assistant also holds role for backup purposes) – Example scenario – Athletic Director initiates posting as ‘Hiring Manager’, Chancellor would be Dean/Director

**Budget** - Has access to view all postings, applicants, and hiring proposals in PeopleAdmin, as well as to approve postings/requests to recruit prior to posting the position on the web. This individual also holds roles as a Dean Director and Hiring Manager for the Division of Business & Finance and its administrative department.

**Chancellor/Provost** – Has access to view all postings, applicants, and hiring proposals in PeopleAdmin, as well as to approve postings/request to recruit prior to posting the position on the web. These individuals also hold roles as Dean Director and Hiring Manager for their own organizational structure and department.

**Human Resources** - Has full view and edit access to all activity in PeopleAdmin. Also has system administrator capabilities which include approving user requests and modifying most system settings. HR serves as the main contact in working with PeopleAdmin who hosts the software and makes any major configuration changes if needed.

**Applicants** – Ability to manage their own user role and application. Receive automated email messages based on the applicant status and the status of the posting. See Search Chair training document for more information on messages.

**Search Committee Members** and **Guest Users** – Are assigned to a specific posting and can only see those postings and the associated applicants. Are able to see postings even if they are in pending status. These users do not have the ability to view Hiring Proposals.