Hiring Process

Introduction
PeopleAdmin is UWRF’s online recruitment and applicant management system. Key process points managed within PeopleAdmin include:

1. Upfront Administrative approval to recruit and fill 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. Online job postings on https://jobs.uwrf.edu
3. Online collection of applications
4. Applicant review and selection, including automated emails to applicants (managed by the Search Chair & Committee)
5. Creation of an electronic ‘Hiring Proposal’ for the selected candidate, which combines posting data, applicant data, and job offer data. (initiated by the Hiring Manager and forwarded to Human Resources)
6. Initiation of offer letters and onboarding activities (restricted to Human Resources users).

What an individual PeopleAdmin user can see and act on is dependent on a combination of their role, their department, and the workflow status of the posting or other activity.

- Role
  - Your role determines what you may do in the system. For example, the role of ‘Chancellor/Provost’ may view anything in the system and can review/approve job postings prior to them being posted, whereas a Search Committee Member may only view applicant materials.
  - As a user of PeopleAdmin, you may have multiple roles. For example, you may be a ‘Dean/Director’ who approves postings, but also a ‘Hiring Manager’ that needs to initiate a posting and complete a Hiring Proposal.
  - When you login, the default setting is generally your highest role. You can switch between roles by selecting a new role from the drop down list. You can also change the setting for which role is your default. See Home page and Profile Management document for details.

- Department
  - The PeopleAdmin organizational tree is based on HRS Major Department Codes. Departments report to Divisions/Colleges who report to either the Chancellor or the Provost.
  - Where more than one hiring manager exists within a department, a suffix including the description of their functional area may be added to the department code in order give each hiring manager his/her own ‘space’ in PeopleAdmin.

- Workflow status
  - PeopleAdmin relies on predetermined process flows and limits what a user may do based on those flows, the organizational structure and the user’s role.
  - Although there was an attempt to standardize process as much as possible across positions types, where needed, they do vary.
  - UWRF’s position types in PeopleAdmin include: Academic Staff/Administrator/Faculty, Classified Permanent, LTE, and Ad Hoc

For more information on process and roles, see associated PeopleAdmin Process Flow Flow documents.
PeopleAdmin Online Recruitment System

Academic staff/Administrators/Faculty
(except Ad Hoc and Emergency Hires)

College Deans and Creating Faculty Hiring Proposals

PeopleAdmin User Interface Overview

User Name / Password
- All user names are First initial and Last name. Example: JSmith
- Initial login will use the user name as the password.
- Upon initial login, each user is required to reset their password.
- Each person will have ONLY ONE user name and password that will allow them to access whatever roles are needed.
- Additional roles and groups will be managed by HR on an as needed basis.
- If an account is being requested for a new person, please use the First Initial and Last name.
- Any account requested that does not meet these specifications will be changed.

Login page
https://jobs.uwrf.edu/hr

Figure 1: Login Screen

Administrative Roles:
- Dean/Director
- Possible additional roles: Hiring Manager, Search Chair, and Search Committee Member.

Figure 2: Tabs available under Administrative roles & Changing Roles
PeopleAdmin Online Recruitment System
Academic staff/Administrators/Faculty
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Home Page
There are four main areas found on your home page.

Approval Process

eMail Notification of Approval
When a posting has been 'moved' in the workflow for your review and approval, you will receive an email notification (Posting Status Update) providing you with some basic posting information such as title and Department but it also supplies you with the link to log into the system and any comments from the person who passed it along to you.

Postings
The postings needing your approval may be reached for viewing and approval two different ways.

Inbox view – items listed in the Inbox require the attention of the currently selected role. To review the posting for approval, click on the Job Title for the posting you wish to review/approve.

Figure 3: Home page layout

Figure 4: Inbox – those items needing this role's attention
Posting tab view – Click on the Posting tab, select Academic Staff / Administrators / Faculty menu item

Complete listings of all posting within or under your organization structure will appear. Locate the posting that needs approval by scrolling down the list of postings or do a search of the postings.

To review the posting for approval, click on the Job Title for the posting you wish to review/approve.

Reviewing a Posting for Approval

The Posting Summary page will contain all the vital information regarding this position such as Department, Appointment Type, FTE, New / Replacement, Job length, Funding source, and salary range. Please note: Search Chairs, Search Committee Members and Guest Users will not have access to the ‘Salary Range for this Position’ field.
**Next Steps Available**

- “Keep working on this Posting” if there are any concerns with the search request, so that you may continue reviewing it
- “Send to Budget (move to Budget)”
- “Return to Hiring Manager (Move to Hiring Manager)” [returns it to the Hiring Manager] listing your questions or concerns as a Note
- “Cancel Before Posting (move to Cancel Before Posting)” which stops the posting request from proceeding in the workflow.

**Dean / Director Approval**

If you approve the posting to proceed, the approval step is to “Send to Budget (move to Budget).”

With any ‘Action’ taken, we encourage notes and comments to be shared within the system so that a complete history of the search is retained. Before taking ‘action’ on the posting, on the History tab under the Posting at the bottom of the page, is an area for a ‘Note’. Enter your thoughts, concerns, questions then click “Add a Note.”

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*Figure 7: Dean/Director Choices*

*Figure 8a & 8b: History tab and adding notes*
When Taking an Action, this window pop-ups for you to add any comments regarding this posting. The comments written here are included in the automatic email sent by the system.

Unless you choose to do so, you might not see this posting again, nor will there be any hiring paperwork for you to sign. It is very important to note that if you and all other administrators approve, the Hiring Manager will have the implied authority to extend an offer to a qualified candidate as long as the salary is within the range. Of course, an approved and active posting/search can still be cancelled at any time by contacting Human Resources.

**After Posting Request Approval Process**

- Posting will be sent to the Budget Officer and Provost for review & approval
- Posting information will be reviewed by HR, Search Chair and EEO for completeness
- HR posts the position at jobs.uwrf.edu
- At this time, the role of Hiring Manager will be transitioned from the Department Chair to the Dean for Faculty searches
- Applicants will apply
- Search Chair will send the applicant pool to EEO for review
- If EEO approves, the Search Committee will do Phone Screen, Personal Interview, Reference checks, and update all applicant statuses so at least one is in “Recommended for Hire” status
- The Search Chair will write a narrative on the candidates and selection process and will email it to the Hiring Manager which on Faculty Searches is the Dean of the College
- The Hiring Manager role will make a decision, a verbal offer, and if accepted, initiate the Hiring Proposal; these activities should be done in consultation with the Provost and Budget Officer; the Narrative and any negotiated Special Considerations (relocation, summer appointments, etc) should be attached to the Hiring Proposal
- The Hiring Manager’s approval of the Hiring Proposal will prompt HR to generate an offer letter and background check, and then to complete the rest of the hiring process
- The Budget Office will receive an automated email once a hiring proposal has been approved, so their records can be updated
The Hiring Proposal
Generating a Hiring Proposal

When an applicant has accepted a verbal offer, the next step is to create a hiring proposal. In your posting, the summary page for the applicant includes a link to create a hiring proposal once the applicant has reached the appropriate workflow state of “Recommended for Hire”. Generating the Hiring Proposal connects the job information in the posting with the applicant's information from their application.

The role of ‘Hiring Manager’ is the role associated with generating a Hiring Proposal. Be sure before you start, that your current role in the system is set to “Hiring Manager” then hit the ‘change role’ button.

![Figure 10: Changing roles](image1.jpg)

Locate the desired posting either under your Watch List or by selecting Postings > Academic Staff / Administrators / Faculty. Click on the desired posting. The Workflow State for the posting will either be “Posted” or “Closed/Removed from Web.”

![Figure 11: Locating the Posting](image2.jpg)
Select the applicant to be hired. This applicant should have the Workflow State (Internal) of “Recommended for Hire.”

To generate a hiring proposal, you must be on the Summary page for the applicant. Click on “Start Hiring Proposal.”
Completing the Hiring Proposal

Most of the data for the Hiring Proposal will be automatically filled in based on the position posting and the applicant’s data. As Hiring Manager, under the Hiring Information area found at the bottom of the page, you supply the following data fields:

- Reason for Selection of Candidate
- Actual Start Date
- Actual Starting Salary

![Hiring Information](image)
Attaching Supporting Documents
Under Hiring Proposal Documents, you are asked to upload the **Narrative** containing the strengths and weaknesses of the applicants interviewed which is supplied by the Search Committee. You also have the opportunity to attach an additional document addressing any **Special Considerations** negotiated and offered to the new hire. Documents may be uploaded as an XX.doc or created using the simple editor within PeopleAdmin.

![Editing Hiring Proposal](image)

**Figure 16: Hiring Proposal Documents**

Submitting Hiring Proposal to HR
Under Hiring Proposal Summary, the Hiring Proposal information may be reviewed for completeness. The last step is to “Take Action on Hiring Proposal” by selecting one of three steps:

- Keep working on this Hiring Proposal
- Cancel HP
- Send to HR for Background Check and Offer Letter

![Take Action On Hiring Proposal](image)

**Figure 17: Taking final action on Hiring Proposal**

Closing out the posting
Once you have sent the Hiring Proposal on to HR, the status may be monitored via the Hiring Proposal tab on the Home page or through the Watch List. Be sure to communicate with HR as to the status of the other applicants who might have been “Recommended for Hire” but not hired so that HR may close the posting. The search is not over until all applicants have a final status, the Hiring Proposal is Complete, and the posting is in a ‘Filled’ Workflow State.

HR will be completing the process by generating the offer letter, conducting a background check, completing other new hire paperwork and entering the new employee into HRS.