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.

**BACKGROUND:** There may be open generic pool postings on our portal for certain positions (custodial, office support, etc.) to which Temporary applicants can apply at any time. A decision can be made on a search by search basis as to if candidates will be selected from the pool or if the specific job needs to be publicly posted and advertised.

1. **Start**
   - Identify hiring need; discuss with HR – HR trains (& sets up access for Academic Dept Chair)

2. **Hiring Manager**
   - Create Temporary posting in PeopleAdmin
     - Review request to post & fill position
     - Review of Pool Applicant
       - Complete Posting Data
       - Review applicants in generic pool posting (using Search Committee Member role)
       - Are there qualified applicants?
         - Yes: Review Applications
         - No: Contact HR to post & advertise specific job

3. **Dean/Director**
   - Review request to post & fill position
   - As needed

4. **Budget**
   - Review request to post & fill position
   - Note: Budget will receive an automated email notification upon a position being filled

5. **Chancellor/Provost**
   - Review request to post & fill position
   - Grant Hiring Manager access to pool posting (as Search Comm Member)
   - Move position to ‘Posted’ (or if candidate is known, ‘approve for internal’ and send link)
   - Move position to ‘approve for Internal - Schedule interviews – copy applicants
   - Move to ‘Refer to Hiring Manager’

6. **Human Resources**
   - HR 1st review of posting request
   - Add/verify compensation data
   - Final review
   - Fill from an existing pool?
   - Milestone: Posting End Date
   - Milestone: CBC passed

7. **Applicants**
   - Some will view generic pool postings for Custodian or Office Support and apply prior to a specific need being identified by Hiring Manager (if those pool postings exist)
   - View posting and apply online
   - Close/Remove posting from web or continue advertising if pool not sufficient
   - Generate Background Check
   - Milestone: CBC passed
   - Email non selected applicants if needed (no auto messages for LTI)
   - Update status on remaining Applicants to ‘Interviewed not Hired’
   - Generate offer letter; enter in eSIS and HRS
   - Initiate and complete Hiring Proposal (Status: HP Complete)
   - Update applicant to Hire (moves posting to ‘Filled’)
   - Initiate onboarding activities and remaining entry into HRS

8. **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.

**EEO** – Has access to view all postings, applicants, and hiring proposals in PeopleAdmin, but is not part of the LTE workflow. Does not approve posting, applicant pool or recruitment activity as is done for other employment categories.

**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
- 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 status of the posting. See Search Chair training document for information on messages.

**Search Committee Members** and **Guest Users** – Search Committee Member is the role that will generally be temporarily granted to the Hiring Manager so he/she can see pool applicants. Guest User generally will not be used for LTE recruitments. These users do **not** have the ability to view Hiring Proposals.