Administrative Approval (Dean/Dir, Budget, Chan/Prov)

ALL POSITION TYPES
PEOPLEADMIN ONLINE HIRING SYSTEM
UW RIVER FALLS
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Introduction
PeopleAdmin is UWRF’s online recruitment and applicant management system. There are four position types managed within the system: Academic Staff/Administrators/Faculty (AAF), University Staff, Temporary University Staff, and Ad Hoc.

For more information on the system, see the Getting Started in PeopleAdmin document on https://www.uwrf.edu/HumanResources/Hiring.cfm

AAF, University Staff & Temporary University Staff all follow a relatively similar process which includes:
1. Administrative approval of a posting prior to recruiting and filling a position
   • A request to post a position will include a salary range and specific FTE
   • If the posting is approved by all administrators, it authorizes the Hiring Manager to make an offer to a qualified candidate as long as the salary & FTE are within those previously approved parameters
2. All job postings are located on https://jobs.uwrf.edu
3. All applications are collected online
4. Applicant review and selection, including automated emails to applicants (University Staff via wisc.jobs)
5. Creation of an electronic ‘Hiring Proposal’ for the selected candidate, which combines posting data, applicant data, and job offer data
6. Initiation of offer letters and onboarding activities

Ad Hoc process follows the unique process below, which includes approval after the candidate has been selected:
1. Continuous Recruitment pool postings are located on https://jobs.uwrf.edu
2. All applications are collected online
3. Department Chairs review applications and determine acceptance or non-acceptance to the pool
4. Upon identifying a need to hire, the Department Chair reviews applicant pool, makes verbal offer, contacts Dean Assistant with a request to hire
5. Dean Assistant gets Dean’s approval, then initiates a Hiring Proposal within PeopleAdmin
6. Electronic routing of Hiring Proposal for Administrative approval after the offer has been made.
7. Initiation of offer letters and onboarding activities
PeopleAdmin Online Recruitment System

All position types

Administrative Approval
(Dean/Director, Budget, Chancellor/Provost)

For more information on process and roles, see associated Hiring Procedures located on the Human Resources webpage (must log in with Falcon Account to view materials).
Administrator Approval to Recruit/Hire

When you log into PeopleAdmin to review and approve, you will be reviewing either a Posting or a Hiring Proposal, depending on the position type.

- **Postings** relate to Academic Staff/Administrators/Faculty (AAF), University Staff Permanent and Temporary University Staff position types and are sent PRIOR to the search/recruitment and verbal offer.

- **Hiring Proposals** relate only to the Ad Hoc position type and are sent for approval AFTER the pool recruitment and verbal offer.

**eMail Notification**

When a Posting or Hiring Proposal (Ad Hoc) has been ‘moved’ in the workflow for your review and approval, you will receive an email notification providing you with some basic posting information such as title and department, and any comments from the person who passed it along to you. It also supplies you with the link to log into the system.

**Login to PeopleAdmin**

Log into PeopleAdmin to review and approve the Posting or Hiring Proposal.

- **Login Page:** [https://jobs.uwrf.edu/hr](https://jobs.uwrf.edu/hr)
- **User Name:** Falcon ID (w#)
- **Password:** Falcon account password

**Checking your Role**

When you log into PeopleAdmin, always check to make sure you are in the correct role for the task you need to complete. The system will generally default to your highest role. To proceed with approval, ensure that your role is set (based on your campus role) to either Dean/Director, Budget, or Chancellor/Provost. If needed, change it using the dropdown.

Once you change your role, you should see a green notification across the top of your screen.

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Figure 1: Changing Roles after login
Home Page
There are four main areas found on your home page – **Inbox, Watch List, Shortcuts and My Links**.

![Figure 2: Home page layout](image)

When you are notified of something that requires your action or approval, that item will be in your **Inbox**. There are separate **Inbox tabs for Postings and Hiring Proposals**. Figure 3 above shows that the individual logged in has three postings and one Hiring Proposal requiring attention.

If the desired posting or Hiring Proposal is not listed, verify you are in the appropriate role. (See **Checking your Role**)

Reviewing a Posting or Hiring Proposal for Approval
To review for approval, click on the **Job Title** for the Posting or Hiring Proposal you wish to review/approve.

![Figure 3a & 3b: Postings tab and Hiring Proposals tab on Inbox](image)

The summary page that appears will contain all the vital information regarding this position or hire. Review the information available to determine if you approve this request. Please note that:

- Once a **Posting** is approved by all Administrators in the workflow, a recruitment will begin. At the end of the search, the Hiring Manager has the authority to extend an offer that is within the terms of the posting / request to recruit. Administrators do **not** approve the hire again at the end of the process.
- Once a **Hiring Proposal** is approved by all Administrators in the workflow, Human Resources will send a formal offer letter, and initiate a criminal background check and new hire paperwork.
Taking Action on the Posting or Hiring Proposal

The next steps available are dependent on the Administrator’s role and if they are approving a Posting or a Hiring Proposal. Upon making a decision, click on the orange Take Action... button and make the appropriate selection.

The options generally available include:

- **Keep working...** (continue to review or discuss so you can come back to take action at a later date)
- **Send to** next Administrator or HR (approved)
- **Return to** previous Administrator (send back to previous approver)
- **Cancel**

If these options are not available, please verify you are the appropriate role. (See Checking your Role)

If the Posting or Hiring Proposal needs to be canceled at a time when it is not in your workflow, contact Human Resources.

Upon making a selection a small Take Action window will appear, indicating the action you selected.

At this time, you may add comments, which will be included in the email to the next individual in the workflow and will be saved in the History of the posting or hiring proposal. You may also check the box to ‘Add this... to your watch list’, which will allow you to easily monitor a posting or hiring proposal in PeopleAdmin as it goes through the remaining steps of the process.

Click Submit and a green bar should appear at the top of your screen indicating that the transition was successful. The ownership of the Posting or Hiring Proposal will transition to the individual you sent it to. To
Administrators

Approval of Ad Hoc Hiring Proposal

monitor its process, view it in your Watch List (if you opted to add it to your Watch List) or use the Posting or Hiring Proposal menus to locate it.