Getting Started in PeopleAdmin

ALL POSITION TYPES
PEOPLEADMIN ONLINE HIRING SYSTEM
UW RIVER FALLS
PeopleAdmin Online Recruitment System
Getting Started in PeopleAdmin

Contents
Introduction ........................................................................................................................................... 2
PeopleAdmin Glossary ............................................................................................................................. 2
PeopleAdmin User Interface Overview .................................................................................................... 3
  Login page............................................................................................................................................. 3
  User Name / Password ........................................................................................................................... 3
  Checking your Role ............................................................................................................................... 4
  Home Page ........................................................................................................................................... 4

Introduction
PeopleAdmin is UWRF’s online recruitment and applicant management system. Key process points managed within PeopleAdmin include:
1. Administrative approval to recruit and fill a position (not applicable for Ad Hoc hires)
2. Online job postings on https://jobs.uwrf.edu (either specific to a position or continuous recruitment)
3. Online collection of applications
4. Online applicant review and selection, including automated emails to applicants
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 (restricted to Human Resources users)

PeopleAdmin Glossary
Understanding the following terms may help you better understand the structure and functions within PeopleAdmin, since what an individual user can see and act on is dependent on a combination of several factors.

Organizational Structure - The PeopleAdmin organizational structure is based on HRS Major Department Codes. Departments report to Divisions/Colleges who report to either the Chancellor or the Provost. The organizational structure is shared across position types.

Forms – UWRF uses the following PeopleAdmin forms:
Posting – Contains all the information about a given position/recruitment including position description, funding, search committee members,
Application – The online form filled out by an applicant when applying for a position.
Hiring Proposal – A form that combines posting (job) information, applicant information and specific job offer information (start date, agreed upon salary, and any other special considerations). Used by Human Resources to generate an offer letter and to enter the person and job into HRS.

Position Type – Each job posting needs to be recruited and filled using one of the four position types in PeopleAdmin:
  • Ad Hoc (Instructional Academic Staff)
  • Classified Permanent Staff
  • Limited Term Employee (LTE) Appointments
  • Unclassified Staff (Academic Staff / Administrative / Faculty)

Although similar forms and screens are used for all, the way forms move through the system and what function(s) each role has in the process varies slightly. More details by position type are available on https://www.uwrf.edu/HumanResources/Hiring.cfm.
PeopleAdmin Online Recruitment System

Getting Started in PeopleAdmin

**Role** – Employees are assigned one or more roles in PeopleAdmin which allow them to perform certain functions within the system. Roles are shared across all position types, however, the functions within those roles are limited by:

- the individual’s position/job within the organizational structure, and
- the workflow for the position type in which they are working

UWRF employees may be assigned one or more of the following PeopleAdmin roles:

- Hiring Manager (Department Chair may share this role with Academic Dean for Faculty Positions)
- Dean/Director (generally a direct report of either the Provost or Chancellor)
- Budget Office
- Chancellor/Provost
- EEO (involved only in Unclassified Academic Staff/Administrators/Faculty)
- Human Resources
- Search Chair
- Search Committee Member (view-only access to a specific posting)

Students and community members serving on a Search Committee may be granted view-only *Guest User* access to a posting.

**Workflow** – For each position type, a specific sequence of steps have built into the PeopleAdmin System and it has been determined which roles own (can take action) at each step. Workflow varies by position type.

**Specific Posting** – A job posting related to a specific position is put on the job portal (https:\\www.uwrf.edu\\jobs) and advertised for a limited period of time prior. Generally used for a traditional competitive recruitment.

**Continuous Recruitment Posting** – A job posting related to a broader need is continuously posted on the job portal in order to build a pool of potential applicants for when a hiring need arises for a non-competitive recruitment (used for some Ad Hoc Instructors and some LTE positions)

**Internal Posting** – A non-competitive job posting that is not publicly put on the job portal. The posting is accessed by an applicant when an internal hyperlink to the posting is to him/her.

For more information on each position type, its process and step by step guides by role, go to [https://www.uwrf.edu/HumanResources/Hiring.cfm](https://www.uwrf.edu/HumanResources/Hiring.cfm), login with your Falcon Account and click on the desired position type.

PeopleAdmin User Interface Overview

**Login page**

[https://jobs.uwrf.edu/hr](https://jobs.uwrf.edu/hr)

![Login Screen](image)

**User Name / Password**

Login with your Falcon ID and 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 switch roles, click on the drop down in the upper right corner.

Figure 2: Tabs available under Hiring Manager role & Changing Roles

To modify and save your default role setting, click on My Profile from the top menu. Edit User Details and select the desired **Preferred Group on Login** from the drop down list and Update User.

Home Page
There are four main areas found on your home page.

- **Inbox** – Presents your PeopleAdmin tasks, based on the role you have selected. These include Postings and Hiring Proposals that are *specifically assigned to you in their current state*. Your inbox does not include items that are currently assigned to other people. The Templates tab will be used only by Human Resources.

- **Watch List** - Allows you to follow the progress of items that matter to you, *even if they are assigned to other people*. By default, your watch list includes all items that you create. You can also choose to watch other items. Items are automatically removed from your watch list when they are completed or canceled. You can also choose to stop watching at any time.

- **Shortcuts** – Includes a ‘Create New Posting’ link for each position type

- **My Links** – Currently includes a link to ‘Your Applicant Portal’ [https://jobs.uwrf.edu](https://jobs.uwrf.edu) where potential applicants go to view all public job postings. Longer term, additional reference materials may be added to this section.

Figure 3: Home page layout